

# Admissions & Records

# Student Services

# Financial Aid

Enrollment Services  
Admissions & Records  
Admissions Requirements  
Texas Success Initiatives (TSI)  
Credit by Examination (CLEP)  
College Board Advanced Placement (AP)  
Credit for International Baccalaureate Diploma (IBD)  
Student Records  
Residency Status of Students  
Classification  
Transcripts  
Grades and GPA  
Academic Fresh Start and Good Standing  
Credit for Military Experience and Coursework  
Scholastic Probation or Suspension  
Disciplinary Probation  
Adding and Dropping Courses  
Important Information Related to Drops and Deadlines  
Withdrawals and Refunds  
Student Rights and Responsibilities  
Conduct and Complaints  
Graduation  
International Student Admissions and Orientation  
Advising, Counseling & Academic Support Services  
Bookstore and Bulletin Boards  
Brenham Campus Housing  
Food Service  
Campus Safety and Police  
Student Identification Cards (Blinn ID Card)  
Parking and Traffic Regulations  
Financial Aid  
Campus Problem Solvers

## ENROLLMENT SERVICES

Enrollment Services staff work as a team in conjunction with the Admissions and Records, Financial Aid, Business, Housing, Disability Services, Student Leadership and Activities, Dean of Students and Advising/Counseling Offices.

The Enrollment Services team members strive to provide enrollment-related services that are seamless, customer-friendly, and efficient in order to better service the students. Enrollment Services is located in the Administration Building on the Brenham, Bryan, Schulenburg and Sealy campuses.

### Campus Services Include:

#### Answering General Questions about

Admissions Advising  
Counseling  
Financial Aid  
\*Housing  
Student Accounts  
Parking

#### Assisting with Applications for

Admissions  
\*Housing

#### Collecting Money for

Tuition and Fees  
\*Housing Deposits and Down Payments  
\*Meal Plan  
Parking Tickets  
Library Fines  
TSIA  
HOBET Test for Brenham, Bryan and Schulenburg Campuses  
TEAS Test for Brenham and Bryan Campuses

#### Distributing

Official Transcripts  
Parking Permits  
Student ID Cards & ID Replacements (Cost of replacement \$7)

#### Registering for Tests

TSIA for Brenham, Bryan and Schulenburg Campuses HOBET Test for Brenham, Bryan and Schulenburg Campuses TEAS Test for Brenham and Bryan Campuses

#### Dropping Courses

Dropping Courses and Withdrawing from School

#### Processing

Official Transcript Requests  
Address and Name Change Requests  
Enrollment Verifications

*\*Housing and meal plans are on the Brenham Campus only.*

**For additional information, contact:**

**Brenham campus at 979-830-4800 or go to <http://www.blinn.edu/enrollment>**

**Bryan Campus at 979-209-7364 or go to <http://www.blinn.edu/enrollment>**

**Schulenburg campus at 979-743-5200 or go to <http://www.blinn.edu/enrollment>  
For Schulenburg Workforce Education information, contact 979-743-5237 or the Administration Building.**

**Sealy campus at 979-627-7997 or go to <http://www.blinn.edu/enrollment>.  
For Sealy Workforce Education information, contact 979-627-7997 or the Administration Office.**

## ADMISSIONS AND RECORDS

### How to Enroll at Blinn College

1. Ask the student's high school to send an official transcript, complete with test scores, to Blinn College. If it is before the high school can certify that the student has graduated, they will need to submit another one after graduation. If the student has attended a college or university, a transcript from each institution attended will be required. The student must request that an official transcript be sent to the Office of Admissions and Records at Blinn College. Students registering at the Brenham, Bryan, Schulenburg or Sealy campuses should send all items to the Admissions and Records Office of the campus they will be attending. All other students should send items to the Brenham Admissions Office. Failure to do so will delay acceptance and registration.
2. The American College Test (ACT) and the Scholastic Aptitude Test (SAT) are not required for Admission to Blinn College. Students intending to transfer to a senior college should take the specific test(s) recommended by the senior college.
3. The Texas Success Initiative was enacted by Texas legislators for all public state institutions of higher education to follow. The TSI Assessment (TSIA), which may be required of all first-time entering students, will determine students' readiness for college-level coursework in reading, writing, and mathematics. Students who do not meet the minimum passing standards will be required to follow a developmental education program designed to help them achieve college-level readiness. Results from this assessment will be used for course placement only and not as a condition of admission to the college. There is a fee charged for this assessment and prior registration may be required. A Pre-Assessment Activity (PAA) is required prior to paying for and taking the assessment. (<http://www.blinn.edu/testing/tsia.html>)
4. A prospective housing student must first apply for admission to Blinn College. When admitted, the student will receive instructions for logging into his/her myBlinn account.

NOTE: If a student's admission file is incomplete due to missing documents or application materials, the student will not be able to access the housing links in his/her myBlinn account. When the prospective student has access to his/her myBlinn account, he/she will follow the instructions for Login of myHousing. Students requesting to live in on-campus housing must complete the online housing application and pay a **NON-REFUNDABLE \$125 application fee** in order to be considered for a housing assignment. A *Thank You* confirmation page will be emailed when the Housing Application is completed successfully. It is recommended that students apply early for housing, as spaces are limited.

Admission requirements are available for review in the following pages. Former Blinn College students should submit transcripts from any school attended while away from Blinn and may be required to reapply depending on length of time away. All documents submitted to Blinn College become the property of the college upon receipt and should be turned in or mailed to the appropriate campus:

## Office of Admissions and Records

Blinn College-Brenham Campus  
902 College Avenue  
Brenham, TX 77833

Blinn College-Bryan Campus  
P.O. Box 6030  
Bryan, TX 77805

Blinn College-Schulenburg  
100 Ranger  
Schulenburg, TX 78956

Blinn College-Sealy  
3701 Outlet Center Drive, 250  
Sealy, TX 77474

All requests for information regarding courses and transcripts should be sent to the appropriate Office of Admissions and Records of Blinn College at the Brenham, Bryan, Schulenburg, or Sealy campus.

## Admissions Requirements

Blinn College is an open-admissions college. However, there are requirements that are needed depending upon the student's background. Students who are academically under-prepared may be required to enroll in developmental courses in accordance with the Texas Success Initiative rules and regulations. Additionally, academically under-prepared students enrolling in some Technical Education courses will be required to enroll in developmental courses that have been paired with these courses, in accordance with Blinn College policies.

The admissions requirements for the different types of students are:

### 1. High School Graduates (Including students with less than twelve hours of transferable college credit.)

Any student that has graduated from a state accredited high school is eligible to apply for admission to Blinn College. The following documents are required for admission:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- A completed official copy of the high school transcript showing the last year's grades and date of graduation. Blinn will accept faxed transcripts sent directly from the High School. Also, Texas high schools are encouraged to send official transcripts via TReX.
- Official Texas Success Initiative (TSI) Assessment scores or official exemption test scores and documentation.
- For those students transferring to Blinn College with less than twelve hours of transferable college credit, an official transcript from the accredited college\* is required.
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

### 2. Students transferring from an accredited college\* or university or who are concurrently enrolled in an accredited college.

\* (This only includes students with twelve or more hours of transferable college work.) Students transferring into Blinn College on academic or disciplinary probation will be put on probation at Blinn College. Students transferring to Blinn College from an accredited college or university must supply Blinn College with official transcripts from each college or university attended.

Only credits from accredited colleges or universities are accepted.

\* Blinn College only recognizes and accepts transferable credit from colleges or universities that have been accredited by one of the following six "Regional Accreditation" bodies:

*Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.*

The following documents are required for admission:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- An official, up-to-date transcript from all colleges attended. Blinn does NOT accept faxed college transcripts.
- Official Texas Success Initiative (TSI) Assessment scores or official exemption documentation
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

### 3. Students who have completed the General Educational Development (GED) test.

Students who have completed the GED test are eligible for admittance to Blinn College.

The following documents are required for admission:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- GED certificate with official scores and completion date
- Official Texas Success Initiative (TSI) Assessment scores or exemption test scores and documentation
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

### 4. Students who are reentering Blinn College after not being enrolled for more than one academic year.

Any student who has previously attended Blinn College but has been away for more than one academic year is eligible for readmission. The documents needed are:

- Updated and submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org)). A new application has to be submitted even if nothing has changed to comply with state residency requirements.
- An official, up-to-date transcript from all colleges attended after leaving Blinn College. Blinn does NOT accept faxed college transcripts.
- Official Texas Success Initiative (TSI) Assessment scores or exemption test scores and documentation
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

### 5. High School (including home schooled) students enrolling in a Dual Credit program or as early admission students.

High school students may attend Blinn College beginning the summer following their eighth grade year. Required documents for admission are:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- Completed Dual Credit Approval form with high school's approval
- A "B" or better average in high school work as indicated on an official high school transcript
- A high school transcript indicating coursework completed up to the time of enrollment in Blinn College
- Students seeking admission under this provision are required by state law to have passed the section(s) of the Texas Success Initiative (TSI) Assessment, which directly relates to the course(s) for which they want to register OR satisfy exemption criteria as exhibited by ACT or SAT scores. Scores/ exemptions must be furnished on an official document at the time of registration by the high school or the student
- (Students wishing to continue enrollment at Blinn College following their high school graduation are required to submit

a final copy of their high school transcript showing the student's high school graduation date).

- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html)).

**6. Graduates of a Home School or a Non-Accredited High School.** Any student who has completed a home school program or has graduated from a non-accredited high school is eligible to apply for admission to attend Blinn College.

The following documents are required for admission:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- Official Texas Success Initiative (TSI) Assessment scores or official exemption test scores and documentation.
- A completed copy of the student's transcript signed and notarized by the principal or head of instruction, showing the last semester's grades and date of graduation
- For those students who are seeking Title IV Financial Aid, additional information may be required.
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html)).

**7. Students without a high school diploma or GED certificate.**

Any person who has not graduated from high school and who has not received a GED certificate may enroll in Blinn with the approval of the Registrar or the Director of Admissions.

The following documents are required for admission:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- Official Texas Success Initiative (TSI) Assessment scores or official exemption test scores and documentation.
- For those students who are seeking Title IV Financial Aid, additional information may be required.
- Initial enrollment will be limited to registration for one semester. After completion of one long semester the student must meet with an Academic Advisor to ensure readiness.
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

**8. Students enrolling in a Level I certificate program.** Any person seeking a technical Level I certificate is eligible to attend Blinn College. These students are waived from Texas Success Initiative testing requirements as long as the student enrolls in the courses within the certificate program(s) as outlined in this catalog.

For those persons seeking Level I certificates the admissions requirements are:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- A completed official copy of the high school transcript showing the last year's grades and date of graduation. Blinn will accept faxed transcripts send directly from the High School. Also, Texas high schools are encouraged to send official transcripts via TReX.
- An official, up-to-date transcript from all colleges attended. Blinn does NOT accept faxed college transcripts.
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

**9. Students who are non-degree or non-certificate students.**

Any person who is not intending to seek a degree or a certificate, or planning to transfer to another college or university is eligible to attend Blinn College. Students being admitted under this method may not take more than two (2) courses during each semester. For these persons the following admissions items are required:

- Submitted electronic ApplyTexas application ([www.applytexas.org](http://www.applytexas.org))
- Proof of successful completion of one of the following conditions:
  - Graduation from a state accredited United States high school
  - Successful completion of the GED test
  - Graduation from a non-accredited high school or from a home-schooled program
  - Has been out of high school for a period of five or more years
- Official Texas Success Initiative (TSI) Assessment scores or official exemption test scores and documentation.
- Proof of Bacterial Meningitis Vaccination ([www.blinn.edu/immunization.html](http://www.blinn.edu/immunization.html))

**10. International Students – The following requirements apply to applicants who are not U.S. citizens:** For those students who are not U.S. citizens, the following requirements are necessary for admission to Blinn College:

**LEGAL IMMIGRANTS:**

- Submit Alien Registration Receipt Card, Permanent Resident Card, or an I-551 stamp in the student's passport
- Meet the same requirements as a U.S. citizen depending on the category of admission

**IMMIGRATION STATUS PENDING:**

- Submit evidence (I-797 Notice of Action) that petition to change status has been filed with the U.S. Citizenship and Immigration Service
- Meet the same requirements as a U.S. citizen depending on the category of admission

**NONIMMIGRANT ALIEN:**

The following requirements apply to all applicants in F-1 status, and to all non-citizen applicants that do not qualify for admission as Immigrants or Refugee:

- Submitted electronic ApplyTexas application [www.applytexas.org](http://www.applytexas.org)
- Nonrefundable \$200 international student application fee
- Confirmation of Financial Resources Form documenting source of adequate funds. See website for details: [www.blinn.edu/international/expense](http://www.blinn.edu/international/expense)
- English Proficiency Test Scores: Test of English as a Foreign Language (TOEFL) or International English Testing Systems (IELTS). TOEFL/ IELTS may be required regardless of prior enrollment in U.S. high school or college. TOEFL Internet- based with a minimum score of 61; computer-based with a minimum score of 173; and paper-based with a minimum score of 500. IELTS a minimum score of 5.5
- Copy of passport
- Entering freshman: Certified English translation and original native language transcript of high school showing completion of secondary school

- Transfer from U.S. college or university: Official transcript from each college or university attended and copy of current I-20, visa, and I-94 card. International transcripts must be the Certified English translation
- Official Texas Success Initiative (TSI) Assessment scores or official exemption documentation
- Co-enrolled students: Students taking one or two course at Blinn College while their I-20 remains at another U.S. institution must submit a co-enrollment letter from their current DSO for each semester they wish to attend Blinn College, a copy of passport, and copy of visa

Compliance with all requirements and procedures established for visa category by U.S. Citizenship and Immigration Service. Application and all documents must be submitted by the posted admissions deadlines. All documents received after the posted deadline will be processed for the next qualified term. No exceptions will be made to these deadlines. See website for admissions requirements & semester deadlines: [www.blinn.edu/international](http://www.blinn.edu/international)

International students with an F-1 visa must enroll in and maintain 12 semester hours during fall and spring semesters and must be in at least 9 semester hours of traditional/face to face credits. International student orientation is mandatory for all incoming international students. Failure to maintain these requirements will result in the termination of the student's I-20.

Information regarding international students can be found at: [www.blinn.edu/international](http://www.blinn.edu/international).

*Blinn Administrative Procedure*

### Admissions Testing Requirements

Blinn College does not require students to take either the ACT or SAT test for admittance. Students are recommended to take either or both of these tests and have their scores sent to the college. Scores from these tests may be used for placement of Texas Success Initiative (TSI) exemptions.

Depending upon their status, students may be required to take a test for TSI compliance and/or for placement (see the Texas Success Initiative section).

### Advising Requirements

Blinn College encourages all students to be academically advised each semester. Some student populations are required to be advised and registration holds will be placed on their accounts until the advising process is completed. Students required to be advised include:

- students who are NOT "College Ready" \*
- students returning from academic suspension

Students on academic probation and first time freshman are strongly recommended to meet with an advisor prior to registration.

*\*College Ready is defined as one who has passed all sections on, or is exempt from, the state-approved placement test, Texas Success Initiative Assessment (TSIA).*

### TSI: Texas Success Initiative

Students enrolling for the first time in college after August 26, 2013 are required, unless exempt, to be assessed for college readiness by completing the Texas Success Initiative Assessment (TSIA) in the areas of reading, mathematics, and writing. This initiative further requires that students who do not meet the passing standard of an area of the assessment are not allowed to enroll in college level classes requiring skills in the unmet area until those college readiness skills are met. Students can meet the skills requirement by completing the sequence of college developmental courses for that area or by passing a retest of the TSIA.

There is a fee charged for these placement tests and prior registration may be required. For information on testing visit (<http://www.blinn.edu/counseling/testing.html>) or contact the Testing Center/Academic Advising and Counseling Office on the campus the student plans to attend.

### Reading Section

If the student failed the reading section of one of the approved assessment tests, use the following charts based on the student's initial reading score to find the course placement and "track" required for reading developmental courses. Once the student has determined their "track", refer to the second chart for the course sequence the student is required to complete prior to enrolling in the related academic courses. Students will need to complete the course sequence to be considered "College Ready" in each section.

### Math Section

If the student failed the math section of one of the approved assessment tests, use the following charts based on the student's initial math score to find the course placement and "track" required for math developmental courses. Once the student has determined their "track", refer to the second chart for the course sequence the student is required to complete prior to enrolling in the related academic courses. Students will need to complete the course sequence to be considered "College Ready" in each section.

### Writing Section

If the student failed the writing section of one of the assessment tests, use the following charts based on the student's initial writing score to find the course placement and "track" required for writing developmental courses. Once the student has determined their "track", refer to the second chart for the course sequence the student is required to complete prior to enrolling in the related academic courses. Students will need to complete the course sequence to be considered "College Ready" in each section.

The Blinn College Success Initiative Plan states that students are considered "College Ready" if they have passed the section of the test or completed the highest developmental course in reading, writing, or mathematics with a grade of "C" or better. A student cannot enroll in any of the approved related academic courses in the failed area until the developmental sequence is completed, or until the failed section of the state-approved placement test is retaken and passed.

Students enrolled in developmental courses must follow the Blinn College attendance policy. A student who is subject to the Success Initiative rules and who acquires the equivalent of two weeks of absences in a required developmental course(s) will be withdrawn from the course. Likewise, a student who is not subject to the Success Initiative rules and acquires the equivalent of two weeks of absences will also be withdrawn from the course. Refer to the "Class Attendance" section for more information.

Students may choose to enroll in developmental courses for one or all areas of skill deficiency. The sooner the developmental sequence is completed with a grade of "C" or better, the sooner the related academic courses may be attempted. Students who believe their study patterns and skills need improvement, should consider enrolling in study skills.

**Texas Success Initiative Assessment (TSIA) Exemptions**

Students may be exempted from taking all or parts of the TSIA assessment if one of the following conditions applies:

**1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on the:**

**ACT:**

A composite score of 23 is required to be exempt in one or more areas. If a student does not meet the composite minimum their ACT scores cannot be used for TSI exemption.

- If a student made an ACT Composite score of 23+ with an ACT English score of 19+, they are exempt from the reading and writing areas of testing.
- If a student made an ACT Composite score of 23+ with an ACT Math score of 19+, they are exempt from math testing.

**\* SAT Administered Prior to March 5, 2016**

A combined Math+Critical Reading score of 1070 is required to be exempt in one or more areas. If a student does not meet the 1070 combined minimum, then the SAT scores cannot be used for TSI exemption.

- If a student's SAT Critical Reading score was 500+ and their combined Math+Critical Reading score was 1070+, they are exempt from the reading and writing testing.
- If a student's SAT Math score was 500+ and their combined Math+Critical Reading was 1070+, they are exempt from the math testing.

**\* New SAT Administered on or after March 5, 2016:**

An Evidence-Based Reading and Writing score of 480+ will be exempt from reading and writing testing.

- A Math score of 530+ will be exempt from math testing.
- No composite score is required for New SAT administered on or after March 5, 2016

***\*Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable.***

**11<sup>th</sup> Grade Exit-Level TAKS**

If a student made a TAKS English Language Arts score of 2200+ and had a written composition score of 3+, they are exempt from reading and writing testing.

If a student made a TAKS math score of 2200+, they are exempt from math testing.

**STAAR End of Course Exams**

If a student made a Level 2 score of 2000+ on English 3 Reading and Writing EOC exams, they are exempt from reading and writing testing.

If a student made a Level 2 score of 4000+ on Algebra 2 EOC exam, they are exempt from math testing.

**2. A student who has graduated with and associate of baccalaureate degree from an institution of higher education.**

**3. A student who transfers to Blinn College from a private or independent institution of higher education or a regionally:**

Accredited out of state institution of higher education and have taken courses corresponding to the Success Initiative requirements and earned a grade of "C" or higher in each of the three skill areas. These courses must have a common course numbers corresponding to courses transferring into Blinn College. If the student has not earned a grade of "C" or higher in each of the skill areas, the student must be tested for the remaining area(s) and comply with all other Success Initiative requirements.

