



**Blinn College  
Dual Credit  
Student Handbook**

**2022-2023**

# 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.

## Introduction

### 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 <https://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. If you're homeschooled, contact the Dual Credit Office and request a Homeschooled Agreement.
2. [Apply for Admission](#) to Blinn College.
3. Verify [TSI requirements](#).
4. Sign up to take the [TSIA](#), if needed.
5. Complete the [Dual Credit Approval Form](#).

6. 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.
8. Dual credit students also enjoy access to Blinn libraries, open labs, tutoring services, writing labs, advising, and athletic events.

### **Dual Credit Advising**

Dual Credit students have their own advisor to assist them with major selection, course transferability, and more. They can set up an advising appointment through our advising bookings page:

<https://outlook.office365.com/owa/calendar/DualCreditAdvising@bucblinn.onmicrosoft.com/bookings/>

### **Degree Plan Verifications**

Blinn College, in accordance with Texas State law, requires that Dual Credit students with 15 or more hours file a degree plan and that they are enrolled in courses that are consistent with that

degree plan. At Blinn College, all students have degree plans on file based on their intended major they provided at the time of application. To verify your current degree plan on file, please log into your myBlinn account and view your Degree Audit using the Degree Audit icon towards the bottom of the webpage.

Once you have verified your degree plan, or updated it if needed, you must complete a Degree Plan Verification located at the following link:

<https://nextgenso.com/sp/startSSO.ping?PartnerIdpId=https://ethos.blinn.edu:443/samlso&SpSessionAuthnAdapterId=blinn&TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/6551d064-f083-4b09-89b2-2961a0999041>. Email the Dual Credit Office, [dualcredit@blinn.edu](mailto:dualcredit@blinn.edu), if you need to change your major.

## **Dropping**

Dual Credit students needing to drop a course must complete a [Dual Credit Drop Form](#). Once complete, the Dual Credit Office will drop the course(s) from the student's schedule.

## **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 <https://www.blinn.edu/admissions/transcripts/ferpa.html>. The form required for parents to have access to their student's information is available in the student's myBlinn account in the Admission Forms section.

## **Attendance Policy**

The College District believes that class attendance is essential for student success; therefore, students are encouraged 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, but no more than twenty percent, of the final course grade. It is the responsibility of each faculty member, in consultation with the academic dean, to determine how participation is achieved in their class. Attendance expectations for each class will be determined by the faculty with details outlined in the course syllabus. Faculty will continue to record student class attendance through the Census date as per the Admissions and Records reporting schedule. It is the student's responsibility to attend class and participate in graded activities. Should a student decide to no longer attend class, it is their responsibility to withdraw from the course. Failing to withdraw from a course in a timely manner may result in the student earning a final grade of 'F' in the course. For additional information regarding withdrawal from a course, please see Board Policy [ECC\(LOCAL\)](#).

There are four forms of excused absences recognized by the institution:

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.
4. Military service—Sec. 51.9111(d), Texas Education Code; 19 Administrative Code 4.9. Students serving on active duty and are called with the Armed Forces of the United States, shall be excused from attending classes and allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. Other documented absences may be excused at the discretion of the faculty member.

### **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.

### **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
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, W, CR, P, NP, and FS please go to the following [Blinn College Catalog](#).

## 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	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, contact your professor. Blinn College procedure 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, RELLIS, Schulenburg, and Sealy campuses or online. 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, RELLIS, Schulenburg, and Sealy campuses, if available.