



THE ACC EAGLE

THE STUDENT NEWS AND INFORMATION BULLETIN OF AUSTIN COMMUNITY COLLEGE

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VERTICAL FILE

Special Edition

Student Handbook Edition

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President's Message:



Dear Student:

Welcome to Austin Community College. We are glad you made the decision to come here and to share with us an endeavor we are all engaged in—lifelong learning.

Henry David Thoreau defined learning as "direct exchange and sympathy." We believe you will find these at Austin Community College. We are all here— instructors and other staff—for one purpose. To help you reach your goals.

CECIL L. GROVES
President

Austin Community College
P.O. Box 2165
Austin, Texas 78767

about your College:

history

Austin Community College is a public institution of higher education serving the Capital Area of Texas. The college maintains an open admissions policy and offers freshman and sophomore university-parallel courses, occupational programs in a variety of areas, avocational and vocational continuing education courses, and adult basic education.

The Board of Trustees of the Austin Independent School District is the governing board of the Austin Community College. The college's two major sources of revenue are appropriations from the State Legislature and student tuition and fees.

Austin Community College is the newest of the 47 college districts in Texas. It was

established by the voters of the Austin Independent School District December 9, 1972, and opened for classes in September, 1973, with 2,200 students. By Fall, 1976, the college enrollment had grown to more than 9,500 students.

location

A community-based, multi-location college, Austin Community College facilities are divided into two areas—Area I and Area II—with each administered by an Area Dean.

The principal facility of Area I is Ridgeview Campus, 901 Neal Street. Other teaching locations include Brackenridge Hospital, 707 East 14th Street; Reagan Center, 7104 Berkman and Round Rock High School Center, Round Rock.

The principal facility of Area II is Rio Grande Campus, 1212 Rio Grande. Other

teaching locations within this area include Crockett Center, 5601 Manchaca; Zachary Scott Theatre Center, 1421 West Riverside; and Cook Community School, 1511 Cripple Creek.

The college has agreements for use of some 20 other community facilities with federal, state, and local agencies.

concept

In a sense the city of Austin is the campus of Austin Community College. The college, through its organizational framework, seeks to utilize the resources of the community in conjunction with the resources of the college to meet the educational aspirations of the people of the Capital Area of Texas.

Austin Community College is not a single place but many places, many people, and many programs united as one institution.

Programs of Study:

The educational programs of Austin Community College include occupational-technical programs and university-parallel courses. The occupational programs are designed to meet the increasing demand for technicians, para-professionals, and skilled craftsmen for employment in industry, business, the professions, and government. The university-parallel courses are transferable to senior colleges and universities in Texas and correspond to the first four semesters of a baccalaureate program at four-year institutions. A person may enroll for a single course, a series of courses, or an entire program.

The programs and program areas in which Austin Community College provides courses include the following:

- Accounting
- Adult Basic Education
- Air Conditioning and Refrigeration
- Refrigeration
- Anthropology
- Art
- Astronomy
- Automotive Technology
- Banking and Finance
- Biology
- Building Trades
- Business Administration
- Business Management
- Chemistry
- Child Development
- Commercial Art
- Data Processing
- Dental Assistant
- Drafting and Design Technology
- Drama
- Economics
- Education (Teacher Aide)
- Electronics
- English
- English-as-a-Second Language
- Fire Protection
- Food Marketing
- French
- Geography
- Geology
- Government
- Health and Physical Education
- History
- Journalism
- Law Enforcement
- Marketing
- Mathematics
- Mental Health—Human Services
- Mid-Management
- Music
- Natural Science
- Nursing (Professional)
- Nursing (Vocational)
- Office Occupations
- Operating room Technology
- Parallel Studies
- Photographic Technology
- Physics
- Printing
- Psychology
- Radio-Television-Film
- Radio and Television Repair
- Radiologic Technology
- Real Estate
- Sociology
- Spanish
- Speech
- Training Para-Professionals for the Deaf
- Welding

Austin Community College offers basic education to those adults who wish to improve their educational backgrounds, learn to speak English, or complete requirements for a high school equivalency certificate, through General Education Development (GED) testing. The ABE program is operated on contract with the State Board of Education, to serve Travis County, utilizing state and federal funds. Enrollment in Adult Basic Education is a combination of open entry-open exit and structured classes. The year-round program is open to anyone at least 17 years old. ABE includes three areas:

1. Preparation for the General Education Development (GED) Test (to qualify for a high school equivalency certificate) which includes diagnostic testing, instruction in the five GED subject areas—Math, English, Grammar, Social Studies, Literature, and Natural Science, and sample GED-style practice testing.

2. Adult Basic Education for students needing improvement in reading, writing, math, and life-coping skills, or tutoring for employment-training tests (e.g., the Merit Exam, Postal Exam, etc).

3. English-as-a-Second Language to aid non-English speakers in reading, writing, speaking, and comprehension skills in English. The emphasis in ESL is functional, conversational English for day-to-day use, including idioms and informal speech patterns as well as improved vocabulary, reading, listening, and writing skills. Tutoring for U.S. citizenship is also available.

In an attempt to reach as many adults in the community as possible, satellite centers have been established at several locations in Travis County. New centers open as their need is determined and funds are available. Information about their locations and hours of operation may be obtained through the Adult Basic Education Office, 476-6381, ext. 180 and 40.

Continuing Education and Community Service courses provide opportunities for persons in the community to participate in programs and activities of the college. Basically, these programs are designed to provide:

- Adult vocational opportunities to upgrade present skills or learn new skills.

- Avocational opportunities to learn for personal growth and enjoyment.

- Opportunities to satisfy educational requirements for licensing, e.g., real estate and insurance licenses.

- Resources for industry, government, and professional groups to supplement their own training and development programs. Continuing Education and Community Service programs are offered on a non-credit basis as short courses, seminars, workshops, and institutes. The programs are custom-designed for the requesting individuals or organizations.

Continuing education courses are offered at



various location, including the Rio Grande and Ridgeview campuses, the Reagan and Crockett centers, city recreation facilities, industrial and governmental facilities, and other sites as appropriate. Instructors are professional men and women from business, government, industry, and the college with outstanding backgrounds and experiences in their fields.

Enrollment is open to all interested individuals regardless of educational background. Each course requires payment of a fee. The fees vary with the length and nature of the course.

A minimum enrollment of 12 is normally required for a course to be offered.

Registration for most Continuing Education and Community Service courses occurs at regular registration periods for college; however, some courses are available at other times. Information is available at 472-5434.

Austin Community College offers a variety of vocational block-time programs, including five in the area of Allied Health.

Other block-time programs are scheduled to meet both requests from students and manpower needs of the community. Typical programs include auto mechanics, building trades, office occupations, welding, small engine repair, and cash register management for retail stores.

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Registration:

Registration normally is held at Municipal Auditorium a few days before classes begin each semester. Class schedules and a list of the courses offered are distributed at that time.

Each student must secure a time permit prior to registration. Also, former students must pay any money owed to the college and have any scholastic suspension removed to be eligible to register.

Tuition and fees must be paid in full at time of registration. For further information, refer to the current ACC Catalog.

Prior to each semester an orientation program for new students is conducted at the Ridgeview and Rio Grande campuses. The college, its programs and services, are explained by members of the Student Services staff. Particular emphasis is placed on information for registering for courses at ACC.

Handicapped students who wish to register should contact the Director of Student Services. Special arrangements for registration and for access to classes will be made for the student.

Special parking spaces are also reserved for the handicapped. Contact the campus security division on campus for further information.

Austin Community College is approved by the United States Department of Justice, Immigration and Naturalization Service, as an *educational facility for foreign students*. All foreign students assume the responsibility of obtaining clearance from the Immigration Service prior to registration. See the College Catalogue for regulations pertaining to foreign students.

Texas has a law (Senate Bill 27, 62nd Legislature) that requires all students enrolled in institutions of higher education be immunized against diphtheria-tetanus and students under 19 years of age must be immunized against polio. All immunizations should be completed by the time of enrollment. However, if this is not possible, a person will be allowed to enter provided required immunizations will have been started before enrollment, and all completed as soon as medically feasible. Signature or rubber-stamp validation of personal immunization records by physicians or public health clinics is required before enrollment.

Students with *medical* contraindications or religious scruples against immunization may comply in the following ways:

Medical Contraindications—The student must present an affidavit signed by a physician, duly registered and licensed under the Medical Practice Act, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the applicant or any member of his family or household.

Religious Conflicts—The student must present "an affidavit signed by the applicant or if a minor, by his parent or guardian stating that the immunization conflicts with the tenets and practice of a recognized church or religious denomination of which the applicant is an adherent or member; provided, however that this exemption does not apply in times of emergency or epidemic declared by the Commissioner of Health."



Dean's Message:



Welcome to A.C.C.! You are among the many thousands of Austinites and visitors that will be taking advantage of the services provided by the newest of the city's fine post-secondary institutions.

I hope that you will look at this handbook as my personal tour of the college. *Mi casa es su casa*. So come on in and learn about your new home. Get to know the people, discover where things are, and learn what you can do when and where. If after you've read this you still have a question, just stop in any office and ask. Our total staff is here to serve you.

RAMON H. DOVALINA
Dean for Student Services

Tuition, Fees & Refunds

Fees

Special Provisions of Fee Schedule:

1. The application fee, once paid, will be valid for all future registrations by the student, provided that initial enrollment actually occurs as stated. This fee is not required of students in Adult Basic Education (ABE) and General Education Development (GED).

2. Unless otherwise specified, higher lab fees will be charged in courses using consumable materials. These will be announced in the course schedules.

3. A \$5.00 change of schedule fee is charged each time a change(s) is processed.

5. The replacement identification card fee is charged only between registrations when cards are not normally processed.

Special Program Tuition and Fees:

1. Radiologic Technology

Regular semester-credit tuition and fee schedule; add student liability insurance. Lab fee per course: \$8.00

2. Professional Nursing Program

Regular semester-credit tuition and fee schedule; add student liability insurance. Lab fee per course: \$8.00

*3. Dental Assistant Program Annual Tuition: \$375; Laboratory fees: \$24.

*4. Operating Room Technician Annual tuition: \$313; Laboratory fees: \$24.

*5. Vocational Nursing Annual tuition: \$313; Laboratory fees: \$25.

6. Adult Continuing Education and Community Service Courses To be announced; based on duration of course and special considerations.

7. Vocational and Avocational courses, other than semester length: Same as 6 above.

**8. Block-time Auto Mechanics (per quarter) Tuition: \$93; Laboratory fees: \$8.00.

**9. Block-time Office Occupations (per quarter) Tuition: \$93; Laboratory fees: \$8.00.

**10. Block-time Welding Program (per quarter) Tuition: \$93; Laboratory fees: \$30.

* Includes student liability insurance but does not include application, identification card, or any other fee. These additional charges must be added as applicable.

