



ALVIN COMMUNITY COLLEGE

Faculty

Handbook

2018

TABLE OF CONTENTS

INTRODUCTION.....	4
HISTORY	4
BOARD OF REGENTS	4
ACCREDITATION	5
TEXAS HIGHER EDUCATION COORDINATING BOARD	5
VISION STATEMENT	5
MISSION STATEMENT	5
INSTITUTIONAL GOALS.....	5
CODE OF PROFESSIONAL ETHICS	6
INSTITUTIONAL INFORMATION.....	7
INSTRUCTIONAL LEADERSHIP	7
SHARED DECISION MAKING	8
ACADEMIC FREEDOM	8
ACADEMIC JURISDICTION OF FACULTY	8
FACULTY APPOINTMENTS.....	9
FULL-TIME FACULTY CONTRACTS	9
FACULTY CREDENTIALS AND TRANSCRIPTS	10
FACULTY WORKLOAD	10
OVERLOADS	11
CURRICULUM DEVELOPMENT / REVISIONS	12
TECHNOLOGY AND COMMUNICATION	12
FACULTY ID'S	13
FACULTY OFFICES	13
OFFICE HOURS (FULL-TIME FACULTY)	13
OFFICE HOURS – OPTIONS FOR ADJUNCT FACULTY	14
FACULTY ABSENCES.....	14
COMMENCEMENT CEREMONIES	16
PROFESSIONAL DEVELOPMENT.....	16
INSTITUTIONAL SERVICE	16
CLUB SPONSORSHIP	17
PERFORMANCE EVALUATION PROCESS	17
TENURE	17
TENURE GRIEVANCE PROCESS.....	17
EMPLOYEE GRIEVANCE PROCESS	18
RESIGNATIONS.....	18
TERMINATION.....	18
INTELLECTUAL PROPERTY RIGHTS	19

NON-COLLEGE EMPLOYMENT	19
EMPLOYEE STANDARDS OF CONDUCT	19
CRISIS COMMUNICATION PLAN	19
FERPA.....	19
PARKING / VEHICLE REGULATIONS	20
BUILDING ACCESS (KEYS).....	20
BUDGET.....	20
ALLOWED AND PROHIBITED EXPENDITURES	20
CAMPUS CARRY	21
COLLEGE PUBLICATIONS	21
INSTRUCTIONAL EXPECTATIONS	22
INSTRUCTIONAL COMMITMENT	22
CLASSROOM CONDUCT.....	22
CHILDREN IN CLASSROOMS / UNATTENDED MINORS	22
SCHOLASTIC INTEGRITY	23
COURSE SYLLABUS & CURRICULUM VITAE	23
STUDENT ATTENDANCE / ABSENCE / TARDINESS	24
HOLIDAYS	25
RELIGIOUS HOLY DAYS.....	25
AUDITING CLASSES	25
CENSUS ROSTERS/CENSUS ENROLLMENT REPORTING.....	26
CORE COURSE REQUIREMENTS.....	26
TEXTBOOKS AND INSTRUCTIONAL RESOURCES	27
COPYRIGHT REGULATIONS	28
FIELD TRIPS	28
COURSE EXAMINATIONS AND MAKE-UPS	28
FINAL EXAMINATIONS.....	29
COURSE EVALUATIONS.....	29
GRADE REPORTING.....	29
GRADE CHANGES	30
INCOMPLETE GRADES	30
END OF SEMESTER CHECK-LIST (ADJUNCT FACULTY).....	30
GRADE APPEAL PROCESS	31
DISTANCE EDUCATION AND OFF-SITE LOCATIONS	31
DISTANCE EDUCATION COURSES.....	31
OFF-SITE LOCATIONS	32
INSTRUCTIONAL PLANNING & PROGRAM EVALUATION	33
INSTITUTIONAL STRATEGIC PLAN.....	33
THE OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH.....	33
PROGRAM LEARNING OUTCOMES.....	33
PROGRAM REVIEW	34

UNIT PLANNING ASSESSMENT	34
SUPPORT RESOURCES AND SERVICES.....	34
CAREER SERVICES	34
CENTER FOR SUCCESS	34
CLASSROOM TECHNOLOGY	35
COLLEGE AND CAREER PATHWAYS	35
COLLEGE STORE.....	35
COPY CENTER.....	35
FITNESS CENTER.....	36
LIBRARY SERVICES.....	36
MARKETING AND COMMUNICATIONS	37
TESTING CENTER.....	37
TUTORING CENTER / LEARNING LAB	38
WIRELESS INTERNET ACCESS	38
STUDENT INFORMATION.....	38
ADMISSIONS / ADVISEMENT / REGISTRATION	38
AMERICANS WITH DISABILITIES ACT.....	38
ASSESSMENT AND CARE TEAM (ACT).....	39
HUMAN RESOURCES INFORMATION.....	39
FACULTY INFORMATION	39
ACC VOLUNTEERS	39
APPENDICES.....	40
FACULTY WORKLOAD GUIDELINES	41
FULL-TIME FACULTY COURSE LOAD FORM	42
MASTER COURSE SYLLABUS TEMPLATE (EXAMPLE)	43
COURSE COMPLETION CONTRACT	44
STUDENT TRAVEL FORM	48
COLLEGE SPONSORED TRAVEL RELEASE FORM	49
GRADE-POINT VALUE	50
GRADE CHANGE AUTHORIZATION.....	51
COURSE COMPLETION CONTRACT (“I” GRADE)	52



INTRODUCTION

Alvin Community College (ACC) takes great pride in having served area students for over half a century. Faculty members come from many diverse backgrounds and each brings a unique strength to the College Community. We hope that your experiences at ACC are always rewarding and productive. The Faculty Handbook serves as a resource for current and new faculty regarding the policies and procedures of the institution. As the College continues its strong commitment to high quality academic and technical programs, faculty are the most important component in the institution's quest for instructional excellence and successful preparation of students for their future careers.

History

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and College Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a current enrollment that exceeds 5,500. During this period of growth, Alvin Community College has had five presidents. ACC's current President, Dr. Christal M. Albrecht, has served as the Chief Executive Officer since 2014.

Board of Regents

Alvin Community College is guided by a Board of Regents that consists of nine members. Each member is elected to a six year term, and all members serve at-large. One of the Board's responsibility is adoption of a [Policy Manual](#) to guide legal and local expectations for the College.

Accreditation

Alvin Community College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#). ACC is in the SACSCOC Class of 2021, with the next ten year reaffirmation site visit scheduled for Fall of 2020.

Texas Higher Education Coordinating Board

The [Texas Higher Education Coordinating Board \(THECB\)](#), is a statutory 9-member board appointed by the Governor. State funding appropriated by the Legislature for academic programs is administered by the Board. It reviews and approves degree programs, and is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education. Curricula and courses are guided by the THECB through an [Academic Course Guide Manual](#) and the [Guidelines for Instructional Programs in Workforce Education](#).

ACC Guiding Principles

Vision Statement

“As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College’s focus will be to promote student success, enhance quality of life and support economic development.”

Mission Statement

“Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.”

Institutional Goals

1. Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion, and success.
2. Alvin Community College will plan and develop a campus in the vicinity of the west side of the college taxing district, and address facilities’ needs and technology upgrades for the existing campus.
3. Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.
4. Alvin Community College will develop programs and partnerships to meet employment needs of the community.
5. Alvin Community College will maximize the acquisition of revenue, taking into consideration the interests and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.
6. Alvin Community College will strengthen its human resources capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

Faculty, Administrative, and Professional Staff Code of Professional Ethics

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

1. The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.
2. The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.
3. The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
5. The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.
6. The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. The Professional Educator shall make the most judicious and effective use of the college's time and resources.
8. The Professional Educators shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.
9. The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.
10. The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.
11. The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.
12. The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.
13. The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.
14. The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
15. The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

*In this Code the term "colleague" refers to administrators, teachers, non-academic personnel, and any other persons employed by colleges in the educational enterprise. *REFERENCE: Texas Community College Teachers Association, February 20, 1997*

Institutional Information

Instructional Leadership

The organizational structure for the Office of Instruction includes four divisions with a Dean as the academic leader over each. These divisions include:

- Arts and Sciences
- General Education and Academic Support
- Legal and Health Sciences
- Professional, Technical, and Human Performance

Deans are responsible for division leadership and oversight to ensure the quality and integrity of instruction in all programs and courses. Deans are involved in the recruitment and employment of full-time faculty as they directly supervise, mentor, and evaluate each one. They are also involved in the selection, supervision, and evaluation of Department Chairs and staff. Additionally, Deans coordinate and collaborate with Department Chairs and faculty to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources. Deans have budgetary oversight of all program and auxiliary budgets for the division. Each year, the Dean, Department Chairs, and faculty determine program needs and recommend a proposed budget, with any needed resources, for the upcoming academic year.

Each instructional division has a number of Department Chairs who share in division leadership. Department Chairs are responsible for the recruitment and employment of part-time faculty as they directly supervise, mentor, and evaluate each one. Collaborating with the Dean, Department Chairs plan and coordinate a yearly plan of course offerings and faculty scheduling. Department Chairs also participate in the budget planning process and facilitate input from faculty regarding financial and instructional needs for the next academic year.

Another vital employee in each division is the Administrative Assistant to the Dean. She/he supports the Dean, Chairs, and faculty as needed while serving as a key point of contact for all division personnel. Administrative Assistants are responsible for the day-to-day operation of the division, including course schedule entry, faculty workload documentation, resource purchasing, coordination of division meetings, and a host of other division services.

The chief academic officer for the College is the Vice President of Instruction (VPI). The VPI is the immediate supervisor for all instructional Deans, Director of College and Career Pathways, Director of Institutional Effectiveness and Research, Director of Distance Education, Director of Texas Department of Criminal Justice Programs, the Grants Coordinator, Instructional Support Specialist, and the Executive Administrative Assistant for the Office of Instruction. Responsibilities of the VPI include leadership for planning, developing, implementing, and improving instructional programs and services, faculty initiatives and professional development, academic support, assessment, accreditation compliance, alternate delivery methods, and

institutional effectiveness. Additionally, the VPI provides leadership and oversight of curriculum development and implementation of curricula. The VPI also ensures that faculty and programs remain compliant with all applicable internal and external rules, regulations, guidelines, and requirements, including SACSCOC, THECB, Board policies, and administrative procedures. In collaboration with the Deans and other budget managers, the VPI is further responsible for monitoring and oversight of instructional budgets.

Shared Decision Making

To accomplish the goals of the institution, successful interactions among the administration, faculty, staff, and students is paramount. Faculty members participate in shared decision-making through a variety of communication routes. While faculty communicate directly with their Dean on a routine basis, there are many other opportunities for faculty to provide critical input, ask questions, and suggest solutions to concerns. Some of these include service on committees including those designated by Presidential appointment, standing institutional committees, and special ad hoc taskforces. Through these committees, faculty use their expertise and experience to help develop college procedures and processes. Active participation in the committee process will ensure that new ideas are given every opportunity for discussion and careful consideration. It is important to remember that all committee meetings are documented and any faculty member may address an issue that is currently under review by a specific committee.

Academic Freedom

Academic freedom is not a privilege of education but a condition of intellectual independence in the classroom. Faculty are entitled to freedom in discussing their subject matter and in expressing their own opinions as citizens of the nation, state, and community, so long as they make clear that they are expressing their own opinions and not those of the institution.

