

## Academic Calendar 2007-2008

### Fall semester

Fall semester begins ..... August 27  
Labor Day (college closed) ..... September 3  
Thanksgiving (college closed) ..... November 22-25  
Fall semester ends ..... December 16

### Spring semester

Spring semester begins ..... January 14  
Martin Luther King Jr. Day (college closed) ..... January 21  
Spring break (college closed) ..... March 10-16  
Graduation ..... May 8  
Spring semester ends ..... May 11

### Summer semester

Summer semester begins ..... May 27  
First 5½-week session classes end ..... July 2  
Independence Day (college closed) ..... July 4  
Second 5½-week session classes start ..... July 7  
Summer semester ends ..... August 12

Visit [www.austincc.edu/support/admissions/academiccalendar.php](http://www.austincc.edu/support/admissions/academiccalendar.php) to view the full academic calendar.

## Administrative Offices

### Highland Business Center (HBC)

5930 Middle Fiskville Rd.  
Austin, Texas 78752-4390  
223.7000

### Service Center (SVC)

9101 Tuscany Way  
Austin, TX 78754

Visit [www.austincc.edu/locations](http://www.austincc.edu/locations) for additional location information.

## Campuses and Centers

### Cypress Creek Campus (CYP)

1555 Cypress Creek Rd.  
Cedar Park, Texas 78613-4490  
223.2000

### Eastview Campus (EVC)

3401 Webberville Rd.  
Austin, Texas 78702  
223.5100

### Northridge Campus (NRG)

11928 Stonehollow Dr.  
Austin, Texas 78758-3190  
223.4000

### Pinnacle Campus (PIN)

7748 Highway 290 West  
Austin, Texas 78736  
223.8001

### Rio Grande Campus (RGC)

1212 Rio Grande  
Austin, Texas 78701-1785  
223.3000

### Riverside Campus (RVS)

1020 Grove Blvd.  
Austin, Texas 78741-3300  
223.6000

### South Austin Campus (SAC)

1820 W. Stassney Lane  
Austin, Texas 78745  
223.9100

### Centers

Bastrop ..... (512) 321.1151  
Fredericksburg ..... (830) 997.6363  
Georgetown ..... (512) 930.0989  
Hays ..... (512) 268.0910  
Leander ..... (512) 434.5362 Ext. 86088  
Lockhart ..... (512) 398.0379  
Round Rock ..... (512) 716.4000  
San Marcos (Evening) ..... (512) 353.7224  
San Marcos (Day) ..... (512) 353.2019



## General Information

### Discrimination Prohibited

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

Direct inquiries regarding compliance with Section 504 or the ADA to: EEO/ADA Affirmative Action Coordinator, 5930 Middle Fiskville Road, Austin, TX 78752-4390; phone 223.7572 or Texas Relay 711.

The Austin Community College District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled should follow the appeals procedure outlined in this handbook.

### Accreditation (SACS) Statement

The Austin Community College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; phone 404.679.4501) to award the associate degree.

### Graduation and Transfer Rates

[www.austincc.edu/oiepub](http://www.austincc.edu/oiepub)

ACC's four-year average Student-Right-to-Know completion or graduation rate is 4 percent. The four-year average Student-Right-to-Know transfer-out rate is 36 percent.

### Students' Role in College Decision-Making

The participation of students in ACC decision-making is an important institutional value. Participation occurs in several ways: program and instructor evaluations; monthly Student Government Association presentations to the Board of Trustees; and participation in the Student Government Association, focus groups, and the Student Activity Fee Advisory Committee. During orientation, new students receive information about the Student Government Association. The association appoints students as voting members to many college and campus committees in order to influence decisions on a variety of issues, from the budget to the registration process to the remodeling of college facilities.

## Student Success and Support Systems

### Advising and Counseling

[www.austincc.edu/support/advising](http://www.austincc.edu/support/advising)

Advisors and counselors help new students complete the admissions process, select classes for their first semester, develop an educational plan, and identify university transfer goals. They also work with current students to provide up-to-date information on ACC's workforce and transfer degrees and certificates, support services, and other student resources. Counselors, in particular, also provide additional services:

- Career counseling and planning
- Support for underprepared students
- Community and/or workforce transitioning assistance
- Crisis counseling

### Admissions and Records

[www.austincc.edu/support/admissions](http://www.austincc.edu/support/admissions)

The Admissions and Records Office maintains all student records. Students should contact Admissions and Records in order to:

- Submit an admissions application, residency documents, and official transcripts
- Seek answers to student record questions
- Verify enrollment, course schedules, and registration information

- Submit an application for graduation
- Request official transcripts of ACC coursework
- Change their name, address, Social Security number, or major
- Request transfer credit evaluations

### Assessment and Testing

#### Assessment Center

[www.austincc.edu/support/assessment](http://www.austincc.edu/support/assessment)

The Assessment Center provides testing for new students as part of the ACC admissions process (see Assessment and Testing section of the ACC catalog). When appropriate, counselors work with faculty members in providing diagnostic testing to assess student learning problems and to offer workshops on preparing for a test, dealing with test anxiety, and improving test taking skills.

**Assessment Results:** Students' assessment results will not prevent them from enrolling at ACC. An advisor will use the assessment to guide course selection and help develop an individualized educational plan. Based on their results, students may be required to take developmental education courses in order to prepare for college-level work.

**Accommodations:** Students with disabilities may arrange testing accommodations by contacting the Office for Students with Disabilities.

**TSI Waivers:** TSI assessment requirements are waived for students enrolling only in Level 1 certificate courses that have no skill prerequisites. While the assessment is not required, students are still encouraged to undergo assessment to help ensure their college success.

**TSI Exemptions:** Students are exempt from TSI assessment requirements if they:

- Earned a bachelor's or associate degree from an accredited institution
- Earned qualifying scores on the ACT or SAT (within five years) or TAKS (within three years)
- Previously attended any Texas public postsecondary institution and were determined to have met readiness standards by that institution
- Are serving on active duty in the U.S. armed forces or Texas National Guard or in a reserve component of the U.S. armed forces for at least three years preceding enrollment
- Are transferring college credits from out-of-state or private institutions that satisfy the core curriculum (students must meet with an advisor)
- Have been honorably discharged, retired, or released from active duty, Texas National Guard, or military reserves by or after Aug. 1, 1990

### Testing Center

[www.austincc.edu/testctr](http://www.austincc.edu/testctr)

The Testing Center is used by ACC students taking classroom exams. Testing Centers are located at all campuses, the Round Rock Higher Education Center, and the Fredericksburg and San Marcos centers. Students should check with their instructors on the availability of tests at the various locations.

### Bookstore

<http://austincc.bkstore.com>

The ACC Bookstore offers an extensive selection of new and used textbooks as well as year-round buyback service. Students may return or exchange textbooks during schedule change periods (add/drops) if they have a valid receipt. Distance Learning and ACC Center textbooks can be ordered online at [www.mbsdirect.net](http://www.mbsdirect.net) or by phone at (800) 325.3252. A portion of each ACC Bookstore purchase goes to support ACC.

### Textbooks and Supplies

Students are responsible for purchasing required textbooks and supplies. The cost varies from semester to semester and from one program of study to another. Books and supplies are available from the ACC Bookstore as well as other outlets. Generally the ACC library does not carry textbooks.

The average cost per book ranges from \$25 to \$140. The average textbook and supplies cost per class is \$75 to \$120.

Workforce degree and certificate students may be eligible to borrow textbooks from a limited supply for some developmental and applied science courses. Contact a campus Support Center for more information.

## Career and Transfer Services

The Career and Transfer Center is located near the campus advising and counseling areas. Students have access to services and resources, as well as advising and counseling staff, to help plan their future, whether they intend to transfer to a four-year college or enter the workforce immediately after ACC.

### Career services

[www.austincc.edu/career](http://www.austincc.edu/career)

Students planning their career or exploring options should meet with an ACC counselor or ACC *WorkSource* advisor or use resources available in ACC Career Centers, *WorkSource* Career Centers, and the ACC library. Services, which vary by location, include:

- Counseling to identify career goals or college majors
- Workshops on various career and job search topics such as résumé writing, job search strategies, and interview preparation
- Occupational and job market information
- WorkInTexas.com job seeker registration assistance
- Financial assistance information for some workforce programs
- Student-employer interviews
- Free career and self-assessment instruments such as Discover, Strong Interest Inventory, and the Myers-Briggs Personality Inventory
- Information regarding ACC and local job listings (full-time and part-time employment)
- Access to job clubs (through *WorkSource* Centers)
- Free classes to develop or enhance basic skills such as computer skills or English for speakers of other languages (at *WorkSource* Centers only)
- Free access to computers, telephones, fax machines, and copiers for job search purposes (at *WorkSource* Centers only)

**Off-campus career services:** Off-campus career services are available through area *WorkSource* Centers. Visit [www.worksourceaustin.com/contactus](http://www.worksourceaustin.com/contactus) for information, or stop by the *WorkSource* Center locations:

- North, 6505 Airport Blvd., #101-A
- South, 4175 Freidrich Lane, #200
- East, 3401 Webberville Road, Bldg. 1000 (Eastview Campus)

### Transfer services

[www.austincc.edu/transfer](http://www.austincc.edu/transfer)

Students may access assistance regarding questions on how to successfully transfer to four-year colleges and universities.

Students who intend to transfer should contact an ACC advisor and counselor during their first semester to discuss:

- Transfer information such as degree plans, transfer guides, and course equivalencies
- Best matches between ACC programs and intended university majors
- Current information on required grade-point averages and when best to transfer
- Information regarding student essays and letters of application

- Matching career goals to ACC degree and university bachelor's degree programs
- Other considerations such as costs, housing, and support services

## Cashier's Office

Students can use the Cashier's Office to:

- Pay tuition and fees
- Pay fines
- Pay fees on returned checks
- Pay for copies of documents, such as transcripts
- Order and pay for duplicate fee receipts
- Pay for parking permits
- Pay for parking tickets

## Childcare Services

ACC has a childcare payment assistance program and the Children's Laboratory School to help students meet their childcare needs while attending ACC.

### Childcare Payment Assistance

The childcare payment assistance program is open to income eligible students. Within the limits of available funds, ACC will pay all or part of an eligible student's childcare expenses. The childcare payment assistance program will pay only for childcare provided by a licensed childcare center or registered family home. For more information and eligibility criteria, contact a campus Support Center.

