

**2017-18**

# **Student Handbook**



**Coastal Bend**  
COLLEGE

## 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 entering students who are 21 years of age and under must provide proof of a meningitis vaccination at least 10 days prior to the first day of courses. This includes returning students who have had a fall or spring semester lapse in enrollment and are 21 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 courses until proof of vaccination is provided as noted on the [Admissions/Registrar Office webpage](#).

An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

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.

### Exceptions to Bacterial Meningitis Vaccination Requirement

- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- the student is enrolled only in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- the student is incarcerated in a Texas prison.
- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution:
- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY).

For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/> A copy of the form must be submitted to the designated college official at the institution the student will be attending.

### 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](#). Exemptions as noted above may also apply.

### 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.

# Admission Procedures

## 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.

## 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 an 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;
- Submit proof of Bacterial Meningitis Immunization (See Admission procedures for waivers and exemptions)
- 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
Student Development Specialist-Beeville	(361) 354-2578
Student Development Specialist-Alice	(361) 664-2981 Ext. 3025
Student Development Specialist-Kingsville	(361) 592-1615 Ext. 4074/4036
Student Development Specialist-Pleasanton	(830) 569-4222 Ext. 1203
Nursing Education- Beeville	(361) 354-2768
Nursing Education- Alice	(361) 664-2981 Ext. 3022

Nursing Education- Kingsville	(361) 592-1615 Ext. 4039
Nursing Education- Pleasanton	(830) 569-4222 Ext. 1218
Radiology	(361) 354-2302
Dental Hygiene	(361) 354-2555
Cosmetology- Beeville	(361) 354-2521
Cosmetology- Kingsville	(361) 592-1615 Ext. 4083
Cosmetology- Pleasanton	(830) 569-4222 Ext. 1215

## Transfer Students

Students who have previously attending other regionally accredited colleges and vocational schools may qualify for admission by submitting official transcripts of earned grades and credits, showing proof of good standing at the most recent college attended. Student 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 Admissions and Registrars Office. Transcripts offered for evaluation must be official. All students participating in CBC athletic sports must provide a high school transcript or GED.

## Transient Students

A student enrolled in another college who expects to return to that college may register for CBC courses when CBC receives a transcript which includes TSI Assessment or other acceptable placement exam scores, developmental status, and a statement of good standing.

## 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 application online at [www.coastalbend.edu/applynow/](http://www.coastalbend.edu/applynow/).

## 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 and is irrevocable. 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.

## 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.

# Admission Procedures

## Dual Enrollment

Dual Enrollment is defined as a student receiving high school credit toward a high school diploma and college credit toward an Associate Degree or a Workforce certificate.

Technical Program Option: Dual Enrollment students may earn elective high school credit toward their high school diploma and college credit towards their chosen pathway. CBC has created twenty various career pathways you can pursue. They all begin with a Marketable Achievement Awards which typically consists of four college courses. All the courses are "stackable" which means they transfer straight into our Level I, Level II and AAS degree.

Academic Program Option: Dual Enrollment students may earn high school credit toward their high school diploma and college credit toward an Associate degree. Liberal Arts and Science degrees at CBC are designed to transfer to a Texas four-year university of student's choice. We always encourage students to meet with their high school counselor and Dual Enrollment Specialist on a regular basis to make sure you are taking the appropriate courses for "dual credit".

### Benefits of taking Dual Enrollment courses:

- DE classes allow students to earn college credits while earning high school credit at the same time.
- DE classes are accessible to a variety of students. We have many workforce pathways as well as the core academic curriculum courses available.
- A recent U.S. News article discussed "taking dual [enrollment] courses on a college campus can give a high school student the confidence that he or she can succeed in college."
- Shortens the time to attain a college degree.
- Provides student with college credit that is transferable to a college or university.
- Saves students and their parents money! \$33/per credit hour for out-of-district dual enrollment students is a deal!

TSI Assessment is \$30 for dual enrollment students.

## Student Eligibility

Students meeting all CBC admission requirements by the deadlines published on the CBC Academic Calendar may be accepted into the Dual Enrollment program. In compliance with state-mandated laws, the assessment policy set forth by the College, the high school requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites at the time of enrollment on the Dual Enrollment program:

- Compliance in a least one relevant area of the TSI Assessment as defined in the CBC Catalog.
- Achievement of the required basic skills prerequisites as defined in the CBC Catalog.
- Achievement of appropriate ISD eligibility criteria and satisfactory completion of high school course(s).
- Students must be enrolled in grades 9-12 (this includes Summer before 9th grade year).
- A student enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two dual credit courses in following semesters.

For more information contact the Office Dual Enrollment:

Coastal Bend College  
Office of Dual Enrollment  
Dirks 126  
Phone: (361) 354-2723

[www.coastalbend.edu/dualenrollment](http://www.coastalbend.edu/dualenrollment)

## 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 for bacterial Meningitis, 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 who are participating in intercollegiate sports 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 TSI Assessment. Results of these tests will determine courses for which a student may register.

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

## 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 Requirements

## Testing Requirements

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.

## Evaluation

The Coastal Bend College Student Success Initiative program of activities will be evaluated each year. The Institutional Effectiveness and Accreditation 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.

## TSI Assessment

CBC uses the Texas Success Initiative (TSI) Assessment as its primary college placement tool. The TSI assess students' math, reading, and writing abilities. The TSI is a system designed to provide placement, advisement, and guidance information for students. Assessments are delivered in a computer adaptive mode. The assessment scores and diagnostics will be provided immediately after completion of the TSI assessment.

The TSI scores are used to determine placement and need for college preparatory education (i.e. developmental courses). For location, dates, time of operation, contact information and fees, please go to [www.coastalbend.edu/testing](http://www.coastalbend.edu/testing) or call: (361) 354-2334.

## Advising Component

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

## Mandatory Pre-Assessment Activity

1. The importance of this assessment is based upon your scores on the TSI Assessment – this will determine whether the student is eligible for a college level courses or if he or she will need to take developmental courses. Developmental courses do not count towards a certificate or degree. However, developmental course help students build skills to be successful in college level courses.
2. Sample questions and other resources please visit <http://www.coastalbend.edu/tsiresource/>.
3. CBC offers various course options:
  - NCBO - Non-Course Based course - which is a non-semester length course delivered in an intense workshop setting,
  - Integrated Course - which is a course that integrates two areas - such as Reading and Writing together so that a student gets two courses for the time and price of one course
  - Lecture and lab courses - which are taught classroom style with instructor face-to-face and lab courses;
  - Distance Learning courses - are taught in a classroom setting, but video cameras and microphones link you to other sites with other students, the instructor may move

around from site-to-site to have face time with each area;

- On-line courses - are taught via the internet;
  - Hybrid courses- which are taught partially face-to-face and partially on-line,
  - Accelerated Learning Program courses: <http://www.coastalbend.edu/ala/>
4. Resources:
    - Tutoring: <http://www.coastalbend.edu/tutoring/>
    - Financial Aid: <http://www.coastalbend.edu/FinAid/>
    - Disability Services: <http://www.coastalbend.edu/specialneeds/>
    - Library: <http://lrc.coastalbend.edu/about>
    - Student Development Advisors: <http://www.coastalbend.edu/Counseling/>
    - Testing: <http://www.coastalbend.edu/testing/>
    - Housing/Student Activities: <http://www.coastalbend.edu/StudentLife/>

For more information call the Testing Center at (361) 354-2334 or go to <http://www.coastalbend.edu/Testing/>

## Exceptions to the TSI Requirements

The following students shall be exempt from TSI requirements:

1. For a period of five (5) years from the date of testing, a student who is tested [assessed] and performs at or above the following standards that cannot be raised by institutions:
  - ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/ or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
  - SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing [assessing], a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. 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 that cannot be raised by institutions:
  - On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
  - STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. 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 junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

## Testing

9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- An institution may exempt a non-degree-seeking or non-certificate-seeking student.
  - ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply. **(Note: Not Applicable at Coastal Bend College due to not having an ESL program.)**
  - Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

A student who successfully completes a college preparatory course under Texas Education Code 28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

### 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 and TSI requirements. 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 courses outside of the Level I Certificate or if they no longer qualify as non-degree seeking.

