

# Student Handbook



# Admission Procedures

---

The learning community that is Coastal Bend College (CBC) is pleased with the choice that each new student makes to begin the college experience with this institution. Students are welcomed and valued.

Every student should become thoroughly familiar with the contents of this Student Handbook which is intended to provide an overview of rules, regulations, procedures, and general policy information. The Student Handbook should serve as a quick reference, however, the Coastal Bend College Policy Manual is the official governing document. The policy manual is available online at <http://pol.tasb.org/Home/Index/155>

The following requirements must be met and procedures completed before admission to the college is granted. To be admitted to the dental hygiene, nursing and radiologic technology programs, specific requirements in the "Workforce Programs" section of this catalog must be followed.

## Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new incoming students who are 29 years of age or younger to show proof of a meningitis vaccination at least 10 days prior to the first day of classes. This includes returning students who have had a fall or spring semester lapse in enrollment and are 29 years of age or younger. Students who fail to comply with this requirement may have holds placed on registration and may be unable to attend classes until proof of vaccination is provided as noted on the [Admissions/Registrar Office webpage](#) under Student Services at [www.coastalbend.edu](http://www.coastalbend.edu).

There are exemptions, waivers, and fees to this requirement. This includes exemptions due to health reasons or reasons of conscience. Forms and additional information is available on the [Admissions/Registrar Office webpage](#) under Student Services at [www.coastalbend.edu](http://www.coastalbend.edu).

## Vaccination Locations

The meningitis vaccination is available at local pharmacies, health care providers and health clinics in your area.

## Important facts about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

## What are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

## How Is Bacterial Meningitis Diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.
- How is the disease transmitted?
- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

## How Do You Increase Your Risk of Getting Bacterial Meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

## What are the Possible Consequences of the Disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

## Can the Disease be Treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your health care provider.

## How Can I Find Out More Information?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at (361) 888-7762.

## Housing Students

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than 10 days prior to moving in or be qualified for an exemption. More information is available in the [Housing Handbook](#) which can be found online at [www.coastalbend.edu](http://www.coastalbend.edu) under "[Publications & Marketing](#)." Exemptions as noted above may also apply.

## Immunization Requirements

CBC is concerned for the health of its students. Immunization is an integral part of health care and disease prevention. Students can take an active role in staying healthy by making sure that all immunizations are current. State law requires that students be informed regarding the consequences of not being adequately immunized.

# Admission Procedures

Measles (rubeola, red measles, hard measles, 10-day measles) is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. It is strongly recommended that students of institutions of higher education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with vaccines for mumps and rubella, which are also caused by viruses.

1. **Tetanus (Lockjaw):** The illness caused by tetanus results from the poison produce by bacteria. Again, this is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that time. It is now common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year boosters. The Tetanus vaccine should be given in combination with the diphtheria vaccine.
2. **Poliomyelitis:** In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

## Immunizations Needed

Students enrolled in health related courses that have or will have any direct patient contact should have the following immunizations:

1. One dose of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
2. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.
  - Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine.
  - Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.
3. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus. This requirement only applies to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids.
4. Each student is required to have receive one dose of varicella (chickenpox) vaccine on or after the student's first birthday or, if the first dose was administered on or after the student's 13th birthday, two doses of varicella (chickenpox) vaccine are required. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the form on TDSHS's website at [www.dshs.state.tx.us/immunize/docs/c-9.pdf](http://www.dshs.state.tx.us/immunize/docs/c-9.pdf)]

Students should verify immunization requirements with specific department advisors. To find out who the contact person is for a specific department, contact the Vice President of Instruction and Economic & Workforce Development at (361) 354-2268.

## Drug Screening and Background Checks

Each individual student is considered to be a responsible adult and is expected to act accordingly. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management.

Any student entering a field that requires background criminal checks and/or drug screening by respective employers and/or clinical sites will follow standards established by Coastal Bend College. A student is considered to be "on the job" for the purposes of this policy wherever he or she is acting on behalf of the college, i.e., going to and from clinical sites or child care centers as part of a course or curriculum of study.

## Timing of Pre-Screening Requirements

All drug screen tests and criminal background checks will be conducted upon notification of acceptance into the program. Verification of satisfactory results must be received by the participating facilities, like hospitals, clinics, and child development centers. If there is a break in the enrollment, students must re-submit for drug screenings and/or criminal background checks according to program policy. Any criminal and/or drug substance abuse history will disqualify an individual from consideration in the following programs:

- Child Development
- Dental Hygiene
- Radiology Technology
- Registered Nursing
- Vocational Nursing

## Criminal Background Checks

Criminal background checks will be conducted before admission to a program or during orientation. Criminal histories will include the following:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances;
- Registered sex offenders; and,
- Any acts of omission or commission by a person, as stated in the Minimum Standards and Guidelines for Day Care Center.

### Notes:

1. Director of Licensing for the Coastal Bend Region will provide the required documentation to allow each student to participate in lab experiences in the child development center.
2. If licensing/registry body approves an individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.
3. Nursing students must complete the Board of Nursing background check. A student who is required to complete a Declaratory Order is not eligible for admission until the process is completed and documentation is in the Nursing Department.
4. All drug screening test checks will be conducted upon notification of acceptance into a program and/or during orientation.

## Pre-Assignment Drug Screening

- I. Method of Testing
  - A hair shaft analysis or any other drug screening procedure will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.
  - A student may have drug testing "for cause" at the discretion of the college or clinical/lab affiliate/program. Failure to comply will result in immediate expulsion from the above named programs.
- II. Allocation of Cost
  - Each student must bear the cost of required tests.
- III. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student's name and social security number will be the only information provided to the college administration. Confidentiality will be ensured. In the event that the student feels that an error has been made in the results of the criminal background and/or drug testing, it is the responsibility of the student to contact the external vendor for verification at the student's expense.

# Admission Procedures

## New Students

Students enrolling in college for the first time may qualify for admission by any one of the following:

- Graduation from an accredited high school;
- Possession of a Certificate of High School Equivalency based on the General Educational Development (GED) examination (see Testing); or
- Individual approval as provided for below: This is for those who cannot meet the requirements in (a) or (b), and who exhibit the aptitude, interest and motivation to profit from the course of study they propose to enter. Students who enroll under individual approval are ineligible for federal financial aid. See a counselor or advisor for more details.

## Beginning Freshmen Must:

- Submit admissions form completed online at [www.coastalbend.edu/applynow/](http://www.coastalbend.edu/applynow/);
- Submit an official transcript of high school grades and credits. When the documents show proof of high school graduation, no further admission certifications are required. Applicants who have not graduated from high school may show that they have Certificates of High School Equivalency based on GED examinations. These examinations may be taken at CBC's Student Success Center. Applicants who have neither high school diplomas nor equivalency certificates may be granted individual approval depending on the chosen program of study;
- Students who are under the age of 18 and have graduated from an accredited high school or completed the equivalent of high school in a non-traditional setting (i.e., home-schooled) may be admitted provided they present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion;
- Official copy of TSI Assessment scores, if not exempt. For additional information, see the "Testing" section of this catalog.
- Check with individual department for additional requirements:
 

Admissions/Registrar's Office	(361) 354-2245 or 1-866-722-2838 Ext. 2245
Beeville Counseling Center	(361) 354-2266
Alice Counselor	(361) 664-2981 Ext. 3025/3034
Kingsville Advisor	(361) 592-1615 Ext. 4074/4036
Pleasanton Advisor	(830) 569-4222 Ext. 1203
Nursing Education	(361) 354-2786 in Beeville (361) 664-2981 Ext. 3022 in Alice (361) 592-1615 Ext. 4039 in Kingsville (830) 569-4222 Ext. 1209 in Pleasanton
Radiology	(361) 354-2302
Dental Hygiene	(361) 354-2555
Cosmetology	(361) 354-2521 in Beeville (361) 592-1615 Ext. 4083 in Kingsville (830) 569-4222 Ext. 1215 in Pleasanton

## Transfer Students

Students who have previously attended other colleges or vocational schools may qualify for admission by submitting official transcripts of earned grades and credits, showing proof of good standing at the most recent school attended. Students falsely claiming good standing may be dropped from all classes.

## Transfer students must submit:

- Admission form completed online at [www.coastalbend.edu/applynow/](http://www.coastalbend.edu/applynow/);
- An official transcript of grades and credits from all colleges previously attended. Students on scholastic or disciplinary suspension from other institutions are additionally required to contact the CBC Admissions/Registrar's Office to schedule an interview with the CBC Admissions Committee which makes a decision concerning acceptance; and
- TSI Assessment scores, if not exempt.

Transcripts of students with transfer credit are evaluated by the Vice-President of Instruction and Economic & Workforce Development. Transcripts offered for evaluation must be official.

## Transient Summer Students

A student enrolled in another college who expects to return to that school may register for CBC summer classes when CBC receives a transcript which includes TSI Assessment or other acceptable placement exam scores, developmental status, and a statement of good standing. Students falsely claiming good standing may be dropped from all classes.

## Former Students

Students who previously attended CBC, and who have not attended any other institution, may enroll if in good standing. Former students who have attended other colleges since their last attendance at CBC are under the same requirements as college transfer students.

Former students who have not registered with CBC within the last calendar year must complete an admissions form online at [www.coastalbend.edu/applynow/](http://www.coastalbend.edu/applynow/). Former students who have not registered within the last three years are required to re-submit official educational documents such as a high school transcript, GED, or college transcripts. CBC adheres to a state approved records retention schedule. All students who are not exempt must have TSI Assessment scores upon reentry regardless of THEA/TSI Assessment requirements when previously enrolled.

## Home Schooled Students

Students in a non-traditional high school may concurrently enroll if the following conditions are met:

1. Have completed the equivalent of the junior year of high school (16 units);
2. Provide a notarized record of the school subjects completed (consistent with TEA minimum requirements);
3. Comply with College testing requirements.

For additional information, please review the [Dual Credit Handbook](#).

## High School Students

High school students may enroll at CBC as either a concurrent student, articulated credit student, or a dual credit student.

## Concurrent Enrollment

Concurrent enrollment means that a student is attending high school and college at the same time. A concurrently enrolled student receives applicable college credit for their courses but not high school credit.

## Dual Credit Student

A dual credit student receives both college and high school credit for courses at the same time. Please review the Dual Credit Handbook in hard copy at any campus/site or online at [www.coastalbend.edu/dualcredit](http://www.coastalbend.edu/dualcredit) for eligibility information.

## Articulated Credit Student

Articulated credit is a way to earn college credit for eligible career and technical courses completed in high school, after successfully completing at least 6 semester hours of coursework at CBC. (See catalog section "Admission Procedures, Articulated High School Credit".)



# Admission Procedures

## Dual Credit Courses

Dual credit courses offer an opportunity for eligible high school students to earn both college and high school credit at the same time. The benefits offered by CBC's dual credit program include the following:

- Expanded academic options for college-bound high school students;
- Minimized duplication of courses taken in high school and college;
- Shortened time required to complete an undergraduate degree;
- Significantly reduced cost of higher education;
- Allows students taking workforce courses the opportunity to earn a marketable skills certificate while still in high school.

The decision to grant or not grant high school credit for college courses rests solely with the individual high school.

## Dual Credit Eligibility Requirements

- Be currently attending high school (public, private or home school);
- Be classified as a junior or senior (exceptions must be approved by the Vice President of Instruction based on documentation of demonstrated outstanding academic performance);
- Complete an online CBC admissions application at [www.coastalbend.edu/applynow/](http://www.coastalbend.edu/applynow/);
- Achieve college readiness scores on the TSI Assessment, SAT, ACT, or applicable state-approved high school assessment (TAKS, STARR-EOC) to enroll in academic transfer courses or applicable high school standard to enroll in workforce courses.
- Submit an official high school transcript to the CBC Admissions/Registrar's Office; and,
- Submit a completed Dual Credit Permission Form with required signatures and indicating requested CBC courses.

For additional information, please review the [Dual Credit Handbook](http://www.coastalbend.edu/dualcredit) at [www.coastalbend.edu/dualcredit](http://www.coastalbend.edu/dualcredit)

## Articulated High School Credit

Articulated high school credit allows students to begin a college career while still in high school by earning college credit for certain career and technical courses completed while still in high school. Students should inform the assigned advisor at first registration of career and technical credit from high school, provide a copy of the high school transcript, and ask for the transcript to be evaluated for articulated high school credit. Students can often earn up to 12 college hours from high school courses without paying college tuition. Application for articulated high school credit must be made within two years of high school graduation.

To obtain articulated high school credit at Coastal Bend College for high school career and technical courses a student must:

- Complete courses approved for articulation at the high school with the minimum final course grade included in the articulation agreement between Coastal Bend College and the student's local high school.
- Complete all college entrance requirements, be accepted to Coastal Bend College, and enroll in courses at the college
- Enroll in a college program that includes courses included in an articulation agreement with the high school.
- Complete and submit an Articulation Credit Request Form. Forms are available by contacting the Vice President of Instruction and Economic & Workforce Development at (361) 354-2268.
- Successfully complete six semester hours of other coursework at Coastal Bend College.

## International Students

International students must comply with the following:

1. An admissions form completed online at [www.coastalbend.edu/applynow](http://www.coastalbend.edu/applynow) must be submitted at least 90 days prior to the beginning date of registration;
2. A valid "Certificate of Immunization," signed by a physician or public health official, must be submitted. It must give evidence of immunization against tetanus, diphtheria, poliomyelitis, measles, and rubella;
3. An official original transcript of grades and credits for the final four years of secondary school and a certified English translation must be submitted;
4. Evidence of proficiency in the English language must be submitted and a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) and a score range of 173-187 on the computer-based TOEFL, or a 71 on the Internet based version;
5. Applicants who have attended schools, colleges, or universities since secondary school graduation must also submit official original transcripts, translated into English, of grades and credits at colleges attended, showing good standing at the school most recently attended;
6. Proof must be submitted showing that the applicant has sufficient financial resources for support during the entire period of study in the United States. Such proof may be in the form of a letter of credit from a bank, a notarized statement from the person providing financial support, a certificate from a bank showing sufficient funds on deposit, or similar documentation.

The U.S. Immigration and Customs Enforcement Form I-20 will not be issued until admission procedures are completed to the satisfaction of the college.

International students are required to purchase illness and accident medical insurance coverage specified by the college during their entire period of study at CBC unless they are already covered by health insurance that covers medical costs incurred in the U.S. After acceptance by CBC, and before registration, the college requires international students to take a series of assessment tests in English, mathematics, and reading if they have not taken the THEA test. Results of these tests will determine courses for which a student may register.

International students are subject to THEA requirements as are all students at CBC. For additional information see "Determination of Readiness to Perform", "Indicators of Readiness".

## Veteran Students

See the Veteran's Affairs section on [page 40](#).

## Non-Degree Seeking Students

Students are considered non-degree seeking if either of the following conditions are met:

1. Students are taking course work for personal enrichment and are not seeking a degree or certificate. These students are limited to enrollment in a maximum of 12 semester credit hours. Students reaching the 12-hour limit must meet CBC assessment requirements before proceeding.
2. Students are regularly enrolled in another college or university. The students must provide documentation verifying enrollment during the preceding semester.

## Admission Inquiries

CBC Admissions Office

Phone: (361) 354-2245 or 1-866-722-2838 Ext. 2245

Access additional information via our Help Desk, which is available via the ["Chat" link](#) located on the Coastal Bend College website at [www.coastalbend.edu](http://www.coastalbend.edu).

# Testing

## TSI Assessment

CBC uses the TSI Assessment as its primary assessment test. The TSI Assessment is a system designed to provide placement, advisement, and guidance information for students. Tests are presented in a computer adaptive mode. Test scores and diagnostics can be provided immediately after testing.

Test scores are used to determine placement and need for college preparatory education. Details on test dates and fees are available at the Student Success Center, (361) 354-2334.

## Mandatory Preparation Session

As of October 2010, it is mandatory for all first-time Coastal Bend College students to complete a free, 4-hour, Texas Success Initiative (TSI) preparation session before they are eligible to take the TSI Assessment exam. This gives prospective students opportunities to refresh themselves in reading, writing, and math before taking the exam. For more information, call the Testing Department at (361) 354-2244 or go to [www.coastalbend.edu/per/](http://www.coastalbend.edu/per/).

## Advising Component

Students are advised and placed in courses based on their college placement test scores. Advisors place students in college preparatory classes if test results indicate the need.

## College Preparatory Studies

College preparatory courses at varied levels are designed to bring skills up to the point at which students can successfully pursue and complete college-level courses.

The college preparatory curriculum provides basic instruction in English, mathematics, reading, and other courses designed to help students succeed. For students who wish to enroll in university-transfer courses, this preparatory curriculum is required if:

- a. The applicant is a high school graduate or has a Certificate of High School Equivalency, and whose scores on the TSI Assessment indicate that college preparatory classes are needed; and,
- b. The applicant, not otherwise qualified, wishes to be admitted on the basis of individual approval.

## Testing Requirements Student Success Initiative

The Coastal Bend College Student Success Initiative is a plan which incorporates the approved College Preparatory Studies program and the Texas Success Initiative (TSI) legislative changes. The intent of the Student Success Initiative is to help students succeed in reaching their educational goals.

The 2011 Texas legislature revised the Texas Success Initiative (TSI) with passage of House Bill 1244. The TSI requires:

1. Student assessment;
2. An individualized plan for academic success;
3. A minimum college readiness state standard; and,
4. A report indicating student success and effectiveness of the college preparatory studies program.

## College Prep Studies

The College Preparatory Studies Division is under the direction of the College Preparatory Studies Chairperson who is supervised by the Dean of Academics. The Chairperson has direct supervision of English and reading developmental course instruction.

## Evaluation

The Coastal Bend College Student Success Initiative program of activities will be evaluated each year. The Institutional Research Office will track each cohort of developmental students. Data will be supplied to all divisions and to the Instructional Deans as to the success rates of all students enrolled in all developmental courses. In each succeeding semester, additional data will be generated that tracks each cohort until the students successfully complete the sequence of courses or terminate their program of study.

The results of the evaluation will be used to improve course offerings. The college preparatory division will analyze all data to discern areas of concern. Particular attention will be paid to areas of low success and strategies will be implemented to increase student success rates in the indicated courses and programs.

## Exceptions to the TSI Requirements

Any exceptions to the CBC Student Success Initiative must be approved by the Dean of Academics or Dean of Workforce or his or her designee.

## Exemptions/Exceptions

The following students shall be exempt from TSI requirements (These exemptions will be in effect until the day before the first day of classes in fall 2013):

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:
  - ACT: composite >23, English and mathematics >19
  - SAT: Composite >1070, verbal and mathematics >500
2. For a period of three (3) years from the date of testing, a student who is tested and performs at or above the following standards:
  - TAAS: Writing >1770, mathematics >86, reading >89
  - TAKS: Language Arts >2200, writing sample >3, mathematics >2200
3. Earned associate or baccalaureate degree from an accredited institution of higher learning.
4. Completion of 3 or more transferable academic semester hours from a private institution of higher education or an accredited out-of-state institution of higher learning.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. A student who is 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 community college, a public technical institute, or a public state college.
7. Active duty as a member of the United States Military, Texas National Guard, or service for the past 3 years in the reserves.
8. Honorably discharged, retired, or released from active duty in the United States Military, Texas National Guard, or reserves after 1990.

## Minimum Passing Standards

In fall 2013 there will be just one college placement exam that Texas will use. In May 2013 there will be more information available about the exam. The assessments below will be valid until August 2013.

The following minimum passing standards shall be used until August 2013 by an institution to determine a student's readiness to enroll in freshman-level academic coursework (New minimum TSI Assessment passing standards will be effective starting the first of classes in fall 2013):

**ASSET:** Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.

**COMPASS:** Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.

**ACCUPLACER:** Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.

# Testing

A student needs to place in the College Level Math module with a 63 or higher before being considered TSI compliant in Math.

**THEA:** Reading - 230; Math - 270; Writing - 220.

A student needs to have a 270 or higher on the Math THEA before being considered TSI compliant in math.

The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.

## Determination of Readiness to Perform Freshman-Level Academic Coursework

Coastal Bend College shall determine when a student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student.

### Indicators of Readiness

Coastal Bend College shall consider when a student is ready to perform freshman-level academic work using:

1. Developmental Education coursework and/or intervention learning outcomes developed by the Board based on the Texas College and Career Readiness Standards.
2. Performance in developmental education.
3. Performance in appropriate non-developmental coursework.
4. Performance on an assessment instrument described in § 4.56 of this title (relating to Assessment Instruments) or performance on an institutionally selected assessment.
5. Other indicators of readiness, as determined by the institution may be required.

### Transcripts

Coastal Bend College shall, as soon as practicable and feasible, indicate a student's readiness in reading, mathematics, and writing on the transcript of each student.

### Re-Testing

A student may retake an assessment instrument after 30 days of the initial test, subject to availability, to determine the student's readiness to perform freshman-level academic coursework. This may be done only with permission from the College Preparatory Studies chairperson or designee.

Students placed in developmental reading, English, and math are allowed to re-take the placement test. Based on their new test scores, students can be placed into a higher level of developmental education or even directly into a college-level course. Students have the opportunity throughout each semester to test out of the next sequenced course by taking the TSI Assessment and meeting the required passing score for each area.

### Program Stipulations

All first time freshmen students enrolling in an academic program at Coastal Bend College will be required to complete a four-hour computer-based pre-test preparation in the areas of English, math, reading and test-taking skills prior to taking the ACCUPLACER. All students whose assessment scores indicate a lack of satisfactory preparation in mathematics and/or English/reading are required to complete a prescribed program in remediation. Students will be placed in the appropriate class(es) as indicated by the assessment results. Students entering into a sequence of developmental education courses are required to continue each semester in the prescribed series of courses until the sequence has been completed.

Advisors are aware that students requiring remediation in reading should be enrolled in the prescribed reading course and should only take courses approved for students requiring reading remediation. These students need to complete the reading sequence before enrolling in academic classes that require reading as a prerequisite. Students may take remediation courses in more than one area during a semester.

### Labs

CBC faculty members are present at all lab activities to assist students and to closely monitor their progress on the developmental activities. Portions of labs require assigned computer courseware activities. Completion of the prescribed labs is required for all students enrolled in developmental mathematics and/or English/reading classes.

### Education 1300

Students who place into both areas of remediation are required to enroll in a EDUC 1300, which is a Student Success Course. Students enrolled in workforce programs are exempt from this requirement.