### Children's Lab School

The Children's Lab School is a preschool program located at the Eastview Campus that serves as a demonstration school for ACC's Child Development Program. The day program provides care weekdays from 7:30 a.m. to 5:45 p.m. for children between the ages of 6 months and 5 years, enrolling children of ACC students, employees, and community residents. The evening program provides care from 5:30 to 9:30 p.m. Monday through Thursday for children between 2 and 10 years old whose parents are current ACC students attending evening courses. Tuition scholarships are available in both programs for income-eligible families.

## Computer Facilities

Each ACC campus has an IRT Open Access Computer Center, usually located within or adjacent to the library. IRT Open Access Computer Centers are open to all currently enrolled students to use for word processing, conducting research, to complete assignments, check email, and log onto the Internet. You'll need your ACC student ID card to use the open access computer facilities. For a listing of hours and locations of IRT Open Access Computer Centers see <http://irt.austincc.edu>.

There are also specialty labs associated with departmental majors such as computer science, health science, math, visual communication, and others. Enrollment in specific courses may be required to use these facilities. In addition, the Learning Labs provide computer access for all ACC students, faculty,

and staff for college-related activities. For a complete list of all ACC computer facilities see <http://irt.austincc.edu/CollegeComputers>.

## Cultural Centers

### African-American Cultural Center

[www.austincc.edu/rss/aacc](http://www.austincc.edu/rss/aacc)

The African-American Cultural Center, located at the Eastview Campus, promotes greater understanding of the culture, history, and contributions of African-Americans to ACC and Central Texas. The African-American Cultural Center offers a comfortable environment for students pursuing their educational goals; opportunities for faculty to gain cultural awareness; and programs for student mentoring and retention. For more information, contact the director at 223.5166 or the associate director at 223.5165.

### Latino/Latin American Studies Center

[www.austincc.edu/rss/centro](http://www.austincc.edu/rss/centro)

The Latino/Latin American Studies Center provides a link between ACC and the local Latino community. The center is involved in the recruitment and retention of Latino students and in championing the educational goals of Latino students in nearby school districts. The center is located at the Riverside Campus, Building G, Room 9155. For more information drop by the center or call 223.6360.

## Distance Learning

<http://dl.austincc.edu>

Distance Learning courses are designed for students with busy lifestyles. Instead of attending regular classes, students receive an orientation for each section and work with an on-campus instructor to answer questions. ACC Testing Centers administer tests, and students use a variety of instructional components to work independently.

Distance Learning courses may not be appropriate for everyone. Self-discipline is required because students must take responsibility for maintaining steady progress throughout the semester. Registration for Distance Learning courses is the same as for all college-credit courses. Like all ACC courses, Distance Learning classes have enrollment limits and will fill and close. Distance Learning options include:

- **PCM (personal computer and modem) online courses:** Require students to have an Internet connection to complete coursework. Students may use their personal computers from home, or they may use ACC computer labs.
- **ITV (instructional televised programming) courses:** Use recorded video programs that students may access on cable television or in ACC libraries and centers. Some ITV courses are available in a streamed format and may be viewed from any personal computer with Internet access. For most ITV courses, videotapes may be rented from a commercial distributor for the semester.

- **IVC (interactive video class) courses:** Two or more classrooms are connected. Students see, hear, and talk with their instructor and classmates at all sites. The instructor may teach the class at any site.
- **PRN (print-based) courses:** Textbook-based versions of a course that offer the same course content, college credit, and transferability as the classroom-based version.
- **DIR (directed study) courses:** Offered on a limited basis, they require students to spend time at a social service, health, or governmental institution or other site. DIR courses also have some meetings on campus.

## Financial Aid

[www.austincc.edu/support/financialaid](http://www.austincc.edu/support/financialaid)

The Financial Aid Office provides assistance to students in the form of grants, loans, work-study, and scholarships. The amount and type of aid depends on the availability of funds and a student's established financial need. ACC reviews financial aid applications on a first-come, first-served basis. Because financial aid resources are limited, students seeking financial aid should submit an application by the priority deadline. Priority deadlines are Oct. 15 for the spring semester and April 1 for the fall semester.

**College Tax Credits:** The Taxpayer Relief Act of 1997 established certain tax credits to which parents and guardians of college students may be entitled. To learn more about these tax credits, call (800) TAX.FORM (800.829.3676) and request IRS Publication 970 and IRS Form 8863. The ACC Business Services mails the IRS 1098-T form to all college-credit students by Jan. 31 of each year.

## Foster Care Alumni

ACC provides personalized support for students who are foster care alumni (FCA). "Campus champions" provide FCA students academic assistance at each campus, and the student club LUV provides social and networking opportunities. For more information contact the coordinator at 223.5106 or see Foster Care Alumni Campus Champions in the student handbook's Campus Directory.

## Learning Labs and Tutoring

[www.austincc.edu/tutor](http://www.austincc.edu/tutor)

The Learning Labs offer free tutoring by qualified instructors and tutors. The campus Learning Lab hours vary; check the website for a schedule. Besides individual tutoring on a walk-in basis for most subjects, students may use the labs to access tapes, computer programs, and books for self-paced improvement.

## Library Services and Media Center

<http://library.austincc.edu> and <http://itdl.austincc.edu>

Libraries offer access to the college online network of resources and feature more than 130,000 items including books, periodicals, audiovisuals, and electronic resources. All material available at ACC libraries and media centers are listed in the online catalog at <http://alicat.austincc.edu/screens/opacmenu.html>.

Eastview, Northridge, Rio Grande, and Riverside Campus libraries have larger general collections of reference and circulating print materials and periodicals as well as electronic resources. Media centers at these campuses have audiovisual collections, and computer centers have instructional and productivity computer software. The Eastview Campus library also has materials for the health sciences curriculum.

The Cypress Creek and Pinnacle campuses have smaller collections of general circulating and reference books, periodicals, and media as well as computer centers. Resources and services vary at the evening high school sites.

**Hours and Locations:** Call the information number (223.3084) to hear a recording of library, media center, and computer center hours. You also can pick up a Locations and Hours brochure at an ACC library or visit <http://library.austincc.edu> for complete information.

**Reference Help:** Librarians are faculty members who have professional expertise in helping students find and use information. Librarians are familiar with library assignments handed out in classes and also offer instruction in the print and electronic research process. Students can access assistance at library reference desks, by phone, by live-person chat, or via email. Reference access information is available at <http://library.austincc.edu/help/ask.htm>.

**Online Access:** Students may use the library website from campus or home in order to access:

- ACC's library web catalog
- Full-text periodical articles
- Electronic reference sources
- Electronic reserves
- Study guides
- Tutorials and recommended web sites

For online access, begin at the library home page <http://library.austincc.edu>. You must be a current student to access indexes and reference databases from off campus. Call campus reference desks if you need assistance in remote use.

**Materials:** Library materials include reference resources, circulating books; electronic books; online full-text databases of periodicals and reference materials; online and print periodicals; back issues of periodicals on microfiche; local, state, and national newspapers; and a wide variety of audiovisual materials such as videos, DVDs, and CDs. All media materials and the equipment to use them are available for use in the libraries.

In addition, there is a reserve collection. The materials have been placed on reserve by instructors for specific classes. Reserves may be in print, audiovisual, or electronic format. From library workstations, you can also access Blackboard, web email, and the Internet.

Thousands of periodicals and newspapers are available in print or online. Many online indexes offer the full text of periodical articles that may be printed, downloaded, or sent via email. Librarians can show you how to use these resources. You may check out periodical back issues at many libraries as well.

**Saving, Printing, Emailing, and Copying:** Current ACC students may print from library workstations; however, all students are encouraged to bring formatted 3.5-inch disks or jump drives to libraries and computer centers for downloading information. You may also email information from many library resources to yourself. Libraries also have photocopiers and high-speed audiotape duplicators for student use.

**Material from Other Libraries:** If you need material that is at another campus, you can request that it be sent to your campus through intercampus delivery. You may make a request yourself online or ask a library staff member to make the request for you.

Also, ACC subscribes to the TexShare statewide network of library resources, which offers a network of online resources and access to other member libraries. ACC students may obtain borrower cards from other TexShare libraries by first requesting a TexShare card from an ACC librarian. A current ACC photo ID is required.

#### Fines and Holds:

Two-week books .....	25¢/day
Three-day videos, DVDs, and CDs .....	\$1/day
Two-hour reserves .....	\$1 first hour; 25¢/hour thereafter
Other reserves .....	\$1 first hour; \$1/day thereafter
Three-hour laptops .....	\$10/hour

Fines for all overdue items except reserves is 25 cents per day. The fine for overdue two-hour reserve items is \$1 for the first hour and 25 cents for every hour thereafter. A fine for other overdue reserve items is \$1 the first hour and \$1 a day thereafter.

Students who fail to return items within four weeks from the due date or who owe \$10 or more in fines will have a hold placed on their ACC records. This hold must be cleared before they can check out more materials, register for classes, receive grades, or obtain transcripts.

**Access, Use, and Check-out Procedures for Libraries and Computer Centers:** Students need a current ACC photo ID to check out or renew library materials or to use computer centers. Books are loaned for two weeks. Loan periods for other materials vary and may include room-use-only restrictions.

#### Media Center

<http://irt.austincc.edu/ict/lohours.html>

Each library has a media viewing/listening area for ITV tapes and other media. They are equipped with the following:

- Televisions
- VHS, DVD, and audio tape players
- Headphones

- Audio boxes that allow for several users to listen to the same tape at one time
- Large-screen monitors for students with low vision or large-screen needs
- Video and audio tapes available for student use are housed on shelves near the viewing area

## Parking

[www.austincc.edu/police/services/permits.htm](http://www.austincc.edu/police/services/permits.htm)

ACC provides student parking in designated areas at each campus, but parking is limited. Students should consider transportation and parking issues when building their class schedules.

### Parking Permits

All vehicles must properly display a current ACC parking permit, which is good for one academic year, beginning with the fall semester. Parking permit fees are not prorated, and all permits expire on Aug. 31. Students may obtain a parking permit from a Campus Police Office. When applying for a permit, students must supply their Social Security number, driver's license number, and vehicle license plate number.

### Parking Regulations

Unauthorized vehicles may be issued ACC Violation Notices or Justice of the Peace citations and may incur fines and penalties. Penalties include, but are not limited to, monetary fines, suspension of parking privileges, and the towing of the offender's vehicle, without notice, at the expense of the vehicle owner. The Austin Community College District is not responsible for loss of or damage to vehicles or their contents while parked in ACC parking lots. A complete copy of ACC's Parking and Traffic Rules and Regulations is available at the Campus Police Office, the Administrative Offices at each location, or online.