**4. A student who has previously attended another regionally accredited Texas public institution of higher education and has been determined to have met readiness standards by that institution.**

**5. A student who enrolls in a Level 1 Certificate program of one year or less with 42 or fewer semester credit hours and takes only classes listed in that certificate plan. TSI requirements apply if the student changes their major or take courses outside of their Level 1 certificate plan.**

**6. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the United States and has been serving at least three years preceding enrollment:**

- A copy of a student's military ID card or a letter from the military stating their active duty service expires and a copy of their most recent LES must be provided for Blinn to determine if they qualify for the waiver. This must be submitted to admissions.

**7. A student who on or after August 1, 1990, was honorably discharged, retired or released from active military duty as a member of the armed forces of the United States, or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. (A copy of the DD214 with character of service must be submitted to the admissions office.)**

**Exemptions will not be granted until documentation is provided in the form of official transcripts sent directly to Blinn College or a score report is sent directly from the testing agency to Blinn College.**

## Credit by Examination

### Conditions for AP and CLEP Subject Examinations

1. Credit, up to 12 hours, will be granted only if the student completes 6 semester hours at Blinn College and earns a cumulative grade point average of at least 2.0. Students must present evidence of completion with acceptable scores of AP or CLEP exams along with a completed application for credit. The request for credit may be made at any time while the student attends Blinn College but will not be granted if the student has attempted, is enrolled in or has completed the course for which credit is being sought. Applications are available online at [www.blinn.edu/admissions/forms.html](http://www.blinn.edu/admissions/forms.html) and Enrollment Services.
2. Credit earned by examination may not be used to meet the minimum residence requirement for the Blinn College degree or certificate awarded at graduation.
3. Students should understand that each college and university has its own policy with respect to credit earned by examination and that any such credit allowed by one institution may not necessarily be accepted by another.
4. Credit through CLEP assumes the student has had no formal classroom instruction as an enrolled student or as an auditor.
5. Blinn College does administer the CLEP Subject examinations. To schedule an appointment go to <http://www.blinn.edu/testing/index.html> and fill-out the CLEP Appointment Form.

<b>ALL CLEP examinations must be SUBJECT EXAMINATIONS ONLY</b>			
<b>CLEP (College Level Examination Program)</b>			
<b>CLEP Exam</b>	<b>Score</b>	<b>Blinn Course</b>	<b>Credit Hours</b>
General Chemistry	45	CHEM 1411	4
General Chemistry	50	CHEM 1411 & 1412	8
College Composition Modular*	50	ENGL 1301	3
English Literature w/Essay*	53	ENGL 2322	3
American Literature w/Essay*	52	ENGL 2328	3
French Language	50	FREN 1411	4
German Language	50	GERM 1411	4
American Government	50	GOVT 2305	3
History of the United States I	65	HIST 1301	3
History of the United States II	65	HIST 1302	3
Western Civilization I	65	HIST 2311	3
Western Civilization II	65	HIST 2312	3
College Algebra	50	MATH 1314	3
Pre-Calculus	50	MATH 2412	4
Calculus	50	MATH 2413	4
Introductory Psychology	50	PSYC 2301	3
Introductory Sociology	50	SOCI 1301	3
Spanish Language	50	SPAN 1411	4
<b><i>*Students must qualify on both the objective and essay parts of the CLEP test.</i></b>			

<b>College Board Advanced Placement (AP)</b>			
<b>AP Exam</b>	<b>Score</b>	<b>Blinn Course(s)</b>	<b>Credit Hours</b>
Calculus (AB)	3	MATH 2412	4
Calculus (AB)	4 & higher	MATH 2413	4
Calculus (BC)	3	MATH 2413	4
Calculus (BC)	4 & higher	MATH 2413 & 2414	8
English Language and Composition	3 & higher	ENGL 1301	3
English Literature and Composition	3 & higher	ENGL 1302	3
French Language	3	FREN 1411	4
French Language	4	FREN 1411 & 1412	8
French Language	5	FREN 1411, 1412 & 2311	11
German Language	3	GERM 1411	4
German Language	4	GERM 1411 & 1412	8
German Language	5	GERM 1411, 1412 & 2311	11
Spanish Language	3	SPAN 1411	4
Spanish Language	4	SPAN 1411 & 1412	8
Spanish Language	5	SPAN 1411, 1412 & 2311	11
Biology	3	BIOL 1408	4
Biology	4 & higher	BIOL 1406 & 1407	8
Chemistry	3	CHEM 1411	4
Chemistry	4 & higher	CHEM 1411 & 1412	8
Physics 1	3 & higher	PHYS 1401	4
Physics 2	3 & higher	PHYS 1402	4
Physics (C) Mechanics	3 & higher	PHYS 1401	4
Physics (C) Electricity and Magnetism	3 & higher	PHYS 1402	4
Psychology	3 & higher	PSYC 2301	3
U.S. Government and Politics	3 & higher	GOVT 2305	3
U.S. History	3 & higher	HIST 1301 & 1302	6



### Credit for International Baccalaureate Diploma (IBD)

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, Blinn College will grant (CR) credit for IB exams with certain required scores.

Texas institutions of higher education must award 24 hours of course specific college credit in subject appropriate areas of all IB exam scores of 4 or above as long as the incoming freshmen have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Students must send an IB transcript to Blinn College. All IB students must show proof of meeting the *Texas Success Initiative (TSI)* requirements prior to their enrollment at Blinn.

<b>Blinn College Credit for IBD</b>			
<b>IB Examination</b>	<b>Score</b>	<b>Blinn Course</b>	<b>Credit Hours</b>
Biology (SL)	4, 5, 6 or 7	BIOL 1406	4
Biology (HL)	4, 5, 6 or 7	BIOL 1406 & 1407	8
Business and Management	4, 5, 6 or 7	BUSI 1301	3
Chemistry (SL)	4, 5, 6 or 7	CHEM 1411	4
Chemistry (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
Computer Science	4, 5, 6 or 7	BCIS 1305	3
Economics (SL)	4, 5, 6 or 7	ECON 2301 & 2302	6
Economics (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
English A: Literature (HL)	4, 5, 6 or 7	ENGL 1301 & 1302	6
English (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
English (HL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
Geography	4, 5, 6 or 7	GEOG 2312	3
History of the Americas (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
Mathematics (HL)	4, 5, 6 or 7	MATH 1314 & 1316	6
Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 & 2342	9
Modern Languages			
Language A1 or A2 (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	GERM 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language A1 or A2 (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 2312	14
German	4, 5, 6 or 7	GERM 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Language B (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	GERM 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language B (HL)			
French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	GERM 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Language AB Initio			
French	4, 5, 6 or 7	FREN 1411	4
German	4, 5, 6 or 7	GERM 1411	4
Spanish	4, 5, 6 or 7	SPAN 1411	4
Music	4, 5, 6 or 7	MUSI 1306	3
Philosophy	4, 5, 6 or 7	PHIL 1301	3
Physics (SL)	4, 5, 6 or 7	PHYS 1401	4
Physics (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
Psychology	4, 5, 6 or 7	PSYC 2301	3
Social and Cultural Anthropology	4, 5, 6 or 7	ANTH 2351	3
Theatre Arts	4, 5, 6 or 7	DRAM 1310	3
Visual Arts	4, 5, 6 or 7	ARTS 1301	3

## STUDENT RECORDS

### Privacy Rights of Students (FERPA)

#### Notification of Rights

Every Fall and Spring semester, Blinn College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of student educational records. It establishes the right of students to inspect and review their educational records. It also provides guidelines, through informal and formal hearings, for the correction of the educational records that a student believes to be inaccurate, misleading, or otherwise in violation of his/her privacy rights.

Students also have a right to file complaints concerning FERPA with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of the Act and 34 CFR part 99. Complaints should be filed with the Vice President of Student Services. Questions concerning FERPA may be referred to the Office of Admissions and Records.

#### Disclosure of Student Records

The term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by Blinn College.

In general, no personally identifiable information from a student’s educational records will be disclosed without written consent from the student, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent. Two exceptions include: (1) directory information will be released unless the student requests that it be withheld; (2) records may be disclosed to parents of students who depend upon them as defined by Internal Revenue Code 1954, Section 152. Parents must submit a notarized Certification of Dependency annually, in order for the student’s record to be disclosed.

If a student would like to grant another party access to their educational records they must submit a FERPA Release form for each proxy, to the office of Enrollment Services. FERPA Release forms are valid until the student revokes the proxy’s access in writing with the office of Enrollment Services.

In order for students to withhold their directory information, they must submit the Request to Withhold Directory Information form to any office of Enrollment Services. Once the Request to Withhold Directory Information has been processed it will remain active until revoked by the student in writing, with the office of Enrollment Services. All of these forms can be found on our website [www.blinn.edu/admissions/forms.html](http://www.blinn.edu/admissions/forms.html); under the Forms category.

A student may not use the right of refusal to opt out of directory information disclosures to prevent a College District from disclosing or requiring a student to disclose the student’s name, identifier, or institutional e-mail address in a class in which the student is enrolled. Blinn College will continue to honor any valid request made in the last semester attended of a former student to opt out of the disclosure of directory information, unless the student rescinds the opt-out request. The College will not disclose or confirm directory information without meeting the written consent requirements in 34 CFR 99.30 if a student’s Social Security Number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student’s records.

*Blinn Board Policy FJ (Legal)*

#### Public Notice Designating Directory Information

The College District designates the following categories of student information as public or directory information. Such information may be disclosed by the institution:

- Category I: Name, classification, major field of study, home address, and College District e-mail address.
- Category II: Previous institutions attended, attendance status, awards, honors (including Distinguished and President’s lists), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, and physical factors (height, weight of athletes).

Currently enrolled students may withhold disclosure of either or both categories of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosures, written notification must be received in the office of admissions and records on the Brenham campus or Bryan campus within 12 calendar days from the first day of registration for each long term or four days for summer terms. Forms requesting the withholding of directory information shall be available in the offices listed above. The College District shall assume that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

*Blinn Board Policy FJ (Local)*

#### Custodian of Records

The Registrar is custodian of all records for currently enrolled students, for all official academic records, and all other records. The address for the custodian of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

*Blinn Board Policy FJ (Local)*

#### Change of Name or Address

A student who changes his or her name or permanent address shall be asked to notify the Office of Admissions in writing of this change immediately ([admissions@blinn.edu](mailto:admissions@blinn.edu)). A student can change his or her local address in their myBlinn account. Any communication from the College District, which is mailed to the name and permanent address on record, shall be considered to have been delivered and the student shall be responsible.

*Blinn Board Policy FJ (Local)*

#### Request Procedures

The College District shall make a student’s records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor’s identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student’s records shall be maintained at all times. Records to be viewed shall be restricted to use only in the District President’s office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied copies of records if he or she fails to follow proper procedures or pay the copying charge.

*Board Policy FJ (Local)*

## Procedures to Amend Records

Within 15 College District business days of the record custodian's receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing. The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District's decision.

*Blinn Board Policy FJ (Local)*

## Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records. For the purposes of this policy, "school officials" shall include: An employee, Trustee, or agent of the College District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the College District to perform institutional services.

1. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
2. All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

*Blinn Board Policy FJ (Local)*

## Students with Disabilities

Students receiving services through the Office of Disability Services will be notified of their rights under Family Educational Rights and Privacy Act (FERPA) of 1974 when they register for services.

## RESIDENCY STATUS OF STUDENTS

The Board designates the Registrar as the residence determination official for the College District.

In determining residence status, the Registrar shall be governed by the "Guidelines for Determining Residence Status" approved by the Coordinating Board and the College District.

*Blinn Board Policy FDA (LOCAL)*

## Requirements for In-State Residency

### RESIDENTS

Subject to the other applicable provisions of Education Code Chapter 54, Subchapter B governing the determination of resident status, the following persons are considered residents of this state for purposes of Education Code Title 3:

1. A person who:

- a. Established a domicile in this state not later than one year (12 months) before the census date of the academic term in which the person is enrolled in an institution, including a college district; and
- b. Maintained that domicile continuously in the state for the year (12 months) immediately preceding the census date of the academic semester in which the person enrolls in an institution. Education Code 54.052(a); 19 TAC 21.24(a)(2)

If a person applies for resident status under this provision, the person shall submit the following information to an institution of higher education to establish resident status under Education Code Chapter 54, Subchapter B:

- a. A statement of the dates and length of time the person has resided in this state, as relevant to establish resident status; and
- b. A statement by the person that the person's presence in this state for that period was for a purpose of establishing and maintaining a domicile. *Education Code 54.053(1)*

2. A dependent whose parent:

- a. Established a domicile in this state not later than one year (12 months) before the census date of the academic term in which the dependent is enrolled in an institution of higher education; and
- b. Maintained that domicile continuously for the year (12 months) immediately preceding the census date of the academic semester in which the person enrolls in an institution. Education Code 54.052(a)(2); 19 TAC 21.24(a)(3)

If a person applies for resident status under this provision, the person shall submit the following information to an institution of higher education to establish resident status under Education Code Chapter 54, Subchapter B:

- c. A statement of the dates and length of time any parent of the person has resided in this state, as relevant to establish resident status; and
- d. A statement by the parent or, if the parent is unable or unwilling to provide the statement, a statement by the person that the parent's presence in this state for that period was for a purpose of establishing and maintaining a domicile. Education Code 54.053(2)

3. A person who:

- a. Graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education; and
- b. Maintained a residence continuously in this state for:
  - (1) The three years (36 months) immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
  - (2) The year (12 months) preceding the census date of the academic term in which the person is enrolled in an institution. Education Code 54.052(a)(3); 19 TAC 21.24(a)(1)

If a person applies for resident status under this provision, the person shall submit the following information to an institution of

higher education to establish resident status under Education Code Chapter 54, Subchapter B:

c. A statement of the dates and length of time the person has resided in this state, as relevant to establish resident status; and

d. If the person is not a citizen or permanent resident of the United States, an affidavit stating that the person will apply to become a permanent resident of the United States as soon as the person becomes eligible to apply. An affidavit signed by a person enrolled and classified during any part of the 2011–12 academic year or later must be retained in a paper or electronic format permanently by the institution or until the student (current and former) provides proof that the student has applied for permanent resident status. Education Code 54.053(3); 19 TAC 21.25(a)(1)(B), (c), .30(a), (c)

For purposes of this section, the domicile of a dependent's parent is presumed to be the domicile of the dependent unless the person establishes eligibility for resident status under the third option. Education Code 54.052(b); 19 TAC 21.24(d)

### NON-CITIZENS

Non-U.S. citizens are eligible to establish and maintain domicile in this state for the numbered provisions above in accordance with 19 Administrative Code 21.24(c). 19 TAC 21.24(c)

A public or independent institution of higher education that enrolls and classifies a person who is not a Citizen or Permanent Resident of the United States as a resident under provision 3 during any part of the 2011–12 academic year or later shall instruct such students upon admission, annually while the students are enrolled, and upon graduation of their obligation to apply for Permanent Resident status as soon as eligible to do so and refer students to the appropriate federal agency for instructions on how to achieve such status. 19 TAC 21.30(b)–(c)

### PRESUMPTION OF RESIDENT STATUS

A member of the U.S. Armed Services whose home of record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose home of record is not Texas but who provides the institution leave and earnings statements that show the member has claimed Texas as his or her place of residence for the 12 consecutive months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children. 19 TAC 21.24(h)

## Information Required To Initially Establish Resident Status

### EVIDENCE OF RESIDENT STATUS

To initially establish resident status under 19 Administrative Code 21.24, a person who qualifies for residency shall provide the institution with a completed set of Core Residency Questions. A person who qualifies for residency under 19 Administrative Code 21.24(a)(1) and who is not a Citizen of the United States or a Permanent Resident of the United States shall, in addition to the other requirements of this section, provide the institution, including a college district, with a signed affidavit in the form provided in 19 Administrative Code 21.25 Chart I stating that the person will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.

An institution may request that a person provide documentation to support or clarify the answers to the Core Residency Questions. Appropriate documents are not limited to those listed in 19 Administrative Code 21.25 Chart II. In addition, the institution may request documents that support the information the student may provide in the Core Residency Questions, Section H.

An institution shall not impose any requirements in addition to the requirements established in this section for a person to establish resident status. Education Code 54.075(b); 19 TAC 21.25.

### INTENT TO ESTABLISH AND MAINTAIN DOMICILE IN TEXAS

Although not conclusive or exhaustive, the following factors occurring throughout at least 12 consecutive months immediately preceding the census date of the semester in which a person seeks to enroll may lend support to a claim regarding the person's intent to establish and maintain domicile in Texas:

1. Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent, having established and maintained domicile at that residence;
2. Ownership and customary management of a business, by the person seeking to enroll or the dependent's parent, in Texas that is regularly operated without the intention of liquidation for the foreseeable future;
3. Gainful employment in Texas by the person seeking to enroll or the dependent's parent; and
4. Marriage, by the person seeking to enroll or the dependent's parent, to a person who has established and maintained domicile in Texas.

An individual whose initial purpose for moving to Texas is to attend an institution of higher education as a full-time student will be presumed not to have the required intent to make Texas his or her domicile; however, the presumption may be overruled by clear and convincing evidence.

An individual shall not ordinarily be able to establish domicile by performing acts that are directly related to fulfilling educational objectives or that are required or routinely performed by temporary residents of the state. 19 TAC 21.24(e)–(g)

### BURDEN OF PROOF

The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained. 19 TAC 21.24(b)

*Blinn Board Policy FDA (LEGAL)*

### Written Documentation

At minimum, each institution must file and maintain a copy of one or more appropriately dated documents which will certify that the student classified as a resident has legal right to such classification as of the official census date of the semester or term for which enrolling. Documents acceptable but not limited to for this purpose include:

- a. Texas high school transcript
- b. Texas college or university transcript
- c. Employer statement of date of employment
- d. Permanent driver's license (at least one-year-old); generally, the license expiration date minus date of enrollment should not exceed three years.
- e. Property tax payments
- f. Bank statement
- g. Utility bill
- h. Other third party documentations Chart III: 19 TAC §21.25(b) Documentation to Support Domicile and Residency <http://info.sos.state.tx.us/fids/200802309-2.html>

Students may be asked to present proof of residency at the time of initial admission or at any time following registration. A student who believes he/she qualifies for a change of residency status for tuition purposes may file a Petition for Change of Residency. The petition must be filed by the Official Day of Record (twelfth class day of regular semesters and fourth class day of summer semesters) in order to receive any refund of tuition paid.

### State Residence Classification

Under state statutes and Texas Higher Education Coordinating Board (THECB) rules and regulations interpreting these statutes, a prospective student will be classified as an in-state (in-district or out-of-district), out-of-state, or foreign student. A person who has lived in the state of Texas under circumstances specified in the THECB rules above will be eligible for classification as an in-state resident.

A person who has not been classified as an in-state resident but who is a United States citizen, a permanent resident of the United States, or an eligible nonimmigrant will be classified as an out-of-state resident.

A person who is not a United State citizen, permanent resident of the United States, does not hold a visa which allows domicile in the United States, or does not meet specific circumstances outlined by THECB above will be considered a Foreign Student.

### District Residence Classification

An individual must first qualify for in-state residency before he or she may be classified as an in-district or out-of-district student. An individual who qualifies as an in-state resident may also qualify as an in-district resident if he or she has established residency in Washington County.

To establish residency in Washington County, a student or the parent of whom the student is a dependent, must establish a domicile\* or own ad valorem tax property in Washington County not less than six months before the census date of the academic semester in which the student enrolls at the College District.

"Established domicile in Texas means physically residing in Texas with the intent to maintain domicile in Texas for at least the 12 consecutive months immediately preceding the census date of the term of enrollment, allowing for documented temporary absences. 19 TAC 21.22(10) *Blinn Board Policy FDA (LEGAL)*

All other in-state residents will be classified as out-of-district residents.

Residency rules are pursuant to change as per the Texas Legislature and the THECB. For the latest rules and regulations, contact the Admissions Office or view them on the THECB web site at <http://www.thecb.state.tx.us/apps/Laws/>

### Classification of Students

A full-time student is one who is registered for 12 or more semester hours in a regular term or 4 or more hours in a summer term. In order to be classified with sophomore standing, a student must have completed a total of 30 or more semester hours.

*Blinn Board Policy EGB (LOCAL)*

### Academic Transcript

An official transcript of college credits is a record of the student's academic record bearing the college seal and the signature of the Registrar. Students may order a transcript anytime during a semester and/or request that it be held and then sent out after all current semester grades or degrees are posted. Official transcripts can be requested from Blinn College in one of two ways – online or in person (online requests are preferred and processed within 24 hours of receipt).

