Admission Procedures

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

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

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

Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new incoming students who are under the age of 22 to show proof of a meningitis vaccination at least 10 days prior to the first day of classes. This includes returning students who have had a fall or spring semester lapse in enrollment and are 22 years of age or younger. Students who fail to comply with this requirement may have holds placed on registration and may be unable to attend classes until proof of vaccination is provided as noted on the Admissions/Registrar Office webpage under Student Services at www.coastalbend.edu.

There are exemptions, waivers, and fees to this requirement. This includes exemptions due to health reasons or reasons of conscience. Forms and additional information is available in the Housing Handbook which can be found online at www.coastalbend.edu under “Publications & Marketing.” Exemptions as noted above may also apply.

Vaccination Locations

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

Important facts about Bacterial Meningitis

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

How Is Bacterial Meningitis Diagnosed?

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

How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

What are the Possible Consequences of the Disease?

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

Can the Disease be Treated?

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

Vaccinations are available and should be considered for:

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

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

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

How Can I Find Out More Information?

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

Housing Students

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

What are the Symptoms?

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

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

Contact your own health care provider.

● Diarrhea

● Seizures

● Nausea

● Light sensitivity

● Stiff neck

● Rash or purple patches on skin

● Confusion and sleepiness

● Lethargy

● Vomiting

● Severe headache

● Coma

● Gangrene

● Permanent brain damage

● Death (in 8 to 24 hours from perfectly well to dead)
Admission Procedures

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

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

1. Tetanus (Lockjaw): The illness caused by tetanus results from the poison produced by bacteria. Again, this is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that time. It is now common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year boosters. The Tetanus vaccine should be given in combination with the diphtheria vaccine.

2. Poliomyelitis: In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

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

1. One does of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).

2. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.
   • Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine.
   • Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

3. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus. This requirement only applies to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids.

4. Each student is required to have one dose of varicella (chickenpox) vaccine on or after the student’s first birthday or, if the first dose was administered on or after the student’s 13th birthday, two doses of varicella (chickenpox) vaccine are required. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child’s positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the form on TDHS’s website at www.dshs.state.tx.us/immunize/docs/o-9.pdf]

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

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

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

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

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

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

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

Pre-Assignment Drug Screening
I. Method of Testing
   • A hair shaft analysis or any other drug screening procedure will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.
   • A student may have drug testing “for cause” at the discretion of the college or clinical/lab affiliate/program. Failure to comply will result in immediate expulsion from the above named programs.

II. Allocation of Cost
   • Each student must bear the cost of required tests.

III. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student’s name and social security number will be the only information provided to the college administration.
Admission Procedures

Confidentially 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 a counselor or advisor for more details.

Beginning Freshmen Must:

- Submit admissions form completed online at www.coastalbend.edu/applynow/;
- Submit an official transcript of high school grades and credits. When the documents show proof of high school graduation, no further admission certifications are required. Applicants who have not graduated from high school may show that they have Certificates of High School Equivalency based on GED examinations. These examinations may be taken at CBC’s Student Success Center. Applicants who have neither high school diplomas nor equivalency certificates may be granted individual approval depending on the chosen program of study;
- Students who are under the age of 18 and have graduated from an accredited high school or completed the equivalent of high school in a non-traditional setting (i.e., home-schooled) may be admitted provided they present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion;
- Official copy of TSI Assessment scores, if not exempt. For additional information, see the “Testing” section of this catalog.
- Check with individual department for additional requirements:
  - Admissions/Registrar’s Office  (361) 354-2245 or 1-866-722-2388 Ext. 2245
  - Beeville Student Development Office  (361) 354-2334
  - Alice Counselor  (361) 664-2981 Ext. 3025/3034
  - Kingsville Advisor  (361) 592-1615 Ext. 4074/4036
  - Pleasanton Advisor  (830) 569-4222 Ext. 1203
  - Nursing Education- Beeville  (361) 354-2786
  - Nursing Education- Alice  (361) 664-2981 Ext. 3022
  - Nursing Education- Kingsville  (361) 592-1615 Ext. 4039
  - Nursing Education- Pleasanton  (830) 569-4222 Ext. 1209
  - 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 attended other colleges or vocational schools may qualify for admission by submitting official transcripts of earned grades and credits, showing proof of good standing at the most recent school attended. Students falsely claiming good standing may be dropped from all classes.

Transfer students must submit:

- Admission form completed online at www.coastalbend.edu/applynow/;
- An official transcript of grades and credits from all colleges previously attended.

Students on scholastic or disciplinary suspension from other institutions are additionally required to contact the CBC Admissions/Registrar’s Office to schedule an interview with the CBC Admissions Committee which makes a decision concerning acceptance; and
- TSI Assessment scores, if not exempt.

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

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

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.

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

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

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

For additional information, please contact the Office of Dual Enrollment at (361) 354-2714.

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

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

Dual Enrollment Student
A dual enrollment student receives both college and high school credit for courses at the same time. Please contact the Office of Dual Enrollment at (361) 354-2714 or visit us online at www.coastalbend.edu/dualenrollment for eligibility information.

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

Dual Enrollment
Dual enrollment courses offer an opportunity for eligible high school students to earn both college and high school credit at the same time. The benefits offered by CBC’s dual enrollment program include the following:
- Expanded academic options for college-bound high school students;
- Minimized duplication of courses taken in high school and college;
- Shortened time required to complete an undergraduate degree;
- Significantly reduced cost of higher education;
- Allows students taking workforce courses the opportunity to earn a marketable skills certificate while still in high school.

