

Blinn College

CATALOG

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ONE HUNDRED THIRTY-FIRST ANNUAL CATALOG

Records of Session of
2012-2013

Announcements for
Session of
2013-2014

Brenham, Texas

Blinn College seeks to provide equal education without regard to race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason. This policy extends to all programs and activities supported by the College.

An Invitation

You are invited to visit the Blinn College campuses and meet members of the student body, faculty, and administration, as well as, inspect the facilities of the College. Escorted tours of the campuses will be provided by appointment. Campus hours vary, so please call to schedule a tour [Brenham (979) 830-4152; Bryan (979) 209-7541; Schulenburg (979) 743-5220, Sealy (979) 627-7997] in advance of your visit.

**We encourage you to visit our web site at
<http://www.blinn.edu>.**

Blinn College

**The First
County-Owned
Public Junior College in Texas**

*131 Years of Continuous
Service*

Accreditation

Blinn College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (www.sacscoc.org) to award associate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097; or telephone 404-679-4500; or Web site www.sacscoc.org for questions about the accreditation of Blinn College.

Approved to offer degrees and certificates by

TEXAS HIGHER EDUCATION COORDINATING BOARD
THE TEXAS EDUCATION AGENCY

Member of

TEXAS ASSOCIATION OF COMMUNITY COLLEGES
THE SOUTHERN ASSOCIATION OF COMMUNITY AND JUNIOR COLLEGES
THE TEXAS ASSOCIATION OF MUSIC SCHOOLS
THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES
THE TEXAS SPEECH ASSOCIATION
SOUTHWEST JUNIOR COLLEGE FOOTBALL CONFERENCE
THE TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS
THE AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS
THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
TEXAS JUNIOR COLLEGE PRESS ASSOCIATION
NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY BUSINESS OFFICERS
NATIONAL COUNCIL FOR RESEARCH AND PLANNING
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION
REGION XIV ATHLETIC CONFERENCE
SOUTHERN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS
TEXAS ASSOCIATION OF COLLEGE ADMISSIONS COUNSELORS
THE ASSOCIATION OF HIGHER EDUCATION FACILITIES OFFICERS
TEXAS EDUCATIONAL THEATRE ASSOCIATION

This catalog describes a flexible program of the curricula, educational plans, offerings, and requirements which may be altered from time to time to carry out the purposes and objectives of the College. The provisions of this catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College. The College further reserves the right to require a student to withdraw from the College for cause at any time.

Copies of this publication have been deposited with the Texas State Library in compliance with the State Depository Law.

Important New Student Information

1. Complete a Blinn College application for admissions. Complete the Texas Common Application at <https://www.applytexas.org>.
2. Apply for financial aid. Complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov. Utilize the IRS data retrieval tool for faster processing and to reduce documents requested by Blinn.
3. Apply for Housing (Brenham Campus only). Housing assignments for the residence halls and apartments are made according to the date of the deposit; therefore, an early application, preferably in the Fall semester of a high school student's senior year, is advised. Student must apply for admission before housing assignments are made. Applications can be found in the back of this catalog.
4. Send your final high school transcript if your college transfer hours are less than 12 semester credit hours.
5. Send your complete college transcripts from all colleges attended, if applicable.
6. Determine your Texas Success Initiative (TSI) status by having an approved exemption or test scores from a state-approved placement test (http://www.blinn.edu/admissions/success_initiative.html). Blinn College offers the Accuplacer, Compass, and THEA-QT tests. For information on testing visit the following web site (<http://www.blinn.edu/counseling/testing.html>) or contact the Testing Center/Academic Advising and Counseling Office on the campus that will be attended.
7. Send your bacterial meningitis vaccination documentation. (<http://www.blinn.edu/immunization.html>)
8. Meet with a counselor/advisor to discuss course options. (<http://www.blinn.edu/counseling/advising.htm>)
9. Research course offerings.
10. Register using <http://my.blinn.edu> during approved times (<http://calendar.blinn.edu>).
11. Pay by the payment deadlines (<http://calendar.blinn.edu>).
12. Stay in touch.
 - a. Create <http://my.blinn.edu> password
 - b. Check your e-mail account
 - c. Check the Blinn College web page <http://www.blinn.edu>(For further information or assistance, visit or call the campus you plan to attend.)

Student Right-to-Know and Campus Security Act

On November 8, 1990, the President of the United States signed into law the Student Right-to-Know and Campus Security Act. Considered a consumer rights statute, the Act requires colleges and universities to report graduation rates of all students as well as those of student athletes. In addition, schools must report certain campus crime statistics and campus security procedures. These statistics are available on the Blinn College web site. For questions contact the Office of the Vice President of Student Services for the Brenham, Schulenburg, and Sealy campuses and the Dean of Student Services on the Bryan Campus.



Dear Students:

On behalf of the Board of Trustees and the entire Blinn family, I am pleased to welcome you to Blinn College.

Whether you are entering college for the first time, returning to Blinn, or you have chosen Blinn to continue an education that began elsewhere, we are happy to have you as a part of our family.

For nearly 130 years, Blinn has offered high quality, affordable educational opportunities in a uniquely personalized and friendly atmosphere.

The premier two-year college in Texas, Blinn College has one of the state's highest percentages of students who transfer to and graduate from top universities. Blinn has a proud and rich tradition with many nationally recognized programs, including an athletic program that boasts 26 national championships. Additionally, Blinn recently earned an historic honor for community engagement, as one of only six community colleges in the nation selected for recognition by the Carnegie Foundation for the Advancement of Teaching. Only seven colleges and universities in Texas received this recognition. Few colleges can offer such a storied history of "Proven" success.

With a focus on students and teaching excellence, Blinn offers a robust and modern variety of academic transfer courses, allied health programs, workforce training and continuing education classes for more than 18,000 students. We serve students throughout a 13 county district that encompasses four unique campuses.

Our flexible distance education programs expand the opportunities available to earn an education at Blinn, wherever you may wish to study.

Thank you again for choosing Blinn College, and I wish you much success this academic year.

Sincerely,

A handwritten signature in black ink that reads "Harold Nolte". The signature is written in a cursive, slightly slanted style.

Harold Nolte, Ed.D.
District President



On behalf of the Student Services Division, I welcome you to Blinn College. We hope your time at Blinn is fulfilling and enjoyable. According to the Texas Higher Education Coordinating Board, Blinn College is the top transfer institution in the state of Texas. We pride ourselves on helping students complete their educational goals whether they are to receive an Associate's Degree, transfer to a senior institution, or receive a professional degree or certificate.

Blinn College has four unique campuses located in Brenham, Bryan, Schulenburg, and Sealy. For those of you in high school, Blinn College has a large dual credit program where high school students earn both college and high school credit. Blinn offers a full range of transferrable academic courses as well as many professional degrees and programs offered in both traditional classroom settings and online.

This catalog and its online counterpart is designed to be used as your resource for Blinn College policies and procedures. It also contains campus specific information to assist you to be a more informed student.

The Student Services Division is here to help you in your pursuit of academic enlightenment and excellence. Please contact myself or one of the Student Services professionals for help and guidance. We are here to help you succeed!

Good luck in your educational endeavors both here at Blinn College and throughout your academic career.

Sincerely,
Dennis K. Crowson, Ph.D.
Senior Vice President of Student Services
Blinn College
Dear Buccaneers,



On behalf of the entire student body and the Student Government Association (SGA), it is my pleasure, to welcome you to Blinn College! It is a great honor to be a part of such an outstanding learning institution and I wish you the best in your upcoming years as a member of the Buccaneer community. College is an exciting time in all of our lives and full of many new opportunities. Outside of the classroom, Blinn offers numerous clubs and organizations like SGA that allow you to get involved and have a major impact on your diverse campus. I encourage all students to be active and enjoy the great benefits that campus life at Blinn College has to offer. The Student Government Association serves as the voice for the student body. We are dedicated to ensuring that you receive the best learning experience possible. The decisions made within SGA have a direct impact on Blinn College and I challenge you to be a part of the organization, working to push forward the advancement of our education.

I am privileged to serve as your SGA President, and I look forward to working with you this upcoming year on our mission to continue the tradition of excellence here at Blinn College. If you have any questions, concerns, or comments please feel free to contact me at Samuel.poffenberger52@buc.blinn.edu or through the Student Leadership and Activities Office.

Sincerely,
Samuel J. Poffenberger
Blinn College SGA President, Brenham



My Fellow Blinn Students,

You have made a great choice in choosing Blinn College as part of your educational experience. Blinn offers a wealthy of opportunities in programs, degrees and organizations that I encourage you to participate in. Blinn has been a wonderful experience for me, and I hope it will be for you as well. By being involved in the campus life at Blinn, I have made many precious memories and have learned so much more than what is taught in the classroom.

As your Student Government President, I encourage you to join one of the over thirty clubs and organizations on campus, many of which are in your degree fields. They are an excellent way to meet new friends and to gain a deeper understanding of the limitless opportunities that await you.

In closing, I hope you make the most of your time at Blinn, and if we in the Student Government Association can assist you, please feel free to visit us in the Student Center in E119.

Thank you, Tina Till
President
Bryan Student Government Association

BLINN COLLEGE ALMA MATER

Dear College we, our hearts to thee have holden
By loyal love for each familiar scene,
Our faithful pledge to thee is ever golden
On our dear Blinn the sun of glory beams
Our song to thee we raise in joyous praise,
fight
Our song to thee we raise in praise.
and white

The children we, our love and pride confessing

Within thy walls we find a pleasant home;
And may strive to bring a greater glory
To crown thee now, and thro' years to come,
And may we strive to bring a greater glory

To crown thee now, thro' the years to come.

ATHLETIC NICKNAME: Buccaneer

BLINN COLLEGE FIGHT SONG

Fight, Fight you Blinn Buccaneers
Fight on to victory amid our cheers
You're the masters of the ball
You'll never falter, never fall
With colors waving, Fight on, team

You'll make a touchdown for blue

Win or lose you'll always know
We're for you Blinn Buccaneers.

Fight, Fight, Fight Team Fight
Fight, Fight, Blue and White
B U C S Blinn Buccaneers Fight
Team Fight.