Official transcripts can also be obtained in person at Enrollment Services on the Brenham campus and Bryan campuses. The request must include full legal name or name attended under, dates of attendance, student ID/Social Security number, and a legible signature. All admission information must be on file, all holds cleared, before an official transcript will be released. Official transcripts can be requested by logging into myBlinn and

completing the online request through Parchment or visit: <https://www.blinn.edu/admissions/transcripts.php>.

### Grades

At the end of each semester, students shall receive a final grade report that shall become a part of their permanent record. The College District's grading system shall apply to all courses:

A	(90-100) - Excellent
B	(80-89) - Good
C	(70-79) - Average
D	(60-69) - Poor
F	(Below 60) - Failure
I	Incomplete
Q	Dropped
QF	Dropped Failing
W	Dropped Due to Good Cause or Withdrawal from College
CR	Credit
P	Pass
NP	Not Passing
FS	Academic Fresh Start

**I – Incomplete:** indicates that the coursework was incomplete because of serious illness or other justified emergency. The instructor shall change the grade of "I" to a grade based on the work completed for the course in addition to the work specified in the course completion contract. All incomplete work shall be completed within 90 days of the start of the next long semester. Failure to complete the work specified in the course completion contract shall result in a grade of zero, which shall be factored into the final grade calculation with appropriate weighting relative to other course grades.

**Q – Dropped:** assigned before or on the official "Q-Date" as indicated on the College District calendar when a student is officially dropped from a course.

A "Q" may also be given after the "Q-Date" if the student is passing the course at the time the official drop is processed.

**QF – Dropped Failing:** assigned after the official "Q-Date" as indicated on the College District calendar when a student is officially dropped from a course.

A "QF" may also be given at any time during the semester if a student:

1. Is administratively dropped from a course;
2. Has exceeded the six-drop limit; and
3. Does not meet any of the areas of exemption for good cause.

**W – Dropped Due to Good Cause:** assigned before or on the official "Q-Date" as indicated on the College District calendar when a student has officially withdrawn from the College District or is officially dropped from a course for any of the following "good cause" reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course; relationship to the student;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

For definitions of a student's "family" and "a person who has a sufficiently close relationship to the student," see DEFINITIONS FOR GOOD CAUSE EXEMPTION in ECC (LEGAL).

A "W" may also be assigned to a student not impacted by SB 1231 when he or she drops a course or withdraws from the College District.

### Health Sciences Grading System

The grading system for Health Science programs may differ from the approved Blinn College Grading Scale as noted in their program handbook and course syllabi. Students not meeting these standards in competitive entry programs may continue to enroll in courses outside the discipline as long as they maintain minimum college requirements.

### Grade Point Average (GPA)

College District progress is normally determined by a grade point average or ratio. Grade points shall be calculated by assigning values to each grade. The value is illustrated in the chart below:

Grade	Grade Points per Semester Hour
A	4
B	3
C	2
D	1
F, QF	0
I, Q, W, CR	0
P, NP, FS	0

The highest grade of a repeated course shall be used in determining the cumulative grade point average. A grade of "W" or "Q" shall not replace a grade of "F" or higher in a repeated course, but a grade of "F" shall replace a grade of "W" or "Q".

All grades earned while enrolled in the College District shall be used in computing a student's College District grade point average (GPA), except grades of I, W, Q, NP, P, FS, and CR.

The computation of a student's College District Graduation GPA shall include transfer coursework but shall not include developmental coursework. [See the College District Catalog for detailed information about specific degree requirements]

### Grade Change

For any questions regarding grade changes, call the Vice President of Instruction at (979) 830-4130. Blinn College procedure is that grades older than one year will not be changed.

### Academic Fresh Start

State law (Education Code, Sec. 51.931) allows students who have academic credits earned 10 or more years prior to the starting date of the semester in which they seek admission to any public institution of higher education to have those credits or grades not considered in the admission decision. If admitted under this "academic fresh start" provision, the student may not receive any course credit for courses undertaken 10 or more years prior to enrollment.

### Academic Good Standing

In order to remain in academic good standing with the College District, a student must maintain a cumulative grade point average of at least 2.0 (C). A 2.0 cumulative grade point average is the minimum average required for graduation.

### Credit for Military Experience and Coursework

Students may receive credit for military experience and courses taken while in the military. Two hours of Kinesiology credit will be awarded to students who have completed basic training. An official DD-214 must be on file in the Admissions and Records Office to receive this credit. The College also awards academic

credit to students based on the American Council on Education (ACE) and Department of Defense (DOD) guidelines specified by their Military Occupational Specialty (MOS) credentials. These recommendations are published in the Guide to the Evaluation of Educational Experiences in the Armed Services and are found online at <http://www.militaryguides.acenet.edu>. Both proficiency exam scores and completed service schools are documented on military separation papers such the DD-214 military release document, the Army/American Council on Education Registry Transcript System (AARTS), or the Sailor/Marine Corps/ACE Registry Transcript (SMART). The Registrar evaluates these documents and awards up to twelve hours of academic credit based on the ACE recommendation

### Scholastic Probation or Suspension

A student who falls below a 2.0 cumulative grade point average (GPA) at the close of any long semester or summer school will be placed on scholastic probation. A student who fails to achieve a minimum 2.0 semester and cumulative GPA at the end of subsequent semesters will be placed on scholastic suspension. A student with a semester GPA of greater than 2.0 and a cumulative GPA of less than 2.0 will remain on scholastic probation. Students being placed on scholastic probation [at the end of the long semester] will receive an email at their Blinn College Buc account. Students being placed on scholastic suspension [at the end of the long semester] will be mailed a letter at their permanent address and will receive an email at their Blinn College Buc account.

Students transferring from another college with less than a 2.0 GPA, if admitted, are admitted on scholastic probation. These students must meet the same requirements in subsequent semesters as all other students on scholastic probation (see above).

A student placed on scholastic probation becomes ineligible to be a candidate for an elective or appointive office of a college-sponsored activity or social organization. This restriction does not apply if participation in the activity or organization is part of the requirements of a college course. The student may be required to forfeit college scholarships, be ineligible to represent the College, and may be subject to a loss of veteran's benefits and other financial aid. A student on scholastic probation is required to be advised prior to registration. A student that registers prior to the conclusion of the semester they are placed on probation must be re-advised in order to keep their courses.

A student placed on scholastic suspension will not be allowed to attend Blinn College for one long (fall, spring) semester. At the conclusion of this suspended semester, the student can reenter the College and will be placed on scholastic probation.

For those students who have been scholastically suspended but have extenuating circumstances preventing them from achieving the minimum 2.0 GPA, an appeal for reinstatement may be made. This appeal must be made in writing to the scholastic appeals committee. Information on the appeal procedure and deadline is included in the letter sent to suspended students. The decision of the scholastic appeals committee is final. No appeal for reinstatement may be made after the appeal deadline. If required, a student must make a separate appeal for reinstatement of financial aid funds.

*Blinn Administrative Procedure*

### Disciplinary Probation

Blinn College maintains rules and regulations and reserves the right to dismiss or to place on disciplinary probation a student for violation and infraction of rules. The College reserves the right to remove the probation. A student who is placed on disciplinary probation forfeits the privilege to hold elective offices and honors.

If a student is placed on disciplinary probation or is dismissed by the Disciplinary Committee, the student will be afforded due process as provided by

*Blinn Board Policy FMA (Local).*

### Tuition Charged for Excess Credit Hours

Students who accumulate 45 or more undergraduate semester hours beyond the minimum hours required for their first bachelor's degree at a four-year university may be charged a higher tuition rate by the university. These hours will include hours earned at a community college and/or university. For example: Texas A&M University charges their non-resident tuition for hours earned over the excess amount.

The semester credit hours counted toward the limitation include all hours attempted by the student except: courses taken prior to fall 1999, developmental education courses, technical courses, and workforce education courses.

### Limitation on the Number of Transfer Hours

Blinn College is ranked number one in the state of Texas for the percentage of academic students who transfer to senior colleges and universities in Texas. Students transferring to a college or university in Texas need to be aware that there are limits on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is sixty-six (66), although some universities may accept slightly more in special cases. If a student accumulates more than 66 semester credit hours in lower-division courses, it is unlikely that the additional hours will apply to a bachelor's degree. Blinn's advising staff can assist with making appropriate decisions, if the student's goal is to transfer to a university and obtain a bachelor's degree.

### Important Information Related to Adding/Dropping/Deadlines of Courses

**The Texas Education Code** stipulates that for first time enrolled students, beginning with the Fall 2007 semester, an institution of higher education **may not permit an undergraduate student a total of more than six (6) dropped courses**, including any course a transfer student has dropped at another institution of higher education. Moreover, each institution must establish standards for "Good Cause" drops ([SB 1231](#)) Rule §4.10. (Note that a student may drop a course, without the ramifications of SB 1231, if the student was able to drop the course without receiving a grade or incurring an academic penalty.)

In compliance with SB 1231 the Blinn College Board of Trustees adopted local policies that affirm the state defined limit on the number of dropped courses and a specific set of exceptions (Good Cause Exemptions), which is detailed in [Board Policy ECC \(LOCAL\)](#) and published for students within the Admissions information section of the [Blinn College Online Catalog](#).

**Dropping Courses:** It is the responsibility of the student to officially drop or withdraw from a course. Failure to drop/withdraw may result in a grade of "F" for the course. A grade of "Q" or "W" will be given for student-initiated withdrawals that are submitted on or before the withdrawal deadline.

#### Important Definitions:

**A grade of "Q" or "QF"** is recorded for a student initiated drop that will be counted towards the six (6) drop rule.

**A grade of "W"** is recorded for a student initiated drop that indicates a "good cause" drop/withdrawal and does not count towards the 6 drop rule.

### Good Cause Exceptions for Withdraw/Drop

Good cause shall be determined in Enrollment Services and will be based on the student choosing one of the aligned responses on the drop form that include: (1) *Severe illness*; (2) *Care for a sick, injured, or needy person*; (3) *Death of a close relative*; (4) *Military Duty (to include a family member)*; (5) *Change in work schedule*; or (6) *Other reason*. This information may also be found in more detail within [Board Policy ECC \(LOCAL\)](#) and in the Blinn Catalog Online.

**Board Policy ECC (LOCAL)** specifically outlines the timeline for the designation of grades for student initiated withdrawals based on the length of the course. Prior to the Day of Record, no grade is awarded. After the Day of Record, students will receive a W only for the withdrawal from all classes or in the case that a "Good Cause" drop circumstance applies as defined by the state and Board Policy.

### The Impact of a Drop on Student Grades

The following is the list of grade designations based on student initiated drop dates by session.

### Adding and Dropping Courses

**ADDING COURSES:** No courses may be added later than the date specified in the college district calendar for that particular semester. A student adding a course must make up the work missed within two weeks after a course is added.

#### DROPPING COURSES:

A student shall receive a grade of "W" or "Q" if they drop a class after the:

- first two weeks of a regular semester;
- fourth class day of a summer session;
- ninth class day of a 10-week summer session;
- second class day of a minimester;
- sixth class day of an 8-week session; or
- ninth class day of a 12-week session.

A student may drop a course with a grade of "W" or "Q" until the:

- Friday of the 12th class week in a regular semester;
- Fifteenth class day in a summer session;
- Seventh class week in a 10-week summer session;
- Eighth class day of a minimester;
- Thirtieth class day of an 8-week session; or
- Tenth class week of a 12-week session.

Thereafter a grade of "QF" shall be recorded. A grade of "Q" shall only be awarded if the instructor deems it appropriate. A student may not drop or be dropped from a class once the final examination period begins. *Blinn Board Policy ECC (Local)*

The only exception for the grade of "QF" is in the case of the minimester. The "QF" designation does not pertain to the minimesters. Since a student may only enroll in one class, a drop in the minimester is a complete withdrawal and the grade status becomes a "W".

A student disputing a final grade is required to initiate the final grade appeal with their instructor. The student must initiate this contact no later than the end of the next long semester. The appeals process is described in [Board Policy FLDB \(LOCAL\)](#).

The Drop/Withdrawal Chart that follows provides a quick reference to information contained within this document. However, **for actual dates based on a specific semester**, always consult the official online [Blinn Academic Calendar](#).

<b>16 Week Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class until Day of Record	No grade
Day of Record until Friday of the 12 <sup>th</sup> week	W or Q
Monday of Week 13 through Week 15	QF
Finals Week ( student may not drop or be dropped)	F
<b>10 Week Summer Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class until Day Nine	No grade
Day 9 (nine) until Seventh class week	W or Q
Week 7 until Finals	QF
Finals period ( student may not drop or be dropped)	F
<b>12 Week Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class until Day Nine	No grade
Day 9 (nine) until Tenth class week	W or Q
Tenth week until Finals	QF
Finals period ( student may not drop or be dropped)	F
<b>8 Week Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class until Day Six	No grade
Day 6 (nine) until 13 <sup>th</sup> day	W or Q
13 <sup>th</sup> day until Finals	QF
Finals period ( student may not drop or be dropped)	F
<b>Summer Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class until Day Four	No grade
Day 5 (five) until Day 15 (fifteen)	W or Q
Day 16 (sixteen) until Finals	QF
Finals period ( student may not drop or be dropped)	F
<b>Minimester Session</b>	
<b>Time Frame</b>	<b>Grade</b>
First Day of class	No grade
After Day 2 (two) until Day 8	W
Day 9 until Day 11	W
Day 12 Final period ( student may not drop or be dropped)	F

<b>Final Grade Appeal Process From Board Policy FLDB (Local)</b>	
Informal Meeting between student and faculty.	Level I
Conference between student and instructional dean	Level II
Appeals Committee Hearing for student and faculty	Level III
Decision of the Vice President for Instruction	Final

**Withdrawals for Excessive Absences and the Six Drop Rule**

Students who are administratively withdrawn from a course due to excessive absences will have that course counted toward the six drop rule.

**Withdrawal from College**

A student who desires to withdraw from the College District on or after the first day of class for a semester can do so by dropping all their classes through myBlinn. The effective date of withdrawal shall be the date when all classes have been dropped.

*Blinn Board Policy ECC (Local)*

**Refunds**

In accordance with state statute, if a student withdraws prior to the first day of the semester, all tuition, room, board, and fees (except registration fee and identification card fee) will be refunded.

**Student Complaints: Course Grade Complaints Policy**

**EXCLUSIONS**

Student complaints, including but not limited to, discriminatory issues are covered by separate procedures [see FLD]. Student complaints regarding disciplinary issues are covered by separate procedures [see FM and FMA].

**PURPOSE**

The purpose of this policy is to provide students with an opportunity to appeal faculty decisions made in regards to scholastic dishonesty and final grades.

**SCHOLASTIC INTEGRITY**

**-FACULTY RESPONSIBILITY AND STUDENT RIGHTS**

It is the responsibility of faculty to maintain scholastic integrity at the College District by refusing to tolerate any form of scholastic dishonesty. Adequate control of test materials, strict supervision during testing, and other preventive measures should be utilized, as necessary, to prevent cheating or plagiarism. If there is compelling evidence that a student is involved in cheating or plagiarism, the faculty member should assume responsibility and address the infraction. Likewise, any student accused of scholastic dishonesty is entitled to due process to resolve the allegation.

**SCHOLASTIC DISHONESTY**

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**SCHOLASTIC DISHONESTY RESOLUTION**

A student accused of scholastic dishonesty shall make an appointment with his or her faculty member. If the student does not appear for the appointment, the faculty will render a decision and, if applicable, an appropriate penalty for the infraction.



After discussing the incident with the student, the faculty member may dismiss the allegation, issue a verbal warning, issue a written warning (to be forwarded to Student Services for recordkeeping), assign a grade to the assignment, dismiss the student from the class, and/or assign a grade for the class.

A student who wishes to appeal the faculty member's decision may appeal according to the process below.

### **FINAL GRADE DISPUTE**

The College District recognizes that the evaluation of student performance is based upon the professional judgment of its faculty. Faculty will clearly outline their grading procedure in their course syllabus. It is the student's responsibility to be familiar with the grading process and seek clarification when needed. A student may question a course grade that the student believes has been awarded in a manner inconsistent with College District policies or class syllabus details or that has resulted from calculation errors on the part of the faculty member.

A student who has questions about his or her grade or who disagrees with a grade assigned should contact his or her faculty members to discuss his or her concerns as soon as possible following receipt of the grade.

### **FINAL GRADE DISPUTE RESOLUTION**

A student disputing a grade shall make an appointment with his or her faculty member. Because grade and course materials are not readily accessible after the next long semester, the student must initiate contact no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall). If the student does not appear for the appointment, the grade shall stand.

After discussing the incident with the student, the faculty member may change the grade or uphold the grade.

A student wishing to appeal the faculty member's decision may appeal according to the process below.

### **APPEAL PROCESS**

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall).

The student shall be afforded the following rights within the academic appeals hearing process:

1. Right to written notice of meeting dates and committee decisions.
2. Right to discontinue the appeals process at any time.
3. Right to reasonable access to the file relating to this matter. Reasonable access provides the student with an opportunity to review the case file in the presence of a College District faculty member, staff member, or other authorized designee of the College District. The student shall be entitled to photocopy relevant items that are directly related to his or her appeal.
4. Right to appeal alone or with legal counsel. The student may not be represented by an attorney unless three days' advanced written notice is provided to the College District detailing the name, address, and telephone number of the student's intended counsel of record. The College District reserves the right, upon receipt of such notification, to have its legal representative present.

If the student wishes to appeal the findings at any level, it is the sole responsibility of the student to provide written notice of his or her intention, in that regard, to the administrator at the next highest level within the time frame(s) provided by this policy.

### **DEFINITIONS**

The following definitions shall apply:

1. Appeals Committee - For each appeal, a separate committee will be convened. The appropriate vice president for instruction, or his or her designee, will select the committee, which will be comprised of three faculty members who teach at the student's home campus and the appropriate instructional dean, who shall serve as a nonvoting member of the committee and as chairperson. For students who attend any campuses other than the Brenham-Bryan campuses, the appeals process shall be the responsibility of, and shall take place on, the Brenham campus.
2. Evidence - Written proof concerning disputed issues shall be the responsibility of the student. The course syllabus, with the method of grade calculation, and any other document that explains or clarifies issue being disputed will be included but will be provided by the student. The appeals committee may request clarification of information from the instructional dean.

### **STANDARD OF REVIEW**

The standard of review to be used in all proceedings under this policy shall be that of fundamental fairness. Strict rules of evidence and procedure are not required so long as the proceedings are conducted in such a manner as to allow both sides the opportunity to fairly and fully explore the circumstances. Discussion regarding the same shall be made by the party who is conducting the hearing.

### **LEVEL I**

The meeting between the student and the faculty member shall represent Level I of the process and shall be considered an informal meeting. If a student has been unable to make contact with the faculty member, the student may make a direct appeal to Level II.

### **LEVEL II**

The conference between the student and the instructional dean represents Level II of the appeal.

Prior to or at the conference, the student and the faculty member shall submit a written statement and copies of all coursework or other appropriate documentation to the instructional dean for review. The instructional dean shall hear and evaluate the student's complaint and shall then confer with the faculty member.

The instructional dean shall put in writing his or her findings and related decision.

If the conference is not resolved to the student's satisfaction, the student shall have five class days from his or her receipt of written notification to respond to the instructional dean who will then defer to the appeals process for resolution. The instructional dean will notify the appropriate vice president for instruction of this decision in writing within one class day. If the student does not request a hearing by an appeals committee within the five class days provided by this policy, the student will forfeit the right to any additional appeal.

### **LEVEL III**

The appeals committee shall be initiated at Level III of the appeal. This committee is an ad hoc committee chosen by the vice president for instruction or his or her designee and shall be chaired by the appropriate instructional dean.

Upon notification of the student's decision to pursue further appeal, the instructional dean will notify in writing the student, the faculty member, and the vice president for instruction that the dispute will be referred within five class days to an appeals committee for review. The instructional dean shall submit to the

appeals committee copies of all written documentation obtained from the student and/or the faculty member and written instructions concerning assignments from the faculty member.