The partner of academic freedom is academic responsibility. The responsibility to be professionally competent, professionally behaved, professionally accountable, and professionally respectful falls upon all faculty members. Instruction must adhere to state mandated requirements and outcomes for the course. Faculty should be aware that individual independence is to be exercised with judicious and responsible consideration of the situation.

Details concerning Academic Freedom are available in the Board of Regents Policy Manual [DGC \(Local\)](#) and through the American Association of University Professors ([AAUP](#)).

Academic Jurisdiction of Faculty

Primary responsibility for the quality of the educational program rests with the faculty. All concerns related to general academic matters or specific departmental issues should be brought to the attention of the appropriate Division Dean and/or Department Chair.

Faculty Appointments

Full-time faculty members are required to allocate a minimum of 35 hours per week that will normally be scheduled on campus. The total commitment to the College includes classroom and/or laboratory instruction, preparation for class meetings, online course management (if applicable), student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for academic courses for a full-time faculty member shall normally not exceed 15 to 16 credit hours (240–288 contact hours). Lab hours are equated under a formula developed by the administration. Equivalency for each technical program shall be determined by the Vice President of Instruction with input from the Faculty Workload Committee. An exception to load requirements shall be permitted due to accreditation or state licensing regulations, facilities, program requirements, or safety issues. By accepting the position, a faculty member agrees to provide instruction in such courses at various locations during the day, evening, and/or weekend, as assigned.

A full-time faculty member shall be permitted to teach non-credit courses and participate in special assignments as part of his or her workload with the approval of the vice president of instruction. All requests for release time or a second overload shall be approved by the vice president of instruction and the College President. The teaching load of a faculty member who has an administrative assignment shall be determined by the College President. Board Policy DJ (Local)

Adjunct (part-time) faculty are hired when an insufficient number of full-time faculty are available to cover the courses needed. Adjunct faculty are responsible for instruction and other responsibilities as defined in the Faculty Handbook and Board Policy Manual. Unless otherwise approved by the vice president of instruction, adjunct faculty are not allowed to work more than 19 hours per week.

Full-time faculty are oriented to the College by the Human Resources Department at the beginning of their first semester of employment. A departmental orientation follows with their Division Dean. Adjunct faculty will be oriented by their Department Chair at the beginning of their first semester of employment.

Full-time Faculty Contracts

Full-time faculty contracts may be of varying lengths (9 month, 10.5 month, 12 month) dependent upon the needs of the institution's programs and classes. Faculty appointments will be made by the Board upon the recommendation of the College President and will consist of annual appointments and tenure appointments. The College is required to offer each full-time faculty member a written contract for the next academic year no later than 30 days before the first day of the academic year. Recommendations of the College President on the renewal of contracts for regular full-time contractual personnel will be submitted to the Board in accordance with administrative regulations. The deadline for acceptance of a contract will be stated in the contract. Unless the contract is signed and returned on or before the date specified in the contract, the offer of employment will be void.

The College is not required to provide an annual contract to tenure or tenure track faculty, but must provide tenure and tenure-track faculty with any written notification required in the College's tenure policy of a change in a term of employment according to the College policies, but no later than the 30th day prior to the change. Reference: Board Policy [DCA \(Local\)](#) and [DCB \(Local\)](#).

Faculty Credentials and Transcripts

The ACC Faculty Credentials Guide provides general procedures and a Credentials Guide with institutional requirements for faculty qualifications based on expectations from the Southern Association of Colleges and Schools Commission on Colleges (Standard 6.2.a) and the Texas Higher Education Coordinating Board (THECB).

All faculty members must submit official transcripts that annotate their qualifying degree(s) upon employment with the College. Faculty who earn a new credential, certificate, or additional degree are required to submit updated transcripts and information to Human Resources.

Faculty Workload

Full-time Faculty

In accordance with Board Policy [DJ \(Local\)](#), full-time faculty members are required to work a minimum of 35 hours per week which is normally scheduled on campus. The assigned faculty workload consists of responsibilities in three distinct areas:

1. Instruction—75% (*Responsibilities includes teaching, planning, evaluating, advising and counseling*)
2. Institutional Service—15% (*Includes responsibilities that support ACC in achieving its mission and goals such as serving on committees, mentoring faculty, recruiting, curriculum development, supporting administrative functions, and ACC representation on community boards, committees, and/or organizations*)
3. Professional Development—10% (*Includes responsibilities associated with addressing growth and change such as participating in the evaluation process, attending conference and workshops, contributing to one's profession through presentations, etc.*)

The instructional portion of a full-time faculty member's responsibilities will be calculated on contact hours in accordance with the Faculty Workload by Discipline (See Appendix A). The workload standard for a faculty member who teaches in more than one discipline will be based on the primary teaching field (the one they were hired under unless reclassified to another discipline). Instructional responsibilities may include a variety of instructional delivery methods (face-to-face, hybrid, and/or online) and at days, times, and locations according to the instructional needs of students. The Division Dean is responsible for review, recommendations, and final approval of all workload assignments for full-time faculty.

As previously noted in the Faculty Appointment section of the handbook; the standard teaching load for academic courses for a full-time faculty member shall normally not exceed 15 to 16 credit hours (240–288 contact hours). Lab hours are equated under a formula developed by the administration. Equivalency for each

technical program shall be determined by the Vice President of Instruction with input from the Workload Committee. An exception to load requirements shall be permitted due to accreditation or state licensing regulations, facilities, program requirements, or safety issues. Acceptance of a faculty position with ACC requires a faculty member to provide instruction in assigned courses at various locations during the day, evening, and/or weekend.

A full-time faculty member may be permitted to teach non-credit courses and participate in special assignments as part of his or her workload with the approval of the Vice President of Instruction. All requests for release time or overload shall be approved by the Vice President of Instruction and the College President.

The teaching load of a faculty member who has an administrative assignment shall be determined by the College President.

Part-time (Adjunct) Faculty

The routine, standard workload for part-time faculty should not exceed 19 hours per week. Deans and Department Chairs will determine allowable hours in accordance with requirements published by the federal Affordable Care Act. Part-time faculty may be permitted to teach one course section during the December and May mini-sessions.

Overloads

Full-time Faculty

Course overloads for full-time faculty are not allowed unless there is a documented need. A faculty member in a given department will not be considered for an overload until all departmental faculty have scheduled full-time instructional loads. With a documented need, the Division Dean may approve one course overload (48 semester credit hours) per semester. A request to exceed the one course overload requires a rationale of departmental need by the Dean and approval by the Vice President of Instruction. Overloads in excess of two (2) courses require notification and approval of the President.

Teaching an overload section does not relieve a faculty member of his/her expected job responsibilities and constitutes an addition to the normal work week. With each overload assignment, faculty are required to add one additional office hour for student availability. A faculty member who teaches an overload will be evaluated on teaching performance in the overload class the same as in any other class.

Overload compensation will not be available until the defined faculty workload has been met for a given semester (fall, spring, summer). Courses taught during the December and May mini-sessions are considered separately from the standard workload in long semesters. Faculty members may be approved a one course overload per semester with approval of his/her Dean. A request to exceed one overload requires a rationale of departmental need by the Dean and approval by the Vice President of Instruction. Note: Overload compensation is not paid until the defined faculty workload has been met for a given semester (fall, spring, summer).

With each overload assignment, faculty are also required to add one additional office hour for student

availability. Faculty members should consult with the Division Dean regarding specific overload questions.

Faculty members who are teaching a full load may accept responsibilities in Continuing Education with the approval of the appropriate Division Dean. Compensation for CE courses will be paid at the current Continuing Education rate.

Part-time (Adjunct) Faculty

If a part-time faculty member's workload exceeds the maximum allowed, the Dean must provide documentation of departmental need to the Vice President of Instruction for consideration of approval. The Dean may also consult with the Human Resources department prior to final approval of excessive work hours.

Curriculum Development and Revisions

When curriculum changes or new curriculum needs are identified, faculty members play a key role in the development of new or revised courses and programs. Beginning at the departmental level, recommendations are submitted to the appropriate Department Chair(s) and Division Dean for their consideration and input. With their recommendation, faculty and/or the Department Chair completes appropriate Curriculum Committee forms for submission to the Curriculum Committee Chair. Once received by the Curriculum Committee Chair, the proposal will be placed on the Curriculum Committee meeting agenda for review and consideration. If the recommendation is approved, all proposal documentation will be forwarded to the Vice President of Instruction for consideration and approval or non-approval. Once approved, the documentation will be submitted to the Texas Higher Education Coordinating Board and SACSCOC, if warranted.

Technology and Communication

Wireless Internet Access is available throughout the campus. All full-time and part-time faculty are assigned an individual ID and password for the use of College business software (WebACCess). College information, including employee, course, and student information, is obtained through the WebACCess portal. WebACCess is the access point for class rosters, recording student attendance, and entering final course grades.

Faculty are also assigned an email address as well as a postal mailbox on the main campus. Official College communication is routinely distributed to faculty through email. It is imperative that all faculty, both full-time and part-time, check their email frequently to monitor communication from students and receive College information.

All electronic communication between ACC faculty and students **MUST** be through college email accounts (both faculty and student) only. The use of college email accounts will prevent unintended FERPA violations and ensure communication is received by the intended recipient. It is imperative to reiterate, all correspondence **requires** use of your ACC email address (example@alvincollege.edu) and the student's email address (example@student.alvincollege.edu).

If a student is new or a returning student who does not have an email account, please direct them to

<http://www.alvincollege.edu/Campus-Technology> to set-up a WebACCess ID and ACC student email account. Additional information, including technical assistance, can be acquired on the Campus Technology website or by phone (281.756.3544) and email (itservices@alvincollege.edu).

Hard-copy communication may be placed in the faculty mailboxes on campus. Faculty, both full-time and adjunct, should check their mailboxes on a regular basis. Personal mail may be sent from the mailbox in the College Store. The mail room staff (A124) should be notified in advance of bulk mail outs.

Individual offices at ACC have direct-access phone lines. The phone number on the Main Campus is (281) 756-3500. This number should NOT be used on the course syllabus as an available phone number for students to reach faculty. Communication should be directed to the faculty office phone. Emergency phone messages can be routed to faculty by way of the Division offices or through Campus Police.

Faculty IDs

All ACC faculty and staff are required to wear a photo ID. All employee IDs are created by and distributed through the Office of Human Resources.

Faculty Offices

Full-time faculty offices are equipped with furniture, a telephone, and computer. Information regarding technology assignments is contained in [Administrative Procedure cr-01](#). Office locations are assigned by the Office of Instruction. Faculty who experience office concerns or would like to request a relocation should contact the Dean's office who will work the Executive Administrative Assistant to the Vice President of Instruction on office issues and reassignments.

A shared adjunct faculty office is located in the Liberal Arts Building (G-100) to provide a work/service area that is equipped with computers, printers, telephones, and lockers. The Evening Program Administrative Assistant's office is also located in the G building and he/she is available to assist faculty during posted evening hours.

Office Hours (Full-Time Faculty)

Faculty are required to be in their office and available to students during their posted office hours. If a faculty must miss a designated office hour assignment he/she must turn in personal business leave for the time missed. If a faculty is ill or has a medical or dental appointment, he/she must turn in the appropriate leave form to the Division Dean's office. All leave should be requested and approved PRIOR to the time being taken, except for illness.