** Does not include application, identification card, or any other fee. These additional charges must be added as applicable.

Special Laboratory Fees (college-credit courses):

Welding	\$25.00 per course
Color Photography	\$25.00 per course
Data Processing	\$25.00 per course

All tuition and fees must be paid in full at the time of registration. A student is not officially registered until payment is made in full. A student may not graduate or have a transcript issued until all financial obligations to the college have been satisfied.

Tuition and fees for Austin Community College are set by the Board of Trustees and are subject to change without notice upon action of the Board. All students who are

Texas residents are charged Resident Tuition. A Texas resident is defined by law as an individual 18 years of age or older whose family has resided in Texas for the 12-month period immediately preceding the date of registration.

The Catalogue presents the Texas statutes for determining residence status for purposes of tuition payment at institutions of higher education. The student is responsible for registering under the proper residence classification. If there is any question as to right to classification as a resident of Texas, the student is responsible, prior to or at the time of registration, to raise the question with the Coordinator of Admissions and Records of Austin Community College for determination of the student's official residency.

Any student who is classified as a resident student but who becomes a nonresident at any time by virtue of a change of legal residence by the student's own action or by the person controlling the student's domicile is required to notify the Coordinator of Admissions and Records of Austin Community College.

Semester-Credit Tuition at Austin Community College for the 1977-78 College Year is as follows:

1. Legal resident of the State of Texas: \$10.00 per semester hour with a minimum of \$25.00 per semester.

2. Legal resident of another state: \$40.00 per semester hour.

3. Non-resident alien: \$40.00 per semester hour. (In some cases, established by the Texas Legislature (House Bill 785), non-resident aliens may pay \$14.00 per semester hour tuition with a minimum of \$200 per semester.)

4. Auditor (non-credit student): tuition and fees same as for a credit student.

In addition to tuition, the following fees are required, as applicable:

1. Application	\$5.00
2. Laboratory fee for each laboratory course (except where noted)	8.00
3. Change of schedule fee	5.00
4. Identification card fee	1.00
5. Replacement identification card fee	4.00
6. Late registration fee (for students who complete enrollment on scheduled late registration days)	5.00
7. Returned check fee	5.00
8. Advanced standing examination fee	10.00
9. Student liability insurance required of all allied health students (per academic year)	13.00
10. GED testing (per test)	3.00
11. Counseling test fees (per exam)	2.00
12. Transcript fee (per copy)	1.00

Refunds

Refund of Tuition and Fees for Semester-Credit Courses

Refunds are made under the following conditions:

1. To receive a 100 percent refund, a request must be made prior to the end of the 12th class day (4th class day during the summer session) and must meet one of the

criteria listed below. Transfer papers, notarized statement, or physician's certification, if appropriate, must accompany the request.

a. College error is involved.

b. The class is cancelled by the college.

c. The student or his-her spouse is required by his-her employer to move to a new location.

d. The student is a minor living with a parent who is required by his-her employer to move to a new location.

e. The student or his-her spouse and-or dependent suffers serious physical or mental disability which prevents class attendance.

2. To receive a 75 percent refund of tuition and lab fees, a request must be made prior to the first day of classes. (The first day of classes refers to classes in general according to the official calendar, and not to the first day an individual attends a class.)

3. To receive a 50 percent refund of tuition and fees, a request must be made prior to the end of the 12th class day of the fall and spring semesters or the 4th class day of the summer session.

4. All refund requests must be initiated in the Admissions and Records Office.

5. Refunds are made by check and take at least 30 days for processing.

Refund of Tuition and Fees (Block-time Programs)

For the purpose of providing refunds, annual or multi-quarter tuition and laboratory fee payments will be divided by the number of quarters involved. Each quarter portion or quarterly tuition and laboratory fees payment will be further sub-divided or divided by the three months in the quarter.

The student is eligible for a 100 percent refund of any portion of the tuition and laboratory fee payments remaining after the month of withdrawal and official refund request, except for Operating Room Technology, Vocational Nursing, and Dental Assisting Programs. In these programs, a refund of 50 percent is authorized of any portion of the tuition and laboratory fee remaining on withdrawal.

The student is eligible for a 100 percent refund of the tuition and laboratory fees for the month of the withdrawal when the withdrawal and official refund request is made prior to the end of the 3rd class day and is due to one of the following reasons:

—College error is involved.

—The class is cancelled by the college.

—The student or his-her spouse is required by his-her employer to move to a new location.

The student is a minor living with a parent who is required by his-her employer to move to a new location.

—The student or his-her spouse and-or dependent suffers serious physical or mental disability which prevents class attendance.

The student is eligible for a 75 percent refund of the tuition and laboratory fees for the month of the withdrawal when the withdrawal and official refund request is made prior to the first class day and is not due to one of the reasons listed above.

The student is eligible for a 50 percent refund of the tuition and laboratory fees for the month of the withdrawal when the withdrawal and official refund request is made prior to the end of the 3rd class day and is not due to one of the reasons listed above.

All refund requests must be initiated in the Admissions and Records Office. Refunds are made by check and take at least 30 days to process.

Financial Aid

Four types of financial aid are available to students at Austin Community College—grants, loans, work-study, and waivers. Eligibility for the first three is determined by analysis of a Student Financial Statement (SFS) for independent students and a Parent Confidential Statement (PCS) for dependent students. The amount of an award is based on financial need. Eligibility for waivers is determined by application of statutes in the Texas Education Code, e.g., valedictorians of high school classes are eligible for a tuition waiver.

Financial need is an individual matter and varies from student to student. The only way for a student to find out if he-she is eligible for a grant, loan, or work-study program is to apply. Waivers are determined by statute—either a person is eligible or is not.

Grants

Texas Public Educational Grant (TPEG). An Austin Community College grant covers up to the first \$100 of a student's tuition and fees. No scholastic criteria are attached to this award.

Basic Educational Opportunity Grant (BEOG). The student applies directly to the BEOG program. The applicant must be taking the equivalent of at least six credit hours. Application must be made annually.

Texas Public Educational Grant-State Student Incentive Grant (TPEG-SSIG). This scholarship is given only to those students who have established a great need for financial aid. The student must also be receiving other aid.

Supplemental Educational Opportunity Grant (SEOG). The grant cannot be for more than half of the total amount of aid the student receives and must be for at least \$200. The student must take at least six hours of college-credit courses. Other aid money must be used to match the SEOG.

Law Enforcement Education Program Grant (LEEP). This grant is available to in-service law enforcement personnel only. It covers cost of tuition, fees, and books and may not exceed \$400 per semester. The recipient is obliged to remain in the same job two years after receipt of the grant or it converts to a loan.

Loans

Hinson-Hazlewood College Loan (H-H). Available to Texas residents only. The student must attend college on at least a half-time basis. The student is required to complete a separate application. For the initial loan, the student must be recommended by two members of the community. The maximum amount is \$1,500 for the long term of two semesters. Interest is computed at 7 percent and repayment begins nine months after the student ceases to be enrolled at least on a half-time basis. Minimum monthly repayment is \$30.

National Direct Student Loan (NDSL). The recipient must be at least a half-time student. He-she may borrow up to \$1,000 per year. Interest is 3 percent and repayment begins nine months after student status ends. Loan cancellation is available for students who teach in certain low income schools.

Guaranteed Student Loan (GSL). Students borrow directly from bank or credit union. He-she must be at least a half-time student.

Interest may not exceed 7 percent, and a maximum loan is \$2,500. Repayment begins nine months after student status ends, and minimum monthly repayment is \$30 per month.

Work Study

College Work-Study Program (CWSP). This program provides on-campus employment for qualified students. Hourly wages are in compliance with the Federal minimum wage law. To be eligible for work-study, a student completes either a Student Financial Statement (SFC) or Parent Confidential Statement (PCS). Each student is approved for a specific amount of work-study money. After he-she has earned that amount, the student is no longer in the program for that academic period and will be removed from the work assignment.

Waivers

Hazlewood Act. Tuition and fee waiver for Texas veterans who have exhausted their educational benefits, and war orphans. Veterans must have been Texas residents at the time they entered the service. Veterans must present their DD 214 discharge papers with their application.

Fire Protection. Tuition and fees are waived for employed firemen. (Volunteer firemen are not eligible.)

Connally-Carillo Act. Tuition and fees are waived for Texas high school graduates, under 25, who graduated in the top 25 percent of their classes or scored in the top 20 percent of the American College Testing (ACT) examinations. The gross family income must be less than \$4,800.

Highest Ranking Graduate. Valedictorians' tuition is exempted for the first two college semesters immediately following graduation.

High School Graduates of State Homes. Tuition and fees are exempted for graduates of Texas State Homes.

Children of Disabled Firemen and Peace Officers. Tuition and fees are exempted for children of deceased or disabled firemen or peace officers. Students must be Texas residents.

Blind, Deaf Student Waiver. Tuition and fees are waived for blind and deaf Texas residents. These students must be eligible for services

of either the Texas Commission for the Blind or the Texas Rehabilitation Commission.

Children of POW's or MIA's. Tuition and fees are exempted for children of Prisoners of War or Missing in Action persons who are Texas residents.

Nursing Scholarship Program. Available for Registered Nurse training. Applicant must demonstrate "exceptional need" (i.e., gross income of less than \$4,500 for a family of four). Award for 12 months may not exceed \$2,600. Apply with Brackenridge School of Nursing.

Texas Real Estate Research Center Scholarship. A \$250 per year scholarship for full-time student who intends to pursue real estate as a career.

Insurance Scholarship. A \$250 per year scholarship for full time insurance major.

AISD Employee Dependent Scholarship. For a dependent of an Austin Independent School District employee.

Off-Campus Sources of Financial Aid

In certain cases, the following agencies will pay for tuition, books, and supplies:

Texas Rehabilitation Commission. If training can alleviate a vocational handicap caused by an individual's physical or mental disability, the Texas Rehabilitation Commission may be able to assist. Phone 476-7601 for appointment with TRC counselor.

Comprehensive Employment Training Act (CETA). Through CETA, financial assistance is available for students meeting certain qualifications in the Vocational Nursing program. Call 476-6639 for more information.

Foreign Students

All federal programs require that the recipient be a resident alien who is in the United States for other than a temporary purpose. (Education is considered a "temporary purpose.") Students with alien registration cards bearing an 1-151 designation and/or students from Vietnam or Cambodia are eligible to apply for Federal assistance.

FINANCIAL AID APPLICATION DEADLINES

Summer I and II	February 15+
Fall and Spring	March 15 +
Fall only	March 15 +
Spring only	September 15 +

NOTICE: +Priority Deadlines. Applications received after these dates will be processed and awarded according to the availability of funds.



