

THE COLLEGE OF CHOICE[®]

Brazosport College

brazosport.edu

2016-2017

Student Guide & Calendar

KEY

-  Parking Lots
-  Entrances
-  Transit Hub
-  BC Central: Commons Dining
-  Sadler Complex: Courtyard Grill
-  Information Desk
-  Java Hut
-  Library
-  Seidule Theater

DESTINATIONS

- Art Gallery..... 2
- Bookstore..... 1
- Gator Hall..... 6
- Administration..... 4
- Continuing Education..... 3
- Student Pavilion..... 5
- The Swamp..... 7



BRAZOSPORT COLLEGE
THE COLLEGE
OF CHOICE

Welcome to Brazosport College!

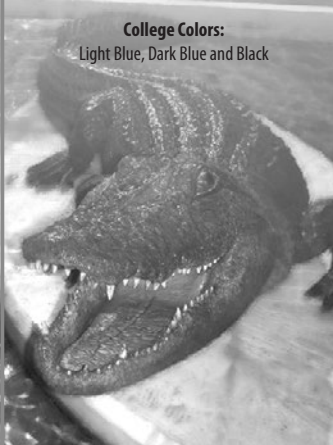
Thanks for choosing BC. Whether you're transferring to another four-year college or university, entering a technical degree program, beginning your career, brushing up work skills, or continuing your lifelong quest for learning, our faculty & staff are here to help you achieve your academic and career goals.

The Student Guide & Calendar provides essential information on:

- registration
- student organizations/clubs
- campus policies
- college services

BC Mascot:
Gator

College Colors:
Light Blue, Dark Blue and Black



MISSION STATEMENT

Brazosport College exists to improve quality of life by providing associate and baccalaureate degree programs, academic programs, job skills training, and cultural enrichment in an efficient and cost effective manner. The board, faculty and staff are committed to student success by responding to student needs, creating a dynamic learning environment, exceeding expectations, and enriching our community.

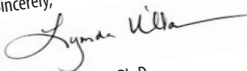
WELCOME TO BC!

Welcome to Brazosport College! The exceptional faculty and staff at BC are dedicated to your success. There are numerous programs and activities that are geared to support you in reaching your educational goals. This Student Guide & Calendar is just one of the resources to assist you in understanding and being knowledgeable about:

- college policies and procedures
- support programs and services
- campus events and activities
- important dates for the 2016-2017 academic year

In addition to active participation in your classes, you are encouraged to involve yourself in campus life beyond the classroom. By taking advantage of all that BC has to offer and being more engaged on campus, you will be taking steps to assure your success here at BC and beyond.

Thank you for choosing BC and best wishes for a successful year.

Sincerely,

 Lynda Villanueva, Ph.D.
 Vice President, Academic & Student Affairs

WHAT'S INSIDE 2016-2017 STUDENT GUIDE & CALENDAR

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Brazosport College shall not discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, gender identity, genetic information, marital status, veteran status or any other protected class in accordance with applicable federal and state laws. The following persons have been designated to handle inquiries regarding the non-discrimination policies: the Vice President of Human Resources, 500 College Drive, Lake Jackson, TX, 77566; 979-230-3303; marshall.campbell@brazosport.edu and the Director, Student Life; 979-230-3355; kelli.fordespiers@brazosport.edu.

El colegio Brazosport no debe discriminar por motivos de raza, credo, color, origen nacional, estatus de ciudadanía, edad, discapacidad, embarazo, religión, sexo, identidad de género, información genética, estado civil, condición de veterano o cualquier otra clase protegida de acuerdo con las leyes federales y estatales. Las siguientes personas han sido designados para atender las consultas en relación con las políticas de no discriminación: el vicepresidente de Recursos Humanos, 500 College Drive, Lake Jackson, TX, 77566; 979-230-3303; marshall.campbell@brazosport.edu y Directora de Vida Estudiantil; 979-230-3355; kelli.fordespiers@brazosport.edu.

The information in this book was supplied and approved by Brazosport College. Information and published event dates are subject to change. For the latest updates to the information contained in the Brazosport College Student Guide & Calendar, please visit: www.brazosport.edu/guide

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Student Organizations

GET INVOLVED IN CAMPUS ACTIVITIES

Get involved in organizations or activities – a great way to meet others with similar interests.

There are numerous opportunities and organizations that Brazosport College students may choose to participate. Students have the opportunity to participate in student organizations, intramurals, community outreach and much more. Research shows that students who are involved in campus activities are significantly more likely to achieve their academic and personal goals than those who are not. Don't miss out on the many opportunities to get involved in campus activities at BC!