### Online Registration

To prevent students from registering for the wrong sequenced course or a course that requires a prescribed sequence, students that are not TSI compliant (require remediation courses) will be blocked from online registration.

### Pre-Requisites

Appropriate prerequisites have been established for all courses at Coastal Bend College. All college level academic courses with very few exceptions have college level reading, writing, or mathematical prerequisites. These prerequisites will assure that students have the ability to read, write, and perform mathematical skills at a level which will enable them to succeed in courses taught at a college level. Dual credit students are held to the same standard of prerequisites, as are all other CBC students.

### Waivers from TSI Requirements

Students who are non-degree seeking, or are enrolled in a Marketable Skills or Level I Certificate program of study, are waived from TSI requirements, but must meet the course prerequisites. Additionally, Level I Certificate students are counseled by their advisors to determine if any remedial courses would be of benefit as they seek to develop workforce skills. The students will lose their waived status if they enroll in classes outside of the Level I Certificate or if they no longer qualify as non-degree seeking.

### Placement

Students can be placed in courses based on either assessment test scores or successful course completion. Completion of IRW 0311, IRW 0312, MATH 0321 and MATH 0322 with a grade of A, B, or C will meet the reading, writing, and mathematics prerequisites for most college level courses.

### Sequence of Remedial Courses

Based on their performance on the state approved assessments, students are referred to a sequence of developmental courses. All first time college students are classified into four groups for each type of developmental education: 1) no developmental education, 2) developmental education one level below the entry-level college course, and 3) two levels below.

### Adopted Sequence of Courses:

#### Level II Certificates

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321

#### Associate of Applied Sciences

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321 and/or MATH 0322*

#### Associate of Arts and/or Science

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321 and/or MATH 0322*



# Testing



## Texas Success Initiative (TSI) Graduation Requirements

### Level I Certificates

TSI compliance not required.

### Level II Certificates

- Completion of following courses: IRW 0312  
MATH 0321
- Or Placement Scores Above: IRW 0312  
MATH 0321

### Associate of Applied Sciences

- Completion of following courses: IRW 0312  
MATH 0321
- Or Placement Scores Above: IRW 0312  
MATH 0321

### Associate of Arts

- Completion of following courses: IRW 0312  
MATH 0322
- Or Placement Scores Above: IRW 0312  
MATH 0322

### Associate of Science

- Completion of following courses: IRW 0312  
MATH 0322
- Or Placement Scores Above: IRW 0312  
MATH 0322

## Other Placement Examinations

### Placement in Foreign Language Courses

Students who have had two or more years of foreign language should enroll in an intermediate course. Students will take assessment examinations during the first week of class to ensure proper placement.

It is recommended that students should not advance from one course to the next without having earned at least a “C” in the previous course.

### Department Entry Tests

Certain workforce education programs at CBC use special pre-entrance tests to select students. Descriptions of the various workforce education programs specify when such tests are required.

### Other Tests

Students referred to a counselor, or who request assistance, have opportunities to take a variety of tests used in counseling and advising. Appropriate tests are determined after interviews between students and counselors and may include measures of aptitudes, interests, and various personality factors; call (361) 354-2244 for details.

Correspondence testing is available at a nominal cost. Call (361) 354-2244 for details.

## College Level Examination Program (CLEP)

Students may be eligible to receive a maximum of 18 semester hours of credit from the courses listed below. Official copies of CLEP scores must be presented before credit may be awarded. Go to [www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html) to find a testing center near you. Note that CBC is not a test center for this exam.

		Minimum Scores	
Course Number	Course Title	Subject Area	General
HIST 1301			
or 1302	American History	53	
HUMA 1301	Humanities		450
MATH 1314	College Algebra	51	
MATH 1316	College Trigonometry	54	
GOVT 2306	American Government	55	
PSYC 2301	General Psychology	55	
SOCI 1301	Introductory Sociology	52	
SPAN 1411	Elementary Spanish Language	50 (8 sem hrs)	
SPAN 1412	Elementary Spanish Language	50 (8 sem hrs)	
SPAN 1411	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN 1412	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN 2311	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN 2312	Intermediate Spanish Language	66 (14 sem hrs)	

## Credit by Examination

CBC allows students to earn credit for some courses by passing examinations rather than by enrolling in them. The following options are available:

1. College Board Advanced Placement (AP),
2. College Level Examination Program (CLEP),
3. Defense Activity for Non-Traditional Educational Support (DANTES), and
4. CBC Subject Competency Examinations. Credit granted will be transcribed at the end of the first semester.

# Testing

## Subject Competency Examinations

Course credit may be awarded on the basis of CBC subject competency examinations according to the following policies and procedures.

- Credit may not be acquired in any course, or its equivalent in which a student has been previously enrolled for credit, nor for a subject in which the student has earned credit in a more advanced course.
- No credit by examination is applicable until an equivalent number of hours of credit in residence at CBC have been earned.
- A subject competency examination will be given only under certain circumstances. A student should have obtained, either through academic preparation or experiences, competencies equal to those ordinarily attained through completing a particular course.
- Credit by examination is not permitted for university transfer lab courses.
- Credit by examination is not available for all courses.
- A petition to request subject competency examination must be approved by a faculty advisor; the chair of the division in which the course is offered, and the Dean of Academics or the Dean of Workforce.
- Satisfactory performance with a grade of "A" or "B" on the examination will earn credit for the course. The instructor will send a signed memo with the grade to the Admissions/Registrar's Office.
- The deadline for application is the third day of classes each semester.
- A \$110 fee per semester credit hour must be paid before the examination can be given. Out-of-district students will pay \$140 per semester hour.
- There is no requirement for enrolling in a higher level course in the same subject after receiving credit by examination.

## College Board Advance Placement (AP)

Entering freshmen who have participated in advanced placement courses in an accredited secondary school and who present scores of 3, 4, or 5 on the appropriate Advanced Placement Examination may be granted credit for comparable courses at CBC. Students may earn a maximum of 24 semester hours of credit-by-examination. The course number, course title, and number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours of credit at CBC.

The College Board Advanced Placement examinations are offered in May each year and are administered by the College Board. All requests for information on AP courses or AP examinations should be directed to the Advanced Placement program of the College Board, P.O. Box 977, Princeton, NJ 08541.

## National Testing Programs

CBC is a center for certain national and state testing programs including ACT, GED, and SAT examinations.

**College Placement Test:** See TSI Assessment on [page 23](#).

**American College Testing Program Student Assessment (ACT):** This is widely used for high school seniors planning to go to college. Arrangements for the test are made directly with its headquarters in Iowa City, Iowa, and it may be taken at CBC on regular national test dates. For more information, go to [www.act.org](http://www.act.org).

**General Education Development Tests (GED):** This is a nationally-recognized examination to determine equivalency for a high school diploma. The GED is administered year-round in Beeville on Mondays and Thursdays in the Student Success Center. Please check the [testing website](#) for details: [www.coastalbend.edu/gedtesting](http://www.coastalbend.edu/gedtesting) or call (361) 354-2244 for details.

**Scholastic Aptitude Test (SAT):** CBC is a test site for the Scholastic Aptitude Test (SAT) program which consists of the SAT I: Reasoning Test, and the SAT II: Subject Tests. SAT scores may be used along with other criteria to predict students' ability to do college level work. For additional information, go to the website at [www.collegeboard.com](http://www.collegeboard.com).

## Hours Earned from Testing Programs

There is a limit to how many hours can be applied from the tests in this section/transfer hours from another institution towards a degree or certificate at CBC.

For an Associate Degree, a minimum of 16 semester hours of course work prior to graduation must be earned at CBC; for a Certificate of Achievement, 15 semester hours of course work prior to graduation must be earned at CBC. At least 25% of total hours required for an Associate Degree or certificate must be earned at CBC.

AP Examination	CBC Equivalent Course
Art History	ARTS 1303
Biology	BIOL 1411, 1413
Chemistry	CHEM 1411, 1412
Economics, Macro	ECON 2301
Economics, Micro	ECON 2302
English Language and Composition	ENGL 1301
English Composition and Literature	ENGL 1302
Government/Politics, U.S.	GOVT 2305
Mathematics: Calculus AB	MATH 2413
Mathematics: Calculus BC	MATH 2413, 2414
Music Theory	MUSI 1301
Physics B	PHYS 1401, 1402
Physics C: Mechanics	PHYS 2425
Physics C: Electricity and Magnetism	PHYS 2426
Psychology	PSYC 2301
Spanish Language	SPAN 1411, 1412
U.S. History	HIST 1301



# Tuition and Fees

## Tuition and Fees

Tuition is charged based on a student's residency status. An In-District-Student is defined as a resident of the Bee County taxing district. An Out-of-District Student is defined as a resident of Texas residing outside the Bee County taxing district. To qualify for in-district tuition a student must have legally resided in Bee County for the 12 month period immediately preceding his/her initial enrollment at CBC. For questions on residency status, see the CBC website: [www.coastalbend.edu/Residency\\_Information/](http://www.coastalbend.edu/Residency_Information/)

If a student does not attend CBC for a period of 12 consecutive months, residency must be reestablished. Out-of-district students who want to be reclassified, should submit a written application and supporting documentation prescribed by CBC to the Admissions/Registrar's Office prior to the official census date.

Tuition is the same for both day and evening courses and charges are subject to change due to action by the State Legislature and/or the CBC Governing Board.

## Installment Plan

An installment payment plan is available to all students at the time of initial registration. The plan, which is administered by FACTS Tuition Management, is only [available online](#) via Campus Connect and requires the use of a bank account number or a credit card. There is a \$25 fee for this service.

## Charges by Semester

In-District Tuition .....	\$70 per semester hour
Out-of-District Tuition .....	\$132 per semester hour
Out-of-Texas Tuition .....	\$147 per semester hour
Benton Hall (Resident Hall) Deposit .....	\$250

Fees are subject to change.

## Non-Refundable Fees

Credit Card Fee .....	2%
Dental Hygiene Program Application Fee .....	\$50
Health Science Fee (per semester: Dental Hygiene, Nursing, Pharmacy, Radiology) .....	\$250
Internet-Based Course Fee (in addition to regular course fees) .....	\$53
Installment Service Fee .....	\$25
Installment Plan Late Fee .....	\$50
Late Registration Fee .....	\$50
Pre-registration (Dental Hygiene), non-refundable deposit .....	\$200
Pre-registration (LVN) non-refundable deposit .....	\$50
Professional Nursing non-refundable deposit .....	\$50
Registration .....	\$48
Schedule Change Fee .....	\$50
Three-Peat Fee .....	\$147 per semester hour

Fees are subject to change.

## Other Charges for Services

Non-Course Based Remediation Fee .....	\$50
GED Test .....	\$65
ACCUPLACER .....	\$29
Correspondence Tests .....	\$25
Credit-by-Exam Tests .....	\$60 per semester credit hour
Returned Checks .....	\$20
Conversion from Continuing Education class to credit course .....	\$25 per course

Fees are subject to change.

## Tuition Refund Policy

### Fall and Spring Semesters

Prior to the first class day .....	100%
During the first fifteen class days .....	70%
During the sixteenth-twentieth class days .....	25%
After the twentieth class day .....	No refund

## Summer Sessions

Prior to the first class .....	100%
During the first four class days .....	70%
During the fifth and sixth class day .....	25%
After the sixth class day .....	No refund

The count of class days begins the first day that classes are held in the term (not an individual's first class). Each calendar day on which classes normally are conducted (i.e., Monday through Friday) are included. Holidays do not count as class days.

Tuition and fees paid directly to CBC by a sponsor, donor, or in a scholarship are refunded to the sources, not directly to the students. If CBC has to return federal funds they will be returned in the following order: William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and other Title IV funded programs.

## Credit Balance Refund Policy

Coastal Bend College offers students the option of receiving refunds of credit balances via their Cougar Card or paper check. Students who wish to receive their refunds via Cougar Card must opt-in through [Campus Connect](#) prior to receiving their Cougar Card. Students who do not opt-in will by default receive their refunds via paper check. Students who wish to change their refund preference after receiving their Cougar Card may do so by completing a [Refund Preference Status Change Form](#) and submitting it to the business office. The form can be found online at [www.coastalbend.edu/business\\_office](http://www.coastalbend.edu/business_office).

All credit balances will be refunded in accordance with federal and state mandates, scholarship/sponsor requirements, and the College District policies. Students will be issued refunds dated no later than 14 calendar days after the date in which their account results in a credit balance provided the student does not have a financial aid hold on their account. Once the financial aid hold is removed, a refund will be sent out within 14 calendar days.

## Excess Hours

Students who first enrolled in the 1999 fall semester or later who exceed the number of hours required for the degree being sought by 45 semester credit hours will have to pay out-of-state rates. Students who enrolled in the 2006 fall semester or later, who exceed the number of hours required for the degree being sought by 30 semester credit hours, will have to pay out-of-state rates.

Effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements are not included in the calculation of excess hours. For purposes of excess hours, resident undergraduate student includes a non-resident student who is permitted to pay resident tuition.

For questions on Excess Hours contact the Admissions/Registrar's office at (361) 354-2245 or refer to the following website: [www.coastalbend.edu/Admissions/](http://www.coastalbend.edu/Admissions/) and click on "Excess Hours".

## On-Campus Housing Fees

Housing costs shown below are for one semester. The estimates do not include personal expenses. Apartment residents must contract with local companies for telephone, Internet connections and television cable services.

Residence Hall Room Only .....	\$900
Room only, 6-Week Summer Session .....	\$450
Housing deposit .....	\$250
Apartment monthly rental fee (per apartment) .....	\$600
(Covers water, electricity, sewage and garbage collection fees)	

# Tuition and Fees

## Cost of Attendance 2013-2014

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	\$2,696	\$4,556
Books and Supplies	\$2,000	\$2,000
<b>Total</b>	<b>\$4,696</b>	<b>\$6,556</b>

## Meal Plan Fees

	Fall	Spring
15 Meals per Week	\$1,216.05	\$1,242.26
19 Meals per Week	\$1,432.70	\$1,422.72

Residence hall students are required to purchase either the 15 or 19 meal plan for fall and spring semesters. Meal plans are available to all students. There are no meal plans available during summer semesters.

Meals do not carry forward from week to week under either plan. Those who purchase the 15 meal plan can eat 15 of the 19 meals offered each week. The meal plan prices above are from the 2012-2013 academic year and are subject to change.

## Tuition and Fees 2013-2014

No. of Hours	Registration Fee	Tuition	Out-of-District Fee	Out-of-State Fee	In-District Total	Out-of-District Total	Out-of-State Total
1	48	70	62	15	118	180	195
2	48	140	124	30	188	312	342
3	48	210	186	45	258	444	489
4	48	280	248	60	328	576	636
5	48	350	310	75	398	708	783
6	48	420	372	90	468	840	930
7	48	490	434	105	538	972	1077
8	48	560	496	120	608	1104	1224
9	48	630	558	135	678	1236	1371
10	48	700	620	150	748	1368	1518
11	48	770	682	165	818	1500	1665
12	48	840	744	180	888	1632	1812
13	48	910	806	195	958	1764	1959
14	48	980	868	210	1028	1896	2106
15	48	1050	930	225	1098	2028	2253
16	48	1120	992	240	1168	2160	2400
17	48	1190	1054	255	1238	2292	2547
18	48	1260	1116	270	1308	2424	2694
19	48	1330	1178	285	1378	2556	2841
20	48	1400	1240	300	1448	2688	2988
21	48	1470	1302	315	1518	2820	3135
Per Hour		70	62	15			
Minimum	48	70	62	15			

## Tuition for Dual Credit Students

No. of Hours	Registration Fee	Out-of-District Fee	Out-of-District Student Total
1	48	33	81
2	48	66	114
3	48	99	147
4	48	132	180
5	48	165	213
6	48	198	246
7	48	231	279
8	48	264	312
9	48	297	345
10	48	330	378
11	48	363	411
12	48	396	444
13	48	429	477
14	48	462	510
15	48	495	543
Per Hour		33	
Minimum	48	33	

# Tuition and Fees

## Course Fees - Subject to Change

ACCT 2401, 2402.....	\$50	GAME 1403-2433 .....	50	PHRA 1266, 1267, 2266.....	100
ACNT 1303, 1311-2302.....	50	GEOL 1403-2409 .....	25	PHRA 1313, 1349, 1441.....	60
AERM 1203-1352, 2231-2333.....	50	GERM 1411-1412.....	10	PHRA 1305, 1209, 2330, 1207, 1243.....	25
ANTH 2302.....	25	GISC 1411 .....	25	PHRA 1206, 1301, 1445.....	25
ANTH 2351.....	10	GOVT 2305, 2306 .....	10	POFI 1401, 1441 .....	50
ANTH 2389.....	50	GOVT 2389 .....	50	POFI 2331 .....	50
ARTS 1301,1303,1304,1313,1413.....	20	GRPH 1457, 1459 .....	50	POFM 1300, 1302-1327 .....	50
ARTS 1311, 1312, 1316, 1317, 2311.....	25	HIST 1301-2341 .....	10	POFT 1309-2331.....	50
ARTS 2316, 2317, 2323, 2366, 2367 .....	25	HIST 2389 .....	50	PSYC 0311 .....	20
ARTS 2326, 2327, 2333, 2346, 2347 .....	50	HITT 1166-2435.....	50	PSYC 2301-2315, 2319.....	10
ARTS 2356, 2371, 2389.....	50	HMSY 1342 .....	15	PSYC 2389.....	50
ARTV 1341, 1451 .....	50	HPRS 1160.....	108	PTRT 1307, 1403, 1424, 2331, 2436 .....	30
AUMT 1305-1345, 1380, 2313-2443 .....	50	HPRS 1202.....	50	RADR 1260,1361, 1362, 2360, 2362 .....	100
BIOL 1408-2420 .....	25	HPRS 2201.....	50	RADR 2361 .....	100
BMGT 1382, 2309, 2382 .....	50	IMED 1416, 1445, 2415.....	50	RADR 1213, 2217, 2401, 2305, 2313 .....	25
CHEM 1405-2425.....	25	IRW 0311 .....	20	RADR 1411.....	60
CDEC 1164.....	65	IRW 0312.....	20	RADR 1361 .....	100
CDEC 1313, 1319, 1321, 1323, 1356 .....	25	ITCC 1402, 1406, 1442, 1446 .....	50	RADR 2333, 2335, 2362 .....	25
CDEC 1358, 1359, 2326 .....	25	ITMC 1458.....	50	RNSG 1161 .....	125
CDEC 1417, 2307, 2322, 2341 .....	50	ITNW 1425 .....	50	RNSG 1163 .....	15
CJLE 1303, 1494, 2247, 2323.....	50	ITCC 1310, 1311, 1312, 1313 .....	50	RNSG 1201 .....	65
CJLE 1345, 2574.....	65	ITSC 1405-1425 .....	50	RNSG 1207 .....	25
CJLE 1394.....	35	ITSE 1431.....	50	RNSG 1244 .....	190
CJLE 2237.....	100	KINE 1100, 1101, 1102, 1103, 1104, 1105.....	50	RNSG 1253 .....	25
CJLE 2345.....	25	KINE 1106, 1107, 1108, 1109, 1110.....	50	RNSG 1300 .....	80
CJLE 2522.....	85	KINE 1111, 1112, 1118, 1126 .....	50	RNSG 1327 .....	65
CJSA 1264.....	25	KINE 1114, 1134, 1142, 1145 .....	85	RNSG 1341 (includes \$50 Internet fee) .....	115
CJSA 1308.....	50	KINE 1115, 1116, 1117, 1119, 1122, 1123.....	35	RNSG 1343 .....	65
CJSA 2323.....	100	KINE 1124, 1125, 1133, 1135, .....	35	RNSG 2160 .....	95
CJSA 1400, 2332.....	65	KINE 1127, 1128, 1129, 1130, 1131, 1132.....	50	RNSG 2161 .....	100
CJSA 2331.....	25	KINE 1136, 1137, 1147, 1153, 1308 .....	35	RNSG 2201 .....	240
CNBT 1301, 1346, 1402, 1411, 1450 .....	50	KINE 1138, 1139, 1140, 1141, 1143 .....	50	RNSG 2206, 2213 .....	25
CNBT 1453, 2304, 2366.....	50	KINE 1144, 1146 .....	50	RNSG 2331 .....	215
COSC 1415-2334 .....	50	KINE 1148, 1149, 1150, 1206, 1301, 1304....	50	SOCI 1301, 2319.....	10
CPTR 1391.....	50	KINE 0310, 1306, 1331, 1338, 1346 .....	50	SOCI 2389.....	15
CRIJ 1301, 2314.....	50	MATH 0321-0322, 1442 .....	20	SPAN 1311-2312 .....	20
CRIJ 1306, 1313, 2313.....	35	MCHN 1217, 1343.....	25	SPCH 1311, 1315.....	10
CRIJ 1310, 1313, 2323.....	25	MCHN 1308, 1313, 1358, 2302 , 2303.....	50	SLPS 2330 .....	50
CSME 1330, 1401-2539.....	25	MCHN 1320, 2230, 2231, 2238, 2344.....	35	TECA 1303, 1311, 1354 .....	15
DFTG 1191-1317, 1344-1493, 2310-2448 ....	25	MCHN 1481.....	35	TECA 1318 .....	25
DFTG 2480.....	20	MCHN 2335, 2341, 2345.....	50	VNSG 1136.....	95
DHYG 1215, 1301-1304, 1319.....	125	MRMT 1407.....	35	VNSG 1219 .....	95
DHYG 1361, 2201, 2463 .....	165	MUAP #1##.....	60	VNSG 1361 .....	205
DHYG 1301, 1431 .....	205	MUAP #2##.....	95	VNSG 1329 .....	95
DHYG 2462.....	265	MUEN 1121, 1131, 1135.....	50	VNSG 1423, 2431 .....	100
DRAM 1120-2352 .....	25	MUEN 1141, 1151 .....	35	VNSG 2360 .....	220
EDUC 1300, 1301 .....	30	MUSI 1166, 1168, 1188, 1192, 1193.....	50	VNSG 2361 .....	65
EDUC 2301 .....	30	MUSI 1181, 1182, 1183, 1184, 2181, 2182....	40	VNSG 2462 .....	170
ENGG 1491.....	20	MUSI 1211, 1212, 1216, 1217, 1290, 1386...	35	VSNG 2431 .....	99
ENGL 1301, 1302, 2322, 2323, 2326, 2331..	22	MUSI 1301, 1304, 1306, 1308, 1309.....	30	WLDG 1313-2453.....	\$50
ENGL 1377, 1385, 1386, 2287 .....	10	MUSI 2183, 2184.....	40		
ENGR 1304, 1305 .....	25	MUSI 2211, 2212, 2216, 2217 .....	35		
FREN 1411-1412.....	10	PHTC 1311 .....	60		
		PHYS 1401-2426.....	10		

Course fees also apply to Continuing Education "Mirror Courses."