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

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

For additional information, please contact the Office of Dual Enrollment at (361) 354-2714.

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

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

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

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

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

TSI Assessment

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

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

Advising Component

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

Mandatory Pre-Assessment Activity

1. The importance of this assessment, Based upon your scores on the TSI Assessment – this will decide whether you are eligible for a college level course or if you will need to take a developmental or preparation course – which will not give you college credit. A developmental course will help you build your skills so that you will eventually be able to take a college level course. The TSI Assessment exam is very important and we want you to do as well as you possibly can.
2. Sample questions, go to: http://www.coastalbend.edu/tsiresource/ for sample questions and other resources to help you prepare for the TSI Assessment
3. Course options, and Coastal Bend College 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 courses (class-room style course with instructor – face-to-face); Distance Learning courses (class-room 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); Internet courses (do your course work from home, but some courses may have you take a proctored exam at a CBC site); Accelerated Learning Program courses (go to: http://www.coastalbend.edu/weekend/) 4. Resources for students:
   - Tutoring: http://www.coastalbend.edu/tutoring/
   - Financial Aid: http://www.coastalbend.edu/FinAid/
   - Laptop Computer/Calculator Loan program: http://www.coastalbend.edu/tech_request/
   - Library: http://fic.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 Department at (361) 354-2334 or go to http://www.coastalbend.edu/per

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

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

Exceptions to the TSI Requirements

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 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;
2. For a period of three (3) years from the date of testing, 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 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.
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(1)(1) and (2) for developmental education still apply.
   • 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.

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.
3. Performance in appropriate non-developmental coursework.
4. Performance on an assessment instrument described in § 4.56 of this title (relating to Assessment Instruments) or performance on an institutionally selected assessment.
5. Other indicators of readiness, as determined by the institution may be required.

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, and 3) two levels below.

Adopted Sequence of Courses for Certificates and Degrees:

Level II Certificates
Integrated Reading and Writing IRW 0311 and IRW 0312
Mathematics MATH 0321

Associate of Applied Sciences
Integrated Reading and Writing IRW 0311 and IRW 0312
Mathematics MATH 0321 and/or MATH 0322

Associate of Arts and/or Science
Integrated Reading and Writing IRW 0311 and IRW 0312
Mathematics MATH 0321 and/or MATH 0322

Texas Success Initiative (TSI) Graduation Requirements
Level I Certificates
TSI compliance not required.

Level II Certificates
Completion of following courses: IRW 0312
Or Placement Scores Above: IRW 0312

Associate of Applied Sciences
Completion of following courses: IRW 0312
Or Placement Scores Above: IRW 0312

Associate of Arts
Completion of following courses: IRW 0312
Or Placement Scores Above: IRW 0312

Associate of Science
Completion of following courses: IRW 0312
Or Placement Scores Above: IRW 0312

Program Stipulations
All first time freshmen students enrolling in an academic program at Coastal Bend College will be required to complete a pre-assessment activity prior to taking the TSI Assessment. Go to www.coastalbend.edu/tsiresource for more information.

All students whose assessment scores indicate a lack of satisfactory preparation in mathematics and/or English/reading are required to complete a prescribed program in remediation. Students will be placed in the appropriate class(es) as indicated by the assessment results. Students entering into a sequence of developmental education courses are required to continue each semester in the prescribed series of courses until the sequence has been completed. Or they may retake the TSI Assessment and if the scores are high enough, be placed in a higher developmental education course or college level course.

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

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

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.

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

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.

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

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

Other Tests
Students referred to a counselor, or who request assistance, have opportunities to take a variety of tests used in counseling and advising. Appropriate tests are determined after interviews between students and counselors and may include measures of aptitudes, interests, and various personality factors; call (361) 354-2728 for details. Correspondence testing is available at a nominal cost. Call (361) 354-2244 for details.

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

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<tr>
<th>AP Examination</th>
<th>CBC Equivalent Course</th>
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<tr>
<td>Art History</td>
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<td>Biology</td>
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<tr>
<td>Chemistry</td>
<td>CHEM 1411, 1412</td>
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<td>Economics, Macro</td>
<td>ECON 2301</td>
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<td>Economics, Micro</td>
<td>ECON 2302</td>
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<tr>
<td>English Language and Composition</td>
<td>ENGL 1301</td>
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<tr>
<td>English Composition and Literature</td>
<td>ENGL 1302</td>
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<tr>
<td>Government/Politics, U.S.</td>
<td>GOVT 2305</td>
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<td>Mathematics: Calculus AB</td>
<td>MATH 2413</td>
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<tr>
<td>Mathematics: Calculus BC</td>
<td>MATH 2413, 2414</td>
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<td>Music Theory</td>
<td>MUSI 1301</td>
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<td>Physics B</td>
<td>PHYS 1401, 1402</td>
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<td>Physics C: Mechanics</td>
<td>PHYS 2425</td>
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<td>Physics C: Electricity and Magnetism</td>
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<td>Spanish Language</td>
<td>SPAN 1411, 1412</td>
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<td>U.S. History</td>
<td>HIST 1301</td>
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National Testing Programs
CBC is a center for certain national and state testing programs including ACT, GED, and SAT examinations.

College Placement Test: See TSI Assessment.

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.