### Parking for those with Disabilities

Vehicles parked in spaces reserved for individuals with disabilities must display the state designation on the license plate or the official state designation card on the dashboard or the rear-view mirror and a current ACC parking permit. In order to receive the state designation, students with disabilities must contact the local tax assessor/collector's office. For assistance with parking for the disabled, contact a campus Office for Students with Disabilities.

## Student ID Card

Students may pick up an ACC ID card from Admissions and Records after registering for classes. A photo ID is required. Students must show an ACC photo ID to access ACC services and facilities such as the library, learning lab, testing center, and computer and recreation areas. All rights and privileges of the ID card are governed by ACC policies and procedures. Students may obtain replacement ID cards through Admissions and Records. There is a fee for a replacement ID.

## Student Life

[www.austincc.edu/life4u](http://www.austincc.edu/life4u)

Student Life provides quality services, programs, activities, and opportunities for student growth and enrichment outside the classroom.

**Accent:** Award-winning newspaper for Austin Community College. The paper is published 12 times a year and is available in both print and online. Accent, made up of part-time staff members, student interns, and work-study students, is a vehicle for students to report on college and community issues and voice concerns. The newspaper's goal is to provide an ethical, socially responsible, independent student press while providing opportunities for students to learn and gain practical experience in journalism, photography, desktop publishing, electronic media, and related areas.

**Campus Activity Board:** Student-run group that provides funding opportunities for students, enabling the creation of quality, educational, and entertaining programs that will enhance students' college experience. Examples of CAB funding include guest speakers, conferences, and campus events.

**Clubs:** Available for students interested in cultural, academic, vocational, and social aspects. New clubs can be formed each semester. Examples of student clubs include:

- AIM to Succeed
- Alpha Chi Chi
- Alpha Mu Gamma, Nu Sigma Chapter
- American Society for Engineering Education (ASEE)
- Associates Degree Nurses Association
- Association of Student Technical Writers
- Campus Crusade for Christ (CCC)
- Chess Club
- Christian Student Club
- Deaf Studies Association (DSA)
- Emergency Medical Students Association
- Engineering/Physics Club
- Environmental Club
- Fighting Dreamers Anime Club
- G-Force
- Hispanic Student Association
- History Society Club
- LUV, Learning Uniting Volunteering
- Martial Arts Club
- Nurse's Christian Fellowship
- Occupational Therapy Assistant Club (OTA)
- Phi Theta Kappa (PTK)
- Physical therapist Assistant Club (PTA)
- Pre-Pharmacy Association
- Society for East Asian Cultures
- Student Chapter of the National Homebuilders Association
- Student Government Association (SGA)
- Student Vocational Nursing Association (SVNA)
- Underwater Adventure & Travel Club
- UNICEF at ACC
- World Community Club

**Leadership Workshops:** Enhance student leadership skills. Students will discover ways to apply leadership skills in everyday life.

**Leadership Summit:** One-day conference with guest speakers and panel discussions. This is a unique opportunity to gain knowledge and skills on how to be a leader. Topics include effective leadership, time management, and many more.

**Leadership TrACC:** Collaborative effort between Student Life and the Student Success Scholarship Committee that strives to put students from the *College Connection* initiative on a structured track to becoming the next generation of student leaders.

**Leadership Awards and Recognition Opportunities:** Includes Who's Who Among Students in Junior Colleges, Presidential Achievement Award, and "Nite in the Life" student recognition banquet.

**Phi Theta Kappa:** International honor society for community, technical, and junior colleges. Alpha Gamma Pi is the local chapter at ACC.

**Project: Build a Park:** Annual award-winning community service event produced in collaboration with the Austin Parks Foundation.

**Student Government Association:** Serves as the voice of the student body. SGA functions as a crucial link between students and the college administration. Be a leader. Make a difference. Get involved in SGA!

**Shared Governance Committees:** Enables student representatives to participate in discussions and decisionmaking at ACC.

**The Orientation Program (TOP):** Gives students the opportunity to meet incoming ACC students and introduces campus student resources.

**Unity:** Promotes awareness and an appreciation of self and others through diversified programs, discussions, film series, workshops, and conferences. Unity aims to touch on all aspects of diversity: race, gender, age, language, physical characteristics, disability, sexual orientation, economic status, parental status, education, geographic origin, profession, lifestyle, religion, and many other differences.

**Welcomepalooza:** Fun and informative festival held in the fall semester with free food, music, and giveaways. Students receive information on campus resources and ways to get involved.

**Wellness, Intramurals, Recreation, Education, and Development (WIRED):** Encourages student involvement in various types of recreational activities such as volleyball, dodgeball, kickball, golf, and much more.

## Students with Disabilities

[www.austincc.edu/support/osd](http://www.austincc.edu/support/osd)

The Office for Students with Disabilities (OSD) assists students with documented disabilities to access ACC's educational resources by providing reasonable and appropriate accommodations. To request accommodations, students must submit appropriate diagnostic documentation to the OSD supervisor at their primary campus. Students attending multiple campuses must meet with the OSD supervisor at each campus where accommodations are needed. Accommodations must be requested before each semester they are needed. NOTE: Students are urged to apply

for accommodations at least three weeks before the start of each term.

### Information Sessions

Students who request accommodations must attend an OSD information session to complete the process for application for services and to receive services. Information sessions provide students with the guidance to become better equipped to assume responsibility for their education and follow established procedures for requesting and receiving accommodations.

### Types of Accommodations

Examples of typical accommodations ACC provides include, but are not limited to:

- Early registration and registration assistance
- Sign language interpreters
- Note takers/note-sharing services
- Instructional materials in alternative formats (Braille, large print, etc.)
- Test-taking accommodations

Students who are clients of the Department of Assistive and Rehabilitative Services (DARS) or other community service organizations may be eligible for additional support by requesting assistance through their agency contact.

### Support Center

[www.austincc.edu/support/financialaid/center/index.php](http://www.austincc.edu/support/financialaid/center/index.php)

The Support Center assists students in workforce degree or certificate (applied science degrees and technical certificates) programs with childcare payment assistance and/or assistance in obtaining textbooks. Eligible students will gain access to additional financial assistance, educational and career planning, assistance with course selection, college success strategies, and referrals to community resources.

Note: This is a grant-funded program. Students must be in a workforce program to be eligible for Support Center services. Because funding varies, all eligible students may not receive services.

### Testing Center

[www.austincc.edu/testctr](http://www.austincc.edu/testctr)

Testing Center hours vary during weekdays and weekends; check the website for a schedule. Instructors provide students with information about using the centers. The following regulations and guidelines apply to Testing Centers on all campuses:

- Proper identification is required (current ACC photo ID). Only enrolled students may use the Testing Center.
- Students must complete the Student Test Request Form and provide their instructor's name, course name and number, the section number, synonym number, and the exam name or number.
- Students may bring only those items needed to take the exam. There is no secure storage space for books, purses, etc.

- Students with disabilities requiring individual assistance on tests must work with the Office for Students with Disabilities to arrange for testing.
- The use of unauthorized materials, including cell phones, while taking an exam in the Testing Center is subject to disciplinary action.

### The Orientation Program (TOP)

[www.austincc.edu/orientation](http://www.austincc.edu/orientation)

All new ACC students, except transfer students who have 12 college credits or more, must attend The Orientation Program. TOP offers students an opportunity to get acquainted with other students, faculty, and staff and to learn how to connect with ACC's support services. TOP sessions are taking place at various times on every campus; registration is required. Students have three ways to sign up:

- Online - [www.austincc.edu/orientation](http://www.austincc.edu/orientation)
- Phone - 223.2TOP (2867)
- In-person - Visit the Student Life Office on your campus

Students wanting a more extensive orientation to college life can register for the developmental-level orientation course HUDE 0111, which provides instruction on campus resources, college survival skills, and information on how to set education and career goals. Additional Human Development (HUDE) courses are available for students interested in academic improvement and personal growth. See HUDE course descriptions in the ACC catalog.

### Veterans Affairs Office

[www.austincc.edu/veterans](http://www.austincc.edu/veterans)

A veteran or veteran's dependent may be eligible for educational benefits from the U.S. Department of Veterans Affairs. The Veterans Administration requires that each veteran receiving educational benefits be enrolled in courses leading to an approved educational objective. Veterans should contact the ACC Veterans Affairs Office to discuss degree objectives before enrolling.

# Academic Guidelines

## Academic Standards of Progress

The college maintains a system for monitoring academic progress to identify students experiencing academic difficulty. The college will intervene in a student's academic life when circumstances warrant, will limit enrollment and course selection if considered necessary, and may employ additional interventions that foster and encourage academic success. Assessment begins after the student attempts six credit hours.

Note: Students receiving financial aid also must comply with the Satisfactory Academic Progress Policy for Financial Aid Recipients.

The college's academic standings and interventions are:

**Good Standing:** Cumulative 2.0 GPA or greater and cumulative 50 percent or higher course completion rate. *Intervention: Congratulatory statement to the student.*

**Early Alert:** Students who do not meet a cumulative 2.0 GPA or a cumulative 50 percent course completion rate any time after attempting six credit hours. *Intervention: Students are notified of their academic standing and encouraged to meet with a counselor.*

**Warning:** Early alert moves to warning when students do not meet the cumulative 2.0 GPA or cumulative 50 percent course completion rate during the subsequent semester of enrollment. Students must follow the requirements of a performance improvement plan and will remain on Warning as long as the semester GPA is 2.0 or greater and the semester completion rate is 50 percent or higher. *Intervention: Registration hold applied. Students must meet with a counselor and develop a plan for improvement in order to register.*

**Suspension:** Warning moves to suspension when students on warning do not meet the standard of a semester 2.0 GPA or semester 50 percent course completion rate during the subsequent semester of enrollment. Students are suspended for the next fall or spring semester and the accompanying summer. *Intervention: Registration hold applied. Students are notified that they are suspended and may not enroll in any ACC credit courses for the indicated period.*

**Probation:** Suspension moves to probation after the suspension period. Students will remain on probation as long as the semester GPA is 2.0 or greater and the semester course completion rate is 50 percent or higher. Students not meeting semester requirements will be suspended for the next fall or spring semester and the accompanying summer. *Intervention: Registration hold applied. Students are notified they must meet with a counselor to develop and follow a plan for improvement and to register for courses.*

**Review:** Students may contact a counselor to request a review of their status.

Note: A student's academic status returns to good standing at any point that the student meets the cumulative 2.0 GPA and 50 percent completion rate standard.

## Advanced Placement

Credit by advanced placement is available through the College Level Examination Program (CLEP), College Board Advanced Placement (AP), through the International Baccalaureate Diploma program, by institutional examination, and through military courses. See the ACC Catalog for details.