Educational Regulations

Course Load

A normal full-time load is 12-15 semester hours (8-10 during the summer). A student may carry a maximum of 18 credit hours (13 in the summer). These hours will include all I's of the previous semester(s). A student must have written permission prior to registration from the Dean for Instructional Services to carry more than 18 hours (13 in the summer).

Students who are employed or who have family responsibilities are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and the extent of their other commitments. The student who has overextended himself is likely to have scholastic difficulties. A good rule to remember is that two hours of preparation outside of class are necessary for each hour of class time.

Attendance Policy

A student at Austin Community College must attend classes to remain enrolled. Although the grade earned is based on the student's mastery of the course objectives, regular and punctual attendance is required.

Attendance requirements may vary from course to course; however, unexcused hours of absences should not exceed 10 percent of the total number of meeting hours in the semester-session-quarter. (Meeting hours equal lecture + lab hours). The course instructor determines whether or not an absence is excused. Specific course requirements regarding excused and unexcused absences will be announced in each class during the first week.

Students who fail to meet the attendance policy during the period prior to the 12th class day (fourth class day in the summer session) may be dropped by the instructor. In these cases, no entry is made on the transcript and the student is not eligible for a refund.

It is the student's responsibility to consult with instructors and seek counseling services when the required attendance policy cannot be met. Barring an acceptable arrangement or agreement, the student whose attendance is not within the requirements will be withdrawn as of the last date of attendance. The last date of pursuit may be used in semester credit programs. In using the last day of pursuit, the instructor must be able to certify the last activity date, the last paper submitted, or the last examination completed.

Instructor withdrawals may be appealed by the student within 10 days. The appeal is made to the Admissions and Records Officer and, if denied, the student may appeal to the Admissions Committee.

A student may bring to the attention of the Admissions and Records Officer and-or to the Committee, in writing or in person, any information or evidence which he-she feels warrants special consideration.

Student Classification

A student may be classified according to the following class criteria.

Freshman—Has successfully completed up to 29 semester hours.

Sophomore—Has successfully completed from 30 to 59 semester hours.

Unclassified—Has successfully completed 60 or more semester hours.

Students may also be classified for statistical purposes on the basis of the method of admission—high school graduate, GED graduate, special admission, high school co-enrolled student, transfer, continuing, or returning; or on the basis of their scholastic standing—in good standing, on probation, or on suspension.

A final method of classification is on the basis of the student's load. A student is considered full-time when they are enrolled for 12 semester hours (8 in the summer session) or more and part-time when the load is less.

Class Changes

CHANGE OF SCHEDULE (DROP-ADDS)

A fee will be charged for every schedule change processed unless the change is due to college action or college error or when dropping the course is the only change. (See Refund Policy)

Drops prior to or after the Schedule Change period must be initiated in the Admissions and Records Office. Other schedule changes (adding or changing courses) will be permitted only during the Schedule Change period. Adding or changing courses must be initiated at the late registration location. The change becomes official at the time the official schedule change card is submitted to the cashier and stamped "Paid."

Students who drop prior to the end of the 12th class day (the 4th class day during the summer) will not receive a grade. All withdrawals after this date and up to four calendar weeks prior to the end of the semester (three calendar weeks in the summer session) will result in a "W" grade. An "NC" grade will be given rather than a "W" during the last four-(or three)-week period except that, prior to the last week of

classes, the student may be withdrawn with a "W" grade if the instructor certifies that the student is passing. No "W" will be given during the last week of classes. All "W"s entered by the instructor on the grade sheet must be accompanied by the passing certification and the last date of attendance.

A student who ceases to attend class or to make satisfactory progress may be withdrawn by the instructor as of the last date of attendance. (See Attendance Policy)

Scholastic Standing

Good Standing

A student attempting two or more courses in a semester or a student enrolled in one course of at least six semester hours value (4 semester hours value during the summer session) must complete (with a grade of A, B, C, or D) at least one-half of those courses and maintain a cumulative grade point average of 2.00 or better on a 4.00 scale to remain in good standing.

All students must maintain a cumulative grade point average of 2.00 on a 4.00 scale after they have attempted a goal of six or more semester hours at Austin Community College.

Scholastic probation

A student who does not meet the criteria of good standing will be placed on scholastic probation for the next semester of enrollment. Probation may be removed by completing a course for which a grade of "Incomplete" was earned, providing the student then meets the good standing criteria. (In this case, the scholastic probation entry will be removed from the permanent record.) A student may also be removed from probation by meeting the good standing criteria at the end of the next semester of enrollment.

Scholastic Suspension

A student on scholastic probation must remove the probation by the end of the next semester of enrollment.

A student who fails to remove probation is ineligible to register for the following semester or session. A student who registers after a semester or session of ineligibility will continue on scholastic probation. Any further scholastic suspensions will be of one-year duration.

NOTE: Even though notification of probation or suspension might not reach a student prior to registration, the student is obligated to know whether he-she passed the minimum required work and is eligible to continue. Ineligible students who register in the college are subject to administrative withdrawal. Right of Appeal—A student placed on scholastic suspension may appeal to the Coordinator of Admissions and Records and, if denied, the student may appeal to the Admissions Committee.

A student may bring to the attention of the Coordinator of Admissions and Records and-or to the committee, in writing or in person, any information or evidence which he-she believes warrants special consideration.

The decision of the committee is based on majority vote.

Grades and Graduating

Grading System

The following grading system is used at Austin Community College:

Grade	Interpretation	Grade Points Per Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdrew	Not Computed
AU	Audit	Not Computed
CR	Credit given for Non-Traditional Transfer Work	Not Computed
NC	No Credit	Not Computed
+	Repeated Course	Not Computed
X	Not Reported by Instructor	Not Computed

+ When a course is repeated, only the last passing entry is computed for credit and for grade point average.

Grade Changes

With the exception of the "I" grade, all grades are considered final unless college error is involved.

A grade of "I" may not be carried beyond the following semester or session. An extension may be granted prior to the deadline at the written request of the Program Leader-

Assistant Division Director, and with the approval of the Coordinator of Admissions and Records. These "I" grades may be changed only by the Program Leader-Assistant Division Director upon written recommendation of the instructor, if available. Any remaining "I" grades will be changed to "NC" grades after the deadline.

A student who wishes to appeal for a grade change after the deadline must do so in writing and the request must be approved by the Program Leader and the Coordinator of Admissions and Records.

Grade Point Average

The grade point average for courses at ACC is computed as follows:

1. Multiply the number of grade points for each grade by the number of semester hours in the course. Use only those courses for which the grade point is computed.
2. Add the total number of grade points; add the total number of computed semester hours.
3. Divide the total number of grade points by the total number of hours.

Auditing

Students who wish to audit (register for a course without receiving credit) may do so by declaring their intent during registration and obtaining the approval of the Program Leader or assistant division director for the course. Entrance requirements and prerequisites, as well as all other rules and regulations of the college, apply to the auditing student. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit.

Transfer Credits

Previous course work at accredited institutions of higher education will be accepted for transfer and application toward a degree program if the course work has counterparts at Austin Community College. Courses not having an ACC counterpart may be accepted as electives.

The student's transcript(s) will be evaluated only upon the request of the student. After the evaluation, the total number of semester hours accepted will be noted on ACC's transcript. The courses will not be listed, and the grade point average of the courses transferred will not be recorded on

the transcript. Graduation candidates should request evaluation at least one (1) month before the graduation application deadline.

Transfer of credits from ACC to other institutions is usually done without difficulty. It is the responsibility of the student to determine prior to registration if his courses will transfer. Particular care should be taken with courses in the Associate of Applied Science program areas.

Graduation

Austin Community College holds annual commencement exercises at the end of each Spring Semester. To graduate, a student must fulfill the following requirements.

Fulfill all obligations to College.

Complete all courses listed in the official degree plan.

Maintain a grade point average of 2.00 on a 4.00 scale in all course work completed at Austin Community College.

Have a grade point average of 2.00 on a 4.00 scale for all course work transferred and used in the degree plan.

Complete at least 12 semester hours in residency at Austin Community College.

A student who meets these requirements should complete the application form and submit it to the Admissions and Records Office prior to the deadline date set in the official calendar.

NOTICE: Candidates for graduation during the Spring semester should make arrangements with their instructors to complete their course requirements at least one (1) week early.

All graduates are encouraged to participate in commencement exercises.

Summer and Fall graduates may receive their diplomas by requesting them in the Admissions and Records Office within four calendar weeks after the end of the semester. Summer and Fall graduates are eligible to participate in the following Spring commencement exercises, and are encouraged to do so.

Graduates are encouraged to maintain a correct address with the Admissions and Records Office for at least 12 months after graduation.

Degrees & Certificates

Austin Community College offers the following degrees and certificates to students who successfully complete approved programs at the college:

1. The Associate of Applied Science (A.A.S.) degree is awarded to students who successfully complete the occupational-technical degree programs.

2. A Certificate is awarded to students who complete one of the approved Certificate programs.

3. The Associate of Arts (A.A.) is awarded to students majoring in Liberal Arts who complete one of the university-parallel programs or the general students program.

4. The Associate of Science (A.S.) is awarded to students majoring in specialized programs such as Business Administration, Science, Education, etc.



SERVICES

Student Services

Student Services believes that all persons can be successful in educational and vocational pursuits. Through a balanced program of developmental, proactive and remedial services, our staff assists students in the development of interpersonal and self-reliance skills. The acquisition of skills does not assure success; however, it does enable persons to take more responsibility for the direction of their development as successful human beings.

Student Services provides academic, career and personal counseling on an individual and group basis. Operationally, there is a commitment to offer services and programs that assist students in their personal growth.

SERVICES AVAILABLE

- Personal Counseling
- Counseling Prospective Students
- Academic Advising
- Degree Planning
- Tutorial Referral
- Career Development & Testing
- Human Development Seminars
- Student Activities
- Adaptation and Modification of Various Study Habits
- Liaison Between Students and Faculty

Professional counselors are available both day and evening at the Rio Grande and Ridgeview Campuses and evenings at the Crockett and Reagan centers. Personalized, confidential assistance is provided to members of the community college and prospective students on a walk-in or appointment basis.

The counseling staff can help students:

- learn to identify skills and interests and define career objectives,
- plan what courses to take,
- prepare a program of study that leads to a two-year associate degree,
- prepare a program of study designed to transfer to a specified four-year college,
- understand themselves better and develop an effective approach to daily life,
- learn to communicate more clearly with others.

The counseling staff believes that all persons can be successful in academic and vocational pursuits. Identification of interests and strengths coupled with a devotion of time and energy are necessary elements in the development of required skills. Individual counseling, small group discussions, and workshops are available to help students accomplish their goals.