# Financial Aid

## Financial Aid Overview

Monetary assistance available through the financial aid office offers qualifying students government grants, scholarships, and college work-study. To apply for financial aid, a student should apply online using the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov). **Students who qualify for a scholarship and graduate from a high school 50 or more miles away could be eligible for a free Benton Hall room (meal plan excluded).** This is subject to conditions authorized by the financial aid office and the Dean of Student Services.

Anyone interested in applying for additional financial aid (i.e. SEOG, Texas Grant, or college work-study including community services work-study) should observe the May 1 priority deadline. Not all applicants will qualify for additional aid/grants.

Students interested in student loans must attend a student loan session every academic year. To find out then the next loan session will be held, contact the Financial Aid Office at (361) 354-2238 or (866) 722-2838 Ext. 2238.

**The CBC federal school code for the FAFSA application is 003546.**

## Application Procedure

To apply for a Federal Pell Grant award, or to be considered for additional financial aid based upon need, students have to complete the Free Application for Federal Student Aid. Students must apply for financial aid online at [www.FAFSA.gov](http://www.FAFSA.gov). Students interested in Direct Loans (student loans) or college work-study programs also must complete the FAFSA application. Please check with the financial aid office for details on financial aid deadlines for grants, loans, and scholarships at (361) 354-2238 or toll free at (866) 722-2838 Ext. 2238.

## Eligibility for Financial Aid

To be eligible for financial assistance, students must (1) be in good standing and maintain satisfactory progress in their course of study; (2) not be in default on any loan made, insured or guaranteed under a government student loan program for attendance at any institution; (3) not owe a refund on grants previously received under the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG) programs; (4) be enrolled to obtain a degree or certificate; (5) have a high school diploma or GED; (6) be a U.S. citizen or eligible non-citizen; (7) have a valid Social Security number; (8) register with the Selective Service if required; and (9) demonstrate financial need.

Students receiving funds from William D. Ford Federal Direct Loan Program, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work-Study, Texas Public Educational Grants, and TEXAS Grants are monitored for satisfactory progress.

## Maximum Eligibility

Students must complete their program of study within 150% of the length of the degree or certificate program measured in semester hours. All courses taken, including transfer courses and courses in which grades of "I", "W", "Q" or "F" were earned, apply toward the 150% rule. Transfer hours accepted into the institution count towards the 150% rule.

Furthermore, a student may only receive the Federal Pell Grant for a maximum of 12 full-time semesters, or 600%, per the Department of Education. This limit applies to all institutions (i.e. trade schools, technical schools, community colleges, universities) that a student has attended and received a Pell Grant award.

## Grants

### Federal Pell Grant

The Federal Pell Grant is a federal financial aid program providing eligible students with a "foundation" of financial aid to help defray the cost of post-secondary education. The amount of the grant is dependent upon the student's (or student's parents) ability to pay.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. The amount of financial assistance a student may receive depends upon need, based on financial resources (those of the student or parents), and the cost of attending college.

## Texas Public Educational Grant (TPEG)

Under the authority of HB43 of the 62nd legislature, CBC sets aside a portion of each semester's paid tuition into a tuition grant fund for needy students. Applicants must demonstrate financial need on the basis of family income, size of family, and financial demands of the individual college program.

## Toward Excellence, Access, and Success (TEXAS) Grant

The TEXAS Grant is a state funded need-based program available to students who have graduated from a Texas public or accredited private high school in December 1998 or later, completed the recommended or advanced high school curriculum, no conviction of a felony or crime involving substance abuse, and are Texas residents and enrolled at least 3/4 time in an undergraduate degree or certificate program. The student must complete the Free Application for Federal Student Aid (FAFSA) to apply for this grant. Contact the Financial Aid Office for additional information.

## Texas Educational Opportunity Grant (TEOG)

The TEOG is a need-based grant available to Texas residents enrolled at least half-time in an Associate degree or Certificate program who have not accumulated 30 or more semester hours and have not been convicted of a felony or a crime involving a controlled substance. The student must complete the FAFSA to apply for this grant.

## Child Care Grant

A limited amount of assistance is available for childcare. The financial aid staff provides information on financial assistance for childcare in Beeville, Alice, Kingsville, and Pleasanton. Our contact number is (361) 354-2238 or 1-866-722-2238 ext. 2238. Students requiring child care should contact the financial aid office for additional information and application.

## Student Loans

### William D. Ford Federal Direct Loan Program

Coastal Bend College cooperates with the Department of Education in the administration of the Direct Loan Program, which provides low-interest loans to eligible students, and repayment may be deferred until a student ceases to be enrolled at least halftime (6 hours) in an institution of higher education.

All students who wish to apply for the Direct Loans must complete the Free Application for Federal Student Aid (FAFSA) and meet the following requirements:

1. Students must be currently enrolled for at least 6 credit hours.
2. Students must declare a major with the Admissions/Registrar's Office.
3. Students must be enrolled in courses that count toward their degree plan or certificate program.
4. Courses that do not count toward the degree plan or certificate program cannot be included in the enrollment status of students for the purpose of determining whether students are full-time or part-time.
5. Students must meet the Satisfactory Academic Progress (SAP) requirements to be eligible to receive any type of financial aid (loans, grants, scholarships, work-study, etc.).

Students' loan eligibility amounts will be calculated based on financial need, the number of semester credit hours they are enrolled in each semester as of the 12th class day during the fall and spring semesters and the 4th class day during the summer semesters, grade level, and other financial aid from all resources they may receive (grants, scholarships, work-study, WIA benefits, tuition waivers, etc.).



# Financial Aid

Student loans funds are requested from the Department of Education 30 days after the first class day of the fall, spring and summer semesters. Refund checks will be mailed out to students approximately 14 days after the funds are requested. A correct mailing address must be on file with Coastal Bend College. Loans are disbursed in two equal payments in accordance with federal regulations.

For loans covering one semester, the second disbursement cannot be made until at least 50 percent of the student's enrollment has elapsed.

If anything about the student's financial circumstances changes (including the receipt of additional financial aid funds such as grants, scholarships, work-study, WIA benefits, tuition waivers, etc.) his/her loan eligibility amount may change.

Loan recipients must complete loan entrance counseling in person and online at [www.studentloans.gov](http://www.studentloans.gov) prior to being certified to receive a loan. Students must also complete their Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov) prior to receiving funds. Loan recipients must also complete loan exit counseling before transferring to another college, university, graduating from Coastal Bend College, dropping below half-time status, or withdrawing completely. Loan recipients not completing loan exit counseling will have a hold placed on their records at Coastal Bend College. Exit counseling can be completed at [www.mappingyourfuture.org](http://www.mappingyourfuture.org)

For more information call (361) 354-2238 or toll free (866) 722-2838 Ext. 2238 or email [financialaid@coastalbend.edu](mailto:financialaid@coastalbend.edu).

## Scholarships

### Academic Scholarships

Students who graduate in the top 10 percent of their class in Texas Education Agency accredited high schools are eligible if they are beginning their college education. This scholarship is an award of \$500 per semester for four consecutive regular semesters, and recipients from high schools further than 50 miles from CBC may also receive a free room at the residence hall. Each semester the scholarship recipient must successfully complete 12 semester hours and maintain a 3.0 GPA.

### Coastal Bend College Scholarship

These scholarships are offered to a limited number of students, providing an award of \$400 per semester, and recipients from high schools further than 50 miles from CBC may receive a free room at the residence hall. **A mandatory \$250 dorm room deposit and meal plan are not included with the free dorm room.** These scholarships are open to all majors and are renewable for three semesters if the recipient successfully completes 12 semester hours each semester and maintains a 2.5 GPA.

### Outreach Scholarships

Outreach scholarships are available for a limited number of students majoring in Visual/Performing Arts, Language, Kinesiology, Science/Agriculture, Math/Physics, Social Sciences/Humanities, Protective Services, Public Services, Industrial, Business Technology. These scholarships provide an award of \$400 per semester, and recipients from high schools further than 50 miles from CBC may receive a free room at the residence hall. Students receiving an academic scholarship may also be entitled to an additional \$200 outreach scholarship per semester. Each is renewable for three additional semesters if the recipient successfully completes a minimum of 12 semester hours each semester, maintains the GPA required by the division and is recommended for renewal by the appropriate division chairperson. Contact the appropriate division chairperson for additional information, toll free at (866) 722-2838.

### Teacher Certification Scholarship

The CBC Board of Trustees has established a scholarship program for out-of-state teachers attending CBC to complete their Texas certification requirements. The applicant must reside and teach in a Bee County school district and present a letter from his/

her superintendent stating the required course(s) for TEA Certification. This scholarship provides the difference between out-of-state tuition and the tuition paid by Bee County residents for the course(s) needed for TEA Certification only. The financial aid office provides additional details.

## Donor Scholarships

The [financial aid website](http://www.coastalbend.edu) at [www.coastalbend.edu](http://www.coastalbend.edu) contains a current list of donor scholarships, application procedures, application forms, and deadlines. The scholarship application and financial aid brochure is also available at the Alice, Beeville, Kingsville, and Pleasanton sites. For additional information contact the financial aid office at (361) 354-2237 or toll free at (866) 722-2838 Ext. 2237.

## Dreamkeepers Emergency Financial Aid Program

The purpose of the Dreamkeepers Emergency Financial Aid Program is to provide monetary relief to students for sudden, unexpected, unforeseen circumstances demanding immediate action and attention of the student which significantly interferes with student's ability to continue to access higher education. For more information, guidelines, or application [please visit our website](http://www.coastalbend.edu) or contact the Financial Aid Office at 361-354-2238.

## Employment and Work-Study Programs

### Federal College Work-Study Program

The FCWS program is a federal, campus-based aid program. It provides jobs for students who have documented financial need, and who wish to earn part of their educational expenses. Jobs average 10-15 hours per week and range from clerical worker to lab assistant. Working hours are flexible to fit class schedules. Students in FCWS are paid the minimum wage monthly. FCWS program students must first report to the financial aid office for interviews and assignments.

### Texas Work-Study Program

The Texas Work-Study Program is a need-based program. It provides jobs for students who wish to earn part of their education expenses. Jobs are located on a CBC campus or site. Students are paid minimum wage. Students must be Texas residents. Available work-study opportunities are posted online at [www.coastalbend.edu/workstudy](http://www.coastalbend.edu/workstudy).

## Satisfactory Progress for Financial Aid

Federal regulations require standards of satisfactory academic progress for students who receive federal funds. Students must meet the following minimum standards at Coastal Bend College each semester:

GPA Requirements	
Total Hours Attempted:	Minimum GPA:
0 - 11	n/a
12 - 20	1.50
21 - 40	1.75
41 - Graduation	2.00

### 67% or Higher Requirement:

A student must have a *cumulative* course completion rate of 67% or higher in order to receive financial aid and maintain appropriate timeframe/pace.

### Formula:

Hours Earned / Hours Attempted= >67%



# Financial Aid

## For Students Who Do Not Meet Satisfactory Progress

A student who does not meet the satisfactory progress requirements after one semester will be placed on financial aid **warning**. The student may receive financial aid for one semester after they are placed on warning. Students who are on financial aid warning and who improve their academic performance as defined by the qualitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for the following semesters. If after one semester the student does not meet the satisfactory progress requirements, the student's financial aid will be suspended. Students whose aid is suspended are not eligible for any type of financial aid/student loans until they have met the satisfactory progress requirements. Students may appeal this suspension if there are extenuating circumstances contributing to the lack of academic progress.

## Maximum Eligibility

Students must complete their program of study within 150% of the length of the degree or certificate program measured in semester hours. All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the 150% rule. Also, a student may only receive the Pell grant for 12 full-time semesters. Once this eligibility has been exceeded, a student is no longer Pell eligible. All semesters a student received a Pell grant award are counted towards the 12 semester maximum.

## Appeals Process

Students on financial aid suspension may appeal for reinstatement of financial aid due to documented, extenuating circumstances such as illness, death in family, or undue hardship. Appeals will be processed by the financial aid director and reviewed by the financial aid committee. All appeals must be in writing. Appeal forms are available in the financial aid office or online at [www.coastalbend.edu/appeals](http://www.coastalbend.edu/appeals). Copies of all supporting documentation should be attached to this form.

Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record. The student will receive notification from the Financial Aid Office within a week after appeal meeting which are held once a month.

## Approval of Appeal

A student who has a successful appeal is placed on Financial Aid probation and eligible to receive Title IV aid for the next payment period. If a student's appeal is approved and requires more than one payment period to meet satisfactory progress he/she will be placed on an Academic Plan for one payment period. The Financial Aid Representative will review academic plan at the end of payment period to determine if the student is meeting the requirements of the academic plan. Student will continue to receive Title IV aid as long as the student continues to meet requirements. Failure to adhere to the conditions of the Academic Plan will result in the cancellation of all future financial aid assistance.

## Denial of Appeal

If appeal is denied the student will be ineligible for future aid until they have met the minimum required standards. No future appeals will be accepted. Decision made by the financial aid committee is final.

## Return of Title IV Financial Aid

### Withdrawing while on Financial Aid

A student who is withdrawing and has received financial aid assistance for the current semester should visit the financial aid office to see if the amount of aid received is more than the actual assistance that he or she has earned. All students must complete the Notice of Withdrawal form in the Admissions/Registrar's Office. For more information contact the financial aid office at (361) 354-2238 or toll free (866) 722-2838 Ext. 2238.

According to federal regulation (HEA, Section 484B34CFR668.22), when a student withdraws during a payment period the amount of financial aid assistance earned up to

that point is determined by a specific federal formula. Students receiving less assistance than the amount earned will be able to receive those additional funds. Students receiving more assistance than the amount actually earned must pay back the excess funds.

The percentage of the refund is equal to the number of days attended divided by the number of days in the semester. For example, students who complete 30 percent of the payment period earn 30 percent of the assistance they were originally scheduled to receive. Students who complete more than 60 percent of the payment period have earned all of their assistance.

Coastal Bend College must return a portion of the excess funds equal to the lesser of:

- Student institutional charges multiplied by the unearned percentage of student funds; or,
- The entire amount of the excess funds.

If CBC is not required to return all of the excess funds, the student must return the remaining amount. Coastal Bend College will return the unearned aid for which the school is responsible by repaying funds to the following sources in order, up to the total net amount disbursed from each service:

- William D. Ford Federal Direct Unsubsidized Loan;
- William D. Ford Federal Direct Subsidized Loan;
- Federal Pell Grant; and,
- Federal Supplemental Education Opportunity Grant (FSEOG).

Students who receive more financial aid than they have earned must return the excess funds. Students are allowed 45 days to return the excess funds in full or make arrangements with Coastal Bend College or the Department of Education to return the funds. Any unreturned amount is considered a grant overpayment. A student having an overpayment is no longer eligible for federal financial aid at CBC or any other institution. A hold will be placed on the student's account preventing them from ordering transcripts and registering until the federal funds are repaid in full.

## Veteran Students

See the Veteran's Affairs section on [page 40](#).

## Vocational Rehabilitation Assistance

The Texas Department of Assistive and Rehabilitative Services (DARS) offers financial assistance (tuition and non-refundable fees), to students who have certain disabling conditions, if their vocational objectives have been met by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist student with disabilities to become employable. Applications should be made to the Texas Department of Assistive and Rehabilitative Services, Beeville District Office, 3811 N. St. Mary's Street, Beeville, Texas 78102.



## Registration



### New Student Orientation

New student orientations are offered for all students who are enrolling for the first time at Coastal Bend College to assist them in building a solid foundation for success. Information is presented to students and family members to increase familiarity with registration procedures, day-to-day routines, student rights and responsibilities, and available resources and services. "Cougar Days" are offered in the summer leading to the fall semester and students may register online to attend. Students are encouraged to complete an admissions form online at [www.coastalbend.edu/applynow](http://www.coastalbend.edu/applynow) and report entrance testing results to the Admissions/Registrar's Office prior to orientation.

New student orientation workshops are also offered early during the fall and spring semesters at all CBC locations in the form of workshops, and [an online orientation](#) is also available. For a schedule of upcoming Cougar Day events, please visit [www.coastalbend.edu/cougardays](http://www.coastalbend.edu/cougardays).

### Academic Fresh Start

Those who have interrupted their undergraduate careers for at least 10 consecutive calendar years may request an Academic Fresh Start. All college-level work covered by this policy is eliminated from computation of the GPA and none of the work is applied toward a degree. Such work, however, will not be removed from the student's records. Academic Fresh Start will be granted to eligible students only once during their CBC academic careers. Those interested in requesting an Academic Fresh Start should inquire at the Admissions/Registrar's Office. Once a student is granted an Academic Fresh Start, then all courses are marked with the percent symbol (%) and no longer considered in the computation of the student's GPA.

### Academic Advising

Coastal Bend College offers various opportunities for student advising:

- **Student Services Advisors:** Advisors are located in the Student Development Office. Students may direct initial questions to these advisors. After signing up for the TSI Assessment and/or receiving placement scores, these advisors will discuss career options and degree and/or certificate requirements with students prior to referring them to the appropriate program/department advisor or specialist.

- **Student Success Coordinators:** These coordinators are located in the Beeville Student Success Center (in the SSC) and Kingsville Student Success Center. These coordinators provide case management and academic tracking of students enrolled in Student Success Center's services, re-enrolled students previously self-withdrawn from the college, and others referred by faculty and student services staff. They also provide student support services including: coordination of student workshops, tutoring and supplemental instruction.
- **Student Success Instructor:** The Student Success course instructor will serve as a mentor to the students in class and guide them in their career choices.
- **Veteran Affairs Advisors:** Advisors located in the Student Development Office are trained to work with students and their families who have or are serving in our military forces. A Veteran Affairs Specialist is also available to assist with more specific concerns. They can be reached at [veterans@coastalbend.edu](mailto:veterans@coastalbend.edu) or by calling 1-866-722-2838 ext. 2421.
- **Program Advisors** These are the advisors for the different workforce programs offered: RN, LVN, Radiologic Technology, Dental Hygiene, Cosmetology, Pharmacy Technician, and Dual Credit. Contact the appropriate department for assistance.
- **Department Advisors:** These are the academic faculty advisors students will be referred to according to their major by the Student Services Advisor. The department advisor will become the students' permanent advisor once the referral is made.
- **Special Needs Advisors:** Each campus/site provides access to a Special Needs Counselor. Coastal Bend College considers all federal laws pertaining to individuals with disabilities when assessing and advising students. To be considered for accommodations, a student will need to self-identify and provide acceptable documentation of disability.

Counselors or faculty advisors assist students in developing degree plans. This helps clarify the relationship between current college courses and career objectives. Faculty and counselors advise students about educational goals and have regular conference hours to help resolve academic and workforce education problems. Faculty advisors encourage regular class attendance and study habits, help students analyze and resolve difficulties, and help students develop confidence and independence. The CBC administration recognizes that students are ultimately responsible for their own progress, but guidance is provided as needed.



# Registration

## Evaluation of Transfer Credits

CBC accepts coursework earned at accredited colleges and universities and gives consideration to formal studies completed at accredited vocational schools, military service schools, and trade and industrial training programs. Previous education and training are evaluated for similarity to CBC courses. Credit toward CBC degrees and certificates may be awarded when equivalent courses are in the CBC curricula. Courses taken more than five years prior to entry into CBC may not transfer if content and/or technology in the subject area has changed significantly. Requests for evaluation of previous education and training should be made to the Vice President of Instruction at (361) 354-2238 or 1-866-722-2838 ext. 2238.

Credit will be awarded provided that the student is officially enrolled at CBC and the student has furnished the Admissions/Registrar's Office an official transcript from the institution attended showing satisfactory completion.

## Continuing Education "Mirror Courses"

Those interested in enrolling for college courses through the "mirror" program should contact the Customized and Continuing Education office by calling (361) 354-2633. Students can take the college course, but are not required to take entrance tests nor provide transcripts. No out-of-district fees are charged; however, enrollees must complete an enrollment form and pay the continuing education tuition rate for the number of hours of the college course and/or labs and the course fee as stated in the catalog.

Upon successful completion, the student will receive a certificate with the appropriate number of continuing education units (CEUs). A continuing education transcript of the course is also available upon request. Courses taken as continuing education may be converted to credit course hours when formal application for conversion is made to the Vice President of Instruction and if the student successfully completes the competency exam in the subject area and pays \$25 per class conversion.

## Student Load and Classification

Full-time students in the fall and spring semesters usually take course loads which range between 12 and 18 semester credit hours, with 12 semester credit hours the minimum for full-time classification. Students who wish to enroll in more than 19 semester hours must obtain approval from the Dean of Academics or the Dean of Workforce.

The course load of a student on scholastic probation is limited to 13 semester hours. Students who wish to enroll in more than 6 credit hours per summer session must obtain approval by the Dean of Academics or the Dean of Workforce.

A student is a sophomore at CBC after successful completion of 29 semester credit hours.

## Summer School

Classes are offered during the summer in a variety of subjects and formats. Students should consult the course schedule for courses and times in their areas.

## Evening School

College courses are offered in the evening, after 5 p.m. Students should consult the course schedule for courses and times in their areas.

## Afterschool Centers on Education (ACE)

Coastal Bend College is an adjunct site for the Beeville ISD and St. Mary's ACE (Afterschool Centers on Education) Program. ACE provides after school, weekends and summer programming in the areas of Academic Support, Enrichment, College and Career awareness and readiness, Parental Involvement to all students in the service area pre-k through 12. Coastal Bend College is a valuable partner that provides dual credit, concurrent enrollment, continuing education and enrichment year round to the ACE program. During the summer a special SpACE (Summer programming for ACE) camp is in session providing over 100 students grades 9 – 12th the opportunity to obtain

college credit. Many students completed their Work Ready Certificates during the first year of SpACE. In fall 2013 and spring 2014 a number of classes are being scheduled in the 4:00-6:00 time range to serve the ACE students. If you are interested in being a part of the ACE program at CBC contact your ACE campus center director or Jeanene Jones, CBC ACE Coordinator.