COLORS: Blue and White

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Blinn College Important Dates

APRIL 2013

April 22, 2013 Fall 2013 - Registration Begins for all Currently Enrolled Students

April 29, 2013 Fall 2013 - Registration Begins for All Students

MAY 2013

May 3, 2013 May 2013 Minimester – Bacterial Meningitis Vaccination administered on or before

May 13, 2013 First Day of May 2013 Minimester Classes

May 24, 2013 Summer I and 10-Week 2013 – Bacterial Meningitis Vaccination administered on or before

JUNE 2013

June 3, 2013 First Day of Summer I and 10-Week 2013 Classes

June 29, 2013 Summer II, 2013 - Bacterial Meningitis Vaccination administered on or before

AUGUST 2013

August 16, 2013..... Fall 2013 - Bacterial Meningitis Vaccination administered on or before

August 26, 2013..... First Day of Fall 2013 Classes

SEPTEMBER 2013

September 11, 2013.. Fall 2013 Day of Record

September 20, 2013.. Fall 2013 Refund Disbursements Begin

OCTOBER 2013

October 21, 2013 Spring 2014 and May 2014 Minimester Registration Begins for all Currently Enrolled Students

October 28, 2013 Spring 2014 and May 2014 Minimester Registration Begins for All Students

NOVEMBER 2013

November 15, 2013 ... Fall 2013 Last Day to Drop with a 'Q'

November 27-29, 2013 Thanksgiving Holiday – Offices Closed

DECEMBER 2012

December 3, 2013 Winter 2013 Minimester - Bacterial Meningitis Vaccination administered on or before

December 10-13, 2013 Fall 2013 Finals

December 16, 2012 ... First Day of Winter 2013 Minimester Classes

December 17, 2012 ... Winter 2013 Minimester Day of Record

December 23, 2013 - January 3, 2014 Blinn College Offices Closed

JANUARY 2014

January 3, 2014 Spring 2014 - Bacterial Meningitis Vaccination administered on or before

January 13, 2014 First Day of Spring 2014 Classes

January 29, 2014 Spring 2014 Day of Record

MARCH 2014

March 10-14, 2014..... Spring Break – Offices Closed

APRIL 2014

April 11, 2014 Spring 2014 Last Day to Drop with a 'Q'

MAY 2014

May 1-6, 2014 Spring 2014 Finals

May 2, 2014 May 2014 Minimester - Bacterial Meningitis Vaccination administered on or before

May 9, 2014 Spring 2014 Graduation

May 12, 2014 First Day of May 2014 Minimester Classes

May 13, 2014 May 2014 Minimester Day of Record

May 23, 2014 Summer I and 10-Week 2014 - Bacterial Meningitis Vaccination administered on or before

JUNE 2014

June 2, 2014 First Day of Summer I 2014 and Summer I 10-Week Classes

June 5, 2014 Summer I 2014 Day of Record

June 12, 2014 Summer I 10-Week 2014 Day of Record

June 20, 2014 Summer I 2014 Last Day to Drop with a 'Q'

June 28, 2014 Summer II 2014 - Bacterial Meningitis Vaccination administered on or before

June 30, 2014 Summer I 2014 Finals

JULY 2014

July 8, 2014 First Day of Summer II 2014 Classes

July 11, 2014 Summer II 2014 Day of Record

July 18, 2014 Summer I 10-Week 2014 Last Day to Drop with a 'Q'

July 28, 2014 Summer II 2014 Last Day to Drop with a 'Q'

AUGUST 2014

August 5, 2014 Summer II 2014 and Summer I 10-Week 2014 Finals

For additional date information, please view our Academic Calendar found at <http://calendar.blinn.edu/events/> and clicking 'Printable Academic Calendar'.

**To apply for admission to Blinn College, please complete
the applytexas application at www.applytexas.org**

Blinn College Campus Telephone Directory

Brenham Campus

Address: 902 College Avenue, Brenham, TX 77833

Main Information	(979) 830-4000
A.W. Hodde Technical Education Center	830-4443
2910 S. Blue Bell Road, Brenham, TX 77833	
Academic Advising and Counseling Services	830-4196
Academic Affairs	830-4130
Admissions and Records Office	830-4140
Admissions and Records Office FAX	830-4110
Athletics	
Director.....	830-4170
Baseball	830-4278
Basketball-Men	830-4172
Basketball-Women	830-4173
Football	337-6704
Softball	830-4033
Volleyball	830-4044
Band Hall.....	830-4260
Bookstore	830-4183
Bullock Computer Lab	830-4298
Business Office	830-4067
Cafeteria.....	830-4165
Continuing Education/Workforce Education	830-4027
Dean of Students	830-4150
Disability Services	830-4157
Divisions	
Agricultural Sciences	830-4242
Health Sciences (Vocational Nursing)	830-4283
Business, Information Technology and Public Service	830-4438
Fine Arts.....	830-4260
Health and Kinesiology	830-4033
Humanities/Parallel Studies	830-4419
Mathematics & Engineering	830-4186
Natural Science	830-4200
Social Science	830-4210
Dual Credit Program/Academic	830-4039
Dual Credit Program/Technical	209-7547
Enrollment Services	830-4800
Financial Aid Office.....	830-4144
Foundation/Resource Development Office	830-4017
Health Clinic	830-4005
Housing Office.....	830-4190
Human Resources	830-4128
Institutional Advancement/Governmental Affairs	830-4114
Learning Center	830-4442
Library	830-4250
Maintenance.....	830-4161
Marketing and Communications.....	830-4113
O'Donnell Performing Arts	830-4024
President's Office	830-4112
Prospective Student Relations	830-4152
Registrar.....	830-4140
Security/Police.....	830-4100
Student Center/Student Leadership and Activities	830-4180
Success Initiative - Related Questions	830-4104
UIL.....	830-4150

Bryan Campus

Address: 2423 Blinn Boulevard, P.O. Box 6030, Bryan, TX 77805

Main Information	(979) 209-7200
Academic Advising and Counseling Center	209-7250
Academic Affairs	209-7301
Admissions and Records Office	209-7223
Admissions and Records FAX	209-7229
Bookstore	775-1846
Brazos County President's Office	209-7201
Business Office	209-7240
Continuing Education/Workforce Education	209-7205
Copy Center	822-2744
Dean of Student Services	209-7227
Disability Services	209-7251
Divisions	
Agricultural Sciences	830-4242
Health Sciences	General Information 691-2008
Associate Degree Nursing	691-2012
Dental Assistant/Hygienist	209-7283
Emergency Medical Services	691-2130
Fire Science Technology	209-7557/209-7202
Physical Therapist Assistant	691-2010
Radiologic Technology	691-2011
Veterinary Technology	209-7597/209-7202
Vocational Nursing	691-2010
Business, Information Technology and Public Service	209-7338/209-7431
Accounting, Business, Computer Science & Economics	209-7338/209-7530
Child Development	209-7374
Computer Information Technology	209-7430/209-7431
Criminal Justice	209-7375
Information Management	209-7369
Legal Assistant	209-7399
Real Estate	209-7377
Fine Arts	209-7460
Health and Kinesiology	260-9978
Humanities/Parallel Studies	209-7356
Mathematics & Engineering	209-7390
Natural Science	209-7402
Social Science	209-7310
Dual Credit Program/Academic	830-4039
Dual Credit Program/Technical	209-7547
Enrollment Services	209-7240
Financial Aid Office/Veterans Coordinator	209-7230
Health Clinic	209-7269
International Student Advisor	209-7305
Learning Center	209-7267
Library	209-7270
Maintenance	209-7373
Marketing and Communications	209-7285
Open Computer Lab	209-7265
Parking	209-7240
Security/Police, Campus	209-7600
Prospective Student Relations	209-7541
Student Center/Student Leadership and Activities	209-7260
Testing Office	209-7250

Schulenburg Campus

Address: 100 Ranger Drive, Schulenburg, TX 78956

Main Information	(979) 743-5200
FAX	743-5225
Continuing Education/Workforce Education	743-5237

Sealy Campus

Address: 3701 Outlet Center Drive, Suite 250, Sealy, TX 77474

Main Information	(979) 627-7997
FAX	627-0830
Counseling Services.....	627-7997
Workforce Education	627-0286

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Vision of the Institution

Blinn College will be the leading educational, cultural and economic resource for our stakeholders.

Mission of the Institution

Blinn College is a comprehensive community college committed to educational excellence and to individual and community enhancement.

Strategic Priorities and Goals (2013-2016)

Strategic Priority 1: Student Success

Blinn College provides excellent learning experiences and services for students.

Goals:

1. Improve processes to support a seamless student experience.
2. Enhance student skills to support academic achievement.
3. Prepare students to meet workforce needs.
4. Foster personal responsibility, social responsibility, and teamwork among students.

Strategic Priority 2: Community Enhancement

Blinn College enriches the communities we serve.

Goals:

1. Be an economic resource in the communities we serve.
2. Provide cultural enrichment in the communities we serve.
3. Promote educational opportunities in the communities we serve.

Strategic Priority 3: Human Capital

Blinn College invests in employees and improves its processes.

Goals:

1. Enhance the culture of employee recognition.
2. Expand opportunities for ongoing professional development.
3. Improve communication between departments and across levels.

Reaffirmed by the Board of Trustees, November 19, 2013

Historical Statement

Blinn College, the Junior College District of Washington County, is located in Brenham, Texas, and serves a thirteen-county service area with campuses in Bryan, Schulenburg and Sealy. The school was founded in 1883 by the Southern German Conference of the Methodist denomination under the name of Mission Institute. In 1889, the name was changed to Blinn Memorial College in honor of the Reverend Christian Blinn of New York who had donated a considerable sum of money to make the school possible. The institution was originally founded for the purpose of training young men for the ministry, but in the course of time, to meet the demands of the public, academic courses were added. After operating for five years as an institution for men only, Blinn College was made coeducational in 1888. Until 1927, the school was of academy rank. In 1927, the Board of Trustees, under the leadership of President Philip Deschner, organized a junior college. In 1930, the school was merged with Southwestern University (Georgetown, Texas). In 1934, a new charter was procured by the citizens of Brenham, and a private nonsectarian junior college, under the name of Blinn College, was organized with nine regents as the board of control. In February 1937, all connection with Southwestern University and the Methodist denominations was severed. An election held in Washington County on June 8, 1937 for the purposes of creating a public junior college district and for levying a small tax was successful. Blinn thus became the first county-owned junior

college district in Texas. The college continues to operate as one of the largest 50 public junior/community college districts in Texas.

Locations

The home campus of Blinn College is located at 902 College Avenue, Brenham 77833, Washington County, Texas. The A.W. Hodde Technical Education Center is located at 2910 S. Blue Bell Road, Brenham, Texas 77833. Brenham has a population of approximately 13,500. It lies in the south central part of the state about 90 miles east of Austin, Texas, and 70 miles west of Houston, Texas. It is the hub of three major highways: State Highway 105, U.S. Highway 290, and State Highway 36. Somerville Lake, about 12 miles north on Highway 36, affords excellent facilities for fishing, boating, and water sports. Independence, Washington-on-the-Brazos, and Brenham itself played major roles in the early development of Texas -- politically, socially, and educationally.

Blinn College has offered a full schedule of classes in the Bryan/College Station area since 1970. The Bryan campus is located at 2423 Blinn Blvd., Bryan, Texas 77802. The Post Office Campus is located at 301 Post Office Street (off Texas Ave.), Bryan, Texas 77801, the Physical Fitness Building is located on 3608 Old College Road, Bryan, Texas 77801; the Workforce Education Center is located at 5303 Raymond Stotzer Parkway, College Station, Texas 77840; and the Texas A&M Health Science Center-Clinical Building I, is located at 8441 State Highway 47, Suite 2500, Bryan, Texas 77807.

A campus was opened in Schulenburg, Texas (Fayette County), in the fall of 1997. It is located at 100 Ranger Drive, Schulenburg, Texas 78956. A campus was opened in Sealy, Texas (Austin County), in the spring of 2005. It is located at 3701 Outlet Center Drive, Sealy, Texas 77474.

The Blinn College service area includes the following thirteen counties: Austin, Brazos, Burleson, Fayette, Grimes, Lee, Madison, Waller and Washington Counties and parts of Milam, Montgomery, Robertson and Walker Counties.