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

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

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/

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
Health Science Fee (per semester: Dental Hygiene, Nursing, Pharmacy, Radiology) $250
Internet-Based Course Fee (in addition to regular course fees) ............... $53
Installation Service Fee ....................................................... $25
Installation 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
Schedule Change Fee ........................................................ $5
Three-Peat Fee ....................................................................... $147 per semester hour

Fees are subject to change.

Other Charges for Services
Non-Course Based Remediation Fee .......................................... $50
TSI Assessment ........................................................................ $29
Correspondence Tests .......................................................... $25
Credit-by-Exam Tests ............................................................ $60 per semester credit hour
Returned Checks ..................................................................... $20
Conversion from Continuing Education class to credit course ............. $25 per course
Printing Fees ......................................................................... $0.10-$0.30 per page

Fees are subject to change.

Tuition Refund Policy
Fall and Spring Semesters
Prior to the first class day ...................................................... 100%
During the first fifteen class days........................................... 70%
During the sixteenth-twentieth class days......................... 25%
After the twentieth class day ................................................. No refund

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

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

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

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

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

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

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

For questions on Excess Hours contact the Admissions/Registrar’s office at (361) 354-2245 or refer to the following website: www.coastalbend.edu/Admissions/ and click on “Excess Hours”. 

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.
Meal Plan Fees

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<tr>
<td>19 Meals per Week</td>
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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.
# Tuition and Fees

## Tuition for Dual Enrollment Students

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>Registration Fee</th>
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Per Hour 33
Minimum 48 33

## Tuition and Fees 2014-2015

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Per Hour 70 62 15
Minimum 48 70 62 15
Financial Aid

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

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

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

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

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

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


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

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

Grants

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

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

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

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. Our contact number is (361) 354-2238 or 1-866-722-2238 ext. 2238. Students requiring child care should contact the financial aid office for additional information and application.

Student Loans

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

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

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

Student loans funds are requested from the Department of Education 30 days after the first class day of the fall, spring and summer semesters. Refund checks will be mailed out to students approximately 14 days after the funds are requested. A correct mailing
Financial Aid

address must be on file with Coastal Bend College. Loans are disbursed in two equal payments in accordance with federal regulations. For loans covering one semester, the second disbursement cannot be made until at least 50 percent of the student’s enrollment has elapsed.

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

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

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

Scholarships

Academic Scholarships

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

Coastal Bend College Scholarship

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

Outreach Scholarships

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

Teacher Certification Scholarship

The CBC Board of Trustees has established a scholarship program for out-of-state teachers attending CBC to complete their Texas certification requirements. The applicant must reside in Texas and have a certificate from the Texas Education Agency stating the required course(s) for TEA Certification. This scholarship provides the difference between out-of-state tuition and the tuition paid by Bee County residents for the course(s) needed for TEA Certification only. The financial aid office provides additional details.

Donor Scholarships

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

Dreamkeepers Emergency Financial Aid Program

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

Employment and Work-Study Programs

Federal College Work-Study Program

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

Texas Work-Study Program

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

Satisfactory Progress for Financial Aid

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

<table>
<thead>
<tr>
<th>GPA Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Attempted:</td>
</tr>
<tr>
<td>0 - 11</td>
</tr>
<tr>
<td>12 - 20</td>
</tr>
<tr>
<td>21 - 40</td>
</tr>
<tr>
<td>41 - Graduation</td>
</tr>
</tbody>
</table>

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 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
Financial Aid

placed back in good standing and may be eligible to continue to receive financial aid for the following semesters. If after one semester the student does not meet the satisfactory progress requirements, the student’s financial aid will be suspended. Students whose aid is suspended are not eligible for any type of financial aid/student loans until they have met the satisfactory progress requirements. Students may appeal this suspension if there are extenuating circumstances contributing to the lack of academic progress.

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

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

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

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

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

Return of Title IV Financial Aid

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

According to federal regulation (HEA, Section 484B34CFR668.22), when a student withdraws during a payment period the amount of financial aid assistance earned up to that point is determined by a specific federal formula. Students receiving less assistance than the amount earned will be able to receive those additional funds. Students receiving more assistance than the amount actually earned must pay back the excess funds.

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

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

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

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

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

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

Veteran Students
See the Veteran’s Affairs section on page 47.

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

New Student Orientation
Orientation is one of the components of Coastal Bend College’s Quality Enhancement Plan (QEP). 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 both at CBC and via our web page. 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 (held in the summer prior to the fall semester), face-to-face orientation, and online orientation (www.coastalbend.edu/newstudentorientation/). For a schedule of upcoming Cougar Days events, please visit www.coastalbend.edu/cougardays/. For a schedule of face-to-face orientations, please visit www.coastalbend.edu/newstudentorientation. All new students are encouraged to complete an admission form online at www.coastalbend.edu/Apply_Texas_Application/ 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 in the Coastal Bend College Advising Model and Manual. It was developed with the institution’s “student-centered focus” and “mandate to promote excellence” as its foundation.

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 introduced to his Dedicated Faculty Advisor.
• 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/cougardays 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
• 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 class.
• To communicate with instructors and faculty advisors throughout the semester regarding progress and barriers to student success.
• To notify the admission department of demographic 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 Development Office to change their major. Students are assigned to the appropriate faculty advisor based on their major. For assistance in contacting your faculty advisor based on your major, contact the Dean of Academics at (361) 354-2529 or the Dean of Workforce at (830) 569-4222 ext. 1201.
Auditing Courses

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

Evaluation of Transfer Credits

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

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

Student Load and Classification

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

The course load of a student on scholastic probation is limited to 13 semester hours. Students who wish to enroll in more than 6 credit hours per summer session must obtain approval by the Dean of Academics or the Dean of Workforce. A student is a sophomore at CBC after successful completion of 29 semester credit hours.