### Re-Testing

A student may retake an assessment instrument as often as they would like – subject to availability - it is strongly recommended that the student review the exam material at <http://www.coastalbend.edu/tsiresource/> before they re-test, to determine the student's readiness to perform freshman-level academic coursework. Students are encouraged to enroll in the TSI Bootcamp to review and prepare them for the TSI exam.

### Minimum Passing Standards

The following minimum passing standards shall be used to determine a student's readiness to enroll in freshman-level academic coursework:

#### TSI Assessment:

- Reading Skills- 351
- Math- 350
- Writing Skills- Essay Score 5 OR Essay Score 4 & Writing Multiple Choice- 363

### 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.

### College Preparatory 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 College Preparatory 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, 3) two levels below, and 4) Adult Basic Education (ABE) for students who have scored Math: 335 or below (ABE); Writing: 349 or below (ABE); and Reading: 341 or below (ABE) will be required to remediate before placement in the below courses. For questions regarding English/reading, contact Christi Morgan at (361) 664-2981 ext. 3004 or via email at [chris@coastalbend.edu](mailto:chris@coastalbend.edu). Contact Bobbie Jo Hill for mathematics related questions at (361) 354-2403 or via email at [hillb@coastalbend.edu](mailto:hillb@coastalbend.edu).

### Adopted Sequence of Courses for Certificates and Degrees:

#### Level I Certificates

TSI compliance not required.

#### Level II Certificates

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

#### Associate of Applied Sciences

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

#### Associate of Arts and/or Science

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

\*MATH 0322 is not required to meet TSI requirements if the Level II Certificate or Associate of Applied Science degree is identified as a non-algebra certificate or Associate of Applied Science degree.

### Texas Success Initiative (TSI) Graduation Requirements

The state of Texas requires all students graduating from Coastal Bend College with a level II certificate or Associate's degree must meet TSI requirements in all areas.

### 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 courses.

# Testing

## 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.

## 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 course 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.

## Correspondence Test

Correspondence test cost \$25 per test.

## 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.

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

## CBC 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 successfully completing 15 semester credit hours **at CBC** with a "C" or better.
- 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 Test Out Subject Competency Petition form 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 "C" or better on the examination will earn credit for the course and a grade of "CR" will be transcribed. The instructor will note grade on the Test Out Subject Competency Petition form and route according to form requirements.
- There is no requirement for enrolling in a higher level course in the same subject after receiving credit by examination unless program requirements require higher level course(s).
- See Other Charges for Services for semester credit hour charges applied to transcript subject competency test out.
- CBC subject competency exam fees start at \$25 and vary based on course requirements.

## 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.

### AP Examination

Art History  
 Art 2D Design  
 Biology  
 Chemistry  
 Economics, Macro  
 Economics, Micro  
 English Language and Composition  
 English Composition and Literature  
 Government/Politics, U.S.  
 Mathematics: Calculus AB  
 Mathematics: Calculus BC  
 Music Theory  
 Physics B

### CBC Equivalent Course

ARTS 1303  
 ARTS 1311  
 BIOL 1411, 1413  
 CHEM 1411, 1412  
 ECON 2301  
 ECON 2302  
 ENGL 1301  
 ENGL 1302  
 GOVT 2305  
 MATH 2413  
 MATH 2413, 2414  
 MUSI 1301  
 PHYS 1401, 1402

# Testing

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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
World History	HIST 2321

## National Testing Programs

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

**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.actstudent.org](http://www.actstudent.org).

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

**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 in the Testing Center. Please check the [testing website](#) for details: [www.coastalbend.edu/gedtesting](http://www.coastalbend.edu/gedtesting) or (361) 354-2334 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 <https://sat.collegeboard.org/home>

## 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.



# Tuition and Fees

## Residency

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%
General Use Fee .....	\$15 per semester hour
Dental Hygiene Program Application Fee.....	\$50
Internet-Based Course Fee (in addition to regular course fees).....	\$53
Installment Service Fee .....	\$25
Installment Plan Late Fee.....	\$15
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
Parking Fee (Annually Sept 1 - Aug 31).....	\$25
Three-Peat Fee .....	\$147 per semester hour

**Fees are subject to change.**

## Other Charges for Services

Non-Course Based Remediation Fee.....	\$50
TSI Writing Assessment.....	\$10
TSI Reading Assessment.....	\$10
TSI Mathematics Assessment.....	\$10
Returned Checks.....	\$30
Correspondence Tests.....	\$25
Credit-by-Exam Tests .....	\$60 per semester credit hour
Conversion from Continuing Education course to credit course.....	\$25 per course
Printing Fees .....	\$10.00 per semester

**Fees are subject to change.**

## Tuition and Mandatory Fee Refund Policy

Drops and withdrawals from college are official at the time that the Admissions/Registrars Office is notified. Notification is done by the completion of a [Add/Drop Form](#). Students will have their tuition and mandatory fees refunded 100% before the first course day. After that time, students who drop or withdraw from courses will have their tuition and mandatory fees refunded according to the following schedule:

Length of Course Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2nd course day	N/A
*3	3rd course day	4th course day
4	4th course day	5th course day
5	5th course day	6th course day
**6	5th course day	7th course day
7	7th course day	9th course day
***8	8th course day	10th course day
9	9th course day	11th course day
****10	9th course day	12th course day
11	10th course day	14th course day
*****12	12th course day	15th course day
13	13th course day	16th course day
14	13th course day	17th course day
15	14th course day	19th course day
*****16	15th course day	20th course day

\* Minimester

\*\* Six-Week Term / Summer I and Summer II Semester

\*\*\* Eight-Week Term

\*\*\*\* Ten-Week Term

\*\*\*\*\* Twelve-Week Term

\*\*\*\*\* Fall and Spring Semesters

The count of course days begins the first day that courses are held in the term (not an individual's first course). Each calendar day on which courses normally are conducted are included. College recognized holidays do not count as course days.

Tuition and fees paid directly to the institution by a sponsor, donor, or in a scholarship are refunded to the sources, not directly to the students. If a student who has a scholarship withdraws before the end of the semester, the scholarship is revoked and the student may be required to repay the scholarship fund.

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

## Tuition and Fees

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".

### Senior Citizen (65+) Tuition Waiver

To encourage senior citizens to continue their education and stay involved with local colleges and universities Coastal Bend College is proud to offer this program. The maximum award is tuition for up to six hours per semester. The award does not cover fees charged for classes. It only covers tuition. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

The student must enroll in a class that is not already filled with students who are paying full price for the courses (If the class is too small to accommodate both regular students and senior citizens, the regular students must be given priority).

The student must enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). If you meet these qualifications please visit the Business Office with verification of age and your tuition waiver will be applied. The student must be 65 prior to the beginning of the semester enrolled.