Full-time faculty are expected to schedule, post, and maintain regular office hours specific to their assigned instructional departments. Office hours are primarily reserved for class preparation, student conferences, and meetings with administration. Full-time faculty must set their hours according to the following guidelines:

1. Faculty schedule - class meetings and office hours must be posted on or near office door within the first week of the semester.
2. Office hours must be scheduled for each working day of the week (Mon-Fri for long terms).
3. Office hours before 8:00 a.m. may only precede the faculty's first class by one hour.
4. Evening faculty should be available immediately before and after each class session.
5. Internet courses: The faculty will develop a consistent schedule of availability with the Department Chair or Division Dean for each class in this format. It is especially important for these faculty to be available during the first days of class.
6. During summer semesters, faculty are required to maintain one office hour per 3 hour class. All other teaching assignments will have pro-rated office hours based upon consultation with the Division Dean.
7. Office hours after 5:00 p.m. may only count toward the contractual/required 10 hours per week if they follow a late afternoon class or precede an evening class.
8. At least one office hour per week should be scheduled between 8:00 a.m. and 12:00 noon on Fridays.

Please note that any modification to the above office hour guidelines must be approved by the appropriate Division Dean.

If a faculty member has arranged an appointment with a student and it cannot be kept, faculty must contact the student as soon as possible in order to reschedule or cancel the meeting. The faculty must receive confirmation from the student that they know the meeting has been changed. Sending the student an email or leaving voice mail message is an initial way to communicate, but faculty must hear back from the student before considering the appointment cancelled or changed.

Full Time faculty members must complete the **Full-Time Faculty Course Load** (Appendix B) form each semester indicating their assigned course and section, daily class meeting times, location, contact hours for each course, total contact hours for the semester, scheduled office hours, and institutional service (committee(s) service, special projects, and/or other pertinent information). The original form with faculty signature must be submitted to the Dean for approval prior to the beginning of the semester. Once approved by the Dean, electronic copies of all faculty course loads will be forwarded to the Vice President of Instruction for review.

Office Hours (Part-Time Faculty)

In consultation with the Department Chair, adjunct faculty members are required to schedule times of availability for student consultations. Guidelines include:

1. Use of the Adjunct Office in G-100 is encouraged.
2. Faculty should plan to arrive at least 15 minutes prior to class start time and be prepared to stay at least 15 minutes following the end of class.
3. Provide appropriate telephone numbers to students.
4. Provide an ACC e-mail address to your students.
5. Maintain availability during all lab time.

If a faculty member has arranged an appointment with a student and it cannot be kept, faculty must contact the student as soon as possible in order to reschedule or cancel the meeting. The faculty must receive confirmation from the student that they know the meeting has been changed. Sending the student an email or leaving voice mail message is an initial way to communicate, but faculty must hear back from the student before considering the appointment cancelled or changed.

Faculty Absences

Full-time faculty members who are absent or unable to meet a class for any reason, other than emergency illnesses, are required to notify the Dean or the Dean's Administrative Assistant. Part-time (adjunct faculty) are required to notify the Department Chair or the Dean's Administrative Assistant. If absent on a day subsequent to the first day missed, employees must continue to contact their supervisor daily thereafter. An employee's failure to contact their supervisor about an absence/illness for three (3) consecutive days will be grounds for dismissal. Faculty are required to be present in every class and begin class on time unless unforeseen situations occur. Personal appointments should be scheduled outside of class times, if at all possible.

If an absence is anticipated, the professor should coordinate with the Dean and/or Department Chair for a substitute during the absence. It is the responsibility of the absent instructor to give teaching instruction to a substitute instructor.

In short-term substitutions (3 days or less) caused by faculty absences, the Dean (for full-time faculty) or Department Chair (for part-time faculty) should make every effort to utilize a qualified full-time faculty member of his/her department. When the absence is for a longer period of time, or where it is impossible to properly staff a class with a qualified faculty member, the Deans are authorized to employ a substitute for whatever period of time is required. Compensation for class substitutions that exceed 3 days will be paid at the current instructional rate. In short-term absences, the Department Chair should use the following guidelines in securing substitute teachers:

1. Faculty members should not request colleagues to substitute for them without securing the approval of the Dean and/or Department Chair.
2. If notice is received in advance and a qualified department member is conveniently available, a regular instructor should be used.
3. If notice is received in advance and no regular staff member is available, a qualified substitute should be obtained from sources outside the College.
4. An instructor should not be asked to cover classes in a teaching area in which he/she does not meet the minimum faculty qualifications.
5. Substitutions should be equally distributed among qualified faculty.
6. If a qualified substitute cannot be secured, the Dean and/or Department Chair may have to cancel a class.
7. In the event of a class cancellation, the faculty should make every effort to provide his/her students with the material missed.

Full-time faculty are required to complete the Leave Request/Report Form (Appendix C) and electronically enter all absences (sick, bereavement, personal business, jury duty) in WebACCess on a monthly basis. Comprehensive information regarding employee absences and leaves is contained in Board Policy DEC (Local).

Commencement Ceremonies

Commencement ceremonies are held for graduates twice each year at the end of the Fall and Spring semesters. Attendance at commencement ceremonies is a contractual requirement for all full-time faculty. If a faculty member is unable to attend a ceremony, he/she must notify the Dean and VPI to request absence approval. If approved, the absence will be considered as four hours from a regular workday and the appropriate absence form must be submitted to the Dean. The absence will also be recorded on the monthly time exception entry in WebACCess. Failure to receive authorization for the absence, except in emergency, will be considered an unexcused, unpaid absence.

The College provides a portion of faculty regalia. Caps and gowns are provided at no charge, while the appropriate hoods must be purchased through the College Store or another provider.

Professional Development

Continuing professional growth is expected of all ACC full-time faculty members as noted in Board Policy DK (Local). Each employee shall meet the professional development standards described by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as any professional development required of the employee by state or federal law or administrative regulations. Full-time faculty must request approval for external professional development conferences prior to registering for or making travel arrangements. This is in accordance with administrative regulations. Travel authorizations and travel expense guidelines for full-time faculty are located within [Administrative Procedure dee-01](#). Conference travel is generally not funded for part-time faculty and staff.

Faculty are strongly encouraged to participate in and support all college activities, especially those organized and/or participated in by students (e.g., drama productions, musical performances, athletic events, guest speakers, etc.). Within the first few weeks of employment, Division Deans should work with new faculty to create a professional development plan. The [ACC Center for Success](#) is an on campus resource for professional development.

Adjunct faculty members are also expected to remain current in the discipline taught and are invited to attend conferences and seminars held on campus.

Attendance at ACC Convocations is mandatory for all full-time faculty. Any exception must be pre-approved by the Dean and Vice President of Instruction. Part-time faculty are encouraged to attend, if possible.

Institutional Service

Faculty members are required to participate in institutional service activities. These include service on

institutional committees (designated, standing, taskforce, ad hoc, SACSCOC teams, etc.) and other events that benefit the institution (recruitment events, student club sponsorship, advisory committees, pinning ceremonies, etc.). Faculty are expected to actively serve on institutional committees, including attendance and completion of assignments, as part of their established workload.

Club Sponsorship

Faculty are encouraged to participate in student organizations, both informally and as sponsors. Faculty interested in being involved with student clubs should contact the [Student Activities Office](#).

Performance Evaluation Process

Full-time faculty receive performance feedback through an annual classroom observation and written performance appraisal. Adjunct faculty members will be evaluated during their first semester of teaching and annually thereafter using classroom observations and course evaluations. The appropriate supervisor (or designee) completes the classroom observation, written appraisal, and meets with the faculty to review job performance, provide direction for improvement as needed, discuss professional development activities, and establish future goals. Following completion of the process, the documents are signed by both the faculty and supervisor prior to submission of all original documentation to Human Resources. A copy of the Performance Evaluation is also provided to the faculty member. Performance Evaluations also provide supervisors with data for decisions regarding promotion, tenure, and future contracts or non-renewal. Details concerning the annual Performance Evaluation process are available through Human Resources.

Tenure

Tenure means assurance to an experienced, full-time faculty member that he or she may expect to continue in the position unless adequate cause for dismissal is demonstrated in a fair hearing, following established procedures of due process. Faculty appointments shall be made by the Board upon the recommendation of the College President and will consist of annual appointments and tenure appointments.

Prior to October 1st of the fifth year of full-time service at ACC, a faculty member may submit a written request for tenure to the Tenure Review Committee. An application packet is available in the Human Resources Department that contains specified year-to-year activities involving cooperative action by both the faculty member and Division Dean in order to qualify for tenure. Failure to complete with the required elements may jeopardize a tenure appointment. Additional information about tenure may be found in HR.

Tenure Grievance Process

A faculty member at an institution of higher education, including a college district, has a right to present a grievance, in person, to a member of the institution's administration designated by the governing board of the institution on an issue related to the nonrenewal or termination of the faculty member's employment at the institution. As published in Board Policy DMB (Legal), an institution may not by contract, policy, or procedure, restrict a faculty member's right to present a grievance.

Employee Grievance Process

Employees are encouraged to discuss concerns or complaints with their supervisor or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but will not extend any deadlines in Board Policy [DGBA \(Local\)](#), except by mutual written consent.

An employee may initiate a formal grievance by filing a timely written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The grievance process, Board Policy [DGBA \(Local\)](#), is not to be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee. Neither the Board nor any College employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Resignations

Written voluntary termination of employment is guided by Board Policy [DMD](#) and Administrative Procedure [dmd-01](#). The following process must be followed:

1. An employee resigning from his/her position with ACC must submit a resignation letter to his/ her immediate supervisor.
2. Part-time and TSCM employees are required to give at least 14-day notice to remain in “good standing” with the College.
3. Administrative, professional and faculty employees and are required to give at least a 30-day notice to remain in “good standing” with the College.
4. An employee may resign his/her position, in lieu of termination, without notice.

Failure to provide proper notice may result in a notation in the employee’s personnel file indicating that the employee did not resign in good standing, making the employee “ineligible” for rehire.

Termination

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law. A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College’s best interest will be served by the suspension.

The Board designates the executive director, human resources as the person to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to his or her dismissal. It is recommended that the faculty member file a request to present the grievance within ten business days after final action on the

dismissal proceeding. Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days. The faculty member may appeal the decision of the executive director, human resources under DGBA beginning at the appropriate level.

Intellectual Property Rights

Alvin Community College is not a research and development institution. As such, research, discoveries, and inventions are not a primary objective of the College. Should such discoveries or creations occur, however, the College's policy ([CT Local](#)) is to protect the development of the creation while serving the best interest of the public, the creator, and the research sponsor. All copyrights, trademarks, and other intellectual property rights shall remain with the College District at all times.

Non-College Employment

Employees of the College are not permitted to engage in any aspect of any business or obligation that conflicts with the proper discharge of their duties. In accordance with Board Policy [DBF\(Local\)](#), all full-time employees are required to annually disclose any outside employment to his or her immediate supervisor in writing. An employee must submit an *Outside Employment Notification Form* to his/her supervisor at the beginning of the academic year or at any time during the year that the employee begins another job.

The employee cannot conduct work for the outside employer during work hours. The use of College equipment, supplies and other resources to support the outside employment is strictly prohibited.

Employee Standards of Conduct

All College employees are expected to perform their duties in accordance with state and federal law, College policy, and ethical standards. Board Policy DH (Local) states that "All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District." Employees wishing to express concern or complaints shall do so through appropriate channels as described in the Employee Grievance Process Board Policy DGBA (Local).

Crisis Communication Plan

The [RAVE](#) Alert System is a critical information management system used by the college to notify employees and students of inclement weather school closings, school re-openings, and other emergency situations. The system will send notifications to registered home telephones, mobile phones (both voice & text messages), and email addresses on or off campus. ACC employees are automatically registered in the Rave Alert system when they are hired and processed through the Human Resources department.