BAND

Semester scholarships, up to \$750, are available by audition for each of the following groups:

- **Jazz Band** plays a variety of swing, latin, rock and funk and performs various concerts on and off campus each semester.
- **Jazz Combo** plays a variety of jazz and pop music, and backs up the Jazz Singers as well as performs independently.
- **College and Community Band** is comprised of both students and community members who perform marches, overtures, classical transcriptions and Broadway music in two to three concerts each semester.

Contact: Richard Birk, 979-230-3272
email: Richard.Birk@brazosport.edu

CHORAL/VOCAL

- **Chamber Choir** is an auditioned group of 14-18 singers chosen for reading and blending skills. Music performed is traditional choral music from madrigals to contemporary. The choir will perform two to three concerts a semester, some in combination with other vocal groups. Semester scholarships, up to \$750, may be available for students enrolled in at least 9 hours with at least a 2.0 GPA. Rehearsals are M-TH, 12:15-1:05.
- **College Singers/Civic Chorus** combines with the Chamber Choir for some performances. Semester scholarships, up to \$650, may be available for students enrolled in at least 9 hours with at least a 2.0 GPA. Rehearsals are Tuesday evenings from 7-9.
- **Jazz Singers** is an auditioned group of singers and instrumentalists that perform various styles of jazz. Members are chosen from Chamber Choir and perform three to four times a semester. Semester scholarships, up to \$750, may be available for students enrolled in at least 9 hours with a minimum 2.0 GPA.

Contact: Rodney Mason, 979-230-3316
email: Rodney.Mason@brazosport.edu

DRAMA

BC's Drama Department produces five shows annually, two each fall & spring semester, plus a Shakespeare in the Glen production in the summer. Auditions are usually held in September & January or by announcement. Anyone may audition. Students may be actors, technicians, carpenters, painters, costumers, back stage workers, and on occasion, singers and dancers.

Contact: Dana Andersen-Wyman, 979-230-3329
email: Dana.Andersen-Wyman@brazosport.edu

FUTURE TEACHERS ASSOCIATION

The Future Teachers Association welcomes everyone at Brazosport College interested in education and teaching. Our purpose is to develop leadership skills and educate students, community members and ourselves about the importance of teaching and education. Students attend conferences, elect officers, and participate in volunteer activities such as tutoring elementary school students or working with local charities to help families in need.

Contact: Christine Webster, 979-230-3536
email: Christine.Webster@brazosport.edu

HABITAT FOR HUMANITY

Habitat for Humanity strives to bring awareness to the issues of poverty and housing, and works to alleviate these issues by assisting the local affiliate chapter in building new homes for families in our community.

Contact: Kelli Forde Spiers, 979-230-3355
email: Kelli.Forde@brazosport.edu

HONORS PROGRAM

The Honors Program serves learners who are bright, motivated and creative. Students and faculty tailor the Honors curriculum to challenge learners to enhance their scholarship. Learners may earn Honors credit through individual teacher/student contracts or enrollment in Honors-designated courses.

Honors study advantages:

- Travel to local, state & national conferences
- Earn scholarships at Brazosport College and 4-year colleges & universities
- Design an individual study program
- Enjoy smaller classes & more individual interaction with faculty
- Carry Honors recognition to distinguish your academic transcript
- Meet leadership & scholastic excellence goals
- Experience cultural events & field trips to explore

the world beyond the classroom

- Publish and present research projects at local, state & national levels

Contact: Carrie Pritchett, 979-230-3538
email: Carrie.Pritchett@brazosport.edu

INTRAMURALS

The Intramurals Program promotes friendly competition between BC students in a variety of sporting events. BC offers basketball, flag football, volleyball, table tennis, billiards, tennis and more. BC students also compete twice a year with other colleges in the Gulf Coast Intercollegiate Conference. Announcements concerning events and entry procedures are posted weekly around campus. All participants must have a current Brazosport College student ID.

Contact: Latricia Williams, 979-230-3513
email: Latricia.Williams@brazosport.edu

LESBIAN, GAY, BISEXUAL, TRANS, QUEER, STRAIGHT ALLIANCE (LGBTQSA)

The Brazosport College LGBTQSA (Lesbian, Gay, Bisexual, Trans, Queer, Straight Alliance) provides a safe and supportive environment for LGBTQ students and their straight allies. Its goal is to promote acceptance and diversity on campus. Meetings are twice a month.

Contact: Dr. April Julier, 979-230-3174
email: April.Julier@brazosport.edu

MULTICULTURAL CLUB

The Multicultural Club provides all students, faculty and staff with an opportunity to share their experiences and cultural backgrounds while learning about others. The Multicultural Club raises cultural awareness and diversity issues on Brazosport College's campus and in the surrounding community.