Advantages Offered by Blinn College

- I. **College Education at a Low Cost**
 - A. Blinn College is tax-supported both by the State of Texas and by Washington County. The student pays for only a part of the total cost of the college education.
 - B. Tuition and fees are comparatively low.
 - C. Room and board are comparatively low.
 - D. Many students live at home.
 - E. Scholarships and part-time jobs are available for many students and are based on need and ability. Student loans and grants are available to qualified students.
- II. **Various Types of College Programs Available**
 - A. Academic courses are offered leading toward a degree from a senior college or university.
 - B. Preparatory courses are available for a vocation, business, or profession.
- III. **Immediate Leadership Development**

Blinn students may take part in the many extracurricular activities during their first year in college without having to compete with juniors and seniors. The students are encouraged to participate in religious, music, literary, speech, dramatics, journalism, civic, social, academic, and athletic activities.
- IV. **Normal Step of Progression**

- A. Blinn College is a normal step for progression in college-level work.
- B. Individual attention is available for those students who need additional help.
- C. The student has an opportunity for close acquaintance with and more guidance from the faculty.

Programs Available at Blinn

- A. Academic courses leading toward a degree from a senior college or university**
Blinn students who plan to transfer to a senior college should carefully follow a curriculum at Blinn that will meet course and degree plan requirements of the senior college they plan to attend.
- B. Dual Credit Course Credit**
Qualified high school juniors and seniors may enroll in college-level courses. Students must satisfy the Early Admissions Program requirements.
- C. Career courses for vocations, businesses, or professions**
Blinn students who prefer to seek immediate employment upon graduation from Blinn College may select a program that will best prepare them for their chosen field of work.
- D. Continuing Education Courses**
Blinn College provides a full complement of lifelong learning opportunities. Through continuing education and workforce education courses, a person can master a skill, learn a subject, or gain a level of professional competency without enrolling in college credit courses.

Summer Sessions/Minimester

Blinn College offers two summer terms. Classes are offered in the morning, afternoon, and evening. Course offerings are listed in the Summer Course Schedule usually available in late spring. Blinn College also offers winter and May minimester sessions.

Call or write the Office of Admissions and Records for information at (979) 830-4140 (Brenham), (979) 209-7220 (Bryan), (979) 743-5200 (Schulenburg), or (979) 627-7997 (Sealy).

Library

Blinn College has libraries at its campuses in Brenham, Bryan, and Schulenburg. The library room at the Sealy Campus provides access to electronic resources as well as delivery of materials requested from the other libraries.

Each library provides books, periodicals, reference tools, movies, electronic resources, and Internet access for student assignments, research, and recreation. The library's web site provides access to the library's online catalog, electronic subscription databases and much more. A daily (Monday-Friday) delivery service generally assures that materials ordered from one library location in the morning will be available at the pickup location that afternoon. Students taking classes on any campus may check out materials at any library location. Items may be returned at any library location. Periodical articles requested from other campus libraries can be delivered directly to students via e-mail.

A valid Blinn I.D. card is required for most library services including checking out reserve materials, books, movies and using computer workstations. Fines are charged for overdue materials, and any student who neglects to pay library debts or return library materials will be placed on Blinn Administrative Hold

at the end of the current semester. This blocks access to grades, registration, including adding or dropping classes, and issuance of official transcripts until the situation is resolved. Students must know their Blinn I.D. number and password to log on to computers on campus. When computers or study areas are at capacity, preference will be given to those students using library databases and materials.

Professional librarians and support staff are available to help students find and use materials. Students are also encouraged to participate in library instruction sessions offered each semester. Additional information is available on the library web site at <http://www.blinn.edu/library>.

Library Guidelines:

The following general usage guidelines apply for all Blinn libraries:

- Beverages are allowed in closed, spill-proof containers.
- Food items that do not disturb others with noise or odor and that do not leave crumbs or sticky residues are allowed.
- Cell phones and pagers must be set to silent.
- Tobacco products are not permitted.
- Blinn dress code and behavior expectations are enforced.

Library Hours and Locations:

Library hours vary by campus, and may also change for holidays, between semesters, and during the summer. See the library website (www.blinn.edu/library) for more information, or contact the individual library location.

Brenham: (979) 830-4250

Schulenburg: (979) 743-5226

Bryan: (979) 209-7278

Sealy: (979) 627-7997

Library Online Resources

The library website (www.blinn.edu/library) provides access to a wealth of resources and services, most of which are available 24 hours a day, seven days a week, on or off-campus. Resources available on the library website include the following:

- **Research Help.** Use links under Contact Us on the library homepage to get personal research help from librarians via Chat, email, and telephone whenever the library is open. Interactive tutorials and research guides are available 24/7.
- **Library Catalog.** Provides information on all books, ebooks, magazine and journal subscriptions, videos, and other items from all library locations. Links to electronic books and journals make many items accessible around the clock from any Internet-connected computer. The Request feature allows students to have materials delivered from one campus to another. By logging in the catalog with a Blinn I.D. number and password, students can renew items online and keep an eye on due dates, fines, and more.
- **Databases.** Over 60 databases to choose from, providing indexing and full-text articles from thousands of magazines, scholarly journals, newspapers, and other resources such as wire service reports, pamphlets, government documents, broadcast transcripts, maps, ebooks, encyclopedias, and photographs. General databases cover a broad range of research topics; subject-specific databases focus on narrower topic areas such as literature, careers, music, psychology, history, medicine, genealogy, and more.
- **Reference Resources.** Hundreds of reference books and encyclopedias are available online through Gale Virtual Reference Library, Credo Reference, and specialized databases such as StatRef for nursing.
- **Useful links.** Access to a variety of Internet search engines, online catalogs for nearby libraries, government resources, and other sites that librarians have found to be reliable sources of information.

Community Service and Outreach Activities

Department of Prospective Student Relations and Community Outreach

The mission of the Department of Prospective Student Relations and Community Outreach is to serve our communities, prospective students and K-12 schools through recruiting efforts and partnerships with community organizations. To accomplish this, we must strive to provide prospective students, parents, high schools and communities with the most accurate information regarding Blinn College programs, admissions procedures and the enrollment process.

Our responsibilities include:

- Recruiting Prospective Students to all 4 Campuses
- Advancing P-16 Initiatives
- Coordinating school relations in K-12
- Overseeing Blinn's Mobile Go Center

We are fortunate to have a dedicated team of individuals who are passionate about Blinn College and the idea of increasing the College going culture in our service area communities. Prospective Student Advisors make personal visits to high schools throughout the state of Texas with particular emphasis on classroom presentations for service area schools each Spring. Ambassadors serve as tour guides on the Brenham and Bryan campuses. These scholarship recipients are official College spokespersons selected for their communications skills, composure, maturity and academic standing.

To contact the Department of Prospective Student Relations and Community Outreach for Brenham, Schulenburg and Sealy contact (979) 830-4152 and for Bryan contact (979) 209-7367. We look forward to great things in the future for our students and communities.

Blinn College Small Business Development Center (SBDC)

Blinn College Small Business Development Center (SBDC) is charged with the responsibility to provide economic outreach for Blinn College by helping businesses establish, grow, survive and succeed. To achieve this mission qualified professionals provide one-on-one confidential consulting at no charge and high quality, low cost non-credit business education classes and seminars listed on our website www.blinn.edu/sbdc.

The vision of Blinn College SBDC is to be a well-established, highly respected, and soundly funded small business development center recognized by public and private sector entities as the preeminent provider of professional quality business information, education and assistance.

Blinn College SBDC is a member of the University of Houston SBDC Network and one of 14-SBDC centers in the 32-county Gulf Coast Region. Our resource partners include the U.S. Small Business Administration (SBA).

The Blinn SBDC is located at 108 Blinn Boulevard, on the Brenham Campus. Contact information is: Phone: (979) 830-4137; Fax: (979) 830-4135. For more information on the Blinn College SBDC program and current training schedules go to: www.blinn.edu/sbdc.

Marketing and Communications

The Office of Marketing and Communications supports the mission and objectives of Blinn College through the development, management and implementation of the College's

marketing and media relations programs. Working in partnership with the college administration, faculty, staff and student organizations, the Office of Marketing and Communications creates and maintains a consistent, positive and dynamic public image for the College.

Star of the Republic Museum

The Star of the Republic Museum, located in the Washington-on-the-Brazos State Historical Park, was placed under the administration of Blinn College by the Texas Legislature in 1969, and officially opened on March 2, 1970. Its purpose is to collect and preserve the material culture of the Texas Republic (1836-1846) and to interpret the history, cultures, diversity and values of early Texans. The Museum strives to inspire interest, understanding and appreciation of Texas heritage for students, teachers, scholars, and the general public through exhibits, tours, programs, web activities and outreach. In addition to 10,000 square-feet of historical exhibitions, the Museum houses a four-thousand volume library and over 6,000 artifacts and documents for research. These combined resources provide students with a comprehensive history of the people, places, and events of the Republic of Texas. For information on the museum call (936) 878-2461 or visit the website at www.starmuseum.org

Prison Education Program

Blinn College provides educational services in the form of academic and technical courses at a correctional institution located in Brazos County. These courses allow offenders the opportunity to earn an Associate degree and several technical certificates.

The Federal Prison Camp (FPC) Bryan, Texas, is a minimum security facility where Blinn College offers one Business Administration and Management Certificate: Entrepreneurship; two Information Management Certificates: Medical Billing and Coding Specialist and Administrative Assistant Specialist; and an Accounting Technology Certificate.

Admissions and Records Student Services Financial Aid

Enrollment Services

Admissions and Records

Texas Success Initiative (TSI)

Credit by Examination

Credit for Int'l Baccalaureate Diploma (IBD)

Student Records

Residency Status of Students

Classification

Transcripts

Grades & GPA

Academic Fresh Start & Good Standing

Credit for Military Experience & Coursework

Scholastic Probation or Suspension

Disciplinary Probation

Limitations on Adding and Dropping Courses

Withdrawals

Refunds

Auditing

**Student Rights & Responsibilities, Conduct
and Complaints**

Graduation

Int'l Student Admissions and Orientation

Advising, Counseling and Academic

Support Services

Bookstore and Bulletin Boards

Brenham Campus Housing

Food Service

Campus Safety & Police

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 Paperwork for

Admissions
Advising
**Housing*

Collecting Money for

Tuition and Fees
**Housing Deposits and Down Payments*
**Meal Plan*
Parking Tickets
Library Fines
QT (THEA) Test for Brenham, Bryan and Schulenburg Campuses
HOBET Test for Brenham, Bryan and Schulenburg Campuses
TEAS Test for Brenham and Bryan Campuses
Accuplacer and Compass Test for Brenham Campus

Distributing

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

Registering for Tests

QT (THEA) Test 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 only on the Brenham Campus*

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 your high school to send an official transcript, complete with test scores, to Blinn College. If it is before the high school can certify you have graduated, you will need to submit another one after graduation. If you have attended a college or university, a transcript from each institution attended will be required. You 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. All first-time entering freshmen are required to take a state-approved placement test prior to entering college (except those meeting TSI exemptions), as mandated by Texas law. Test results will be used to assist students in selecting courses which give them an opportunity to succeed. Parallel Studies courses are optional unless the student has failed to pass all components of the placement test. If a student has not taken all sections of the placement test, the section(s) skipped will be considered as failed. High school counselors should be consulted for information and test dates, or the Blinn Academic Advising and College Counseling Center can be reached at (979/830-4196) in Brenham, at (979/209-7250) in Bryan, at (979/743-5203) in Schulenburg, or at (979/627-7997) in Sealy.
4. If you plan to live in a residence hall or apartment on the Brenham campus, you must first apply for admission by filling out an application. To apply for a room, use the Housing Application Form. Due to the demand for rooms it is recommended this be done as soon as possible, preferably in the early part of your senior year in high school.