## Weekend College

Coastal Bend College offers students the opportunity to obtain an associate's degree while attending college on the weekends. Classes are held every other weekend on Friday, Saturday, and Sunday. Coastal Bend College's Weekend College program is designed to allow busy students the option to keep their weekly home and work schedules open so that they can take care of those responsibilities. Students will be able to enroll in Weekend College at a full-time status during the regular Fall and Spring semesters. Coastal Bend College understands the needs of busy students and strives to offer higher education opportunities to all students. Weekend College is a component of the Project OASIS grant (Optimizing Academic Success in the Sciences). Learn more about Weekend College at [www.coastalbend.edu/weekend](http://www.coastalbend.edu/weekend).

## Adding a Class

To add a class, obtain an Add-Drop form from the Admissions/Registrar's Office, from the Student Development Office, or online at the CBC website at [www.coastalbend.edu/forms](http://www.coastalbend.edu/forms). The completed form is signed by the advisor and presented at the Admissions/Registrar's Office where the record is corrected. Any additional charges are then paid at the Business Office. No courses may be added later than the last date listed to do so in the school calendar. Students must make up any work missed due to late course additions.

## Dropping a Class

The following steps are for students who want to drop classes with a "W" on their permanent records:

1. To drop a class at any campus/site, students need to go to the Student Development office to pick up a drop form or obtain one online at the CBC website at [www.coastalbend.edu/forms](http://www.coastalbend.edu/forms). The students are required to seek advice from the Student Development Office on the options and consequences of dropping classes in order to complete the process.
  - A.- At the Student Development Office, the students will receive advising assistance. The counselor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and the Department of Education if they withdraw from all classes or stop attending classes before the semester is over.
  - B.- All Kinesiology or Music department equipment checked out to students must be returned before students are allowed to withdraw. The students must present a signed receipt from the appropriate department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.
2. Once the school official signs the form, students are sent to the Admissions/Registrar's Office in order for the registrar to record the drop in the student data system.
3. The registrar will advise the respective faculty members to inform them of the dropped classes.
4. Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(es). The student should include his or her student identification number, course name and number, instructor's name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

## Registration



### Degree Audit

Coastal Bend College uses the Degree Audit Reporting System. This system provides the student and advisor a computer generated analysis of degree requirements for a particular degree, major, minor, or concentration. The audit is a valuable tool for academic planning and course selection, because it matches the courses that the student has taken with the requirements of his/her degree program or anticipated program. The degree audit monitors the student's progress towards a degree and/or allows him or her to consider other degrees as options by matching coursework with the requirements for those degrees. Students log on to the degree audit system through their Campus Connect account.

### Limitation on Number of Course Drops (Senate Bill 1231)

Under section 51.907 of the Texas Education Code, "an institution of higher education 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." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Exemptions may apply. Contact the Admissions/Registrar's Office for more information or go to [www.coastalbend.edu/admissions](http://www.coastalbend.edu/admissions).

### Changing a Major

Students must visit the Student Development Office to change their major. Students are assigned to the appropriate faculty advisor based on their major. For assistance in contacting your faculty advisor based on your major, contact the Dean of Academics at (361) 354-2529 or the Dean of Workforce at (830) 569-4222 ext. 1201.

### Auditing Courses

When space is available, permission to audit a course may be granted by the Dean of Academics or the Dean of Workforce. Auditing students are not required to meet course prerequisites. Students auditing a course may not claim credit for the course. A student who registers for a course may not change from audit-to-credit nor credit-to-audit status after the scheduled add-drop period. Charges for auditing are the same as for enrollment for credit.

College courses may be taken as "mirror continuing education courses." For more information on mirror courses see the "Customized & Continuing Education 'Mirror Courses'" section of this catalog on [page 34](#).

### Course Cancellation

When enrollment is insufficient to justify holding a class, that class will be cancelled. If students need such courses to complete graduation requirements within a semester, they should consult with their advisors to seek appropriate courses of action to graduate. Students will receive a 100% refund for cancelled classes.

### Class Attendance

Regular class attendance is fundamental to success. Students must report regularly and promptly to classes. Failure to do so is cause for being dropped and receiving a grade of "F" or "Q." See the catalog section "Registration", "Adding and Dropping Courses" or the "Scholastic Performance" section of this catalog. Failure to meet attendance policies in some programs, such as dental hygiene or professional and vocational nursing, will result in the students being dropped from the entire program.

### Electronic Devices

Cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction must be switched off while in CBC classes, labs, and clinical settings.

### Closed Campus/Site Information

Good weather in South Texas keeps CBC's classes in session, but if a hurricane or a snowstorm threatens safety, or a campus/site emergency is reported, the President may close classes. This does not happen often, but during bad weather or emergencies, it is best to tune to local radio stations for details: 106 FM or 97.9 FM, 105.9 FM and to regional television stations for instructions. Details will also be available at [www.coastalbend.edu](http://www.coastalbend.edu).

### Religious Holidays

Written notification about a proposed absence should be submitted to instructors when observance of a religious holy day conflicts with any class. Notification should be delivered in person (or by certified mail), before the 15th class day of each semester. Recognized religions are those exempt from taxes under Section 11.20, U.S. Tax Code.



# Student Services

## Student Development Office

CBC's professional counselors and advisors strive to help students derive the maximum benefits from their college experience and to add enrichment and satisfaction to their personal development. CBC staff gives special attention to students needing assistance with personal, developmental, social, and career issues. Staff teaches strategies which help students learn to solve problems, make decisions, change behaviors and accept responsibilities. Counselors and staff work to improve the college environment by minimizing educational obstacles while maximizing personal and scholastic success of students.

A wide range of services are designed to supplement a student's total college experience. These services include working with students in planning college and career goals, identifying or changing a college major, explaining testing requirements and results, assisting with registration and advising processes, selecting class schedules, providing special needs and disability services, establishing degree plans, helping with financial aid or suspension appeals, improving academic standing through targeted advising, providing intrusive advising by checking on student progress throughout the semester; providing transfer assistance, orientation, hosting transfer and recruitment events, providing personal counseling and referrals, providing career and job placement services, and offering online and face to face workshops and special events designed for student success.

Workshop topics include student orientations, communication skills, financial aid opportunities, study skills, time management, note taking, avoiding plagiarism, research paper writing, resume writing, money matters, financial literacy, mental health issues, drug and alcohol abuse, etc.

A list of scheduled events is available through the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) by clicking on Student Services, Counseling and [Calendar of Events](#). Contact information as well as an online chat option is available via the website or to be directed to appropriate CBC personnel, call 361-354-2266 or 1-866-722-2838 ext. 2266.

Staff strives to assure the best services are provided to each student creating the ideal learning environment to ensure success in educational programs, career goals, and life decisions.

## Career Counseling

Counselors, advisors, and a career development advisor assist students in locating career fields best suited to their personalities and interests by administering online assessments. An online career interest inventory, MyPlan is available to all enrolled CBC students free of charge. Students needing one-on-one career guidance are encouraged to contact their respective campus/site counselor/advisor or the Career Development Advisor.

During a students' enrollment at Coastal Bend College, a variety of career development focused workshops and special events are offered. These events include (but are not limited to): resume workshops, cover letter workshops, job interviewing techniques workshops, etiquette dinners, workplace attire, and mock job interviews. Workshops and events may be offered outside and inside of the classroom. Services are available to workforce students and academic transfer students at all CBC locations.

An annual city-wide career fair is held in Beeville every spring semester to assist students with their job search process. For our academic students, representatives from many area universities are present at this event. For information about the career fair, or other career development opportunities, please visit [www.coastalbend.edu/careerdevelopment](http://www.coastalbend.edu/careerdevelopment).

## Job Placement

CBC students who need assistance in finding full or part-time employment are encouraged to meet with the Career Development Advisor and set up a student account via the online Coastal Bend College Online Career Center (Name Change TBD). Creating an account with the Online Career Center will enable students to upload a resume and other job

search tools, as well as connect with prospective employers. Employment assistance is available to students seeking full-time and part-time job opportunities. This service is free to currently enrolled students and CBC alumni. Please contact the Career Development Advisor at (361) 354-2728 or [careerservices@coastalbend.edu](mailto:careerservices@coastalbend.edu) for additional information and/or support.

## Students with Special Needs/Disabilities

Coastal Bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. CBC counselors and advisors offer services to help students with disabilities to participate fully in college. They consider individual needs of students in career, academic, and personal counseling. Specialized learning equipment may be arranged for use by disabled students, and special needs students also receive orientation, admissions and registration assistance unique to their requirements. Peer tutoring is available for students on a limited basis, and as is determined by individual need. Special Needs Counselors or advisors at each campus/site will explain the process for requesting services and reasonable accommodations.

However, it is the student's responsibility to self identify and to provide the required disability documentation to:

**Dean of Student Services, Pete Trevino**

(361) 354-2266 - [studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu)

**Alice Counselor, Dee Berthold**

(361) 664-2981 Ext. 3025 - [deedee@coastalbend.edu](mailto:deedee@coastalbend.edu)

**Kingsville Advisor, Amanda Barrera**

(361) 592-1615 Ext. 4074 - [amanda@coastalbend.edu](mailto:amanda@coastalbend.edu)

**Pleasanton Advisor, Katie Sherman**

(830) 569-4222 Ext. 1203 - [ksherman@coastalbend.edu](mailto:ksherman@coastalbend.edu)

For more information contact the Student Development Office or visit the student services special needs website at [www.coastalbend.edu/specialneeds](http://www.coastalbend.edu/specialneeds).

## Housing

The CBC community seeks to promote a safe and comfortable living environment. To be eligible for campus housing, a student must be enrolled and must maintain full-time status. Full-time status is defined as 12 or more semester hours in the fall and spring semesters and 9 or more semester hours in the summer sessions.

CBC offers two housing options at its Beeville campus: college apartments and Benton Hall (residence hall).

## Apply For Housing

Contact the Housing Coordinator at (361) 354-2563 or 1-866-722-2838 Ext. 2563, for an application or [click here to obtain one from our website](#). Return the completed application along with a check or money order for the \$250 deposit to:

**Coastal Bend College**

**Housing Coordinator**

3800 Charco Road

Beeville, Texas 78102

## Housing Refund/Cancellation Deadlines

Fall Semester:.....August 15  
Spring Semester .....December 15  
Summer Session .....May 14



# Student Services

## Housing Deposit Fee

Apartment and residence hall fees and deposits will be forfeited if:

- A student fails to submit a written cancellation notice to the student life coordinator by the required cancellation deadline;
- A student fails to occupy the assigned facility by the second class day of each semester;
- A student vacates his/her assigned facility before the end of the semester;
- A student is suspended or withdraws as a full-time student at CBC;
- A student is evicted from campus housing for disciplinary reasons;
- There is damage to the dorm room or apartment, or furnishings;
- A student fails to clean his/her assigned facility; and,
- If a student fails to pay rent, the student may be evicted.

A withdrawing student attending CBC and receiving Title IV financial assistance will receive credit to a refund based on Department of Education regulations. For more information, see the “Financial Aid” section of the catalog.

## College Apartments

CBC has 20 one-bedroom apartments next to the campus. Each apartment is supplied with an electric stove, refrigerator, bed (twin or queen size), dresser, end tables (some units), kitchen table and two chairs, love seat and lounge chair. One unit is designed for students and/or their dependents with physical disabilities.

A maximum of one dependent minor child is allowed for married or single parent students. Two single students of the same gender may share an apartment. Married students are required to submit a notarized copy of their marriage license along with the housing application and deposit.

## Assignments

Apartments are assigned based on the following priorities:

- Returning apartment residents;
- Married or single students needing a unit designed for those with physical disabilities;
- Married or single students with children;
- Married students;
- International or non-Texas citizens;
- Single students age 21 or older; and,
- Single students under age 21.

## Cost

A \$250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. The monthly rental fee of \$600 per resident is due on the first day of each month. Water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area companies for cable and telephone service. A \$25 late fee will be assessed beginning on the sixth day of the month until payment in full is made. Failure to pay the rent as due or to make arrangements for payment with the Business Office within the month rent is due could result in eviction.

## Benton Hall/Residence Hall

Benton Hall is an air-conditioned, coed residence hall which houses 134 male and female students. Each room is designed as a suite. Two suites are designed for students with physical disabilities.

## Benton Hall Summer Sessions

Students will be charged \$100 per week to reside at Benton Hall during the summer if they are taking special short courses. There is a \$20 per day charge for additional days including Saturdays and Sundays. Payment is due before occupying Benton Hall.

## Cost

A \$250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. Benton Hall residents are required to purchase at minimum a 15 meal plan for fall and spring semesters as noted below.

The following rental plans and payment options are available to the Benton Hall residents. Fall and Spring semesters are \$900 per semester.

## Payment Options

A. One Payment Plan: Amount Due: .....	\$900
Due Date: Before occupying Benton Hall room	
B. Installment Plan:	
First Payment Amount Due:.....	\$360
Due Date: Before occupying Benton Hall room	
Second Payment Amount Due:.....	\$270
Due Date: 30 days after the first payment.	
Final Payment Amount Due .....	\$270
Due Date: 60 days after first payment.	

## Summer Benton Hall Fees

Mini Session:.....	\$225
Six-Week Session:.....	\$450
Nine-Week Session:.....	\$725
Twelve-Week Session:.....	\$900

All rental fees are subject to change.

## Benton Hall Meal Plans

	Fall	Spring
15 Meals per Week	\$1,216.05	\$1,242.26
19 Meals per Week	\$1,432.70	\$1,422.72

Residence hall students are required to purchase either the 15 or 19 meal plan for fall and spring semesters. Meal plans are available to all students. There are no meal plans available during summer semesters.

Meals do not carry forward from week to week under either plan. Those who purchase the 15 meal plan can eat 15 of the 19 meals offered each week. The meal plan prices above are from the 2012-2013 academic year and are subject to change.

## Health Services

CBC does not employ resident physicians or nurses. Anyone needing medical attention should contact their physician or seek treatment at the nearest medical facility. In case of a medical emergency, call 911.

## Student Insurance

Housing residents are encouraged to purchase their own renter’s insurance. CBC does not provide insurance coverage. CBC, its governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guest which occurs on CBC property. Students not covered by their parent’s medical insurance may purchase a student health plan. Applications for insurance coverage may be obtained from the Student Development Office.

# Student Services

## Cougar Card

The Cougar Card is the new identification (ID) card for CBC students. Cards are free when students register, but are subject to a \$10 fee for a replacement card, if lost. A Cougar Card offers the same privileges available in a student ID including for admission to certain events on campus, for using library resources, and for using certain college facilities. It also has the added convenience of being a reloadable debit card. The Cougar Card can be loaded with your CBC financial aid refunds, and since it's reloadable, funds can be added as needed. The Cougar Card may be used anywhere Discover card is accepted, rest assured that this is not a credit card and your funds are safe and FDIC insured. Plus you can access your money through ATMs and Money Network checks!

Cougar Cards are available at all CBC sites. Please visit [www.coastalbend.edu/cougarcard](http://www.coastalbend.edu/cougarcard) for more information including Cougar Card personnel for each of our CBC sites.

## Activating the Cougar Card

After the card is received, wait 24 hours and call 1-800-822-4283. (NOTE: You will receive an error message if you do not wait 24 hours prior to activation.) Students will be prompted to create a four-digit PIN number. This PIN will be used at the ATM and to access an account online.

## Loading Financial Aid Refunds onto the Cougar Card

Go to [www.coastalbend.edu](http://www.coastalbend.edu) and click "Campus Connect" in the upper right hand corner. Once you login you will be prompted to complete your electronic consent. Select "Yes" if you want your refund on the card, or select "No" if you prefer to receive a check. Students who load their financial aid refunds on the Cougar Card have access to their refunds sooner than those who get checks mailed to them.

If the electronic consent option/screen is not seen, an option may have already been selected. You can change your preference by updating your demographic information under the "Student Information" menu.

## Cougar Card Fees

The ATM machine at each CBC site is free of charge. ATMs on the Allpoint Network are free as well. You can also cash Money Network checks for free at participating Walmart locations. Fees may apply if not used at the above locations. Please see the fee schedule in your welcome kit, which is mailed to you after you activate your Cougar Card, for additional information regarding fees, or call the number on the back of your Cougar Card.

## Textbooks

Textbooks must be ordered online at [CoastalBend.tbcOnCourse.com](http://CoastalBend.tbcOnCourse.com) using a credit card or financial aid. A link to the textbook site is also available through the college website at [www.coastalbend.edu](http://www.coastalbend.edu) and clicking on "Bookstore" in the upper right hand link section. Bookstore employees and kiosks are available to assist students in-person with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other supplies/merchandise.

Alice Bookstore	(361) 664-2981 Ext. 3040
Beeville Bookstore	(361) 354-2290
Kingsville Bookstore	(361) 592-1615 Ext. 4041
Pleasanton Bookstore	(830) 569-4222 Ext. 1213

Books may be returned online or through the bookstore for full refunds if they are returned before the end of the 12th day in the fall and spring semesters or the 4th day of the summer session. Receipts are required to return books and the shrink wrap must NOT be broken. Books may be sold back to the college through [CoastalBend.tbcOnCourse.com](http://CoastalBend.tbcOnCourse.com). Assistance is available at the bookstore.

## Computer Services

Coastal Bend College provides student access to computers in Alice, Beeville, Kingsville, and Pleasanton, most of which have Internet connections. In the Student Success Centers, current students may borrow a laptop for up to two weeks at a time. In addition, all currently enrolled students are given an E-mail address and access to Campus Connect, the web based program that allows students to check their grades, transcripts, class schedule, etc. online.

## Campus Connect

Students at Coastal Bend College have access to a student information account system called [Campus Connect](#). Through this portal, students have access to grades, course schedules (availability), unofficial transcripts, student accounts with billing information, and returning CBC students can utilize Campus Connect to register for courses. Students may also change their major and make installment payment arrangements through FACTS Tuition Management by signing into Campus Connect. [Campus Connect](#) is available on the college website at [www.coastalbend.edu](http://www.coastalbend.edu).

Students may contact the student help desk for assistance with Campus Connect. Contact information for the student help desk is as follows:

E-mail Support: [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

Telephone Support: 866-722-2838 ext. 2506 (Toll Free)  
361-354-2506 (Direct line)

Live Chat: Fall/Spring Hours: Monday-Fridays 8 a.m. to 5 p.m.  
Summer Hours: Monday-Thursday, 7:30 a.m. to 5:30 p.m.

## Project OASIS

Project OASIS (Optimizing Academic Success in the Sciences) is federally funded under the Department of Education's Title III HSI STEM and Articulation Program. Starting Spring 2013, OASIS began providing tutoring and supplemental instruction services to students in science courses that have consistently had "D", "W", and "F" grade rates of 30% or higher. To find out which services are available on your campus/site, please contact any of the following case managers.

### Beeville and Pleasanton

Amy Gonzales  
[gonzalesa@coastalbend.edu](mailto:gonzalesa@coastalbend.edu)  
361-354-2581

Pete Martinez  
[pmartinez@coastalbend.edu](mailto:pmartinez@coastalbend.edu)  
361-354-2735

### Alice

Angelica Smithwick  
[angelica@coastalbend.edu](mailto:angelica@coastalbend.edu)  
361-664-2981 ext. 3059

### Kingsville

Holly Stein  
[hgaskins@coastalbend.edu](mailto:hgaskins@coastalbend.edu)  
361-592-1615 ext. 4048

## Student Success Centers

Student Success Centers (SSC) at our Beeville, Alice and Pleasanton campus/sites offer numerous opportunities for students such as tutoring, computer usage, limited printing services, laptop loans, TI-83 Plus Graphing Calculator loans, and testing options for students or prospective students. Testing services vary by location, but may include correspondence testing, make-up exams, college placement tests, and other Internet exams. Check individual locations for operating hours.

# Student Services

## Early Alert Program

The Early Alert Program was developed by Cooperative Title V "Celebrando Educacion." The focus is student success and retention. In partnership with Student Success Coordinators, the faculty refers students that are showing signs of difficulty in their courses. The program is designed to identify these students at the early stages and partner them with the Student Success Coordinators to provide support services that would improve their academic performance. Learn more online at [www.coastalbend.edu/earlyalert](http://www.coastalbend.edu/earlyalert).

## eTutoring

Coastal Bend College is a partner in the Northeast eTutoring Consortium, enabling us to provide free online tutoring support for all of our students. Students have ongoing access to online professional tutoring services in the following areas: writing, math, accounting, biology, chemistry, information literacy, and statistics. Visit [www.coastalbend.edu/etutoring](http://www.coastalbend.edu/etutoring) for more information.

## Tutoring

Free tutorial services may be obtained by contacting the Student Development Offices or may be coordinated through the Student Success Center (SSC). Professional and student tutoring is available in many subject areas through the SSC, Student Development Offices, and the TRiO Student Support Services program (Beeville only). High school students who participate in TRiO Educational Talent Search (Alice and Beeville only), and TRiO Upward Bound (Beeville only) are also provided tutorial services. Some students may also be employed by the college as tutors.

Supplemental Instruction (SI) is also available in various classes including some sections of intermediate and college level algebra and biology. SI is an academic assistance program that increases student performance and retention. It targets traditionally difficult academic subjects and provides regularly scheduled, out-of-class, peer facilitated sessions. SI does not identify high risk students, but rather identifies historically difficult classes. For more information, visit [www.coastalbend.edu/si](http://www.coastalbend.edu/si).