Contact: Cassandra Zamoralez, 979-230-3667
email: Cassandra.Zamoralez@brazosport.edu

PHI THETA KAPPA HONOR SOCIETY

ΦΘΚ is the International Honor Society for two-year colleges. The purpose of ΦΘΚ is to recognize and encourage scholarship. This is achieved through participating in opportunities for leadership, service, and scholarship while encouraging fellowship. To be invited into membership, a student must have earned a 3.5 overall GPA and have completed 12 semester hours of academic study, exclusive of transitional courses. To remain a member of ΦΘΚ, a student must

maintain a 3.0 GPA. Scholarship opportunities are available for members.

Contact: Cassie Bruner, 979-230-3259
email: Phi.Theta.Kappa@brasport.edu

REVIVE.BC

REVIVE.BC is a gathering of college students interested in knowing more about God, the Bible, and the abundant life promised to Christians. Members will receive encouragement and meet new friends.

Contact: Jerry James, 979-230-3353
email: Jerry.James@brasport.edu

STUDENT CONSTRUCTION ASSOCIATION

The Brazosport College Student Construction Association provides a niche for those dedicated to the advancement of women and other “non-traditional” populations in the construction industry by giving our members opportunities to learn, to demonstrate their talents, and to develop professionally.

Contact: Marinell Music
email: Marinell.Music@brasport.edu

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Brazosport College Student Government Association is the official voice of the student body to the BC Administration. The Student Government Association provides an opportunity and avenue for students to participate in the college's decision making process. Its members consist of elected and appointed officers that meet weekly.

Contact: Student Life, 979-230-3550
email: Student.Life@brasport.edu

STUDENT NURSING ASSOCIATION

Established for Associate Degree and Vocational nursing students, membership encourages participation in leadership, service, scholarship, and professional role development. Membership includes current compliance with nursing program admission and progression requirements, and yearly membership dues.

Contact: Allison Berg, 979-230-3374
email: Allison.Berg@brasport.edu

STUDENT VETERANS ASSOCIATION

The mission of SVABC is to provide a sense of camaraderie for U.S. military veterans currently attending Brazosport College, U.S. military veterans who are currently serving in the U.S. military, and those who support the U.S. military in any way, shape, or form and to help military students succeed both socially and academically.

Contact: Teresa LeBlanc-Collins
email: Teresa.LeBlanc@brasport.edu

VISUAL ARTS COLLECTIVE

Art students and students who are interested in art will meet approximately once a month to view, discuss, and learn about art, careers in art, and art schools. Plans also include travel to galleries and museums.

Contact: Molly Brauhn, 979-230-3335
email: Molly.Brauhn@brasport.edu

Did you know?

ANNOUNCEMENTS & POSTERS

Bulletin boards are located across campus for the advertisement of campus activities and announcements. All postings must be approved by the Dean of Student Services and must conform to Brazosport College policy. Anyone wishing to post material on the bulletin boards should contact the Dean of Student Services.

Contact: Dean, Student Services, 979-230-3233
Room: J.117
email: DOS@brasport.edu

DISTINGUISHED STUDENT AWARDS

Each spring, BC recognizes students for:

- academic achievement
- student activity participation & leadership
- good citizenship

Distinguished students must:

- have 3.25 cumulative G.P.A. (based on 24 or more hours of college-level work)
- be enrolled a minimum of 6 hours in the spring semester

Nominations are made by the faculty & staff.

There are certain things every college student should know once they begin classes at BC. Here are some helpful hints to make your college life go smoothly.

EVENING & WEEKEND CLASSES

Students encountering problems or needing assistance during evening hours should contact the college switchboard where they will be referred for further help, 979-230-3000.

FITNESS LOFT

The Fitness Loft offers free membership to all students attending Brazosport College to encourage health and fitness in their lives. We offer a wide variety of fitness equipment to meet students' needs including weight machines, free weights, treadmills, elliptical machines and more. All students entering the Fitness Loft must have a current BC student ID card.

Contact: Fitness Loft, 979-230-3359
email: Student.Life@brasport.edu

INCOMPLETE GRADES

The grade of “I”:

- denotes incomplete course requirements;
- may be given when a student, for a justifiable reason (such as illness), has failed to complete course requirements;
- must be secured by approval of the instructor through student contact;
- must be removed by completing course requirements within 60 days after the end of the semester (student is responsible for arranging with the instructor for completion of course requirements);

- will become an “F” unless course requirements have been satisfactorily completed

LOST & FOUND

Lost and found items are held at the Security Office (J.228A) for 30 days. Please bring articles to the Security Office (J.228A). BC reserves the right to distribute unclaimed items to local charitable organizations or to college clubs and organizations.