## Course Policies

### Attendance

A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, the instructor shall inform the student in writing of specific course policies and objectives at the initial class meeting. A student who is not in compliance with course policies or meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek counseling services when course policies and objectives cannot be met.

### Adding, Dropping, or Withdrawing from a Course

Adding, dropping, or withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. See an advisor, counselor or your instructor before making changes.

**Adding or dropping a course (schedule changes):** Students may add or drop a course before open registration ends or during the session's official schedule change (add/drops) period. See the course schedule for information on add/drops procedures, deadlines, and tuition refunds.

**Withdrawing from a course:** Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to [Admissions and Records](#). Withdrawal deadlines are published in the [academic calendar](#). Withdrawal courses appear on the student's record with a grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course.

Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

**Per state law, students enrolling for the first time in fall 2007** or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

**Appealing an instructor-initiated withdrawal:** A student may appeal a course withdrawal in writing immediately upon notification by the instructor or within five business days after postmark of the college notice of withdrawal.

**Auditing a Course**

Students who wish to audit a course (register for a course without receiving credit) must do so on the last day of regular registration or the last day of the add/drop period for the term in which they plan to attend. Registration is subject to availability of space. Tuition and fees are the same as those rates charged to students enrolled for credit.

**Course Load – Credit Hour Guidelines**

A full-time student is defined as a student who registers for:

- 12 or more credit hours in any combination of terms within a 16-week semester
- 12 credit hours within the 11-week or nine-week summer sessions
- Six credit hours in one 5.5-week summer session or six college-credit hours in each 5.5-week summer session

A student must obtain written permission from the campus dean of student services or a designee before registering for:

- More than 18 hours in any combination of terms within a 16-week semester
- More than 12 hours in any combination of terms within the 11-week summer semester
- More than six college-credit hours in a 5.5-week summer session

**Good Standing**

A grade point average (GPA) of 2.00 on a 4.00 scale and a cumulative course completion rate of 50 percent constitute good standing. A 2.00 is a C average. To earn a certificate or degree, a student must have a cumulative GPA of at least a 2.00. The cumulative GPA is calculated from all ACC courses awarded grades of A, B, C, D, or F. Consult the ACC Catalog for information about the impact of developmental courses on the GPA.

**Graduation**

[www.austincc.edu/support/admissions/graduation.php](http://www.austincc.edu/support/admissions/graduation.php)

ACC holds annual commencement exercises at the end of the spring semester. All students earning degrees, certificates, and diplomas the preceding summer, fall, or spring semesters are invited to participate. In order to graduate, a student must fulfill all obligations to the college, complete all coursework in good standing, and complete at least 25 percent of the semester hours in residence at ACC. Students may graduate under the terms of the catalog in effect when they entered ACC or any subsequent catalog under which they attended, provided

- The catalog is not more than five years old
- The college has not discontinued the student’s particular degree or certificate plan. Students with majors that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. Students affected by this policy should contact an academic advisor.

**Grading System**

The following grading system is used at Austin Community College. Students can calculate their grade point average by dividing the number of credit hours into the total grade points.

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
IP	In Progress	Not Computed
P/F	Pass/Fail	*
W	Withdraw	Not Computed
AU	Audit	Not Computed
CR	Credit for Non-Traditional Transfer Work	Not Computed
X	Not Reported by Instructor	Not Computed

\* Pass/Fail: A passing grade is defined as the equivalent of a C or better. The grade P (passing) achieved in a course under a pass/fail option will not be used in calculating cumulative GPA. An F (failing) received in a course taken under a pass/fail option will be used in calculating GPA. The Pass/Fail grade option is only applicable to a limited group of practicum courses. See an instructional department advisor for more information.

**Student Records**

[www.austincc.edu/support/admissions](http://www.austincc.edu/support/admissions)

The director of Admissions and Records is the custodian of all student records except those specifically relating to financial aid. ACC defines “student records” as any information collected, assembled, or maintained by the college. This includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his/her records and is entitled to receive copies at the established duplication rate. Students do not have access to the parent’s confidential financial statement. ACC will release a transcript to other educational institutions if the college receives a written request from the student, the student has no outstanding financial obligations, and there are no holds on the student’s academic record. Student records include:

- Applications for admission
- Financial aid
- Veterans’ training

- Standardized achievement test scores
- Scores on standardized tests
- Specialized testing results
- Family background information
- Transcripts of grades

### **Obligations and Record Holds**

ACC will place a hold on student records when students fail to meet certain obligations. A hold prevents students from registering, graduating, or receiving official transcripts. Students with holds also may be withdrawn from classes under certain circumstances. A hold may be placed on records for a variety of reasons, including:

- Failure to return items to the library or pay fines
- Improper acceptance of aid
- Failure to pay for damaged college property
- Failure to file required documents
- Enrollment under false pretenses
- Disciplinary action
- Incorrect address (mail returned)
- Failure to pay a debt to the college

### **Student Privacy**

The following statement concerning student records maintained by ACC is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, date of attendance, degrees, certificates and awards, name of the previous educational institution attended, and student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records in writing within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

### **Transcripts**

[www.austincc.edu/support/admissions/transcripts.php](http://www.austincc.edu/support/admissions/transcripts.php)

Official ACC transcripts are available through the campus Admissions and Records Office. When requesting a transcript or other document, students must present a photo ID. Transcript orders are subject to the following guidelines:

- Certified copies of other documents on file also are available at the established duplication fee
- The college will not release a transcript without a written request from the student and a photocopy of a valid photo ID for the student
- One or two working day service is available. The fee is \$5 per transcript
- Transcripts may be ordered by phone at 223.7513, using Visa, MasterCard, or Discover. The fee is \$10 per transcript when ordered by phone or fax

### **Transferring to ACC**

Students wishing to transfer course credit to ACC will have their transcripts from those schools evaluated for all possible credit toward a degree program at ACC. Students must complete at least one course in residence before the evaluation results will be recorded on the official ACC transcript. ACC will evaluate official transcripts within one semester after they have been received. An official transcript is required for each college attended.

# Emergency Instructions

## Emergency Instructions

[www.austincc.edu/ehs/emerg\\_procedures.html](http://www.austincc.edu/ehs/emerg_procedures.html)

The Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency.

### General Emergencies

To reach Campus Police dial **222** from any campus phone or **223.7999** from any cell phone, pay phone, or off-campus phone. Campus Police can better determine your location and will notify the local police and fire departments.

### Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact Campus Police by dialing **222** from any campus phone or **223.7999** from any cell phone, pay phone, or off-campus phone.

### Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators.

Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor of the building, in the center of the building, and away from glass.

### Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit
2. Take personal belongings if they are in the same room
3. Close all doors behind you. Do not lock them
4. Report to fire evacuation rally location. You must be accounted for at rally location
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal "all clear" signal

### Sniper or Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps:

#### If gunman is outside the building:

1. Contact Campus Police by dialing **222** from any campus phone or **223.7999** from any cell phone, pay phone, or off-campus phone.
2. Get on the floor out of the line of fire
3. Wait until an "All Clear" given by a police officer or authorized, known voice

#### If gunman is inside the building:

1. If possible to do so safely, flee the area
2. Contact Campus Police by dialing **222** from any campus phone or **223.7999** from any cell phone, pay phone, or off-campus phone
3. If flight is not possible, lock the classroom door
4. Turn off the lights
4. Get out of sight and stay quiet
5. Wait until an "All Clear" given by a police officer or authorized, known voice

### Contacting a Student in an Emergency

With thousands of students at different locations, it is not possible for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student's ID number and class schedule. When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager's office. Under no circumstances will ACC permit persons to search for students on campus.

### Students with Disabilities

Students should contact the Office for Students with Disability for detailed emergency and evacuation plans at the campus they attend.

## Health and Safety

### Campus Police

[www.austincc.edu/police](http://www.austincc.edu/police)

ACC has a commissioned, state-licensed police force. Students, faculty, and staff are encouraged to report criminal activities, emergencies, and incidents that occur on ACC property. Students also may contact the Campus Police for assistance with dead vehicle batteries, keys locked in their vehicle, or to request an escort to their vehicle. Lost and found is located in each Campus Police office.

When warranted, Campus Police investigate incidents for possible action, which may include:

- Referral to the campus dean of student services for cases involving student discipline
- Further investigation by the Campus Police
- Requesting assistance from another law enforcement agency

By law, ACC is not prohibited from disclosing to an alleged victim of violence the result of any disciplinary proceeding conducted by the college against the alleged perpetrator of the offense, with respect to that offense (as defined in Section 16, Title 18 of the USC).

### Communicable Diseases

“Communicable disease means an illness that occurs through the transmission of infectious agent toxic products from a reservoir to a susceptible host,” according to the Texas Health and Safety Code, Sec. 81.003, et Seg. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-related complex (ARC), HIV infection (human immunodeficiency virus infection) and AIDS, meningitis, meningococcal infections, and tuberculosis. The term “HIV infection” shall include AIDS, AIDS-related complex (ARC), and a positive test for the antibody to human immunodeficiency virus. HIV is the virus that causes AIDS (a result of HIV infection).

**Medical Judgment:** Any decision that ACC makes concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms, and special circumstances of the person. The decision that a person poses a threat will be based solely on knowledge of the duration of the risk; nature and severity of the potential harm; likelihood the potential harm will occur; and imminence of the potential harm.

**Clinical and Lab Supervision:** ACC requires college faculty and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids to observe standard precautions and safety guidelines prescribed by the U.S. Public Health Service. College faculty will supervise students in clinical and laboratory experiences and monitor compliance with the precautions and guidelines prescribed by the U.S. Health Service.

**Available Information:** Educational pamphlets on the subject of HIV/AIDS prevention, either developed by the Department of State Health Services (DSHS) or others, but based on the DSHS model, are available in the Student Services Office and are provided to students upon request. Likewise, information on prevention of other communicable diseases shall be made available upon request. This information is available through the Environmental Health, Safety, and Insurance Office. The college also requires students to read information on bacterial meningitis (its causes and how to avoid it) as part of the application process.

**Confidentiality:** The medical history or records of any employee or student are considered confidential information and may not be released without the individual’s consent, except as otherwise provided by law.

### Drug and Alcohol Free Campuses

ACC policy and state law prohibit the possession of illicit drugs and drug paraphernalia on college premises. The possession, sale, or use of alcoholic beverages on ACC premises also is prohibited by college policy. Students who violate ACC policy or state law will be subject to disciplinary action and/or criminal prosecution.