Adding a Class

To add a class, obtain an Add-Drop form from the Admissions/Registrar's Office, from the Student Development Office, or online at the CBC website at www.coastalbend.edu/forms. 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 to the Business Office. No courses may be added later than the last date listed to do so in the school calendar. Students must make up any work missed due to late course additions.

Dropping a Class

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

1. To drop a class at any campus/site, students need to go to the Student Development Office to pick up a drop form or obtain one online at the CBC website at www.coastalbend.edu/forms. The students are required to seek advice from the Student Development Office on the options and consequences of dropping classes in order to complete the process.
   A. At the Student Development Office, the students will receive advising assistance. The counselor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and the Department of Education if they withdraw from all classes or stop attending classes before the semester is over.
   B. All Kinesiology or Music department equipment checked out to students must be returned before students are allowed to withdraw. The students must present a signed receipt from the appropriate department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.

2. Once the school official signs the form, students are sent to the Admissions/Registrar's Office in order for the registrar to record the drop in the student data system.

3. The registrar will advise the respective faculty members to inform them of the dropped classes.

4. Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(es). The student should include his or her student identification number, course name and number, instructor’s name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

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.

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 classes 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.

The Accelerated Learning Academy focuses on providing the entire Coastal Bend College service area with high quality education that fits into a convenient schedule. Our new distance learning course delivery model gives students more choices, more flexibility, and more opportunities to graduate with their degree and help provide for themselves and their families.

Students who wish to obtain more information about Accelerated Learning Program can visit the Accelerated Learning Academy website at www.coastalbend.edu/weekend or contact the Accelerated Learning Academy Coordinator at (361) 354-2570 or via email at layeck@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.

Registration Schedule

Coastal Bend College offers courses in the fall, spring, summer I, summer II, and on weekends as part of Accelerated Learning Program. All CBC sites offer online and face-to-face class options. Schedules can be found online at www.coastalbend.edu.

Course Cancellation

When enrollment is insufficient to justify holding a class, that class will be cancelled. If students need such courses to complete graduation requirements within a semester, they should consult with their advisors to seek appropriate courses of action to graduate. Students will receive a 100% refund for cancelled classes.
QEP Mission Statement
Coastal Bend College, through the implementation of its Quality Enhancement Plan, 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

QEP CBC Smart Start Components
• Mandatory Orientation
  • Covers Topics Important to all CBC Students' Success including:
    • Financial Aid, Tutoring, Online Tutoring, Special Needs Career Counseling, Blackboard, Business Office, CBC Email
    • Classroom Etiquette, Deadlines, Faculty Advisors
    • Campus Connect, Student Success Center
    • Student Development
    • Student Rights & Responsibilities
    • What to Expect on the First Day
• Dedicated Faculty Advisor
  • Covers Topics Important to all CBC Students' Success including:
    • Degree Plan, Grades, Goals, Attendance
    • Financial Aid, Resources, Registration for Following Semester
    • Transfer, and Graduation
• My Cougar Course (EDUC 1300/PSYC 1300)
  • A three-hour, college credit course that will transfer to a university!
  • Covers Topics Important to all CBC Students' Success including:
    • 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

My Cougar Course Exemptions
• Mandatory for students seeking Level I or II Certificate or Associate’s degree.
• If My Cougar Course is required as part of a specific degree plan, the student will not be exempt unless the student has taken a similar transferable course from another Institution of Higher Education, which, upon review of the transcript and course syllabus*, is approved as satisfying the requirements of the Academic Course Guide Manual (ACGM) for EDUC 1300 **.
• Mandatory for students with no proven history of success in college level course work:
  i. First time college students (FTIC) (less than 24 hours successfully completed)
  ii. Transfer students with less than 24 hours successfully completed
  iii. For all first-time students who have achieved less than 24 college level hours upon their arrival at Coastal Bend College
• Students who have 24+ hours but have made a “D” or “F” in any of their courses are not exempt unless they have re-taken the course and made a “C” or higher.
• Students who have attended CBC in the past, but have not attended CBC in one year or more will be placed on the current degree plan which requires that they take My Cougar Course if seeking Level I or II Certificate or Associate’s degree. The only way they may exempt the course is if they meet one of the other exemption criteria listed.
• Dual Enrollment students may be exempt depending on the agreement with Coastal Bend College and their Independent School District.
• If a CBC dual enrolled student attends CBC after graduating high school and did not take My Cougar Course, they will be required to take it unless they meet other exemption criteria.
• Students pursuing a Marketable Skills Certificate are exempt.
• Students who are enrolled in the New Mathways Project course are exempt.
• A student may request an exemption through CBC's Appeals Process which is available through the Dean of Academics Office.

* CBC will keep an updated list of Institutions of Higher Education (IHE) that offer a similar transferable course that is approved by the ACGM. If the course was taken at an IHE that is not on the list, the student may request an exemption through CBC's Appeals Process.