FERPA (Family Education Rights and Privacy Act and Access to Student Records)

The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student

and may not be made available to any other person without the written authorization of the student as referenced in Board Policy [GAA \(Legal\)](#).

Parking and Vehicle Regulations

Vehicles on campus must be registered with [Campus Police](#). Faculty receive parking permits that limit parking to areas painted with white stripes and designated "Faculty/Staff parking." There is no assigned parking in these areas. The College assumes no responsibility for damage to or losses from parked vehicles. On campus automobile accidents must be reported to Campus Police in the form of an accident report.

Building Access

Keys to buildings, gates, filing cabinets, wall cabinets or any property belonging to or in the control of Alvin Community College, are considered ACC Property and must be returned to campus police upon separation of employment as noted in Administrative Procedure [dgd-02](#). No area will be keyed in a manner that does not allow a master key to be used to open their area. If an area is requested to be keyed off master where only a single key will open the area, it must be submitted to and approved by the President.

Full-time faculty and staff will only receive a key to their office or area, unless an exterior door key is requested by the Dean and approved by the appropriate Vice President. An exterior key will not be requested for each employee in a department.

Budget

The College's Board of Regents is required by law to adopt an annual budget of income and expenditures. The budget is adopted during the summer of each year and implemented on September 1st. For information regarding the budget development process contact the Division Dean and/or Department Chair.

All budget managers are responsible for planning, oversight, and expenditures associated with their department. Funds for the purchase of instructional resources and office supplies are allocated in the annual budgets for each department. Faculty should communicate their needs to the Division Dean and/or Department Chair during the budget process. Upon approval of necessary expenditures, purchase requisitions are submitted through the Division Dean according to guidelines established by the Vice President of Administrative Services and the Purchasing Director.

Final approval for curricular changes rests with the Texas Higher Education Coordinating Board. Approval of all new programs requires approval of the THECB and SACSCOC.

Allowed and Prohibited Expenditures

In accordance with [Administrative Procedure cf-02](#), employees must adhere to allowable and unallowable expenditures for the procurement of supplies, materials, equipment, and contractual services, and the reimbursement of employees for business-related expenses. When potential expenditures are questionable, or

not specifically addressed in this procedure, advance confirmation should be sought by contacting the Purchasing Department. Specific attention should be paid to food and refreshments expenditures, hospitality events, prohibited use of College funds for personal benefit, College Store purchase, decorations, and promotional items.

Additionally, [Administrative Procedure bbfa-01](#) specifies that employees are not allowed to solicit or accept money, loans, gifts, favors, or anything of value from present or potential vendors (example: book publishers) that might influence or appear to influence a purchasing decision. Goods with a value of \$50 or less from a vendor does not violate this prohibition unless they influence or appear to influence a specific purchasing decision. If an employee is in doubt about whether a specific transaction complies with this procedure, the person should disclose the transaction to the Purchasing Director for a determination of compliance.

A College employee must complete a Local Government Officer Conflicts Disclosure Statement if aggregate value of the gifts accepted from a vendor exceeds \$100 during the 12-month period. This form is required to be filed with the Purchasing Director not later than 5:00 p.m. on the seventh business day after the date on which the employee becomes aware of the facts that require the filing of this statement.

Campus Carry

The Campus Carry law (Senate Bill 11) went into effect on August 1, 2017 for Texas public community colleges. This law allows individuals who hold a concealed handgun license to carry a concealed handgun while on the Alvin Community College main campus. Further information is available at <http://www.alvincollege.edu/Campus-Carry>.

College Publications

The [ACC Catalog](#) details admissions requirements, course offerings, grading system, student services, and tuition and fees. It also gives general information about the College, lists the faculty and administrators, and contains the College calendar. The ACC Catalog is available to students online or through the Admissions and Student Services office. Copies for faculty and staff are available through the Admissions Office.

The [ACC Course Schedule](#) lists the courses offered each semester. Instructions for registration and compliance with local assessment and/or Texas Success Initiative are also included. Schedules are available online or through the Admissions and Student Services Offices.

The [ACC Annual Report](#) is published by the Office of Institutional Effectiveness and Research. It presents statistical information on such topics as enrollment figures, college curricula, student characteristics, budget and finance, and faculty and staff.

The [ACC Organizational Chart](#) provides a visual representation of the College's administrative, divisions, and departments as reference for all employees.

The ACC Student Handbook reviews programs, services, policies and procedures governing students.

The ACC Faculty Handbook serves as a guide and resource for full-time and part-time faculty through a summary of applicable Board of Regents' policies, administrative procedures, and College practices.

Additional Information

For further general Faculty and Staff information, access <http://www.alvincollege.edu/Faculty-Staff>.

Instructional Expectations

Instructional Commitment

A student enrolled in class has entered an agreement with the faculty of that class for a specified number of contact hours of instruction per semester. Instruction is to be scheduled for each class meeting, including the entire first day of class. Faculty are not to dismiss classes early or to give “walks.”

In the case of an unexpected absence, faculty are required to notify the Dean and/or Department Chair so a substitute faculty member can be scheduled. Substitute faculty must hold the established Faculty Credentials for the discipline and course being taught.

Classroom Conduct

Faculty are authorized to establish reasonable rules of conduct within the classroom. He/she has the right to temporarily remove a student from class whenever the behavior is believed to be disruptive or inappropriate. Students may also be referred to the [Assessment and Care Team \(ACT\)](#) for assistance.

The student Code of Conduct is published in the [Student Handbook](#). It details both the behavior and conduct for which students may be disciplined and the form the discipline that may be taken.

Children in Classrooms / Unattended Minors

In accordance with [Administrative Procedure cg-01](#), only officially enrolled students are allowed to attend classes and participate in instructional activities such as tutoring, assessment, and the learning lab. Students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian, or authorized responsible adult at the ACC campus to monitor the student's activities outside of class and to be immediately available in case of an emergency. If an employee observes a student under the age of sixteen years who is not accompanied by an adult, the incident must be immediately reported to one of the Vice Presidents or the President.

Infants and minor children are not allowed in the classroom, laboratories, employee offices, or other facilities of the college. Employees are encouraged to report incidents of unattended children to their immediate supervisor or campus police.

Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus.

Scholastic Integrity

Scholastic honesty is expected of all students as described in Board Policy [FLB \(Local\)](#). In situations where dishonesty, plagiarism, cheating, or collusion is encountered, faculty are permitted the options outlined in Board Policy [FM \(Local\)](#).

Course Syllabus & Curriculum Vitae

A course syllabus is a document that contains a description of the course content, the expected learning outcomes, structure of the content, grading policies, faculty expectations, faculty contact information and availability, as well as other related course details. Since a syllabus is designed for students and serves as a guide to faculty expectations, it should be reviewed prior to the beginning of each semester in order to ensure its continued relevance.

Use of the most current ACC Master Course Syllabus template (Appendix D) is required and available on G:\Syllabi and CV for full-time faculty or through the Department Chair for part-time faculty. For each class taught, faculty are required to provide students with a syllabus prior to or during the first class meeting. Some disciplines create standard departmental syllabi. Other faculty, however, create their own individual syllabi using the ACC Master Course Syllabus template and created in accordance with College guidelines.

As required by Texas State Law (House Bill 2504), ACC is required to make all undergraduate course syllabi and the curriculum vitae of each faculty member available via the World Wide Web for each term the course is taught. House Bill (HB) 2504 also requires that the course syllabi and faculty curriculum vitae (CV) remain on the website for a minimum of 2 years. The updated course syllabus for each course section and faculty must be uploaded prior to the first class day.

Faculty are required to have **updated** syllabi and CV uploaded into the Xitrac system no later than **3 days prior to the first class day** for a given semester. Notices of submission deadlines will be sent in advance to all faculty.

Syllabi content must comply with the requirements of the State of Texas and ACC Board Policy EFA(Legal) or they cannot be posted. A Master Course Syllabus template file is available at G:\Syllabi and CV\Syllabi. Please contact the Division Dean or Department Chair for further information and/or to answer questions regarding these requirements.

- All syllabi must be submitted electronically as a PDF (Portable Document Format) file. **All submitted syllabi must use the following file naming convention:**
COURSENAME_COURSENUMBER_SECTIONNUMBER_FACULTYSLASTNAME_SEMESTER
(Example file name: MATH_1314_AHS1_SMITH_216FA)
- Faculty can directly upload a syllabus from any location where Internet access is available. Please refer to the [Xitracs Training Document](#) for detailed instructions or contact the Director of Distance Education at de@alvincollege.edu.

Student Attendance / Absence / Tardiness

The College recognizes that student attendance and engagement is necessary for success. As noted in DH (Local), **faculty are required to keep accurate, daily records of attendance in WebACCess**. Attendance records are especially important for students receiving Veterans benefits and Pell grants. Faculty may NOT drop students for non-attendance.

Under no circumstances is a faculty member permitted to allow a student to enter or remain in class unless the student's name appears on the official class roster or the student has an official, stamped paid schedule and fee statement.

Excused absences, as defined in ACC Board Policy [FC \(Legal\)](#), include Religious Holy Days and Military Service. Faculty may make their own determination concerning other excused absences, but must make a clear statement in the syllabus of regarding course exception for missed work and excessive absences. Faculty have the discretion and the authority to determine if accumulated absences (including excused absences) preclude any reasonable possibility of successful completion of the course.

Absences in excess of two weeks are to be reported to the office of the Director of Retention and Student Success, along with appropriate recommendations. Students who are repeatedly and disruptively tardy may also be referred to the same office.

All ACC faculty will require students to attend class regularly and keep a record of attendance from the first day of classes or the first day a student's name appears on the class roster through the final examination period.

Reference: ***Board Policy DH (LOCAL)***

Attendance expectations include all instructional delivery methods: face-to-face, online, and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. In the case of online and hybrid courses, attendance will be determined in terms of participation, as defined by the Department of Education and described in the course syllabus. Taking attendance or noting that one of the following acceptable attendance activities has occurred by the reporting date is the only accurate means of verifying that the attendance certification is correct.

The Department of Education has defined the following as acceptable, academically-related activities:

1. Physical class attendance where there is direct interaction between instructor and student.

2. Submission of an academic assignment.
3. Examination, interactive tutorial or computer assisted instruction.
4. Study group as assigned by school.
5. Participation in online discussion about academic matters.

Any of the activities listed above can be used for certifying attendance for Distance Learning students. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Attendance taking is available in WebACCess for any section with assigned meeting dates.

- You now have the option to “Update All” and select ‘Present’ or ‘Absent’ for a given day and then go through and individually mark any students that differ from the ‘All’.
- Attendance Reporting is available within the module with the ability to view and/or download attendance as a traditional spreadsheet.
 - The last day of a student’s recorded attendance is stored and made available to Financial Aid for any necessary “Return to Title IV” calculations.

If there questions regarding attendance taking in your courses, please contact your respective Dean.

Holidays

The College observes holidays as noted on the [academic calendar](#) and published on the College website.

Religious Holy Days

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code 51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absences is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any disagreement about the nature of the absence or if there is a disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction. The student and instructor shall abide by the decision of the Vice President of Instruction. [FC \(Legal\)](#)

Auditing Courses

Students may request to audit a course if there is space availability. Students allowed to audit a course are required to register and pay for the class, although the course will be for informational purposes only. No credit or grade is assigned for audit status. Audit registration is also an option for students who previously earned

credit who need to refresh or revisit skills.