Within five to ten days of the receipt of the written materials, the committee chair will convene the appeals committee to review the written materials submitted and shall schedule the date, time, and location of the hearing. The committee chair will notify all parties of the hearing. The student and the faculty member shall receive written notification from the committee chairman that the issue will be reviewed by the committee within the given time frame.

The hearing shall provide an opportunity for both the student and the faculty member to be heard.

No new written evidence may be submitted at the hearing. If witnesses are to be presented, a list must be provided to the chairperson of the appeals committee prior to the scheduled hearing.

The appeals committee shall make a recommendation to the vice president for instruction, who will then make a final decision and notify the student and faculty member in writing.

The decision of the vice president for instruction is final.  
*Blinn Board Policy FLDB (LOCAL)*

### **Student Rights and Responsibilities: Student Complaints Policy**

Blinn College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the College District has developed procedures for students to pursue grievances within the college community, should such action become necessary. A student who has an unresolved disagreement or dissatisfaction with the College District, a faculty or staff member, another student, student group or administrator has the right to file a written complaint without prejudicing his or her status with the College District. It is the goal of the College District to assist all students in finding fair and just solutions to their concerns.

#### **DEFINITION**

Complaints under this policy include concerns in areas where policy does not dictate formal appeal/complaint procedures.

Before filing a written complaint under this policy, the student must first have attempted to resolve the issue by discussing the concern with the person involved, if possible, and the appropriate dean or supervisor.

#### **EXCLUSIONS**

Student complaints regarding discipline, harassment, discrimination and retaliation, final grade appeals, and student housing appeals shall be covered by separate procedures. This policy is intended to be used only as a manner of appeal. [See FFD for complaints regarding discrimination, harassment, and retaliation; FFE for initial complaints regarding bullying; FG for complaints regarding student housing; FLDB for course grade complaints; and FMA for discipline hearing procedures]

The complaint process is not intended to address appeals related to decisions made in routine College District matters where appeal processes have been outlined.

For assistance in determining the correct procedure to follow or to identify the appropriate dean or supervisor for informal resolution, students can contact the dean of student success, the dean of distance learning, or one of the campus directors (Sealy and Schulenburg). The college catalog is also a source for policy and procedure details.

### **COMPLAINT PROCEDURE**

If a student cannot resolve his or her concern informally as described above, the student may complete a student complaint form found at <http://www.blinn.edu/complaint>.

The office of the vice president for student services or designee will review the submitted complaint and may request an appointment with the student to discuss the complaint.

The vice president or designee will make a decision concerning the complaint and communicate the decision to the student in writing within thirty (30) days from when the complaint was filed.

The decision is final and cannot be appealed. The record of the complaint, including the decision, shall be filed in the office of the vice president for student services at 902 College Avenue, 213 Administration Building, Brenham, TX 77833 and at 979-830-4150.

*Blinn Board Policy FLD (LOCAL)*

### **Student Rights and Responsibilities: Student Expression Policy**

#### **FIRST AMENDMENT**

A governmental entity, including a college district, shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Board for a redress of grievances.

#### **FORUM ANALYSIS**

##### **TRADITIONAL PUBLIC FORUM**

A "traditional public forum" includes locations, such as sidewalks and parks, where members of the public have historically been permitted to gather and speak on any topic. An institution's property is not a traditional public forum, with the exception of sidewalks, streets, and parks that are indistinguishable from surrounding city property.

If an institution's property is deemed a traditional public forum, the entity may exclude particular content if that entity can assert a compelling governmental interest that is narrowly tailored to address that interest, a standard referred to as the "strict scrutiny" standard. The institution can also enforce viewpoint-neutral time, place, and manner restrictions to meet a compelling governmental interest if a sufficient number of alternative communication channels are available.

##### **DESIGNATED PUBLIC FORUM**

A "designated public forum" is a forum that a college or university intentionally opens to the general public to discuss matters of public concern. Once designated, an institution may enforce reasonable time, place, and manner restrictions. Any content limitations are subject to the strict scrutiny standard described above.

##### **LIMITED PUBLIC FORUM**

A "limited public forum" is a forum that an institution opens to a particular group of speakers or for discussion regarding a particular topic. Within a limited public forum, limits on expression must be viewpoint-neutral and reasonable in light of the purpose of the forum. The government may impose reasonable time, place, and manner restrictions, as long as these restrictions do not relate to the content of the expression.

To distinguish between a designated public forum and a limited public forum, courts consider two factors:

- (1) the intent of the institution regarding the forum, and
- (2) the forum's nature and compatibility with particular speech.

**NONPUBLIC FORUM**

If an institution has not opened a public forum, it remains a “nonpublic forum”. Although limits on expression must be reasonable and viewpoint neutral even within a nonpublic forum, an institution will have greater discretion to control the content of speech within such a forum.

**PROTECTED SPEECH**

The mere dissemination of ideas on the campus of an institution of higher education may not be restricted on the basis of conventions of decency, regardless of how offensive those ideas are to good taste. However, an institution has the authority to enforce reasonable regulations as to the time, place, and manner of speech and its dissemination. [See also Blinn Board Policies CHE (LEGAL) and CHE (LOCAL) for use of the college district's mail system. *Blinn Board Policy FLA (LEGAL)*]

**For specific rules related to the free speech area for each campus contact:****BRENHAM CAMPUS**

Name: Dr. Dennis Crowson  
Position: Senior Vice President of Student Services  
Address: 902 College Avenue, Brenham 77833-4049  
Office Telephone (979) 830-4150

**BRYAN CAMPUS**

Name: Dr. Bennie Graves  
Position: Director of Student Leadership and Activities, Bryan  
Address: 2423 Blinn Blvd., Bryan 77802  
Office Telephone (979) 209-7400

**SCHULENBURG CAMPUS**

Name: Rebecca Garlick  
Position: Director Schulenburg Campus  
Address: 100 Ranger Drive, Schulenburg 78956  
Office Telephone (979) 743-5222

**SEALY CAMPUS**

Name: Lisa Caton  
Position: Director Sealy Campus  
Address: 3701 Outlet Center Drive, Suite 250 Sealy 77474  
Office Telephone (979) 627-0286

**Student Rights and Responsibilities: Student Expression Policy****DISTRIBUTION OF LITERATURE**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, or distributed on College District premises by any College District student or registered student organization [see FKC], in accordance with this policy and administrative procedures adopted pursuant to this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any nonschool literature distributed by students or registered student organizations.

This policy shall not apply to materials distributed under the supervision of instructional personnel as a part of instruction or as part of other authorized classroom or College District-sponsored activities. Additionally, nothing in this policy is intended to preclude the exchange of private notes and materials and like items between individuals who have a personal relationship or kinship.

[For distribution of nonschool literature by nonstudents and organizations that are not registered student organizations, see GF]

**LIMITATIONS ON CONTENT**

Nonschool literature shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials constitute unlawful harassment. [See DIA series and FFD series]
5. The materials constitute impermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

**TIME, PLACE, AND MANNER RESTRICTIONS**

The Senior Vice President of Student Services or designee shall designate times, locations, and means by which nonschool literature that complies with this policy, may be made available or distributed by students or registered student organizations to students or others on College District premises.

Administrative procedures adopted pursuant to this policy shall not discriminate based on the content or viewpoint of the literature or on the expected reaction of others to the literature.

Distribution of the nonschool literature shall be conducted in a manner that:

1. Is not materially disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not include any prolonged or repeated contact with persons who have declined the literature;
5. Does not cause a substantial invasion of the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall make a reasonable effort to retrieve and remove any literature that was discarded or not distributed.

**DISPLAY OF SIGNS**

For the purposes of this policy, “sign” shall be defined as a hand-held billboard, decal, notice, placard, poster, banner, or other message-bearing material that can be held or carried by a person, and “posting” shall be defined as any means used for displaying a sign in a fixed location.

Except for signs that violate the limitations on content, as described above, a student may publicly carry a sign in outdoor common areas of the College District in accordance with time, place, and manner rules established by the administration. Hand-carried signs may not be used in a manner that blocks or obstructs windows or pedestrian or vehicular traffic.

A sign shall not be attached or posted to any College District building, lawn, light pole, fence, fixture, shrub, plant, tree, or fire hydrant. Unattended signs are not permitted, except as outlined below.

**EXCEPTIONS**

Students who live in on-campus housing may place a posting on the doors of their rooms to which they are assigned in accordance with administrative procedures.

Registered student organizations may place postings on outdoor community bulletin boards or kiosks that are maintained for that purpose. The signs shall be posted and removed in accordance with administrative procedures.

Registered student organizations may request to make postings

on indoor bulletin boards. The postings shall be posted and removed in accordance with administrative procedures.

### REMOVAL

A student or registered student organization shall remove each posting from a community bulletin board or kiosk not later than 14 days after posting or, if it relates to an event, not longer than 48 hours after the event to which it relates has ended.

### DISCLAIMER

When reasonably necessary to avoid likely confusion, literature distributed by a registered student organization must include a disclaimer indicating that the literature is not sponsored by the College District and does not represent the views of the College District or College District officials, faculty, or staff.

### IDENTIFICATION

Students or registered student organizations distributing materials on campus shall provide identification when requested to do so by a College District representative.

### VIOLATIONS OF POLICY

Failure to comply with the policy and procedures regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

### APPEALS

The administration shall maintain a procedure providing for a prompt appeal of a decision denying a request. The procedure shall require that the appeal be heard within five business days of the filing of the appeal.

*Blinn Board Policy FLA (LOCAL)*

## Student Rights and Responsibilities: Student Conduct Policy

### DEFINITION

Definitions of terms used in this policy shall be as follows.

### STUDENT

A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution.

### PREMISES

The "premises" of the College District is defined as all real property over which the College District has possession and control.

### DISORDERLY CONDUCT

"Disorderly conduct" shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing

assaults or fights.

5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

### RESPONSIBILITY

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

### PROHIBITED CONDUCT

The following behavior shall be prohibited:

### FEDERAL, STATE, AND LOCAL LAW

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the college catalog.

### PROHIBITED WEAPONS

2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. [See FLBF]

### DRUGS AND ALCOHOL

3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic through any or no device, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.

### DEBTS

6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.

**DISRUPTIONS**

7. “Disorderly conduct”, as defined above, or disruptive behavior.
8. Disrupting the orderly operations of a campus or College District facility.

**BEHAVIOR TARGETING OTHERS**

9. Threatening another person, including a student or employee.
10. Intentionally, knowingly, or negligently causing physical harm to any person.
11. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DIA, FFD, and FFE as appropriate]
12. Hazing with or without the consent of a student. [See FLBC]
13. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
14. Endangering the health or safety of members of the College District community or visitors to the premises.

**PROPERTY**

15. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
16. Stealing from the College District or others.

**DIRECTIVES**

17. Failure to comply with directives given by College District personnel.
18. Failure to provide identification when requested to do so by College District personnel.

**TOBACCO USE**

19. Tobacco use through any or no device in College District-owned, -leased, or –controlled vehicles, buildings, property, or other facilities.

**EXCEPTION**

Tobacco use shall be permitted only in designated outdoor areas clearly marked with signs and in private vehicles on College District property.

**ENFORCEMENT**

The enforcement methods for noncompliance of the tobacco use provisions are as follows:

- a) The violator may be issued a fine of \$25.
- b) The violator may be escorted off campus/property.
- c) The violator may be charged with criminal trespass.

**MISUSE OF TECHNOLOGY**

20. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
21. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
22. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District’s system.
23. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
24. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
25. Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
26. Possessing published or electronic material that is designed

to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

**DISHONESTY**

27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**GAMBLING**

30. Gambling.

**OTHER CONDUCT**

31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.

**DISCIPLINE**

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District’s operations or objectives.

**PUBLICATION**

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the District President shall be published in the college catalog.

*Blinn Board Policy FLB (LOCAL)*

### **Student Conduct: Prohibited Organizations and Hazing Policy**

**HAZING OFFENSE**

A person commits an offense if the person:

**PERSONAL**

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

**ORGANIZATION**

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

**DEFINITIONS**

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

“Student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

*Blinn Board Policy FLBC (LEGAL)*

### **Discipline and Penalties: Discipline Hearings Procedures Policy**

#### **REPORTS OF ALLEGED MISCONDUCT**

Unless another policy governs the processing of a complaint - such as bullying or dating violence [see FFE]; discrimination, harassment and retaliation [see FFD] - College District faculty, staff, and students shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the vice president of student services within thirty (30) calendar days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the alleged violation and any surrounding facts.

The vice president of student services or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the vice president of student services or designee shall dismiss the alleged violation and shall provide the student who is the subject of the allegation a written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

#### **CONFERENCE**

If, however, the vice president of student services or designee determines that the allegation warrants further consideration, the vice president of student services or designee shall require the student who is the subject of the allegation to attend a conference to be held within a reasonable time frame, not to exceed ten (10) College District business days, following the receipt of the alleged violation of misconduct.

At the conference, the vice president of student services or

designee shall notify the student of the allegation(s) and provide the student an opportunity to respond.

#### **UNFOUNDED ALLEGATIONS**

After conferring with the student, if the vice president of student services or designee determines that the student did not commit a violation of College District policies and/or procedures, including the rules of student conduct, then the allegation(s) shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

#### **MISCONDUCT WARRANTING A SANCTION**

If the vice president of student services or designee determines that the student committed a violation of College District policies and/or procedures that warrants a sanction, the vice president of student services or designee shall inform the student in writing of the determination and the student’s right of disciplinary appeal.

#### **INTERIM DISCIPLINARY SUSPENSION**

In a situation where it is determined that a student’s continued presence at the college constitutes an immediate threat of harm to the student, other individuals, and/or College property or presents a threat of disrupting the educational environment, the vice president of student services or designee may suspend a student pending final disposition of the case through the College discipline process.

#### **STUDENT RIGHT OF DISCIPLINARY APPEAL**

A student has the right to appeal an initial administrative disposition to the chairperson of the disciplinary appeals committee. The chairperson shall notify the student and the committee of the appeal date, time, and location to review the administrative disposition in question. Following the appeal process, the chairperson will notify the student of the committee’s decision, and this decision will serve as the concluding administrative action regarding the violation. Except when a student has been suspended from the campus by the District President or designee, all penalties except interim suspension or expulsion shall be held in abeyance until the student accepts the penalty given or the appeals process has ended.

#### **DISCIPLINARY APPEALS COMMITTEE**

The disciplinary appeals committee shall be convened:

1. At the request of a student appealing an administrative disposition. The request must be filed in writing, on a form provided by the College District, within one (1) College District business day of the receipt of the administration’s disposition; or
2. At the request of the vice president of student services or an appointed designee.

#### **STUDENT REQUEST OF DISCIPLINARY APPEAL**

When a student refuses administrative disposition of a violation and appeals the disposition, the student is entitled to a hearing before the disciplinary appeals committee. This request must be made in writing to the chairperson within one (1) College District business day following administrative disposition. The request shall include:

1. Name, address, and student I.D. number;
2. Description, date(s) and place(s) of alleged act(s) for which the student was disciplined;
3. Date of administrative disposition;
4. Nature of disciplinary measure;
5. Circumstances that the student feels should be reviewed;
6. The student’s signature and date; and
7. The student’s intention, if any, of having an attorney present for the hearing. The attorney will not be allowed to question witnesses but only to advise the student except in hearings brought under Section 51.233-234 regarding withdrawal of

consent to remain on campus during periods of disruption or if there is a determination that the student is unable to question witnesses due to extenuating circumstances.

### **STUDENT NOTIFICATION OF APPEAL HEARING**

The chairperson of the disciplinary appeals committee shall notify the student by letter of the date, time and location of the appeals hearing. Unless the student and the vice president of student services or designee otherwise agree, the appeal shall take place within a reasonable time period, not to exceed five (5) College District business days, after the date of the student's request for the appeal.

The chairperson of the disciplinary committee shall notify the student of the appeal date, time, and location of hearing and shall advise the student of the right to:

1. Have a private hearing;
2. Appear alone or with legal counsel;
3. Have the student's parents or guardian present at the hearing;
4. Require the production of documentation and other evidence possessed by the College District regarding the alleged violation; and
5. Arrange to have a stenographer present at the hearing to make a transcript of the hearing at the student's expense (the student is not permitted to record the hearing by electronic means).

### **FAILURE TO APPEAR FOR HEARING**

The disciplinary appeals committee may impose appropriate sanctions upon a student who, without good cause, fails to appear at his or her designated appeal hearing. For purposes of assessing sanctions, the committee may proceed with the hearing.

### **PROCEDURE**

The hearing shall be informal, and the chairperson shall provide reasonable opportunities for witnesses to be heard. The College District may be represented by legal counsel if the student is to be represented by legal counsel. The hearing shall be closed, except that, with the consent or on invitation of the student, members of the student's immediate family and the student's attorney may attend. The committee shall proceed as follows during the hearing:

1. The chairperson shall read the description of the alleged violation.
2. The chairperson shall inform the student of his or her rights.
3. The vice president or designee shall present the College District's case.
4. The student shall present the student's response.
5. The designated College District official or representative shall present rebuttal evidence.
6. The student shall summarize his or her case.
7. The designated College District official or representative shall summarize the College District's case.
8. The committee members shall meet alone to deliberate the case. The committee members shall vote on the issue of whether or not the student violated the College District policies and procedures.
9. Based on a majority vote, if the committee finds the student in violation, the committee will determine the appropriate sanction.
10. The chairperson shall inform the student of the committee's decision and sanction, if any, immediately following the hearing.

### **EVIDENCE**

Legal rules of evidence shall not apply to hearings brought under this policy. The committee may admit and consider evidence that possesses probative value and is commonly accepted by reasonable persons in the conduct of affairs. The committee shall exclude irrelevant, immaterial, and unduly repetitious evidence. Committee members may freely question witnesses, but committee members are not subject to questioning. The committee shall presume no violation has occurred and will make its decision based on the evidence presented. All evidence shall be offered to the committee during the hearing and made part of the hearing record. Documentary evidence may be admitted in the form of copies. Tangible evidence may be photographed or described for the records. The committee shall decide whether a violation has occurred and an appropriate sanction solely on the basis of preponderance of the evidence. The committee may consider a student's grades and disciplinary record only in determining an appropriate sanction after finding the student in violation.

### **RECORD**

The hearing record shall include a copy of the notice of hearing, all documentation and other evidence offered or admitted at the hearing, minutes of the hearing, and the committee's decisions.

The committee chairperson, shall send the record to the District President, vice president of student services, and designated College District administrators, with a copy to the student, within one (1) College District business day of the hearing.

### **SANCTIONS**

A student shall be subject to disciplinary sanctions for violations of College District policies and procedures per *FM (Local)*.

Once a sanction has been imposed by the committee, the chairperson shall notify the student of the committee's decision, and this decision shall serve as the concluding administrative action regarding the violation. There is no right to appeal to the vice president of student services, District President, Board, or any appointed designee(s), however, the vice president of student services, District President, Board, and any appointed designee may amend the committee's findings at their sole discretion.

### **SECTION 51.234 PROVISIONS**

If a student is notified in accordance with Section 51.234 of the Texas Education Code that consent to remain on the campus or facility under the control of the College District has been withdrawn due to reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility and will constitute a substantial and material threat to the orderly operation of the campus or facility, the student may request a hearing. A student requesting a hearing under this provision has the following rights:

1. The right to be represented by counsel;
2. The right to call and examine witnesses and to cross-examine adverse witnesses;
3. The right to have all matters upon which the decision may be based introduced into evidence at the hearing in the student's presence;
4. The right to have the decision based solely on the evidence presented at the hearing;
5. The right to prohibit the introduction of statements made against him or her unless the student has been advised of the content and the names of the person who made the statements and has been given the opportunity to rebut unfavorable inferences that might otherwise be drawn; and
6. The right to have all findings made at the hearing be final, subject only to the student's right to appeal to the District President and the Board.

*Blinn Board Policy FMA (LOCAL)*

**Student Welfare:  
Freedom from Discrimination, Harassment, and  
Retaliation Policy**

Note: This policy addresses discrimination, harassment, and retaliation targeting College District students. For the College District's response regarding discrimination, harassment, and retaliation targeting College District employees, see DIA.

**STATEMENT OF NONDISCRIMINATION**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**DISCRIMINATION**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

**PROHIBITED HARASSMENT**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

**EXAMPLES**

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**SEXUAL HARASSMENT BY AN EMPLOYEE**

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when a College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program.