### Healthcare Facilities

No healthcare facilities (trained medical personnel, infirmary, or student health center) are available at ACC campuses, centers, or sites. First aid supplies are available through Campus Police and in various vocational instructional areas. Students with health problems should consult their family physicians. ACC will assist students without family physicians to identify health programs in the community for which they may qualify. Students must report health emergencies immediately to Campus Police Dispatch and to campus administration. Campus Police will call for outside emergency services if necessary.

### Individual Responsibility

As the official ultimately responsible for ACC’s compliance with environmental, health, and safety regulations, the ACC president requires that all ACC employees, students, and visitors:

- Report hazardous conditions and safety concerns immediately to their supervisors, instructors, hosts, and/or emergency management personnel, as appropriate
- Abide by safe practices and procedures established by the college
- Cooperate fully with the ACC Environmental Health, Safety, and Insurance Office in addressing environmental, health, and safety issues
- Adhere to all local, state, and federal regulations concerning environmental, health, and safety issues
- Cooperate fully with environmental, health, and safety inspectors from local, state, and federal agencies
- Take action to resolve safe workplace issues when appropriate

## Insurance

### Accident Insurance

For the most updated information, see [www.austincc.edu/ehs/insurance.html](http://www.austincc.edu/ehs/insurance.html).

### Student Health Insurance and Medical Discount Card

Information concerning optional Student Health Insurance and Medical Discount Card can be found at [www.austincc.edu/ehs/insurance.html](http://www.austincc.edu/ehs/insurance.html) under Optional Student Health Insurance.

## Sex Offenders

Information concerning registered sex offenders who are students or employees at ACC may be obtained online from the Texas Department of Public Safety at [https://records.txdps.state.tx.us/DPS\\_WEB/Sor/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx). Registered sex offenders must register with Campus Police as required by law or court order.

## Smoking Prohibited

All ACC campuses are non-smoking facilities. Smoking is not allowed inside the facility, including corridors and restrooms, or within 15 feet of the entrances. Please check with the Campus Administration Office at each campus to obtain further information.

## Student Property

Students should not leave their belongings or valuables unattended. ACC provides lockers at some locations. Check with Campus Police or the Campus Administrative Office for information about the availability of lockers and procedures for their use. ACC is not responsible for loss of or damage to lockers, locks, or locker contents.

## Student Right to Know Act

[www.austincc.edu/police/right\\_to\\_know.htm](http://www.austincc.edu/police/right_to_know.htm)

ACC provides important information to students on the college's website in compliance with the Student Right to Know Act. Copies of the ACC crime report, as required by the Student Right to Know and Campus Security Act, also are available at each Campus Police Office and each campus library. These statistics can also be found on the ACC website, or you can see the U.S. Department of Education statistics at <http://ope.ed.gov/security>.

## Unattended Children

Students are not permitted to bring children to class, nor should students leave children unattended in the halls, offices, library, learning lab, testing center, cafeteria, or any other college location.

## Weapons

State law and ACC policy prohibit the possession of weapons on ACC premises as defined in Article 46.03 of the Texas Penal Code or prohibited weapons as defined in Article 46.05 (a) of the code. A weapon may be used as a teaching aid by obtaining approval from and notifying the campus manager and Campus Police *prior* to bringing the weapon onto ACC property.

## Weather Delays and Cancellations

ACC may cancel classes due to inclement weather. If classes are in session, the campus manager or a designee will notify instructors and students of canceled classes. If classes are not in session, ACC will notify the public through local radio and television stations as well as ACC's Channel 19. Students, instructors, and staff should consult local media regarding resumption of classes. To comply with the Texas Education Code, make-up classes may be scheduled.

## Policies and Procedures

### Copyright and Duplication of Course Materials

The Austin Community College District recognizes and respects intellectual property ownership, including copyrights. Copyright infringement violates the reasonable expectations of the copyright owner to have exclusive control over the materials they create, and is illegal. Copyrights are property rights and are protected by federal statute. Copying or reproduction of materials without permission of the copyright owner, or distribution or republication of those materials without permission, is copyright infringement. This includes the making and disseminating of copies by or on electronic media, as well as the more familiar method of copy machine reproduction. In particular, the posting of materials on the Internet, or the transmission of documents by electronic mail, is an infringing use of materials when it is done without permission.

The ACC District expects its students to respect the rights of the

college and of their professors and other instructors or staff who use or permit the use of copyright protected materials for instruction. Of course, textbooks and other commercial publications used as text or supplemental materials are copyright protected. It is copyright infringement to make or disseminate copies of such materials in whole or part without permission. Most, if not all, other course materials—course syllabi or outlines, course bibliographies or reading lists, lecture or other supplemental handouts, review notes or outlines that are handed out, tests or individual test questions, test answers, and other instructional materials provided to you by your professor or other instructors—are also copyright protected materials. The content of materials does not belong to the student. The student enrolled in a course has only limited permission, a non exclusive license, to use those materials, and that permission is limited to use strictly in conjunction with that student's participation in the course in which the student is enrolled.

Following the intent of the Administrative Rule 4.02.007 of the ACC District, no instructional materials may be reproduced or disseminated by students except for the exclusive use of students enrolled in the course in which such materials have been provided. In particular, course materials may not be posted on the Internet without express written permission. Violations are subject to civil penalties or criminal prosecution under the federal Copyright Act of 1976, as amended. In addition, students who violate this rule regarding copyright infringement are subject to college disciplinary action. It is a condition of a student's enrollment in courses at Austin Community College that he or she respect the copyrights of others and adhere to the Copyright Administrative Rule.

If a student has any questions about whether he or she is permitted to make copies of or disseminate instructional materials the student should inquire at the associate vice president of instructional resources and technology (223.7667).

## Religious Holy Days

In compliance with Senate Bill 738, ACC permits students to be absent from classes for the observance of a religious holy day. "Religious holy day" means a day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code.

ACC permits students to be absent, without penalty, from examinations or from completing assignments scheduled for that day. It is the student's responsibility to work with the course instructor when absent for a religious holy day in order to complete required assignments within two days following the absence. The instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## Student Complaints

### Student Complaint Procedures

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability, or sexual orientation. Grade disputes and sexual or sexual harassment complaints are handled separately.

The following procedure applies to complaints about an instructor or other college employee. You must complete each step before proceeding to the next one.

- 1. First meeting.** Attempt to resolve the complaint *immediately* with the person directly involved, in a meeting outside of the classroom environment. Bring materials pertaining to the complaint. Each individual should take notes of the meeting for mutual clarification. There may be instances when you cannot meet with the individual; if this is the case, proceed to step 2. Note: This step can be completed by telephone conference.
- 2. Meeting with supervisor.** If unable to resolve the complaint with the individual involved, you must request a meeting with the employee's supervisor within 10 business days after the first meeting (excluding weekends, holidays, and scheduled breaks). The supervisor will respond to the request by scheduling a meeting within 10 business days to discuss the issue with you and, if desired, with the employee. All parties should make every effort to resolve the complaint at this level.

- 3. Written complaint.** If you cannot resolve the complaint in the meeting, you must submit a formal, written complaint to the supervisor within 10 business days. Complaint forms are available from the campus administrative office, department chairs, instructional deans, assistant deans, and the Student Services office at any campus. Write the complaint as briefly and succinctly as possible. Counselors from Student Services may advise you on the process of preparing your written statement. This completed form must be submitted to the supervisor within 10 business days of the meeting in Step 2. The supervisor will sign the form to acknowledge that a joint meeting has occurred. This does not constitute agreement to your complaint.

- 4. Written complaint forwarded to dean or next level supervisor.** Ask the supervisor to forward the complaint with written statements from the parties involved to the appropriate dean or next level supervisor. This form and written statements should be forwarded to the next level in the supervisory chain within five business days of the complaint having been submitted to the supervisor. The dean or next level supervisor will acknowledge receipt of the student's complaint within five business days.

- 5. Meeting with dean or supervisor next level.** The dean or next level supervisor will schedule a time to meet with you. At this time you can discuss the complaint with the dean or next level supervisor. Bring all supporting documentation to the meeting. The dean or next level supervisor will deliver a decision in writing within 10 business days of the meeting.

- 6. Appeal to vice president.** If the complaint has not been resolved, you may appeal the dean's or next level supervisor's decision within 10 business days to the associate vice president overseeing the department involved in the complaint. Your written appeal, including all supporting documentation, will then be forwarded to the department's vice president, who may request an appointment with you to discuss the appeal or may choose to make a decision based upon a review of the written documentation.

- 7. Determination:** The vice president will make a decision concerning the complaint and notify you of the decision in writing within 10 days of receiving the appeal. The decision of the vice president is final.

### Procedures to Resolve Grade Disputes

All course grades are awarded by the instructor of record. At the beginning of the course, your instructor will inform you of course requirements and grading policies. Your instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of college error.

**Resolving disputes about a grading policy and/or a specific assignment grade: Resolving disputes about a grading policy and/or a specific assignment grade.** If you have a question about a grading policy and/or a specific assignment grade, you must raise your question **while enrolled in the course**. Meet with your instructor and discuss your questions or objections. Document in writing what you discuss and the outcome of that discussion in

case you later request a formal “Review of Final Course Grade.”

If you are unable to resolve your questions or objections with your instructor, make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean. If you need help locating the department chair or dean, visit Student Services on any campus, or refer to the website at [www.austincc.edu/dept](http://www.austincc.edu/dept).

**Resolving disputes about final course grades:** If you have questions about your final course grade, you must contact your instructor **within three months** after the grade was awarded. If you cannot contact the instructor, contact the department chair. (If the department chair is also the instructor who awarded the grade, the appropriate dean or associate vice president shall act in place of the department chair.)

If the grade awarded was not the grade your instructor intended, your instructor will initiate a Grade Change Request Form to correct the error. Address any follow-up questions to your instructor or the department chair.

If the grade awarded was the grade your instructor intended, but you believe there was an error, you may request a formal “Review of Final Course Grade.”