Documents required for admission to Blinn College are listed below. 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 Campus 100 Ranger Schulenburg, TX 78956	Blinn College-Sealy Campus 3701 Outlet Ctr. Dr, 250 Sealy, TX 77474
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All applications and 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.

The admission procedures are outlined on the inside front cover of this catalog.

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.

Procedures

The admissions requirements for the different types of students are as follows:

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)
- A completed official copy of the high school transcript showing the last year's grades and date of graduation. Blinn does not accept faxed transcripts
- 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)

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 (allow 48 hours for documents to process). 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)
- An official, up-to-date transcript from all colleges attended. Blinn does not accept faxed transcripts
- Official Texas Success Initiative (TSI) Assessment scores or official exemption documentation
- Proof of Bacterial Meningitis Vaccination (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)
- 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)

4. Students who are reentering Blinn College after not being enrolled for more than one long semester. Any student who has previously attended Blinn College but has been away for more than one long (fall or spring) semester and has not attended another college or university since last attending Blinn College is eligible for readmission.

The documents needed are:

- Updated and submitted electronic ApplyTexas application (www.applytexas.org). (A new application has to be submitted even if nothing has changed to comply with state residency requirements)
- Official Texas Success Initiative (TSI) Assessment scores or exemption test scores and documentation
- Proof of Bacterial Meningitis Vaccination (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 sophomore year in high school. Students are limited to two (2) college credit courses during each semester.

Required documents for admission are:

- Submitted electronic ApplyTexas application (www.applytexas.org)
- Written permission from the high school principal
- A "B" or better average in high school work as indicated on an official high school transcript
- An official high school transcript indicating course work 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 or TAKS, which directly relates to the course(s) for which they want to register OR satisfy exemption criteria as exhibited by ACT, SAT, or TAKS 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)

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)
- Official Texas Success Initiative (TSI) Assessment scores or 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)

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)
- Texas Success Initiative (TSI) Assessment scores or exemption test scores and documentation
- For those students who are seeking Title IV Financial Aid, additional information may be required.
- For those students under the age of eighteen (18) years of age:
- A copy of the student's transcript signed and notarized by the principal or head of instruction, showing the last semester's grades
- Students are limited to two (2) college credit courses during each semester
- Proof of Bacterial Meningitis Vaccination (www.blinn.edu/immunization.html)

8. Students enrolling in a certificate program. Any person seeking a technical certificate is eligible to attend Blinn College. These students are exempt 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. However, effective Fall 2004, first-time-in certificate students will be required to take the Texas Success Initiative (TSI) Assessment test for placement. The student will bear the cost of this test. New students or returning students who have not been enrolled for the previous semester will not be allowed to register for classes until this requirement has been met.

For those persons seeking certificates that are 42 or fewer hours, the admissions requirements are:

- Submitted electronic ApplyTexas application (www.applytexas.org)
- Texas Success Initiative (TSI) Assessment scores or exemption test scores. For those students seeking certificates of more than forty-two credit hours, all Texas Success Initiative rules are applicable.
- Proof of Bacterial Meningitis Vaccination (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)
- Proof of successful completion of one of the following conditions:
- Graduation from a state accredited United States high school, or
- Successful completion of the GED test, or
- Graduation from a non-accredited high school or from a home-schooled program, or
- Has been out of high school for a period of five or more years
- Official Texas Success Initiative (TSI) Assessment scores or exemption test scores and documentation

- Proof of Bacterial Meningitis Vaccination (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 your Alien Registration Receipt Card, Permanent Resident Card, or an I-551 stamp in your 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:

- Application for admission showing intended major and campus selection
- Nonrefundable \$200 international student application fee
- Confirmation of Financial Resources Form documenting source of adequate funds. See website for details: www.blinn.edu/international
- Test of English as a Foreign Language (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. TOEFL may be required regardless of prior enrollment in U.S. high school or college
- 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. Cumulative GPA must be at least 2.0
- Copy of current I-20 and I-94 card
- Official Texas Success Initiative (TSI) Assessment scores or official exemption documentation
- Copy of passport
- Compliance with all requirements and procedures established for visa category by U.S. Citizenship and Immigration Service. Application and all documents must be submitted well in advance of registration. See website for semester deadlines: www.blinn.edu/international

International students must enroll in and maintain 12 semester hours during fall and spring semesters. International transcripts may need to be reviewed by a foreign transcript evaluation service. International student orientation is mandatory for all incoming international students. Information regarding orientation can be found at: www.blinn.edu/international/orientation.

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 or 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”*
- all first time in college freshmen**
- 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, the state-approved placement tests, ACCUPLACER, ASSET, COMPASS, or THEA QT. A student may also become college ready by successfully completing required developmental education courses.*

***First time in college freshmen who are “College Ready” have the option of waiving the advising requirement by signing a self-advising waiver form. This form is available on the Blinn College website http://www.blinn.edu/admissions/self_advising_waiver.html and must be on file in the Admissions Office prior to registering. Students electing to self-advise should be sure to choose courses that will*

meet the college’s requirements needed for their educational goals.

TSI: Texas Success Initiative

As of September 1, 2003 Senate Bill 286, section 37 replaced the TASP statute with the Texas Success Initiative (TSI). Under the TSI, students will be assessed, receive the help they need to become college-ready, and be evaluated to determine when they are ready to enroll in college-level work.

All students, unless exempt (see TSI exemptions), MUST take a state-approved placement test (ASSET, ACCUPLACER, COMPASS, or THEA QT) prior to enrolling in college-level courses. Blinn College accepts scores if recorded on an official transcript or addendum attached to the transcript. Scores reported in the form of a letter from the institution’s registrar, on letterhead, with signature, raised seal, and the words “official score” will be considered official if sent directly from the institution to Blinn. Hand-carried or faxed scores will not be accepted.

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

Students who do not pass all three sections of the placement test, need to participate in developmental courses each semester for the failed section of the test. The initial test scores will be used to place students in the appropriate developmental course. Students will need to complete the developmental sequence in the failed area or pass that section of the test prior to enrolling in college-level courses. See the TSI placement chart detailing state-approved tests and corresponding course placement.

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.

Placement Chart for Reading					
		THEA	ASSET	ACCUPLACER	COMPASS
Track A	READ 0304	0-150	0-25	0-45	0-45
Track B	READ 0305	151-199	26-33	46-62	46-59
Track C	READ 0306 or ESOL 0325*	200-229	34-40	63-77	60-80
Passed Reading Section	No Developmental Courses Required	230 or >	41 or >	78 or >	81 or >
	Track A	Track B	Track C	Passed Reading Section	
	READ 0304 □				
	READ 0305 □	READ 0305 □			
	READ 0306 or ESOL 0325*	READ 0306 or ESOL 0325*	READ 0306 or ESOL 0325*		
Reading section marked College-Ready					

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.

Placement Chart for Math					
		THEA	ASSET	ACCUPLACER	COMPASS
			Elem. Algebra	Elem. Algebra	Algebra
Track A	MATH 0309	0-209	0-28	0-50	0-25
Track B	MATH 0310	210-229	29-37	51-62	26-38
Passed Math Section I	MATH 0312	230-269	38-47	63-85	39-69
Passed Math Section II	No Developmental Courses Required	270 or >	48 or >	86 or >	70 or >
	Track A	Track B	Passed Math Section I	Passed Math Section II	
	Math 0309 ↓				
	Math 0310 ↓	Math 0310 ↓			
	Math 0312 ↓	Math 0312 ↓	Math 0312 ↓		
	Math section marked College-Ready Enroll in related academic courses: MATH 1332 or MATH 1314				

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.

Placement Chart for Writing					
		THEA	ASSET	ACCUPLACER	COMPASS
Track A	ENGL 0320 or ESOL 0335*	Essay score of 4 or below			
Track B	ENGL 0321 or ESOL 0336*	An essay score of 5 with a multiple choice score of:			
		<220	<40	<80	<59
	ENGL1301**	An Essay score of 5 with a multiple choice score of:			
		220 or >	40 or >	80 or >	59 or >
		OR Essay score of 6 or Above			
Track A	Track B		Passed Writing Section		
ENGL 0320 or ESOL 0335* <input type="checkbox"/>					
ENGL 0321 or ESOL 0336* <input type="checkbox"/>	ENGL 0321 or ESOL 0336* <input type="checkbox"/>				
Writing section marked College-Ready					
Enroll in related academic course: ENGL 1301					
*ESOL classes for Non-native English speakers.					
**Before enrolling in ENGL 1301, the student must also pass the Reading section of the THEA test (for alternative test) or pass Reading 0306 with a grade of "C" or better, or pass ESOL 0325 with a grade of "C" or better.					

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.

Success Initiative Exemptions

Students are exempt from taking a state assessment test if any one of the following conditions applies. Official documentation must be provided to Blinn College for the exemption to be accepted. Blinn College may also require a placement test be taken by the student for certain exemptions. Please refer to the Admissions Requirements section.

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:
 - a. American College Test (ACT): minimum composite score of 23 with a minimum of 19 on both the English and Mathematics tests (scores must be from the same test date);
 - b. Scholastic Aptitude Test (SAT): a combined minimum verbal and math score of 1070 with a minimum of 500 on both the verbal and the mathematics tests (scores must be from the same test date);
2. For those students who have taken the ACT or SAT test, a partial exemption may be granted if a student meets the composite score requirement, but does not meet both of the individual exemption score requirements. If the student has not earned an exemption in each of the skill areas, the student must be tested for the remaining skill area(s) and comply with all other Success Initiative requirements.
 - a. ACT Test: If a student has a minimum composite score of 23 and has a score of at least 19 on either the verbal or the mathematics test but not both, the student will be considered exempt on the section in which a 19 was scored.
 - b. SAT Test: If a student has a minimum composite score of 1070 and has a score of at least 500 on either the verbal or the mathematics test but not both, the student will be considered exempt on the section in which a 500 or higher was scored.
3. For a period of (3) years from the date of testing, students who have Texas Success Initiative exemptions with TAKS scores will be placed in courses based on the following charts. Writing essay scores must come from an official label or letter from the Texas Education Agency (TEA) until these scores are placed on the high school transcript:

MATH		
Minimum Math TAKS Score	Math Course Placement	
2200	MATH 0312	
2400	MATH 1314	
WRITING		
Minimum TAKS English Language Arts Score	With TAKS Written Composition Score	Writing Course Placement
2200	3	ENGL 1301

READING		
Minimum TAKS English Language Arts Score	With TAKS Written Composition Score	Reading Course Placement
2200	3	Any Reading Course

4. For a period of three (3) years from the date of testing, a student who is tested and performs on the exit-level Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test (scores must be from the same test date).
5. A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
6. A student who transfers to Blinn College from a private or independent institution of higher education or an 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 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 skill area(s) and comply with all other Success Initiative requirements.
7. A student who has previously attended another institution of higher education and has been determined to have met readiness standards by that institution.
8. A student who has enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institution, or a public state college. Blinn College also requires a state-approved placement test for all certificate students.
9. 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 for at least three years preceding enrollment. (A copy of your current military ID card must be submitted to the admissions office.).
10. 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 your 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**ALL CLEP examinations must be SUBJECT EXAMINATIONS ONLY****CLEP (College Level Examination Program)**

CLEP Exam	Score	Blinn Course	Credit Hours
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 w/Elementary Functions	50	MATH 2413	4
Introductory Psychology	50	PSYC 2301	3
Introductory Sociology	50	SOCI 1301	3
Spanish Language	50	SPAN 1411	4

***Students must qualify on both the objective and essay parts of the CLEP test.**

Students may be awarded up to 12 semester hours of college credit based on examination. Students must take the **College Level Examination Program (CLEP)** (subject matter tests only) or the **Advanced Placement examination**. A grade of "CR" will be posted to the transcript when the student has completed 6 semester hours or more AND after a cumulative grade point average of 2.0 has been earned at Blinn College.