Parallel Studies

Parallel Studies provides educational experiences that parallel or complement the other course offerings at Austin Community College. These experiences include drop-in

and referral labs for professional assistance in Reading, and related areas. The center also offers basic skills in Math, and Reading. The elective credit (which is transferable to another campus) is available to students for other course subject areas. (See Page 8 listings.)

Learning Resource

Learning Resource components of service include: (1) library services; (2) testing services; and (3) testing services.

Each campus has a resource staff supervisor who reports to the Area Director. Campus staff acquire and distributes print materials. The Ridgeview Campus is responsible for media graphics, television orders.

The collection of library materials both print and non-print is part of the Resources System staff. Staff are locating material to meet course objectives.

A reserve collection of articles, and other materials is available at each campus. Copiers and high speed printers are available to duplicate material.

The media services include instructional materials, video and audio presentations, transparencies.

A testing center with proctors is located at each campus to take tests in the center under instructor supervision.

Lost & Found

Students should report lost property to the Campus Security Office. A description will be noted and the item will be retained until the owner is notified. If the item is recovered as lost will be retained until the owner is notified. Periodical notice, generally in the form of articles they have in the newspaper, may be made by property not claimed within six months of in a manner dictated by the law.

Emergency Health Care

The Emergency Room at the Ridgeview Hospital is available to provide emergency care. The hospital operates 24 hours a day and charges a student health fee to operate a student health center.

For health services in emergencies, students should obtain the services of a proctor or make contact with the campus nurse. First aid kits are available at Area I and

Community Services

JOBS	Texas Employment Commission	1215 Guadalupe	478-8734
	Veterans Outreach Program	1209 Rio Grande, Ste 206	476-2300
	Federal Job Information Center	9th & San Jacinto	397-5380
	ACC Placement-Follow-up Office	Ridgeview Rio Grande	476-6381 Ext. 191 476-6381 Ext. 63
	Texas Rehabilitation Commission	9027 Northgate 105 W. Riverside Dr. 3711 N. Lamar, Ste. 204	837-7200 476-7601 459-3131
DISABLED- DISADVANTAGED	Goodwill Industries	300 N. Lamar	472-6224
	Texas Ser Job Bank	1501 Guadalupe	474-5786
	Lighthouse For The Blind	2831 Manchaca	442-2329
	Vocational Rehabilitation	7745 Chevy Chase Dr.	452-8192
	Capital Area Manpower Program	503 San Jacinto	474-6639
	Comprehensive Offender Manpower Program		475-7986
EMERGENCY	Brackenridge Hospital	15th & IH 35	476-6461
	Poison Control	15th & IH 35	478-4490
IMMUNIZATIONS	Austin Travis County Health Dept.	2334 Rosewood	474-6581 Ext 261
SOCIAL SECURITY	Social Security Administration	2301 S. Congress Ave.	397-5771
VETERANS ADMINISTRATION	Waco Hotline		1-800-792-1110
LEGAL	Legal Aid and Defender Society	1713 E. 6th St.	476-6321
PROBLEMS	Freedom Connection Treatment Center for heroin abuser	2340 Rosewood	472-6261
	Middle Earth	1114 Manor Rd.	472-4357
	Planned Parenthood	1823 E. 7th St.	477-5846
	Women-Space	2330 Guadalupe	472-3053
	Austin Rape Crisis Center		472-RAPE
	State Hospital—24 Hour Detoxification		452-8013 Ext. 654
	Alcoholics Anonymous		453-9300 or 442-9016
HOTLINE	Hotline		472-2411

Summer 1978 Calendar

CREDIT PROGRAMS

Registration (SS 1 and SS 11+)	May 30-June 1 (Tues.-Thurs.)
Last Day to Request 75 percent Refund (SS I)	June 2 (Fri.)
Classes Start (SS I)	June 5 (Mon.)
Late Registration and Schedule Changes (Drop-Add) (SS I and SS II)	June 7-8 (Wed.-Thurs.)
Last Day to Request 50 percent Refund (4th Class day) (SS I)	June 8 (Thurs.)
Last Day for Student Withdrawals from 5½-week Courses (SS I)	June 20 (Tues.)
Independence Day Holiday	July 4 (Tues.)
Last Day of Classes and Final Exams for 5½-week length Courses (SS I)	July 11 (Tues.)
No Classes for 11-week Courses	July 12-13 (Wed.-Thurs.)
Last Day to Request 75 percent Refund (SS II)	July 13 (Thurs.)
Registration and Schedule Changes (SS II)	July 13-14 (Thurs.-Fri.)
Classes Start (or continue) and Make-Up Day (11-week Courses and SS II)	July 14 (Fri.)
Last Day to Request 50 percent Refund (4th Class day) (SS II)	July 19 (Wed.)
Make-Up Day (11-week Courses and SS II)	July 21 (Fri.)
Last Day for Student Withdrawals from 11-week Courses and SS II	July 27 (Thurs.)
New Student Orientation (for following semester)	Aug. 11-12 (Fri.-Sat.)
Last Day of Classes and Final Exams for 11-week Courses and SS II	Aug. 17 (Thurs.)

+SS 1 denotes the first 5½ week session and the 11-week session.
SS II denotes the second 5½ week session.

QUARTERLY PROGRAMS

Registration and first day of classes for all Skill Center students	June 1 (Thursday)
Late registration for all Skill Center students	June 2, 5 (Friday & Monday)
Third Class Day of the Quarter	June 5 (Monday)
Pre-entrance examination for September, 1978, Dental Assisting and Operating Room Technology	June 6 (Tuesday)
Summer vacation for all students except September, 1977, Operating Room Technology class	June 11-25 (Two weeks)
Last day of classes for September, 1977, Operating Room Technology class	June 16 (Friday)
Registration and first day of class for new Skill Center students	July 3 (Monday)
Independence Day Holiday	July 4 (Tuesday)
Third Class Day of the Quarter	July 6 (Thursday)
Pre-entrance examinations for September, 1978 Dental Assisting and Operating Room Technology	July 18 (Tuesday)
Registration and first day of classes for new Skill Center students	August 1 (Tuesday)
Third Class Day of the Quarter	August 3 (Thursday)
Registration and first day of classes for Vocational Nursing students	August 7 (Monday)
Third Class Day for Vocational Nursing class	August 9 (Wednesday)
Last day of classes for August, 1977, Vocational Nursing students and September, 1977, Dental Assisting students	August 17 (Thursday)

- | | |
|-------------------------|---------------------|
| Chemistry Area | RAD TECH Pgm. |
| Building Trades | Automotive |
| Director's Office (A&S) | Students Services |
| Dean's Office | Electronics Area |
| Gymnasium | Security Area |
| Softball Team | Child Development |
| ABE Office | Skill Center |
| Library | Asst. Dean's Office |

(Crockett & Reagan)

A Red Cross first aid course has been held for several ACC employees.

Bookstore

Austin Community College contracts with an independent commercial firm for the operation of college bookstores. Bookstores are located at the Ridgeview and Rio Grande Campuses.

Textbooks, instructional supplies, trade books, magazines, and notions are for sale at the bookstores.

The bookstore buys back selected used textbooks at certain times (to be announced) each semester.

Day Care

The Austin Community College (ACC) Child Development Center is located in Rosewood and Oak Springs Elementary Schools. A professional teaching staff has daily activities planned for the children. A hot noon meal and

morning and afternoon snacks are served daily.

The Center is licensed by the State Department of Public Welfare for children ages 0-12. In order for children to attend the Center their parent(s) must be students at Austin Community College and meet income eligibility guidelines specified by the State Department of Public Welfare. There is no cost to the parent(s) or their children for these day care services.

The Center hours are from 7:30-4:30, Monday-Friday and the Center is open each day that classes are held at Austin Community College (including the summer sessions). The Center also serves as a laboratory school for students enrolled in the Child Development Program at Austin Community College.

Reporting Thefts

Theft of property from a student should be immediately reported to the Campus Security Division. Complete details will be taken from the student and every effort will be made to recover the stolen property. Campus Security may also advise the victim to report the loss to the Theft Division of the Austin Police Department (476-3541, Ext. 158). Thefts can be held to a minimum by: (1) Never leaving property unattended, and (2) by indelibly marking property for identification purposes.

students needing in English, Math, eas. Parallel Studies courses in English, courses count toward may or may not be college) and prepare courses utilizing these Parallel Studies course

Services

includes three es to students: (1) media and production g services.

professional learning ed by a director, who ean. The Rio Grande es, processes, and rials for all college y Campus staff is production, including nd large duplication

ary materials includes items. The Learning f assists students in meet or supplement on of tapes, books, rint and non-rint t each campus. Xerox ape duplicators are ate non-copyrighted

include production of in a variety of modes: apes, slide-tape encies and posters. test administrator is Students are allowed r as determined by the

lost or found articles y Division. In cases of tion of the lost article tudent notified in the red. Articles turned in by Security and every return the property to y, Security will post a cating what type of ir possession. Claims r identification. Items onths will be disposed l by College policy.

om at Brackenridge ACC students who need e Emergency Room The college does not th fee and does not n center.

ices other than are encouraged to eir family physicians n Austin physician. ible at the following or Area II:

Advanced Placement

Austin Community College provides the opportunity to earn credit by advanced placement through the College Level Examination Program (CLEP), General Education Development tests, Credit by Institutional Examination, and Credit for Military Courses. Credit from these programs, exclusive of Credit by Institutional Examination, may not exceed 30 semester hours. The credit is validated and an official transcript may be issued only upon completion of regular coursework at ACC.

CLEP Tests

College Level Examination Program

Austin Community College will grant credit through the College Level Examination Program (CLEP) as outlined below. Students of Austin Community College wishing credit for CLEP should bring their test scores to the Admissions and Records Office.