For more information about tutoring, contact any of the personnel below:

### Alice Counselor, Dee Berthold

(361) 664-2981 Ext. 3025 - [deedee@coastalbend.edu](mailto:deedee@coastalbend.edu)

### Alice Student Success Center Coordinator, Carolyn Rains

(361) 664-2981 Ext. 3045 - [flor7ral@coastalbend.edu](mailto:flor7ral@coastalbend.edu)

### Beeville Tutor Coordinator, Colette Magyer

(361) 354-2272 - [tutoring@coastalbend.edu](mailto:tutoring@coastalbend.edu)

### Kingsville Advisor, Amanda Barrera

(361) 592-1615 Ext. 4074 - [amanda@coastalbend.edu](mailto:amanda@coastalbend.edu)

### Kingsville Student Success Coordinator, Emma Silvas

(361) 592-1615 Ext. 4032 - [silvase@coastalbend.edu](mailto:silvase@coastalbend.edu)

### Pleasanton Advisor, Katie Sherman

(830) 569-4222 Ext. 1203 - [ksherman@coastalbend.edu](mailto:ksherman@coastalbend.edu)

### TRiO Educational Talent Search Program- Alice,

#### Josie Schuenemann

(361) 664-2981 Ext. 3087 - [josiels@coastalbend.edu](mailto:josiels@coastalbend.edu)

### TRiO Educational Talent Search Program, Lupe Ganceres

(361) 354-2712 - [lupegg@coastalbend.edu](mailto:lupegg@coastalbend.edu)

### TRiO Upward Bound Program, Cheryl Baird

(361) 354-2716 - [cheryl@coastalbend.edu](mailto:cheryl@coastalbend.edu)

### TRiO Upward Bound GOST Program, Kraig Curry

(361) 354-2724 - [kcurry@coastalbend.edu](mailto:kcurry@coastalbend.edu)

### TRiO Student Support Services Program, Jeri Morton

(361) 354-2713 - [mortonjl@coastalbend.edu](mailto:mortonjl@coastalbend.edu)

## Online Learning Student Resources

Coastal Bend College students are provided with numerous resources needed for Distance/Online Learning by going to the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) and going to the Distance Learning link and clicking on [Student Resources](#). These include the following:

- A list of various downloads from Internet Browsers to free plug-ins such as Acrobat Reader and Java as well as Online Tutorials.
- Various ways to communicate with technical support staff including email, toll-free phone support, and online chat.
- A distance learning internet orientation covering various topics including Internet Test Policies, Campus Connect, student email, and Library Resources
- An "Online Tutorials" section with short videos on how to use Blackboard, CBC's course management system; Campus Connect, and student email.
- An Internet Testing Policies provides information on CBC Testing Center testing policies.
- How to "Purchase Books" with a link to access [CBC Bookstore online](#).
- Step-by-step instructions in written format as well as video format on how to use the various programs as mentioned above.
- Information on dates and times for face-to-face orientation sessions for students feel they need more one-on-one training.
- An Internet orientation as a course in Blackboard is also offered to all students who enroll at CBC. A "Program Login Info" section notes what information is needed such as a student's user name and password to log in to the Blackboard platform. Once logged in, click the "Online Student Orientation" course link to enter the course. Read over the syllabus and use the course menu to navigate through the different units to learn how to use the Blackboard platform.
- Free online tutoring support for all students (eTutoring).

Students may contact the student help desk for assistance. Contact information for the student help desk is as follows:

E-mail Support: [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

Telephone Support: 866-722-2838 ext. 2506 (Toll Free)  
361-354-2506 (Direct line)

Live Chat: Fall/Spring Hours: Monday-Friday, 8 a.m. to 5 p.m.  
Summer Hours: Monday-Thursday, 7:30 a.m. to 5:30 p.m.

## NJCAA Athletics

Coastal Bend College is proud of its association with the National Junior College Association (NJCAA) Division I program. CBC competes in four NJCAA Division I sports: women's softball and volleyball, and men's basketball and soccer.

CBC is committed to the recruitment and retention of a varied population of highly motivated student athletes. We are also committed to the recruitment and retention of coaches and athletics staff personnel who can contribute to the success of our student athletes to help emphasize the positive value of physical activity, learned skills, competition, good sportsmanship and team work with a diverse population throughout the college. The athletic program strives to be an exemplary model of intercollegiate athletics where athletic excellence is pursued within the framework of full support for the institution's academic mission. The goal is to attract, retain and graduate the finest student athletes. For information on tryout dates, or for game schedules, please call 361-354-2721 or visit [www.coastalbend.edu](http://www.coastalbend.edu) and click on "[Athletics](#)."

## Intramural Sports

Kinesiology instructors and/or Student Services staff offer a variety of recreational activities for CBC students taking at least one semester hour. Activities are in three categories, according to demand and participation: men's, women's, and/or co-ed. Activities may include flag football, volleyball, basketball, softball, bowling, and tennis. For information about scheduled events or information, please call (361) 354-2721.

# Student Services

## Clubs and Organizations

CBC encourages the formation of any worthwhile student organization. Each organization should have a faculty advisor, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Students interested in starting a new organization may contact the Student Activity Coordinator at 361-354-2563 or visit [www.coastalbend.edu/clubs](http://www.coastalbend.edu/clubs).

## Fund Raising by Student Organizations

Fund raising activities include the solicitation of external funding by anyone for the benefit of Coastal Bend College or any agency thereof. All solicitation of gifts from all sources by Coastal Bend College faculty and staff members, or individual or organizations soliciting gifts on behalf of the College, will be coordinated with the Coastal Bend College Foundation Office. The Coastal Bend College Foundation Office is responsible for planning, organizing, and conducting programs to obtain private support for academic endeavors.

All gifts received by departments, employees and students must be reported to the Coastal Bend College Foundation Office which will ensure that both the donor and the College are operating within the framework of the Internal Revenue Code as well as federal and state laws and College policy.

## Child Development Center

This model center, located at the Beeville campus, provides care for children of CBC students, faculty, staff, and the community. It serves children from the ages of 18 months to five years. The center is staffed by certified and degreed child care providers and students enrolled in child development courses. Child development students work with and observe the children to integrate practical experience with skills learned in the classroom. The child development program, the staff, and facility meet state and federal requirements. Financial support may be available for qualified students. Hours of operation: 7 a.m.-5:30 p.m. Monday-Thursday, Friday 7 a.m.- 5:15 p.m.

## Outreach Programs

### TRiO Educational Talent Search— Beeville

Educational Talent Search is a 100% federally funded program designed to identify and assist 671 individuals who have the potential to succeed in higher education. The program encourages participants to graduate from high school and continue on to the post-secondary institution of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. To be eligible, students must be from a target high school listed below and must meet federal guidelines. Contact TRiO ETS at (361) 354-2706.

Educational Talent Search -- Beeville has 12 target high schools: A.C. Jones, George West, Karnes City, Kenedy, Mathis, Odem, Pettus, Refugio, Runge, Skidmore-Tynan, Taft and Three Rivers. ETS services include tutoring, campus tours, assistance with completion of admissions paperwork, and financial aid. Additional services include access to academic and career opportunities.

### TRiO Student Support Services— Beeville

Student Support Services (SSS) is a 100% federally funded program designed to identify college students with academic potential from disadvantaged backgrounds (low-income, first generation, and disabled). The program strives to increase students' retention, graduation, and transfer rates. A number of services are available including tutoring, career and financial counseling, and grant aid opportunities to current SSS participants who are receiving federal pell grants.

SSS offers a wide range of free services and activities in a warm and encouraging environment. These services include: personal counseling, academic advising, transfer advising, financial aid assistance (FAFSA, scholarship search, etc.), campus tours of

several universities, cultural awareness activities, enrichment workshops, and a book loan program. The TRiO SSS offices are located in the R.W. Dirks Student Services Building. Call (361) 354-2718 for information about eligibility requirements..

### TRiO Educational Talent Search— Alice

Educational Talent Search— Alice is a 100% federally funded program with the same objectives as the Beeville program. ETS Alice serves 616 high school students, grades 9-12, in Alice, Benavides, Falfurrias, Freer, Premont, Orange Grove, and San Diego. In addition, high school dropouts, veterans and returning older students up to the age of 27 are served by the program. The target population is students who are economically disadvantaged and/or first generation college (neither parent has a bachelor degree) in the target counties of Brooks, Duval and Jim Wells. Call (866) 722-2838 Ext. 3081 or locally (361) 664-2981 Ext. 3081 for details.

### TRiO Upward Bound and Upward Bound G.O.S.T.

Upward Bound is a 100% federally funded program designed to identify and assist high school students with academic potential. The program generates the skills and motivation necessary for students to complete a program of secondary education and to enter and graduate from a program of postsecondary education by providing a number of services. Students eligible for the program must be from a "target" high school.

Upward Bound has an academic and a summer component. During the academic component, students meet on designated Saturdays. During the summer component students reside on campus for a six-week session. The program offers a wide range curriculum including English, math, science, world geography, computer skills, drama, art, etc. Field trips and recreational activities are included, and the staff works closely with college admissions offices, financial aid personnel, and others to provide personal services to help students begin college. Participants who have graduated from high school will participate as bridge students. Bridge students take college credit classes the summer after high school graduation and officially begin their college career. Upward Bound may be reached at (361) 354-2716. Upward Bound G.O.S.T. may be reached at (361) 354-2724.

The Beeville campus Educational Talent Search, Upward Bound, and Upward Bound G.O.S.T. offices are located in the James R. Dougherty Student Center (SUB) next to the CBC Bookstore.

## Posting Announcements & Lockers

Students wishing to post announcements or flyers on campus/site bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2563 in Beeville or the center director/coordinator in Alice, Kingsville, and Pleasanton. Lockers are available in the student center in Beeville. Locks are the individual's responsibility. Lockers in other buildings are assigned for specialized courses.

## Parking Zone Restrictions

- No parking by curbs painted red—Fire/Hazard Zones.
- No parking by curbs painted yellow—Loading Zones.
- No student or employee parking by curbs painted white—Visitors Only.
- No non-disabled parking by curbs painted light blue - Disabled Only.
- No student parking by curbs painted dark blue - Employees Only.
- No parking except in residence hall or apartment lots, for non-disabled students living on campus.
- No parking on grounds, medians, drives, sidewalks, or anywhere outside of marked parking lot spaces.



# Veteran Services

## Veteran's Affairs

Coastal Bend College recognizes the sacrifice made by service men and women and their families. The college is committed to meeting their educational needs. For information relating to basic eligibility, benefits, enrollment certifications, special problems and needs contact the Veteran's Affairs Specialist, located in the financial aid office, at (361) 354-2421.

The admissions/registrar's office staff, all counselors and advisors also provide support services for all veterans and eligible dependents. Courses in this catalog are approved by the Texas Workforce Commission for training veterans and eligible dependents. The Veteran's Affairs Specialist provides information on qualifying for financial help under the G.I. Bill.

## Standards of Progress for Veterans

Students receiving VA educational benefits, herein referred to as "veteran students," are placed on scholastic probation if the following minimum standards are not met: Probation is removed at the end of the regular semester, or 12-week summer term, in which the student achieves the cumulative grade point average required for classification. If both the term and cumulative grade point average of a student on probation do not meet the minimum GPA requirements for such classification, the student is placed on scholastic suspension. More information can be found on the [V.A. section](#) of the [CBC Financial Aid website](#).

In accordance with government regulations, the veteran student on probation who fails to achieve a 2.00 term grade point average at the end of the first probationary semester, or 12-week summer session, will be reported to the Veterans Administration Regional Office (VARO) as making unsatisfactory progress.

<u>Semester Hours Attempted</u>	<u>Minimum GPA</u>
0-11	NA
12-20	1.50
21-40	1.75
41-graduation	2.00

A veteran student who fails to achieve the required cumulative grade point average based on the number of hours attempted at the end of the second consecutive probationary period will be reported to the VARO as making unsatisfactory progress.

## Hazlewood Act

Established by the State of Texas in 1959, this act exempts veterans who received an honorable discharge or a general discharge under honorable conditions from paying tuition and fees. Students who are eligible for this exemption are required to pay student service fees and any non-refundable fees charged to them.

Eligible students are those who served at least 181 days of active military duty, excluding training, since the conclusion of the Korean War; who were legal residents of Texas at the time of entering such service and meet state requirements for being considered Texas residents at the time of registration (also children of Texas veterans who were killed in action or who died while in service), and who are not eligible for education or training benefits under federal legislation in force at registration. A completed Hazlewood application must be submitted to the Veteran's Affairs Specialist at least 30 days prior to the start of registration in order for the exemption to be in effect on registration date.

## Re-Admission After Military Service

This section applies only to a student who withdraws from the College District to perform active military service as a member of the United States Armed Forces or the Texas National Guard, except that this section does not apply to a student who withdraws from the College District solely to perform one or more training exercises as a member of the Texas National Guard. For any academic term that begins after the date a student

described above is released from active military service but not later than the first anniversary of that date, the College District from which the student withdrew shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes at the College District. On readmission of the student under this subsection, the College District Shall:

1. Provide to the student any financial assistance previously provided by the College District to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's services, such as continuous enrollment or another similar timing requirement; and,
2. Allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the College District.

The College District requires all veteran students to provide a copy of form DD-214 as reasonable proof from a student of the fact and duration of the student's active military service.

## Military Transfer Credit

Students receiving GI benefits should submit military transcripts to the CBC registrar's office before the end of their first semester. Links to military websites are located on the can be found on the [V.A. section](#) of the [CBC Financial Aid website](#).

## Credit for Military Training

CBC grants credit for service schools completed by military and retired military personnel in accordance with the American Council on Education's (ACE) Guide to the Evaluation of Educational Experience in the Armed Services, provided:

- The student is officially enrolled at CBC;
- The student furnishes official documents indicating satisfactory completion of service schools for which credit at CBC is requested; and,
- CBC has in its curricula equivalent courses for which the ACE Guide recommends that credit be given, or if a recommended course can reasonably be counted as an elective in a given program.

## Defense Activity For Non-Traditional Education Support (DANTES)

Course credit may be awarded for military education experiences as covered by the DANTES program. Official reports must be sent to the Admissions/Registrar's Office. To find a test center, go to the following web address at [http://www.dantes.doded.mil/DANTES\\_Homepage.html](http://www.dantes.doded.mil/DANTES_Homepage.html). Note that CBC is not a test center for this exam.

## Additional Veterans Benefits

Senate Bill 297 entitles persons who are eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans, the spouse of qualified persons and the qualifying child of qualified persons to pay resident tuition and fees regardless of the length of time the prospective student has resided in Texas. The individual must file a letter of intent to establish residency in the state and must reside in the state while enrolled in the College District.

For more information about utilizing V.A. benefits at Coastal Bend College, please email [veterans@coastalbend.edu](mailto:veterans@coastalbend.edu).



# Scholastic Performance

## Grading System

### Grade Reports

At the end of each semester, students' standings in courses are reported by instructors to the registrar. Grades can be accessed from any personal computer by going to the CBC website: [www.coastalbend.edu](http://www.coastalbend.edu), then link to [Campus Connect](#) (students).

The grade of "I" is assigned when an unforeseen emergency prevents a student from completing course work. A course with a grade of "I" becomes a permanent entry on a student's transcript, but is not included in the calculation of the grade point average. To obtain credit for the course, the work must be completed within the subsequent regular semester or it must be repeated.

After the 12th class day in a regular semester and the 4th class day in a summer session, a student officially dropping a class will receive a "W." To drop a course, the student must complete an Add-Drop Form and return it to the Admissions/Registrar's Office prior to the drop deadline. The deadline for receiving a "W" is the end of the 12th week in a regular semester, and the end of the 3rd week in a summer session. A course with a grade of "W" becomes a permanent transcript entry, but is not included in the calculation of the grade point average. After the withdrawal deadline, the student will receive a performance grade.

The grade of "Q" may be assigned when a student is dropped from a class roll because of excessive absences. This is not an automatic procedure. Students with excessive absences can be assigned a grade of "F." Students are advised that the only sure method of withdrawing from a class without penalty is to complete an Add-Drop Form and return it to the Admissions/Registrar's Office prior to the drop deadline. A course with a grade of a "Q" becomes a permanent transcript entry, but it is not included in the calculation of the grade point average.

All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the student's maximum eligibility and satisfactory progress standards for financial aid. For more information, please refer to [pages 31-32](#) of this catalog under "Satisfactory Progress for Financial Aid."

## Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. For more information about Phi Theta Kappa, contact the Phi Theta Kappa sponsor for your campus/site:

Beeville: Elden Price at (361) 354-2511 or at [ewprice@coastalbend.edu](mailto:ewprice@coastalbend.edu).

Alice: Jennifer Jimenz at (361) 664-2981 ext. 3063 or [jimenezj@coastalbend.edu](mailto:jimenezj@coastalbend.edu)

Kingsville: Donna Atkins at (361) 592-1615 ext. 4075 or [datkins@coastalbend.edu](mailto:datkins@coastalbend.edu)

Pleasanton: Darien Leiker at (830) 569-4222 ext/ 1208 or [djleiker@coastalbend.edu](mailto:djleiker@coastalbend.edu)

## Scholastic Leadership Roll

At the end of each fall and spring semester, CBC students with outstanding scholastic records are identified and recognized by the college. For inclusion in the scholastic leadership roll/Dean's List students must:

- Successfully complete at least 12 non-developmental semester hours;
- Earn passing grades in all courses completed; and,
- Earn a semester grade point average of at least 3.50 on the 4.00 scale.

## Grades in College Preparatory Courses

Grade	Interpretation	Prognosis
A	Excellent	Proceed to next level course
B	Good	Proceed to next level course
C	Average	Consider repeating course
D	Poor	Repeat the course
F	Failing	Repeat the course

Courses with numbers that begin with "0" are college preparatory courses. Grades in college preparatory courses do not impact your GPA, but the grades you receive in college preparatory courses do indicate how well prepared you are to go on to the next level course.

Students required to enroll in college preparatory courses because of THEA requirements may not be permitted to drop those courses without dropping all courses. Please consult with your advisor before dropping any course.

## Grading System

Grade	Interpretation	Point Value
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Poor	1 point per semester hour
F	Failing	0 points per semester hour
I	Incomplete	Not calculated in GPA.
W	Withdrawal	Not calculated in GPA.
Q	Quit/Admin. Drop	Not calculated in GPA.
C	Credit	Not calculated in GPA.
NC	No Credit	Not calculated in GPA.
NR	In Process	Not calculated in GPA.

CBC uses the 4.00 scale for computing grade point averages (GPA). The term "4.00 scale" is the highest grade point value assigned: An "A" is 4.00. The GPA is computed by dividing the total number of grade points earned by the number of non-college preparatory semester hours attempted. Some examples follow.

### Example 1:

The student completes 4 courses:

All 4 courses have a semester hour value of 3, for a total of 12 semester hours, and the student earns an "A" in all four courses.

Computation:

$$4 \text{ (courses)} \times 3 \text{ (semester hours)} \times 4 \text{ (value of "A's")} = 48 \text{ grade point}$$

$$48 \text{ (grade points)} \div 12 \text{ (semester hours completed)} = 4.00 \text{ GPA}$$

### Example 2:

The student completes 4 courses:

Three courses have a semester hour value of 3 and 1 course has a semester hour value of 4, for a total of 13 semester hours. The student earns "B's" in all 3 semester hour courses and a "C" in the 4 semester hour course.

Computation:

$$3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 3 \text{ (value of "B's")} = 27 \text{ grade points}$$

$$+ 1 \text{ (course)} \times 4 \text{ (semester hours)} \times 2 \text{ (value of "C's")} = 8 \text{ grade points}$$

$$35 \text{ (grade points)} \div 13 \text{ (semester hours completed)} = 2.69 \text{ GPA}$$

# Scholastic Performance

## Example 3:

The same student in example number 2 completes the same courses for a total of 13 semester hours, but with different grades, as follows:

The student earns “C’s” in all 3 semester hour courses and an “F” in the 4 semester hour course.

Computation:

$$3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 2 \text{ (value of "C's")} = 18 \text{ grade points}$$
$$1 \text{ (course)} \times 4 \text{ (semester hours)} \times 0 \text{ (value of "F")} = 0 \text{ grade points}$$
$$18 \text{ (grade points)} \text{ divided by } 13 \text{ (semester hours completed)} = 1.38 \text{ GPA}$$

The student in the first example is an outstanding honor student; the one in the second example is average. The student in the third example is failing, and should expect to be placed on scholastic probation or suspension.

## Scholastic Performance

To be in scholastic good standing, students must have cumulative grade point averages sufficient for the classification to avoid scholastic probation or suspension.

## Scholastic Probation

A student is scholastically deficient and placed on scholastic probation for the following semester if the cumulative grade point average does not equal or exceed the minimum grade point average established for each of the various classifications listed below:

A student on scholastic probation may not register for more than 13 semester hours in any regular semester (no more than four semester hours in any summer session), without approval from the Dean of Academics or the Dean of Workforce.

## Removal of Scholastic Probation

A student on scholastic probation will be removed from such probation at the end of the regular semester or the summer term in which the student achieves the cumulative grade point average required for classification.

Please refer to the “Grading System” section under “Scholastic Performance” for important information regarding grade point averages.

## Scholastic Suspension

Students on probation are placed on scholastic suspension if they fail to meet the minimum grade point average for classification on both the cumulative grade point average and the current semester grade point average at the end of the semester or summer term. This is based on the cumulative grade point average, and the current semester grade point average at the end of the semester or summer term.

A student on scholastic suspension is ineligible to enroll in the program from which suspended for one regular semester. A student on suspension for the first time may appeal the suspension before the admission committee. A student on scholastic suspension from a program for the second time is not automatically eligible for readmission to the same program of study.

Semester Hours	Attempted Minimum GPA
0 - 11	N/A
12 - 20	1.50
21 - 40	1.75
41 - graduation	2.00

## Removal of Scholastic Suspension

A student on scholastic suspension is removed from such suspension, placed on scholastic probation, and readmitted to the same program at the end of the one regular semester period of suspension.

A student on scholastic suspension in the spring semester is eligible to attend the succeeding summer term, but may not register for more than four hours in any summer session. If the student has achieved the current term grade point average for his/her classification, after successfully completing at least six semester credit hours during the summer term, the student may be readmitted for the fall semester under probationary status. A suspended student who changes programs of study may be readmitted under probationary status by the Dean of Academics or the Dean of Workforce.

A student suspended the first time may submit a request for waiver of the one semester waiting period and appear before the Admissions Committee for review. (A student suspended again after having appeared before the committee may not request a waiver of the period of suspension and will be suspended from enrollment in the ensuing semester.) The committee considers each request on its merit. A student readmitted by the committee may enroll for a maximum of 13 semester hours in the fall or spring semesters. The admission committee is chaired by the Director of Admissions/Registrar, and students wishing to appear before the committee should contact the Admissions/Registrar’s Office. Please refer to the “Grading System” section under “Scholastic Performance” for important information regarding grade point averages.

## Scholastic Suspension for Dental Hygiene and Nursing Students

Any dental hygiene, professional or vocational nursing student who fails to achieve an average grade of at least 75 in a program course is put on scholastic suspension from the program. A dental hygiene, professional or vocational nursing student on scholastic suspension may reenter the program only after favorable approval of the program’s admission committee.