## Tuition and Fees 2017-2018

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
Per Hour		70	62	15			
Minimum	48	70	62	15			

## 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.

Activity Fee (per term).....	\$50
Residence Hall Room Only .....	\$900
Housing Fee .....	\$250
Apartment monthly rental fee (per apartment) .....	\$600
(Covers water, electricity, sewage and garbage collection fees)	

## Tuition for Dual Enrollment 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	

# Financial Aid

## Cost of Attendance 2017-2018

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	\$2,646	\$4,506
Books and Supplies	\$2,000	\$2,000
<b>Total</b>	<b>\$4,646</b>	<b>\$6,506</b>

## Meal Plan Fees

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 are subject to change.

	Fall	Spring
15 Meals per Week	\$1550	\$1600
19 Meals per Week	\$1650	\$1700

## 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)

Anyone interested in applying for additional financial aid (i.e. SEOG, TEOG, TPEG 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 loans must attend a loan session every academic year. To find out when the next session will be held, contact the Financial Aid Office at (361) 354-2238 or (866) 722-2838 Ext. 2238.

**CBC Federal School Code: 003546.**

## Eligibility for Financial Aid

To be eligible for financial assistance, students must:

- Must maintain Satisfactory Academic Progress in their course of study;
- Must not be in default on any loan made, insured or guaranteed under a government student loan program for attendance at any institution;
- Must not owe a refund on grants previously received under the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG) programs;
- Must be in a degree or certificate program;
- Must have a high school diploma or GED;
- Must be a U.S. citizen or eligible non-citizen;
- Must have a valid Social Security number;
- Must register with the Selective Service if required;
- Must demonstrate financial need

## 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.

## 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 child care. The financial aid staff provides information on financial assistance for child care in Beeville, Alice, Kingsville, and Pleasanton. Eligible students will be contacted by the Financial Aid Office.

## 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:

- Must be currently enrolled for at least 6 credit hours.
- Must declare a major with the Admissions/Registrar's Office.
- Must be enrolled in courses that count toward their degree plan or certificate program. 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.
- 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.).

The student 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 course day during the fall and spring semesters and the 4th course 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.).

At Coastal Bend College student loans funds are requested from the Department of Education 30 days after the first course 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.

## Financial Aid

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.studentloans.gov](http://www.studentloans.gov)

### Scholarships

#### Academic Scholarships

Students who graduate in the top 10 percent of their course 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.

#### Coastal Bend College Scholarship

These scholarships are offered to a limited number of students, providing an award of \$400 per semester. 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. 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.

#### 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 about 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.

#### 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.

#### Coastal Bend College Foundation Scholarships

A series of additional scholarships are available to students. These scholarships are listed on the foundation's website: [www.coastalbend.edu/foundation](http://www.coastalbend.edu/foundation).

### Work-Study Programs

#### Federal and Texas College Work-Study Programs

The Federal and Texas Work-Study Program 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 course schedules. Students are paid minimum wage. Students must first report to the financial aid office for interviews and assignments.

### Satisfactory Academic Progress (SAP)

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%

### For Students Who Do Not Meet Satisfactory Progress

A student who does not meet the satisfactory academic 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 academic 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 who are on financial aid suspension will be notified by the Financial Aid Office. 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 online at [www.coastalbend.edu/appeals](http://www.coastalbend.edu/appeals).

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 7 business days after the appeal meeting.

### 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 academic 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



## Financial Aid

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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 s/he has earned. All students must complete the Notice of [Add/Drop Form](#). All forms must have the students' signature.

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 college 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.

# Student Advising

## New Student Orientation

Orientation is one of the components of Coastal Bend College's Quality Enhancement Plan (QEP Smart Start). New Student Orientation is mandatory for all First Time in College Students (FTIC) (less than 12 hours successfully completed), transfer students with less than 12 hours successfully completed, and students seeking Level I, Level II, or Associate's degree. Orientation is essential in supporting students' overall institutional knowledge, confidence and awareness of resources; it will introduce students not only to their new life in higher education, but will begin the process of alerting them early on to the associated expectations and self-discipline required in becoming and remaining successful students. Information is presented to increase familiarity with registration procedures and develop a working familiarity of the availability of college resources and how to utilize those resources at CBC. Student will also learn about developing time management and study skills, knowledge of student activities and clubs available, importance of deadlines, classroom etiquette, and what to expect on their first day.

To meet the needs of all our newly admitted students as they make their transition into higher education, we provide three types of orientation programs: Cougar Days, face-to-face orientation, and online orientation ([www.coastalbend.edu/newstudentorientation/](http://www.coastalbend.edu/newstudentorientation/)). For a schedule of upcoming Cougar Days events, please visit [www.coastalbend.edu/cougardays/](http://www.coastalbend.edu/cougardays/). For a schedule of face-to-face orientations, please visit [www.coastalbend.edu/newstudentorientation/](http://www.coastalbend.edu/newstudentorientation/). All new students are encouraged to complete an admission 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.

## Advising

Coastal Bend College recognizes that advising is an essential part of student success. As part of the CBC Smart Start, Quality Enhancement Plan (QEP) advising is a top priority and the process is outlined on the [QEP Smart Start website](#).

The focal point of the advising model is student success. Our mission is to "Create a cooperative effort between a student and advisor that establishes an on-going partnership focused on a well-defined plan of student success leading to associate degrees and/or certificates". The student and advisor will map the course from admission to the college to the ultimate attainment of an associate degree or certificate for all Coastal Bend College students.

The model emphasizes collaboration amongst the student, the Student Development staff, and the Faculty Advisor to develop strategies for educational and personal development. The advising and case management style will ensure students are on a degree/certificate seeking track and guided through their college experience.

### Advising Services:

- All new students are required to meet with a Student Development Advisor.
- Student Development Advisor's (SDA) will review admissions policies and procedures, educational goals, testing/TSI requirements, financial aid, and/or special needs. Student Development Advisor's (SDA) are located at each Coastal Bend College site at the Student Development Department. After a thorough pre-registration meeting with a Student Development Advisor (SDA), the student will now be assigned and given their Faculty Advisors information.
- Dedicated Faculty Advisors will be assigned contingent to a student's selection of major and degree. The Academic/Workforce Faculty Advisors are advisors specific to departmental programs of study and workforce programs. Once a student has been assigned an Academic/Workforce Faculty Advisor, they will work in collaboration until the student obtains a degree and/or certificate or if the student should change majors.

### The Role of the Dedicated Faculty Advisor

- Assist in finalizing admission requirements
- Clarify educational goals
- Explain and complete a sign degree plan
- Establish a projected graduation date
- Evaluate TSI requirements

- Review for transfer credit
- Explain mandatory CBC educational requirements (orientation/cougar success course, advising)
- Develop a meaningful Cooperative Educational Plan
- Collaborate, identify, and develop a plan to address barriers to success
- Case management style advising
- Utilize Student Success Support Services
- Refer to financial aid and admission for policy and procedure (add/drop courses)
- Encourage student course evaluation and course selection

### Student Responsibility in the Advising Process:

- To be knowledgeable about [college policies](#), procedures, and requirements as outlined in the course catalog and [online](#).
- To be knowledgeable and adhere to academic deadlines as outlined in the [Academic Calendar](#).
- To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements.
- To review their degree plan and course availability options prior to meeting with their advisor.
- To contact their advisor in a timely manner for registration and other academic needs.
- To keep their advisor informed about changes in their academic progress, course selection, and academic/career goals.
- To keep a personal record of their progress towards their degree. Organize official college documents in a way that enables them to access them when needed.
- To participate fully in the courses for which they are registered by completing assignments on time and attending course.
- To communicate with instructors and faculty advisors throughout the semester regarding progress and barriers to student success.
- To notify the admission department of address changes.