** A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) –Texas Higher Education Coordinating Board, Lower-Division Academic Course Guide Manual, Spring 2014, page 93.
CBC Works— the College’s online job portal. Creating an account with CBC Works will enable students to upload a resume and other job search tools, as well as connect with prospective employers. Employment assistance is available to students seeking full-time and part-time job opportunities. This service is free to currently enrolled students and CBC alumni. Please contact the Career Development Advisor at (361) 354-2728 or careerservices@coastalbend.edu for additional information and/or support.

Workforce Solutions of Coastal Bend

Workforce Solutions of the Coastal Bend has partnered with CBC and is located in the Grady C. Hogue Learning Resource Center. 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.

Students with Special Needs/Disabilities

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

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

Beeville Special Needs Advisor, Lindsey Hagen  
(361) 354-2728 - lhagen@coastalbend.edu  
Alice Advisor, TBD  
(361) 664-2981 Ext. 3025  
Kingsville Advisor, Amanda Barrera  
(361) 592-1615 Ext. 4074 - amanda@coastalbend.edu  
Pleasanton Advisor, Brittney Kroll  
(830) 569-4222 Ext. 1225 - bkroll@coastalbend.edu

For more information contact the Student Development Office or visit the student services special needs website at www.coastalbend.edu/specialneeds.
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) 354-2563 or 1-866-722-2838 Ext. 2563, for an application or click here to obtain one from our website. Return the completed application along with a check or money order for the $250 deposit to:

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

Housing Refund/Cancellation Deadlines
Fall Semester: ................................................................. August 15
Spring Semester ............................................................. December 15
Summer Session ............................................................. May 14

Housing Deposit Fee
Apartment and residence hall fees and deposits will be forfeited if:

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

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

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

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

Assignments
Apartments are assigned based on the following priorities:
- Returning apartment residents;
- Married or single students needing a unit designed for those with physical disabilities;
- Married or single students with children;
- Married students;
- International or non-Texas citizens;
- Single students age 21 or older; and,
- Single students under age 21.

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

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

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

Cost
A $250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. Benton Hall residents are required to purchase at minimum a 15 meal plan for fall and spring semesters as noted below. The following rental plans and payment options are available to the Benton Hall residents. Fall and Spring semesters are $900 per semester.

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

Summer Benton Hall Fees
Mini Session: ........................................................................................................... $225
Six-Week Session: .................................................................................................. $450
Nine-Week Session: ................................................................................................. $725
Twelve-Week Session: ............................................................................................. $900

All rental fees are subject to change.

Benton Hall Meal Plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Meals per Week</td>
<td>$1550</td>
<td>$1550</td>
</tr>
<tr>
<td>19 Meals per Week</td>
<td>$1650</td>
<td>$1650</td>
</tr>
</tbody>
</table>

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.
Success Support Services

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

Laptop Check Out for Students
In the Student Success Centers at each CBC site, current students may borrow a laptop for up to a week at a time and borrow graphing calculators for up to two weeks at a time. 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 class schedule.

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

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

Closed Campus/Site Information
Good weather in South Texas keeps CBC’s classes in session, but if a hurricane or a snowstorm threatens safety, or a campus/site emergency is reported, the President may close classes. This does not happen often, but during bad weather or emergencies, it is best to tune to local radio stations for details: 106 FM or 97.9 FM, 105.9 FM and to regional television stations for instructions. Details will also be available at www.coastalbend.edu, and on CBC’s social media sites at www.facebook.com/coastalbendcollege and 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 may purchase a student health plan. Applications for insurance coverage may be obtained from the Student Development Office.

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

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

Cougar Card
The Cougar Card is the new identification (ID) card for CBC students. Cards are free when students register, but are subject to a $10 fee for a replacement card, if lost. A Cougar Card offers the same privileges available in a student ID including for admission to certain events on campus, for using library resources, and for using certain college facilities. It also has the added convenience of being a reloadable debit card. The Cougar Card can be loaded with your CBC financial aid refunds, and since it’s reloadable, funds can be added as needed.

The Cougar Card may be used anywhere Discover card is accepted, rest assured that this is not a credit card and your funds are safe and FDIC insured. Plus you can access your money through ATMs and Money Network checks! Cougar Cards are available at all CBC sites. Please visit www.coastalbend.edu/cougarcard 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 and click “Campus Connect” in the upper right hand corner. Once you login you will be prompted to complete your electronic consent. Select “Yes” if you want your refund on the card, or select “No” if you prefer to receive a check. Students who load their financial aid refunds on the Cougar Card have access to their refunds sooner than those who get checks mailed to them. If the electronic consent option/screen is not seen, an option may have already been selected. You can change your preference by updating your demographic information under the “Student Information” menu.

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

Cougar Card Printing Fees
Coastal Bend College is excited to announce that students will now be able to print and pay for color and/or black & white single or double-sided pages from any CBC computer laboratory effectively immediately. CBC is excited to offer this service to students so that they may print full color diagrams/charts, PowerPoint presentations, and other documents and photos for class projects.

The 2014-2015 Printing Fees are:
- Black & White Pages
  - .10 for a single sided page
  - .16 for a double side page
- Color Pages
  - .20 for a single sided page
  - .30 for a double side page

Students may load money into their Cougar Card at the CBC Business Office or at the front office at any site. The print management system will not allow a student to print without funds in their student account.

Students will be prompted to login with their Cougar ID when they want to print. The total cost will display for the student before they commit to print the pages. If you have any questions, please contact Amador Ramirez, Director of Information Technology, at (361) 354-2554.