Audit registration is conducted in the Admissions Office on the last day of late registration. Students must complete all admission requirements required of credit students. Payment is due at time of registration. Audit and credit registration statuses may not be changed after the official college reporting date.

Residents of the ACC District who are 65 years or older are permitted to audit up to six (6) hours per semester without payment of tuition and fees, on a space-available basis for any course the College offers (Texas Education Code 54.210).

Students are NOT permitted to attend a class without officially registering for a course, whether credit, non-credit, or audit.

Census Roster / Census Enrollment Reporting

Faculty are required to check class rosters each day in WebACCess until the term's census date for verification of enrolled students in attendance. The official Census Rosters (generated by the Registrar at the close of the census day) are used by the state to calculate the funding awarded to the college based upon the enrollment count of each student in each class. *Therefore, college funding is dependent on the faculty accurately reporting student registration discrepancies to the Registrar.*

Faculty are required to follow the procedures listed below:

1. If a student IS NOT on the class roster, the student must be sent to the Admissions & Registrar's Office immediately to resolve the issue before returning to class. In addition, send the Registrar, Irene Robinson an email with the student ID, full student name, course number and section and associated term immediately.
2. If a student IS ON the class roster and hasn't attended or participated in class, send the Registrar, Irene Robinson and the Director of Retention & Student Success, Holly Williams an email with the student ID, full student name, course number and section and associated term immediately.
3. If a discrepancy is found, faculty must make every effort to contact the student via their ACC email or by phone to assess the issue and report to the Registrar that contact was attempted.

Note: TDCJ faculty should complete the process of enrollment verification through Sara Bouse and Carrie Tolf.

Core Course Requirements

As part of the Texas and ACC Common Core Curriculum, students in specified "core" courses must receive a foundation of knowledge in human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. A chart detailing the core requirements has been included in the ACC Master Course Syllabus template to document course activities that will develop skills in the required areas, a determination of

how students' mastery of those areas will be assessed, and the level of expertise students are expected to demonstrate. For further information on core requirement and the associated assessment process, please contact the Office of Institutional Effectiveness and Research or the Faculty Assessment Liaison for assistance.

Textbooks and Instructional Resources

All textbooks and any related instructional materials must be selected through the College Store. If an unusual situation arises that will warrant a departure from this process, coordination should be conducted with the Vice President of Instruction and Vice President of Administrative Services prior to taking any action. This information is also contained in the [Administrative Procedure Manual eda-01](#).

Textbook Adoption

Textbooks and instructional materials are important components of student learning. With the rising costs of education in general, and specifically textbooks, it is important to choose the highest quality text at the best possible price for students. Textbooks are selected by the department chairperson in consultation with both full-time and part-time faculty members. The following guidelines are intended to assist department chairs and faculty in textbook and instructional material adoption.

1. Review a minimum of 2 textbooks (if available) for every adoption to ensure a review of pertinent, available materials. Departments are strongly encouraged to inquire about publisher options for the text (hardback, online, loose leaf, etc.). Some publishers will offer textbooks in both hardback and online, giving students an option of which they would prefer to use.
2. Departments are strongly encouraged to utilize the ACC Textbook Selection Tool and adopt the same course materials for all sections of a multi-section course. Exceptions to this recommendation include cases where different sections are taught at different locations or in different modes (e.g., face-to-face, online, TDCJ, etc.).
3. Departments are encouraged to consider price as an important selection criterion, while not compromising the quality of the materials. Adoption of textbooks that are bundled with supplementary materials should be avoided unless all of the components are being utilized in the course.
4. Departments are strongly encouraged to adopt textbooks every 2 to 3 years, at a minimum, which will allow students to utilize the ability to benefit from the book buyback programs as long as possible. Some departments may need to adopt materials more often if there are significant changes to the body of knowledge pertinent to the course.
5. Departments are encouraged to select textbooks and instructional materials one week prior to the College Store's adoption date. Orders must state whether the materials are required or recommended and include the ISBN number(s). The following adoption dates have been established:
 - Fall semester - April 15
 - Spring semester - October 15
 - Summer semester March 15
6. Notification that use of a textbook or instructional resource will no longer be used must be conveyed to the College Store Manager during the semester preceding its deletion.

Materials Other Than Textbooks

Department Chairs or Program Directors may initiate requests for additional instructional materials such as stethoscopes, name tags, drafting, and art equipment, etc. through the College Store.

Instructor Textbooks and Materials

Instructor textbooks and materials may be obtained by ordering copies from the publisher. Request forms and addresses of publishers are available at the College Store. It is necessary that requests for copies be made to the publisher at least one month in advance of instruction. If instructor textbooks and materials are not available from the publisher, a textbook may be purchased from the College Store.

Copyright Regulations

Instruction, scholarship, and research are generally granted “fair use” of copyrighted material. Four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

[Reproduction of Copyrighted Works by Educators and Librarians http://www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

Field Trips

Faculty who wish to take students on field trips should follow these procedures:

1. Request approval from the Department Chair and Division Dean PRIOR to scheduling the trip.
2. Complete a Vehicle Request Form through AdAstra. They will determine if a suitable College vehicle is available and can be reserved for the date(s) requested.
3. If faculty and students are traveling in their own personal cars, faculty are NOT allowed to transport students in their own vehicle.
4. Obtain Student Travel Forms (sample, Appendix E-F) from Campus Police or Student Activities Office.
5. Have each student complete the form and distribute completed copies according to instructions on the forms.
6. If the trip involves an overnight stay, faculty are not allowed to share hotel rooms with students.

Course Examinations and Make-Up Examinations

Faculty should periodically evaluate their students' understanding of the subject matter in a reasonable and timely manner. Evaluating an entire semester's work on a single grade is NOT considered educationally sound.

Faculty are encouraged to use the [Testing Center](#) as a site for make-up examinations or for students with accommodations who require additional test time or specialized testing. Testing is available in the Spring and Fall semesters from 9:00 a.m. to 6:00 p.m. Monday through Thursday. Call 281.756.3526 for further information regarding testing requirements, available examinations, and summer hours.

Final Examinations

As noted in Administrative Procedure egba-01, all credit courses are expected to administer some type of assessment during the finals examination week. Final examinations for instructional courses must be administered in accordance with the published final exam schedule each semester. The final exam schedule is published on the college website prior to the beginning of each semester. Any deviation from the published schedule must be approved by the Vice President of Instruction.

Course Evaluations

Effective evaluation of instruction and content includes student input as one means to improve teaching and learning. Students are the main source of information regarding: (a) the accomplishment of important educational goals such as the development of motivation for continued learning, and (b) areas of rapport, degrees of communication, and the existence of problems between faculty and students.

Alvin Community College uses an online [Course Evaluation](#) tool that was developed by a committee of faculty and the Office of Institutional Effectiveness and Research. The form consists of several limited response items as well as open-ended questions. Routinely, the evaluation administered online, although course evaluations at some locations (Texas Department of Criminal Justice correctional units) require administration of hard-copy surveys in the classroom.

The Office of Institutional Effectiveness and Research provides specific instructions for students regarding course evaluations for each semester term. Each ACC course and section will be evaluated by students each semester. Faculty are expected to remind and encourage students to complete the online course evaluations each semester. The expected completion goal (return rate) for course evaluations is 40% in order to provide usable information for ongoing instructional improvement.

The questionnaire data will be tabulated and summarized by the Office of Institutional Effectiveness and Research. The aggregate results will be posted on a link in the Alvin Community College website per the regulations of HB 2504 and the student comments will be provided to each faculty.

Evaluation forms with written comments will be digitized and retained for six years. Faculty are expected to review results of each semester's course evaluations prior to the beginning of the next semester.

Faculty results will be reviewed by the respective Division Dean and/or Department Chair. Corrective or improvement plans may be developed for faculty who have consistent areas of concern.

Grade Reporting

ACC does not provide a standardized grade book. Faculty may use the Grade Reporting tool in Blackboard or another tool of your choice such as an excel spreadsheet.

Final course grades must be submitted through WebACCess by the designated date and time. Students withdrawn from a course on or before the last withdrawal date receive a grade of W and will not appear on the roster or WebACCess. A summary of institutional grade-point values is located in the ACC Catalog, Administrative Procedure Manual [ega-02](#), and in the Faculty Handbook Appendices (G).

Grade Changes

If an incorrect final grade is submitted in WebACCess, faculty will need to complete a Grade Change Authorization Form (Appendix H). A rationale for the requested grade change must be included on the form with supporting documentation attached. The form requires approval from the Division Dean and the Vice President of Instruction. Once approved, the form is submitted to the Office of the Registrar for processing.

Incomplete Grades

An incomplete grade (“I”) is only given when a course is at least 70% completed and when, in the opinion of the faculty, it may be completed with minimal additional work on the part of the student and the faculty. Circumstances that may warrant an “I” grade include those beyond the control of the student such as catastrophic illness or family emergency. Documentation of such circumstances is required. The guidelines for issuance of an “I” grade must be followed as described below.

1. Prior to an “I” being recorded as a grade, faculty must complete a written “I” contract to describe the work needed for completion and a completion date not to exceed the end of the next, subsequent semester.
2. A copy of the Course Completion Contract (Appendix I), signed by both the student and faculty, is filed with the appropriate Dean.
3. Upon the student’s completion of work contained in the “I” contract, faculty complete and submit a Grade Change form along with a copy of the “I” contract to the Division Dean for approval.
4. Once approved, all documentation is submitted to the Vice President of Instruction for review and submission to the Registrar’s Office.
5. If the student fails to complete all work contained in the “I” contract by the stipulated deadline of the subsequent term, the “I” grade will automatically become an “F.”
6. Extensions may be considered for one additional semester if faculty complete an “I” Grade Extension form and submit to the Registrar’s Office.

This information is also contained in the [Administrative Procedure Manual eg-03](#).

End of Semester Check-List (Adjunct Faculty)

At the end of each semester, all adjunct faculty must return all equipment and materials, keys, software, textbooks, laboratory manuals, reference books, etc. to their respective department offices, unless other arrangements have been made with the Department Chair.

Grade books, final exams, and documentation of the method used to determine final grades should be turned in to the Division Dean's Administrative Assistant Office. Other questions concerning semester check-out should be addressed with the Division Dean's Office.

Grade Appeal Process

The grade appeal process ([FLDB \(Local\)](#)) states that a student has one year from the date a grade is assigned to submit a grade appeal. A student is not be permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. In addition, disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal. In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal process to request a grade change by submitting a written grade appeal to the appropriate Dean that contains the basis for the request. A copy of the student's grade appeal shall be forwarded to the faculty member, and he or she shall provide a written response to the appropriate Dean within five College District business days.

Once the faculty member has provided his or her response to the appropriate Dean, the Dean shall meet with the student to discuss the written response and seek resolution of the dispute. The Dean shall provide a written response to the student and faculty member with his or her decision. The student shall be permitted to appeal the Dean's decision by submitting a written grade appeal to the Vice President of Instruction.

Upon receipt of an appeal, the Vice President of Instruction will schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days. If an appeal is referred to the Academic Appeals Committee, the Vice President of Instruction shall notify the student of the date and time of the committee meeting and of the student's rights regarding the Academic Appeals Committee process.

The chairperson of the Academic Appeals Committee will set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the faculty member to each make a presentation and provide rebuttal and an opportunity for questioning by the members of the Academic Appeals Committee. The Academic Appeals Committee shall then consider the grade appeal, make its decision, and prepare a final report for the Vice President, Instruction. The Vice President of Instruction will notify the student, faculty member, and the appropriate Dean of the committee's decision. Further appeals shall be made in accordance with [FLD \(Local\)](#), beginning at Level Three.