GENERAL EXAM	SCORE	CREDIT GIVEN
Natural Sciences	500	NSC 1654
Mathematics	500	MTH 1533
SUBJECT EXAM	SCORE	CREDIT GIVEN
Accounting, Introductory	50	ACC 1623 & 1633
Afro-American History	49	HIS 1633 or 1643
American Government	47	GOV 2613
American History	46	HIS 1613 & 1623
Biology	49	BIO 1654 & 1664
Business Law, Introductory	51	BMG 2013
Business Management, Introductory to	47	BMG 1023
Calculus with Analytic Geometry	47	MTH 1854 & 1864
Chemistry, General	48	CHM 1634 & 1644
College Algebra	50	MTH 1743
College Composition (Must Include Essay Section)	47	ENG 1613 & 1623
College French, Levels 1 & 2		
Second Semester	41	FRN 1614 & 1624
Fourth Semester	53	FRN 1614, 1624, 2613 & 2623
College Spanish, Levels 1 & 2		
Second Semester	41	SPN 1614 & 1624
Fourth Semester	50	SPN 1614, 1624, 2613 & 2623
Computers and Data Processing	46	DPC 1003
Computer Programming, Elementary—Fortran IV	48	DPC 1013
English Literature	46	ENG 2613 & 2623
Freshman English (Must Include Essay Section)	47	ENG 1613 & 1623
Human Growth and Development	47	PSY 1643
+ Macroeconomics, Introductory	48	ECO 1633
+ + Marketing, Introductory	48	MKT 1013
Microbiology	48	BIO 2704
Microeconomics, Introductory	47	ECO 1623
Money and Banking	48	BAN 1023
Psychology, General	47	PSY 1613
Sociology, Introductory	46	SOC 1613
Statistics	48	MTH 1653
Trigonometry	49	MTH 1753
Western Civilization	50	HIS 1673 & 1683

+ ECO 1613 until Fall, 78

+ + MKT 2013 until Fall, 78

GED Tests

College Level General Education Development Tests (GED)

College-Level Exam	Grade	Credit Given
TEST I Expression	S	ENG 1613
TEST II Social Studies	S	PSY 1613, SOC 1613 HIS 1613, HIS 1623, or GOV 2613
TEST III Natural Science	S	NSC 1654 and BIO 1654
TEST IV Literary Materials	S	NO CREDIT

Course Challenges

Credit by Institutional Examination (Course Challenge)

A former or current Austin Community College semester-credit student may receive credit for a course by passing a challenge examination with a grade of A or B.

To challenge a course, the student:

Obtains a course challenge approval form from the Office of Admissions and Records.

Obtains signature of full-time instructor or a part-time instructor, who has previously taught the course at ACC and is willing to administer and grade the challenge examination.

Obtains the signature of the appropriate Program Leader-Assistant Division Director, approving the testing and the instructor administering the test.

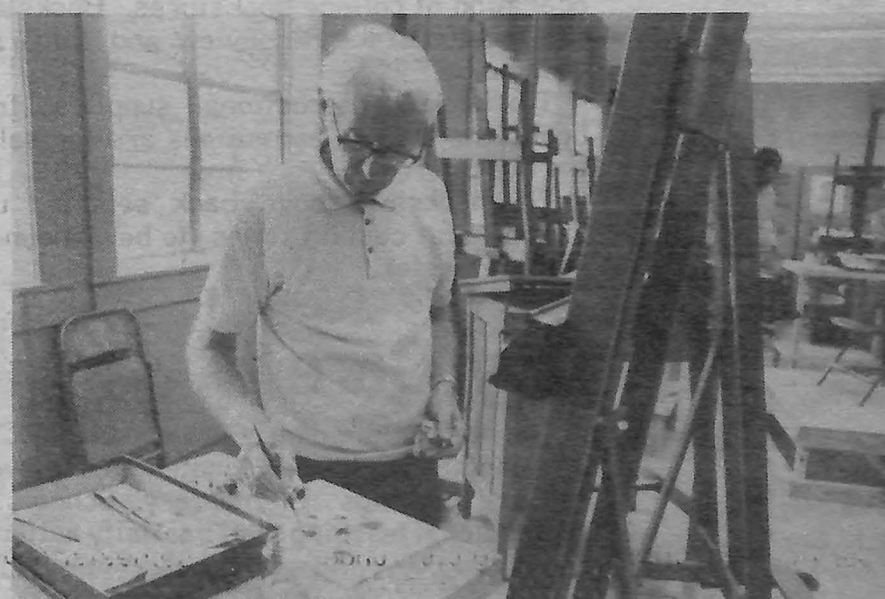
Returns the challenge approval form to the Office of Admissions and Records and receives course challenge grade form.

Pays \$10 fee.

Takes examination.

Receives notification of grade earned.

If the grade is a C or lower, no credit is given, and the instructor destroys the challenge form. If the grade is an A or B, the instructor submits it to be recorded on the student's transcript under the heading, "Institutional Examination—1977-78."



Veteran's Information

Veterans Affairs Office

The curriculum of the college has been approved by the Texas Education Agency and the Veterans Administration for the education of eligible veterans, servicemen on active duty, and eligible dependents of veterans.

Educational Objectives: The Veterans Administration requires that each veteran drawing educational benefits be enrolled for courses which lead to that veteran's approved educational objective (degree). A veteran may not draw benefits for courses for which he/she has already received credit, for courses which are in excess of degree requirements, or for courses which do not apply to a planned degree.

A VA counselor is available to help a prospective student determine that the courses he/she wishes to take qualify for VA educational benefits.

FOR FIRST-TIME APPLICATIONS THE VETERAN WILL NEED:

DD 214 (Separation Paper)
Marriage License
Children's Birth Certificates
Divorce Decree(s) (Wife's and-or Husband's)

Transcripts of previous college education and-or vocational training

NOTE: Allow 4 to 8 weeks for VA application or any paperwork to be processed by the Veterans Administration Records Office, Waco, Texas.

CAUTION: Veterans should not depend on the first VA check arriving on time to pay tuition, fees, and books. He/she must have tuition and fee money available when registering.

IF A VETERAN PLANS TO ENROLL IN:

ABE Classes—Contact Area I ABE Program Leader at Ridgeview Campus, Monday-Thursday, 8 a.m. to 5 p.m.

Block Programs—Contact Secretary at Rio Grande Campus, Room 201B, Monday-Friday, 8 a.m. to 12 noon.

TUTORIAL ASSISTANCE: Veterans may receive tutorial assistance under the GI Bill. Special help is available to overcome any deficiency in a course of study to assist the veteran in completing an educational objective. Eligibility requirements for tutorial aid include:

1. The student must be a veteran or active service enrollee or eligible under the

Dependents Educational Assistance Program and must be enrolled at least halftime.

2. Maximum monthly allowance for tutorial aid is \$60, until a total maximum of \$720.00 is received.

3. Students seeking aid should obtain VA Application Form 22-19907 at the college VA office. Active service personnel obtain Form 22)19907 from the service education officer.

4. To obtain payment for the tutor, a certification form from the college is necessary.

The college's VA office will certify enrollment after the veteran has been properly enrolled.

IT IS THE RESPONSIBILITY OF THE STUDENT RECEIVING BENEFITS TO NOTIFY THE VETERANS AFFAIRS OFFICE IMMEDIATELY IF THERE ARE ANY CHANGES IN HIS-HER ENROLLMENT. If a student changes his-her curriculum or transfers to another college, the veteran should notify the VA Office (ACC) immediately.

IMPORTANT NOTICE: In order to stay eligible for benefits, veterans must maintain good class attendance. When a veteran fails to maintain attendance, his-her benefits must be reimbursed to the Veterans Administration as of the last date of class attendance. Veterans should therefore report to the Admissions and Records Officer and withdraw if they do not plan to pursue their course or to attend regularly. Scholastic probation or unexcused dropping out of college may make the veteran ineligible for further benefits. It is the veteran's responsibility to notify the Veterans Affairs Office if there are any changes in enrollment status. At present a veteran entitled to Veterans Administration benefits receives a monthly check varying in amount depending upon the number of dependents and class load.

Credit for Military Courses

Austin Community College will grant credit for courses completed in the Armed Forces and United States Armed Forces Institute (USAFI) based on the recommendation of the Commission on Accreditation of Service Experiences (CASE). The semester hours of credit granted under this policy and the semester hours of credit granted for College

Level Examination Program (CLEP) together may not total more than 30.

Students of Austin Community College wishing credit for educational experiences in the Armed Forces and-or USAFI Courses should comply with the following procedures.

The student should collect records showing completion or participation in an educational experience in the Armed Forces or USAFI course, including one or more of the following: educational transcripts, discharge papers, certificates, and test scores. The student is responsible for furnishing evidence satisfactory to the evaluator.

The records are submitted to the Admissions and Records Office which will locate a course description and recommendation from CASE publications. If a recommendation cannot be located, the student may request an evaluation directly from the Commission.

The evaluator will complete the form "Recommendation of Credit-Armed Forces Educational Experience and USAFI" and return it to the student who will hand-carry it to the appropriate college officials.

The college officials will grant or deny credit for the corresponding ACC course.

The student will sign the request for receiving credit portion of the Recommendation and submit it along with the evidence to the Admissions and Records Office.

Credit, if any, will be posted in the next transcript print-out.

Health, Physical Education Credit for Military Service

Students who have served on active duty in the military service of the United States for a period of at least six (6) months and who have been discharged or released honorably will receive four (4) hours of credit for Health and Physical Education. Personnel on active duty with at least six (6) months in the military may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of service. The four hours will not be computed in students' Grade Point Averages.

Students who wish to obtain this credit should complete the "HPE Credit" form and submit it with a copy of their DD-214 to the Admission and Records Office.

the fine print:

Official College Policies

including:

Obligations to ACC
Student Discipline
Requests for Transcripts
Student I.D. Cards
Student Organizations
Use of College Facilities
Requests for Information

Obligations to ACC

OBLIGATION TO THE COLLEGE

Until a student's obligations to the college are met, he/she may be barred from future registration and/or the student's official transcript of credits will not be released and/or the student will not be allowed to graduate.

The college is authorized to place "holds" on student records under the following conditions:

Non-payment of tuition or fees; failure to make good an "insufficient funds" check; failure to make payment on a promissory note or financial aid overpayment, except NDSL.

Failure to return material or pay fines for issued, lost, damaged, or overdue material of the Learning Resource Center or of any agency-institution with which ACC has a written agreement.

Ineligibility for aid for which student is registered; overdue loan; failure to complete files.

Failure to compensate for destruction of, or damage to, college property, equipment, or supplies.

Failure to file required documents; enrolling under false pretences.

Requests for Transcripts

TRANSCRIPTS

A transcript of a student's record at Austin Community College will be provided within a reasonable period of time upon request by eligible recipients. There is a \$1.00 charge for each official transcript. Certified copies of other documents on file cost \$1.00 per copy, also.

Student I.D. Cards

I.D. CARDS

Students are required to have ACC Identification Cards with them when they are on college facilities. Identification Cards are made during the registration period at a cost of \$1.00 and must be validated during each succeeding registration of the college year. The validation sticker should be destroyed in the case of a complete withdrawal.

NOTE: The ID card is strictly for ACC identification purposes.

Student Discipline & Procedure

STUDENT DISCIPLINE AND PROCEDURE - OFFICIAL POLICY

Article 1. General Provisions

Section 1. Due Process

The purpose of this policy is to identify for the College community the rights and responsibilities of its students, as follows: (a) to specify acts prohibited and standard of conduct required; (b) in cases of violation, to provide procedures and recognizing and guaranteeing the federal and state due process rights of students and citizens; and (c) to set a range of appropriate penalties.