Textbooks
Textbooks must be ordered online at 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 and clicking on “Bookstore” in the upper right hand link section. Bookstore employees and kiosks are available to assist students in-person with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other supplies/merchandise:

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

Books may be returned online or through the bookstore for full refunds if they are returned before the end of the 12th day in the fall and spring semesters or the 4th day of the summer session. Receipts are required to return books and the shrink wrap must NOT be broken. Books may be sold back to the college through CoastaIBend.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.

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
- 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.

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

- Beeville:
  - Amy Gonzales
  - gonzalesa@coastalbend.edu
  - (361) 354-2581

- Beeville/Pleasanton:
  - Dr. Robert Benson
  - benson@coastalbend.edu
  - (361) 354-2409

- Alice:
  - Iris Beltran
  - beltran@coastalbend.edu
  - (361) 592-1615 ext. 3049

- Kingsville:
  - Joel Lopez
  - Joel.Lopez@coastalbend.edu
  - (361) 592-1615 ext. 4100

Title V “Celebrando Educación”
Title V “Celebrando Educación” is a Cooperative Grant between Coastal Bend College and Del Mar College that is funded through the U.S. Department of Education: Developing Hispanic-Serving Institutions Program. The purpose of this grant is to improve the Colleges’ retention and completion rates and increase enrollment in technical and/or professional occupational fields of study by developing Student Success Centers and providing outreach and information on vocational and technical programs offered at Coastal Bend College to dual enrollment students.

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

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

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

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

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

For more information about tutoring, contact any of the personnel below:
- **Alice Student Development Specialist**
  (361) 664-2981 Ext. 3025

- **Kingsville Student Development Specialist**
  (361) 592-1615 Ext. 4077

- **Kingsville Student Success Coordinator**
  (361) 592-1615 Ext. 4032

- **Pleasanton Student Development Specialist**
  (830) 569-4222 Ext. 1225

- **TRiO Educational Talent Search Program- Alice**
  (361) 664-2981 Ext. 3087 - josiels@coastalbend.edu

- **TRiO Educational Talent Search Program**
  (361) 354-2712

- **TRiO Upward Bound Program & Upward Bound GOST**
  (361) 354-2716

- **TRiO Student Support Services Program**
  (361) 354-2713

**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.
**NJCAA Athletics & Student Organizations**

**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, in addition to providing recreation and intramural sports. Our physical education program underlines the carry-over value of athletics as well as the importance of the physical development of the individual.

Coastal Bend College currently sponsors six intercollegiate teams: men’s soccer, men’s basketball, women’s volleyball, men’s baseball and women’s softball. The college is beginning its sixth year of intercollegiate athletics. 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 14, a conference of twenty one community colleges throughout half of the state of Texas.

We are committed to the recruitment and retention of highly motivated student-athletes. We are also committed to the recruitment and retention of coaches and athletics staff that represent multicultural diversity and who can contribute to the success of our student-athletes by emphasizing the positive value of physical activity, learned skills, competition, good sportsmanship, and teamwork. The Athletic Program represents an exemplary model of intercollegiate athletics where athletic excellence is pursued within the framework of full support for the institution’s academic mission. Our goal is to attract, retain and graduate the finest student-athletes who sequentially become loyal, supportive and proud alumni.

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

**Clubs and Organizations**
CBC encourages the formation of student organizations. Each organization should have a faculty advisor, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Students interested in starting a new organization may contact the Student Activity Coordinator at 361-354-2772 or visit www.coastalbend.edu/clubs.

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

All gifts received by departments, employees and students must be reported to the Coastal Bend College Foundation Office which will ensure that both the donor and the College are operating within the framework of the Internal Revenue Code as well as federal and state laws and College policy.
TRiO Educational Talent Search— Beeville
Educational Talent Search is a 100% federally funded program designed to identify and assist 671 individuals who have the potential to succeed in higher education. The program encourages participants to graduate from high school and continue on to the post-secondary institution of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. To be eligible, students must be from a target high school listed below and must meet federal guidelines. Contact TRiO ETS at (361) 354-2706.

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

TRiO Student Support Services— Beeville
TRiO SSS is a supportive academic community working together towards academic excellence and achievement. TRiO SSS assists first generation, low-income students and students with disabilities reach their full potential and achieve academic success. Student success is at the center of everything we do in our program! TRiO programs have been providing comprehensive support services at CBC for over 30 years. TRiO SSS paves the way to graduation for underrepresented students. We are committed to providing a welcoming learning environment that fosters intellectual, personal and professional growth of all program participants.

Student Support Services is a 100% federally funded TRiO Program designed to identify college students with academic potential from disadvantaged backgrounds (low-income, first generation, and disabled). The program strives to increase students’ retention, graduation, and transfer rates. SSS offers a wide range of free services and activities. These services include: personal counseling, academic advising, transfer advising, financial aid assistance (FAFSA, scholarship search, etc), campus tours of a variety of universities, cultural awareness activities, enrichment and financial literacy workshops.

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

TRiO Upward Bound & Upward Bound G.O.S.T.
Upward Bound is a 100% federally funded program designed to identify and assist high school students with academic potential. The program generates the skills and motivation necessary for students to complete a program of secondary education and to enter and graduate from a program of postsecondary education. Upward Bound has an academic and a summer component. There is no charge for this program and participants are awarded small stipends for attendance throughout the year.