1. Students must present evidence of the completion of either **CLEP** or **AP** examinations with acceptable scores as defined by the accompanying charts.
2. 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 at another.
3. Any student who is enrolled in, has attempted, or has completed a course to include receiving a grade as listed in the admissions section of the Blinn College Catalog may not receive **AP** or **CLEP** credit in the same course.
4. To receive credit for ENGL 1301, the essay portion of the test must be taken.
5. The application for credit by exam may be made at anytime while the student attends Blinn College as long as he or she has not attempted the course at Blinn College or any other institution. The credit will be applied after the student earns 6 credits at Blinn College. Applications are available online at www.blinn.edu/admissions/forms.html and Enrollment Services.
6. Blinn College does not administer the CLEP or AP exam. It is the responsibility of the student to locate a CLEP or AP testing center and to have exam scores sent to the Office of Admissions and Records at Blinn College.

AP Credit by Examination

AP Exam	Score	Blinn Course	Credit Hours
Calculus (AB)	4 or 5	MATH 2413	4
Calculus (BC)	3	MATH 2413	4
Calculus (BC)	4 or 5	MATH 2413 & 2414	8
English Language & Composition	3	ENGL 1301	3
	4	ENGL 1301 & 1302	6
English Literature & Composition	3	ENGL 1301	3
	4	ENGL 1301 & 1302	6
French Language	3	FREN 1411 & 1412	8
	5	FREN 1411, 1412 & 2311	11
German Language	3	GERM 1411 & 1412	8
	5	GERM 1411, 1412 & 2311	11
Spanish Language	3	SPAN 1411 & 1412	8
	5	SPAN 1411, 1412 & 2311	11
Biology	4	BIOL 1406 & 1407	8
Chemistry	3	CHEM 1411	4
	4	CHEM 1411 & 1412	8
Physics (B)	3	PHYS 1401 & 1402	8
Physics (C) Mechanics	3	PHYS 1401	4
Physics (C) Electricity & Magnetism	3	PHYS 1402	4
Psychology	3	PSYC 2301	3
U.S. Government & Politics	3	GOVT 2305	3
U.S. History	4	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.

Blinn College Credit for IBD			
IB Examination	Score	Blinn Course	Credit Hours
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 (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)

Annual Notification of Rights

Annually, 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 return a notarized Certification of Dependency form each semester in order for the student’s record to be disclosed. For students to withhold their directory information, a directory information non-release form must be signed by the student each semester. Both the Certification of Dependency and the directory information non-release form may be obtained from the Admissions Office.

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 Blinn College 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. If a student is changing his or her local address, notification may be made to enrollment services. 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 College President’s, vice president’s, dean’s or counselor’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 College District.

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.

Blinn 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:

1. 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.
2. 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.
3. 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 Registrar is the final authority on all questions of residency.

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

Requirements for In-State Residency

Texas residency shall be determined according to statute and Coordinating Board rules. Education Code 54.052; Texas Administrative Code Title 19-Chapter 21-Subchapter B-Rule 21.24

- (a) The following persons shall be classified as Texas residents and entitled to pay resident tuition at all institutions of higher education:
 - (1) 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:
 - (i) the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
 - (ii) the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
 - (2) a person who:
 - (A) established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
 - (B) maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
 - (3) a dependent whose parent:
 - (A) established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
 - (B) maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
- (b) The following non-U. S. citizens may establish a domicile in this state for the purposes of subsection (a)(2) or (3) of this section:
 - (1) a Permanent Resident;
 - (2) a person who is eligible for permanent resident status, as defined in §21.22(6) of this title (relating to Definitions);
 - (3) an eligible nonimmigrant that holds one of the types of visas listed in Chart I and incorporated into this subchapter for all purposes;
 - (4) a person classified by the USCIS as a Refugee, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident;
 - (5) a person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA), an applicant with an approved USCIS I-360, Special Agricultural Worker, and a person granted deferred

- action status by USCIS;
- (6) a person who has filed an application for Cancellation of Removal and Adjustment of Status under Immigration Nationality Act 240A(b) or a Cancellation of Removal and Adjustment of Status under the Nicaraguan and Central American Relief Act (NACARA), Haitian Refugee Immigrant Fairness Act (HRIFA), or the Cuban Adjustment Act, and who has been issued a fee filing receipt or Notice of Action by USCIS; and
 - (7) a person who has filed for adjustment of status to that of a person admitted as a Permanent Resident under 8 United States Code 1255, or under the "registry" program (8 United States Code 1259), or the Special Immigrant Juvenile Program
 - (8) USC 1101(a)(27)(J)) and has been issued a fee/filing receipt or Notice of Action by USCIS.
- (c) The domicile of a dependent's parent is presumed to be the domicile of the dependent unless the dependent establishes eligibility for resident tuition under subsection (a)(1) of this section.
 - (d) A domicile in Texas is presumed if, at least 12 months prior to the census date of the semester in which he or she is to enroll, the person owns real property in Texas, owns a business in Texas, or is married to a person who has established a domicile in Texas. Gainful employment other than work-study and other such student employment can also be a basis for establishing a domicile.
 - (e) The temporary absence of a person or a dependent's parent from the state for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense, U.S. Department of State, as a result of an employment assignment, or for educational purposes, shall not affect a person's ability to continue to claim that he or she is a domiciliary of this state. The person or the dependent's parent shall provide documentation of the reason for the temporary absence.
 - (f) The temporary presence of a person or a dependent's parent in Texas for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense or service with the U.S. Department of State, or as a result of any other type of employment assignment does not preclude the person or parent from establishing a domicile in Texas.

Definition: Domicile--A person's principal, permanent residence to which the person intends to return after any temporary absence.

Information Required To Initially Establish Resident Status

- a) To initially establish resident status under 19 TAC 21.24 of this title (relating to Determination of Resident Status):
 - (1) a person who qualifies for residency under §21.24(a)(1) of this title shall provide the institution with:
 - (A) a completed set of Core Residency Questions; or
 - (B) a copy of supporting documentation along with a statement of the dates and length of time the person has resided in this state, as relevant to establish resident status under this subchapter and a statement by the person that the person's presence in this state for that period was for the purpose of establishing and maintaining a domicile in Texas.
 - (2) a person who qualifies for residency under §21.24(a)(2) or (3) of this title shall provide the institution with a completed set of Core Residency Questions.
- (b) An institution may request that a person provide documentation to support the answers to the Core

Residency Questions. A list of appropriate documents is included in Chart III (see web link under Written Documentation), which is incorporated into this subchapter for all purposes. In addition, the institution may request documents that support the information the student may provide in the core questions, Section H.

- (c) If a person who establishes resident status under §21.24(a)(1) of this title is not a Citizen of the United States or a Permanent Resident, the person shall, in addition to the other requirements of this section, provide the institution with a signed affidavit, stating that the person will apply to become a Permanent Resident as soon as the person becomes eligible to apply. The affidavit shall be required only when the person applies for resident status and shall be in the form provided in Chart II and incorporated into this subchapter for all purposes.
- (d) An institution shall not impose any requirements in addition to the requirements established in this section for a person to establish resident status.

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 States 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.

Blinn Board Policy FDA (LEGAL) (LOCAL)

* A domicile in Texas is presumed if, at least 12 months prior to the census date of the semester in which he or she is to enroll, the person owns real property in Texas, owns a business in Texas, or is married to a person who has established a domicile in Texas. Gainful employment other than work-study and other such student employment can also be a basis for establishing a domicile.

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. A student may obtain copies of his/her transcript by written or faxed request to the Office of Admissions and Records in Brenham. An e-mail request will be accepted if the transcript is being sent directly to another school. 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. E-mail: trans@blinn.edu. Fax: (979) 830-4110. Official transcripts can also be requested by logging into myBLINN and filling out the online request form or go to <http://www.blinn.edu/admissions/transcripts.htm>

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 anytime 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.

Blinn Board Policy EGA (LOCAL)

Grade Point Average (G.P.A.)

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, Q, QF	0
I, 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]

Blinn Board Policy EGA (LOCAL)

Grade Change

For any questions regarding grade changes, call the Vice President of Academic Affairs 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. *Blinn Board Policy FB (LEGAL)*

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.

Blinn Board Policy EGD (LOCAL)

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 as 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)*.

Adding and Dropping Courses

Adding: No courses may be added later than the date specified in the college calendar for that particular semester. Students adding a course must make up the work missed within two weeks after a course is added. There is a \$15 charge per

add form.

Dropping: A student will receive a grade of "W" or "Q" if he or she drops a class after the:

- first two weeks of a regular semester;
- 4th class day of a summer session;
- 9th class day of a 10 week summer session;
- 2nd class day of a minimester;
- 6th class day of an 8-week session;
- 9th class day of a 12-week session.

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

- Friday of the 12th class week in a regular semester;
- 15th class day in a summer session;
- 7th class week in a 10 week summer session;
- 8th class day of a minimester;
- 30th class day of an 8-week session;
- 10th class week in a 12-week session.

Thereafter a grade of "QF" will be recorded. A grade of "Q" will only be awarded if the instructor deems it appropriate. A students may not drop or be dropped from a class once the final examination period begins. There is a \$15 charge per withdrawal/drop form. *Blinn Board Policy ECC (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 you accumulate 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 you with making appropriate decisions, if your goal is to transfer to a university and obtain a bachelor's degree.

Limitation on Number of Dropped Courses

A College District may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education. A student may only drop a course if it fits within the following circumstances:

1. The student was able to drop the course without receiving a grade or incurring an academic penalty;
2. The student's transcript indicates or will indicate that the student was enrolled in the course; and
3. The student is not dropping the course in order to withdraw from the institution.

The Board may adopt a policy under which the maximum

number of courses a student is permitted to drop under circumstances described above is less than six courses.

Blinn Board Policy ECC (Local)

Exceptions for Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following 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;
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 student's family and "a person who has a sufficiently close relationship to the student," see DEFINITIONS FOR GOOD CAUSE EXEMPTION in Blinn College Board Policy ECC (LEGAL).]

Blinn Board Policy ECC (Local)

Procedures for Determining Good Cause

Good cause shall be determined in Enrollment Services and will be based on how the student answers the following question on the drop form: Please mark the reason why you are dropping or withdrawing from school (Mark only one answer): (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.

Blinn Board Policy ECC (Local)

What happens after the 6th Drop?

Unless qualifying for an exception, after a student has exhausted his/her six drops a student may not drop or be administratively dropped from a course and will receive a final grade of "QF" and will no longer be permitted to attend class. A notice shall be sent to the instructor informing him/her that the student may no longer be administratively dropped from classes due to exceeding the six-drop limit and that a grade of "QF" will be assigned by the Registrar's office.

Blinn Board Policy ECC (Local)

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. There is a \$15 charge per drop.