## 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.

## Changing a Major

Students must visit the Student Success Center 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. The Change of Major form is also [available online](#) on the Admissions website.

## Auditing Courses

When space is available, permission to audit a course may be granted by the Dean of Academics or the Dean of Workforce. Students auditing courses are required to submit the [Course Audit Form](#). 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. See Catalog Residency Charges Section. Clinicals and courses with labs may normally not be audited. See department faculty for details. Auditors must abide by all student conduct and responsibilities including immunization requirements.

## Continuing Education "Mirror Courses"

## Student Advising

Those interested in enrolling for college courses through the "mirror" program should contact the Dean of Workforce Training office by calling (830) 569-4222. 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 semester credit course hours when formal application for conversion is made to the Dean of Workforce Training, and if the student successfully completes the competency exam in the subject area and pays \$25 per class conversion.

### 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 Admissions/Registrars Office at (361) 354-2245. 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.

### 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 submit a completed [Request for Excessive Hours form](#) to the Dean of Academics or the Dean of Workforce via email scan at [msecord@coastalbend.edu](mailto:msecord@coastalbend.edu) (academics) or [jgarcia@coastalbend.edu](mailto:jgarcia@coastalbend.edu) (workforce).

During a summer semester, students who wish to enroll in more than 6 semester credit hours per summer term must submit a [Request for Excessive Hours form](#) to the Dean of Academics or the Dean of Workforce. During any abbreviated semester (Maymester, Wintermester, etc.) students may enroll in no more than 1 semester credit hour per week over the length of the term. (Example: a three-week Maymester results in a maximum of 3-4 semester credit hour course).

### Adding a Course

To add a course, obtain an [Add/Drop Form](#) from the Admissions/Registrar's Office, from the Student Success Center. 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 college calendar. Students must make up any work missed due to late course additions.

### Dropping a Course

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

- To drop a course at any campus/site, students need to go to the Student Success Center to obtain an [Add/Drop Form](#). The students are required to seek advice from the Student Success Center on the options and consequences of dropping courses in order to complete the process. Any course needing to be dropped must be done in a timely manner within the drop date period. Any requests made after the deadline date will not be accepted and the student will be given the letter grade earned for the course.
  - At the Student Success Center, the students will receive advising assistance. The advisor 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 courses or stop attending courses 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.

- Once the college 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.
- The registrar will advise the respective faculty members to inform them of the dropped courses.
- 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 course(s). 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.

### 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).

### Accelerated Learning Academy

What can you accomplish attending our Accelerated Learning Academy? Enrolling in Coastal Bend College's Accelerated Learning Academy program can help you accomplish earning credits that will ultimately lead to a college degree. Whether you plan on attending our Accelerated Learning Academy or utilizing the Accelerated Learning Academy as a way to fit in more courses into your schedule, we have a variety of course options for you. Our new and improved Accelerated Learning Academy format allows you to take most of our courses from any CBC location.

Students who wish to obtain more information about Accelerated Learning Program can visit the Accelerated Learning Academy website at <http://www.coastalbend.edu/ala/> or contact the Accelerated Learning Academy Coordinator at (361) 354-2570 or via email at [laveck@coastalbend.edu](mailto:laveck@coastalbend.edu). Accelerated Learning Academy courses may be delivered in a combination of formats such as face-to-face, hybrid, online, and distance learning. The Accelerated Learning Academy is part of Project OASIS, which is a Science, Technology, Engineering and Mathematics (STEM) grant focusing on increasing the number of Hispanics and low income students obtaining degrees in STEM fields.

### Course Cancellation

When enrollment is insufficient to justify holding a course, that course will be cancelled. Students enrolled in face-to-face course will be notified by the instructor during the first class meeting. The instructor will advise students on other course options.

Students enrolled in an online course will be notified by a phone call and receive a message in the learning management system (BlackBoard). 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 courses.

# CBC Smart Start

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## QEP Mission Statement

Coastal Bend College, through the implementation of its Quality Enhancement Plan (QEP), CBC Smart Start, will empower students by developing an innovative educational culture geared to promote excellence and success in college.

View Student Interview Videos for CBC Smart Start at <http://www.coastalbend.edu/QEP>.

## CBC Smart Start Components

### Mandatory Orientation

- Student Services (Advising, Financial Aid, Disability Services, Career Services, Testing, Tutoring)
- Library Services
- Student ID
- CBC Email
- Classroom Etiquette
- Dedicated Advisors
- Academic Calendar
- BlackBoard
- Campus Connect
- Student Success Center
- Student Rights & Responsibilities
- What to Expect on the First Day

### Dedicated Advising

Case-management style of advising which focuses on educational/career goals and includes help with a degree plan, referral to student support services, registration for upcoming semester, transfer advising, and graduation check out.

### Learning Frameworks (My Cougar Course) (EDUC 1300)

- A 3-hour, college credit course that will transfer to a university!
- Covers Topics Important to all CBC Students' Success (Pathway to Success, Time Management, Communication, Learning Theories, Learning Styles, Choosing a Major, Careers, Goals/Degree Plan, Stress/Wellness, Note Taking, Critical Thinking, Conflict, Diversity, Financial Literacy, and Personal Assessment)

## Learning Frameworks (My Cougar Course) Exemptions and Waivers

- The following certificate or degree programs are exempted:
  - Level 1 Cosmetology
  - Licensed Vocational Nurse
  - Registered Nurse
  - Radiology
  - Dental Hygiene
  - Marketable Skills Certificates
- Students who have completed 24 successfully completed (C or better) college level courses may request a waiver.
- Dual Enrollment students may be exempt with approval from the QLT committee.
- A student may request a waiver through CBC's Appeals Process which is available through the Dean of Student Service Office.

## Student Success Center

CBC's Student Development Specialists 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. Advisors 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 course 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 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, Student Development 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 Services

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## Career Services

The Career Services Center is committed to the career development of CBC Students and Alumni. We provide comprehensive services in all areas of career advising and assessment, career events and fairs, educational programs, and partnerships with local and state employers.

Specifically we commit to:

### Career Advising

- **Individual Career Advising:** Students needing one-on-one career guidance to discuss their choice of major or career interest, should contact the Career Development Coordinator.
- **Assessment Inventories:** Assessments are used to help students identify their skills, personality traits and interests. It give them suggestions regarding the careers and programs of study that they may be suited for. MyPlan is a program available for all enrolled CBC Students free of charge who are wanting to take a similar career inventory. For more information regarding these services, please contact the Career Development Coordinator at (361) 354-2728.

**Resume/Cover Letter Assistance:** Career Services offers professional reviews of resumes, cover letters and other additional documentation required for employment.

- **Walk-ins vary during the semester.** Please contact the Career Development Coordinator to schedule an appointment, if needed.
- **Two Business Day Review:** Students and Alumni can email their documents to the Career Development Coordinator for review. A reply with changes or suggestions will be sent back within two business days.

**Interview Assistance:** Career Services offers mock interviews for students and alumni to prepare them for their upcoming job interview.