Formal ‘Review of Final Course Grade’: Formal ‘Review of Final Course Grade’

1. A request for a formal “Review of Final Course Grade” may be submitted only if a student is unable to resolve the dispute either with the course instructor or with the assistance of the department chair. Students are encouraged to make an appointment with an ACC counselor to discuss the process before preparing a formal request.
2. In order to begin this process, you must submit your written request including evidence of college error and relevant supporting documentation to the department chair **within three months** after the grade was awarded. The department chair will forward your request to the dean who oversees that department. Late requests or deadline extensions will be approved only if there are documented extenuating circumstances.
3. The dean will give your instructor a copy of your written request and ask the instructor to provide a written response. The dean will give you a copy of the instructor’s written statement. If the college no longer employs the instructor who awarded the grade, the dean will make a diligent effort to locate the instructor to obtain a written statement. (If the instructor is unavailable, the dean, in consultation with the department chair, will give you a written statement containing all relevant information available to them.) During the process of writing and exchanging statements, the instructor may choose to change the grade or you may withdraw your request for review. If neither of these occurs, the dean shall appoint a three-member faculty Grade Review Committee to consider the request.
4. The Grade Review Committee will consist of three members, including a required representative outside the discipline. None of your current instructors, at the time the committee meets, will be on the committee. You may exercise your option to have a Student Government Association representative participate on the committee. If possible, one of the committee members will be an adjunct faculty in the discipline. The

committee members will determine the steps they take in reviewing your request. There is no requirement for you to appear before the committee, but you may request to do so. You will not be present when the committee considers your request.

5. The Grade Review Committee will meet in private to protect the confidentiality of all student records. Only committee members will be present during committee deliberations. The dean will explain the committee’s decision in writing to you, your instructor, and the department chair. The committee’s decision is final. If the decision requires a grade change, the dean will initiate the paperwork to make the grade change.

### **Sexual and Racial Harassment Complaints**

1. The person receiving the complaint (department chair, assistant department chair, associate dean, dean) meets with the student in a private area to discuss the student’s complaint.
2. If the student has not already done so, the person receiving the complaint asks the student to write a statement of everything that happened regarding the complaint. The statement should include dates, times, places, witnesses, and specifics of what was said and done.
3. The person receiving the complaint notifies the academic or workforce dean of the situation. The dean will specify a person to conduct an investigation.
4. The investigator appointed by the academic or workforce dean reviews the written material submitted by the student and meets with the student to discuss the complaint. The investigator also meets with any witnesses and secures a witness statement of what they saw, heard, or witnessed. The investigator may consult with the associate vice president for human resources to identify alternatives.
5. The investigator will meet with the faculty member to review the complaint, analyze the data presented by the student and witnesses, and give the faculty member an opportunity to respond to the complaint. The faculty member also may identify witnesses to be interviewed. The investigator will determine from this meeting any additional information that needs to be gathered or considered.
6. After meeting with the faculty member and concluding the investigation, the investigator will make a recommendation, in writing, to the academic or workforce dean. The recommendation will state the following: complaint, findings of the facts, persons interviewed, conclusions, and recommendations.
7. If the student has also filed a grade appeal for the faculty member’s class, the student has the option of pursuing the grade appeal first so as to not jeopardize that process.
8. The dean, in consultation with the appropriate associate vice president, will determine the final action to be taken on the complaint. The faculty member will be advised in writing of the outcome. The investigator or dean also will meet with the faculty member to discuss the findings and the outcome.
9. The investigator or dean will notify the student of the disposition of the complaint.
10. If dissatisfied with the resolution, the faculty member or the student may appeal to the appropriate associate vice president. The final appeal is to the executive vice president.

## Student Criminal Background Check

The Austin Community College District is committed to providing a safe learning environment for all students and to supporting all federal and state regulations protecting individuals receiving services from ACC students. As part of this commitment, ACC will identify all programs where criminal background checks are required by law or as a condition of the program approval/accreditation. ACC will require criminal history checks of students in these identified programs and will refuse admission to or continuation in these programs where necessary to meet such regulations or accreditation standards.

## Student Discipline Policy

A. By applying to and registering at Austin Community College, students agree to abide by the Student Discipline Policy and Student Rights and Responsibilities regulations published in the college catalog and this student handbook.

1. Students are expected to assume responsibility for their actions and will be held accountable for them.
2. ACC expects its students to be mature and responsible citizens. Any student whose conduct or dress at any time is in violation of the law, is a public nuisance, or is deemed improper or detrimental to the college may be subject to disciplinary action.
3. Students are expected to respect the rights and welfare of other members of the college community and its guests. Violence, the threat of violence, any disruption to the learning process, or intimidation will be subject to disciplinary action.

B. Prohibited acts include the commission of any act punishable by fine, incarceration, or both under any law of the United States or Texas, or a local ordinance.

1. Possession or use of firearms or other weapons on ACC-controlled property, except for educational purposes that have the prior approval of the campus dean of student services or on-duty law enforcement officers
2. Gambling or illegal use, possession and/or distribution or sale of narcotics or any controlled substance on ACC-controlled property
3. Theft of ACC property including, but not limited to, library books, magazines, videotapes, furnishing, equipment, and supplies
4. Theft of faculty property
5. Sexual assault or attempted sexual assault

C. Prohibited acts include those related to academic integrity

1. Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework
2. When students borrow ideas, wording, or organization from another source, they shall reference that information in an appropriate manner

D. Prohibited acts include those related to alcohol, drug, or substance abuse

1. The college has the responsibility to investigate and/or refer for prosecution any student who possesses, uses, manufactures, and/or sells alcohol or a controlled substance on any ACC campus or center or at any ACC-sponsored event whether on or off campus.
  2. Any student who possesses and/or uses alcohol or controlled substances on any ACC campus or center or at any ACC-sponsored event on or off-campus will be subject to disciplinary action.
  3. Any student who sells and/or manufactures alcohol or controlled substances on any ACC campus or center or at any ACC-sponsored event on or off-campus will be subject to disciplinary action.
- E. Prohibited acts include disruptive conduct of any kind. Disruptive conduct is defined as, but not limited to
1. Behavior that significantly interferes with or disrupts any ACC teaching, research, administrative, disciplinary, public service or other authorized activity
  2. Behavior that threatens the health or safety of members of the ACC community, visitors to ACC, or participants at ACC-sponsored events
  3. Destruction or defacing of college property
  4. Illegal occupation of college property or facility
  5. Threats to freedom of access or movement
  6. Illegal trespass
  7. Failure to comply with the direction of college officials acting in the performance of their duties
  8. Possession or use of ACC keys for unauthorized purposes
  9. Failure to identify oneself or misrepresenting one's identity to an authorized ACC representative while on ACC property or at ACC-sponsored events
- F. Prohibited acts include any activities that could be described as harassment. The harassment may be on the basis of gender, ethnicity, national origin, religion, disability or any other characteristic.
- G. Prohibited acts include any activities that could be described as hazing. As used at ACC, hazing refers to any action or situation that intentionally or recklessly endangers the mental or physical health or safety of a student for the purpose of initiation or admission into any organization operating under the sanction of The Austin Community College District.
- H. Prohibited acts include the theft or other abuse of ACC's technological resources (hardware and software) including, but not limited to
1. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software
  2. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws, or is not consistent with college software policies
  3. Introduction of viruses or other destructive software into college computer facilities
  4. Engagement in activities which are not consistent with Texas Statutes; Computer Crimes Act, Title 18, United States Code; Electronic Communication Privacy Act of 1986; or the Telecommunications Act of 1996
  5. Unauthorized use of telephones and electronic devices

6. Use of computer resources to interfere with the work of another student, faculty member, or college official
  7. Use of college computer facilities to send obscene or abusive messages, or to access materials reasonably deemed to be obscene or pornographic or which violate ACC's policies regarding harassment, discrimination, or creating a hostile work environment
  8. Use of college computer facilities to interfere with normal operation of the college's computing systems
- I. Dealing with suspected violations
1. With the exception of scholastic dishonesty, suspected violations will be reported to the campus dean of student services on the campus where the alleged violation occurred. Alleged violations that occur at an ACC Center will be reported to the center coordinator, who will work under the supervision of a campus dean of student services. Suspected violations that occur at an off-campus activity will be reported to the associate vice president of retention and student services who will assign the investigation to a campus dean of student services.
  2. Suspected scholastic dishonesty will be handled by the faculty member in collaboration with the campus dean of student services.
- J. Academic dishonesty process
1. A faculty member who suspects academic dishonesty meets with the student(s) in private to discuss the alleged offense(s) and review the evidence that supports the charge.
  2. After conferring with the student, the faculty member may dismiss the allegation or assess an academic penalty.
    - a) Faculty members who assess an academic penalty must inform the student of the action in writing and report the disposition of the incident to the campus dean of student services within five working days.
    - b) Faculty members who assess an academic penalty on a student in a Distance Learning class must notify the associate vice president of retention and student services, who will appoint a campus dean of student services to review the case.
    - c) The campus dean of student services will determine whether a disciplinary penalty shall be assessed.
  3. A student who is accused of academic dishonesty by a faculty member may
    - a) Acknowledge the facts of the offense and accept the academic penalty
    - b) Dispute the allegation in writing to the campus dean of student services within five working days, excluding weekends, of the student's written notice of the facts of the offense
    - c) Dispute the penalty in writing to the campus dean of student services within five working days, excluding weekends, of the student's written notice of the penalty assessed
  4. If a student disputes the academic dishonesty charge, the academic dishonesty penalty, or both, the campus dean of student services will proceed with the investigation as outlined in Section K: Investigation by the campus dean of student services.
5. The campus dean of student services shall determine the appropriate disciplinary or academic penalty in the following cases: (1) the student accused of scholastic dishonesty has been the subject of an academic and/or disciplinary penalty for a prior incident of scholastic dishonesty at the college, and/or (2) the case of scholastic dishonesty involves more complicated issues of fact such as collusion or the falsifying of academic records.
- a) Collusion is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
  - b) Falsifying academic records is defined as the altering of grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the college.
6. After an academic dishonesty case is closed, the final disposition of the case shall be reported in writing within 10 working days, excluding weekends, to the student, the instructor, the instructional dean, and the Testing Center coordinator, if the academic dishonesty occurred in the Testing Center.
- K. Investigation by the campus dean of student services
1. The campus dean of student services shall be notified of alleged student actions prohibited under the Student Discipline Policy and these regulations. The campus dean of student services or a designee shall collect data and follow these procedures and investigate the alleged violations.
  2. After completing the preliminary investigation, the campus dean of student services may (a) dismiss the allegation or (b) summon the student for a conference at which time the student shall be informed of the charges against him/her and have the opportunity to refute the charges and to present data to support his/her version of the facts.
  3. After conferring with the student, if a conference is necessary, the campus dean of student services shall take one of the following actions: (a) dismiss the allegation, (b) assess a penalty, (c) work collaboratively with the faculty member to negotiate a resolution of a dispute, or (d) proceed to a hearing.
- L. Emergency suspension pending action on charges
1. Pending final action on the charges, the campus dean of student services or the acting dean in the campus dean's absence may suspend the student's right to be present on campus, to attend classes, or otherwise alter the status of the student to
    - a) Ensure the student's physical or emotional safety and well-being
    - b) Ensure the safety of students, faculty or administrative staff, or college property
    - c) Prevent the engaging in any disruptive activity on property owned or controlled by the college, or at any college-sponsored activity
    - d) Prevent disruption of the educational process
  2. Emergency suspension under this section may not be for more than 10 working days, excluding weekends. The student may appeal the emergency suspension to the associate vice

president of retention and student services. The associate vice president of retention and student services shall a) uphold the emergency suspension or b) rescind the emergency suspension. The associate vice president of retention and student services may determine that the emergency suspension constitutes the end of the disciplinary process. If the student does not appeal the emergency suspension, or if the associate vice president of retention and student services, upholds the emergency suspension, the campus dean will proceed with the investigation as outlined under Section K.