During the academic component (September-May), students meet on designated Saturdays. Students meet either at the college for instructional classes or volunteer activities such as Special Olympics Bowling and Track or Adopt-A-Beach as well as college field trips to various universities during these Saturdays. Upward Bound motivates students by offering the following services: Tutoring assistance, academic, career and personal counseling, 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 classes during the day. Each night students participate in various team building activities, career talks, study hall, cooking classes, sporting tournaments, and cultural outings to various towns throughout the six week program. Students who pass their summer courses go on the end of the year trip to various towns such as Dallas, Brownsville, Houston, Austin, Waco and San Antonio for an extended period to tour campuses, attend theater events, missions, and other educational and cultural events.

Participants who have graduated from high school participate as bridge students and enroll in six hours of college credit classes at CBC. Their first summer session will serve as their initial exposure to college credit classes. 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.
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, 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Prognosis</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>Proceed to next level course</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>Proceed to next level course</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>Consider repeating course</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>Repeat the course</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Repeat the course</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Minimum GPA</th>
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</thead>
<tbody>
<tr>
<td>0-11</td>
<td>NA</td>
</tr>
<tr>
<td>12-20</td>
<td>1.50</td>
</tr>
<tr>
<td>21-40</td>
<td>1.75</td>
</tr>
<tr>
<td>41-graduation</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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.

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 VA section of the CBC Financial Aid website.

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 2014 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.

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

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

Veterans Affairs Services

Graduate 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

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.
Veterans Services

Re-Admission After Military Service
This section applies only to a student who withdraws from the College District to perform active military service as a member of the United States Armed Forces or the Texas National Guard, except that this section does not apply to a student who withdraws from the College District solely to perform one or more training exercises as a member of the Texas National Guard. For any academic term that begins after the date a student described above is released from active military service but not later than the first anniversary of that date, the College District from which the student withdrew shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes at the College District. On readmission of the student under this subsection, the College District Shall:

1. Provide to the student any financial assistance previously provided by the College District to the student before the student’s withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student’s services, such as continuous enrollment or another similar timing requirement; and,

2. Allow the student the same academic status that the student had before the student’s withdrawal, including any course credit awarded to the student by the College District.

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

Military Transfer Credit
Students receiving GI benefits should submit military transcripts to the CBC registrar’s office before the end of their first semester. Links to military websites are located on the can be found on the V.A. section of the CBC Financial Aid website.

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

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

Defense Activity For Non-Traditional Education Support (DANTES)
Course credit may be awarded for military education experiences as covered by the DANTES program. Official reports must be sent to the Admissions/Registrar’s Office. To find a test center, go to the following web address at http://www.dantes.doded.mil/DANTES_Homepage.html. 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.
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.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Attempted Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 11</td>
<td>N/A</td>
</tr>
<tr>
<td>12 - 20</td>
<td>1.50</td>
</tr>
<tr>
<td>21 - 40</td>
<td>1.75</td>
</tr>
<tr>
<td>41 - graduation</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Phi Theta Kappa

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

Beekville: Laura Yeck at (361) 354-2570 or laveck@coastalbend.edu
Alice: Jennifer Jimenz at (361) 664-2981 ext. 3063 or jjimenez@coastalbend.edu
Kingsville: Donna Atkins at (361) 592-1615 ext. 4075 or datkins@coastalbend.edu
Pleasanton: Darien Leiker at (830) 569-4222 ext/ 1208 or djleiker@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:

a. Successfully complete at least 12 non-developmental semester hours;

b. Earn passing grades in all courses completed; and,

c. 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 can expect to receive quarterly grades. Their dedicated Faculty Advisor will review quarterly grades with the student and if required, recommend success support services to ensure course completion.

Grading System

Grades in College Preparatory Courses

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.

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

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

Example 1:

The student completes 4 courses. All 4 courses have a semester hour value of 3, for a total of 12 semester hours, and the student earns an “A” in all four courses. Computation:

4 (courses) x 3 (semester hours) x 4 (value of “A’s”) = 48 grade point
48 (grade points) divided by 12 (semester hours completed) = 4.00 GPA
Scholastic Performance

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 (courses) x 3 (semester hours) x 3 (value of “B’s”) = 27 grade points
+1 (course) x 4 (semester hours) x 2 (value of “C’s”) = 8 grade points
35 (grade points) divided by 13 (semester hours completed) = 2.69 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 (courses) x 3 (semester hours) x 2 (value of “C’s”) = 18 grade points
1 (course) x 4 (semester hours) x 0 (value of “F”) = 0 grade points
18 (grade points) divided by 13 (semester hours completed) = 1.38 GPA

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

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

A student on scholastic probation may not register for more than 13 semester hours in any regular semester or the summer term in which the student achieves the cumulative grade point average required for classification.

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

Scholastic Suspension
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.
Scholastic Performance

and students wishing to appear before the committee should contact the Admissions/Registrar’s Office. Please refer to the “Grading System” section under “Scholastic Performance” for important information regarding grade point averages.

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

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

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

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

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

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

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

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

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

1. Student appeals grade in writing by completing and submitting a Complaint and Appeal Form to the instructor. The instructor responds to the appeal in writing within ten calendar days. If there is no resolution the student may proceed to Step 2.

2. Student appeals in writing to the division chair of the instructor within ten calendar days of receiving a decision from the instructor awarding the disputed grade. The division chair will investigate the appeal. The decision made by the division chair must be in writing and given within ten calendar days of receiving the student’s written appeal. If appeal is not resolved, the student can proceed to Step 3.