**BY OTHERS**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

**EXAMPLES**

Examples of harassing behavior include, but are not limited to, unwelcome and inappropriate touching, sexually suggestive remarks or gestures, unsolicited pornographic materials, obscene messages sent via text or computer, pressure for sexual activity, and sexual assault and rape.

**SEXUAL VIOLENCE**

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Sexual assault is defined as any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, or mentally/physically unable to consent).

Rape is defined as nonconsensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. When the person is incapable of giving consent because he or she is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent, this is nonconsensual.

**EXAMPLES**

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

**GENDER-BASED HARASSMENT**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

**EXAMPLES**

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**RETALIATION**

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

**EXAMPLES**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**FALSE CLAIMS**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District



investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

### PROHIBITED CONDUCT

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

### REPORTING PROCEDURES STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee (any College District employee, resident assistant (RA), campus police officer).

### EMPLOYEE REPORT

Any College District employee, resident assistant (RA), campus police officer who suspects and any responsible employee who or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

### EXCEPTIONS

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act [see GAC].

### RESPONSIBLE EMPLOYEE

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any College District employee, resident assistant (RA), campus police officer.

### DEFINITION OF COLLEGE DISTRICT OFFICIALS

For the purposes of this policy, College District officials are the ADA/Section 504 coordinators, the Title IX coordinator/ specialist, and the District President or designee.

### ADA / SECTION 504 COORDINATORS

Reports of discrimination based on disability may be directed to the appropriate ADA/Section 504 coordinator. The College District designates the following persons to coordinate its efforts to comply with Title II of the American Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

### BREHAM, SCHULENBURG AND SEALY CAMPUSES COORDINATOR:

Name: Patricia Moran  
Position: Director, Disability Services  
Address: 104 Administration Building, Brenham Campus  
902 College Avenue, Brenham, TX 77833  
Telephone (979) 830-4157  
Email: [pmoran@blinn.edu](mailto:pmoran@blinn.edu)

### BRYAN CAMPUS COORDINATOR:

Name: Brenda Wilkins  
Position: Director, Disability Services, Bryan  
Address: 160 Science Building, Bryan Campus  
2423 Blinn Boulevard, Bryan, TX 77805  
Telephone (979) 209-7264  
Email: [brenda.wilkins@blinn.edu](mailto:brenda.wilkins@blinn.edu)

### TITLE IX COORDINATOR/SPECIALIST

Reports of discrimination based on sex, including sexual harassment/violence or gender-based harassment, may be directed to a responsible employee (any College District employee, the Title IX coordinators/specialist resident assistant (RA), or campus police officer). The College District designates the following persons to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

### COORDINATOR

Name: Dr. Dennis Crowson  
Position: Senior VP, Student Services  
Address: 219 Administration Building, Brenham Campus  
902 College Avenue, Brenham, TX 77833  
Telephone (979) 830-4189  
Email: [dennis.crowson@blinn.edu](mailto:dennis.crowson@blinn.edu)

### TITLE IX SPECIALIST

Name: James Reed  
Position: Director, Housing and Student Life  
Address: 236 Administration Building, Brenham Campus  
902 College Avenue, Brenham, TX 77833  
Telephone (979) 830-4189  
Email: [james.reed@blinn.edu](mailto:james.reed@blinn.edu)

### COLLEGE DISTRICT OTHER ANTI-DISCRIMINATION LAWS COORDINATOR

The District President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

### ALTERNATIVE REPORTING PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinators or the Title IX coordinator/specialist may be directed to the District President or designee.

A report against the District President or designee may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

**INVESTIGATION OF THE REPORT**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

**INITIAL ASSESSMENT**

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at CRIMINAL

**INVESTIGATION.**

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the College District official shall refer the complaint for consideration under the appropriate College District process.

**INTERIM ACTION**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

**COLLEGE DISTRICT INVESTIGATION**

The investigation may be conducted by the College District official or designee(s) or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**CRIMINAL INVESTIGATION**

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

**CONCLUDING THE INVESTIGATION**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**NOTIFICATION OF OUTCOME**

The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

**COLLEGE DISTRICT ACTION****PROHIBITED CONDUCT**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures [see FM and FMA].

**CORRECTIVE ACTION**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

**EXCEPTION**

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

**IMPROPER CONDUCT**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

**CONFIDENTIALITY**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**APPEAL**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**RECORDS RETENTION**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**ACCESS TO POLICY, PROCEDURES, & RELATED MATERIALS**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website. Copies of the policy

and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

*Blinn Board Policy FFD (Local)*

### **Student Welfare: Freedom from Bullying Policy**

Note: This policy addresses bullying targeting College District students. For provisions regarding discrimination and harassment targeting College District students, see FFD.

#### **BULLYING PROHIBITED**

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

#### **DEFINITIONS - BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

#### **EXAMPLES**

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

#### **RETALIATION**

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

#### **EXAMPLES**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

#### **FALSE CLAIM**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

#### **TIMELY REPORTING**

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

### **REPORTING PROCEDURES**

#### **STUDENT REPORT**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other

College District employee.

#### **EMPLOYEE REPORT**

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the campus police or campus director.

#### **REPORT FORMAT**

A report may be made orally or in writing. The campus police or campus director or designee shall reduce any oral reports to written form.

#### **PROHIBITED CONDUCT**

The campus police or campus director or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFD, including harassment or discrimination on the basis of race, color, religion, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFD instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFD shall include a determination on each type of conduct.

#### **INVESTIGATION OF THE REPORT**

The campus police or campus director or designee shall conduct an appropriate investigation based on the allegations in the report. The campus police or campus director or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

#### **CONCLUDING THE INVESTIGATION**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the campus police or campus director or designee shall take additional time if necessary to complete a thorough investigation.

The campus police or campus director or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the District President or designee.

#### **COLLEGE DISTRICT ACTION**

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

#### **CORRECTIVE ACTION**

Examples of corrective action may include implementing a training program for the individuals involved in the complaint, implementing a comprehensive education program for the College District community, conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where bullying or retaliation has occurred, and reaffirming the College District's policy against bullying and retaliation.

#### **IMPROPER CONDUCT**

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

#### **CONFIDENTIALITY**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is

filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level.

### RECORDS RETENTION

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

### ACCESS TO POLICY

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

*Blinn Board Policy FFE (LOCAL)*

### Graduation/Achievement Awards

Students who plan to graduate from Blinn College at the end of the current semester should do the following:

1. Prior to graduation, submit an application.
  - Students currently enrolled at Blinn College must apply for graduation by logging into their myBlinn account.
  - Reverse transfer students or students NOT currently enrolled at Blinn College must apply for graduation using the graduation application found on the graduation website (<http://www.blinn.edu/admissions/graduation.htm>)
2. Comply with all requirements (pertaining to the student's degree, certificate, or Achievement Award) as detailed in the Blinn College Catalog.
3. All holds must be cleared.

Diplomas do not reflect majors for the Associate of Arts and Associate of Science degrees. Achievement Awards are only denoted on the Official Blinn College Transcript. Recipients of this award alone do not participate in commencement exercises.

### Graduating Seniors at a Senior University

Many students choose to attend Blinn College the same semester they are to graduate from a senior university. Transcripts will not be released prior to the posted grade due date as listed on the official Academic Calendar. Graduating Seniors must request their transcripts to be sent during the graduating semester and the graded transcripts will be released after final grade processing is complete.

### Commencement Exercises

Formal commencement exercises are held at the close of the regular spring and fall semesters. Degrees, Certificates, and Occupational Skill Awards are awarded at the close of each semester at the request of the student. All graduates including those who participate in a ceremony will receive their diploma, certificate, and/or occupational skill award by mail.

### International Student Admissions & Orientation

For all International Student Information, see No. 10 under Admissions. A mandatory orientation for new and transferring international students will be conducted before each fall and spring semester. Failure to attend International Orientation will result in the termination of a student's I-20. No exceptions will be made to this policy.

Orientation is an important step in beginning an academic career at Blinn College. Topics that will be presented include: F-1 visa regulations, culture differences, academic advising and transfer

issues, international student organizations, and tips for academic success.

International students are only permitted to arrive in U.S. 30 days prior to the program start date listed on the I-20. Students should make plans to arrive a few days prior to orientation in order to complete TSI testing, advising, and registration. For a list of important dates and orientation details, visit [www.blinn.edu/international](http://www.blinn.edu/international) or call (979) 209-7521.

### ACADEMIC ADVISING AND COUNSELING CENTERS

Academic Advising and Counseling Services consist of academic advising, career/vocational counseling, personal counseling, as well as a variety of testing services. These services may occur in a one to one process, or in a group. Assistance is provided in the following specific areas:

1. Academic advisement, which involves appropriate course selection/transferability of courses, educational planning, and an examination of study skills.
2. Personal confidential counseling.
3. Career and vocational planning and assessment to explore career goals, career information, and self-assessment of career interests.
4. Testing and assessment services to include:
  - a. Tests for selected state and national programs, and health sciences programs including: American College Test (ACT), General Education Development Test (GED), Health Occupations Basic Entrance Test (HOBET), Nurse Entrance Assessment (TEAS), Scholastic Aptitude Test (SAT), and the Texas Success Initiative Assessment (TSIA).
  - b. Tests of aptitude and career/vocational interests.
5. Referral resources that provide assistance with concerns such as financial aid, tutoring, career/vocational interests, alcohol and drug abuse or personal issues

### Academic Advising

Academic advising helps students make appropriate decisions about their academic career and ensures compliance with Blinn College policy. Blinn College encourages all students to participate in the academic advising process. Professional counselors, advisors and trained faculty are available throughout the year for advising purposes. Students enrolling at Blinn College for the first time must have state-approved test scores or qualifying state test (TSI) exemption scores available before they can be advised for coursework. Students should bring copies of their transcripts from previous colleges attended, and/or previous test scores (ACT, SAT, TAKS, STAAR, e.g.) to their advising session. Students should allow 48-hours for documents to process.

All Blinn students are encouraged to visit an advisor of their choice. However, the following populations of students are required to be advised prior to each registration:

- a) Students who fail any part of the state-approved placement test.
- b) Students who are on scholastic probation.
- c) Students readmitted following suspension.

### Academic Advising Locations:

- Brenham: Administration Building Room 206, 802 Green St.
- Bryan: Tejas building, 3125 South Texas Avenue
- Schulenburg: 100 Ranger Drive
- Sealy: 3701 Outlet Center Drive

## Testing Services

Blinn College Testing Services provide students with the opportunity to take the following tests:

- General Educational Development (GED), to achieve a high school equivalency diploma.
- ACT and SAT to meet admission requirements of four-year colleges and universities.
- Texas Success Initiative Assessment (TSIA) to meet registration requirements of two-year public colleges.
- Health Occupations Basic Entrance Test (HOBET) and the Test of Essential Academic Skills (TEAS), to meet admission requirements for the health sciences programs.
- DISCOVER and Myers-Briggs Type Indicator (MBTI), to assess vocational interests.

See the *College Expense* section of this catalog for fees associated with each test.

## Testing Locations:

Students can receive TSIA testing at the following locations.  
 Brenham: Room 248, Administration building, 802 Green Street  
 Bryan: Tejas building, 3125 South Texas Avenue  
 Schulenburg: 100 Ranger Drive  
 Sealy: 3701 Outlet Center Drive

A Pre-Assessment Activity is required before taking the TSIA for the first time. For additional tests, testing times/days, and a link to the pre-assessment activity, check the website <http://www.blinn.edu/testing>.

## New Student Orientation (Advising Day)

The orientation program focuses on general campus information, Texas Success Initiative requirements, academic advisement, and class registration. Attendance at orientation is encouraged but not required. It is also recommended that all new students, who are not exempt from testing, take a state-approved placement test by April so scores will be available in time for academic advising during orientation. Students with documented state test scores or state test exemption scores can be advised for fall semester coursework during orientation. Orientation sessions are scheduled during the months of May-July for students attending the Fall Semester. Registration for orientation is available at [www.blinn.edu/NSO](http://www.blinn.edu/NSO).

## Placement Services

Blinn College has an online job posting system for students and graduates seeking off campus employment. The system utilizes a live job search format, and it allows students and graduates to attach a copy of their resume for employers to view. Employers can access the system to post job vacancies and to search the available supply of students and graduates. Blinn College has teamed with College Central Network (CCN) to make this a powerful and efficient on-line job placement system. To access the system, use the following website: [www.collegecentral.com/blinncollege](http://www.collegecentral.com/blinncollege).

In addition to the job posting system mentioned above, Blinn College also lists part time jobs from local employers. These jobs are posted in the Academic Advising and Counseling Office, Room 206 of the Administration Building on the Brenham Campus.

Students seeking part time student worker positions at the college should apply for these positions at the Employment Opportunities link on the Blinn College website: [www.blinn.edu](http://www.blinn.edu).

## BRENHAM ACADEMIC SUPPORT SERVICES

Lab/ Resource	Location of Lab/ Resource	Description of Resources	Phone Number
W. L. Moody Library		Research assistance; books, journals, newspapers (print and electronic); applications software, DVDs, audio books, music; computers, Internet; printers, copiers; study areas. See hours and calendar at: <a href="http://www.blinn.edu/library/info/hours/brenham.htm">http://www.blinn.edu/library/info/hours/brenham.htm</a>	979-830-4250
Bullock Computer Lab (Open Lab)	Bullock Building Room #138	Applications software, internet access, instructional software, scanner & OCR software, color laser printer, technical assistance, CD burner, data recovery services, WebCam computers	979-830-4298 979-830-4497 (Fax)
Learning Center	Academic Building Room #13	Tutorial assistance in many academic subjects, testing services, distance learning testing, computer use, study guides, & dictionaries	979-830-4442
The Writing Room	Academic Building Room #14	Writing consultation for all disciplines, grammar/style handbooks, computer, non-credit-level English contract lab exercises	979-830-4403
Foreign Language Lab	Academic Building Room #9	Student tutors, foreign language films & instructional videos, language tapes, reference volumes & maps	979-830-4426
Open Science Lab	Classroom Building C-7	Allows students to review important lecture concepts, repeat some biology experiments, and to prepare for laboratory practical examinations. Interactive Chemistry tutorial software (CCC) is available as well as virtual chemistry lab experiments (WinQual).	979-830-4225

## THE BRENHAM LEARNING CENTER (Academic Building, Room 13)

The BLC serves a multi-fold purpose. It is a friendly academically stimulating place. It is an environment in which a student can study, work on assignments and presentations, read, and write while having access to qualified professional assistance. The main strength of the BLC lies in its staff of professional educators. They provide one-on-one tutoring to each student on a walk-in basis or through referrals from faculty. They also conduct regularly scheduled tutoring sessions with small groups of at-risk students or students who recognize a weakness in certain areas.

**Services include:****Computer Lab:**

Word processing  
Presentations  
Class assignments  
Computer-aided instruction

**Tutoring:**

One-on-One; small group  
Computer tutorials  
Supplemental instruction  
ADA special accommodations  
Pre-exam reviews

**Testing:**

Distance Learning  
ADA special accommodations  
Make-ups  
Off-campus exams

**Resources include:**

- State-of-the-Art computers, Laser Printers, Color Printers and Color Scanner
  - MS Office Software
- For more information:  
<http://www.blinn.edu/labs/brenham/LC/index.htm>

**BULLOCK COMPUTER LAB**

The Bullock Computer Lab is located in Room 138 in the Bullock Building on the Brenham Campus. The lab is a computer support facility that provides services and resources to aid students' academic success. This open lab is free to all students with a valid Blinn ID card. Check out our webpage under Blinn A-Z or go to <http://www.blinn.edu/labs/brenham/bullock>. The staff is available to assist students.

**Resources include:**

- Win 7 PC Computers with DVD-RW
- Two WebCam computers for recording Tegrity speeches
- All Computers networked to Laser B/W & Color printers through the Pharos print system
- MS Office 2013 Professional Suite including Word, Excel, PowerPoint, Access and Publisher
- Tech assistance with Wi-Fi settings
- Headphones for check-out
- Scanners with graphic & OCR software
- Adobe Creative Suite & Web Design
- Tutorial software for academic subjects and other supplemental programs
- Two adjustable workstations for wheelchair access & ZoomText

**THE WRITING CENTER - BRENHAM**

The Writing Room is a free-of-charge writing center (Room 9, Academic Bldg.) and computer lab (Room 14, Academic Bldg.) available to all enrolled Blinn College students. By providing friendly, student-centered, one-on-one access to help, The Writing Center seeks to improve students' knowledge and command of the writing process.

The Writing Center tutors are available from 10 a.m., Monday-Friday until the early evening. *Specific times will be determined each semester.*

In The Writing Center, students can meet one-on-one with trained writing consultants. By discussing concerns about writing with these consultants, students can discover answers to questions about:

- Different types of writing assignments;
- The writing process;
- Paragraph organization, content, and development;
- Essay organization, content, and development;
- Topic sentences and thesis statements;
- Library research;
- Grammar and punctuation;

- Internal parenthetical documentation and works cited pages;
- MLA format;
- Revision; and
- The use of reference books on writing, including the Little, Brown Handbook.

In The Writing Center, students may also take advantage of individual time at computers. There are also two adjustable workstations for wheelchair access. Additionally, students may use The Writing Center as a productive place to think and write. Additional information about The Writing Center is available in the tutoring office, Academic Room 9 or by telephone at (979) 830-4699 or visit the website at [www.blinn.edu/humanities/writingroom/about.html](http://www.blinn.edu/humanities/writingroom/about.html)

**FOREIGN LANGUAGE LAB**

The Foreign Language Laboratory is located in Room 10 of the Academic Building. Students will find various resources there to help them in their language classes, including computers and computer programs, video materials, and reference books. Space is available for group and individual study. In addition, an assistant is available to aid students with the materials and procedures. This person is normally conversant with Spanish and is able to tutor students and answer questions as needed.

**BRENHAM OPEN SCIENCE LAB**

Blinn College has ample equipment for hands-on physics experiments as well as computer-based experiments. The chemistry lab is equipped with computer-interfaces for experiments in calorimetry, colorimetry and titrations. The geology lab is equipped with ground-water models, and both fresh water and saltwater aquariums. It also has its own weather station on the roof of the Classroom Building, as well as two seismographs constructed by the faculty member. The human anatomy and physiology lab has recently been updated with \$10,000 worth of models including kidney, muscles of the head, arms and legs, cell models, additional human torso models, and spinal cord models. It also houses an industrial quality refrigerator for storing preserved specimens, several new storage cabinets, the preserved slides and slides of organ tissues, and two new vital signs monitors similar to those used in hospitals. General biology classes are equipped with electrophoresis kits for DNA analysis. The students of biology have access to many preserved specimens to compare with the computer tutorial images in the Open Science Lab in Room C-7. In addition, the college has a digital microscope, several symposiums, desktop presenters, and micro video systems for projecting microscope slides in real time.

**BRYAN ADVISING, COUNSELING AND ACADEMIC SUPPORT SERVICES****COUNSELING/ADVISING SERVICES**

Located in the

**Academic Advising and Counseling Center, Tejas Center  
979-209-7250**

The Academic Advising and Counseling Center provides services for Academic, Technical and Workforce Education students. All services are provided at no cost to the student. The most frequently requested services include:

- ACADEMIC: Academic advising, technical education program information, course selection, degree planning and senior college transfer information.
- CAREER: Computerized career exploration, vocational assessments, resume writing, interview techniques, job search techniques, career counseling, job placement, and job search bank.

**PERSONAL:** Time management, personal adjustment, relationships, communication skills, stress management, study skills, support groups (on a variety of issues), information on and referrals to community services.

**Bryan Campus:** The counseling office on the Bryan campus offers both scheduled appointments and walk-in (first come-first serve) service. To schedule an appointment (encouraged for those traveling from out of town) go to [www.blinn.edu/counseling](http://www.blinn.edu/counseling) and click on the link 'advising schedule' on the left. The office is open Monday and Tuesday, 8 am to 7 pm; and Wednesday-Friday, 8 am to 5 pm.

