

# REQUIRED NOTICES

## **Nondiscrimination Annual Public Notice:**

Blinn College District, including its career and technical education programs, does not discriminate on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. A lack of English language skills is not a barrier to admission and participation in career and technical education programs.

### **STUDENT Title IX Coordinators:**

#### Title IX Coordinator:

Dr. Bennie Graves, Dean, Resolution Management  
& Title IX  
2423 Blinn Boulevard, Bryan, TX 77802  
(979) 209-7400 or [bgraves@blinn.edu](mailto:bgraves@blinn.edu)

#### Deputy Coordinator-Schulenburg Campus:

Dr. Becky Garlick, Executive Dean,  
Blinn Schulenburg Campus  
100 Ranger Drive, Schulenburg, TX 78956  
(979) 743-5222 or [bgarlick@blinn.edu](mailto:bgarlick@blinn.edu)

#### Deputy Coordinator-Sealy Campus:

Lisa Caton, Executive Dean, Blinn Sealy Campus  
3701 Outlet Center Drive, Sealy, TX 77474  
(979) 627-0286 or [lisa.caton@blinn.edu](mailto:lisa.caton@blinn.edu)

#### Investigator:

Adrienne McCain, Title IX Investigator  
902 College Avenue, Brenham, TX 77833  
(979) 830-4216 or [adrienne.mccain@blinn.edu](mailto:adrienne.mccain@blinn.edu)

### **EMPLOYEE Title IX Coordinator:**

#### College District Coordinator:

Marie Kirby, Assistant Vice Chancellor,  
Human Resources  
2423 Blinn Boulevard, Bryan, TX 77802  
(979) 209-7337 or [marie.kirby@blinn.edu](mailto:marie.kirby@blinn.edu)

### **STUDENT ADA/Section 504 Coordinators:**

#### Brenham, Schulenburg, & Sealy Campuses:

Sophia Polk, Director, Disability Services  
902 College Avenue, Brenham, TX 77833  
(979) 830-4134 or [brenham.ods@blinn.edu](mailto:brenham.ods@blinn.edu)  
Brenham Campus: Administration Bldg., Suite 104

#### Bryan and RELLIS Campuses:

Samantha Johnson, Director, Disability Services  
2423 Blinn Boulevard, Bryan, TX 77802  
Bryan Campus: Room D-160  
(979) 209-7251 or [bryan.ods@blinn.edu](mailto:bryan.ods@blinn.edu)  
RELLIS Campus: Schwartz Building, Suite 230  
(979) 209-8947 or [rellis.ods@blinn.edu](mailto:rellis.ods@blinn.edu)

### **EMPLOYEE ADA/Section 504 Coordinator:**

#### College District Coordinator:

Marie Kirby, Assistant Vice Chancellor,  
Human Resources  
2423 Blinn Boulevard, Bryan, TX 77802  
(979) 209-7337 or [marie.kirby@blinn.edu](mailto:marie.kirby@blinn.edu)

### **STUDENT & EMPLOYEE**

### **All Other Anti-Discrimination Laws Coordinator:**

Dr. Mary Hensley, Chancellor  
902 College Avenue, Brenham, TX 77833  
(979) 830-4111 or [chancellor@blinn.edu](mailto:chancellor@blinn.edu)

The College District's information regarding freedom from discrimination, harassment, and retaliation is located primarily in Board Policies [FFDA\(LOCAL\)](#) and [FFDB\(LOCAL\)](#) for students, and in Board Policies [DIAA\(LOCAL\)](#) and [DIAB\(LOCAL\)](#) for employees.

College District's Career and Technical programs of study, both credit and non-credit, are designed to provide students with the necessary knowledge and skills they will need to immediately enter the workforce. Numerous degree and certificate programs prepare students for careers in fields such as health science, information technology, business management and administration, finance, public safety, hospitality, human services, transportation, and manufacturing.