Distance Education and Off-Site Locations

Distance Education Courses

ACC offers distance education instruction in a secure online environment via two delivery methods: Internet

(IN) and Hybrid (HY). The Texas Higher Education Coordinating Board defines distance education as "The formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction." Distance education can include courses and programs offered online, off-campus face-to-face, and electronic-to-groups. Coordinating Board rules recognize two categories of distance education courses: fully distance education courses and hybrid/blended courses. A fully distance education course is defined as "A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test." A hybrid/blended course is defined as "A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place."

All ACC distance education classes are delivered through the Learning Management System, MyBlackboard. Many faculty also use MyBlackboard as a web enhancement resource to supplement face to face classes. The system can be used for communication, to post documentation, or for assignment and assessments. Web enhanced courses are not considered distance education courses since all instruction occurs in a face-to-face classroom setting.

Faculty log in to MyBlackboard at <https://bb.alvincollege.edu> or by using the [MyBlackboard link](#) on the ACC webpage.

The Distance Education Department offers many opportunities for training in MyBlackboard, online teaching practices, and other technologies to faculty through the College's [Center for Success](#). To review and register for professional development offerings, access the [Registration](#) link on the Center for Success webpage. There is also a [Faculty Resources](#) resource area within MyBlackboard that a repository of help files and tutorials.

Faculty who have technical difficulties or questions regarding Distance Education are encourage to complete the [Blackboard Support Ticket](#) located at the top of the Blackboard log-in screen or in the course menu of any course in Blackboard. Additionally, help is available 7 days a week until 8:00 p.m.

Off-Site Locations

In addition to offering courses online and at the main ACC campus, the College utilizes numerous off-site locations. Dual enrollment courses are offered in partnership with the following ISDs.

1. Alvin ISD Dual Enrollment - Alvin, Manvel, Shadow Creek, and JP Hensler High Schools
2. Pearland ISD Dual Enrollment – Pearland, Dawson, Turner High Schools
3. Danbury ISD Dual Enrollment– Danbury High School
4. Living Stones Dual Enrollment
5. Texas Department of Criminal Justice (TDCJ) – Stringfellow, Clemens, Ramsey, and Jester
6. University of Houston Clear Lake Pearland Campus – Day and Evening Classes
7. Shadow Creek High School Evening Classes
8. JP Hensler Evening Classes

According to instructional needs, all faculty may be assigned to teach at any location, including the TDCJ units. The regulations of TDCJ require all faculty teaching at prison facilities to be fingerprinted, have a TDCJ background check, and attend annually scheduled security information seminars. For further information about these requirements, contact the Division Dean or Director of TDCJ Programs.

Instructional Planning & Program Evaluation

Institutional Strategic Plan

The Alvin Community College 2016 - 2021 [Strategic Plan](#) was developed during the 2015 year. It represents the culmination of a comprehensive institutional assessment, and the development of a five-year strategic plan that will guide the college into its next era of higher education services to students and the region. Additionally, the mission, vision, and Integrated Planning Model for the College are included in its Strategic Plan.

The Office of Institutional Effectiveness and Research

The institutional effectiveness activities at ACC are to ensure and demonstrate continuous improvement in student learning, educational programs, and administrative and educational support units. OIER supports the five essential elements of institutional effectiveness at ACC:

1. Program Learning Outcomes Assessment
2. Unit Assessment
3. Core Assessment
4. Program Review
5. Other Evaluations/Surveys

The OIER department coordinates all course evaluations and other school wide surveys such as SENSE and CCSSE. The office also provides historical and comparative data about the college. Faculty can access current program and discipline data through the [Department Data Dashboard](#).

All surveys or focus groups given on campus or electronically must have prior approval by the OIER before they can be distributed. OIER staff are available to assist with the design and implementation of surveys or provide any data needs. Please contact the office at 281-756-3663 or psanger@alvincollege.edu for assistance.

Program Learning Outcomes Assessment

Each program that awards a degree or certificate develops a Program Learning Outcomes plan. Program Learning Outcomes Assessment (PLOs) for educational (academic and technical) programs is our process for assessment of each program's effectiveness to help the students achieve the learning outcomes. PLOs, Student Learning Outcomes (SLOs), Evaluation Methods, and Target Measures are set

for the current academic year prior to the Fall semester. A comprehensive, annual analysis of outcomes assessment data occurs at the end of the Spring semester.

Please contact Tammy Braswell, Research Associate, in the [Office of Institutional Effectiveness & Research](#) for assistance with PLOs and assessment processes.

Program Review

The purpose of [Program Review](#) is to address the quality, viability, and productivity of efforts in teaching and learning, scholarship, and service as appropriate to the institution's mission. All instructional/educational programs undergo a Comprehensive Program Review every three years, as well as an annual snapshot of program data. The review of academic programs shall involve analysis of both quantitative and qualitative data. The Comprehensive Program Review includes a comprehensive report of the health of the program with the snapshot data of the program, a SWOT analysis, other program information, and a suggested plan of improvement.

Please contact Tammy Braswell, Research Associate, in the [Office of Institutional Effectiveness & Research](#) for assistance with the Program Review Process.

Unit Planning Assessment

All Units (departments with budgets) will develop and manage a Unit Plan. The assessment process allows for College units, instructional or non-instructional, to review the department mission, core functions, and relationship to the College's mission, and provides a basis for College planning and resource allocation. Each unit is expected to implement an assessment plan that clearly identifies expected outcomes for each goal, engages an appropriate methodology that produces sufficient findings (i.e., reliable, valid, inclusive) to determine progress towards achieving each objective, and uses the results for improvement purposes within a specified timeline.

Support Resources and Services

Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Center for Success

The [Center for Success](#) is the primary source of professional development for faculty and staff at Alvin Community College. The Center promotes student learning and success by ensuring that faculty and staff have the learning resources, support, and opportunities to assist them in reaching their full personal and professional potential. The Center for Success is committed to three key strategies:

- Support faculty and staff through programming, services, and resources.
- Connect faculty and staff through the College's Online Community.
- Recognize excellence in teaching and learning through an awards program.

The Center for Success website provides a variety of resources and information to assist with professional development including descriptions of the events, online registration links, links to self-help training, access to the Online Community, and recognition of award recipients and award opportunities. The Center is located in A-164, and faculty are encouraged to submit suggestions and/or questions to cfs@alvincollege.edu.

Classroom Technology

A variety of instructional media (AV) is provided to assist faculty in the classroom. For instruction of use or troubleshooting classroom technology, contact Media Services at ext. 3569 or 3570.

College and Career Pathways

With an increased state and national focus on pathways to success for our students, ACC's Department of College and Career Pathways focuses on the creation and expansion of comprehensive pathways to college and career programs. While the department previously focused solely on the Dual Credit program, the CCP department now provides leadership for prior learning assessment, articulated credit, ACEs credit for military service, and the development of meta-majors and guided pathways for all programs. Additionally, College and Career Pathways personnel work with college and university representatives to expand educational pathways and increase articulation agreements for greater transferability of coursework, increased student success, and decreased time to completion.

College Store

ACC's [College Store](#), located in the Student Activities building, is a local bookstore serving students, faculty and staff. While their primary goal is to ensure the availability of reasonably priced textbooks and course materials for students, they also provide many other items such as school spirit apparel and other general merchandise.

Study Grounds is a new addition to the services within the College Store. Some of the menu items include fresh coffee, tea, specialty drinks, pastries, and other food items.

Copy Center

The Copy Center, located in D127, provides copy services for faculty and staff. The Copy Center's hours of operation are 7:30 am to 5:30 pm (closed the noon hour) Monday thru Thursday and 7:30 am to 11:30 am on Fridays during fall and spring semesters. Summer hours of operation are 7:30 am to 5:00 pm (closed the noon hour) Monday thru Thursday. The Copy Center offers an invaluable service for quick reproduction of classroom materials and tests.

Copy jobs in excess of 20 pages must be submitted for printing to the Copy Center. Due to the Center's volume of work, a one week notice is suggested and sometimes required for large copy jobs to ensure timely delivery of printed material.

Jobs may be submitted via the ACC Network by selecting the appropriate Fiery driver from your list of computer printers. Select Print Shop-BW for standard black and white print jobs. When submitting jobs through the Fiery, enter details about your job in the instructions box only. Usage information is also located on the ACC [Marketing and Communications](#) website.

Fitness Center

The ACC Fitness Center is located in the F building, includes the gym, racquetball courts, tennis courts, weight training/cardio room, locker rooms, and saunas. The Fitness Center is free for faculty with current ACC I.D. card. Guests may pay a \$5.00 per day guest fee in order to use the Fitness Center. The Fitness Center will be closed when the college is closed for Winter Break, Spring Break, Thanksgiving, and any other college holidays. The Fitness Center is open Monday – Friday 6:00 a.m. -9:00 p.m., Saturday 8:00 a.m. – 5:00 p.m. and is closed on Sunday. During the summer the hours are Monday – Thursday 6:00 a.m.- 9:00 p.m. and is closed Friday, Saturday and Sunday. There are fitness classes offered to faculty and staff each semester, check ACC Marketplace on the ACC website.

Library Services

The [Library](#) is located on the second floor of Building A and is open during the Fall and Spring Semesters on the following days and hours:

7:30 a.m. – 9:00 p.m. Monday – Thursday

7:30 a.m. – 5:00 p.m. Friday

9:00 a.m.- 1:00 p.m. Saturday

Summer semester hours are from 7:30 a.m. to 9:00 p.m. on Monday – Thursday. During times between semesters, the library is open from 8:00 a.m. - 5:00 p.m. Monday-Friday.

The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers.

ACC also belongs to Texshare, a statewide system that provides reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare, the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. Several thousand electronic books are also available through Ebrary.

Additionally, articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Instruction in library services, internet research, and other resource instruction is provided by library personnel to students in the library classroom or classrooms throughout the campus. PowerPoint and other software instruction is provided, as requested, to aid students with class presentations. Contact the Library for additional information.

Marketing and Communications

Branding Guidelines

The College has established guidelines to promote a more cohesive, unified look as the consistent image of Alvin Community College (ACC) is established both internally and externally. Creating this consistent identification of ACC is essential in establishing a constant awareness in the community.

The [Guidelines](#) should be used in the preparation of all publications, newsletters, flyers, etc. Although a distinction may be made between internal and external communications, sometimes communications meant for inside audiences becomes available to the community at large.

A template for all email signature blocks is located within the Guidelines and it is the ONLY approved signature block for all College email.

Social Media Guidelines

Blogs, social networks and Web sites such as Wikipedia, Facebook, Flickr, and YouTube are channels to share knowledge, express creativity and connect with others who share your interests. Alvin Community College has assembled “best practice” guidelines from respected online and industry sources to help with effective use of these forums, protection of the personal and professional reputation of employees, and adherence to college policies ([DH Local](#)).

Website

Web Services manages the entire main website which includes web page additions, modifications and updates. They provide editing access for employees within the website’s content management system, create online web forms/databases, online photos, videos and flash websites. A few of the items you will find on the website include: the employee directory, contact forms, campus news & events, the campus calendar, and degree & certificate web pages. The [Web Services](#) department maintains all areas of the main ACC Website.

Testing Center

Faculty may request that students use the [Testing Center](#) as a site for make-up exams, distance learning exams, or for individualized testing for students with accommodations. Testing is available in the Spring and Fall semesters from 9:00 a.m. to 6:00 p.m. Monday through Thursday. Call 281.756.3526 for further information

regarding testing requirements, available examinations, and summer hours.