**ACADEMIC ADVISING**

Academic advising helps students make appropriate decisions about their academic career and ensures compliance with Blinn College policy. Blinn College encourages all students to participate in the academic advising process. Professional counselors, advisors and trained faculty are available throughout the year for advising purposes. Students enrolling at Blinn College for the first time must have state-approved test scores or qualifying state test (TSI) exemption scores available before they can be advised for coursework. Students should bring copies of their transcripts from previous colleges attended, and/or previous test scores (ACT, SAT, TAKS, e.g.) to their advising appointment/session. Students should allow 48-hours for documents to process.

**Advising Requirements**

Blinn College encourages all students to be academically advised each semester. Some student populations are required to be advised and registration holds will be placed on their accounts until the advising process is completed. Students required to be advised include:

- students who are NOT “College Ready” \*
- students returning from academic suspension

Students on academic probation are strongly recommended to meet with an advisor prior to registration.

*\*“College Ready” is defined as one who has passed all sections on, or is exempt from a state- approved placement test. A student may also become college ready by successfully completing required developmental education courses.*

**BRYAN ACADEMIC SUPPORT SERVICES**

Lab/ Resource	Location of Lab/ Resource	Description of Resources	Phone Number
Library	Building L First Floor	Research assistance; books, journals, newspapers (print and electronic); applications software, audio books, music; computers, Internet; printers, copiers; study areas. See hours and calendar at: <a href="http://www.blinn.edu/library/info/hours/bryan.htm">http://www.blinn.edu/library/info/hours/bryan.htm</a>	979-209-7270
Open Computer Lab	Building H Room 225	Applications software, internet access, instructional software, scanner & OCR software, memory card reader, double-sided printing, technical assistance, CD burner, zip drive, data recovery services	979-209-7265

Learning Center	Building L Room 258	Tutorial assistance in many academic subjects, testing services, distance learning testing, computer use, study guides, & dictionaries	979-209-7267
The Writing Center	Building A Room 119	The mission of the Writing Center is to make better writers. This is accomplished in a comfortable environment through one-on-one consultations with experienced, degreed writing tutors. During a tutoring session, students choose which aspects of their assignments they would like to work on. While the Writing Center is not a proofreading service, the tutors will work with writers in any stage of the writing process. The purpose is to help students improve their writing skills overall.	979-209-7591
Foreign Language Lab	Building G Room 218/227	Beginning language classes spend regular time in the labs. Also open lab hours are available for the student to do extra practice.	979-209-7346
The Developmental Reading / Writing Labs (Bryan)	Building L Rooms 257/249	Labs are used as a supplement to class time and give students the opportunity to work with their instructor or a tutor.	

**BRYAN LEARNING CENTER OPERATING HOURS:  
Fall and Spring Semester**

Sunday..... 5:30 p.m. – 9:30 p.m.  
 Monday-Thursday ..... 7:45 a.m. – 9:30 p.m.  
 Friday..... 7:45 a.m. – 5:00 p.m.  
 Saturday..... 9:30 a.m. - 2:30 p.m.

**Summer Semesters**

Sunday..... 5:30 p.m. – 9:30 p.m.  
 Monday-Thursday ..... 7:30 a.m. – 9:30 p.m.  
 Friday..... 7:30 a.m. – 5:00 p.m.  
 Saturday..... Closed

**See website for Interim Schedule and Holiday Closings at <http://www.blinn.edu/labs/bryan/schedule/htm>**

The Bryan Learning Center is located in Room 258 on the second floor of the Library Building, Bryan Campus. The Center is an academic support facility, providing a variety of services for students, staff, and faculty. Center services are free to all Blinn students with a valid Blinn ID card.

**Services include:**

• **Tutoring** - The Learning Center provides free tutoring in a variety of subjects including Accounting, Biology, Chemistry, Physics, Computer Programming, Mathematics and Microsoft Office Applications. Tutoring services are performed by Peer Tutors, Tutors, and Learning Center Assistants.

• **Computers** - The Learning Center has over 80 computers available for use. Printing costs 7 cents per page (taken off student's or faculty/staff's semester printing balance). Printing is single-sided and in black and white only. Two computers have scanners. All computers have Windows, Microsoft Office, Maple and other software used in Blinn courses. To find out more about the additional software, please call (979) 209-7267 or visit the Center.

• **Supplemental Resources** - To check out resources the student must have a current Blinn College ID. The Learning Center will keep the ID until the resources are returned. All resources, excluding calculators, are for use in the Learning Center only. Resources available for checkout include: textbooks, reference books, calculators, headphones, zip drive and CD burner.

• **Test Center** - Testing for distance learning courses, make-up exams, and correspondence exams is available in the facility's testing center.

**For more information, go to:**

<http://www.blinn.edu/labs/bryan/index.htm>

#### **OPEN COMPUTER LAB**

The Bryan Open Computer Lab is a computer support facility that supplements all divisions of Blinn College. It provides services and resources to aid students' academic success at the collegiate level. The lab is located in the health building on the second floor, Room H-225.

#### **OPERATING HOURS:**

##### **Fall and Spring Semester**

Monday-Thursday ..... 7:45 a.m. – 9:30 p.m.

Friday ..... 7:45 a.m. – 4:00 p.m.

##### **Summer Semesters**

Monday-Thursday ..... 7:30 a.m. – 8:30 p.m.

Friday..... 7:30 a.m. – 5:00 p.m.

Resources include: applications software, Division software, scanners, memory card readers, web cams, CD burners, and laser printers with double-sided printing capability.

#### **THE WRITING CENTER (Bryan Campus)**

The Writing Center is located in A-119 and serves all students enrolled in Blinn College courses. Our mission is to help students become better writers; this is accomplished in a comfortable environment through one-on-one consultations with experienced, degreed writing tutors. While the Writing Center is not an editing service, they will work with writers on any stage of the writing process. Rather than focusing on one piece of writing during a session, the tutors help students improve their writing skills overall. For more information, visit the Blinn website at:

<http://www.blinn.edu/brazos/humanities/writingcenter/>

#### **Quick Facts:**

- Open Monday-Thursday 9 am-8 pm and on Friday 9 am-1 pm
- tutors have a bachelor's degree or higher
- tutoring through personalized, one-on-one consultations
- tutors can help with all writing stages: understanding an assignment, choosing a topic, planning, revising, editing, and documenting sources.

#### **THE DEVELOPMENTAL READING & WRITING LABS (Bryan)**

Parallel Studies is home to two computer labs (L-257 & L-249) that exist to guide students through their developmental courses. Our aim is to encourage academic achievement. These labs are used as a supplement to class time and give students the opportunity to work with their instructor or a tutor in a quiet, friendly, individualized setting.

Students may use the lab to complete work for a developmental course or to receive tutoring on a particular concept they are struggling with. Degreed tutors can answer questions about assignments, reading, writing and course computer programs.

**For more information, go to:**

<http://www.blinn.edu/brazos/parallelstud/development>.

#### **FOREIGN LANGUAGE LAB**

The Foreign Languages Department has two computer labs (G-218 & G-227) which are used intensively by first and second semester students in Spanish, French, German and American Sign Language as part of their course requirements. The lab sessions are an integral part of their courses where the students work with their own instructors who facilitate, design and select activities for their students' language acquisition. Third and fourth semester students use the labs to complete their coursework and get essential practice with the "target" language. The labs also have open hours for students to work with a variety of media to develop their language skills.

#### **SCHULENBURG ADVISING, COUNSELING & ACADEMIC SUPPORT SERVICES**

##### **COUNSELING SERVICES**

Counseling Services consists of academic advising, personal counseling, career/ vocational counseling, as well as a variety of testing services. Counseling involves processes by which students learn to make better decisions, improve their personal skills, increase self-confidence, and acquire a better awareness of their needs and the needs of others. Students can make an appointment to see an academic advisor at the Enrollment Services desk or by calling (979) 743-5200. Students seeking personal counseling will be referred to the Brenham counselor.

Assistance is provided in the following areas:

- academic advisement involving appropriate course selections, educational plans, and transferability of courses;
- personal confidential counseling to help students become more effective in their everyday lives;
- career and vocational counseling to explore vocational goals, occupational information and self-appraisals of career interests and abilities.

Counseling Services administers various tests that include:

- the THEA Quick Test (Texas Higher Education Assessment);
- the Health Occupations Basic Entrance Test (HOBET);
- aptitude, career, and vocational interests.

##### **ACADEMIC ADVISING**

Academic advising is available throughout the year. Academic advisors can assist students in several areas that include:

- formulating degree plans;
- making appropriate course selections;
- planning course work to optimize transferability to other institutions.

Before advisement all students are required to have on file THEA (or other state assessment test) scores or TSI exemption documentation. These scores, along with ACT/ SAT scores or other college credit, are used to select semester courses. The following populations of students are required to be advised prior to each registration:

- a. students enrolling at Blinn College for the first time (except co-enrolled students at a senior institution);
- b. students who do not meet college readiness standards on the TSIA test;
- c. students who are on scholastic probation;
- d. students readmitted following suspension.

Blinn College encourages all students to participate in the academic advising process. Students can make an appointment to meet with an advisor at **Enrollment Services** or by calling (979) 743-5200.



**ACADEMIC SUPPORT SERVICES**

Lab/ Resource	Location of Lab/Resource	Description of Resources	Phone Number
Library	Administration Building	Research assistance; books, journals, newspapers (print and electronic); videos, audio books, computers, Internet; printers, copier	979-743-5226
Computer Lab	Administration Building	Applications software, internet access, instructional software, transparencies	979-743-5200
Testing Center	Library-Administration Building	Distance learning testing; make-up exam testing	979-743-5226

Computer Lab	Suite #250, Rm. #113 (East Entrance)	Applications software, internet access, instructional software, transparencies, technical assistance.	979-627-7997
Testing Center	Computer Lab	Distance Learning testing, make-up exam testing.	979-627-7997

**OPEN COMPUTER LAB**

The computer lab is an open lab available to all Blinn students with a valid I.D. The lab is located in Room 104 of the Main Building. Students have access to the Internet and software which will support their computer science and academic classes. Hours of operation are posted at the beginning of each semester. Students needing to make transparencies for class projects should contact the office of Enrollment Services.

**SEALY ADVISING, COUNSELING AND ACADEMIC SUPPORT SERVICES**

**ACADEMIC ADVISING AND COUNSELING**

Blinn College students have a wide variety of advising services available to them. Academic advisors and counselors can assist students in several areas that include:

- a. Formulating degree plans.
- b. Making appropriate course selections.
- c. Planning coursework to optimize transferability to other institutions, the academic advisor and the Director of the Sealy campus handle academic advising.

The following populations of students are required to be advised prior to each registration:

- a. Students enrolling at Blinn College for the first time (except co-enrolled students at a senior institution).
- b. students who do not meet college readiness standards on the TSIA test;
- c. Students who are on scholastic probation.
- d. Students readmitted following suspension.

Blinn College encourages all students to participate in the academic advising process. Please call the Sealy campus at (979) 627-7997 to make an appointment.

**ACADEMIC SUPPORT SERVICES**

Lab/ Resource	Location of Lab/ Resource	Description of Resources	Phone Number
Library	Suite #250 (West Entrance)	Electronic indexes, Internet resources, local newspapers, laser printer accessed through student's PHAROS accounts. Books held in other Blinn Libraries can be checked out directly from this site and delivered via courier.	979-627-7997

**COMPUTER LAB**

The hours of the Open Computer Lab are dependent on the credit class schedule and the Continuing Education class schedule. Open Lab hours are available most afternoons.

The Computer Lab is located in Room 113 in Suite 250 (East Entrance) of the Sealy campus. The lab is a computer support facility that provides services and resources to aid students' academic success. The lab is free to all students with a valid Blinn ID card. Resources include:

- Computers with DVD
- LaserJet printers
- Internet connected
- MS Office: Word, Excel, PowerPoint, Access and Publisher

**New Student Orientation**

The orientation program focuses on general campus information, Texas Success Initiative requirements, and academic advisement. Attendance at orientation is encouraged but not required. It is also recommended that all new students, who are not exempt from testing, take a state-approved placement test by April so scores will be available in time for academic advising during orientation. Students with documented state test scores or state test exemption scores can be advised for fall semester coursework during orientation. Orientation sessions are scheduled during the months of May-July for students attending the Fall Semester. Registration for orientation is available at [www.blinn.edu/NSO](http://www.blinn.edu/NSO). A web-based (online) orientation is available at [www.blinn.edu/orientation](http://www.blinn.edu/orientation).

**Placement Services**

Blinn College has an online job posting system for students and graduates seeking off campus employment. The system utilizes a live job search format, and it allows students and graduates to attach a copy of their resume for employers to view. Employers can access the system to post job vacancies and to search the available supply of students and graduates. Blinn College has teamed with College Central Network (CCN) to make this a powerful and efficient on-line job placement system.

To access the system, use the following website: [www.collegecentral.com/blinncollege](http://www.collegecentral.com/blinncollege)

In addition to the job posting system mentioned above, Blinn College also lists part time jobs from local employers. These jobs are posted in the Counseling Office, Room 206 of the Administration Building on the Brenham Campus.

Students seeking part time student worker positions at the college should apply for these positions at the Employment Opportunities link on the Blinn College website: [www.blinn.edu](http://www.blinn.edu)

## SPECIAL FACILITIES & SERVICES FOR STUDENTS WITH DISABILITIES

### Non-Discrimination Statement

Blinn College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The designated coordinator for Blinn College's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendment Act (ADAAA) is Patricia E. Moran, M.Ed., 902 College Avenue, Brenham, TX 77833, (979) 830-4157. The College's facilities are accessible to students and visitors with disabilities. Designated parking spaces, ramps, handicapped restroom facilities, elevators, and assistance from College employees are readily available on all campuses. The College's faculty and staff work closely with students with disabilities to meet their individual needs.

### Services for Students with Documented Disabilities

Students with documented disabilities must self-identify and provide current, appropriate documentation of the disability to the Office of Disability Services (ODS) prior to receiving services. Students are encouraged to contact this office as early as possible to initiate services. Direct services to students with disabilities are provided in the following areas:

- Assessment of needs and appropriate services
- Provision of classroom and testing accommodations
- Assistance in orientation and registration procedures
- Counseling on disability related issues

Information, education, referrals, and consultation about specific disabilities are available to interested parties on request. For answers to specific questions or to request an information packet, contact the Office of Disability Services on the specific campus the student will be attending.

Bryan Campus: (979) 209-7251; Brenham, Sealy, Schulenburg Campuses: (979) 830-4157.

### ON-CAMPUS BOOKSTORE (BRENHAM & BRYAN ONLY)

The bookstore carries textbooks for all classes as well as school and office supplies. Students should bring their schedules with them when they buy their books to help ensure the purchase of the correct books. Books must be paid for at the time of purchase with cash, check, credit card or a financial aid book voucher.

Students with financial aid can access their book voucher using their ID card at the time of purchase. Book vouchers must be used at the Blinn campus bookstore where the student is attending classes.

Board Policy EDA (Legal) provides that "a student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. (Education Code 51.9705; 19 TAC 4.216(1), .217-.218)

For additional information, visit the Blinn College website [www.blinn.edu](http://www.blinn.edu). Under Blinn College Quick Links, select Blinn Bookstore – Brenham.

Operating hours for Fall and Spring Semesters: Monday-Thursday, 7:30 a.m.-5 p.m.; Friday, 7:30 a.m.–1:00 p.m.

### Posters and Bulletin Boards

All posters, handbills, student election materials, and related literature posted in any building must have approval of the Director of Student Leadership and Activities. All signs, notes, circulars, and posters will be in English and parties who post them should remove them after the day of the expiration. No literature may be displayed in such a manner as to mar or damage the buildings. No literature may be displayed on windows, doors, painted surfaces, or the outside of buildings. All posters must be removed by the individual or group responsible.

### BRENHAM CAMPUS HOUSING

Living on campus provides an overall educational experience that contributes to the student's development. Group living challenges each student to develop a new personal awareness, to exchange ideas, and to explore serious commitments to learning. Group living also requires a development of respect for the rights of others.

Students are expected to observe a proper standard of conduct at all times which calls for respect for order, respect for authority, courtesy and good judgment. Procedures, compiled in accordance with state law and college regulations, provide an atmosphere of health and safety for the residents. The [Residence Life Handbook](#) is available online for student review and reference. Students are expected to review all Blinn College Housing and Residential Life policies and procedures upon arrival in Blinn College Housing.

Refer to the website ([www.blinn.edu/housing](http://www.blinn.edu/housing)) for updates.

### Applying for Housing

A prospective housing student must first apply for admission to Blinn College. When admitted, the student will receive instructions for logging into his/her myBlinn account.

*NOTE:* If a student's admission file is incomplete due to missing documents or application materials, the student will not be able to access the housing links in his/her myBlinn account. When the prospective student has access to his/her myBlinn account, he/she will follow the instructions for Login of myHousing. Students requesting to live in on-campus housing must complete the online housing application and pay a NON-REFUNDABLE \$125 application fee in order to be considered for a housing assignment.

A "Thank You" confirmation page will be emailed when the Housing Application is completed successfully. It is recommended that students apply early for housing, as spaces are limited. Please check the Buc email on a regular basis. Students can also visit [www.blinn.edu/housing](http://www.blinn.edu/housing) for more housing information and future housing application dates.

### Room Assignments

To receive an assignment, a student must be enrolled in a minimum of 12 semester hours at Blinn College and must pass a criminal history record review. Summer school assignments are made prior to or during summer session registration. The Director of Housing reserves the right to make hall and room assignments. The prospective resident is placed on the waiting list prior to the assignment process. To be eligible for the waiting list the applicant must complete the online housing application. The applicant's name appears on the waiting list according to the date the application is accepted.

An assignment letter will be sent by e-mail and by mail to the student's address on file. The assignment letter has very important information: the assigned housing placement, move-in dates, move-in requirements.

All unclaimed rooms will be declared vacant at 5:00 p.m. on the last designated move-in day. Students unable to claim their room by this date and time should call (979) 830-4461 or email housing@blinn.edu. There is no reduction in cost for the late arrival.

### **Housing Agreement**

The student must agree to the terms of the Housing Agreement at the time of application in order to complete the application process. The Housing Agreement is a legal and binding agreement for the full academic year (9 months) and expires at the end of the spring semester. The agreement specifies provisions for cancellations, occupancy, room entry, property damages, and liabilities. Any student wishing to move from college housing should consult the Housing Agreement for the provisions applicable for release from the agreement. Authorization for off-campus housing does not relieve the student of agreement obligations which have been assumed with Blinn College for on-campus housing.

### **Room Cancellations**

Students who cancel their rooms prior to the first day of fall classes and prior to the first day of spring classes will receive a full payment refund for room rent.

### **Refunds**

The refund for room rent will be prorated for students who withdraw or are removed from housing prior to the eighth week for the regular semester and prior to the second week of the summer session. Room rent will not be refunded after the eighth week or after the end of the second week of the summer session. Room rent is not adjusted for mechanical, heating or air conditioning malfunctions.

### **Background History Record Check Requirement**

A student applying to live in College District housing must allow the college to obtain criminal history record information. Applicants with a pending charge or a conviction for a felony, Class A misdemeanor, and/or Class B misdemeanor may have his/her housing application declined.

### **Semester Hour Requirement**

Students living on campus must enroll for a minimum of 12 semester hours and remain enrolled in 12 hours for the duration of the semester. A student who drops or is dropped below 12 semester hours will have 5 class days to complete the academic reinstatement process. If the appeal is unsuccessful the resident must move out of housing. The move-out date determines if a meal plan and room rent refund is appropriate.

### **GPA Requirement**

No student with less than 1.50 cumulative grade point average (GPA) after any semester will be allowed to live in student housing. Contact the Housing Department for information about the appeal process for exceptions due to extreme circumstances.

### **Closings**

College housing is closed during the holiday periods and between semesters. Students (athletes) who have scheduled activities may remain in housing as required. Room and board charges do not cover periods when the college is not in session as published in the college catalog.

### **Meal Plans**

Meal plans are required of all students who live in campus housing. The meal plan works according to a swipe-system. The money for the plan is placed on the student's ID card, which is swiped each time the student eats in the dining hall or buys items from the Cove, a short order snack bar. A minimum plan is

required for residence hall students and apartment residents. Optional meal plans are available.

### **RESIDENCE HALLS**

The Brenham campus of Blinn College has 11 traditional air-conditioned/central heated residence halls with capacity for 630 students. Five residence halls house 286 women and six residence halls house 344 men. The rooms are double occupancy.