A dental hygiene, professional or vocational nursing student who fails to maintain conduct in accordance with the legal and ethical standards of the profession or who abuses college facilities will be placed on immediate provisional suspension pending further action.

## Laboratory, Clinical, and Practicum Probation and Suspension

Whenever it is determined that a student remaining in a laboratory, clinical, or practicum experience creates a detrimental situation to the student, clients, or the college, that student will be placed on suspension or probation depending on the nature of the situation.

## Repeating Courses/Change of Programs

The official transcript shows all work attempted at CBC, and when students complete their first regular semester, it reflects transferred hours which count toward their degrees. In computing cumulative grade point average (GPA’s), only credit earned at CBC is included.

If a student repeats a course that may NOT be taken for additional credit, CBC counts only the highest grade received as part of the student’s cumulative GPA, even though the lower grade(s) remain on the transcript. The lower grade(s) is placed in parentheses and the higher grade(s) is marked with an asterisk (\*).

If a student makes a complete change in programs of study, course grades only for those courses acceptable in the new program of study will be counted in that student’s GPA. The student changing programs of study will be required to complete a change of program form.

Once the form is completed, then the grades for courses that no longer count in a student’s GPA will be marked with the pound symbol (#). A student receiving a CBC certificate or degree with courses thus marked cannot request that courses be unmarked. A student may only exercise the change of program option once, and once exercised it is irrevocable.

More information about repeating courses or changing your program of study can be obtained through the Vice President of Instruction and Economic & Workforce Development. The office may be reached at (361) 354-2268 or [VPI@coastalbend.edu](mailto:VPI@coastalbend.edu).



## Scholastic Performance



### Complaint Procedures Concerning Grades

All grade appeals must be concluded no later than the semester following the award of the grade. Appeals of grades awarded for the summer sessions must be concluded in the fall semester following the award. Grades awarded in the spring semester must be appealed and resolved in the fall semester following the award.

1. Student appeals grade in writing to instructor. The instructor responds to the appeal in writing within ten calendar days. If there is no resolution the student may proceed to Step 2.
2. Student appeals in writing to the division chair of the instructor within ten calendar days of receiving a decision from the instructor awarding the disputed grade. The date on the written response from the instructor shall be the benchmark. The written appeal should outline why the student thinks the awarded grade is in error and what grade they think they should have received. The division chair must research the appeal to discern whether there was an error in computation, and whether there was any bias in the awarding of grades. If the division chair finds justification for changing a grade, the instructor and division chair will follow procedure. If the division chair finds there is no justification for changing the awarded grade, the student may proceed to Step 3. The decision made by the division chair must be in writing and given within ten calendar days of receiving the student's written appeal.
3. Student appeals in writing to the Dean of Academics or the Dean of Workforce within seven calendar days of receiving the divisions chair's written decision. The date on the division chair's written response shall be the benchmark date for determining whether a written appeal meets the seven calendar day requirement. The Dean of Academics or the Dean of Workforce investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was biased. If the Dean of Academics or the Dean of Workforce

finds justification for changing the grade, the instructor and division chair are consulted and the grade is changed as required. If no justification is found, the appeal process is exhausted. The Dean of Academics or the Dean of Workforce will provide a written response within ten calendar days of receipt of the student's written appeal.



# Graduation Procedures

## Graduation Procedures

### Application for Graduation

During the final semester of a student's degree or certificate program, a degree application must be filed with the Admissions/Registrar's Office in partial fulfillment of graduation requirements. Deadlines are October 1 for December graduation, February 12 for May graduation and June 15 for August graduation. Students may apply for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which the student entered CBC (if that catalog is dated no more than five years before graduation). The candidate must declare the catalog of choice on the degree plan. Applications are available on the CBC website at [www.coastalbend.edu/graduation](http://www.coastalbend.edu/graduation).

No formal commencement is held in August or December. Students completing graduation requirements during the summer and fall may elect to participate in the formal May ceremony.

### Graduation Fees

Students who plan to participate in the graduation ceremony are required to purchase a cap and gown. Students who wear prescribed uniforms are not required to order a cap and gown.

### Graduation with Honors

A candidate for an associate's degree who has maintained one of the following cumulative GPAs on all work presented for graduation will receive the corresponding designation:

Minimum GPA	Designation
3.90	Graduate with highest honor
3.70	Graduate with high honor
3.50	Graduate with honor

For programs where the candidate completes requirements for a certificate and then takes additional courses to qualify for the Associate in Applied Science Degree, the candidate must meet minimum GPA requirements for honors in certificate courses and in additional courses taken above the certificate level.

## Transcript Request

### Admissions/Registrar's Office

1. A Coastal Bend College transcript may be requested in person at the Office of Admissions & Records in Beeville, or at the Alice, Kingsville or Pleasanton main offices.
2. A written request may also be submitted by completing the Transcript Request form available online at the CBC website at [www.coastalbend.edu/forms/](http://www.coastalbend.edu/forms/). Mail the completed form to the following address:

**Coastal Bend College**  
**Admissions/Registrar's Office**

3800 Charco Road  
Beeville, TX 78102

ATTN: Transcripts

3. A fax request may be sent to (361) 354-2254. CBC does not accept requests by telephone or Internet.

Transcripts are usually ready to be picked up/mailed within two business days after the request is received at the Admissions/Registrar's Office in Beeville. During busy periods, requests may take up to five business days to process. For an immediate copy of your (non-official) transcript, please use our online service. This service is accessible from any personal computer by going to our website: [www.coastalbend.edu](http://www.coastalbend.edu) and clicking on "[Campus Connect](#)" in the upper right hand corner.

The requesting student may pick up the transcript at the Admissions/Registrar's Office in Beeville or may submit a signed statement to authorize a third party (who must present proper I.D.) to pick it up within two to five business days after the request is received.

### Requests should include the following information:

- Name under which you attended CBC;
- CBC student identification number;
- Date of birth;
- Dates of attendance;
- Forwarding address; and,
- Your signature.





# Student Rights

## Student Rights

At Coastal Bend College, students have rights with which they should familiarize themselves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed below. These and other rights may be found in CBC's policy manual which can be accessed at [www.coastalbend.edu/Publications/](http://www.coastalbend.edu/Publications/). Student rights include complaint procedures included in this section on [page 56](#). For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services at 361-354-2266 or [studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu).

## Equal Educational Opportunities

No officer or employee of CBC will, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. Policy GL (LEGAL).

## Access To Programs, Services & Activities Nondiscrimination

No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any College District program or activity. An officer or employee of CBC who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the College District;
2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the College District;
3. Refuse to grant a benefit to the person; or,
4. Impose an unreasonable burden on the person.

## Social Security Numbers

It shall be unlawful for a College District to deny to any individual any right, benefit, or privilege provided by law because of the individual's refusal to disclose his or her Social Security number.

## Exceptions

The above provision does not apply to:

1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the Social Security number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;
2. Any disclosure to a College District maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or,
3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within a College District's jurisdiction.

## Statement Of Uses

A College District that requests disclosure of a Social Security number shall inform that individual whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

## Individuals With Disabilities

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)

## Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College District. 42 U.S.C. 12131(2); 28 CFR 35.104

## Reasonable Modification

The College District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the College District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. 28 CFR 35.130(b)(7)

## Communications

The College District shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the College District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the College District. In determining what type of auxiliary aid or service is necessary, the College District shall give primary consideration to the requests of the individual with disabilities. 28 CFR 35.160

## Auxiliary Aids And Services

1. Qualified interpreters, note-takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments;
2. Qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments;
3. Acquisition or modification of equipment or devices; and,
4. Other similar services and actions. 28 CFR 35.104

## Limits Of Required Modification

The College District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the College District shall be made by the Board after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion. 28 CFR 35.164

## Compliance Coordinator

CBC has designated the following to coordinate its efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under the ADA.

## 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 person 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:

Name: Mr. Pete Trevino  
Position: Dean of Student Services  
Address: 3800 Charco Road, Beeville, TX 78102  
Contact Information: (361) 354-2266 or [studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu)

# Student Rights

---

## State Prohibition Non-Discrimination Facilities

No person with a disability may be denied admittance to any public facility in the state because of the person's disability. No person with a disability may be denied the use of a white cane, assistance animal, wheelchair, crutches, or other device of assistance.

The discrimination prohibited by this section includes a refusal to allow a person with a disability to use or be admitted to any public facility, a ruse or subterfuge calculated to prevent or discourage a person with a disability from using or being admitted to a public facility and a failure to:

1. Comply with Government Code Chapter 469;
2. Make reasonable accommodations in policies, practices, and procedures; or,
3. Provide auxiliary aids and services necessary to allow the full use and enjoyment of the public facility.

## Regulations

Regulations relating to the use of public facilities by any designated class of persons from the general public may not prohibit the use of particular public facilities by persons with disabilities who, except for their disabilities or use of assistance animals or other devices for assistance in travel, would fall within the designated class.

## Access to electronic and information resources

The College District shall develop, procure, maintain, and use accessible electronic and information resources that conform to rules adopted by the Department of Information Resources.

## Section 504 Definitions

A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being "regarded as" having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

"Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activity" also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. A student with a disability shall not, on the basis of disability, be denied admission to, excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any program or activity that benefits from federal financial assistance.

## Religious Freedom

The College District may not substantially burden a person's free exercise of religion, unless it is acting in furtherance of a compelling governmental interest and has used the least restrictive means of furthering that interest.

## Challenge To Education Records

The College District shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. [See "Student Records Policy" section.]

## Freedom From Discrimination, Harassment, & Retaliation

### Statement Of Nondiscrimination

CBC 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.

## 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 or intimidating 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.

## Discrimination On The Basis Of Sex

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research or other education program or activity operated by any College District receiving federal financial assistance.

Educational programs and activities include:

1. Housing;
2. Comparable facilities;
3. Access to course offerings;
4. Counseling;
5. Financial assistance;
6. Employment assistance to students;
7. Health and insurance benefits and services; and,
8. Athletics.



# Student Rights



## Pregnancy and Marital Status

CBC will not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

## Expression/Freedom of Speech

The College District will 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.

### Freedom Of Speech

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

### Protected Speech

Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment.

### Limitations On Expression

The College District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or,
3. The College District can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

The College District will not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

## Time, Place, And Manner Limitations

The College District may limit student expression in manner, place, or time by means of reasonable and equally applied regulations.

## Interrogations and Searches

CBC respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school.

If no search warrant is obtained:

1. Any prohibited item within "plain view" is subject to seizure; and,
2. Residence hall rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

Areas such as lockers and desks, which are owned and controlled by the District, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

### Limitation

The above policies shall not apply in the event that law enforcement authorities are involved in a search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

## Club/Organization Formation

CBC encourages the formation of student groups and organizations, believing them to be valuable adjuncts to the educational program of the College District. Any student or group of students may form any organization whose purposes and objectives are compatible with the purposes and objectives of the College District. All student organizations must have a faculty advisor. See the Student Activity Coordinator or any advisor/counselor, if you are interested.



# Student Rights

## Public Information Program: Student's Right To Know

Students have rights to key campus/site statistics and processes. These include the completion or graduation rates of certificate or degree-seeking, full-time students entering CBC. Requests for this data may be made to the Director of Institutional Research at (361) 354-2271.

Students also have access to security reports and processes. These are described in the policy manual available under "[Publications & Marketing](#)" from the CBC website [www.coastalbend.edu](http://www.coastalbend.edu).

CBC also reports statistics for the three most recent calendar years concerning the occurrence on campus/sites, in or on non-campus/non-site buildings or property, and on public property of the following that are reported to local police agencies or to a campus/site security authority:

1. Criminal homicide;
  - a. Murder and non-negligent manslaughter.
  - b. Negligent manslaughter.
2. Sex offenses;
  - a. Forcible sex offenses.
  - b. Non-forcible sex offenses.
3. Robbery;
4. Aggravated assault;
5. Burglary;
6. Motor vehicle theft;
7. Arson; and,
8. Other crimes;
  - a. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
  - b. Persons not included in item 8a who were referred for campus/site disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

CBC must report, by category of prejudice, any crime it reports pursuant to items 1–7 above and any other crime involving bodily injury reported to local police agencies or to a campus/site security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Information is provided annually to students. The student may request a current report from the Dean of Administration at (361) 354-2224.

## Family Educational Rights & Privacy Act (FERPA) Policy

### Introduction

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. This request should be in writing to the Dean of Student Services. The appropriate form may be requested by calling (361) 354-2266.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. If, upon review, students desire to challenge any portion of their records, they should contact the Dean of Student Services in writing using the FERPA Request for Amendment of Official Student Records Form.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A partial list of situations where CBC may disclose information without a student's consent are listed below.

## Disclosure Without Consent

Coastal Bend College will not disclose information from a student's education records without the written consent of the student, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. As it relates to "directory information," unless the student restricts "directory information" in writing. Directory information is defined below.
2. To school officials who have a legitimate educational or administrative interest in the records.
3. To other schools in which the student seeks to enroll.
4. To authorized representatives of the U.S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or terms/conditions of the financial aid.
6. To state and local officials or authorities in accordance with state law.
7. To organizations conducting studies for or on behalf of the College to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
12. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding in which the student was found to have violated a College disciplinary rule or policy.
13. To parents who have claimed a "dependent student" on their most recent year's income tax statement. The term "dependent student" is defined in Section 152 of the Internal Revenue Code, and applies to both parents on the income tax statement under this exception.
14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any College rule or policy governing the use of possession of alcohol or a controlled substance.
15. To the court where the student has initiated legal action against the College or the College has initiated legal action against the student.
16. In an emergency situation if the information is necessary to protect the health or safety of the students or other persons.
17. As it relates to alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

## Student Directory Information

This is information which may be released to the general public without the written consent of the student.

- Name;
- Current and permanent address;
- Telephone number;
- Major(s) or minor(s);
- Date of birth;
- Status (full or part-time registration);
- Classification;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Date of attendance;
- Degrees and awards received; and,
- All previous educational agencies or institutions attended.

# Student Rights

## Areas Where Student Records Are Maintained

### Location of Academic Records:

1. Admissions/Registrar's Office is responsible for student records pertaining to directory information and education;
2. Colleges, Department and Faculty Offices;
3. International Student Advisor's Office; and,
4. Computing and Information Services.

### Location of Student Affairs/Nonacademic Records:

1. Student Services;
2. Student Activities;
3. Campus Housing;
4. Career Services;
5. Student Government Association; and
6. Customized and Continuing Education Office.

### Location of Financial Records:

1. Business Office
2. Financial Aid Office

## Definitions

### School Official is a person who is either:

- Employed by the College in an administrative, supervisory, academic, research, support staff position, or law enforcement unit personnel, and health staff;
- Serving on a College governing body;
- Under contract to the University to perform a special task or service, or;
- Who is a student serving in an official capacity for the University.

### Legitimate Educational Interest:

Any authorized interest or activity undertaken in the name of the College for which access to a student educational record is necessary or appropriate to the proper performance of the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the College.

### Educational Record:

Records relating directly to the student's academic progress maintained by the institution.

## Student Records Policy

### Right to Records

Students have certain rights in regard to their educational records. Coastal Bend College (CBC) provides students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and in compliance with the provision of Section 438 of the General Education Provisions Act Title IV of Public Law 90-247, as amended). It does so by publishing the following concerning the rights of students with respect to their student records.

Students have the right to:

1. Inspect and review his or her education records;
2. Seek amendment of his or her education records that the student believes to be inaccurate, misleading, or otherwise in violation of his or her privacy rights;
3. Consent to disclosures of personally identifiable information contained in his or her education records, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent; and,
4. File with the United States Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by CBC to comply with the requirements of the Act and 34 CFR part 99.

This section provides:

1. The procedure for exercising the right to inspect and review education records;
2. The procedure for requesting amendment of records under 34 CFR 99.20; and

3. CBC's policy of disclosing education records under 34 CFR 99.31(a)(1), the specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

CBC provides this notice in a number of ways including this document, on the CBC website, and via student email in order to inform students of their rights. For more on student rights and related policies refer to the CBC website [www.coastalbend.edu](http://www.coastalbend.edu), click on the "Publications & Marketing" link and then click on the "Policy Manual" link.

## Section I: Education Records

For the purposes of policy, the term "education records" means those records, files, documents, and other materials that contain information directly related to a student and are maintained by Coastal Bend College (CBC) or by a person acting for CBC.

There are a number of records that do not constitute the term "education records". For a list of these and other records that are not considered "education records" please refer to Policy FJ (legal) in the CBC Policy Manual. In regard to the Privacy Rule for Non-Education Records, to the extent that CBC is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), CBC must comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

## Comprehensive Records System

The college maintains a comprehensive system of student records and reports dealing with CBC's program operation. The administration ensures through reasonable procedures that records are accessed by authorized persons only, as allowed by policy. These data and records are stored in a safe and secure manner and are conveniently retrievable for utilization by authorized school officials. All educational records at CBC are maintained in accordance with state and federal laws.

## Custodians Of Records And Records Maintained

The registrar is custodian of all records for currently enrolled students and for all official academic records. The college president or his or her designees as noted below are custodians of academic status records and all other records. The following records are usually maintained for students at CBC though not all records are kept for every student. Following the types of records is contact information including the name of the custodian, his or her mailing and physical addresses, email address, and phone number.

1. For admissions data; personal and family data; attendance record, records of grades and credits including courses in which student registered, final grade for each course, credit and grade points earned, academic awards, and degrees or certificates awarded; records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled; and/or copies of correspondence sent or received; please contact:

### Coastal Bend College Registrar

Robert J. Beasley Jr. Administration Building  
3800 Charco Road  
Office Room Number 125  
Beeville, Texas 78102  
[admissions@coastalbend.edu](mailto:admissions@coastalbend.edu)  
361-354-2245

2. For standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings; disciplinary records, including scholastic disciplinary actions; records pertaining to participation in student activities; financial aid records; and scholarships or other financial awards; please contact:

### Coastal Bend College Dean of Student Services

R.W. Dirks Student Services Building  
3800 Charco Road  
Office Room Number 146  
Beeville, Texas 78102  
[studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu)  
361-354-2266

# Student Rights

3. All achievement records, as determined by tests, recorded grades, and teacher evaluations; please contact:

**Coastal Bend College Vice-President of Instruction and Economic & Workforce Development**

Robert J. Beasley, Jr. Administration Building  
3800 Charco Road  
Office Room Number 119  
Beeville, Texas 78102  
[VPI@coastalbend.edu](mailto:VPI@coastalbend.edu)  
361-354-2268

4. Records of tuition and fees paid and outstanding balances; please contact:

**Coastal Bend College Business Services**

Robert J. Beasley, Jr. Administration Building  
3800 Charco Road  
Office Room Number 140  
Beeville, Texas 78102  
[businessoffice@coastalbend.edu](mailto:businessoffice@coastalbend.edu)  
361-354-2212

5. As the following records will be housed as per their origin, requests for these records may originate with the college president so they may be routed accordingly: records of faculty, counselors, or administrative conferences with the student or pertaining to the student; records pertaining to student complaints; and, information relating to student participation in special programs, please contact:

**Coastal Bend College President**

Robert J. Beasley Jr. Administration Building  
3800 Charco Road  
Office Room Number 108  
Beeville, Texas 78102  
[presoffice@coastalbend.edu](mailto:presoffice@coastalbend.edu)  
361-354-2200

## Section II: Procedures

### Access and Disclosure Request Procedures

Coastal Bend College students have the right to inspect their personal student records, to request a copy of any record, to request explanation and interpretation of personal record, and to request that an item of information on their personal record be changed if believed to be inaccurate, misleading, or inappropriate. CBC will make a student's records available to the student. Contact and location information is provided above for custodians of listed records. A formal request to the official responsible for the record should be made.

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 appropriate office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis.

A student may be denied copies of records if he or she fails to follow proper procedures or paying the copying charge. See "Fees For Copies" below.

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 calendar days. CBC will respond to reasonable requests for explanation and interpretations of the records.

34 CFR 99.10 (b)-(c)

### Authenticating Requestors' Identities

CBC must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom CBC discloses personally identifiable information from education records. 34 CFR 99.31(b)-(c)

### Destruction Of Records

CBC will not destroy any education records if there is an outstanding request to inspect and review the records. 34 CFR 99.10(e)

### Right To Amend Records

A student whose records are covered by this policy may ask CBC to amend the student's record if he or she believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights.

### Procedure To Amend Records

Within 14 calendar days of the record custodian's receipt of a request to amend records, CBC will 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 14 calendar 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 14 calendar 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 CBC decides to amend the records as a result of the hearing, it shall inform the student in writing.

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 CBC's decision. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed. 34 CFR 99.20, 99.21

### Fees For Copies

No fee shall be charged to search for or to retrieve the education records of a student. A fee may apply for copies of education records that are made for students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis. 20 U.S.C. 1232g; 34 CFR 99.11

## Access to Education Records

### Definitions

"Attendance" includes, but is not limited to: Attendance in person or by paper correspondence, videoconference, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

"Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

"Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.



# Student Rights

"Personally identifiable information" includes, but is not limited to:

- The student's name;
- The name of the student's parent or other family members;
- The address of the student or student's family;
- A personal identifier, such as the student's biometric record, as defined by 34 CFR 99.3; social security number; or student number;
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or,
- Information requested by a person who CBC reasonably believes knows the identity of the student to whom the education record relates.

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

## Access By Parents

Access to the education records of a student who is or has been in attendance in the College District shall be granted to the student and to the parent of a student who is a dependent for tax purposes. CBC may disclose educational records to a student's parent without the student's consent under circumstances specified in law. [see Policy FJ (legal)] a qualified parent shall be subject to the provisions of the request procedures, above.

## Access By Student

Whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

Nothing in this section prevents CBC from disclosing education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 CFR 99.31(a), including if the student is a dependent for tax purposes or in the case of a health or safety emergency. 34 CFR 99.5

If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed. 34 CFR 99.12(a)

## Access By Other Persons

Personally identifiable information in education records shall not be released without the written consent of the student, except to the following:

## School Officials

A school official, including faculty, will 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, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by CBC to perform institutional services. They may be considered a school official under this paragraph provided that the outside party:
  - a. Performs an institutional service or function for which the College District would otherwise use employees;
  - b. Is under the direct control of the College District with respect to the use and maintenance of education records; and
  - c. Is subject to the requirements of 34 CFR 99.33(a) governing the use and redisclosure of personally identifiable information from education records.
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.