MYBC CARD (STUDENT ID)

Students completing enrollment and paying fees are issued the myBC Card from the library which:

- is renewable each semester the student is enrolled during the life of the card (myBC MasterCard three year card life, myBC card one year life);
- if it is stolen, lost or damaged beyond use during the life of the card, there will be a replacement fee charged (myBC MasterCard \$20, myBC card \$10);
- allows participation in designated college activities;
- must be presented for identification purposes when requested by college officials/other designated authorities;
- is used to check books out of the BC library;
- must be shown to take exams in Learning Services;
- must be shown at the IT Help Desk to obtain an account.

ADMISSIONS & REGISTRATION

beginning

GETTING INTO BRAZOSPORT COLLEGE

The Office of Admissions and Registrar is your first stop for admission, readmission, or transfer to/from Brazosport College. Enrollment specialists are ready to help as you complete the process.

ADMISSIONS

Brazosport College is an open admissions institution.* Students are encouraged to begin the admissions process prior to the date registration begins. The admission process includes:

- completion of the Texas Two Year Application located at www.ApplyTexas.org
- submission of all required documents for establishment of residency
- submission of the official transcript from all institutions. (Students who have earned a bachelor's degree or higher may submit one transcript indicating the highest degree earned unless they want to transfer courses from any of the other colleges attended.)
- meeting with a counselor for assistance with academic plan development
- completion of required placement testing as required
- a visit to the Financial Aid office or www.brazosport.edu/finaid to obtain information on financial aid for which you may be eligible.

* Bachelor of Applied Technology, Associate Degree Nursing, Licensed Vocation Nurse, and Law Enforcement Academy require secondary applications. See appropriate program webpage for additional information.

INTERNET (myBC) REGISTRATION

Students are encouraged to register and pay for classes using myBC. Logging on requires the student ID number and Personal Identification Number (PIN). If you don't know your PIN, you may obtain it in one of three ways:

1. Present a photo ID to an Enrollment Specialist in the Admissions and Registrar's Office, or
2. Request that your PIN be emailed to you. In this case, it will be sent to the current email address on file.
3. PIN may be emailed to your BC email address on record by going to myBC student log-in page (www.brazosport.edu), then click the myBC button at the bottom of the page).

Courses may be added or dropped during the registration period and during published add/drop dates only. Dual/ Concurrent students require the approval of their dual credit counselor to add or drop courses.

ACCESS TO STUDENT RECORDS

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational

records, establishes the right of students to inspect or review their educational records, and provides guidelines for the correction of inaccurate or misleading data. In compliance with this act, the college may release to the general public the following types of directory information without the written consent of the student: (1) student's name, address, telephone listings, (2) date of birth, (3) major field of study, (4) participation in officially recognized activities and sports, (5) dates of enrollment, (6) degrees and awards received, and (7) most recent previous institution attended. By making a written request to the Registrar's Office, the student may request that any or all of this information be withheld from the public. The student must make this request by the last official day to register for a given semester. The request applies to the current semester only. The student must authorize the release of any additional information pertaining to his or her records.

Students' college records are stored in the Admissions and Registrar's Office. The staff of the Registrar's Office will supply students with information related to their college records and refer those students requiring additional assistance to the proper college office or official.

LAW ENFORCEMENT UNIT RECORDS

Many colleges and universities have their own law enforcement units to monitor safety and security in and around campus. Institutions that do not have specific law enforcement units may designate a particular office or school official to be responsible for referring potential or alleged violations of law to local police authorities. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA. Accordingly, institutions may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. See 34 CFR § 99.8.

While an institution has flexibility in deciding how to carry out safety functions, it must also indicate in its policy or in information provided to students, which office or school official serves as the college or university's "law enforcement unit." The institution's notification to students of their rights under FERPA can include this designation. As an example, the department has posted a model notification on its website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/psofficials.html>.

Law enforcement unit officials who are employed by the college or university should be designated in the institution's FERPA notification as "school officials" with a "legitimate educational interest." As such, they may be given access to personally identifiable information from students' education records. The institution's law enforcement unit officials must protect the privacy of education records it receives and may disclose them only in compliance with FERPA. For that reason, it is advisable that law enforcement unit records be maintained separately from education records.