### Workshops:

- Resume/ Cover Letter Workshops
- Job Interviewing Techniques
- Dress for Success

**Career Fair:** An annual city-wide career fair is held in Beeville at a designated location every spring semester to assist students with the job search process. For more information about the career fair, or other career development opportunities, please visit [www.coastalbend.edu/careerdevelopment](http://www.coastalbend.edu/careerdevelopment).

## Job Placement

### CBC Works

- Assists students in finding full or part-time employment.
- Enables students the opportunity to upload their resume and connect with prospective employers.
- Serves as a recruiting tool for internships.

For more information, please contact the Career Development Coordinator at (361) 354-2728 or [careerservices@coastalbend.edu](mailto:careerservices@coastalbend.edu).

## Workforce Solutions

Workforce Solutions of the Coastal Bend and Workforce Solutions Alamo have partnered with CBC and is located in the Grady C. Hogue Learning Resource Center on the Beeville Campus, as well as inside the CBC Alice, Kingsville, and Pleasanton sites.

Workforce Solutions provides comprehensive human resource services for businesses and residents of the 12-county region. Their network of partners and providers offers a wide range of no-cost and low-cost opportunities for employers and job seekers. They offer recruitment services, job search assistance, training, child care support, educational initiatives, and much more. They have developed innovative opportunities that bring together economic development, education and employment. This results in a high-quality workforce system that ensures economic viability for the Coastal Bend community.

# On-Campus Housing

## 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) 354-2772 or 1-866-722-2838 Ext. 2772, 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 application fee to:

**Coastal Bend College**  
**Housing Coordinator**  
 3800 Charco Road  
 Beeville, Texas 78102

## 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.

## Cost

A \$250 fee must be submitted along with the housing application to the Student Life & Housing Office. No application will be accepted without the \$250 application fee, which does not guarantee a room or apartment. The Student Life & Housing Coordinator will contact the applicant in regards to vacancy. If there is no room available, the applicant will be refunded their \$250 payment. 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. Anything owed for a semester must be paid before the student is able to enroll for the following semester. Holds will be placed on the students account if all fees and payment is not paid in full.

## 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.	

	Fall	Spring
15 Meals per Week	\$1550	\$1600
19 Meals per Week	\$1650	\$1700

## Benton Hall Meal Plans

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 subject to change.

## College Apartments

CBC has 20 one-bedroom apartments next to the campus. Each apartment is supplied with an electric stove, refrigerator, bed (twin), and dresser. End tables, kitchen table, two chairs and love seat may be offered if available. 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.

## Apartment Fees

A \$250 application fee must be submitted along with the housing application to the Student Life & Housing Office. No application will be accepted without the \$250 fee. The monthly rental fee of \$600 per resident is due on the first day of each month. If two students reside in a apartment together, the fee is \$300 per student. 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.

## Housing Refund/Cancellation Deadlines

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

## Extra Charges for On-Campus Residents

Housing charges/fees will be applied if the following are found:

- A student fails to clean his/her assigned facility prior to move out.
- Damages to the dorm room, apartment, or provided furnishings.
- If a student fails to pay rent, the student may be evicted. The charge will remain on their student record and must be paid in full for access to transcript.
- Damages to any CBC vehicles or property.
- A student violates rules or policies.

Charges will be based on the amount needed to replace or repair damage.

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.

**All rental fees are subject to change.**

# Success Support Services

## Clubs and Organizations

Coastal Bend College encourages the formation of student organizations. Each organization is required have a faculty/exempt-staff 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 Life and Housing Coordinator.

## Student Success Centers

Coastal Bend College provides student access to computers in Alice, Beeville, Kingsville, and Pleasanton. 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, course schedule, etc. online. Laptop and calculator check outs are free for CBC students. Students must provide copies of their Driver's License, CBC Cougar Card, and a current course schedule.

Student Success Centers (SSC) at our Beeville, Alice, Kingsville 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.

## Electronic Devices

Cell phones and other electronic equipment which may be considered disruptive to instruction must be switched off while in CBC courses, labs, and clinical settings. Check course syllabus for requirements.

## Closed Campus/Site Information

Good weather in South Texas keeps CBC's courses in session, but should inclement weather threaten student safety, or a campus/site emergency is reported, the President may cancel courses. During bad weather or emergencies, it is best to tune to local radio stations for details:

### Beeville

105.7 FM- KTKO

107.1 FM- KRXB

### Alice

92.1 FM- KOPY- Tejano

97.5 FM- KFTX- Country

### Kingsville

97.5 FM- KFTX

92.7 FM- KKBA

105.9 FM- KUKA- Spanish Oldies (San Diego)

### Pleasanton

92.5 FM- KRPT

94.1 FM- KTFM

95.7 FM- KLEY

102.3 FM- KSAQ

You may also tune to your local/regional television stations for instructions. Details will also be available at [www.coastalbend.edu](http://www.coastalbend.edu), and on CBC's social media sites at [www.facebook.com/coastalbendcollege](http://www.facebook.com/coastalbendcollege) and [www.twitter.com/cbcfuture](http://www.twitter.com/cbcfuture).

## 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 should contact an insurance agent for information about health coverage options available.

## 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.

## Posting Announcements

Students wishing to post announcements or flyers on campus/site bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2772 in Beeville or the site director in Alice, Kingsville, and Pleasanton.

## 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.

# Success Support Services

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## Cougar Card

The Cougar Card is the 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 address 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.

## Cougar Card Printing Fees

Coastal Bend College changed the printing fee in Spring 2016 from a charge per page to a flat rate of \$10 per semester. Students will no longer have to load money on their account before they print. Students have the opportunity to print in black and white or color for their documents and projects. We hope this change will continue to help our students be efficient and successful.

## Textbooks

Textbooks may 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:

Texas Book Company: (361) 354-2290

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.

## 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 address 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 6:00 p.m.



# Success Support Services

## Tutoring

Coastal Bend College offers free tutoring services to all CBC students who need academic assistance through one-on-one, group, and online tutoring. To insure that quality tutoring is provided the CBC Student Success Center Tutor Program employs tutors who are certified through the College Reading and Learning Association (CRLA) or are working towards CRLA certification. Tutoring is provided in English, Math, History, Chemistry, Biology, Computer Science and other subject areas as requested by students. For more information visit [www.coastalbend.edu/tutoring](http://www.coastalbend.edu/tutoring).

## Supplemental Instruction

Supplemental Instruction (SI) is also available in various courses 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-course, peer facilitated sessions. SI does not identify high risk students, but rather identifies historically difficult courses. For more information, visit [www.coastalbend.edu/si](http://www.coastalbend.edu/si).

## 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 6:00 p.m.

## NJCAA Athletics

Coastal Bend College is proud of its association with the National Junior College Athletic Association (NJCAA) Division I. Coastal Bend College competes in six National Junior College Athletic Association (NJCAA) Division I and III sports.

Coastal Bend College currently sponsors men's soccer, men and women's basketball, women's volleyball, men's baseball and women's softball. The teams compete in the Division I and III category of the National Junior College Athletics Association (NJCAA) which is allowable for athletic scholarships. The college belongs to the Region XIV, a conference of twenty one community colleges throughout the state of Texas and Louisiana.

The Athletic Program represents an exemplary model of intercollegiate athletics where excellence is pursued within the framework of full support for the institution's academic mission. CBC Athletic Program is committed to the success of highly motivated student-athletes, coaches, and staff by emphasizing the positive value of physical activity, learned skills, competition, good sportsmanship, and teamwork. For information about scheduled events or information visit our Athletic Website, <http://coastalbend.edu/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, contact the Student Life & Housing Coordinator at (361) 354-2772.