Section 2. Emergency Action

Provisions are included herein to protect the College and members of the College community in cases of emergencies and other instances requiring immediate action. Nevertheless, even such instances, the student is to be afforded federal and state due process rights, both substantive and procedural, to assure that he/she is not the victim of arbitrary or capricious action.

Article 2. Offenses

Section 1. Scholastic Dishonesty

Scholastic dishonesty constitutes a violation of these rules and regulations punishable as outlined in Article 4. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

a. "Cheating on a Test" includes:

- (1) Copying from another student's test paper;
- (2) Using test materials not authorized by the person administering the test;
- (3) Collaborating with or seeking aid from another student during a test without permission from the test administrator;

(4) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test;

(5) The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;

(6) Substituting for another student, or permitting another student to substitute for one's self, to take a test;

(7) Bribing another person to obtain an unadministered test or information about an unadministered test.

b. "Plagiarism" is defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

c. "Collusion" is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Section 2. Financial Transactions with the College

A student who owes a debt to the College or who writes an "insufficient funds" check to the College may be denied admission or readmission to the College, and his/her official transcript, certificate, and degree may be withheld until the debt is paid or the check redeemed. In case of an "insufficient funds" check for registration fees, a student's registration may be cancelled.

Section 3. Other Offenses

Violations of the Penal Statutes of Texas or of the United States occurring on College property or in connection with College-sponsored activities constitute also violations of College rules and regulations when such violations interfere with the educational process and goals of the College.

Other violations of College rules and regulations include the following:

a. Possession or use of firearms on College-controlled property except for educational purposes that have the prior approval of the Area Dean;

b. Interference with College teaching, research, administration, or the College's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior";

(1) "Disorderly conduct" is any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

(a) Behavior of a boisterous and tumultuous character

such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists; or

(b) Interference with the peaceful and lawful conduct of persons under circumstances in which such conduct tends to cause or provoke a disturbance; or

(c) Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be arrested or restrained, or other persons will be incapacitated in the lawful exercise of business or amusement; or

(d) Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or affrays; or

(e) Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance; or

(f) Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when such conduct tends to cause or provoke a disturbance; or

(g) Willful and malicious behavior which obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College building to such an extent that the employees, officers, and other persons, including visitors, having business with the College are denied entrance into, exit from or free passage in such building.

(2) "Disruptive activity" is any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

(a) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the College administration;

(b) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, social activity, research or other authorized sponsored activity;

(c) Preventing or attempting to prevent by force or violence, or the threat of force or violence, any lawful assembly authorized by the College administration;

(d) Disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress; a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly because of the use of force or violence or a reasonable fear that force or violence is likely to occur; or

(e) Obstructing or restricting the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence, or by threats thereof, the ingress or egress of any person to or from said property or campus without the authorization of the College administration.

Article 3. Procedures

Section 1. Investigation

When the Director of Student Services (hereafter referred to as the Director) receives information that a student has allegedly violated a College regulation or administrative rule (described above), the Director shall investigate the alleged violation. After completing his/her preliminary investigation, he/she may:

a. Dismiss the Allegation; or

b. Summon the student for a conference. At this point the Director shall notify the student of his/her right to be represented by a person of his/her own choice or an individual designated by the College. If the student wishes to be assisted by his/her representative, chosen by himself-herself, or designated by the College, the conference shall be postponed to allow 48 hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or his/her representative if necessary, the Director shall:

(1) Dismiss the allegation;

(2) Proceed administratively under Section 3 of this Article; or

(3) Prepare a complaint and proceed under Section 4 of this Article.

Section 2. Suspension Pending Action on Charges

Pending action on the charges, and after the initial conference with the student, the Director or the Area Dean may suspend the student's right to be present on the campus and to attend classes, or otherwise alter the status of a student as follows:

a. To ensure the student's physical or emotional safety and well being;

b. to ensure the safety of students, faculty or administrative staff, or College property; or

(1) or the Assistant Area Dean when the Director is not present.

c. To prevent the engaging, either individually or in concert with others, in any disruptive activity on property owned or controlled by the College or at any College-sponsored activity.

Section 3. Administrative Disposition of Violation

In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure, the Director shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. Decision of the Director may be appealed as in the case of a decision rendered subsequent to a hearing in accordance with Article 5.

Section 4. Hearings

a. **Hearing Committee.** In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a hearing committee. The hearing committee shall be composed of three members:

(1) a student chosen from a panel of at least 10 students selected by the Student Government Council;

(2) a faculty member chosen from a panel of at least 10 faculty members selected jointly by the Student Government Council and the Coordinator of Personnel Services; and

(3) an administrative officer chosen from a panel of at least 10 administrative officers selected jointly by the Student Government Council and the Coordinator of Personnel Services.

Each member shall be selected at random by drawing names from each of the three panels. As a name is drawn the student shall have the right to accept or reject the individual whose name is shown; however, after a student has rejected two individuals from each panel, he/she shall lose the right to reject the next individual whose name is drawn.

b. **Notice.** The Director shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than ten class days after the date of the letter. If, however, the student has been suspended, the hearing shall take place within 48 hours (Monday through Friday), after which time the student has the right to return to class if no hearing has taken place. The ten-day notice requirement may be altered by the Area Dean or by mutual agreement of the hearing officer and the student.

c. **Contents of Notice.** The notice shall—

(1) Direct the student to appear on the date and at the time and place specified;

(2) Advise the student of his/her rights—

(a) to a private hearing,

(b) to appear in person and with a representative at the hearing,

(c) to challenge the selection of the hearing committee (as described above),

(d) to know the identity of each witness who will testify against him/her,

(e) to call witnesses, and require the production of documentary and other evidence in possession of the College and offer evidence and argue in his/her own behalf,

(f) to have the hearing recorded verbatim and have a stenographic digest made of the recording,

(g) to cross-examine each witness who testifies against him/her,

(h) to make his/her own transcript of the hearing, and

(i) to appeal under Article 5;

(3) Describe the method of selection the committee and set a date and place for such selection;

(4) Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against him/her;

(5) Contain a copy of the complaint; and

(6) Notify the student that the Director may be represented by counsel and that the Director or counsel may cross-examine a student witness testifying on the student defendant's behalf, or the student defendant if he testifies in his/her own behalf.

d. **Failure to Comply With Notice.** The Director may suspend or impose other appropriate penalty upon a student who fails without good cause to comply with a letter sent under this Section; or, at his/her discretion, the Director may proceed with the hearing in the student's absence.

Section 5. Hearing Procedure

a. Prior to convening the hearing, the hearing committee shall meet and select a chairman who shall conduct the hearing, ruling upon all objections and motions. The committee, however, may overrule a ruling of the chairman by majority vote.

b. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless the student requests an open hearing.

c. The hearing shall proceed as follows:

(1) The Director reads the complaint;

(2) The hearing chairman informs the student of his/her rights;

(3) The Director presents the College's case;

(4) The student presents his/her defense;

(5) The Director presents rebuttal evidence;

(6) The Director summarizes and argues his/her case;

(7) The student summarizes and argues his/her case;

(8) The Director has an opportunity for rebuttal argument;

(9) The hearing committee may take the matter under advisement for 24 hours before rendering the decision;

(10) On the questions of guilt and punishment, the committee shall decide by majority vote;

(11) If the hearing committee finds the student guilty, the Director and the student defendant may present evidence and argument on an appropriate penalty;

(12) the hearing committee finds the student guilty, the Director and the student defendant may present evidence and argument on an appropriate penalty;

(13) The hearing committee shall inform the Director and the student in writing of the decision and penalty, if any;

(14) If less than a majority finds the student guilty, the complaint is dismissed with no further action taken.

Section 6. Evidence

a. Legal rules of evidence do not apply in a hearing under this subchapter and the hearing officer may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The hearing officer shall exclude irrelevant, immaterial, and unduly repetitious evidence. The hearing officer shall give effect to the rules of privilege recognized by law and custom.

b. Upon a hearing of the charges, the College has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of credible evidence.

c. A student may not be compelled to testify.

d. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence.

e. A tape recording shall be made of the hearing under supervision of the Director. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his/her representative may listen to the tape recording under the supervision of the Director and compare it with the digest. A student defendant may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

Section 7. Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The Director shall administer the penalty, if any.

Section 8. Hearing Records

The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential. The Director shall destroy all records pertaining to the disciplinary proceedings six months after final disposition of the complaint.

Article 4. Types of Penalties

Section 1. Penalties

The hearing officer may impose one or more of the following penalties for offenses listed above or for violation of an Austin Community College rule or regulation:

a. admonition;

b. warning probation;

c. disciplinary probation;

d. withholding of transcript, degree, or certificate

e. barring readmission, or dropping current enrollment and barring readmission;

f. restitution;

g. suspension of rights and privileges;

h. assignment of failing grade;

i. denial of degree;

j. suspension from the College;

k. expulsion from the College.

Section 2. Nature of Disciplinary Penalties

a. An admonition is a written reprimand from the Director to the student on whom it is imposed.

b. Warning probation indicates that further violations of regulations will result in more severe disciplinary action. The Director shall impose warning probation for a period of not more than one (1) calendar year, and the student shall be removed automatically from probation when the imposed period expires.

c. Disciplinary probation indicates that further violations may result in suspension. Disciplinary probation may not be imposed for more than one (1) calendar year.

d. Withholding of transcript or degree is imposed upon a student who fails to pay a debt owed the College and the penalty terminates on payment of the debt.

e. (1) Barring readmission is imposed on a student who fails to pay a debt owed the College; dropping from current enrollment and barring readmission are imposed on a student who fails to pay registration fees. The penalty terminates on payment of the debt.

(2) A bar also may be placed against a student who fails to respond to a summons by the Director to discuss an alleged violation of the College rule(s) and regulation(s). The penalty shall be lifted when the student responds to the summons as requested.

(3) A student may also be barred and dropped for reason(s) of health or pending the outcome of competent medical evaluation. This bar would be removed on the recommendation of a licensed qualified physician.

f. Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise for damage.

g. Suspension of rights and privileges is an elastic penalty. The Director may impose limitations on rights and privileges to fit the particular case.

h. A failing grade or a grade of W (withdrawal) may be assigned to a student for a course in which he/she was found guilty of scholastic dishonesty.

i. A student found guilty of scholastic dishonesty may be denied his/her degree or certificate.

j. Suspension from the College prohibits, during the period of suspension, the suspended student from entering a College

campus or facilities under control or jurisdiction of the College without prior written approval of the Area Dean; from being initiated into an honorary or service organization; and from receiving credit at a component of the College system for scholastic work done in residence or by correspondence or extension. Except when suspension is imposed for scholastic dishonesty, the Director may permit the receipt of credit for scholastic work done during the period of suspension.

k. Expulsion from the College is permanent severance from the College.