3. If this section is used to exclude a student pending final action on disciplinary charges, the campus dean of student services or the acting campus dean in the campus dean's absence shall include justification for the exclusion in his/her disciplinary findings.
4. After an investigation by the campus dean of student services, the student shall be allowed to return to class and to campus if it is determined that the emergency no longer exists.

#### M. Hearing procedures and guidelines

1. In any case where the student notifies the campus dean of student services in writing within five working days, excluding weekends, of the student's receipt of a written notice that she/he wishes to dispute the facts upon which the charges are based or the penalty assessed, the campus dean of student services shall appoint a hearing officer to hear the dispute.
2. The hearing officer will be a campus dean who has not been involved in the case. In the event a campus dean of student services is not available, the campus dean will ask an associate vice president or an academic or workforce dean to serve as the hearing officer.
3. Within five working days, excluding weekends, after receiving the student's request for a hearing, the campus dean of student services shall notify the student by letter of the date, time, and place for the hearing. A letter sent to the most recent address of the student as listed in the records in the Admissions and Records Office shall constitute full and adequate notice.
4. The notice sent by the campus dean of student services shall
  - a) Direct the student to appear at the time and place specified
  - b) State the charges against the student
  - c) Advise the student of his or her right to: (1) a private hearing, (2) appear in person or with a representative at the hearing, (3) know the identity of each witness who will testify against the student, unless there is reason to believe that disclosure would endanger the health and safety of the witness, (4) call witnesses, (5) offer evidence, (6) argue in his/her behalf, (7) have the hearing recorded, (8) cross-examine each witness who testifies against him/her, (9) make a transcript of the hearing, and (10) appeal the results of the hearing
  - d) List the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered
  - e) Contain a copy of the complaint
  - f) Notify the student that the campus dean of student services may be represented by counsel and that the campus dean

or counsel may cross-examine any witnesses testifying on the student's behalf, or the student, if the student testifies

5. The hearing shall take place not later than 15 working days, excluding weekends, after the date of the campus dean's letter. Unless the emergency suspension described in Section L is invoked, a student who has been suspended shall remain in class pending any appeal of the suspension. The date of the hearing may be changed if the hearing officer and the student both agree to change it.
6. If the student fails to appear at the hearing, the campus dean of student services and the hearing officer may proceed with the hearing in the student's absence.
7. The hearing officer will preside over the hearing and shall perform the following functions
  - a) Determine if the campus dean of student services has satisfactorily carried out his/her responsibilities as outlined in sections K and L
  - b) Render a written decision
  - c) Set forth finding of fact in support of the decision
  - d) Assess the penalty
  - e) Provide the student and the campus dean of student services with a copy of the decision
8. The hearing shall be informal and the hearing officer shall provide reasonable opportunities for witnesses to be heard.
  - a) In cases involving alleged academic dishonesty, the faculty member making the allegation shall be present.
  - b) The hearing shall be closed unless the student requests an open hearing.
  - c) The parties shall exchange lists of witnesses and copies of documentary evidence to be used at the hearing at least three college class days, excluding weekends, before the hearing.
9. The hearing shall proceed as follows
  - a) The campus dean of student services states the charges against the student
  - b) The campus dean of student services or the college attorney presents the college's case
  - c) The student or his/her representative presents his or her defense
  - d) The campus dean of student services presents rebuttal evidence
  - e) Each party presents arguments, with the college offering the opening and closing arguments
  - f) The hearing officer may take the matter under advisement before rendering a decision
  - g) If the hearing officer finds that discipline is warranted, he or she shall assess the appropriate penalty
  - h) The hearing officer may probate any penalty assessed
  - i) The hearing officer shall inform the campus dean of student services and the student in writing of the decision and the penalty, if any
10. The following guidelines will govern the role of evidence in the hearing
  - a) Formal rules of evidence will not apply, and the hearing officer shall have the discretion to receive whatever information he or she deems to be helpful in resolving the matter before the hearing officer

- b) The college has the burden of going forward with the evidence and shall open and close the presentation of evidence and the argument portions of the hearing
  - c) The hearing officer shall decide the matter before him or her and shall make the decision solely on the basis of the evidence offered at the hearing
11. Records of the Hearing
- a) The college shall make a tape recording of the hearing and, on request, a student defendant shall be given a copy of the audiotape.
  - b) The student may have a stenographer present at the hearing, at his or her expense, to make a stenographic transcript of the hearing.
  - c) Disciplinary records and proceedings shall be kept separate from academic records and shall be treated as confidential.
12. The hearing officer's decision
- a) The hearing officer must render a decision not later than five class days, excluding weekends, after the hearing date.
  - b) The hearing officer's decision shall set forth findings of fact that support the decision.
  - c) The penalty and/or terms of probation must be stated in the decision.
  - d) The campus dean of student services will administer the penalty, if any penalty is assessed.
- N. Types of penalties
1. One or more of the following penalties may be imposed by the appropriate college representative for offenses listed or for the violation of an ACC rule or regulation.
    - a) Disciplinary penalties include warning, not being allowed to re-enroll, being dropped from the current semester, restitution, suspension of rights and privileges, denial of degree, suspension from the college, and/or expulsion from the college
    - b) Academic penalties include grade penalties, withdrawal from the course, requirement that specific coursework be redone, requirement that extra coursework is done, and/or that certain coursework be done under circumstances different from those previously announced or those required of other students in the class
  2. A grade penalty assigned to a student in a course where he or she is found guilty of academic dishonesty shall take precedence over a course withdrawal received by the Admissions Office on the same day or later than the incidence of academic dishonesty.
  3. Any disciplinary penalty assessed by the college may be probated.
    - a) Probation shall be imposed for a term not to exceed one year.
    - b) Probation may be granted under such terms and conditions as may be imposed by the college representative.
    - c) Probation may be revoked under written notice followed by a hearing at which the only issue shall be whether the student committed the acts on which the decision to revoke probation is based. If probation is revoked, the original disciplinary penalty shall be imposed.
- O. Definition of disciplinary penalties
1. A warning is a written reprimand from the campus dean of student services to the student on whom it is imposed.
2. Drop from current enrollment and/or a bar against readmission prevents a student from returning to ACC for a specified period of time or until conditions imposed by the campus dean of student services are met. These conditions can range from responding to a summons from the campus dean of student services to discuss an alleged violation of college rules or regulations to providing a recommendation from a licensed, qualified physician, and/or psychologist that the student is able to benefit from instruction and/or will not interfere with the right of other students to learn.
  3. Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
  4. Suspension of rights and privileges is a flexible penalty that the campus dean of student services or the hearing officer may impose to fit a specific case. In the case of scholastic dishonesty in the Testing Center, for example, the student will not be allowed to take any exams for that course in any college Testing Center for the remainder of the semester.
  5. Denial of degree means that the degree will not be awarded or, if already awarded, revoked.
  6. Suspension from the college prohibits, during the period of suspension, the suspended student from entering any ACC campus or center or facilities under the control or jurisdiction of the college without prior written approval of the associate vice president of retention and student services. The suspension also prohibits the student from being initiated into an honorary or service organization, participating in a club or organization, and/or receiving credit for work done while on suspension.
  7. Expulsion from ACC is permanent severance from the institution.
- P. Appeals procedures
1. Student may appeal the findings of the hearing officer to the associate vice president of retention and student services.
  2. The associate vice president of retention and student services must review the decision of the hearing officer within 10 working days, excluding weekends, from the date the appeal was mailed. The associate vice president of retention and student services may affirm, modify, or reverse the decision.
  3. If the associate vice president believes that he or she should not be eligible to review the appeal, he or she shall designate another college administrator to consider the appeal. The administrator so designated should be at the provost or associate vice president level.
  4. During the review, the associate vice president of retention and student services or his/her designee may not hear additional testimony or consider evidence that was not introduced in the original hearing. The student may submit written statements or arguments along with the written request for a review, and the college shall be given an opportunity to respond in writing before the associate vice president of retention and student services decision.
  5. The decision of the associate vice president of retention and student services or his/her designee is final.

## Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process.

Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Enrollment in the college indicates acceptance of the rules set forth in this policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

**General Provisions:** The purpose of this policy is to identify the rights and responsibilities of ACC students, to specify acts prohibited and standards of conduct required, and to set a range of appropriate penalties when rules are violated.

**Due Process:** College disciplinary procedures respect the due process rights of students.

**Emergency Action:** Provisions are included to protect the college and members of the college community in emergencies and other instances requiring immediate action. Even in such instances, the college will take reasonable steps to provide for due process.

**Administration of Discipline:** The campus dean of student services or the appropriate facility administrator shall have primary responsibility for the administration of student discipline. The campus dean of student services works cooperatively with faculty members in the disposition of scholastic violations.