## **TRIO Programs**

### **TRIO Upward Bound & Upward Bound**

#### **G.O.S.T.**

CBC is host to two Upward Bound programs:

- Upward Bound serves 85 high school students from 4 target schools which include: Beeville, Mathis, Pettus and Skidmore.
- Upward Bound G.O.S.T serves 50 high school students from 4 target schools which include: George West, Odem, Sinton and Taft.

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. Upward Bound has an academic and a summer component.

During the academic component (September-May), students meet on designated Saturdays and students must meet either at the college for instructional courses or volunteer activities. Upward Bound motivates students by offering the following services: Tutoring assistance, academic, career and personal counselor referrals, cultural/educational enrichment outings; campus tours and career exploration opportunities; admissions, financial aid, and scholarship technical assistance and Leadership conferences.

During the summer component (June-July) 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, as well as the option for students to take dual enrollment courses during the day.

Participants who have graduated from high school participate as bridge students and enroll in six hours of college credit courses at CBC. Their first summer session will serve as their initial exposure to college credit courses. Other opportunities may include an additional work-study stipend for junior and senior participants during the summer component. Applications are available from your school counselor or contact the Upward Bound office at (361) 354-2715 and Upward Bound G.O.S.T. may be reached at (361) 354-2746.

### **Talent Search**

The Talent Search program works with eight school districts (Alice, Benavides, Ben Bolt, Falufurrias

# Veteran's Affairs

## Veteran's Affairs

The Financial Aid Office staff, all 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 Department of Veteran's Affairs.

## Military Friendly School

Victory Media, the media entity for military personnel transitioning into civilian life, has named Coastal Bend College to the coveted Military Friendly Schools® list. The Military Friendly Schools® list honors the top 20 percent of colleges, universities and trade schools in the country that are doing the most to embrace America's military service members, veterans, and spouses as students and ensure their success on campus.

## 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.

## Transferability of Hazlewood Benefits

## (Legacy Program)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

Be a Texas resident, be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year, be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and Make satisfactory academic progress in a degree, certificate, or continuing education program\*\* as determined by the institution in accordance with their financial aid policy.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

## Hazlewood for Veterans and Dependents

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients must meet the same satisfactory academic progress policy as financial aid recipients at their respective institution.

## 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 courses 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.

## 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

## Veteran's Affairs

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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

## 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.

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.

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

## Phi Theta Kappa

The purpose of Phi Theta Kappa (PTK) 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: Laura Yeck at (361) 354-2570 or [layeck@coastalbend.edu](mailto:layeck@coastalbend.edu)  
 Alice: Christi Morgan at (361) 664-2981 ext. 3004 or [crism@coastalbend.edu](mailto:crism@coastalbend.edu)  
 Kingsville: Emma Silvas at (361) 592-1615 ext. 4032 or [silvase@coastalbend.edu](mailto:silvase@coastalbend.edu)  
 Pleasanton: Mary Ma at (830) 569-4222 ext. 1206 or [max@coastalbend.edu](mailto:max@coastalbend.edu)

## Dean's List

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.

## Student Progress

During the fall and spring semesters, students' periodic grades will be posted to Campus Connect. Their Dedicated Faculty Advisor will review periodic grades with the student and if required, recommend student support services to ensure course completion.

## 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 course day in a regular semester and the 4th course day in a summer session, a student officially dropping a course 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 course 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 course 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 [page 32](#) of this catalog under "Satisfactory Progress for Financial Aid."

## 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 TSI Assessment 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.
CR	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.



## Scholastic Performance

### 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:

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

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

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

### 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:

$$3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 2 \text{ (value of "C's")} = 18 \text{ grade points}$$

$$1 \text{ (course)} \times 4 \text{ (semester hours)} \times 0 \text{ (value of "F")} = 0 \text{ grade points}$$

$$18 \text{ (grade points)} \div 13 \text{ (semester hours completed)} = 1.38 \text{ GPA}$$

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.

## Course Attendance

Regular course attendance is fundamental to success. Students must report regularly and promptly to courses. 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.

## 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.

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

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 Executive Dean of Student Services.

## 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.

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

## Scholastic Suspension

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.

## 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.

# Student Grades

## 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 Development. The office may be reached at (361) 354-2268.

## Complaint Procedures Concerning Grades

Before a student files a formal appeal for a grade they received, he or she should attempt to resolve the issue informally with the instructor at the lowest level. If a resolution is reached, the faculty member will need to submit a Grade Change Form to the Admissions/Registrar's Office as soon as possible. All other Academic Appeals that include Academic Dishonesty shall proceed to the Academic Misconduct Appeal's Process.

All Grade appeals must be concluded no later than the semester following the award of the grade. Appeals of grades 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. Refer to FLD (LOCAL).

## Appeal Process

1. Students who believe that they have been treated unfairly by their instructor should schedule an informal meeting with them in an attempt to resolve the matter at the lowest level.
2. After a meeting has been held with the instructor and the student believes that the matter is unresolved, the student should file a [Formal Student Grade Appeal Form](#) with the Department Chair within fifteen (15) business days of when the grievance was based. The student and the instructor will retain copies of the filed form.
3. The Department Chair will hear the grievance from the student within ten (10) business days after receipt of the written complaint.
4. If the student did not receive the relief requested or if the time for a response has expired, the student may request a conference with the appropriate Dean of the Division to appeal the decision. This would be the Dean of Workforce or Dean of Academics.
5. The appeal notice must be filed in writing, on a form provided by the District, within ten (10) business days of the date of written response or, if no response was received, within ten (10) business days of the deadline to the appropriate Dean. The Department Chair will forward a complete record of the grievance for the appeal.
6. The Dean shall hold a conference within ten (10) business days after the appeal notice is filed.
7. The Dean shall provide the student a written response within ten (10) business days following the conference. The written response shall set forth the basis of the decision.

## Graduation Procedures

### Application for Graduation

During the final semester of a student's degree or certificate program, a graduation application must be filed with the Admissions/Registrar's Office in partial fulfillment of graduation requirements. Deadlines are the second Monday in October for Fall graduation, the second Monday in February for Spring graduation and the second Monday in June for Summer 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.

Any student needing to complete 9 semester hours or less during summer session is eligible to participate in the graduation ceremony. Student must complete the Graduation application by the spring due date.

## Graduation

Students who plan to participate in the graduation ceremony are required to purchase 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.

# Student Rights

## Transcript Request

### Admissions/Registrar's Office

1. A Coastal Bend College transcript may be requested in person at the Admissions/Registrar's Office 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.
4. A signed and scanned request may be emailed to [admissions@coastalbend.edu](mailto:admissions@coastalbend.edu)

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

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. For assistance in understanding or initiating any of the processes described, please contact the Executive Dean of Student Services at 361-354-2712 or [lupegg@coastalbend.edu](mailto:lupegg@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).

## 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.

## Office of Disability Services

The Office of Disability Services is committed in creating an accessible learning environment for all students with disabilities that complies with the American with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973. Coastal Bend College strives to inform and educate all members of the college community to promote diversity that honors and appreciates disability.