Article 5. Appeal

The Area Dean, President, and/or the Board of Trustees, upon application of the disciplined student within 30 days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

Registered Student Organizations

Registered Student Organizations — Official Policy

I. Registration Required

A. A group composed of seven or more students is entitled to register as a student organization. Approval for registration of an organization on any one campus or center is effective college-wide. Requests for approval should be made to the Director of Student Services at either Area I or Area II.

B. Any student group seeking to use college facilities shall apply to the appropriate Area Dean. The college may require payment for use of college facilities in accordance with governing board policy.

C. Each registered student organization has the responsibility to abide by the rules and regulations of the college and local, state, and federal laws.

D. Registration does not imply approval by the college of the activities of the registered organization.

II. Eligibility

A group is eligible for registration if:

1. its membership consists of seven or more students;
2. it does not deny membership to anyone on the basis of sex, race, nationality, or religion;
3. it has an advisor who is a member of the faculty or the staff;
4. it is not under disciplinary penalty prohibiting registration;
5. it conducts its affairs in accordance with the college policies, rules, and regulations; and with local, state, and federal laws.

III. Application

A. A group shall apply to register on an official college form (Registration Form, Student Organization). The completed form shall include:

1. the name and mailing address of the proposed organization;
2. the names and signatures of its officers, members and its advisor;
3. a general description of its purposes; and
4. other information reasonably required by the Dean for Student Services.

B. The Director of Student Services recommends approval or rejection of the application to the Dean for Student Services.

C. The Dean for Student Services may approve or reject the application. He/she may seek the advice of the Student Services Committee.

IV. Rejection of Application

A. If the Dean for Student Services does not approve the application for registration, he/she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the President.

B. The President may take one of the following actions:

1. affirm the Dean for Student Services' decision;
2. reverse the Dean for Student Services' decision;
3. appoint a committee to conduct a hearing and report its findings to the applicant and the President, who will then take final action.

C. The President's decision may be appealed to the Board of Trustees.

V. Rights and Duties

A. A registered organization is entitled to sponsor or present a public performance on college property in accordance with the college rules and regulations governing such use.

B. A registered organization may not advertise or promote events or activities or other functions in a manner that suggests falsely that the event or activity is sponsored by the college or in a manner which violates the policy on use of college facilities and/or the policy on student discipline and procedure.

C. A registered organization may request funds from the Director of Student Services at either Area I or Area II for the purpose of sponsoring a student activity.

D. A registered organization does not have the right to purchase supplies and services in the name of the college.

E. If the registered organization desires to obtain non-profit tax-exempt status, application will be made through the local Internal Revenue Office.

VI. Fiscal Procedure

A. Each registered organization shall be required to fill out a financial statement form supplied by the Coordinator of Fiscal Services and to file such statement semi-annually on the first work day of July and January with the Dean for Student Services.

B. No organization, whether registered or not, may use the facilities of the college as long as it owes a monetary debt to the college and the debt is considered delinquent by the college.

VII. Loss of Registration

A. A registered student organization may have its registered status cancelled by the Dean for Student Services if it:

1. no longer meets the Eligibility requirements (Section II);
2. violates the Rights and Duties of organizations (Section V);
3. fails to comply with the Fiscal Procedure (Section VI).

B. A student organization whose registered status has been cancelled may appeal to the President, who may take action as listed in Section IV.B and IV.C.

C. A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation. Such cancellation is effective college-wide.

Using College Facilities

USE OF COLLEGE FACILITIES BY STUDENTS AND REGISTERED STUDENT ORGANIZATIONS - OFFICIAL POLICY

Article A. Priorities

Section 1. The grounds and facilities of Austin Community College primarily are to be used for the educational goals and purposes of the College as set forth by the Board of Trustees. Such uses, as determined by the Board of Trustees and the President, have priority over any other use of the facilities.

Section 2. The grounds and facilities of the College shall be made available to members of the College community, including students and their respective registered organizations, when such use does not conflict with normally scheduled activities, the goals and purposes of the College, or any of the policies and procedures of the College. The requesting student(s) or student organization will pay all expenses incurred by their use of the facilities. Such expenses are limited to required college custodial, security, and building staffs.

Article 2. Permission to Use

Section 1. A student or registered student organization may reserve the use of a College facility through the Area Dean. The request will be made in writing and will include:

1. the student's name or name of the registered student organization;
2. the location of the facility desired and the date and time of the proposed use;
3. the approximate number of persons expected to use the facility;
4. how the facility will be used; and
5. proposed method of payment for additional expenses (see above.)

Article 3. Consideration of Application

Section 1. The Area Dean will approve an application unless he/she has reasonable grounds to believe that:

- a) the college facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- b) the applicant is under a disciplinary penalty prohibiting the use of the facility;
- c) the proposed use includes nonpermissible solicitation;
- d) the proposed use would constitute an immediate and actual danger to the peace or security of the college which available law enforcement officials could not control with reasonable efforts;
- e) the applicant owes a monetary debt to the college and the debt is considered delinquent;
- f) the proposed activity would disrupt or disturb the regular academic program or would result in damage to or defacement of property;
- g) the proposed activity would constitute an unauthorized joint sponsorship with an outside group.

Section 2. If the Area Dean does not approve an application under the above section, he/she will give the applicant a written statement of the grounds for refusal.

Article 4. Use of Designated Areas

Section 1. The Area Dean will designate one or more areas of the campus for use by students and registered student organizations by posting signs identifying each designated area in conspicuous locations in and around each area.

Section 2. A student or registered student organization may use an area designated under the above section for public discussion without prior permission and for peaceful public assembly or demonstration without prior permission.

Section 3. Public assembly, discussion, or demonstration exercised in accordance with Section 2, above, must not disturb or interfere with a program, event, or activity approved by the Area Dean prior to the public assembly, discussion, or demonstration, and must not unreasonably disturb or interfere with normal operations and activities of the college.

Article 5. Identification of Students

Section 1. Pursuant to the authority conferred upon the Board of Trustees under Section 51.209, Texas Education Code, and in order to protect the safety and welfare of students and employees of the college and to protect the property of the college, it is unlawful for any person on any property either owned or controlled by the college to refuse to identify himself-herself to an institutional representative in response to a request for identification. For the purpose of this section, a person shall identify himself-herself by:

- a) giving his-her name and complete address; and
- b) providing evidence as to whether or not he/she is a student at the college.

Section 2. For the purpose of Section 1, an "institutional representative" may be:

- a) any member of the Board of Trustees of Austin Community College;
- b) any administrative officer of the college; and/or
- c) any peace officer or security officer of the college.

Section 3. Any person who refuses to identify himself-herself fully in accordance with Section 1, is, pursuant to Section 30.05, Texas Penal Code, may be guilty of a misdemeanor, an offense, upon conviction, punishable by a fine of not more than \$200.

Section 4. In addition to the penalty prescribed in Section 3, any student who refuses to identify himself-herself fully in accordance with Section 1 is subject to institutional discipline, including expulsion.

Article 6. Petitions, Handbills and Literature

Section 1. Before beginning distribution of petitions, handbills, or pieces of literature, the student or registered student organization must deposit in the Area Dean's office a copy of each petition, handbill, or piece of literature to be distributed. Each petition, handbill, or piece of literature deposited with the Area Dean must:

- a) identify the student or registered student organization distributing it;
- b) contain the name and signature of the organization's advisor (if an organization) or the signature of the student (if an individual).

Section 2. After complying with Section 1 above, a student or registered student organization may publicly distribute on college property one or more petitions, handbills, or pieces of literature that are not obscene or libelous, or that do not contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

Section 3. No student or registered student organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

Article 7. Signs

Section 1. "Sign" is defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" is defined as any means used for displaying a sign.

Section 2. Except for nonpermissible signs (see Article 8) a student or registered student organization may publicly post a sign on college property in areas or locations designated by the Area Dean. No object other than a sign may be posted on college property.

Section 3. Before publicly posting a sign, a student or registered student organization must:

- a) deposit in the Area Dean's Office a copy, photograph, or description of the sign to be posted;
- b) give notice to the Area Dean on a form prescribed by the Dean and which may contain the following information:
 - (1) the name of the student or organization; and, if an organization, the name of its advisor;
 - (2) the proposed general location for posting the sign;
 - (3) the length of time the sign will be posted;
 - (4) the signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor;
- c) place the date of posting on each sign posted.

Section 4. A sign may not be:

- a) attached to:
 - (1) a shrub or plant;
 - (2) a tree, except by string to its trunk;
 - (3) a permanent sign installed for another purpose;
 - (4) a fence or chain or its supporting structure;
 - (5) a brick, concrete, or masonry structure;
 - (6) a statue, monument, or similar structure; or
- b) posted:
 - (1) on or adjacent to a fire hydrant;
 - (2) on or between a curb and sidewalk;
 - (3) in a college building except on a bulletin board.

Section 5. A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted.

Section 6. No person may remove a sign posted or attached in accordance with this section without permission from the Area Dean, the student, or the registered student organization.

Article 8. Nonpermissible Signs

Section 1. No student or organization may post or carry a sign that

- a) involves nonpermissible solicitation;
- b) contains material that is obscene or libelous;
- c) is larger than 22 inches by 28 inches, unless authorized by the Area Dean.

Article 9. Permissible Solicitation

Section 1. As used in this section, the words "student solicitation" means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

Section 2. No student solicitation shall be conducted in or on any property either owned or controlled by Austin Community College, except in accordance with the following provisions when they do not violate a sole-source vendor contract clause:

- a) The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Area Dean for the conduct of such activity;
- b) The sale or offer for sale of any food or drink item in any area designated in advance by the Area Dean or his/her delegate for the conduct of such activity;
- c) The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the college's regulations on use of facilities;
- d) The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or registered student organization, and are scheduled in accordance with college regulations;
- e) The activities of a student or registered student organization that can present to the Area Dean written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501 (c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Section 3. No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by Austin Community College, except as approved by the Area Dean.

Section 4. Solicitation made pursuant to the terms of this article must be conducted in such a way:

- a) That it will not disturb or interfere with the regular academic or institutional programs being conducted in buildings or property owned or controlled by the College;
- b) That it will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned and controlled by the College;
- c) That it will not harass, embarrass, or intimidate the person or persons being solicited. If, after a reasonable investigation, the Area Dean determines that a solicitation is being conducted in a manner violating this article, the Area Dean may prohibit the offending student or registered student

organization from soliciting on the campus for such period or periods of time as he/she determines to be appropriate. In the case of a registered student organization, the Dean for Student Services may cancel the registered status of the organization. A student in violation of this section is also subject to disciplinary measures as permitted by the Student Discipline and Procedure policy. Any investigation shall afford the accused student or registered student organization every right guaranteed by the due process clause of the United States and the Texas constitutions.