Each resident hall is supervised by a live-in hall director and a student resident assistant. Each hall has a large living area with cable television. Most halls have a study room or study area. Internet, cable television, and phone lines with free local service are provided in each room. Most rooms have two telephone lines and two data ports. A microwave and free laundry facilities are available in each hall. Men and women residence halls have rooms for students with disabilities.

### **Bert and Mae Dean Wheeler Residence Hall**

Blinn College has one co-ed residence hall opened in August 2011. This state-of-the-art three story residence hall has 352 rentable beds on designated floors for male and female students. The floor plan provides a variety of housing to offer the resident a choice of a private bedroom in a 4 bedroom-2 bath suite or a tri-suite bedroom (3 beds per room) -1.5 bath suite. Suites are available for students with disabilities.

The hall is supervised by a live-in hall manager, assistant managers, and student resident assistants. Wireless internet, cable television, and phone lines with free local service are available for the residents. Social lounges and study areas are conveniently located on each floor. A laundry room is available for the student's convenience.

### **Apartment Style Housing**

Blinn College Park Apartments offers 338 students a more independent style of living. A live-in resident manager, assistant managers and student resident assistants manage the complex.

The apartment complex consists of the Arthur Ehrig Commons Building, which has a TV area and management staff offices, and seven two-story buildings with laundry facilities in each building. The four single bedroom and two bath apartments include a small living-dining area and kitchen. The two single bedroom and one bath apartments include a small living-dining area and an efficiency kitchen. The apartments are furnished. Internet, cable television, and a phone line with free local service are provided in each room.

### **BLINN COLLEGE HEALTH CLINIC**

Blinn College has a Health Clinic on both the Brenham and Bryan campuses. Students can visit with a Registered Nurse to receive a professional assessment, minor and emergent treatments, or referral to area clinics and care centers. There are no additional fees for the services provided at the Blinn College Health Clinic for students, staff, or faculty. The clinics also provide health promotional materials and education on health-related issues.

Brenham campus: (979) 830-4005

Bryan campus: (979) 209-7269

For more information, visit the website at <http://www.blinn.edu/healthclinic.html>

### **Student Health Insurance**

Students are encouraged to carry major medical health insurance. Blinn College does not provide health insurance for its students or offer or endorse any student insurance policy. Any medical expense incurred by the student is the responsibility of the student.

**FOOD SERVICE – BRENHAM CAMPUS**

Blinn College operates its own cafeteria and snack bar (The Cove) located in the Student Center on the Brenham campus.

The cafeteria has a full salad bar, baked potato bar, sandwich bar, two choices of entrees, vegetables and wide variety of desserts and drinks. Meals are served buffet style, allowing students to choose their own selections and quantities. The cafeteria serves Breakfast, Lunch and Dinner, Monday through Friday when school is in session. The snack bar features hamburgers and fries, sandwiches and chips, drinks and snacks. The Cove is open seven days a week.

All students who live in on-campus housing are required to purchase a meal plan. Commuter students may purchase individual meals or any of the meal plans. Students who require special diets must make these arrangements with the CFO/ Senior Vice President of Finance and Administrative Services prior to registration.

**Food Service for Campus Housing (Available on Brenham Campus Only)**

**Food Service Prices per Semester**

19 Swipes per week Meal Plan ..... \$1,550.00  
 Full Meal Plan (Scholarship)..... 1,550.00

Blinn Bucs - Cafeteria or The Cove

11 Swipes per week Plan  
 (Minimum for Residence Halls) ..... 925.00  
 Summer (per term) ..... 375.00

Summer (per term) ..... 375.00  
 May Minimester ..... cash only

*Price includes \$50.00 cash amount to be used as a declining balance to purchase additional items. Any amount not used will not be refunded.*

**Individual Meal Prices**

Breakfast - \$6.50    Lunch - \$7.50    Dinner - \$7.25

All prices include sales tax (8.25%) and are subject to change without notice.

**Brenham Dining Hall and Snack Bar**

The Brenham campus offers a Dining Hall for the convenience of students, faculty and other college personnel. Persons entering the Dining Hall should dress in a manner that conforms to acceptable standards of cleanliness and good taste.

Housing students must swipe their own I.D. cards at each meal, only after the picture is shown. Cards are not transferable; the cardholder/owner can swipe for another student/ person ONLY in the presence of both parties. Non-boarding students may purchase a meal plan or pay for a meal at the following prices:

Breakfast - \$6.50    Lunch - \$7.50    Dinner - \$7.25

Dining hall serving times for meals are as follows:

**BREAKFAST/LUNCH/DINNER**

Monday – Friday: 7:00 - 8:30/11:30 - 1:45/5:00 - 6:30

Blinn College operates a Snack Bar “The Cove” in the Student Center near the Dining Hall. The Cove offers a variety of fast food choices such as hamburgers and french-fries, burritos, chicken tenders, deli sandwiches, fresh fruit bowls, deluxe salad bowls and a variety of drinks and beverages. The Cove offers some additional necessities at reasonable prices, saving students time-consuming trips off campus.

The Cove's hours of operation are:

Monday – Friday ..... 7:00 a.m. - 9:00 p.m.  
 Saturday ..... 9:00 a.m. - 9:00 p.m.  
 Sunday ..... 11:00 a.m. - 9:00 p.m.

Blinn College also operates a food kiosk “**Pirates Den**” on the second floor of the Student Center. The Pirates Den offers a variety of food choices such as candy, chips, soft drinks, deli sandwiches, and a variety of drinks and beverages.

**Pirates Den hours of operation are:**

Monday – Friday .. 11:00 a.m. - 3:00 p.m. & 5 p.m. – 9 p.m.

**Bryan Campus – Snack Bar**

Blinn College operates a snack bar and coffee shop on the Bryan Campus. Block & Barrel serves soups, sandwiches and salads made fresh daily and are open Monday-Thursday 7:30 am-6 pm, Friday 7:30 am-2 pm.

**Schulenburg Campus – Snack Bar**

The college operates a snack bar in the student center on the Schulenburg campus offering hot dogs, sandwiches, and a variety of snacks and beverages.

**CAMPUS SAFETY**

The campus police department is composed of certified Texas Peace Officers who enforce state and federal law as well as college regulations on all property owned and controlled by Blinn College. Parking is only by permit, which may be obtained from the Enrollment Services Department.

To report a crime or request an officer, call (979) 830-4100 in Brenham or (979) 209-7600 in Bryan.

In the case of emergency, students on the Schulenburg and Sealy campuses should call 911.

For non-emergencies they may call the Schulenburg Police Department at (979) 743-2677 or the Sealy Police Department at (979) 885-3330.

**Brenham Campus College Police Department  
 Emergency Telephone Numbers**

To summon police, fire or ambulance service in case of an emergency:

On-campus phone ..... 9-911  
 Off-campus phone ..... 911  
 College Police Department ..... 830-4100  
 Rape Crisis Center, Brazos Valley ..... 979-731-1000  
 Crime Stoppers ..... 836-8477

**Department Overview**

The Blinn College Police Department has the major responsibility for the safety and well-being of the students, faculty and staff members of the college. Department personnel are sensitive to the special nature of a college campus and especially students, who are generally young and on their own for the first time.

The state certified police agency employs ten commissioned officers and a number of support staff. The BCPD Officers not only have authority over the more than 62 acres and various buildings that make up the Brenham Campus, but extends to any property owned, leased, rented or otherwise under the control of Blinn College. The well-trained officers patrol throughout the campus and investigate all criminal incidents on campus

BCPD Officers have complete authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If a Blinn student commits offenses

involving Blinn College Rules and Regulations, BCPD will refer the individual to the Disciplinary Division of Student Services.

The department offers these additional services: Nighttime escorts; Response to a network of fire, smoke and intrusion alarms; and Response to medical emergencies

The BCPD cooperates with other law enforcement agencies at the city, county, state and federal levels. This includes coordination of special events and a mutual assistance program The Brenham Fire Department responds to fire calls and activation of alarms on campus.

The Washington County EMS responds to medical emergencies on campus; or Trinity Medical Center located off South Day Street. If a medical emergency arises on campus dial 911 and then campus police at 830-4100.

### **Safety and Security of Campus Facilities**

The facilities and grounds, of Blinn College, are maintained for use by students, faculty and staff. The landscaping and outdoor lighting on the campus are designed for the safety and security of the campus population. Their maintenance receives constant attention. The Blinn campus has an open design and some facilities, including the bookstore and library, are open to the general public. Some academic buildings are open evenings and weekends. To ensure safety under such circumstances, the following procedures are taken: (1) limit access to students and employees who have a legitimate reason to be there, (2) require keys and pass cards to gain access to many areas and (3) limit classroom and laboratory attendance to individuals enrolled in that class.

Safety is everyone's responsibility. If any student identifies a safety hazard, it is his/her responsibility to report it immediately to an administrator, faculty member or the Emergency Management/Safety Coordinator at 979-830-4661.

Safety is everyone's responsibility. If any student identifies a safety hazard, then it is his/her responsibility to report it immediately to the appropriate administrator, faculty member or Emergency Management/Safety Coordinator at 979-830-4661.

### **Crime Awareness and Prevention**

Students must assume responsibility for their personal safety, as well as their property. Always be aware of your surroundings and travel with companions when possible. The BCPD regularly presents programs designed to provide information to students, staff and faculty. These programs include; crime prevention, awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses and campus security procedures. In these programs is the message everyone should take responsibility for their own security. These programs are presented to residential students each semester. Any campus group or organization can request a program presentation. Crime prevention is everyone's responsibility. If you see criminal or suspicious activity, report it immediately.

### **Crime Information and Statistics**

The BCPD provides for the public a daily crime log. This report identifies the type, location, time and date of a crime. A copy of this report may be picked up at office #112 in the Student Center.

In the event a situation arises, either on or off campus, that in the judgment of the BCPD constitutes an ongoing or reoccurring threat, a campus wide warning will be issued. This timely warning will be sent via e-mail to students, faculty and staff. There will also be fliers posted on bulletin boards throughout the campus.

### **Blinn Alert**

Students are encouraged to keep their contact information updated in the Blinn Alert system in order to receive timely notifications on campus emergencies or unexpected closings. Go to [www.blinn.edu](http://www.blinn.edu) and click on the link found on the bottom of the page 'Emergency Preparedness' for more information.

### **Student Identification Cards (Blinn ID Card)**

Blinn College students are required to have a current valid Student Identification Card (Blinn ID Card) in their possession at all times when on Blinn College property or attending Blinn College sponsored events.

Brenham Campus students are required to have a new Blinn ID Card issued each semester noting the current term and housing assignment (if applicable).

Blinn ID Cards are issued from Enrollment Services in the Administration Building. Before a Blinn ID Card will be issued, a student must be registered for classes with their account paid in full, covered by financial aid, or enrolled in the payment plan. Students will receive one free Blinn ID Card per semester. The Blinn ID Card replacement fee is \$7.00.

Students must present their Blinn ID Card when requested by a College employee; including police, faculty, staff, student employees, or other persons operating in an official capacity.

Students are subject to disciplinary action if they loan their Blinn ID Card to another person or are in possession of another student's Blinn ID Card, tamper with or forge a Blinn ID Card, use an invalid/expired Blinn ID Card, or fail to present their Blinn ID Card when requested by a Blinn College employee. A student's Blinn ID Card may be confiscated by a Blinn College employee at their discretion.

Blinn ID Cards are required for admission to, or participation in, Blinn College sponsored events, the library, open computer labs, specific bookstore privileges, visitation to the Brenham Campus residence halls and apartments, non-emergency treatment at the Campus Health Clinic, voting in student elections, College meal plans at the cafeteria, and assistance from the Blinn College Administrative Offices.

### **Parking and Traffic Regulations**

The following guidelines, regulations and statements of authority have been established to manage traffic flow and parking. It is the responsibility of every student, faculty, staff and visitor who operates and/or parks a vehicle on any Blinn College property, to be familiar with, and act in accordance with, Blinn College Parking and Traffic regulations.

#### **Authority:**

Pursuant to the authority granted by sections 135.01 and 135.24 of the Texas Education Code, Blinn College has enacted Parking and Traffic Regulations to regulate and control parking, traffic and the use of parking facilities to provide for the issuance of motor identification and insignia (Blinn College Parking Permits) and to provide jurisdiction over offenses.

All laws of the United States, the State of Texas, as well as, the Blinn College Parking and Traffic Regulations are declared to be in full force and effect on all property of Blinn College. All Blinn College Police Officers/Parking Enforcement Personnel are empowered to enforce all Federal/State laws and Blinn College Parking and Traffic Regulations on all property of Blinn College.

**State of Texas Transportation Code:**

All State of Texas Transportation Codes shall apply to the vehicular traffic within Blinn College property. The operation of any vehicle or bicycle on Blinn College property is a privilege, granted by Blinn College, and is not an inherent right of any student, faculty or staff.

**Liability/Responsibility:**

Blinn College assumes no responsibility for any vehicle or its contents, at any time the vehicle is operated or parked on Blinn College property; or for fire, theft, damage or loss of a vehicle parked or operated on Blinn College property.

Blinn College or its employees shall not be liable for any loss or injury sustained while on Blinn College property. Any person who willfully or through negligence causes damage to any property belonging to or under the control of Blinn College shall be liable for any damages done to said property.

**Parking and Traffic Enforcement:**

Blinn College reserves the right to enforce parking and traffic regulations through:

- Issuing Blinn College Parking and Traffic citations and/or State of Texas citations
- Suspending or revoking any Blinn College Parking Permit
- Barring re-admission, withholding grades, degree(s), refunds, official transcripts, of any student for non-payment of outstanding parking or traffic citations
- Initiating disciplinary action against students and employees who fail to abide by the Blinn College Parking and Traffic Regulations
- Denying parking permits to those with overdue charges

**Parking and Traffic Violations:**

Vehicles must yield to pedestrians entering the street in marked crosswalks and within fifty (50) feet of a college or city street. Student, faculty and staff pedestrians shall yield the right-of-way to vehicles while walking on or crossing streets at places other than crosswalks. Pedestrians are required to utilize crosswalks.

The speed limit is twenty (20) MPH on all college and city streets, or as legally posted and ten (10) MPH within all college parking lots.

The passing of other vehicles in crosswalks or within fifty (50) feet of a college or city street intersection is a violation of State of Texas Law.

Motorcycles, motor scooters, mopeds, bicycles or other motor assisted bicycles must not be parked, operated or secured in unauthorized places such as sidewalks, secure posts, rails, trees or inside a Blinn College building. Bicycles must be placed within bicycle racks and secured, or they will be impounded.

Students, faculty and staff who establish residence or become engaged in gainful employment with the State of Texas must register and title their vehicle within thirty (30) days.

Parking and Traffic Violations include, but are not limited to the following:

- Failure to display a valid Blinn College Parking Permit
- Parked in unauthorized space
- Any violation of the State of Texas Motor Vehicle Laws / Transportation Code

All traffic and parking regulations are in effect at all times. Parking citations are issued by the Blinn College Police and/or Parking Enforcement. The parking fine per violation is \$40.00. Multiple violations may be assessed on one citation.

Blinn College / Brenham – Bryan – Schulenburg – Sealy

**Permitted Parking:**

- 'Reserved' spaces are assigned to Faculty/Staff ONLY
- 'Visitor' spaces are designated ONLY for persons who are visiting Blinn College
- Brenham Campus:
  - Apartment/Commuter Permit - Park in Apartment lots, commuter lots or street parking ONLY
  - Residence Hall Permit - Park in Residence Hall lots ONLY
  - Commuter Permit - Park in commuter lots or street parking ONLY

**Register Vehicle - Parking Permit:**

All students parking a vehicle on the Blinn College-Brenham, Bryan, or Schulenburg campus must register their vehicle and purchase a Blinn College vehicle parking permit. When the vehicle is parked on Blinn College property (campus street boundaries included), the parking permit MUST BE CLEARLY VISIBLE WITH NO OBSTRUCTIONS.

- Parking Sticker - must be displayed on the outside of the vehicle's back window in the lower left corner
- Parking Hang Tag - must be hung from the rearview mirror with the permit number facing the front windshield
- Parking Interior Decal - must be properly affixed (not taped) on the inside, in the lower right corner (passenger side) of the front windshield (opposite of the vehicle inspection sticker)

Students must register for a Blinn College Parking Permit online, through their MyBlinn account.

NOTE: Sealy Campus parking is not considered Blinn College property for the purpose of this procedure.

In order for a student to receive their Blinn College parking permit, they must be registered for classes, complete the online vehicle registration form, and pay for the vehicle permit fee. Payments may be made online or at Enrollment Services.

Students must pick up their parking permits from Enrollment Services on the campus where they will be attending classes. Parking permits will be issued to the student only.

NOTE: Bryan Campus students may select a permit mail-out option, when available.

Students living on the Brenham Campus are required to have either an Apartment permit or Residence Hall permit. All other students will be issued Commuter permits.

The registered owner of the permit will be responsible for all parking citations incurred when utilizing the permit for compliance with Blinn College Parking and Traffic Regulations.

Parking permits are not transferable to any other vehicle or person. Parking permit fees are non-refundable. Report stolen or vandalized parking permits to Campus Police and Enrollment Services as soon as possible. Possession of a stolen parking permit is grounds for disciplinary action.

**Vehicle Registration Fees:**

Fall/Spring/Summer Semesters	\$200.00
Spring/Summer Semesters	125.00
Summer Semester Only	75.00
Minimester	No Permit Required
Replacement Permit	Full Price

**Citation Fines:**

\$40.00 per violation (multiple violations may be assessed on one citation)

**Temporary Permits:**

Temporary Permits are needed when a parking permit holder operates/parks an alternate vehicle on Blinn property.

Temporary Permits may be requested from Enrollment Services and are issued based on each request (i.e. vehicle repairs, switching vehicles, rental vehicles). A current, official permit must already have been purchased in order to receive a Temporary Permit. The Temporary Permit allows the vehicle to be parked ONLY in the assigned location of the official issued permit.

**Visitors**

Visitors to Blinn College must check-in at Enrollment Services and may pick up a Visitor Parking Permit if intending to park a vehicle on campus. Visitors must park in designated 'Visitor' parking spaces or the location assigned by Enrollment Services, and must abide by the State of Texas Traffic Regulations and Blinn College Parking and Traffic Regulations. Anyone other than a 'visitor to Blinn College' parking in a visitor space will be issued a parking citation. Visitors receiving a parking citation may bring the citation to Enrollment Services, and the citation may be voided.

**Brenham Campus Only** - Visitors arriving after business hours, to visit students living in the Residence Halls or Blinn College Park Apartments, must check in with the Residence Hall Manager or Apartment Manager and request a Visitor Parking Permit.

**Additional Parking Information for Specific Students:****Health Science Center:**

A Blinn College parking permit will be provided free of charge to Blinn students who are registered for Health Science classes and have purchased a Health Science Center parking permit. The Blinn College and Health Science Center parking permits must be issued during the same semester as the student's HSC classes. In order to receive a free Blinn College parking permit, HSC students must provide the following, in person, to Enrollment Services on the campus where Blinn classes will be attended.

- Health Science Center parking permit paid receipt (hard copy only)
- Student's name must appear on the paid receipt
- Picture ID

NOTE: Students who did not have HSC classes for the Fall semester and purchased a Blinn permit in the Fall, but now have HSC classes for the Spring semester, are not eligible to receive any type of refund or credit for their Fall permit purchase.

**Citation Appeal Procedure:**

Blinn College citations must be appealed electronically through the Blinn College website within 10 class days of the citation issue date. The appeal will be reviewed by the Blinn College Parking Appeals Committee. After the committee evaluates the appeal, a final decision of either 'Granted' or 'Denied' will be electronically submitted to the email address provided on the appeal form. Decisions of the Committee are final and are not subject to further appeal. 'Granted' appeals will be removed from the student's account. 'Denied' appeals may be paid at Enrollment Services. If not paid, a 'Business Office Hold' will be placed on the student's account.