Career and Technical applicants are required to meet the college's general admission criteria as well as the individual program's admission criteria. Applicants must contact the program director/coordinator to determine eligibility and qualifications for a specific program. Some programs, such as those in health science, are competitive entry and may have required minimum technical standards.

# AVISOS REQUERIDOS

## No discriminación y anual aviso público:

Blinn College District, incluyendo su carrera y programas de educación técnica, no discrimina por raza, color, religión, género, origen nacional, discapacidad, edad o cualquier otra base prohibida por la ley. La falta de conocimientos del idioma inglés no será una barrera para la admisión y participación en programas de educación técnica y carrera.

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(979) 209-7337 or [marie.kirby@blinn.edu](mailto:marie.kirby@blinn.edu)

Puede encontrarse información relativa a la libertad de discriminación, hostigamiento y represalias en [Junta Directiva FFDA\(LOCAL\)](#) y [FFDB\(LOCAL\)](#) para estudiantes y [Junta Directiva DIAA\(LOCAL\)](#) y [DIAB\(LOCAL\)](#) para los empleados.

De Blinn College carrera y programas técnicos de estudio, tanto crédito y sin crédito, están diseñados para proporcionar a los estudiantes con los conocimientos y aptitudes necesarios que necesitarán para entrar inmediatamente en la fuerza de trabajo. Numerosos programas de grado y certificado de preparan a los estudiantes para carreras en campos como la ciencia de la salud, tecnología de la información, gestión empresarial y administración, finanzas, seguridad pública, hospitalidad, servicios humanos, transporte y fabricación. Carrera y técnicos solicitantes están obligados a cumplir con los criterios de admisión general del colegio, así como los criterios de admisión del programa individual. Los solicitantes deben contactar con el director del programa/Coordinador para determinar elegibilidad y requisitos para un programa específico. Algunos programas, como los de Ciencias de la salud, son entrada competitiva y requiera estándares técnicos mínimos.

### STUDENT ADA/Section 504 Coordinators:

Brenham, Schulenburg, & Sealy Campuses;

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## **Blinn College District Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) provides eligible students certain rights regarding their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Blinn College District receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College District in an administrative, supervisory, academic, research, or support staff position (including College District police department personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may include a volunteer or contractor outside of the Blinn College District who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College District.

Upon request, the school also discloses education records without consent to officials of other schools in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Directory information shall be released to a qualified individual or organization that files a written request with the Chancellor or designee.

The College District shall give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform the College District that any or all of the directory information should not be released without prior consent.

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 Chancellor'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 (FERPA) of 1974. To withhold disclosures, the College District must receive written notification from the student, filed 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. The College District will provide forms for requesting the withholding of directory information 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.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the Blinn College District whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §§ 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. [§ 99.31(a)(1)]
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. [§99.31(a)(2)]

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [§ 99.31(a)(6)]
- To accrediting organizations to carry out their accrediting functions. [(§ 99.31(a)(7))]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [§ 99.31(a)(8)]
- To comply with a judicial order or lawfully issued subpoena. [§ 99.31(a)(9)]
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. [§99.31(a)(10)]
- Information the school has designated as “directory information” under § 99.37. [§ 99.31(a)(11)]
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. [§ 99.31(a)(13)]
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. [§ 99.31(a)(14)]
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. [§ 99.31(a)(15)]

## **Affirmative Action/Equal Opportunity Statement**

The College District affirms its Equal Employment Opportunity policy to all staff members, recruitment resources, and officials of affiliated entities.

The College District shall administer recruitment, hiring, promotions, training, lay off, termination, rate of pay, and other forms of compensation shall be administered without regard to race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law.

It is the College District's policy [see [DIAA\(LOCAL\)](#), [DIAB\(LOCAL\)](#), among others] to provide equal employment opportunities in full compliance with state and federal law. For more information, please see [DAA\(LEGAL\)](#).

Sexual harassment is a form of sex discrimination. The college shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees, officials, vendors, and contractors found to engage in such unlawful behavior.