3. Student appeals in writing to the Dean of Academics or the Dean of Workforce within seven calendar days of receiving the divisions chair’s written decision. The Dean of Academics or the Dean of Workforce investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was biased. If the Dean of Academics or the Dean of Workforce finds justification for changing the grade, the instructor and division chair are consulted and the grade is changed as required. If no justification is found, the appeal process is exhausted. The Dean of Academics or the Dean of Workforce will provide a written response within ten calendar days of receipt of the student’s written appeal.
Graduation Procedures

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 October 1 for December graduation, February 12 for May graduation and June 15 for August graduation. Students may apply for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which the student entered CBC (if that catalog is dated no more than five years before graduation). The candidate must declare the catalog of choice on the degree plan. Applications are available on the CBC website at www.coastalbend.edu/graduation.

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

Graduation Fees

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

Graduation with Honors

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

<table>
<thead>
<tr>
<th>Minimum GPA</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90</td>
<td>Graduate with highest honor</td>
</tr>
<tr>
<td>3.70</td>
<td>Graduate with high honor</td>
</tr>
<tr>
<td>3.50</td>
<td>Graduate with honor</td>
</tr>
</tbody>
</table>

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

Transcript Request

Admissions/Registrar’s Office

1. A Coastal Bend College transcript may be requested in person at the 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/. 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 register@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 and clicking on “Campus Connect” in the upper right hand corner.

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

Requests should include the following information:
- Name under which you attended CBC;
- CBC student identification number;
- Date of birth;
- Dates of attendance;
- Forwarding address; and,
- Your signature.
**Student Rights**

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

**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.

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

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

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

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

**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:** Dean of Student Services
- **Address:** 3800 Charco Road, Beeville, TX 78102
- **Contact Information:** (361) 354-2266 or studentservices@coastalbend.edu

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

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

**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.

**Examples**
Examples of prohibited harassment may include gender bias, offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.
Student Rights

Expression/Freedom of Speech
The College District will take no action respecting an establishment of religion; or prohibiting the free exercise thereof; or abridging the freedom of speech; or of the press; or the right of the people peaceably to assemble; and, to petition the Board for a redress of grievances.

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

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

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

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

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

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

Interrogations and Searches
CBC respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. If no search warrant is obtained:
1. Any prohibited item within "plain view" is subject to seizure; and,
2. Residence hall rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

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

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

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;
5. Burglary;
6. Motor vehicle theft;
7. Arson; and,
8. Other crimes;
   a. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
   b. Persons not included in item 8a who were referred for campus/site disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

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

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

Disclosure Without Consent
Coastal Bend College will not disclose information from a student’s education records without the written consent of the student. To request an exception, please contact the Admissions/Registrar’s Office at (361) 354-2245.

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;
Student Rights

- 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, 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
Robert J. Beasley Jr. Administration Building
3800 Charco Road
Office Room Number 125
Beeville, Texas 78102
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: www.ed.gov/policy/gen/guid/fpco/index.htm.

Consumer Complaints

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

Complaint Procedures

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/.

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 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.

4. 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...
Student Conduct

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

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

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

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

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

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

Students 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 Dean of Student Services, Pete Trevino, Jr., R. W. Dirks Student Services Building Room 126 or at the college’s website at http://pol.tasb.org/Home/Index/155.

The following types of misconduct will result in disciplinary action:

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

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:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. 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
Student Conduct

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 Dean of Student Services or designee. The 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 filing an appeal form provided by the College District, www.coastalbend.edu/uploadedFiles/CBC/COntent/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf. If the 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 according to the following:

- Legal rules of evidence do not apply; the Hearing Chairperson may admit evidence and may exclude irrelevant, immaterial, and unduly repetitious evidence.
- At the hearing, the designated CBC official shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- The 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.
Campus Security

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 Development Office by request.

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

Campus Security and Safety Measures

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

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

Reporting Campus Crime and Institutional Response

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

Reporting Unusual or Concerning Behaviors

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

Support Services: Counseling is also provided in the Student Development Office as are referrals to supporting agencies.

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

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

Dean of Student Services
3800 Charco Road
Beeville, Texas 78102.
361-354-2266
studentservices@coastalbend.edu

Reporting Procedures
Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other college employee. Alternatively, a student may report prohibited conduct directly to the college official below.

ADA/Section 504 Coordinator
Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

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

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

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

Alternative Reporting Procedures
A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 Coordinator or the Title IX Coordinator may be directed to the college president.

A report against the college president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
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:

- Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.
- Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to post-secondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

Appeals
A student who is dissatisfied with the outcome of the investigation may appeal through Policy FLD(LOCAL) as noted in the policy manual, beginning at the appropriate level. A student also has a right to file a complaint with the United States Department of Education Office for Civil Rights. Procedures are outlined at www.hhs.gov/ocr/office/file/index.html, 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
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 email are college property, and their purpose is to facilitate college business. Every person has a responsibility to maintain and enhance the college’s public image and to use college email and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following guidelines have been established for using email and the Internet. Any improper use of the Internet or email is not acceptable and will not be permitted.

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

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

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

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

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

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

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

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

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

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

This policy serves as public notice of the college’s intent to use photographic and audio recordings to promote Coastal Bend College. It also serves as your permission for the college to use such recordings for these purposes.

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

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
• www.twitter.com/CBCFuture
• www.youtube.com/coastalbendcollege
• 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.