



Blinn College
Dual Credit
Student Handbook

2017-2018

Blinn College Dual Credit Program

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Important Things to Know

This handbook contains information specific to dual credit. For complete information on each of these topics refer to the Blinn College Catalog.

Welcome to Blinn College's Dual Credit program

This handbook is designed to answer questions about the requirements, expectations, processes, and services available to you as a college student through dual credit. Included in this handbook is information for students and parents, as well. As students you will find new responsibilities for your education, new opportunities for growth, and the ability to find success with college courses while having the support of your high school faculty. As parents, you will find that your child will be taking a more active role in his/her education including communications with college faculty, more independent work, and learning to meet the expectations of the college instructors. There are many differences between high school and college that both you and your child will quickly notice.

We are glad that you have chosen to get a head start on your college education by participating in our dual credit program and look forward to working with you during this course of study. We wish you the best for an excellent semester. If you have any questions, please feel free to contact us by phone or email as we always enjoy working with students and parents to make this first college adventure an enjoyable one for you.

What is Dual Credit?

The Dual Credit program allows a high school student to earn college credit, while at the same time fulfilling high school academic requirements. These courses are offered at the area high school campuses, on-line, as well as the Blinn Campuses.

Who does Dual Credit Serve?

The Dual Credit program serves high school students who have met the Eligibility requirements http://www.blinn.edu/dual_credit/eligibility_requirements.html in the areas required for the course being taken, as well as the identified deadlines within the school district students are attending.

Steps to Enroll

1. Talk to your high school counselor for approval before proceeding!
2. [Apply for Admission](#) to Blinn College.
3. Verify [TSI requirements](#).
4. If not TSI exempt, take [TSIA pre-assessment activity](#) and print certificate of completion.
5. Register for TSIA exam at Enrollment Services. Reminder – fee is non-refundable, non-transferable.
6. Complete the [Dual Credit Approval form](#) and turn in to your high school counselor.

7. Students attending classes on the Blinn College campus are required to provide documentation regarding their bacterial meningitis vaccination. Please refer to the following page for detailed information regarding [Bacterial Meningitis](#).

Why take Dual Credit?

A recent study by the Community College Research Center shows that once in college, students who had taken dual enrollment courses received higher grade point averages (GPA) and persisted in completing a college credential at a rate greater than their peers. Unlike advanced placement and international baccalaureate programs, dual enrollment classes carry college credit and are not dependent on a particular score on a standardized testing instrument before a college will grant credit for the various courses taken in these programs.

Benefits of Dual Credit

1. Saves money by allowing students to take core college courses which are also required for high school graduation.
2. Allows high school students to advance more quickly through the pipeline and graduate from college (i.e., enter the workforce) sooner.
3. Provides students greater flexibility and choice (dual credit vs. AP) by expanding options for college-bound high school students.
4. Provides students with an opportunity to enhance their study skills and strengthen their critical thinking skills.
5. "Studies show that dual credit increases the likelihood that a student will complete high school, and enroll in and persist in college." (THECB)
6. "Contributes to the goals of Closing the Gaps through greater participation and increased academic success." (THECB)
7. Dual credit courses allow students to better transition to the college life while still close to home.

Student Records

Family Educational Rights & Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or **attends a school beyond the high school level**. Parents cannot access even a minor student's COLLEGE grades without documentation on file.

Further information on FERPA can be found at Blinn's admissions site.

http://www.blinn.edu/admissions/student_privacy.html. The form required for parents to have access to their student's information is available in the Admissions office or at the following link http://www.blinn.edu/dual_credit/ferpa.html.

Notification of Rights

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

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

Disclosure of Student Records

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

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

If a student would like to grant another party access to their educational records they must submit a FERPA Release form for each proxy, to the office of Enrollment Services. FERPA Release forms are valid until the student revokes the proxy’s access in writing with the office of Enrollment Services. In order for students to withhold their directory information, they must submit the Request to Withhold Directory Information form to any office of Enrollment Services. Once the Request to Withhold Directory Information has been processed it will remain active until revoked by the student in writing, with the office of Enrollment Services. All of these forms can be found on our website <http://www.blinn.edu/admissions/forms.html>; under the Forms category.

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

Blinn Board Policy FJ (Legal)

Attendance Policy

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the Instructional Dean, to determine how participation is achieved in his or her class. The faculty shall require students to regularly attend class and will keep a record of attendance from the first day of classes and/or the first day the student's name appears on the roster through final examinations. If a student has one week's worth of unexcused absences during the semester, the high school counselor will be sent an email by the College District. Should the student accumulate two weeks' worth of unexcused absences, he or she will be administratively withdrawn from class.

There are three forms of excused absences recognized by the institution for dual credit students:

1. Observance of religious holy days - Sec. 51.911(b), Texas Education Code. An institution of higher education shall excuse a student attending classes and/or required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment. **The student should notify his or her instructor(s) not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s).**
2. Representing the College District at an official institutional function. If a student is asked by the College District to be an official representative of the College District at any function approved by the institution, the student will be excused from any classes missed and must be allowed to complete all work without penalty for that absence(s) in a timely manner as directed by the faculty member.
3. A high school student representing the independent school district at an official institutional function. If a high school student is asked by the independent school district to be an official representative of the school district at any function approved by the institution, the student shall be excused from any class missed and must be allowed to complete all work without penalty for the absence(s) in a timely manner as directed by the faculty member.

Students with Disabilities/ADA

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.

Calendar

All high school students enrolled in a College academic dual credit class will follow the official college calendar regardless of dual credit class location, course instructional modality, or ISD calendar. Neither the College nor the School shall cancel a class unless absolutely necessary. The cancellations shall be processed through the School administration upon consultation between an appropriate representative of the School and the College. If deemed necessary by the College, lost instructional time shall be made up by arrangement with the School.

Grades

At the end of each semester, students shall receive a final grade report that shall become a part of their permanent record. Blinn College does not report mid-term grades. 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 Passing
- NP Not Passing
- FS Academic Fresh Start

For further information or clarification of the I, Q, QF, W, CR, P, NP, and FS please go to the following web site http://www.blinn.edu/admissions/grades_incompletes.html

Health Sciences Grading System

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

Grade Point Average

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

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

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

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

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

Grade Change Policy

For any questions regarding grade changes, call the office of the appropriate Academic Affairs Dean. Blinn College policy is that grades older than one year will not be changed.

Appeal Process

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall). For further information please see the [Blinn College Catalog](#).

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 students during a test without permission from the test administrator;

4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

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

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

Scholastic Dishonesty Resolution

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

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

A student wishing to appeal the faculty member's decision may appeal according to the process listed in the [Blinn College Catalog](#).

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.

Payment

Tuition and fee payments are due at registration. A payment plan is available upon request. Payment is required by the stated due date; all tuition and fees must be collected and remitted to the College prior to the beginning of classes. Failure to pay by the due date will result in the student being dropped from classes.

Financial Aid is not available to dual credit students. The Higher Education Technical Amendments of 1987 (P.L. 100-50) states, “A student who is enrolled in an elementary or secondary school is not eligible for Title IV assistance for any courses taken at the post-secondary level for the same period” [Compilation of Federal Regulations (CFR) 668.7(a)(2)].

Student Services

Dual credit students and instructors may use the materials and services at the Blinn College libraries on the Brenham, Bryan, Schulenburg, and Sealy campuses. Circulation privileges and other services available to Dual credit students and instructors are identical to those provided to on-campus students and instructors. Dual credit students may use the computer labs, writing centers, and learning centers on the Brenham, Bryan, Schulenburg, and Sealy campuses.