Students interested in receiving services should contact:

Miguel Aguilar, Disability Services Office, R.W. Dirks Student Services, Room 141  
 (361) 354-2728, [maguilar@coastalbend.edu](mailto:maguilar@coastalbend.edu)

## Guidelines to Establish Academic Accommodations:

1. Students must self-identify with the Office of Disability Services.
2. Students must present appropriate, comprehensive and current documentation regarding their stated disabilities. Once a student has met these requirements, reasonable accommodations are determined on a case-by-case basis by the Disability Service Office in consultation with the student. The review for accommodations may take up to 10 business days.
3. After academic accommodations have been reviewed, students are required to provide a copy of their accommodation letters to each of their instructors. It is the responsibility of the student, to discuss all accommodations needed with the instructors and various College departments when appropriate.
4. A student must submit the Accommodations Renewal Form each semester to continue to receive their accommodations.

## Auxiliary Aids And Services

1. Adaptive Equipment
2. Alternative Testing Options
3. Assistive Technology
4. Audio Recorders for Classroom use
5. Extended Test Time & In-Course Accommodation
7. Note-takers & Qualified Interpreters
9. Qualified Readers

## 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:

Position: Executive Dean of Student Services

Address: 3800 Charco Road, Beeville, TX 78102

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

# Student Rights

## Grievance Procedures

Coastal Bend College prohibits discrimination on the basis of disability by public entities and protect qualified individuals with disability from discrimination of services, program, or activities by providing equal educational access. To further that commitment, the college has developed procedures for students to pursue grievances within the college district. Each student has the responsibility to be fully acquainted with and to comply with CBC's complaint policies and procedures as per the Student Handbook.

## Student-Instructor Grievance

If the student and instructor come to a disagreement regarding their approved accommodations, he or she are encouraged to discuss their concerns with the Disability Services Coordinator. The Disability Services Coordinator will attempt to resolve the matter by addressing the faculty member, involved parties, and/or appropriate Dean of the Division. The student and other involved parties, will be notified by the Office of Disability Services with a resolution within ten (10) business days. See (FLD LOCAL)

A student may take further action if he or she does not believe that the matter has been resolved by notifying the appropriate Dean of the Division with disability-related academic concerns, the Executive Dean of Student Services for disability-related non-academic concerns, and the ADA/ Section 504 Coordinator for matters regarding discrimination based on disability at (361) 354-2712.

## Grievance Against the Office of Disability Services

The student is encouraged to resolve his/ her complaint informally with the Disability Services Coordinator before filing a formal grievance.

If a resolution cannot be reached, the student should contact the Executive Dean of Student Services to further discuss and seek a resolution. After conducting an investigation, the Executive Dean of Student Services will inform the student and involved parties of the progress and findings within ten (10) business days. A student has the right to bypass the Office of Disability Services and go directly to the Executive Dean of Students Services for resolution.

## Office of Civil Rights- Department of Education

As per the U.S. Department of Education, "prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process." Additional information can be found at: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

## 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. For additional information regarding services, contact Texas Department of Assistive and Rehabilitative Services at <http://www.dars.state.tx.us/drs/offices/officelocator.aspx>

## Religious Freedom & Religious Holidays

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.

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

## 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.

## 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.



# Student Rights

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## 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, college 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 college.

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 college 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 college disciplinary proceedings against the student.

## Limitation

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

## Student's Right To Know

CBC 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 or 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 Human Resources office at (361) 354-2211. The report may also be [viewed online](#).

## 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 Executive Dean of Student Services. The appropriate form may be requested by calling (361) 354-2712.
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 Executive 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. To request an exception, please contact the Admissions/Registrar's Office at (361) 354-2245.

### Parental Notification Policy

The Parental Notification Policy allows the College District to notify parents or legal guardians of students who have committed certain behaviors that are prohibited by the Student Code of Conduct. The Family Education Rights and Privacy Act of 1974 and The Higher Education Amendments of 1998 permits educational institutions to disclose information regarding a student's violation of any federal, state or local law or educational institution's rule or policy which governs the use or possession of alcohol or drugs. It is the policy of the College District to notify parents or legal guardians of students under the age of 21 when the student has been found responsible for any drug or alcohol related offenses in violation of the Student Code of Conduct as well as state, federal, or local law.

It is also college policy to notify parents or legal guardians of students under the age of 21 when any of the following offenses occur:

1. The student has caused harm to any person while under the influence of alcohol or drugs.
2. The student was arrested or taken into custody by police while under the influence of alcohol or drugs.
3. The student was operating a vehicle while under the influence of alcohol or drugs.
4. The student has been found responsible for an alcohol or drug related violation that may result in suspension or expulsion from the College District, or removal from campus housing.
5. The Executive Dean of Student Services or designee shall notify the parents or legal guardians of a dependent student in connection with a serious injury or health or safety emergency when deemed necessary to protect the health or safety of the student or other individuals.
6. The Executive Dean of Student Services or designee shall notify parents or legal guardians of dependent students in the event of hospitalization for life-threatening or other serious illness, including illnesses that would require multiple-day stays.
7. Other circumstances determined by the Executive Dean of Student Services or designee.



# Consumer Complaints

## 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 Records Policy

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. Policy FJ (LOCAL).

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.

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.

For access to your student records, please contact:

### Coastal Bend College Registrar

R.W. Dirks Student Services Building  
3800 Charco Road  
Beeville, Texas 78102  
[admissions@coastalbend.edu](mailto:admissions@coastalbend.edu)  
361-354-2245

## 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: <http://www2.ed.gov/policy/landing.jhtml>

## 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

### Coastal Bend College Internal Student Complaints and Process – FLD (LOCAL)

Coastal Bend College Board of Trustees affirms the right of each student to seek relief from conditions which the student believes to be unfair, inequitable, or discriminatory. All students enrolled in Coastal Bend College are expected to conform to the ordinary rules of society, the laws of the State of Texas, and the Coastal Bend College's Student Conduct and Responsibilities. Students are assured the right to file legitimate complaints and follow the policy and procedures without reprisal. In this policy, the terms "complaint" and "grievance" have the same meaning. The College District encourages students to discuss all concerns and complaints through informal conferences with the appropriate instructor or CBC Administrator. If the complaint fails to reach an equitable resolution, a student can file a formal complaint in writing. The Complaint form is provided by the College District [www.coastalbend.edu/ssr/complaintprocess/](http://www.coastalbend.edu/ssr/complaintprocess/). All student complaints are logged for final decision and will follow the procedures outlined in writing on the Coastal Bend College Board Policy Manual FLD(LOCAL).

Student on student complaints shall be filed with the office or department of origin. Student complaints shall contain a written statement of the complaint, a statement of what the student considers a sufficient remedy of the complaint, and any documentation that supports the complaint should be attached. Forms must be filed within 15 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. Complaints shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. Resolutions to complaints must be reached through the participation of all parties involved. The procedures outline in the policy will be applied in an equitable and non-discriminatory manner that protects the rights of all parties involved.

1. Level One - The appropriate administrator shall investigate as necessary, hold a conference within reasonable time limits, and shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
2. Level Two – 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, [www.coastalbend.edu/uploadedFiles/CBC/Content/Administrative\\_Services/Human\\_Resources/Current\\_Employees/Employee\\_Forms/GrievanceAppealIncidentFilingForm.pdf](http://www.coastalbend.edu/uploadedFiles/CBC/Content/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf) within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The Level Two administrator shall hold a conference and provide a written response within ten days following the conference. The written response shall set forth the basis of the decision.
3. Level Three -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 days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The Level Three administrator shall hold a conference within ten 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. The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.

## Alcohol, Drugs & Tobacco Use

- Level Four- 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 days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. 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 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 law. 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.