# Campus Phone Directory

**ACC ID** ..... Contact Admissions and Records

**Accent Student Newspaper** ..... 223.3166

## Admissions and Records

Grade Reports ..... 223.7507  
 Student Records ..... 223.7765, 223.7763,  
 or 223.7643  
 Transcripts ..... 223.7513  
 Withdrawals ..... 223.7505  
 Cypress ..... Rm 2114 ..... 223.2022  
 Eastview ..... Rm 2113 ..... 223.5150  
 Northridge ..... Bldg. 1000, Rm 1101.1 ..... 223.4730  
 Pinnacle ..... Rm 113 ..... 223.8120  
 Rio Grande ..... Annex, Rm 152 ..... 223.3030  
 Riverside ..... Bldg. G, Rm 8105 ..... 223.6020  
 South Austin ..... Rm 1104 ..... 223.9150

## Adult Education

Eastview ..... Rm 1209A ..... 223.5123

## Advising

Cypress ..... Rm 2114 ..... 223.2010  
 Eastview ..... Rm 2135 ..... 223.5188  
 Northridge ..... Bldg. 1000 Rm 1101 ..... 223.4782  
 Pinnacle ..... Rm 224 ..... 223.8108  
 Rio Grande ..... Annex Rm 155 ..... 223.3137  
 Riverside ..... Bldg. G Rm 8116 ..... 223.6201  
 South Austin ..... Rm 1101 ..... 223.9140

## Assessment

Cypress ..... Rm 2115 ..... 223.2020  
 Eastview ..... Rm 2113 ..... 223.5146  
 Northridge ..... Bldg. 1000 Rm 1101.1 ..... 223.4807  
 Pinnacle ..... Rm 224 ..... 223.8189  
 Rio Grande ..... Rm A153 ..... 223.3139  
 Riverside ..... Rm 8116 Bldg. G ..... 223.6015  
 South Austin ..... Rm 1112 ..... 223.9162  
 Adult Basic Education ..... EVC Rm 2135 ..... 223.5123  
 GED Testing ..... 223.7714  
 Texas Success Initiative office ..... 223.7772

**Board of Trustees** ..... 223.7613

## Bookstores

Cypress ..... Rm 1145 ..... 335.8363  
 Eastview ..... Rm 8168 ..... 927.1619  
 Northridge ..... Bldg. 4000 Rm 4130 ..... 834.9366  
 Pinnacle ..... Portable ..... 288.2303  
 Rio Grande ..... 817 W. 12th St. ..... 474.2607  
 Little Store ..... Annex Rm 133 ..... 474.0189  
 Riverside ..... Bldg. G ..... 385.5727  
 South Austin ..... Rm 1160 ..... 445.7437

## Cashier's Offices

Cypress ..... Rm 2117 ..... 223.CASH (2274)  
 Eastview ..... Rm 2117 ..... 223.CASH  
 Northridge ..... Bldg. 1000 Rm 1101.1 ..... 223.CASH  
 Pinnacle ..... Rm 113 ..... 223.CASH  
 Rio Grande ..... Annex Rm 103 ..... 223.CASH  
 Riverside ..... Bldg. G Rm 8134 ..... 223.CASH  
 South Austin ..... Rm 1119 ..... 223.CASH

## Campus Manager

Cypress ..... Rm 2102.1 ..... 223.2002  
 Eastview ..... Rm 3100 ..... 223.5100  
 Northridge ..... Bldg. 1000 Rm 1208 ..... 223.4703  
 Pinnacle ..... Rm 1018 ..... 223.8102  
 Rio Grande ..... Rm 205 ..... 223.3002  
 Riverside ..... Bldg. A Rm 2208 ..... 223.6206  
 South Austin ..... Rm 1140 ..... 223.9100

## Campus Police

Cypress ..... Rm 2101 ..... 223.2008  
 Eastview ..... Rm 2103 ..... 223.5120  
 Northridge ..... Bldg. 1000 Rm 1103 ..... 223.4718  
 Pinnacle ..... Rm 112 ..... 223.8014  
 Rio Grande ..... Rm 102 ..... 223.3007  
 Riverside ..... Bldg. A Rm 2238 ..... 223.6044  
 South Austin ..... Rm 1140 ..... 223.9142  
 HBC ..... Lobby ..... 223.7002  
 Service Center ..... Entrance ..... 223.1228

## Career Center

Cypress ..... Rm 2114 ..... 223.8111  
 Eastview ..... Rm 2113 ..... 223.5188  
 Northridge ..... Bldg. 1000 Rm 1101.1 ..... 223.4719  
 Pinnacle ..... Rm 216 ..... 223.8111  
 Rio Grande ..... Annex Rm 156 ..... 223.3138  
 Riverside ..... Bldg. B Rm 8115 ..... 223.6095  
 South Austin ..... Rm 1118 ..... 223.9168

## Children's Lab School

Eastview (Childcare) ..... 223.5200

## Computer Center

Cypress ..... Rm 2121.7 ..... 223.2034  
 Eastview ..... Rm 2203 ..... 223.5112  
 Northridge ..... Bldg. 1000 Rm 1203 ..... 223.4736  
 Pinnacle ..... Rm 900 ..... 223.8115  
 Rio Grande ..... Rm 228 ..... 223.3082  
 Riverside ..... Bldg. A Rm 1126 ..... 223.6010  
 South Austin ..... Rm 1201.6 ..... 223.9186

**Continuing Education** ..... 223.7542

## Counseling

Cypress ..... Rm 2114 ..... 223.2010  
 Eastview ..... Rm 2113 ..... 223.5188  
 Northridge ..... Bldg. 1000 Rm 1101.1 ..... 223.4719  
 Pinnacle ..... Rm 224 ..... 223.8108  
 Rio Grande ..... Annex Rm 156 ..... 223.3137  
 Riverside ..... Bldg. G Rm 8116 ..... 223.6051  
 South Austin ..... Rm 1101 ..... 223.9141

## Dean of Student Services

Cypress ..... Rm 2114.17 ..... 223.2011  
 Eastview ..... Rm 2107 ..... 223.5129  
 Northridge ..... Bldg. 1000 Rm 1101.1 ..... 223.4720  
 Pinnacle ..... Rm 224 ..... 223.8108  
 Rio Grande ..... Annex Rm 150 ..... 223.3127  
 Riverside ..... Bldg. G Rm 8125 ..... 223.6011  
 South Austin ..... Rm 1105.1 ..... 223.9154

## Distance Learning

Main Number .....	223.8026
Toll-Free Number .....	(888) 223.8026
Website .....	<a href="http://dl.austincc.edu">http://dl.austincc.edu</a>

## Early College Start/Dual Credit ..... 223.7355

## Employment (ACC Human Resources)

Highland Business Center .....	223.7534
Dial-A-Job .....	223.5621

## Financial Aid

Cypress .....	Rm 2114 .....	223.4AID
Eastview .....	Rm 2113 .....	223.4AID
Northridge .....	Bldg. 1000 Rm 1106B .....	223.4AID
Pinnacle .....	Rm 223 .....	223.4AID
Rio Grande .....	Annex Rm154 .....	223.4AID
Riverside .....	Bldg. G Rm 8102 .....	223.4AID
Round Rock .....		223.4AID
South Austin .....	Rm 1103 .....	223.4AID

## Foster Care Alumni/Campus Champions

Coordinator .....	Loretta Edelen .....	223.5106
Cypress .....	Traci Kopp .....	223.2015
Eastview .....	Pat Colunga .....	223.5160
Northridge .....	Lee Reichardt .....	223.4887
Pinnacle .....	Angela Cole-Mota .....	223.8094
Rio Grande .....	Kathy James .....	223.3141
Riverside .....	Chris Owens .....	223.6203
South Austin .....	Ruth Reinhart .....	223.9158

## Help Desk ..... 223.INFO(4636)

## International Student Office

Riverside .....	Bldg. G Rm 8140 .....	223.6247
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## Learning Lab

Cypress .....	Rm 2108 .....	223.2045
Eastview .....	Rm 2304 .....	223.5114
Northridge .....	Bldg. 4000 Rm 4119 .....	223.4813
Pinnacle .....	Rm 600 .....	223.8138
Rio Grande .....	Rm 212 .....	223.3367
Riverside .....	Bldg. G Rm 9100 .....	223.6037
South Austin .....	Rm 1138 .....	223.9243

## Library

Cypress .....	Rm 2121 .....	223.2030
Eastview .....	Rm 2200 .....	223.5109
Northridge .....	Bldg. 1000 Rm 1223 .....	223.4746
Pinnacle .....	Rm 903 .....	223.8113
Rio Grande .....	Rm 230 .....	223.3067
Riverside .....	Bldg. A Rm 1108 .....	223.6006
South Austin .....	Rm 1201 .....	223.9180
Hours recording .....		223.3084

## Media Center

Cypress .....	Rm 2121.9 .....	223.2036
Eastview .....	Rm 2202 .....	223.5113
Northridge .....	Bldg. 1000 Rm 1229 .....	223.4750
Pinnacle .....	Rm 900 .....	223.8143
Rio Grande .....	Rm 225 .....	223.3075

Riverside .....	Bldg. A Rm 1121 .....	223.6007
South Austin .....	Rm 1214 .....	223.9191

## Office for Students with Disabilities (OSD)

Relay Texas .....	711Office for Students with Disabilities (OSD)	
Cypress .....	Rm 2114.21 .....	223.2026
Eastview .....	Rm 2136 .....	223.5159
Northridge .....	Bldg. 1000 Rm 1111 .....	223.4726
Pinnacle .....	Rm 221 .....	223.8300
Rio Grande .....	Annex Rm 150 .....	223.3142
Riverside .....	Bldg. G Rm 8138 .....	223.6244
South Austin .....	Rm 1112 .....	223.9163

## Parking

Permits/Rules/Fines .....	Contact Campus Police
Disability Permits .....	Contact Campus Police

## President/CEO ..... 223.7598

## Student Life

Cypress .....	Rm 1121 .....	223.2120
Eastview .....	Rm 2129 .....	223.5526
Northridge .....	Bldg. 1000 Rm 1124 .....	223.4715
Pinnacle .....	Rm 225 .....	223.8233
Rio Grande .....	Rm 101.1 .....	223.3114
Riverside .....	Bldg. G Rm 8130 .....	223.6264
South Austin .....	Rm 1121 .....	223.9172

## Support Center

Cypress .....	Rm 2114 .....	223.2026
Eastview .....	Rm 2105 .....	223.5214
Northridge .....	Bldg. 1000 Rm 1111.1 .....	223.4845
Pinnacle .....	Rm 221 .....	223.8111
Riverside .....	Bldg. G Rm 8119 .....	223.6026

## Testing Center

Cypress .....	Rm 1138 .....	223.2075
Eastview .....	Rm 2155 .....	223.5145
Northridge .....	Bldg. 1000 Rm 3237 .....	223.4735
Pinnacle .....	Rm 706 .....	223.8002
Rio Grande .....	Rm 127 .....	223.3164
Riverside .....	Bldg. A Rm 1132 .....	223.6242
South Austin .....	Rm 1135 .....	223.9240
Fredericksburg Center .....	Library .....	(830)997.6363
Round Rock .....		716.4374
San Marcos .....	SMHS Voc. Ed. Bldg. ....	(512)353.7224

## TOP

The Orientation Program .....	<a href="http://www.austincc.edu/orientation">www.austincc.edu/orientation</a>
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## Tuition and Other Student Payments

Account Receivable. ....	223.1093
Installment Plans .....	223.1096
Refunds .....	223.1095
Other .....	223.1091

## Veterans Affairs

Northridge .....	Rm 1106 .....	223.4356
Riverside .....	Bldg. G Rm 8102 .....	223.6165