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.

CBC will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

34 CFR 99.31, .36

## Officials of Other Schools

CBC will forward education records on request of other schools to such officials of other schools or school systems in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. CBC will make a reasonable attempt to notify the student unless the record transfer is initiated by the student.

## Transcripts Of Permanent Records

Upon written request by a student, the registrar's office shall send the student's transcript in College District records to any College District or agency named. Official transcripts shall be withheld if the student does not have all required student information on file in the registrar's office or if any financial obligations to the College District, State of Texas, and U.S. Government, have not been paid.

In either case, the College District shall furnish a copy of the transferred records to the student if requested, and shall give the student an opportunity for a hearing to challenge the content of the record. 34 CFR 99.31, .34

## Transcripts And Transfers Of Records

CBC may request transcripts from previously attended schools for students transferring into the College District; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student. For purposes of a student's enrollment or transfer, CBC will promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. CBC may return an education record to the school identified as the source of the record.

## Authorized Governmental Representatives

Authorized representatives of the officials or agencies headed by the comptroller general of the United States, the attorney general of the United States, the secretary of education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

## Financial Aid

Personnel involved with a student's application for, or receipt of, financial aid.

# Student Rights

---

## Juvenile Justice Officials

State and local officials to whom such information is specifically required to be reported or disclosed by state statute adopted:

Prior to November 19, 1974, if:

The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released, or

After November 19, 1974, if:

The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and

The officials and authorities to whom such information is disclosed certify in writing to CBC that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.

## Organizations Conducting Studies

Organizations conducting studies for or on behalf of CBC for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies who have legitimate interests in the information. Such information must be destroyed when no longer needed for the original purposes of the studies. For detailed information on what must be entered into a written agreement with the organization by CBC refer to Policy FJ (legal).

## Accrediting Organizations

Accrediting organizations that require the information for purposes of accreditation.

## Courts

The court, without a court order or subpoena, if CBC initiates legal action against a parent or student and the educational records are relevant for CBC to proceed with the legal action as plaintiff.

If a parent or eligible student initiates legal action against CBC, CBC may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the College District to defend itself.

## Health And Safety Emergency

Appropriate persons, including the student's parents, who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

In making a determination, CBC may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If CBC determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the United States Department of Education will not substitute its judgment for that of CBC in evaluating the circumstances and making its determination.

## Directory Information

Directory information shall be released to any individual or organization that files a written request with the college president or designee. CBC will give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform CBC that any or all of the directory information should not be released without prior consent. For details as to what CBC determines is directory information and how to request non-release, please contact the Human Resources Office at (361) 354-2224.

## Alleged Victim

Subject to the requirements in Section 99.39, a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by CBC with respect to that alleged crime or offense. CBC may disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed.

## Associated With Disciplinary Proceeding

Subject to the requirements in Section 99.39, any person if the disclosure is in connection with a disciplinary proceeding in the College District. CBC must not disclose the final results of the disciplinary proceeding unless it determines that:

- The student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and,
- With respect to the allegation made against him or her, the student has committed a violation of the College District's rules or policies.

The College District may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

## Violation Of Federal, State, Or Local Law

A parent of a student in the College District regarding the student's violation of any federal, state, or local law, or of any rule or policy of CBC, governing the use or possession of alcohol or a controlled substance if:

- CBC determines that the student has committed a disciplinary violation with respect to that use or possession; and,
- The student is under the age of 21 at the time of the disclosure to the parent.

This section does not supersede any provision of state law that prohibits CBC from disclosing information. 20 U.S.C. 1232g(b)(1), 1232g(b)(6), 1232g(i); 34 CFR 99.31, .35, .36, .37, .39

## Subpoenaed Records

CBC will release student records to an entity or persons designated in a subpoena. CBC will not disclose to any person the existence or contents of the subpoena if a court orders CBC to refrain from such disclosure. Unless the court or other issuing agency orders CBC to refrain from such disclosure or the order is an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331, CBC will make a reasonable effort to notify the parents and the student of all such subpoenas in advance of compliance. 20 U.S.C. 1232g(b)(1)(J), (b)(2)(B); 34 CFR 99.31(a)(9)

## Sex Offenders

CBC may disclose personally identifiable information without consent if the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the College District under 42 U.S.C. 14071 and applicable federal guidelines. 34 CFR 99.31(a)(16)

# Student Rights

## Definitions

1. "Alleged perpetrator of a crime of violence" is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in FJ(EXHIBIT)–B: a. Arson, b. Assault offenses, c. Burglary, d. Criminal homicide—manslaughter by negligence, e. Criminal homicide—murder and non-negligent manslaughter, f. Destruction/damage/vandalism of property, g. Kidnapping/abduction h. Robbery and i. Forcible sex offenses.
2. "Alleged perpetrator of a non-forcible sex offense" means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in Policy FJ(EXHIBIT)–B.
3. "Final results" means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within CBC. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by CBC against the student.
4. "Sanction imposed" means a description of the disciplinary action taken by CBC, the date of its imposition, and its duration.
5. "Violation committed" means CBC rules or code sections that were violated and any essential findings supporting CBC's conclusion that the violation was committed. 34 CFR 99.39

## De-Identified Records

CBC or a party that has received education records or information from education records, may release the records or information without the consent after the removal of all personally identifiable information provided that CBC or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

## Education Research

CBC or a party that has received education records or information from education records, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. CBC or other party that releases de-identified data under this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;
2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and,
3. The record code is not based on a student's social security number or other personal information.

## Transfer Not Permitted

Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student. This prohibition does not apply to disclosures made to parents of dependent students under Section 99.31(a)(8), to disclosures made pursuant to court orders, lawfully issued subpoenas, or litigation under Section 99.31(a)(9), to disclosures of directory information under Section 99.31(a)(11), to disclosures made to a parent or student under Section 99.31(a)(12), to disclosures made in connection with a disciplinary proceeding under Section 99.31(a)(14), to disclosures made to parents under Section 99.31(a)(15), or to disclosures concerning sex offenders under Section 99.31(16). The prohibition also does not apply to information that the College District is required to disclose under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. 1092(f), to the accuser and accused regarding the outcome of any campus/site disciplinary proceeding brought alleging a sexual offense. 34 CFR 99.33(c)

CBC will inform a party to whom a disclosure is made of the requirements of 34 CFR 99.33(a), unless the disclosure is made under Sections 99.31(a)(8), (9), (11), (12), (14), (15), and (16), and to information that the College District is required to disclose under the Clery Act to the accuser and accused regarding the outcome of any campus/site disciplinary proceeding brought alleging a sexual offense. 34 CFR 99.33 (d)

CBC may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the College District if:

- The disclosures meet the requirements of 34 CFR 99.31; and
- The College District has complied with the requirements of 34 CFR 99.32(b) regarding the record of disclosure; or a state or local educational authority or federal official or agency requesting information through a subpoena or ex parte order has complied with the requirements of 34 CFR 99.32(b)(2). 34 CFR 99.33(b).

## Record of Access To Student Record

CBC will maintain a record, kept with the education record of each student, that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records as well as the names of state and local educational authorities and federal officials and agencies listed in 34 CFR 99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent. CBC must obtain a copy of the record of further disclosures maintained by the named authorities, officials, and agencies under 34 CFR 99.32 (b)(2) and make it available in response to a parent's request to review the record.

CBC must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

- The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
- The parties to whom CBC disclosed the information. 34 CFR 99.32

The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as CBC maintains the student's education record. The record of access shall be available only to students, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system. 20 U.S.C. 1232g(b)(4)(A)

The record shall not include requests for access by, or access granted to, the student or officials of the college, requests accompanied by prior written consent of the student, or requests for directory information, or a party seeking or receiving records in accordance with a subpoena or ex parte order. 34 CFR 99.32(d)





# Student Rights

## Directory Information

### Directory Information Definition

For CBC purposes, directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, current and permanent address, telephone/cell phone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include a student's: a. social security number; or b. student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

### Disclosure Of Directory Information

CBC will release directory information as requested.

- The types of personally identifiable information that it has designated as directory information are listed in the definition above.
- A student has a right to refuse to permit CBC to designate any or all of that information about him or her as directory information; however unless a student request this in writing a student's consent to release directory information is presumed.
- The period of time within which the student must notify the CBC in writing that he or she does not want any or all of those types of information about the student designated as directory information is during registration before the beginning of each semester. This restriction of consent remains in effect for the duration of that semester. Every effort will be made to treat restricted information as confidential.

### In Class

A student may not use the right of refusal to opt out of directory information disclosures to prevent CBC 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.

### Former Students

CBC may disclose directory information about former students without satisfying the public notice conditions above. However, it must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

### Confirmation Of Identity Or Records

CBC may 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.

34 CFR 99.3, .37

### Electronic Student Records System

CBC will participate in an electronic student records system that satisfies the standards approved by the Commissioner of Education and the Commissioner of Higher Education. The electronic student records system must permit an authorized state or CBC official or an authorized representative of an institution of higher education to electronically transfer to and from an educational institution in which the student is enrolled and retrieve student transcripts, including information concerning a student's:

1. Course or grade completion;
2. Teachers of record;

3. Assessment instrument results;
4. Receipt of special education services, including placement in a special education program and the individualized education program developed; and,
5. Personal graduation plan as described by Education Code 28.0212.

Any person involved in the transfer and retrieval of student information under this system is subject to any state or federal law governing the release of or providing access to any confidential information to the same extent as the educational institution from which the data is collected. A person may not release or distribute the data to any other person in a form that contains confidential information. Education Code 7.010

### Right Of Complaint

Students suspecting that their rights regarding the disclosure of their records to themselves or others have been violated may contact the Family Policy and Compliance Office, U.S. Department of Education, Washington, D.C. For more information go to: [www.ed.gov/policy/gen/guide/fpc/index.htm](http://www.ed.gov/policy/gen/guide/fpc/index.htm).

## Consumer Complaints

Consumer complaints may begin in the office or department in which they originated and may be reported to the appropriate supervisor. If complaints are not resolved at the level of origin, the student complaint/grievance and appeals procedure may be used. Student grievance and appeals are outlined in the [policy manual](#) under "[Publications & Marketing](#)" from the CBC website and in the college catalog.

## Complaint Procedures

### Informal Process

The College District encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other CBC administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

### Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns.

A student whose concerns are resolved may withdraw a formal complaint at any time. A complaint form may be found online at [www.coastalbend.edu/ssr/complaintprocess](http://www.coastalbend.edu/ssr/complaintprocess).

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

### Freedom From Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

### Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all student complaints, except as provided below.

# Student Rights



## Exceptions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See Policy FDE in the CBC Policy Manual available online at [www.coastalbend.edu/Publications/](http://www.coastalbend.edu/Publications/)];
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE <http://www.coastalbend.edu/Publications/>];
3. Complaints concerning disciplinary decisions. [See Policy FMA in the CBC Policy Manual available online at <http://www.coastalbend.edu/Publications/>]; and,
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See Policy CHA in the CBC Policy Manual available online at <http://www.coastalbend.edu/Publications/>]

## General Provisions: Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

## Response

At Levels One, Two, and Three "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

## Days

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

## Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three business days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

## Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from a event or series of events that have been or could have been addressed in a previous complaint.

## Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten business days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

## Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

## Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the College District. A copy of this form may be obtained from the Office of the Dean of Student Services or online at [www.coastalbend.edu/ssr/complaintprocess](http://www.coastalbend.edu/ssr/complaintprocess).

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.



# Student Rights

## Level One Complaints

Complaint forms must be filed:

1. Within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairperson or counselor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint. If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student within ten business days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within ten business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## Level Two Complaints

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate dean to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten business days of the date of the written Level One response or, if no response was received, within ten business days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record. Appeal forms can be found at [www.coastalbend.edu/forms](http://www.coastalbend.edu/forms).

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

## Level Three Complaints

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten business days of the date of the written Level Two response or, if no response was received, within ten business days of the Level Two response deadline. After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record. Appeal forms can be found at [www.coastalbend.edu/forms](http://www.coastalbend.edu/forms).

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall hold a conference within ten business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

## Level Four Complaints

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten business days after receipt of the written Level Three response, or, if no response was received, within ten business days of the Level Three response deadline. Appeal forms can be found at [www.coastalbend.edu/forms](http://www.coastalbend.edu/forms).

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three business days before the hearing.



# Student Rights

---

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable laws. The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

After exhausting the institution's complaint process, Texas residents may file a complaint with the Texas Higher Education Coordinating Board, and/or with the Commission on Colleges of the Southern Association of Colleges and Schools, CBCs regional accrediting agency.

External complaint processes often require that the student:

1. Describe that all steps were taken as per the institution's complaint process.
2. Describe the action taken by the institution to the student complaint.
3. Provide a copy of the institution's response to the complaint.

## Contact Information:

Texas Higher Education Coordinating Board  
<https://www1.thecb.state.tx.us/WWW/comments/>  
(512) 427-6101  
1200 E. Anderson Lane  
P.O. Box 12788  
Austin, TX 78711

Southern Assoc. of Colleges and Schools, Commission on Colleges  
<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>  
(404) 679-4500  
1866 Southern Lane  
Decatur, GA 30033-4097

# Student Conduct and Responsibilities

## Student Conduct and Responsibilities

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis is placed on standards of student conduct rather than on limits or restrictions on students.

Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College'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. College officials may discipline individuals who cause disorders and disrupt the District's educational environment.

In addition to activities prohibited by law, the following types of behavior shall be prohibited on Coastal Bend College property and facilities and during all Coastal Bend College sponsored activities wherever occurring.

1. Gambling, dishonesty, or the use of liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

### "Cheating on a test" shall include:

- Copying from another student's test paper;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test;
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- Substituting for another student, or permitting another student to substitute for one's self, to take a test; and,
- Bribing another person to obtain an unadministered test or information about an unadministered test.

### "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.

4. A student who owes a debt to Coastal Bend College or who writes an "insufficient funds" check to Coastal Bend College may be denied admission or readmission to Coastal Bend College until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on College District property or in connection with College District-sponsored activities may also constitute violations of Coastal Bend College's rules and regulations when such violations affect the educational process and goals of Coastal Bend College.
6. Possession or use of firearms on College District-controlled property except for educational purposes that have the prior approval of the President. [See following Weapons section]
7. Interference with teaching, research, administration, or Coastal Bend College's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See following Disorderly Conduct and Disruptions section]
8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician. [See following Alcohol and Drug Use section]
9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing

subject to appropriate discipline. [See following Hazing section]

10. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the Coastal Bend College community or visitors to the campus/site.
12. Damaging or destroying College District property.
13. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
14. Malfeasance in an elective or appointive office of any College District endeavor.
15. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a College District activity.
16. Refusing or failing to comply with a lawful order of any College District or public official acting in the performance of duties in the administration and enforcement of College District policies and regulations.
17. Students are prohibited from causing tension for employees, other students or individuals with disabilities by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Additionally, unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access. Using college computers to access lewd or obscene information is prohibited. A person commits an offense if:

- He/she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center; or,
- If he/she used the computer for purposes other than those approved by the instructor or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Texas Penal Code Chapter 33A.01-02. TELECOMMUNICATIONS CRIMES.

Non-students who are found to be in violation of this policy are subject to being reported to local police authorities. Any student engaging in these types of activities will be subject to discipline, including suspension. Refer to the Discipline and Penalties and Discipline Hearing sections in this document for information on penalties, hearings and appeals.

## Minor Children at CBC

Minor children are not allowed on campus/site while student parents are attending classes. Minor children who are visiting the campus/site with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times

Please note that some CBC programs have separate and detailed student policy and procedure manuals. To see if the program you are interested in has a separate manual, contact the Vice President of Instruction and Economic & Workforce Development at (361) 354-2268 or [VPI@coastalbend.edu](mailto:VPI@coastalbend.edu).

Athletes may view the Athletics Handbook & Procedures Manual online at [www.coastalbend.edu/recruitinginfo](http://www.coastalbend.edu/recruitinginfo).

# Student Conduct and Responsibilities

## Disorderly Conduct and Disruptions

### Disorderly Conduct

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

- 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.
- 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.
- 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.
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- 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.
- 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.
- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

The following procedure shall be followed in case of an act that, in the opinion of the College President, threatens to disrupt the educational function or deny its benefits to any person:

- The College President or designee shall request that those engaging in the disruptive act cease their actions immediately.
- Should the disruption continue, the College administration shall obtain an injunction from proper legal authority, demanding an end to the disruptive acts and shall call upon the appropriate law enforcement official to present such injunction.
- Thereafter, those persons continuing in the act of disruption of the educational process are in contempt of the court. Contempt of court normally results in whatever action is necessary to enforce compliance with the court order.

### Disruptions

Students shall be subject to the provisions of policy GFA regarding disruption of classes and disruption of lawful assembly.

### Demonstrations

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities. The evidence must support a "reasonable forecast of substantial disruption" of school operations; "undifferentiated fear" or mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression.

### Violations

Students who participate in any prohibited activities described above are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students. Refer to the Discipline and Penalties and Discipline Hearing sections in this document for information on penalties, hearings and appeals.

## Prohibition of Hazing

### Personal Hazing Offense

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; or,
3. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the College President or the Dean of Student Services.

### Hazing

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus/site of an educational institution directed against a student, by one person alone or acting with others, 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.

## Definitions of Crimes of Violence

### Arson

Any wilful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### Assault Offenses

An unlawful attack by one person upon another. Note: By definition there can be no "attempted" assaults, only "completed" assaults.

- Aggravated assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed.)
- Simple assault. An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation. To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words or other conduct, or both, but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.



# Student Conduct and Responsibilities

## Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

## Criminal Homicide—Manslaughter by Negligence

The killing of another person through gross negligence.

## Criminal Homicide—Murder and Nonnegligent Manslaughter

The willful (nonnegligent) killing of one human being by another.

## Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Kidnapping/Abduction

The unlawful seizure, transportation, or detention of a person, or any combination of these actions, against his or her will, or of a minor without the consent of his or her custodial parent(s) or legal guardian. Note: Kidnapping/abduction includes hostage taking.

## Robbery

The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of a person or persons by force or threat of force or violence or by putting the victim in fear. Note: Carjackings are robbery offenses where a motor vehicle is taken through force or threat of force.

## Sex Offenses, Forcible

Any sexual act directed against another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape (except "statutory rape"). The carnal knowledge of a person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: Forcible fondling includes "indecent liberties" and "child molesting."

## Non-forcible Sex Offenses (Except "Prostitution Offenses")

Unlawful, non-forcible sexual intercourse.

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Weapons

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of Coastal Bend College.

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use);
2. An illegal knife (knife with a blade over five and one-half inches, hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear);
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon);
4. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger);
5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches);
6. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force, but not a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife);
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles);
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers);
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being);
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance); or,
11. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk).

Additionally, students may not bring to any campus/site or a college-related activity any weapons prohibited by law or identified below:

- Fireworks of any kind;
- Razors;
- Chains;
- Martial arts throwing stars; or,
- Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

# Student Conduct and Responsibilities

## Assault

### Assault

Students are prohibited from assaulting any person on College District property or while under Coastal Bend College's jurisdiction.

### Simple Assault

Simple assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another;
- Intentionally or knowingly threatening another with imminent bodily injury; or,
- Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

### Aggravated Assault

Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. Penal Code 22.02(a).

### Sexual Assault

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011

### Aggravated Sexual Assault

Aggravated sexual assault is defined as sexual assault in which the actor:

- Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
- By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
- By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping;
- Uses or exhibits a deadly weapon in the course of the same criminal episode;
- Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or,
- Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual.

## Sex Offender Registration

A person required under Chapter 62 of the Texas Code of Criminal Procedure to register as a sex offender must do so no later than seven business days after the person begins to attend school. The student must report his or her status to an authority for campus/site security, or to municipal or county law enforcement. The authority will forward that information to the college administration.

A registered sex offender must notify authorities within seven days of terminating enrollment at the college, as per Chapter 62 of the Texas Code of Criminal Procedure.

## Sex Offender Registry Data

The Campus Sex Crimes Prevention Act provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education. Members of the Coastal Bend College community may access information on sex offenders residing in Texas from the Texas Department of Public Safety website at <https://records.txdps.state.tx.us/SexOffender/index.aspx/>.

This link is provided to fulfill the requirement of the Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386).

## Alcohol And Drug Use

### Notice

Coastal Bend College's policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

### Alcohol

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus/site areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by Coastal Bend College in regard to the possession and consumption of alcoholic beverages.

### Controlled Substances

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or,
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

### Notice Regarding Steroids

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

### Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

### Violation

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Refer to the "Discipline Procedures" section for information on penalties, hearings and appeals.



# Student Conduct and Responsibilities



## Drug And Alcohol Testing Requirements

College District students are required to be alcohol and drug-free while on campus/site, acting on behalf of Coastal Bend College, at clinical sites, student activities, and traveling to and from laboratory sites. Students entering a field that requires drug screening by respective employers and/or at clinical sites shall follow the standards established by Coastal Bend College. Drug or alcohol testing may be administered if one or more of the following conditions exist:

1. There is reasonable suspicion of impairment based upon evidence of erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
2. A student is criminally charged with selling drugs or charged with illegal or alcohol consumption or illegal possession of drugs.
3. A student has violated this policy that prohibits the use, possession, sale, or transfer of drugs.
4. A student is enrolling or is enrolled in a program involving public health and/or safety.

Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply shall be treated as insubordination and may lead to expulsion from Coastal Bend College.

Students shall be afforded an opportunity to provide notification of any information that he or she considers relevant to the drug test, including identification of currently or recently used prescription or non-prescription drugs or other relevant medical information.

## Sources for Information on Illegal Drugs

- Commonly Abused Drugs:  
<http://www.drugabuse.gov/drugs-abuse>
- Federal Drug Trafficking Penalties  
<http://www.usdoj.gov/dea/agency/penalties.htm>
- Comparative Pharmacological Profiles of Abused Drugs  
<http://www.tcada.state.tx.us/research/slang/compare98.pdf>

Also:

National Institute on Drug Abuse, [www.nida.nih.gov](http://www.nida.nih.gov)  
U.S. Drug Enforcement Administration, [www.usdoj.gov/dea](http://www.usdoj.gov/dea)  
Texas Department of State Health Services, <http://www.dshs.state.tx.us/mhsa/>

CBC joins the nation in its concern for the tremendous losses of human potential, success, and happiness destroyed by drug and alcohol abuse.