### Exceptions

This policy shall not apply to:

- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See Policy FFD in the CBC Policy Manual available online at [www.coastalbend.edu/Publications/](http://www.coastalbend.edu/Publications/)];
- Complaints concerning retaliation relating to discrimination and harassment. [See FFD <http://www.coastalbend.edu/Publications/>];
- Complaints concerning disciplinary decisions. [See Policy FMA in the CBC Policy Manual available online at <http://www.coastalbend.edu/Publications/>]; and,
- 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/>]

### Alcohol Use

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- 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.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

### 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. [See FM and FMA] 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.

### 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:

- 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.
  - A student is criminally charged with selling drugs or charged with illegal or alcohol consumption or illegal possession of drugs.
  - A student has violated this policy that prohibits the use, possession, sale, or transfer of drugs.
  - 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.

### 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 permits smoking and the use of tobacco products and e-cigarettes only in designated areas. Smoking and the use of tobacco products and e-cigarettes is otherwise prohibited on College District property, in College District vehicles, and at College District-related activities.

### Student Conduct Rights & Responsibilities

Each student is considered to be responsible and abide by all rules, regulations, and policies set forth by the [Coastal Bend Policy Manual](#), catalog, and handbook. A full description of Coastal Bend College's Student Conduct, Student Rights and Responsibilities is available at the office of the Executive Dean of Student Services, Lupe Ganceres, R. W. Dirks Student Services Building, Room 146 or at the college's website at <http://pol.tasb.org/Home/Index/155>.

The following types of misconduct will result in disciplinary action:

- Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.
- Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. [See FLBF]
- The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
- The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
- The use, possession, control, manufacture, transmission, or sale, or being under

# Student Conduct & Discipline

- the influence, of alcohol or other intoxicating beverage without the permission of the College District.
6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.
  7. "Disorderly conduct" or disruptive behavior. [See FLB]
  8. Threatening another person, including a student or employee.
  9. Intentionally, knowingly, or negligently causing physical harm to any person.
  10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DOA, FFD, and FFE as appropriate]
  11. Hazing with or without the consent of a student. [See FLBC]
  12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
  13. Endangering the health or safety of members of the College District community or visitors to the premises.
  14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
  15. Stealing from the College District or others.
  16. Failure to comply with directives given by College District personnel.
  17. Failure to provide identification when requested to do so by College District personnel.
  18. Possession or use of tobacco products on College District premises without authorization.
  19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
  20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
  21. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system.
  22. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
  23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
  24. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
  25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
  26. Scholastic dishonesty. [See FLB]
  27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
  28. Intentionally or knowingly providing false information to the College District.
  29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
  30. Gambling. [See FLB]
  31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.
  32. "Crimes of Violence" as defined in [FJ(EXHIBIT)]

## Student Discipline Procedures

Coastal Bend College maintains a positive and pro-social learning environment. Students who cause disorder and disrupt the positive learning environment are subject to disciplinary action. Breaches of the code of conduct and the College District's policies and procedures including the rules outlining expectations for student conduct [see FLB]

shall be reported in writing to the Executive Dean of Student Services or designee. The Executive Dean of Student Services or designee will investigate allegations, hold a conference (if applicable), and provide a written notice of the penalty and the student's right to appeal the disciplinary appeals committee. Penalties for infractions may include the following:

- Reprimand
- Restitution
- Scholastic Penalties
- Conditional Probation
- Suspension
- Expulsion

A student may appeal the penalty by filling an appeal form provided by the College District, [www.coastalbend.edu/uploadedFiles/CBC/CContent/Administrative\\_Services/Human\\_Resources/Current\\_Employees/Employee\\_Forms/GrievanceAppealIncidentFilingForm.pdf](http://www.coastalbend.edu/uploadedFiles/CBC/CContent/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf). If the Executive Dean of Student Services or designee determines a penalty of Suspension or Expulsion the student must be notified in writing of the determination and a hearing shall be scheduled for consideration by the disciplinary appeals committee. A student may be imposed an interim disciplinary action, including suspension pending a hearing if the continued presence of the student poses a danger to the persons or property or an ongoing threat of disruption to the educational environment. If the student does not find remedy, the student may petition in writing the College President and ultimately appeal to the Board of Trustee's. For a complete explanation of the policy and procedures see FM and FMA.

## Evidence

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

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.

## 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.

- An educational pamphlet about HIV infection developed by the Texas Department of State Health Services is available in the Student Success Center.

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 Executive Dean of Student Services. The



## Campus Safety

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.

### 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 Executive 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: Lupe Ganceres at [lupegg@coastalbend.edu](mailto:lupegg@coastalbend.edu) or 361-354-2712 as the situation permits.

### Important Phone Numbers

Emergency.....	911
Physical Plant Service Desk.....	(361) 354-2347
Executive Dean of Student Services.....	(361) 354-2712
President's Office .....	(361) 354-2200
Housing Coordinator.....	(361) 354-2772
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> or on the [CBC website](#).

### 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 Executive 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 courses, 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 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/coastalbendc/index.htm>. The system is user friendly.

## Campus Safety

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: Referrals for counseling are also provided in the Student Success Center .

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:

### Human Resources Director

3800 Charco Road  
Beeville, Texas 78102.  
361-354-2210

## 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, advisor, administrator, or other college employee. Alternatively, a student may report prohibited conduct directly to the college official below. Refer to Grievance Procedure on [page 49](#).

### 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:.....Ms. Lupe Ganceres  
Position:.....Executive Dean of Student Services  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2712

### 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:.....Stacie Yanta  
Position:.....Executive Assistant to the President  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2207

## 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.

## 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.

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:

- Colleges 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 college for a period of time, or transferred to other courses 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

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## 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 Network Center at (361) 354-2522 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 courses, 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.

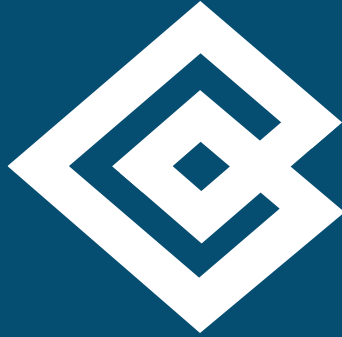
If you prefer that your image or voice not be used, it is your responsibility to [fill out a form](#) withholding permission. The form is available at the Office of Marketing/Public Relations, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102 and is also [available online](#).

### Social Media @ CBC

Coastal Bend College uses social media to alert students about important deadlines, news, and potential emergency situations. The official social media networks used by CBC are:

- [www.facebook.com/coastalbendcollege](http://www.facebook.com/coastalbendcollege)
- [www.twitter.com/CBCFuture](http://www.twitter.com/CBCFuture)
- [www.youtube.com/coastalbendcollege](http://www.youtube.com/coastalbendcollege)
- [www.instagram.com/coastalbendcollege](http://www.instagram.com/coastalbendcollege)

Students who wish to engage in social media with CBC can use the hashtag #CBCRocks. The College encourages all students to utilize social media in an appropriate manner by refraining from posting obscene, vulgar, or illegal activities to social media sites.



# Coastal Bend

## COLLEGE

### **BEEVILLE**

3800 Charco Road  
Beeville, Texas 78102  
(361) 358-2838

### **KINGSVILLE**

1814 S. Brahma Blvd.  
Kingsville, Texas 78363  
(361) 592-1615

### **ALICE**

704 Coyote Trail  
Alice, Texas 78332  
(361) 664-2981

### **PLEASANTON**

1411 Bensdale  
Pleasanton, Texas 78064  
(830) 569-4222