Withdrawal from College

A student who desires to withdraw from the College District on or after the first day of class for a semester, must submit a letter requesting withdrawal from school or must complete the Blinn College Withdrawal From School Form. When submitting The Form, the effective date of withdrawal will be the date when the form is completed and returned to Enrollment Services. If submitting a letter of withdrawal the date recorded as the effective date of withdrawal shall be no earlier than the postmark date of the letter minus one day. All requests must include full name, student I.D. number and student signature. Letters should

be sent to the Office of Admissions and Records.

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.

Auditing of Courses

Prior to and 7 days past late registration, any person 18 years of age or older may, when space is available and with the consent of the respective division chair and dean [or campus president/director], enroll in a traditional face-to-face course as an auditor by paying \$55 for a three-hour course and \$65 for a four-hour course, plus any required laboratory fees. Auditors may use the library facilities and materials in the library only. The instructor is not obligated to accept any papers, tests or examinations from the auditor. An auditor is free from such course requirements as attendance, written work, and tests. Credit will not be granted for auditing a course. Once a student has registered as an auditor, the student may not change to credit status nor may a credit student change to audit status after the semester has begun. Neither the instructor nor the college assumes responsibility for the academic progress of an auditing student. No refunds of tuition and fees are made to auditing students. Currently enrolled students shall have first priority for auditing space. One hour classes may not be audited.

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 members 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 instructor 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 ap-ointment with his or her instructor. 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 instructor may dismiss the allegation, issue a verbal warning, issue a written warning (to be forwarded to Student Services for record keeping), assign a grade to the assignment, assign, dismiss the student from the class, and/or assign a grade for the class.

Students wishing to appeal the instructor's decision may appeal according to the process below.

FINAL GRADE DISPUTE

Blinn College recognizes that the evaluation of student performance is based upon the professional judgment of its instructors. 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. Students can question a course grade that they believe has been awarded in a manner inconsistent with college policies, class syllabus details or that has resulted from calculation errors on the part of the instructor.

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

Students unable to make contact with their instructor must file an appeal per the instructions below no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall).

FINAL GRADE DISPUTE RESOLUTION

A student disputing a grade shall make an appointment with his or her instructor. Because grade and course materials are not readily accessible after the next long semester, students must initiate con-tact 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 will stand.

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

Students wishing to appeal the instructor's decision may appeal according to the process below.

APPEAL PROCESS TIME LIMITATIONS

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).

REPRESENTATION

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 instructor, staff member, or other authorized designee of the College District. The student shall be entitled to photocopy relevant items that are directly related to their 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 vice president of 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 academic or technical dean, who shall serve as a nonvoting member of the committee and as chairperson. For students who attend any campus 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 division chairman.

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 instructor 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 instructor the student may make a direct appeal to Level II.

LEVEL II

The conference between the student and the division chair-man/program coordinator/Dean represents Level II of the appeal.

Prior to or at the conference, the student and the

instructor shall submit a written statement and copies of all coursework or other appropriate documentation to the division chairman/program manager for review. The division chairman shall hear and evaluate the student's complaint and shall then confer with the instructor.

The division chair/program coordinator will put in writing his/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 division chairman, who will then defer to the appeals process for resolution. The division chair will notify the appropriate academic/technical dean 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 of instruction or his or her designee and shall be chaired by the appropriate academic/technical dean.

Upon notification of the student's decision to pursue further appeal, the division chairman will notify in writing the student, instructor, academic/technical dean, and the vice president of instruction that the dispute will be referred within five class days to an appeals committee for review. The division chairman shall submit to the appeals committee copies of all written documentation obtained from the student and/or the instructor and written instructions concerning assignments from the instructor.

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 instructor shall receive written notification from the committee chairman that the issue will be re-viewed by the committee within the given time frame.

The hearing shall provide an opportunity for both the student and the instructor 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 will make a recommendation to the Vice President of Instruction who will then make a final decision and notify the student and instructor in writing.

The decision of the Vice President of 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 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 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. It is the goal of Blinn College 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(s) involved (if possible) and the appropriate dean or supervisor.

EXCLUSIONS

Student complaints regarding discipline, sexual harassment, 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 initial complaints regarding discrimination, harassment, and retaliation; FFE for initial complaints regarding bullying and dating violence; FG for complaints regarding student housing; FLDB for course grade complaints; and FMA for discipline hearing procedures]

This complaint process is not intended to address appeals related to decisions made in routine College 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 Life (Brenham), the Dean of Student Services (Bryan), the Dean of Distance Learning, or one of the campus directors (Sealy, Schulenburg).

COMPLAINT PROCEDURE

1. If a student cannot resolve his/her concern informally as described above, a student may complete a student complaint form found at www.blinn.edu/complaint.
2. The Office of the Vice President for Student Services (or designate) will review the submitted complaint and may request an appointment with the student to discuss the complaint.
3. The VP or designate 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 will be filed in the Office of the Vice President for Student Services:
902 College Avenue
213 Administration Building
Brenham, Texas 77833
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 non-public 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 CHE 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, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with 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.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[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 are considered prohibited harassment. [See DOA and FFD]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

TIME, PLACE, AND MANNER RESTRICTIONS

The vice president of student services shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others at College District facilities.

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

1. Is not 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 coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any literature that was discarded or leftover.

POSTING OF SIGNS

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the limitations on content, as

described above, a student or registered student organization may publicly post a sign on College District property in areas or locations designated by the vice president of student services.

No object other than a sign may be posted on College District property.

Before publicly posting a sign, a student or registered student organization shall:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Give notice of the following information:
 - a. The name of the student or registered student organization and, if an organization, the name of its advisor;
 - b. The proposed general location for posting the sign;
 - c. The length of time the sign will be posted; and
 - d. The signature of the student or, if a registered student organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

RESTRICTIONS

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the vice president of student services. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant;
8. On or between a curb and sidewalk; or
9. In a College District building, except on a bulletin board designated for that purpose.

REMOVAL

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the vice president of student services, the student, or the registered student organization.

DISCLAIMER

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

Decisions made by the administration in accordance with this policy may be appealed in accordance with FLD(LOCAL).

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 student handbook.

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, 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. Owning 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 of 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 DOA, 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

19. Possession or use of tobacco products on College District premises without authorization.

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 Web sites 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 (FFE), discrimination, harassment and retaliation (FFD), etc.), 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 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

Students have 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 College President, or his/her 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 been 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.
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's 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 which the student feels should be reviewed.
6. The student's signature and date.
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 51.233-51.234 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 following rights 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 regarding the alleged violation

5. Arrange to have a stenographer present at the hearing to make a transcript of the hearing, at the student's expense, but 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 may be represented by legal counsel if the student is to be represented by legal counsel. The hearing will be closed, except that, with the consent of 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'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'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 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 a 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:

1. A copy of the notice of hearing.
2. All documentation and other evidence offered or ad-

mitted at the hearing.

3. Minutes of the hearing

4. The Committee's decisions.

The Committee Chairperson, shall send the record to the President, vice president of student services, and designated College 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).

CONCLUSION

Once a sanction has been imposed by the Committee, the Chair-person will notify the student of the Committee's decision, and this decision will serve as the concluding administrative action regarding the violation. There is no right of appeal to the Vice President of Student Services, President, Board of Trustees, or any appointed designee(s), however the Vice President of Student Services, College President, Board of Trustees and any appointed designee(s) 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 with-drawn due to reasonable cause to believe that the person has willfully disrupted the orderly operation of the campus or facility and that the presence on the campus or facility 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 unless he has been advised of their content and the names of the person who made them, and has been given the opportunity to rebut unfavorable inferences that might otherwise be drawn.
6. The right to have all findings made at the hearing be final, subject only to the student's right to appeal to the President of the college district and to the Board.

Blinn Board Policy FMA(LOCAL)

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

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

STATEMENT OF NONDISCRIMINATION

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, 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, 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, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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:

1. 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; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

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:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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.

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:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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 is subject to appropriate discipline.

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 an instructor, counselor, administrator, other College District employee, or the appropriate College District official listed in this policy.

EMPLOYEE REPORT

Any College District employee who suspects 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.

DEFINITION OF COLLEGE DISTRICT OFFICIALS

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

ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the 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:

BRENHAM, SCHULENBURG AND SEALY CAMPUSES:

Name: Patricia Moran
Position: Director of Disability Services
Address: 902 College Avenue, Brenham, TX 77833
Telephone: (979) 830-4157

BRYAN CAMPUS

Name: Brenda Wilkins
Position: Director of Disability Services, Bryan
Address: 2423 Blinn Boulevard, Bryan, TX 7785
Telephone: (979) 209-7264

TITLE IX COORDINATORS

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator at the campus. The College District designates the following employees to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

BRENHAM CAMPUS Name: Mordecai Brownlee
Position: Dean of Student Life
Address: 902 College Avenue, Brenham, TX 77833
Telephone: (979) 830-4282

BRYAN CAMPUS

Name: Dr. Kathy Anzivino
Position: Dean Student Success
Address: 2423 Blinn Boulevard, Bryan, TX 77802
Telephone: (979) 209-7214

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

SEALY CAMPUS

Name: Lisa Caton
Position: Director of Sealy Campus
Address: 3701 Outlet Center Drive, Sealy, TX 77474

Telephone: (979) 627-0286

OTHER ANTI-DISCRIMINATION LAWS

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 coordinator or the Title IX coordinator may be directed to the District President.

A report against the District President 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 insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

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, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If not, the College District official shall refer the complaint for consideration under FFE.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney.

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.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, 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.

The College District shall provide written notice of the outcome, within the extent permitted by 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.

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education pro-gram 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 harassment 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 AND PROCEDURES

Information regarding this policy and any accompanying procedures 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 and procedures shall also be prominently published on the College District's Web site. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

Blinn Board Policy FFD (Local)

Student Welfare: Freedom from Bullying and Dating Violence Policy

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

BULLYING AND DATING VIOLENCE PROHIBITED

The College District prohibits bullying and dating

violence 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 creates an intimidating, threatening, or abusive educational environment for a student.

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.

DATING VIOLENCE

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that the abuse:

1. Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

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 or dating violence, 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, dating violence, or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying, dating violence, or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited 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 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, dating violence, 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 shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The campus police or campus director shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FDE, including harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the College District shall proceed under policy FFD instead.

INVESTIGATION OF THE REPORT

The campus police or campus director shall conduct an appropriate investigation based on the allegations in the report. The campus police or campus director shall promptly take interim action calculated to prevent bullying, dating violence, 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, dating violence, or retaliation, as defined by this policy; however, the campus police or campus director shall take additional time if necessary to complete a thorough investigation.

The campus police or campus director shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying, dating violence, 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, dating violence, 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, dating violence, or retaliation has occurred, and reaffirming the College District's policy against bullying, dating violence and retaliation.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of bullying, dating violence, or retaliation as defined by this policy, the College District may take disciplinary 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 Web site. Copies of the policy and procedures shall be readily available at the College District's administrative offices.
Blinn Board Policy FFE (LOCAL)

Graduation**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 your 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.

Graduation Seniors at a Senior University

Many students choose to attend Blinn College the same semester they are to graduate from a senior university. Contact the transcript request office at trans@blinn.edu early in the semester to arrange the transfer of Blinn hours to these schools prior to graduation.

Commencement Exercises

Formal commencement exercises are held at the close of the regular spring semester. Degrees and certificates are awarded at the close of each semester at the request of the

student. Achievement awards are only denoted on the official Blinn College transcript. Recipients of this award alone do not participate in commencement exercises. Summer, fall, and those who do not participate in the spring ceremony will receive their diploma and/or certificate by mail.