## Referral Services

Students or employees who have problems with chemical abuse are asked to schedule appointments with an advisor to obtain information about referral services. The telephone numbers of the Student Development Office are (361) 354-2266 in Beeville, (361) 664-2981 Ext. 3025 in Alice, (361) 592-1615 Ext. 4074 in Kingsville, and (830) 569-4222 Ext. 1203 in Pleasanton. Sessions are confidential and referral services are available to area treatment centers.

## Policy on Use of Tobacco

In order to protect and promote the health, safety, and welfare of employees, students, and the public, Coastal Bend College provides an environment free from exposure to tobacco smoke. The use of tobacco products (cigars, cigarettes, pipes, chewing tobacco, and snuff) is not permitted in college facilities or in college owned vehicles.



# Discipline Procedures

## Student Discipline Procedures

### Authority

Coastal Bend College has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. Students who cause disorders and disrupt the school's educational environment may be disciplined. Students attending Coastal Bend College are subject to reasonable rules and regulations of the Board.

When the Dean of Student Services (herein referred to as the "director") receives information that a student has allegedly violated a College District policy or administrative rule, the director shall investigate the alleged violation. After completing a preliminary investigation, the director may:

1. Dismiss the allegation; or,
2. Summon the student for a conference and notify the student of the right to be represented by a person of his or her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed to allow 48 hours until the representative can be present; otherwise, the conference shall continue.

After conferring with the student, and/or the representative if necessary, the director shall:

- Dismiss the allegation;
- Proceed with the disposition of the violation described herein. In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure and the discipline is not expulsion, the director shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. Decision of the director may be appealed as outlined in FMA; or,
- Prepare a complaint and proceed as outlined in FMA.

## Suspension of Students

The Dean of Student Services or the College President may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an on-going threat of disrupting the academic process.

### Suspended Students

No former student who has been suspended for disciplinary reasons from CBC shall be permitted on the campus/site, or other facilities of CBC during the period of suspension without the prior written approval of the College President or a designated representative.

### Suspension

CBC may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited conduct. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal.

### Expulsion of Certain Foreign Students

The Board may expel from CBC any student who is a citizen of a country other than the United States attending CBC under a non-immigrant visa issued by the U.S. Immigration and Customs Enforcement (ICE) and who is finally convicted of certain offenses defined by state law.

## Discipline Hearing Procedures

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by the Hearing Committee.

The Hearing Committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President. The Hearing Committee shall preside over a fair hearing for the student and CBC's administration. The student and CBC may be represented by counsel at the hearing.

### Notice

The chair of the student affairs committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the Hearing Committee otherwise agree, the hearing shall take place within 14 calendar days after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

### Contents Of Notice

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights as outlined below:
  - a. To be represented by counsel at the hearing;
  - b. To call witnesses, request copies of evidence in CBC's possession, and offer evidence and agreement in his or her own behalf;
  - c. To have the hearing recorded verbatim and have a videotape recording made; and,
  - d. To ask questions of each witness who testifies against the student
3. Contain the names of witnesses who shall testify against the student and a description of documentary and other evidence that shall be offered against the student.
4. Contain a copy of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

### Failure To Comply With Notice

The Hearing Committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the Hearing Committee may proceed with the hearing in the student's absence.

### Hearing Procedure

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present CBC's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue CBC's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The Hearing Committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within seven calendar days of the hearing.

# Discipline Procedures



## Evidence

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the Hearing Committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
- At the hearing, the designated CBC official shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- The Hearing Committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
- A videotape recording shall be made of the hearing.

## Decisions

The Hearing Committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The director shall administer the penalty, if any.

## Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

## Types Of Penalties

The Hearing Committee may impose one or more of the following penalties:

- Reprimand: A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- Conditional Probation: The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from CBC. Conditional probation may include social and behavioral restrictions, restitution for harm caused by

misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

- Suspension: Forced withdrawal from CBC for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
- Expulsion: Permanent forced withdrawal from CBC. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
- When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, CBC may impose any of the earlier-listed punishments.

## Appeals

The College President upon application of the disciplined student within 14 calendar days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

The Board, after consideration of all the records, investigations, findings, and recommendations previously made, may at their discretion hold a hearing and invite persons involved in the matter to come before the Board. Any decision or recommendation of the Board shall be entered in the minutes of the Board. If no action is taken within 60 calendar days, the Hearing Committee's decision will thereby be affirmed.



# Communicable Diseases

## Communicable Disease Procedures

I. These administrative guidelines apply to all communicable diseases including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), Hansen's Disease (leprosy), and tuberculosis. For the purpose of these administrative guidelines, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

II. It is recognized that certain communicable diseases are serious. These serious communicable diseases include, but are not limited to, Hepatitis-A, Hepatitis-B, Tuberculosis, HIV infection, and Hansen's disease (leprosy). These administrative guidelines are mandatory for serious infectious diseases.

III. Any time any employee or student of the college receives information that a student has or is suspected of having a communicable disease, the employee or student shall immediately report this information to the Dean of Student Services. The administrator shall convene a meeting of appropriate individuals (Behavioral Intervention Team) to determine the accuracy of the information and the response by the college. The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus/site activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

- a. Each case will be handled on an individual basis with approval of the administrator, the student, the student's private physician, and/or the state health department.
- b. This group (Behavioral Intervention Team) shall consider whether the student diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and college program. The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. This group shall consider the student's knowledge about the transmission of communicable diseases and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Based on the reasonable judgments of the medical experts in this group, given the current state of medical knowledge, the groups will consider:
  - The nature of the risk (how the disease is transmitted);
  - The duration of the risk (how long is the student infectious);
  - The severity of the risk (what is the potential harm to third parties); and,
  - The probability that the disease will be transmitted and will cause varying degrees of harm.
- c. Each case shall be re-evaluated when deemed necessary, or at least on a semi-annual basis, so long as the student has a communicable disease.
- d. If the student wishes to contest decisions made by the student affairs committee, the procedures relative to any such appeal shall be those provided by applicable college policies and procedures, except that for reasons of privacy the student may bypass the Dean of Student Services and appeal directly to the Vice President of Student and Administrative Services.

IV. The administrator may act as the college's designee for purposes of reporting communicable diseases to the state health department, if the disease is required by state law to be reported.

- The administrator will function as liaison with the student's physician, and the coordinator of services provided by other staff.
- The individual's right to privacy will be respected, therefore, knowledge that a student has a communicable disease should be confined to those persons with a direct need to know, as determined by the group specified in Section III-A of these procedures.
- Such individuals with a direct need to know may be campus/site personnel, such as the president, counselors or instructors. Those persons will be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease.
- With regard to a student who has the HIV infection, the group of persons with a direct need to know may be informed of the student's HIV infection only if the student authorizes disclosure. The administrator will seek permission to disclose the information to the groups of persons who have a need to know. In all cases, the administrator shall be informed of the student's HIV infection.

V. The Texas Legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have the HIV infection. All employees of the college are advised that of the Communicable Disease Prevention and Control Act (Article 4419b-1), Vernon's Texas Civil Statutes ("Act") defines "test result" to mean any statement or assertion that any identifiable individual is positive, negative, at risk, has or does not have a certain level of antigen or antibody, or any other statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS. Test results are confidential. Any person, firm, corporation, physician, hospital, blood center, blood bank, laboratory or other entity that possesses or has knowledge of a test result may not release or disclose a test result or allow a test result to become known.

- A test result may be released to a state health authority if reporting is required under the Act. With regard to the college, the administrator shall report to the state health authority those students attending college who are tentatively identified as having the HIV infection.
- A test result may be released to a physician, nurse or other health care professional that has a legitimate need to know the test result in order to provide for his or her protection and to provide for the student's health and welfare.
- A test result may be released if the student or a person legally authorized to consent for the student voluntarily releases or discloses the test result or authorizes the release or disclosure of the test result. The authorization must be in writing and signed by the student or the person legally authorized to consent for the student, and must state the persons or entities to who test results may be released or disclosed.

VI. The administrator shall routinely monitor the medical status of all students identified as having a communicable disease. Changes in the student's medical status may warrant removal from the college program. Before a student is removed from program attendance, the administrator shall convene the group described in Section III-A, to consider any new circumstances which may warrant removal. A student may be temporarily removed temporarily from program attendance because of open lesions, illness, illness in the college population or similar cause. Circumstances necessitating removal will be monitored as often as appropriate to determine whether the conditions precipitating removal have changed.



## Communicable Diseases

---

VII. The student who has a communicable disease may need to be removed from the college campus/site or program for his or her own protection when causes of acute or short-term communicable diseases, such as measles or chicken pox, are occurring within the campus/site program population. The administrator will notify the student's physician and the student whenever the administrator becomes aware of such a situation. The student affairs committee will be responsible for determining whether the student should be removed from the college campus/site or program.

VIII. Routine and standard procedures must be used to clean up after a student has an accident or injury on campus/site or in any college program. Blood or other bodily fluids emanating from ANY person should be treated cautiously. Gloves should be worn when cleaning up blood spills or other bodily fluid spills. These spills should be disinfected with a 10 percent bleach solution or an approved cleaning solution.

IX. The college is prepared to refer students to sources of competent and confidential testing for HIV infection upon request for such screening. All testing shall be at the individual student's expense. In addition, the college is prepared to refer those desiring to be tested to qualified counselors outside the college. Such counseling shall be at the student's expense.

X. The college recognizes that certain communicable diseases which students may contract, such as, but not limited to, measles, influenza, are not serious. For above mentioned communicable diseases, the foregoing administrative guidelines are permissive rather than mandatory, except for Item IV, relating to reporting requirements and Item VIII relating to the procedures for cleaning up bodily fluid spills.

### HIV/AIDS

An educational pamphlet about HIV infection developed by the Texas Department of State Health Services is available in the Student Development Office by request.

# Campus Security

## Campus Security and Safety Measures

Coastal Bend College is an open campus. Students, faculty, staff, and citizens at large have access to the campus grounds, and when open to college facilities. The college does not have its own security department and relies on the local police and sheriff's departments for law enforcement services. Campus security may occasionally be available.

As a community of concerned and caring people who want to provide a study or work experience that is enjoyable and rewarding, every student and employee must take responsibility for security and safety. For security measures to be effective, everyone's support and awareness is needed. The following provide information on key processes to help maintain a safe environment.

## Reporting Campus Crime and Institutional Response

All faculty, staff, and students are to report any campus crimes to the Dean of Student Services or the campus/site director/coordinator either prior to or immediately after notifying the police department. The administrator will contact the appropriate law enforcement authority, if he/she is the initial contact, and initiate a campus investigation of the crime. If and when a person is or persons are identified and charged with the crime, the CBC administrator will initiate appropriate suspension where warranted. All persons subjected to disciplinary proceedings shall be allowed the benefits of the due process procedure outlined in the Coastal Bend College Policy Manual. Victims of any crime of violence will have access to the institutional disciplinary proceedings against the alleged perpetrator of the crime.

## Reporting Unusual or Concerning Behaviors

In a response to national concerns regarding at-risk behavior Coastal Bend College created a Behavior Intervention Team (BIT) designed to proactively provide early identification, support, and intervention for CBC students and employees who are deemed at-risk, with the goal of ensuring a safe environment for an optimal educational experience. If you are concerned about someone's behavior please complete and submit a BIT reporting form. The form may be used by CBC faculty, staff, and students. Many times concerns are minor and may not amount to anything; however a series of small concerns reported by different people may require attention. Information on the BIT and on completing the form is at <http://www.coastalbend.edu/bit/>. In the case of an emergency, contact emergency personnel, campus directors, or the on-call BIT representative: Pete Trevino at [studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu) or 361-354-2266 as the situation permits.

## Important Phone Numbers

Emergency.....	911
Physical Plant Service Desk.....	(361) 354-2347
Dean of Student Services.....	(361) 354-2266
President's Office .....	(361) 354-2200
Housing Coordinator.....	(361) 354-2563
Alice Site Director.....	(361) 664-2981 ext. 3030
Kingsville Site Director.....	(361) 592-1615 ext. 4076
Pleasanton Site Director.....	(830) 569-4222 ext. 1202

## Emergency Notification System

Students are encouraged to participate in the college's emergency notification system, so they may be advised in the event of an emergency or an important event. To receive notification by e-mail, telephone communication and/or other methods such as text messaging, students may go to the CBC website [www.coastalbend.edu](http://www.coastalbend.edu) and login to Campus Connect then click "Student Information," "Update Demographic" and "Emergency Notification Survey."

## Emergency Procedures/Safety Plan

For emergency procedures, students may refer to the Coastal Bend College Safety Plan which is available on the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) under "Publications & Marketing". The Plan is comprised of many individual safety plans. The following are

some of the topics found covered by the CBC Safety Plan: Active Shooter Protocol; Aggressive or Violent Behavior; Emergency Action Plan; Emergency First Aid; Evacuation for Person with Disabilities; Explosive Device Threat Procedures; Fire Drill Procedures; Fire Protection Plan; Hurricane Plan and Building Evacuation Routes.

## Crime Statistics

The Student-Right-To-Know and Campus Security Act of 1990, as amended, requires colleges to share information concerning crime policies and statistics with students and employees. The complete set of crime statistics for Coastal Bend College can be viewed at the following web address: <http://ope.ed.gov/security>.

## Institutional Response to Crime

CBC, in compliance with the Crime Awareness and Security Act of 1990, continuously collects statistics on campus/site crimes. An annual report is available to students and employees and is disseminated via the Dean of Student Services.

A student commits an offense if the student intentionally, knowingly, or recklessly possesses or goes onto the physical premises of a community college, any grounds or building on which an activity sponsored by a community college is being conducted, or a passenger transportation vehicle of a community college with any fire-arm, illegal knife, club, or prohibited weapon unless pursuant to written regulations or written authorization of the College District. Penal Code 46.03(a) FLBF (LEGAL).

Students, faculty, and staff should be aware of and understand the law. Extreme caution should be exercised so as not to "forget" and bring a weapon onto a campus/site in a vehicle or in an individual's possession while attending classes, programs, or other events. Law enforcement officials will enforce violations of the "Places Weapons Prohibited" law to insure the safety of students, faculty, and staff.

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone by a person 17 years of age or older. For purposes of the College District, a gang-free zone includes a location in, on, or within 1,000 feet of any College District-owned or leased property.



# Sexual Harassment

## Sexual Violence and Sexual Harassment

Students should not be subjected to conduct of a sexual nature that is inappropriate and unlawful. Such behavior will not be tolerated by the Coastal Bend College (CBC) District. CBC encourages students to report violations. Students should not engage in conduct constituting sexual harassment or violence. Coastal Bend College officials or their agents will investigate all allegations of such offenses and officials shall take prompt and appropriate action against students found to engage in conduct constituting sexual harassment or violence.

CBC provides web-based training to help students recognize this inappropriate conduct. The "Preventing Sexual Harassment" training is accessible via the following link: <http://training.newmedialearning.com/psh/coastalbend/index.htm>. The system is user friendly. Students may choose to follow additional links within the session for more information. The CBC community strongly advises students to avail themselves of this training. Support Services: Counseling is also provided in the Student Development Office as are referrals to supporting agencies.

Additionally Coastal Bend College has several policies that define sexual harassment and sexual violence, describe processes in reporting violations and processes on how the college is required to react. These policies and any referenced below may be found at the CBC website on [www.coastalbend.edu](http://www.coastalbend.edu), under "Publications & Marketing" from the "Policy Manual" link. Policies related to these matters include, but may not be limited to, FDE (LOCAL and LEGAL), FJ (EXHIBIT) and FLBG (LEGAL).

The complaint procedure is outlined in the following section. For any questions or for assistance in filing a complaint contact the Title IX Coordinator:

### Dean of Student Services

Pete Trevino  
3800 Charco Road  
Beeville, Texas 78102.  
361-354-2266  
[studentservices@coastalbend.edu](mailto:studentservices@coastalbend.edu)

## Definition of Sexual Harassment

Sexual harassment of students conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

## Definition of Sexual Assault

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. *Penal code 22.011*

## Aggravated Sexual Assault

Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
2. By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
3. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping;
4. Uses or exhibits a deadly weapon in the course of the same criminal episode;
5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or,
6. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual. *Penal Code 22.021*

## Forcible Sex Offenses

Any sexual act directed against another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape (except "statutory rape"). The carnal knowledge of a person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: Forcible fondling includes "indecent liberties" and "child molesting."

## Non-Forcible Sex Offenses

Unlawful, non-forcible sexual intercourse (except "prostitution offenses").

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual violence and sexual offense cases should be reported to law enforcement immediately especially in cases of emergency. CBC officials should be notified as noted below at the first available opportunity.

## Employee–Student Sexual Harassment

A CBC official who has authority to address alleged harassment by employees on the college's behalf shall take corrective measures to address the harassment or abuse.

## Sexual Harassment By An Employee

Sexual harassment of a student by a CBC employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. A CBC 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:
  - 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,
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

## Student–Student Sexual Harassment

CBC must reasonably respond to known student-on-student harassment where the harasser is under the College District's disciplinary authority. Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. For legally referenced material relating to discrimination and retaliation, refer to the CBC policy Manual policy FA(LEGAL).



# Sexual Harassment

## Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or non-verbal 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 or intimidating 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 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 non-verbal 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.

## 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; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

## Retaliation

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

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a CBC investigation regarding discrimination or harassment is subject to appropriate discipline.

## Examples

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

## 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

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 employee.

Alternatively, a student may report prohibited conduct directly to the college official below.

### 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 person 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:

Name:.....Mr. Pete Trevino  
Position:.....Dean of Student Services  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2266

### Title IX Coordinator

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

Name:.....Mr. Pete Trevino  
Position:.....Dean of Student Services  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2266

### 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 college president.

A report against the college 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 promptly report may impair CBC's ability to investigate and address the prohibited conduct.

### Notice Of Report

Any CBC employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate CBC official listed above and take any other steps required by this policy.

### Investigation of the Report

CBC may request, but shall not insist upon, a written report. If a report is made orally, the CBC official shall reduce the report to written form. Upon receipt or notice of a report, the CBC official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the CBC 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 appropriate, CBC shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

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

# Sexual Harassment



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 CBC 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 CBC official overseeing the investigation.

## College District Action

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.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

## Confidentiality

To the greatest extent possible, CBC 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.

Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings:

- Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This

includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.

- Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to post-secondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

## Appeals

A student who is dissatisfied with the outcome of the investigation may appeal through Policy FLD(LOCAL) as noted in the policy manual, beginning at the appropriate level.

A student also has a right to file a complaint with the United States Department of Education Office for Civil Rights. Procedures are outlined at [www.hhs.gov/ocr/office/file/index.html](http://www.hhs.gov/ocr/office/file/index.html), the regional office information is listed below.

Region VI - Dallas (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Ralph Rouse, Regional Manager

Office for Civil Rights

U.S. Department of Health and Human Services

1301 Young Street, Suite 1169

Dallas, TX 75202

Voice Phone (214)767-4056

FAX (214)767-0432

TDD (214)767-8940



# Internet Use Policy

## Internet Use Policy

### Acceptable Use of the Internet and College Email

The college encourages the use of the Internet and email because they make communication more efficient and effective. However, Internet service and E-mail are college property, and their purpose is to facilitate college business. Every person has a responsibility to maintain and enhance the college's public image and to use college email and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following guidelines have been established for using email and the Internet. Any improper use of the Internet or email is not acceptable and will not be permitted.

### Unacceptable Use of the Internet and College Email

The college email and Internet access may not be used for transmitting, retrieving, or storing of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the college's email or Internet system. Electronic media may also not be used for any other purpose which is illegal or against college policy or contrary to the college's best interest. Solicitation of non-college business or any use of the college email or Internet for personal gain is prohibited.

### Communications

Each person is responsible for the content of all text, audio or images that they send over the college's email/Internet system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the college's email/Internet system should contain the person's name. Any messages or information sent by a person to an individual outside of the college via an electronic network (e.g., bulletin board, online service, or Internet) are statements that reflect on the college. While some users include personal "disclaimers" in electronic messages, there is still a connection to the college, and the statements may be tied to the college. All communications sent by persons via the college's email/Internet system must comply with this and other college policies and may not disclose any confidential or proprietary college information.

### Software

To prevent computer viruses from being transmitted through the college's email/Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the college. Persons should contact the CBC Computer Center if they have any questions.

### Copyright Issues

Copyrighted materials belonging to entities other than this college may not be transmitted by persons on the college's email/Internet system. All persons obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission, or as a single copy for reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

### Security

The college routinely monitors usage patterns for its email/Internet communications. The reasons for monitoring are many, including cost analysis/allocation and the management of the college's gateway to the Internet. All messages created, sent, or retrieved over the college's email/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college's email/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.

### Violations

Any person who abuses the privilege of college facilitated access to email or the Internet will be subject to corrective action up to and including expulsion. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations. Any student violating this policy shall be subject to discipline, including suspension.

Once the form is completed, then the grades for courses that no longer count in a student's GPA will be marked with the pound symbol (#). A student receiving a CBC certificate or degree with courses thus marked cannot request that courses be unmarked. A student may only exercise the change of program option once, and once exercised it is irrevocable.

## Photographic and Audio Recordings

Coastal Bend College and its representatives occasionally make photographic or audio recordings in public spaces on college grounds for the college's use in print, web, and electronic publications, including area media outlets. Photos may be informal (candid of campus/site scenes, performance groups, large groups or activities) or formal (graduation, planned visits to classrooms, laboratories or offices; directory shots or headshots with professional backgrounds; or video shoots) or audible (video or voice recordings) in nature. All such recordings become the property of Coastal Bend College.

Photography for purely personal and private use is permitted, as long as care is taken to respect the rights of Coastal Bend College students, employees, and visitors not to be photographed without their knowledge and permission. Care should also be taken not to disrupt classes, other college functions, or the work of institution-sponsored photographers and videographers.

Photographic and audio recordings of any Coastal Bend College campus or site, classrooms, faculty or student for any other use is expressly forbidden without permission, which can be obtained through the Office of Marketing/Public Relations.

This policy serves as public notice of the college's intent to use photographic and audio recordings to promote Coastal Bend College. It also serves as your permission for the college to use such recordings for these purposes. If you prefer that your image or voice not be used, it is your responsibility to fill out a form withholding permission. The form is available at the Office of Marketing/Public Relations, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102.