Tutoring Center/Learning Lab

The [Tutoring Center/Learning Lab](#) is a one-stop resource to help students succeed. Located on the second floor of building A in the Learning Commons, the Tutoring Center is an open-concept learning center that serves students and community patrons. Its purpose is to provide academic assistance for students in a relaxed and informal environment. Math tutoring is provided for developmental math classes through calculus classes. Additional tutoring is offered in most academic disciplines. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, assistance with study skills, and computer usage and printing.

Wireless Internet Access

WiFi Networks have been separated based on constituency and use to better secure our network traffic. Simply select the appropriate network on your device and open a browser window to accept the terms or sign-in with your ACCess ID.

- **ACCSTUDENT** - Students may use this network to access the Internet on their mobile devices and personal equipment for a better Internet experience. Students must agree to the Technology Use and Standard Agreement - Students.
- **ACCEMPLOYEE** - Faculty and Staff may use this network to access the Internet on their mobile devices and personal equipment for a better Internet experience. Access to on-campus resources is only available through a VPN (Remote Access) session. Employees must agree to the Technology Use and Standard Agreement - Employees.
- **ACCGUEST** - Used for community and guest access to the Internet. This network connection is throttled to allow for necessary student and college business use. Users of this network must agree to the Technology Use Standard and Agreement - Community.
- **ACCWLAN** - This network is for college-owned devices that require access to on-campus resources.
- **ACCLAB** - Mobile devices in classrooms are pre-connected to the Internet via this network.

Student Information

Admissions / Advisement / Registration

The [Admissions Office](#) is the first point of contact for all students. Initial academic advising for new ACC students is conducted in Advising Services.

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the [Office of Disability Services](#), A 136, or call 281.756.3533. Faculty are unable to provide accommodations until the proper process has been followed and documentation received. Once accommodations are received, all aspects of the instructional accommodations **MUST** be honored in the manner specified on the form.

Assessment and Care Team (ACT)

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: ACareTeam@alvincollege.edu, or by contacting the Alvin Community College Police Department at 281.756.3700 or 832.250.3365 (after hours).

Human Resources Information

Faculty Information

Comprehensive information regarding employment can be accessed at <http://www.alvincollege.edu/Faculty-Staff>.

ACC Volunteers

The ACC volunteer service program exists to provide opportunities for community members to stay connected with college programs, events and our students. A volunteer is any individual who provides ongoing services by personal choice without financial gain. As stated in Administrative Procedure dc-01, the College has established the following approval process for volunteers.

1. The Office of Human Resources will build and maintain a pool of volunteers by creating a posting for volunteers.
2. Community members who want to become a volunteer must complete a volunteer application and a criminal background check.
3. The volunteer application is the basis for establishing a volunteer file in the Office of Human Resources.
4. If the volunteer is under 18, a completed *Parental Consent form* must be submitted with the volunteer application.
5. The college may, at any time and for whatever reason, and at its sole discretion, terminate a volunteer's relationship with the college.

Appendices

Appendix A - Attachment A - Faculty Workload by Discipline

Discipline	Spring or Fall Contact Hour Standard	9 Month Contact Hour Workload Standard	10.5 Month Contact Hour Workload Standard	12 Month Contact Hour Workload Standard	Summer Contact Hour Workload Standard for 10.5 month contract	Approximate Adjunct Max Load for Fall/Spring (Reference Adjunct Calculator)	Approximate Adjunct Max Load for Summer Semesters (Reference Adjunct Calculator)
Art Studio (including Photography)*	288	576	672	768	96	182	121
Art Lecture	240	480	576	672	96	152	121
Astronomy	240	480	576	672	96	152	121
Automotive	400	800	920	1040	120	254	152
Biology	240	480	576	672	96	152	121
Business (BUSI & ACCT)	240	480	576	672	96	152	121
Chemistry	240	480	576	672	96	152	121
Child Development	320	640	760	880	96	203	121
Communication	240	480	576	672	96	152	121
Computer Info Tech	320	640	760	880	120	203	121
Court Reporting	384	768	888	1008	120	243	152
Criminal Justice	240	480	576	672	96	152	121
Culinary Arts	320	640	760	880	120	203	121
Diag. Cardiovascular	384	768	888	1008	120	243	152
Drama	240	480	576	672	96	152	121
Economics	240	480	576	672	96	152	121
Education	240	480	576	672	96	152	121
EMT	384	768	888	1008	120	243	152
English / DS Engl	240	480	576	672	96	152	121
Foreign Language	288	576	672	768	96	182	121
Geography	240	480	576	672	96	152	121
Geology	240	480	576	672	96	152	121
Government	240	480	576	672	96	152	121
History	240	480	576	672	96	152	121
Human Services	288	576	672	768	96	182	121
Humanities	240	480	576	672	96	152	121
Industrial Design (DFTG)	384	768	888	1008	120	243	152
Kinesiology (w/o coaching)	240	480	576	672	96	152	121
Management	320	640	760	880	120	203	152
Math/DS Math	240	480	576	672	96	152	121
Music	240	480	576	672	96	152	121
Neurodiagnostics	384	768	888	1008	120	243	152
Nursing (ADN)	352	704	824	944	120	223	152
Paralegal	240	480	576	672	96	152	121
Pharmacy Tech	384	768	888	1008	120	243	152
Philosophy	240	480	576	672	96	152	121
Physics	240	480	576	672	96	152	121
POFT/POFL/ POFM/POFI	320	640	760	880	120	203	152
Polysomnography	384	768	888	1008	120	243	152
Process Tech	320	640	760	880	120	203	152
Psychology	240	480	576	672	96	152	121
Radio/TV	288	576	672	768	96	182	121
Respiratory Care	384	768	888	1008	120	243	152
Sociology	240	480	576	672	96	152	121
Speech	240	480	576	672	96	152	121
Vocational Nursing	384	768	888	1008	120	243	152
Welding	320	640	760	880	120	203	152

Appendix B



ALVIN COMMUNITY COLLEGE

Full-Time Faculty Course Load Form

___ Fall ___ Spring ___ Summer

Office Location _____

Name _____

Office Extension _____

Term	Days	Time	Course Number and Section	Building and Room Number	Contact Hours
Total CH:					

*All overloads beyond one requires prior approval by the Dean and Vice President of Instruction.

Office Hours (Time posted as available to students)

List committees, special projects and/or other pertinent information for this semester.

Monday _____

a.) _____

Tuesday _____

b.) _____

Wednesday _____

c.) _____

Thursday _____

d.) _____

Friday _____

e.) _____

Saturday _____

f.) _____

Faculty Signature

Division Dean Signature

Appendix C



ALVIN COMMUNITY COLLEGE LEAVE REQUEST/REPORT FORM

Employee Name

Employee ID# or Last 4 digits of SS#

Illness	Self/Family <input type="checkbox"/> Self <input type="checkbox"/> Family	Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Dr Appt	Self/Family <input type="checkbox"/> Self <input type="checkbox"/> Family	Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Personal Business (limit 2 days)		Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Bereavement (3 days max at a time)		Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Comp Time (TSCM only)		Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Jury Duty		Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vacation (12 month emp only)		Begin Date	End Date	Total Hours Used
<input type="checkbox"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>

VACATION REQUEST/APPROVAL MUST BE SUBMITTED ONE WEEK PRIOR TO REQUESTED DATE(S)

Employee Signature:

Date:

Supervisor Signature:

Date:

Appendix D



3110 Mustang Road Alvin, TX 77511-4898 Phone: 281-756-3500

INSTRUCTOR:	XXXX XXXXXXXXX	E-MAIL:	xxxxxxx@alvincollege.edu
OFFICE:	As Applicable	PHONE:	281-756-3XXX
OFFICE HOURS:	As Applicable		
WEBSITE:	www.alvincollege.edu or web address for individual discipline/program, if applicable		

WELCOME TO ACC:

Course Title:
Course Number:
Credit Hours:
Lecture Hours:
Lab Hours:
Total Contact Hours:

Term and Year:
Class Days & Times:
Classroom Location:

A. COMMUNICATING WITH YOUR INSTRUCTOR

All electronic communication between ACC faculty and students will be through college email. All correspondence **requires** use of your ACC email address (example@student.alvincollege.edu). Please be sure to check your email on a regular basis so that you do not miss important information.

If you are a new student or a returning student who does not have an email account, please access <http://www.alvincollege.edu/Campus-Technology> to set-up your WebACCess ID and ACC student email account. Additional information, including technical assistance, can be acquired on the Campus Technology website or by phone (281.756.3544) and email (itservices@alvincollege.edu).

B. COURSE DESCRIPTION

(Must minimally contain course description as published in the ACC Catalog.)

C. STUDENT LEARNING OUTCOMES

(Technical courses must minimally contain End of Course outcomes as published in the WECM. All academic courses must minimally contain all learning outcomes as published in the ACGM. Note: Not all ACGM courses have these.)

D. PRE-REQUISITE COURSES:

CO-REQUISITES:

E. REQUIRED TEXTBOOK AND SUPPLEMENTAL READINGS

For more information about the textbooks, including details about how to order your book online and have it delivered to you, visit the ACC College Store at www.alvinnestore.com.

F. CORE REQUIREMENTS (Only required for CORE courses)

As part of the Texas and ACC Core Curriculum, students in this course will gain a foundation of knowledge in human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The chart below details the core requirements that are applicable to this course, the activities in which students will participate to develop skills in the required areas, a determination of how students' mastery of those areas will be assessed, and the level of expertise students are expected to demonstrate. Please note that these requirements are already included in the computation of the course grade and not a separate grade.

*	Core Objective	Activities	Assessments
	Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.		
	Communication-Written: effective development, interpretation and expression of ideas		
	Communication-Oral: effective development, interpretation and expression of ideas		
	Communication-Visual: effective development, interpretation and expression of ideas		
	Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.		
	Teamwork: to include the ability to consider different point of view and to work effectively with others to support a shared goal.		
	Social Responsibility: to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.		
	Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making.		

**Indicates core areas required for this course*

G. COURSE OUTLINE

(General description of the subject matter of each lecture or discussion, and major reading assignments should also be included. i.e. organized by day, weeks, and/or units)

H. EXAMS AND MAJOR ASSIGNMENTS

I. POLICIES ABOUT COURSEWORK AND DEADLINES

(Late Work, Missed Work, Exams, Extra Credit (if applicable), etc.)

J. GRADING SUMMARY

(How student grades will be calculated.)

K. WITHDRAWAL FROM CLASS/COLLEGE

It is recommended that the student talk to the instructor before withdrawing. Current course withdrawal information can be found in the printed version of the ACC Schedule for this semester or online at [ACC Course Withdrawal Instructions](#). Students who file withdrawal requests by the published deadline and have not exceeded the withdrawal maximum will receive a grade of W.

Six Drop Limit

The Texas Legislature passed a ruling that limits the number of classes a student can drop during their years as an undergraduate student to six. This policy applies to any student who was a first time college freshmen fall, 2007, or later, who attends a Texas public institution of higher education. Courses dropped while attending a private or out of state college do not count toward the six drop limit. For further information, refer to the [ACC Catalog](#) or contact Student Services.

L. COURSE GRADE APPEAL PROCESS

Students have one year from the date of the grade assignment to challenge a grade. Refer to the grade appeal process as published in the [ACC Catalog](#) on page 36.