Requests for Information

I. Public Requests for Documents

The President of Austin Community College is designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by Austin Community College.

A. All requests for public information not routinely handled by the agents in control of student and personnel records are to be forwarded to the President immediately upon receipt.

B. The president shall thereupon make a determination as to whether or not the information requested is public in nature.

1. If the President finds the information to be public in nature, he/she shall direct that it be released for reproduction on the premises.

a. The party requesting the information will be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.

b. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.

2. If the President finds the information not to be public in nature, he/she will so inform the requesting party, and such information will not be released.

3. If the President is unable to ascertain whether or not the information requested is public in nature, he/she is authorized to request, on behalf of the Governing Board, an opinion from the Attorney General's Office, via the Commissioner, Coordinating Board, Texas College and University System, as to the nature of the information.

a. Such opinion requests will be made within ten (10) days of the original request for information.

b. The President shall notify the person requesting such information that an opinion is to be requested of the Attorney General and shall notify such person immediately upon receipt of an answer from the Attorney General.

II. Student Records

The Coordinator of Admissions and Records is designated as the agent in control of all student records except those specifically delegated to the Coordinator of Student Assistance. The Coordinator of Student Assistance is the agent in control of student records relating to financial aid and veterans affairs. "Student records" is defined as any information collected, assembled, or maintained by the college, including documents, writings, letters, memoranda, computer tapes, and other written, printed, typed, copied, or developed materials which directly or indirectly contain the identity, or provide a method of determining the identity, of the student or students with which the record deals. Student records specifically include, but are not limited to, the following:

- (1) Applications for admission, financial aid, or veterans training.
- (2) Standardized achievement test scores.
- (3) Attendance information.
- (4) Scores on standardized intelligence, aptitude, and psychological tests.
- (5) Specialized testing results.
- (6) Health information.
- (7) Family background information.
- (8) Teacher or counselor ratings, reports, and transcripts of grades and observations.
- (9) Behavior or disciplinary report.

Any information contained within a file assigned to a particular student shall be considered "student records."

A. Records of past and present students of the college are determined and deemed to be confidential information and not public information. Student records shall only be made available as set out herein.

B. Student records should contain all information on a student which is related to providing the student with the best educational opportunities available.

C. Student records shall be periodically reviewed and those records no longer relevant to the education of the student may be removed and stored, destroyed, or microfilmed at the discretion of the agent in control of the records.

D. Specific identifiable information from student records may be supplied under certain circumstances and to specified persons.

1. Deans, counselors, faculty members, and other employees of the college who have legitimate educational interests in the records of a student may review the records and receive copies if necessary to further these educational interests. Unless a copy is made, no record of request for access or access to student records by college employees need be kept. The agent in control of the records has sole responsibility to determine the legitimacy of the educational interest.

2. Any student, regardless of age, who is enrolled as a student in the college has access to his/her records and is entitled to receive copies at the rate set by the Governing Board. Exception: Parents' confidential financial statement submitted in support of a dependent student's claim for financial aid is considered inaccessible to the student.

3. A transcript of a student's grades may be released to other educational institutions if the college receives the request for the transcript in writing from the student. The school official to whom the records are transferred must be notified in writing that the records are transferred under the condition that he/she will not permit third parties other than those allowed access under the Family Education Rights and Privacy Act of 1974, access to the record without the prior written consent of the student.

4. Student records will be furnished in compliance with court orders or pursuant to any lawfully-issued subpoena. The subpoena or court order must be served on the custodian of student records before it can be complied with. A record of access will be maintained in the student file.

5. State governmental officials have access to personally identifiable records to secure information specifically required to be reported or disclosed pursuant to a statute of the State of Texas adopted prior to November 9, 1974. A record of access will be maintained in the student file.

6. Authorized representatives of the Comptroller General of the United States, the Commissioner of Education, the Secretary of HEW, the Director of the National Institute of Education, the Assistant Secretary for Education, and state educational authorities have access to student and other records. A record of access will be maintained in the student file.

7. Accrediting organizations have access to personally identifiable student records when necessary to carry out their accrediting functions. A record of access will be maintained in the student file.

8. Organizations conducting studies for, or on behalf of, the college for the purpose of developing, validating, or administering tests, student aid programs, and improving educational instruction have access to personally identifiable records, provided the organizations and the studies are specifically approved by the college. All research studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of the organization conducting the research. Any information collected in these projects must be destroyed when no longer needed for the purpose for which the project was conducted. A record of access will be maintained in the student file.

E. In the event a student wishes to challenge and to correct the contents of his/her record which the student deems inaccurate, misleading, or inappropriate, the student should bring the challenge to the attention of the agent in control of the records in an attempt to resolve the dispute. If a failure to resolve the issue occurs, the student should request a hearing. A hearing may not be requested by a student to contest the assignment of a grade. However, a hearing may be requested to contest whether or not an assigned grade was recorded accurately. The procedures for a hearing are:

1. A written request for a hearing should be submitted to the agent in control of the records. The request shall set out the exact matter contained within the student records which the student wishes to challenge, shall specify the reason that the student believes that the matter is inaccurate, misleading, or otherwise in violation of the privacy of the rights of students, and shall specify the corrective action which the student requests.

2. Within ten (10) working days after receipt of the written request by the agent in control of the records, the agent shall designate a committee composed of a faculty member, an administrator, a student, and a counselor to hold a hearing to consider the request. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised by the student. College personnel shall also be entitled to present such evidence as they may deem relevant. Not later than five (5) working days after the date of the hearing, the committee shall make a written determination and shall provide copies to the person making the request.

3. Within ten (10) working days after the decision, the person requesting the hearing may appeal the decision to the President. The President may, at his/her option, conduct a hearing giving all parties the opportunity to present such evidence as may be relevant to the issues raised or may decide the matter without a hearing. The President shall render his/her decision within ten (10) working days after receipt of the written notice of appeal. The President's decision shall be final.

F. Students' names and addresses, are considered directory information and, thereby, public information.

Student Activities



Understanding that students receive a significant part of their education through experiences outside the classroom, Student Activities at Austin Community College strives to enhance this process through sponsoring a multiplicity of extra-curricular events.

From Spring Fairs to Intramurals, student activities are based on student interest and involvement. Both Areas I and II of Austin Community College have a Student Activities Committee comprised of students, faculty and staff. It is the responsibility of these committees to offer a diverse student life program of social, cultural, recreational and community service activities. All students at ACC are encouraged to participate at any level in the development of these activities.

Guided by the principle that students should assume the major role in the determination of activities, Student Services sees this as a potentially engaging process for any student.

For further information contact the Student Activities Office in Rio Grande Room 209 or Ridgeview Room 505E.

Clubs

ACC Bicycle Club: to promote the enjoyable and safe operation of bicycles by students and staff of ACC. Maps of the area will be prepared, tours organized, and classes in the care and maintenance of bicycles will be conducted on the campuses.

Brackenridge Student Nurses Association: to encourage the growth and development of the individual nursing student as a provider of quality health care to all people.

ACC Business Management Club: to aid the business management major during his or her attendance at ACC.

CIVA: Communicators in Visual Art: to help students develop professional work habits through actual work experiences. To cooperate with other college activities through the exercise of capabilities related to the visual arts.

ACC Mid-Management Club: to share information and projects related to mid-management careers. (DECA)

ACC Veterans Club: to provide veterans with a link of communication regarding veterans administration policies and to give the veteran a list of community services easing the transition to civilian life.

ACC Sociology Club: a dual purpose: to provide scholarships and books for present career programs; to provide the cooperative spirit and know-how necessary

for future careers through involvement with campus wide functions.

ACC Theosophist Moksha Lodge: Comparative study of Science, Religion and philosophy.

Mental Health Associate Student Organization (MHASO): to help student members better prepare themselves for mental health work through experiences with mental health projects.

The Best Team: a volleyball team entered in competitive league play, made up of men and women, faculty and staff and students.

ACC Gospel Choir: an association of singers formed to bring spiritual music and message to both the college and the community.

Phi Theta Kappa: honorary fraternity-sorority to promote leadership on the campuses.

The Tooth Fairies Club: an association of students of dental hygiene through extra-curricular study, experiences and group projects.

The Wilderness Club: an organization of faculty, staff and students interested in the study and exploration of the wilderness with the prime object of making wilderness trips available to all who are interested.

Sports

Sports activities at Austin Community College are under the auspices of the Austin Community College Athletic Association, which was duly formed to promote an atmosphere of community involvement between persons attending Austin Community College and the Communities in which they reside.

The athletic programs are governed by rules and regulations of the Texas Amateur Athletic Federation, and administered by the Austin Parks and Recreation Department. Participation by Austin Community College in City league competition exposes the College, and participant athletes to community relationships with an infinite variety of "other" members of the Austin community.

Membership on any team is open, and requires no previous athletic experience. The Association now fields teams in the following sports:

Men and Women's—Softball, volleyball, and basketball

Men's: Flag football

The Eagles are the current League champs in their division of Flag Football for the second consecutive year, and holds a Championship in Men's softball, with a second place finish by the Women's team.

For those who are unable to participate in

the Austin Community College Athletic Association League activities, the H. Physical Education Department now sponsors intramurals in various sports to allow athletic participation by those who have limited time for extracurricular activities.

Information on participation in the Austin Community College Athletic Association or Intramurals may be obtained by contacting the following:

Financial Aids

205 E. 5th St.

Austin, Texas 78701

or

Austin Community College H.P.E. Dept.

476-6381, Ext. 160

901 Neal (Ridgeview Campus)

Austin, Texas

Student Government

Austin Community College has a Student Government Council, elected by the student body and representative of students at each of the campuses and centers.

The President of the Student Government Council serves as a member of the College Board of Trustees' Student Affairs Committee with three of the Board members.

Committees

Traffic Committee

Appointed annually by the Area Dean, the Traffic Committee, with representatives from one campus only, studies traffic problems of the campus and hears appeals on college parking matters from students, faculty and staff.

Health and Safety Committee

The Health and Safety Committee, appointed each year by the Area Dean, periodically reviews campus safety policies and procedures relating to the "Occupational Safety and Health Act of 1970." The committee seeks to promote safety awareness, including fire inspections; health, safety and hazard checks; accident investigations; and safety bulletins.

Other Committees

From time to time, students are selected to serve in ad hoc committees, task forces, interview committees, and in other decision-making, reporting, and-or recommending groups. Students interested in participating should contact the Dean for Student Services.

Student Newspaper

The Eagle student newspaper is published under the sponsorship of the Student Activities Office. Volunteer workers and news and literary contributions from students are welcome. For further information contact the Student Activities Officer in Ridgeview Room 505E or Rio Grande Room 209.