International Student Admissions and Orientation

For all International Student Information, see No. 10 under Admissions. An orientation for new and transferring international students will be conducted before each fall and spring semester.

Orientation is an important step in beginning an academic career at Blinn College. Topics that will be presented include: F-1 visa regulations, registration process, campus tour, interpreting THEA or alternative test scores, culture differences, academic advising and transfer issues. Students should make plans to arrive early enough to attend orientation. Late arrivals could result in last minute advising, delayed registration, poor scheduling and additional late fees. For more details visit www.blinn.edu/international/orientation or call (979) 209-7305

Academic Advising and Counseling Center

Academic Advising

Academic advising helps students make appropriate decisions about their academic career and ensures compliance with Blinn College policy and procedure. 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"*
- all first time in college freshmen**
- 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.*

***First time in college freshmen who are "College Ready" have the option of waiving the advising requirement by signing a self advising waiver form. This form is available on the Blinn College website (http://www.blinn.edu/admissions/self_advising_waiver.htm) and must be on file in the Admissions Office prior to registering. Students electing to self-advise should be sure to choose courses that will meet the college's requirements needed for their educational goals.*

Advising For Technical Programs

Students interested in Technical/Vocational majors are to be advised by the Technical Education Programs Advisor in the Academic Advising and Counseling Center (Brenham), or the program coordinator/director/program representative of their

designated major, Technical programs advisor, or counselor/advisor in the Academic Advising and Counseling Center (Bryan), or an advisor (Schulenburg, Sealy). Students seeking admission into any of the Health Sciences programs are required to set up a file with the Technical Education Advisor prior to making application to the chosen program. Complete information can be obtained for each of the Technical Education programs at: <http://www.blinn.edu/twe/index.htm>.

Brenham Campus - Administration Building

Counseling Services consist of academic advising, career/vocational counseling, personal counseling, as well as a variety of testing services. Counselors and academic advisors are available to assist students, define educational and career goals, make realistic choices between technical/vocational programs at Blinn and coursework transferable to four-year institutions, and deal with life challenges that may limit their chances of succeeding in college. 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. Small group counseling conducted by counselors.
5. Testing and assessment services to include:
 - a. Tests for selected state and national programs, and health sciences programs including: ACCUPLACER, American College Test (ACT), General Education Development Test (GED), Health Occupations Basic Entrance Test (HOBET), Nurse Entrance Assessment (TEAS), Scholastic Aptitude Test (SAT), Texas Higher Education Assessment (THEA QT) Quick Test.
 - b. Tests of aptitude and career/vocational interests.
6. Referral resources that provide assistance with concerns such as financial aid, tutoring, career/vocational interests, alcohol and drug abuse or personal issues.

Brenham Campus: Students may schedule an appointment with a counselor/advisor by phone (979) 830-4196 or by visiting the Academic Advising and Counseling Services office in Room 206 of the Administration building. Walk-in advising is available on a limited basis during peak advising periods.

Bryan Campus - Science Building

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 and click on the link 'advising schedule' on the left. The office is open Monday and Tuesday, 8am to 7pm; and Wednesday-Friday, 8am to 5 pm.

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.
- ACCUPLACER, COMPASS, and THEA QT, to meet admissions and/or 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.

Office Locations

Students can receive Accuplacer and Compass testing at the following locations. All other tests, students need to check the academic calendar, call the Academic Advising and Counseling Center, or check the website <http://www.blinn.edu/counseling/testing> for information.

Brenham Campus: Academic Advising and Counseling Center.

- Monday-Thursday at 8am and 1:30pm.
- Administration Building, second floor
- Schedule an appointment with the Counseling Office (979-830-4196)
- Pay in Enrollment Services

Bryan Campus: Testing Center

- Monday-Friday at 8:30am – 12:00pm
- Pay in Enrollment Services
- Call 979-209-7200, press 2 for more details.

Schulenburg Campus:

- Q.T. is offered in December, April, May, June, July and August.
- ACCUPLACER, COMPASS are available in the Main Building Library by appointment only.
- HOBET (January and February) and TEAS (March and April) are offered by appointment only.
- Individual testing is held in the Main Building Library. Group testing is held in room 120, Liberal Arts Building, or in an available computer lab.
- Test appointments and payments are made at the Enrollment Services Desk, Main Building.

Sealy Campus: Director's Office

- Accuplacer, Friday at 9:00am and 1:00pm and other times; by appointment (COMPASS not offered)
- Main Building

BREHAM ADVISING, COUNSELING AND ACADEMIC SUPPORT SERVICES

Brenham Campus - Administration Building

Counseling Services consist of academic advising, career/vocational counseling, personal counseling, as well as a variety of testing services. Counselors and academic advisors are available to assist students, define educational and career goals, make realistic choices between technical/vocational programs at Blinn and coursework transferable to four-year institutions, and deal with life challenges that may limit their chances of succeeding in college. 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. Small group counseling conducted by counselors.
5. Testing and assessment services to include:
 - a. Tests for selected state and national programs, and allied health programs including: ACCUPLACER, American College Test (ACT), General Education Development Test (GED), Scholastic Aptitude Test (SAT), Texas Higher Education Assessment (THEA QT) Quick Test.
 - b. Tests of aptitude and career/vocational interests.
6. Referral resources that provide assistance with concerns such as financial aid, tutoring, career/vocational interests, alcohol and drug abuse or personal issues.

Brenham Campus: Students may schedule an appointment with a counselor/advisor by phone (979) 830-4196 or by visiting the Academic Advising and Counseling Services office in Room 206 of the Administration building. Walk-in advising is available on a limited basis during peak advising periods.

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.

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 enrolling at Blinn College for the first time (except co-enrolled students at a senior institution).
- b. Students who fail any part of the state-approved placement test.
- c. Students who are on scholastic probation.
- d. Students readmitted following suspension.

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: http://www.blinn.edu/library/info/hours/brenham.html	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	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 ROOM

What is The Writing Room?

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

Where is The Writing Room?

The Writing Room is located in Room 14 of the Academic Building on the Blinn College Brenham campus.

When is The Writing Room open?

The Writing Room opens at 8 a.m., Monday-Friday until the early evening. *Specific times will be determined each semester.*

What can students do in The Writing Room?

In The Writing Room, 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 Room, students may also take advantage of individual time at IBM- compatible computers. There are also two adjustable workstations for wheelchair access. Additionally, students may use The Writing Room as a productive place to think and write.

How can students get more information about The Writing Room?

Additional information about The Writing Room is available in person in Academic Room 14 or by telephone at (979) 830-4403. For more information: http://www.blinn.edu/humanities/writingroom04C.html#What_is_The_Writing_Room

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.

OPEN SCIENCE LAB

We have 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 is 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 we have a digital microscope, several Sympodiums, desktop presenters, and microvideo 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, Science Building, 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 and click on the link 'advising schedule' on the left. The office is open Monday and Tuesday, 8am to 7pm; and Wednesday-Friday, 8am 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"
- all first time in college freshmen**
- 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.*

***First time in college freshmen who are "College Ready" have the option of waiving the advising requirement by signing a self advising waiver form. This form is available on the Blinn College website (<http://>*

www.blinn.edu/admissions/self_advising_waiver.htm) and must be on file in the Admissions Office prior to registering. Students electing to self-advise should be sure to choose courses that will meet the college's requirements needed for their educational goals.

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	
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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: http://www.blinn.edu/library/info/hours/h	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	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 what 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 on 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
Math Lab	Building L Room 248	Tutoring services by various instructors in the mathematical division	

**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 you must have a current Blinn College ID. We will keep your ID until you return the resource. 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 H225.

OPERATING HOURS:

Fall and Spring Semester

Monday-Thursday.....7:45 a.m. – 9:30 p.m.
 Friday7:45 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 A119 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, we 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 go to <http://www.blinn.edu/brazos/humanities/writingcenter/>

Quick Facts:

- open Monday-Thursday 9am-8pm and on Friday 9am-1pm
- tutors have a bachelor’s degree or higher
- we tutor 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 AND WRITING LABS (Bryan Campus)

Parallel Studies is home to two computer labs (L257 & L249) 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 (G218 & G227) 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.

MATH LAB

Math tutoring is available in L248 and serves all students enrolled in all levels of mathematics courses on the Bryan Campus. Staffed by the faculty of the Math Division, this tutoring area is designed to provide students with a central location to work on homework or other classroom work. The faculty are available to answer questions in a casual, one-on- one setting.

Open each semester Monday-Thursday from 9:00 a.m. to 5:00 p.m.

SCHULENBURG ADVISING, COUNSELING AND 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 fail any part of the THEA or other state assessment 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 of 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

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:

- Formulating degree plans.
- Making appropriate course selections.
- Planning course work 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:

- Students enrolling at Blinn College for the first time (except co-enrolled students at a senior institution).
- Students who fail any part of the THEA Test.
- Students who are on scholastic probation.
- 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	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

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
- Windows XP
- Office 2007 including 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. A web-based (online) orientation is available at 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

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

Special Facilities and 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 you will be attending.

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

On-Campus Bookstore (Brenham or 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.

For additional information, visit the Blinn College website @ 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. A [Residence Life Handbook](#) provided for each student explains the procedures that govern residence life.

Refer to the website (www.blinn.edu/housing) for updates.

Applying for Housing

To reside in college housing, a student must enroll in a minimum of 12 semester hours at Blinn College, must pass a criminal history record review, and must have documentation on file in Admissions for having received the Bacterial Meningitis Vaccination. Blinn College housing assignments are made without regard to race, color, creed, national origin or disability. A prospective student must complete the on line Housing Application and Background Application process. The two applications and the payment for the housing deposit and the background fee must be processed correctly. Otherwise, the application will not be accepted. Room assignments are made according to the date the applications are accepted. Therefore, an early application is advised. A prospective housing student must first apply for admission to Blinn College. When admitted, the student will receive instructions for logging into his 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 myBLINN account. When the prospective student has access to his myBLINN account, he will follow the instructions for Login of MyHousing.

Login into **myBLINN**

Click on **Student Links** tab

Under **Student Links**, click on **Residential Life**

Choose the **Login to Apply Online** box

Select the Spring 2013 Housing Application drop down option

Read and accept the Housing Agreement

Complete the housing application questions and preferences. You will be directed to pay the online deposit payment of \$300 plus \$8.25 for a service fee if paying by credit card.

- **No cash, check, or money order can be accepted.** This must be done with a credit card or checking account/savings account (e-check). Blinn accepts American Express, MasterCard, and Discover. **BLINN DOES NOT ACCEPT VISA.**
- If you do not have a credit card or checking account/savings account, you can get a prepaid store credit card with the American Express, MasterCard, or Discover logo.
- Prepaid store credit cards can be purchased from Walmart, Walgreens, CVS, and many other stores. (Examples are the MasterCard Green Dot or Walmart Money Card).
- The service fee for each payment by credit card (including prepaid) will be 2.75%. If you are using a prepaid store credit card, you should purchase it in the amount of \$318.53 to cover the housing deposit, background check fee, and two service fees.

A Thank You confirmation page will be emailed when the Housing Application is completed successfully.

Return to MyHousing and select the Background Check Application drop down option.

Read and accept the Background Check Agreement. Out-of-state students are required to submit an out-of-state Background Check Form, which can be printed from the link available on the agreement page. The out-of-state form can also be found on the Housing website. Complete the Background Check Application accurately.