M. CLASS ATTENDANCE POLICY

Alvin Community College students are required to attend classes. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Instructors will not withdraw students for non-attendance, except in developmental courses. Absences in excess of two weeks will be reported to the Office of Advising Services, along with appropriate recommendations. Departments and faculty may have other attendance policies for their course.

Faculty may issue the grade of FX for non-attendance after the official census date. The FX grade has no grade points assigned per semester hour due to a student's non-attendance.

N. CODE OF ACADEMIC INTEGRITY AND HONESTY

Alvin Community College students are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures. Additional information is located in the [ACC Student Handbook](#).

O. CLASSROOM CONDUCT

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing classroom conduct on campus and online. Instructors are authorized to establish within reason, rules of conduct within the classroom. Instructors may ask a student to temporarily leave the classroom whenever the behavior is believed to be disruptive or inappropriate. Additional information is located in the ACC Student Handbook. Additional information is located in the [ACC Student Handbook](#).

P. EVALUATION OF INSTRUCTION

Alvin Community College is dedicated to student success. As part of its ongoing improvement efforts, students will provide input for each course prior to the end of the semester enrolled. Evaluations will be completed in either online or paper format as directed by the Office of Institutional Effectiveness & Research.

Q. ACC ACADEMIC SUCCESS AND SUPPORT SERVICES

The [ACC Tutoring/Learning Lab](#), located upstairs in building A, provides students with a variety of services including tutoring (math, writing, and other disciplines); computers and printers; and tables/carrels. Call 281-756-3566 or visit the **ACC Tutoring/Learning Lab Website** for more information.

The [ACC Library](#) is an excellent source for research and writing help. Quiet rooms are available for studying and doing class work. For more information, visit the **ACC Library Website** or call 281-756-3559.

[ACC Counseling Services](#) assist students with issues that may negatively impact academic success. To contact a counselor, call the office of Advising Services at 281-756-3531.

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register first with the Office of Disability Services, A 136, or call 281-756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

Assessment and Care Team (ACT)

The Assessment and Care Team is committed to improving community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose a threat to the safety and well-being of the campus community. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Alvin Community College offers assistance to departments and individuals in detecting indicators for concern and resources to protect themselves and their environments.

The Alvin Community College ACT accepts reports regarding any individual or incident at any time through an online referral form on the Assessment and Care Team page at <http://www.alvincollege.edu/ACT>, direct email to: ACareTeam@alvincollege.edu, or by contacting the Alvin Community College Police Department at 281-756-3700 or 832-250-3365 (after hours).

Educational Technology

Alvin Community College educational technology includes [MY Blackboard](#) for distance delivery and web-enhancement of courses. Technical support can be obtained by completing the [Online Support Form](#).

All students have a [WEBACCESS](#) account to access numerous college services. If you need information or experience problems with WebACCess, your password, computers in a campus lab, or college email, please call the Help Desk at 281-756-3544 or email helpdesk@alvincollege.edu.

R. MENTAL HEALTH COUNSELING AND SUICIDE PREVENTION SERVICES

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. Advising services employs two Licensed Professional Counselors who can assist students with issues that negatively impact academic success. Consultation and referrals are confidential. The Counseling Referral form is located at: <http://www.alvincollege.edu/CounselingServices.aspx>

Emergencies:

If you or someone you know at ACC feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available by requests at the Enrollment Services Center or by calling 281-756-3531, ask for a Counselor. You may also call the National Suicide Prevention Hotline 1-800-273-8255. This is a 24 hour, toll free, confidential suicide prevention hotline available to anyone in suicidal crises or emotional distress. If, however, you or someone you know is in an immediate crisis, go to the nearest Emergency Room, or call 911.

S. DISCLAIMER

(Faculty reserve the right to modify this syllabus as needed and will notify the students of any changes using email or Blackboard.)

Appendix E

STUDENT TRAVEL FORM (A)

NAME _____ COLLEGE ID _____

LOCAL ADDRESS _____ CITY STATE ZIP _____

PHONE NUMBER _____ SOCIAL SECURITY _____

CAR MAKE _____ YEAR _____ LICENSE NUMBER _____
(if car is to be left on campus lot)

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE NUMBER _____
(including City State Zip)

List any medical condition or medication which will require special attention

1. It is expressly understood that by signing this form, I understand and will abide by all terms and conditions set forth hereunder
2. I understand that the transportation expenses when college vehicles are used are the responsibility of Alvin Community College. Any additional expense or personal liabilities shall be borne by the participant.
3. Each person shall be required to pay a damage deposit as set forth in the Trip Information Sheet. Damage deposits will be refunded if there are no damages.
4. Departure will take place as indicated on the Trip Information Sheet. You are expected to be on time for all departures.
5. No alcoholic beverages of any kind are to be consumed on campus vehicles. This will be grounds for removal from the trip without a refund.
6. The college ID must be presented by participants in order to gain admission to travel activities unless a travel/conference ID is issued.
7. I agree to abide by all rules, regulations, policies and state and federal statutes as well as the ACC Student Code of Conduct as outlined in the ACC Student Handbook. Ignorance of laws is not accepted as an excuse by local authorities. Each participant assumes the responsibility of the consequences of their actions.
8. A representative of Alvin Community College will be present on all approved Student Travel. If you have a problem or need information, contact this person.
9. I agree that Alvin Community College agents or employees shall not be liable to myself or any other party for any damage or injury of any nature that I may sustain arising out of or in connection with this trip unless caused by the gross negligence or willful misconduct of Alvin Community College agents or employees involving the use or operation of a motor vehicle and, in that event, liability shall only be extended to the person's whose gross negligence or willful misconduct was the proximate cause of the damage or injury.
10. I understand that the Board of Regents for Alvin Community College, their officers, agents, and employees, are not liable for personal insurance coverage for this trip. I understand that I or my legal guardian's should provide personal and property insurance for this group travel experience.

Name of Insurance Company _____

Policy Number _____

11. Alvin Community College reserves the right to cancel said trip if travel quotas are not met or because of Act's of God or other causes beyond the control of Alvin Community College.
12. By signing below I agree that I have read and understand all the terms and conditions as set forth in this agreement. I further state that I am of the legal age of 18 years old and legally competent to sign this release form.

Signature of Participant

Alvin Community College Instructor / Club Advisor / Representative

Date

Date

Distribution White Copy - CAMPUS POLICE Yellow Copy - STUDENT ACTIVITIES Pink Copy - INSTRUCTOR / CLUB ADVISOR

Appendix F

COLLEGE SPONSORED TRAVEL RELEASE FORM (B)

TRIP INFORMATION

Destination: _____ Trip Date: _____

Campus Organization: _____

Departure from ACC Time: _____ AM / PM
(Circle one) Estimated Return Time to ACC: _____ AM / PM
(Circle one)

Mode of Transportation: _____

Hotel Accommodations at: _____

Hotel Telephone Number: _____ Area code (_____) * _____

STUDENT INFORMATION: *Please type the following*

	Student Name	ID Number		Student Name	ID Number
1	_____	_____	16	_____	_____
2	_____	_____	17	_____	_____
3	_____	_____	18	_____	_____
4	_____	_____	19	_____	_____
5	_____	_____	20	_____	_____
6	_____	_____	21	_____	_____
7	_____	_____	22	_____	_____
8	_____	_____	23	_____	_____
9	_____	_____	24	_____	_____
10	_____	_____	25	_____	_____
11	_____	_____	26	_____	_____
12	_____	_____	27	_____	_____
13	_____	_____	28	_____	_____
14	_____	_____	29	_____	_____
15	_____	_____	30	_____	_____

A Student Travel Form is completed and on file for each student listed above.

Trip Representative
Date

Distribution White Copy - Campus Police Yellow Copy - Student Activities Pink Copy - Trip Representative

Appendix G

Grade-Point Value

Grade	Description	Points Per Semester Credit Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
FX	Failure from non-attendance	0.00
AU	Audit	Grade points are not assigned.
I*	Incomplete	Grade points are not assigned.
IP	In Progress: Temporary notation that appears on a student's official transcript. It indicates semester hours in progress.	Grade points are not assigned.
R	Re-enroll: The R grade is used in MATH 0310 modular courses and CRTR courses.	Grade points are not assigned.
S	Satisfactory: The S grade is used only for non-course based developmental instruction and nontraditional education.	Grade points are not assigned.
U	Unsatisfactory: The U grade is used only for non-course based developmental instruction.	Grade points are not assigned.
W	Withdrawn: Students who file withdrawal requests by the published deadline will receive a W grade. Instructors may not issue a W as the final grade.	Grade points are not assigned.
WE	Withdrawn with Exception: Students who file withdrawal requests by the published deadline with the Vice President of Student Services and have a legitimate exception will receive a WE grade. Instructors may not issue a WE as the final grade.	Grade points are not assigned.

*An I grade may be extended by the course instructor for one additional semester only when circumstances beyond the control of the student such as catastrophic illness or family emergency, warrant such an exception. Documentation of such circumstances is required. The decision of the course instructor is final. An I grade will convert to an F if a valid grade change is not submitted by the new deadline.

Grade Range

As a general guide, the following letter grades are assigned for percentage grades:

- 90-100
- B 80-89
- C 70-79
- D 60-69
- F Less than 60

Exceptions to this grading system may exist for certain programs and are published in the course syllabus.

Appendix H



ALVIN COMMUNITY COLLEGE Grade Change Authorization

Student ID _____

Student Name _____
First
MI
Last

INSTRUCTOR INSTRUCTIONS:

1. Enter the Student ID, and name.
2. Complete boxes 1-6.
3. If a grade change is appropriate, enter new grade in box 7 and give reason.
4. Sign the form and route according to the signature list below. The Vice President of Instruction will route to the Registrar's Office. **Do not give this form to the student.**
5. Student will be notified of the decision via email.

1. COURSE RUBRIC & NUMBER	2. SECTION NUMBER	3. SEMESTER	4. YEAR	5. INSTRUCTOR	6. ORIGINAL GRADE	7. NEW GRADE

Reason for grade change (check as applicable):

Grade Calculation error Completed course requirements Other (specify) _____

Instructor Signature _____ Date _____

The above decision is: Approved Denied; specify reason _____

Dean Signature _____ Date _____

VP of Instruction Signature _____ Date _____

REGISTRAR'S OFFICE USE ONLY

Posted to Student's record by _____ Date _____

Appendix I
COURSE COMPLETION CONTRACT

Student Name: _____ **ID** _____

Faculty Member: _____

Division: _____ **Campus:** _____

Course/Section: _____ **Semester:** _____

Reason for Incomplete: _____

The student named above has received a grade of Incomplete "I" in the course(s) and section(s) noted above. If the contract is not completed by the specified date, the "I" grade will automatically become an "F" unless the faculty member submits a grade change form not later than the grade deadline of the semester following the issuance of the incomplete grade (end of fall or spring semester; or end of second summer session). A copy of this contract will be filed with the appropriate Dean. (Admin Proc Sec. 7.19)

PLEASE NOTE: An incomplete grade ("I") **may only be given when the student has completed at least seventy percent (70%) of the course requirements with a passing grade**, and when in the opinion of the instructor, it may be completed with minimal additional work on the part of the student and the instructor. The course work listed below must be completed under the direction of the instructor of record. If the instructor is unavailable to complete a grade change, the Dean or Department Chair will make appropriate alternative arrangements. Re-enrollment in the course is not an option for completing the course and removing the "I" from the student's record.

Course work to be completed by the student:

It is agreed that the academic work listed above will satisfy all requirements for the course and must be completed by the following date _____.

Student _____ Date _____

Faculty Member _____ Date _____

Dean _____ Date _____