To appeal a citation received on the Brenham Campus, please complete this [Brenham Campus Parking Citation Appeal Form](#) and submit to Enrollment Services. To appeal a citation received on the Bryan Campus, please complete this [Bryan Campus Parking Citation Appeal Form](#) and submit to Enrollment Services. For further assistance, contact the Enrollment Services Department: Brenham Campus (979)830-4800; Bryan Campus (979)209-7200.

**Towing Procedure:**

Parking and Traffic Regulations are enforced at all times, including weekends, holidays and vacation periods. Blinn College reserves the right to regulate the use of its vehicle parking facilities and lots, including the authority to impound vehicles. The responsibility of locating a legal parking space rests with the operator of the vehicle. The most effective way to avoid having a vehicle towed is to adhere to all posted regulations; and in the event of receiving a citation, to pay or appeal the citation in a timely manner.

Vehicles may be towed for violations of the State of Texas Transportation Code, Blinn College Parking and Traffic Regulations or in emergency situations. All towing expenses will be the responsibility of the vehicle owner. A vehicle may be towed for, but not limited to the following examples:

- Vehicle is restricting pedestrian and wheelchair routes; and the owner cannot be located within a reasonable amount of time
- Vehicle is blocking or partially blocking a service drive, or roadway
- Vehicle is non-operable
- Vehicle has been deemed abandoned by the Blinn College Police
- Vehicle is parked in a handicap space; and the owner cannot be located within a reasonable amount of time
- Vehicle is blocking an area which creates a danger to safety and welfare of persons and property (fire lanes, service areas, traffic lanes, walkways or posted areas)
- Emergency situations

*Blinn Administrative Procedure*

**FINANCIAL AID**

There are a number of financial aid programs available to assist students attending Blinn College. For information about financial aid, students should visit [www.blinn.edu/finaid](http://www.blinn.edu/finaid) or contact the Financial Aid Office at (979) 830-4144 or (979) 209-7230, or via email at [finaid@blinn.edu](mailto:finaid@blinn.edu).

**How to Apply**

To apply for federal, state, or institutional funding, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Blinn College Federal School Code is 003549. Students and parents are encouraged to use the IRS Data Retrieval Process when completing the FAFSA. The Data Retrieval Process allows the applicant to view and transfer IRS tax return data directly from the IRS website into the appropriate fields on the FAFSA. Using the Data Retrieval Process may help students avoid having to submit additional documents to the financial aid office.

Most, but not all, programs require a student to demonstrate financial need. Awards may include grants, work-study jobs and student loans. Students with demonstrated need are always considered for gift aid first, then student loans. Students may accept or decline all or any part of their award offer. Students who have been enrolled at other postsecondary institutions must supply the Blinn Admissions Office with an academic transcript from each of those institutions (even if no aid was received).

To receive the maximum consideration for limited financial aid resources, students must submit the FAFSA and all required materials by June 1, 2016 prior to the beginning of the Academic year (Fall semester) or by October 1, 2016 for the Spring semester. Summer awards may be available for incoming and continuing Blinn students who notify the office of their intent to attend summer school by April 15, 2017. Please visit our website at [www.blinn.edu/finaid](http://www.blinn.edu/finaid) for more details on all the financial aid programs available at the Blinn College.

### Establishing and Maintaining Eligibility

In addition to establishing financial eligibility the student must be enrolled, or accepted for enrollment, as a “regular student” in an eligible program of study and must maintain satisfactory academic progress. A “regular student” is one who has graduated from high school, has a GED, or has completed a secondary school education school under State law. A student in an “eligible program of study” is one who is seeking a degree or certificate at Blinn College and is enrolled in courses leading to that goal.

Summer Transient students are not eligible for aid. Students who are co-enrolled at Blinn and another college may not be eligible to receive aid. Recipients are expected to enroll and attend as at least halftime students.

### Disbursement of Aid

Each semester, financial aid disbursement begins no earlier than the 12th day of classes, or “day of record”. Students who have satisfied all application and disbursement requirements and met the conditions of the award at least two weeks to prior to the beginning of registration, will have financial aid automatically credited to their student account as payment.

All students who have accepted a loan must complete entrance counseling and Master Promissory Note requirements before loan funds will be requested. Student loan funds for first time freshman borrowers cannot be released until 30 days after classes begin.

If the student has financial aid remaining after all charges are fully paid, an institutional refund will be issued to the student. Financial aid funds must be used for education related expenses. Students whose financial aid credit is not sufficient to cover charges must be prepared to pay the difference.

Students who withdraw from school prior to receipt of aid funds will not receive those funds. Any indebtedness they incur from registration will be the student’s responsibility.

### Revisions and Cancelations of Aid

Blinn College reserves the right to review, revise, or cancel all financial aid at any time due to changes in the student’s financial and/ or academic status or failure to comply with federal or state laws and regulations, including financial verification, audit procedures, and institutional policies. In addition, all financial aid is subject to revision based on the funds received by the College from the federal or state government and any changes to federal or state laws, regulations, or policies.

If the student registers for classes on financial aid credit and the student reduces the number of enrolled hours, financial aid will be adjusted to reflect semester registration. If the reduced enrollment results in less eligibility for aid, the student will be responsible for any charges due.

### Satisfactory Academic Progress (SAP)

Federal regulations require Blinn College to implement Satisfactory Academic Progress (SAP) policies to ensure that students receiving federal student aid are making adequate progress toward completing their degree programs. Satisfactory Academic Progress will be monitored for all periods of enrollment whether or not the student has received financial aid. The satisfactory academic progress policy applies to all Federal, State and institutional aid, including Federal and State loan programs. Private loans that require school certification may also be subject to SAP policies.

Blinn’s financial aid SAP policies are similar, but not identical, to the College’s Academic Standing policies. Students should review both sets of policies and ask for clarification as needed. Questions about financial aid SAP policies should be directed to the Financial

Aid Office; questions about the College’s Academic Standing policies should be directed to the Registrar’s office.

### Measurements of Satisfactory Academic Progress (SAP)

Blinn measures academic performance based on three standards: grade point average (GPA), pace and maximum time. See below for a detailed description.

### Minimum Satisfactory Academic Progress (SAP) Standards

CUMULATIVE GPA	CUMULATIVE Pace of Completion (Hrs. Completed/Hrs. Attempted) (Minimum 2.0) 67%	Total Attempted Hours (Including Transfer Credits) 96
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**1. Grade Point Average:** Students must maintain a cumulative grade point average of 2.0 (equivalent to C average) on a 4.0 scale.

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**Special Note:** Hours earned in repeated courses count only once in calculating GPA and the highest grade is used. An “F” will only be replaced by a passing grade. A “W” or “Q” will not replace an “F” or higher. An “F” will replace a “W” or “Q.”. Incomplete (I) and “QF” are treated as an “F.”

**2. Pace of Completion:** Students must successfully complete 67% their overall attempted hours to stay on pace to complete their degree. The following formula is used to determine a student’s Pace:

(# of credits earned at Blinn + Transfer hours accepted by Blinn)

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 (# of credits attempted at Blinn + Transfer hours accepted by Blinn)

Attempted credits include:

- Earned credits – Passed (A through D-), Pass (P)
- Withdrawal (W)
- Drops (Q) (QF)
- Failures – Failed (F), Not Passing (NP)
- Incomplete (I)
- Developmental Courses
- Repeated courses – both attempts
- All accepted transfer credits

**3. Maximum Timeframe:** In addition to the above GPA and Pace requirements, all students must complete their programs of study by attempting no more than 150% of the hours normally required for completion. For example, an associate’s degree from Blinn is normally completed with 64 credit hours; financial aid eligibility will be suspended once a student has attempted 96 credit hours or more. All attempted credits are counted toward the maximum timeframe. Consideration of eligibility includes all terms of enrollment, whether or not a student received financial aid during those terms.

### Evaluation of Satisfactory Academic Progress

Blinn College calculates SAP annually at the end of the spring semester. Reviews will occur once grades are published in the College’s system. If the student meets all three of the conditions listed above, they remain eligible to receive federal student aid funds until the next evaluation period.

### Financial Aid Suspension

If a student fails to meet the minimum SAP standards, they will be placed on Financial Aid Suspension and will not be eligible to



receive financial aid. Students may appeal their financial aid suspension by submitting a SAP appeal. Students who have been academically suspended but who are subsequently given permission to re-enroll are not automatically eligible to continue to participate in federal, state, or institutional aid programs. Admissions decisions are separate from funding decisions.

#### **Students with an Associate's Degree and/or Bachelor's Degree:**

Students who have earned an Associate's Degree and/or Bachelor's Degree and continue enrollment at Blinn College are not making satisfactory academic progress and will be placed on financial aid suspension. A suspended student may submit a SAP appeal to the Financial Aid Office. Students must be degree seeking at Blinn College and have their chosen major and degree already declared prior to submitting their Appeal.

#### **First-time freshman students:**

First-time freshman students are meeting the satisfactory academic progress (SAP) requirements as long as they have:

- Been accepted as a regular student in an eligible program. A regular student is defined as someone enrolled in an eligible institution for the purpose of obtaining a degree or certificate offered by the institution.
- A high school diploma or recognized equivalent of a high school diploma, typically a general education development (GED) certificate. Students who have been homeschooled are reviewed on a case by case basis. Blinn College reserves the right to deny financial aid to any student who does not have a high school diploma or GED from a recognized and accredited institution.

#### **Notification of SAP standing**

Students are notified through the myBlinn portal of their SAP status. Students who are not meeting the SAP standards are told what aspect of their academic history caused them not to meet SAP standards. E-mails are sent to the student's Blinn Buc e-mail account.

#### **Appeal Process**

Students are allowed to appeal their financial aid suspension once a year. Students may submit a Satisfactory Academic Progress (SAP) Appeal Form. The appeal may not be based upon the student's need for the assistance OR lack of knowledge that their assistance was in jeopardy. It is the student's responsibility to provide 3rd party documentation showing that their failure to meet the SAP standards was caused by something outside of their control. Examples of possible situations include documented serious illness, severe injury, or death of a family member.

#### **Appeal Approval Conditions**

Appeals are reviewed on a case by case basis. Each student's prior academic history, letter, and 3rd party documentation is reviewed. Students who are denied may submit a Review of Denied Appeal by contacting the Financial Aid Office. A Review of Denied Appeal can only be submitted if an additional situation arose or additional documentation was unavailable when the first appeal was submitted.

If a student's appeal is approved they are placed on tougher academic standards and will be expected to maintain those stricter standards until they are meeting SAP, graduate, or no longer attend Blinn. If a student fails to meet the conditions of their appeal their aid will be denied for the remainder of the academic year (Fall/Spring/Summer). Students who are denied will not be able to appeal again until the beginning of the new academic year (Fall).

#### **Financial Aid Appeal Decisions**

Students whose appeals are approved will receive aid on a conditional basis. Students will be placed on a strict semester-by-semester contract (academic plan) with the Financial Aid Office. Failure to meet any section of the contract will jeopardize future Financial Aid eligibility.

If the student does not have grounds to appeal, or the appeal is denied, the student may submit additional documentation or request a Review of Denied Appeal. The decision on the Review of Denied Appeal is **final** and cannot be appealed.

Students awaiting a decision on their financial aid appeal are responsible for paying their tuition fees by the payment deadline to avoid being dropped from classes or to avoid late fees.

#### **Regaining Eligibility for Financial Aid**

To regain financial aid eligibility after Financial Aid Suspension, or denial of a SAP appeal, a student must meet all of the following:

- Complete at least 100% of the attempted cumulative hours;
- Not exceed the maximum time frame;
- Achieve the required 2.0 cumulative GPA;
- Enroll in 6 or more hours. All hours enrolled will be reviewed, or
- Students who were on appeal and did not meet conditions must meet overall SAP in order to regain eligibility within the same academic year.

#### **Withdrawal**

For any student receiving Federal Title IV Funds that officially or unofficially withdraws or fails to earn a passing grade in all courses, federal regulations require a refund calculation to be performed. The calculation of the return of these funds may result in the student owing a balance to the college. In addition, any future aid will be canceled.

Withdrawing from classes will impact the student's Satisfactory Academic Progress and may cause the student to be ineligible for future financial aid. All students should contact the financial aid office prior to withdrawing.

#### **Vocational Rehabilitation Aid**

The Texas Rehabilitation Commission offers assistance for tuition and required fees to eligible students in Texas colleges and universities. Eligibility for such assistance is based on permanent disabilities. Applications should be made to the Texas Rehabilitation Commission, 1002 W. Main, Brenham, Texas 77833.

#### **Veterans Educational Benefits**

The Office of Veterans Affairs, housed in the financial aid office, provides assistance and information to veterans and dependents of veterans. Students may review information and steps to apply for and receive VA and Hazelwood benefits by going to <http://www.blinn.edu/veterans/index.html>. Students or parents may also speak with a Financial Aid Advisor by calling (979) 209-7230 or (979) 830-4144 or emailing [veteran.services@blinn.edu](mailto:veteran.services@blinn.edu)

Certification requests must be made by the veteran or their eligible dependents two weeks before the payment deadline for each semester so that The Office of Veterans Affairs can certify enrollment to the Veteran Administration, (VA). All students are responsible for paying all tuition and fee charges that are not paid directly to Blinn College under chapter 33 (post 9/11) or Chapter 31 (Vocational Rehabilitation) benefits. Payment for tuition and fees will be due at the time of registration unless a payment plan or satisfactory arrangements have been made. The fees may

include but are not limited to parking, books, late registration, class change fees, housing and meal plans. It is the responsibility of the veteran or veteran's eligible dependent to contact the Office of Veterans Affairs concerning enrollment certification or any change in enrollment status.

### Requirements for Certifications

The veteran or veteran's eligible dependent must submit the following to the Office of Veteran's Affairs prior to enrollment certification.

1. Copy of DD-214 member 4 copy or DD-2384 (Notice of Basic Eligibility). These are the separation papers for Prior Active Duty and Reservist/National Guardsmen respectively.
2. Transcript of any previous college course work from each institution attended (if applicable), and official military transcript (JST) from appropriate service branch.
3. Appropriate THEA or Assessment Test scores to document any eligible Development courses being certified (if applicable).
4. Certificate of Eligibility from the Department of Veteran's Affairs indicating proof that veteran or dependent is eligible to receive educational benefits. This can be obtained by applying for benefits at [www.gibill.va.gov](http://www.gibill.va.gov).
5. Veteran's Request for Certification (VAROC) form. Must be submitted every semester. This form can be obtained online at [www.blinn.edu/veterans](http://www.blinn.edu/veterans)

### Educational Objectives

The veteran or their eligible dependent must choose an associate degree or certification program and must decide on a major within the associate degree plan after completing thirty-two, (32), semester hours. The VA will compute benefits based only on those courses required for the selected course of study. Courses taken at other institutions must be evaluated prior to enrollment certification from Blinn College. The VA will only permit payment for courses that have been taken and passed with a "D" or better at a previous institution.

In order to qualify for maximum educational benefits, the veteran or veteran's eligible dependent must enroll in a minimum of twelve (12) semester hours in a long semester or four (4) hours in a short semester.

A veteran or veteran's eligible dependent must notify the Office of Veterans' Affairs before changing their course of study. The veteran or veteran's eligible dependent must also notify the VA of a change of program or place of training.

### Standards of Academic Progress

Students utilizing any VA educational benefits must maintain a minimum cumulative 2.0 GPA. Under the guidelines of the Veterans Administration, the Veteran Services Office at Blinn College monitors and notifies VA any time a student, utilizing VA educational benefits, is not maintaining a cumulative GPA of a 2.0 or better. Students should refer to Blinn College's Academic Good Standing and Scholastic Probation or Suspension rules in the Admissions and Records section of the catalog for academic requirements and consequences.

Veterans who transfer from another institution without the required 2.00 GPA, must visit the Coordinator of Veterans Affairs to determine if they are eligible for certification. Veterans who are placed on scholastic suspension will not be certified again until they receive written approval from the VA. Additional information can be found in this catalog under the heading Scholastic Probation. Recipients must notify the Veteran Services Office and

the VA when dropping a class. A veteran or veteran's eligible dependent who drops a class or classes during the semester may expect to receive an overpayment statement from the VA requiring the veteran to repay that portion of the benefits received.

### Hazelwood Act

The Hazelwood Act, (Article 2654B-1), aids Texas veterans who have exhausted all of their VA educational benefits. A legal resident of Texas is exempt from all tuition and fees, excluding student services fees, if they meet certain criteria. Please contact the Office of Veterans Affairs to find out if more information.

**PROBLEM SOLVERS -**

<b>Who do I talk to if I need assistance with</b>	<b>Office</b>	<b>Building</b>	<b>Area Code (979)</b>
Address Changes	Enrollment Services	Administration	830-4800
Appeal Academic Suspension	Admissions and Records	Administration	830-4140
Appeal Financial Aid Suspension	Financial Aid	Administration	830-4144
Blinn Bucs Card (Bank Mobile)	Enrollment Services	Administration	830-4800
Bookstore (buy books/supplies)		Student Center	830-4183
Bookstore Vouchers	Business Office	Administration	830-4067
myBlinn Questions	Enrollment Services	Administration	830-4800
Enrollment Services – Bryan	Enrollment Services	Tejas Center	209-7240
Career Information	Academic Advising/Counseling	Administration	830-4196
Check Cashing	Enrollment Services	Administration	830-4800
Clubs/Organizations	Student Leadership/Activities	Student Center	830-4180
College Catalog	Enrollment Services	Administration	830-4800
Distance Learning	Distance Learning Support	Bookstore Bldg.	209-7298
Drop a Class	Enrollment Services	Administration	830-4800
Faxes (Send or Receive)	Student Leadership/Activities	Student Center	830-4180
Financial Aid Advising	Financial Aid	Administration	830-4144
Fines and Fees	Enrollment Services	Administration	830-4800
Game Room	Student Leadership/Activities	Student Center	830-4180
GED Testing	Counseling/Advising	Administration	830-4196
Grade Appeal	Instructor		
Grades/Academic Records	Admissions and Records	Administration	830-4140
Graduation Information	Admissions and Records	Administration	830-4174
Health Clinic	Carol Caddell	Health Clinic	830-4005
Housing Questions	Housing Office	Administration	830-4461
I.D. Card	Enrollment Services	Administration	830-4800
Instructor (Complaint against)	Division Chair	Old Main	830-4130
International Students	Admissions	Tejas Center	209-7521
Intramurals	Athletic Department	Physical Ed	830-4170
Jobs Off-Campus	<a href="http://www.collegecentral.com/blinncollege/">http://www.collegecentral.com/blinncollege/</a>		
Jobs On-Campus	<a href="https://employment.blinn.edu">https://employment.blinn.edu</a>		
Lost and Found	Student Leadership/Activities	Student Center	830-4180
Meal Plans	Enrollment Services	Administration	830-4800
Parking Permits	Enrollment Services	Administration	830-4800
Parking Tickets	Enrollment Services	Administration	830-4800
Payments (Fines, Tuition/Fees)	Enrollment Services	Administration	830-4800
Police	Blinn Police Department	Student Center	830-4100
Refunds	Business Office	Administration	830-4067
Register on Campus	Enrollment Services	Administration	830-4800
Register over the Internet	<a href="https://my.blinn.edu/cp/home/displaylogin">https://my.blinn.edu/cp/home/displaylogin</a>		
Registration for more than 5 classes	Academic Affairs Office	Old Main	830-4130
Scholarship Applications	<a href="http://www.blinn.edu/finaid/scholar.htm">http://www.blinn.edu/finaid/scholar.htm</a>		
Scholarships	Financial Aid	Administration	830-4144
Sports (Men and Women)	Athletic Department	Physical Ed	830-4170
Student Leadership and Activities	Student Leadership/Activities	Student Center	830-4180
Student Government	Student Leadership/Activities	Student Center	830-4180
Technical & Workforce Education	<a href="http://www.blinn.edu/twe/index_bren.html">http://www.blinn.edu/twe/index_bren.html</a>		
Technical Advising	Counseling/Advising	Administration	830-4196
Texas Success Initiative (TSI)	TSI Coordinator	Administration	830-4104
Transcript Requests	<a href="http://www.blinn.edu/admissions/transcripts.html">http://www.blinn.edu/admissions/transcripts.html</a>		
Tutoring (Free)	Learning Center	Academic	830-4442
Veteran's Benefits	Veteran Services Office	Administration	209-7203
Withdraw from School	Enrollment Services	Administration	830-4800