You will be directed to pay the online background fee of \$10 plus \$0.28 for a service fee.

A Thank You confirmation page will be emailed when the Background Application is completed successfully.

As a room becomes available, an assignment letter will be emailed and a paper copy will be mailed to the student's address on file. Please check your email on a regular basis. Prospective students can also check www.blinn.edu/housing for updates and information on "How to Apply" for housing.

Room Assignments

Initial assignments begin June 1 for the fall semester and December 1 for the spring semester. 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 must be 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 with the \$300 deposit, complete the online background history check with the \$10 fee and have a clear background history check. The applicant's name appears on the waiting list according to the date the application is accepted. A confirmation email will be sent to the applicant after each application is completed and accepted. Rooms are assigned in the order of first students with the completed application process.

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 and the due date for the required down payment to hold the room reservation.

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. There is no reduction in cost for the late arrival. Adjustments in room and board charges will be made for the late move-ins occurring after the first week of classes in either the fall or spring semester.

Down Payment

When a student is assigned a room for the fall or spring semester, a \$400 room payment must be paid by the date designated in the assignment letter. This payment is required by all students to reserve the room, including outside scholarship and financial aid recipients. Students who receive Blinn College room scholarships are exempt from the \$400 down payment. If payment is not received by the specified date, the student's housing will be canceled, and the deposit is forfeited. If the student subsequently requests housing, the assignment will be made on a "space available" basis after the \$400 payment has been received.

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, buy-out conditions, 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 between August 1 and the first day of fall classes and January 2 and the first day of spring classes will receive a full payment refund for room rent. The deposit will not be refunded. The room deposit will be refunded if returning students do not attend Blinn College and submit a request in writing before these deadline dates:

- Fall June 1
- Spring December 15
- Summer I May 15
- Summer II June 25

Refunds

For first time students, a full deposit refund will be made upon request when space is unavailable. The refund for room rent will be prorated for students who withdraw from classes 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. The deposit will not be refunded for early withdrawals. The deposit will be refunded to the student when requested the last semester of residence after all monies owed to the college are paid and all provisions of the Housing Agreement have been satisfied.

Meal plans are on a declining balance plan. Meal (board) refunds will be prorated throughout the semester for the student who is withdrawing. There is no refund or carry over for meal money that is not used by the end of the semester.

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 room rent refund is appropriate. The room deposit is nonrefundable. The balance of the resident's meal account is refundable.

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 on a declining balance but any remaining balance at the end of the semester is not refunded or rolled to the next semester. If a student uses all the money on the meal plan balance, he/she can add money during the semester in increments of \$25. 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. The meal balance can be determined at each swipe of the ID card.

Residence Halls

The Brenham campus of Blinn College has 9 traditional air-conditioned/central heated residence halls with capacity for 528

students. Five residence halls house 286 women and four residence halls house 242 men. The rooms are double occupancy. Residence Hall students must purchase a meal plan.

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 300 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 semi-private bedroom (2 beds per room)-1 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 and cable television 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. Each carpeted bedroom is furnished with a junior loft style twin bed, a desk and chair, and a 3 drawer chest. Semi private rooms have lockable closets.

Apartment Style Housing

Blinn College Park Apartments, located at 405 Saeger Street, 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.

Residents must purchase a minimum meal plan. Optional meal plans are available. Internet, cable television, and a phone line with free local service are provided in each room. During the contract period, students may remain in the apartments provided they present written evidence of the need to remain.

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 Vice President of Administrative Services prior to registration.

Food Service for Campus Housing (Available on Brenham Campus Only) Food Service Prices Per Semester

Flexible Meal Plan	\$1,450.00
Full Meal Plan (Scholarship)	1,450.00
Blinn Bucs - Cafeteria or The Cove	
Residence Hall Plan (Minimum for Residence Halls)	850.00
Summer (per term)	260.00
Apartment Meal Plan (Minimum for Apartments).....	525.00
Summer (per term)	200.00
May Minimester	175.00
Additional Purchase (minimum)	25.00
Meal plans cannot be carried over to the following semester or 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

Blinn College operates 2 snack bars on the Bryan Campus, the Block & Barrel Deli and the Clux Delux. Block & Barrel serves soups, sandwiches and salads made fresh daily and are open Mon- day through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 2 p.m. during the fall and spring semesters.

The Clux Delux serves lunch and dinner which includes chicken sandwiches, burgers, and a special of the day. Hours of operation are Monday through Thursday, 7:30 a.m. to 3 p.m. during the fall and spring semesters.

Maui Wowi Hawaiian Coffees and Smoothies, a beverage bar, offers authentic, natural Hawaiian products, fresh-fruit smoothies, and blended Hawaiian coffees, lattes and cappuccinos. Hours of operation are Monday through Thursday, 7:30 a.m. to 7:30 p.m., and Friday, 7:30 a.m. to 2 p.m. during the fall and spring semesters.

Schulenburg Campus

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, telephone (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 you may go to 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 up- dated in the Blinn Alert system in order to receive timely notifications on campus emergencies or unexpected closings. Go to www.blinn.edu and click on the link found on the bottom of the page 'Emergency Preparedness' for more information.

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.

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

Students may register for a Blinn College Parking Permit either online (the same as registering for classes) or at Enrollment Services.

To register online:

1. Login to your myBLINN account. Click on the 'My Records' tab. Click on 'Add or Drop Classes' under

'Registration Tools'. Select a term and submit. Use the CRN numbers that corresponds to the specific campus you wish to register for your vehicle permit:

- NOTE:** Sealy Campus Parking is not considered Blinn College property for the purposes of this procedure.
- Payment may be made online, along with tuition and fees, or at Enrollment Services.

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

- In order to receive a permit, a student must be registered for classes; account balance must be covered by a payment plan, financial aid; or paid in full.
- Complete a vehicle registration card provided by Enrollment Services. License Plate Number, Make, Model and Year of the Vehicle must be provided.
- 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 lost or stolen parking permits to Enrollment Services as soon as possible. Possession of a lost or stolen parking permit is grounds for disciplinary action.

Parking Permit & Citation Fees/Fines: Permit Fees:

Fall	\$75.00 (covers Fall, Spring & Summer)
Spring	\$50.00 (covers Spring & Summer)
Summer	\$25.00 (covers Summer only) Minimester
	N/A

Replacement 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 (i.e. vehicle re-pairs, switching of vehicles, rentals vehicles, etc). Temporary Permits may be requested from Enrollment Services and are issued based on each request (vehicle repairs, switching vehicles, rentals). 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: Blinn Team:

A Blinn College parking permit will be provided free of charge to any TEAM student who has purchased a TAMU parking permit. Students must present their TAMU billing statement and ID, to Blinn College Enrollment Services in order to receive a Blinn College parking permit.

Health Science Center:

A Blinn College parking permit will be provided free of charge to students who have purchased a parking permit for the Health Science Center. Students must present their paid receipt (student name must be included on the receipt) and ID, to Blinn College Enrollment Services, in order to receive a Blinn College parking permit.

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 or contact the Financial Aid Office in Brenham at (979) 830-4144; or the Bryan Campus at (979) 209-7230.

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. 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 3, 2013 prior to the beginning of the Academic year or by October 11, 2013 for the Spring semester. Summer awards are for continuing Blinn students who notify the office of their intent to attend summer school by April 18, 2014. Please visit our website at 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 half-time 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 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 Cancellations 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.

Standards of Academic Progress for Financial Aid

Federal regulations require that students must demonstrate satisfactory academic progress toward completion of their course of study to continue to receive institutional, federal and state financial aid. For entering first time freshman students, the satisfactory progress requirements are met by being accepted as a regular student in an eligible program requiring that the student have a high school diploma or GED.

Satisfactory academic progress is comprised of three areas as required by federal regulations. A student must complete their program of study within a period that does not exceed 150% of the published length of the program; therefore, financial aid cannot be received for course work beyond 150% of the semester hours required for the degree or certificate (96 hours). Students must demonstrate they are making progress towards the completion of their degree by successfully completing 75% percent of all attempted courses, and must maintain a cumulative 2.0 GPA.

This regulation applies to each financial aid applicant, whether a previous recipient or not. Credits counted in the maximum time are all attempted credits (even when not a financial aid recipient). 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

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."

If a student fails to meet the satisfactory academic progress standards by the end of the academic year (spring semester), the student will be placed on financial aid suspension and will not be eligible for aid until the satisfactory academic progress standards are met. Students who have earned an Associate's Degree, or Bachelor's Degree and continue enrollment at Blinn are not making Satisfactory Academic Progress.

Students are allowed to appeal their financial aid suspension in cases of the death of a relative, an injury or illness

of the student, or other special circumstances. Students must submit a SAP appeal and a letter discussing why they failed to make satisfactory academic progress, and what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation. Supporting documentation must accompany the appeal and must be submitted to the financial aid office prior to the beginning of the subsequent term. The financial aid office will review appeals on a case-by-case basis.

If an appeal is approved by the financial aid office, the student will be placed on financial aid probation and may receive financial aid for one probationary term. At the end of the probationary term, the student must meet the satisfactory academic progress standards or meet the requirements of an approved academic plan developed by the college.

In the event that the written appeal is denied, a student will not be eligible to receive financial aid until the minimum academic standards are met.

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. To apply for monthly benefits, Veterans and their eligible dependents may consult the Veterans' Coordinator for information and assistance by calling (979) 209-7225 or (979) 209-7693.

Certification requests must be made by the veteran or their eligible dependents 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 plans 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).
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.
5. Appropriate Blinn College packet for veterans or dependents obtained from www.blinn.edu/finaid/vets.htm.

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

Recipients must maintain a minimum cumulative 2.0 GPA. Under the guidelines of the Veterans Administration, the Office of Veterans Affairs at Blinn College monitors and administers the satisfactory progress requirements for veterans.

If a veteran or veteran's eligible dependent fails to maintain the minimum requirements, they will be placed on probation and may receive benefits for one probationary semester to allow them to attain the minimum GPA requirement. Recipients may not reduce enrollment during the probationary semester. Failure to achieve the required G.P.A. will result in a report of unsatisfactory progress to the Veterans Administration.

Veterans who transfer from another institution without the required 2.00 G.P.A., 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 Office of Veterans' Affairs 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 you qualify.

PROBLEM SOLVERS - BRENHAM CAMPUS

Who do I talk to if I need assistance with	Office	Building	All Area Codes (979)
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 (Higher One)	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
Bryan Campus Questions	Enrollment Services	Bryan	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	Student Services	Administration	830-4150
Intramurals	Athletic Department	Physical Ed	830-4170
Jobs Off-Campus	http://www.collegecentral.com/blinncollege/		
Jobs On-Campus	https://employment.blinn.edu		
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	https://my.blinn.edu/cp/home/displaylogin		
Registration for more than 5 classes	Academic Affairs Office	Old Main	830-4130
Scholarship Applications	http://www.blinn.edu/finaid/scholar.htm		
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	http://www.blinn.edu/twe/index_bren.html		
Technical Advising	Counseling/Advising	Administration	830-4196
Texas Success Initiative (TSI)	TSI Coordinator	Administration	830-4104
Transcript Requests	http://www.blinn.edu/admissions/transcripts.html		
Tutoring (Free)	Learning Center	Academic	830-4442
Veteran's Benefits	Financial Aid	Administration	209-7203
Withdraw from School	Enrollment Services	Administration	830-4800