ADDING/DROPPING COURSES

- No course may be added after the date specified in the official BC calendar.
- After the official withdrawal deadline, students are expected to take final exams and will be given the grade earned in the course. In extraordinary circumstances, exceptions may be made under recommendation by the instructor, division chair, and approval by the Dean of Instruction

DEGREE REQUIREMENTS

Students should refer to the BC catalog for degree requirements. Students enrolling only in workforce courses may earn certificates representing mastery of entry level work skills.

For additional information contact: Counseling & Testing, 979-230-3040

DEGREE AUDIT

Students may obtain an unofficial degree/certificate audit through myBC using their BC ID# and PIN# at www.brazosport.edu, then click the myBC button at the bottom of the page.

Contact the Counseling & Testing office at 979-230-3000 or E-counselor at ecounselor@brazosport.edu for additional assistance.

STUDENT CLASSIFICATION

- Full-time - Students are considered full-time if they are registered for a minimum of 12 semester hours in a 16 week session or a minimum of 6 semester hours in a summer session. Students who enroll in fewer than 12 hours in a 16 week session and 5 hours in a summer session are considered part-time. Please note: Financial Aid's definition for full-time student, per federal regulation, is 12 credit hours regardless of the semester. Students receiving federal financial aid or federal deferments

should inquire at the Financial Aid Office in room E.101 about regulations concerning summer semester enrollment.

- Freshmen Standing - Students are classified as freshmen if they have successfully completed fewer than 31 semester credit hours.
- Sophomore Standing - Students are classified as sophomore if they have successfully completed 31 to 60 semester credit hours.
- Junior Standing - Bachelor of Applied Technology (BAT) students with 61 to 90 earned semester credit hours are classified as juniors.
- Senior Standing - BAT students with more than 90 earned semester credit hours are classified as seniors.

PAYMENT OPTIONS

- Online payment using credit or debit cards;
- Checks are accepted for tuition/fees at registration times;
- Personal checks may not be cashed on campus;
- Checks returned for insufficient funds will be redeposited within seven days;

- Checks returned a second time, or returned for account closed, will be submitted to the District Attorney's Office and/or turned over to a collection agency;
- Questions regarding checks that are turned over to a collection agency should be directed to the Business Office at 979-230-3408.

REFUND POLICY

- Students who wish to withdraw from BC courses after registration must complete and submit a course withdrawal form to the Registrar's office, with the required signatures;
- After the specified time limits, no refund will be made;
- For more information, consult the Brazosport College website at www.brazosport.edu/pay.

STUDENT SERVICES FEE

- Funds collected by BC through student services fees will support tutoring; student co-curricular functions such as equipment/supplies for student activities; student government; membership

in state/national organizations; approved conferences; and financial assistance for sponsored clubs/organizations. Awards, publications, and cultural activities of the student body are also supported by these fees.

DEAN'S LIST

At the end of each semester, Brazosport College compiles a list of students named to the Dean's List. To achieve this recognition, students must:

- Successfully complete a minimum of 12 semester credit hours of college-level work and earn a 3.60 GPA.

OR

- Students who carry more than 8 but less than 12 semester hours of college-level work may receive this recognition by earning a grade point average of 3.75 and passing all of their courses.

FINANCING *financial* PAYING FOR COLLEGE YOUR FUTURE

The BC Financial Aid Office can help make your education affordable. Aid may be in the form of grants, scholarships, loans, work-study programs, and/or childcare assistance.

FINANCIAL AID

The BC Financial Aid program provides financial awards to those students who need assistance meeting educational expenses. Students must be enrolled in courses toward an approved degree or certificate program. These awards are based on financial need, scholastic ability, or other qualifications as designated by the donors of the funds.

APPLYING FOR FINANCIAL ASSISTANCE

For information on applying for financial assistance, visit the Financial Aid website at www.brazosport.edu/financialaid or the Financial Aid Office in Room E.101 at Brazosport College, 500 College Drive, Lake Jackson, TX 77566, or speak to a financial aid representative at 979-230-3377.

All students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. To assure financial aid is awarded prior to the payment due date, a complete financial aid file **MUST** be in the Financial Aid Office by the following dates:

Fall semester - June 1
Spring semester - November 1
Summer semesters - April 1

GRANTS

Grants are aid funds that do not have to be paid back by students who qualify and complete their courses. Available grants include Pell Grants, Federal Supplemental Educational Opportunity Grants, Texas Public Education Grants, and Texas Educational Opportunity Grants.

SCHOLARSHIPS

Brazosport College offers a variety of scholarships to current and prospective students. The Financial Aid Committee selects recipients for these scholarships. Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov as part of the application process; however, *eligibility for financial aid is not necessarily a factor in being awarded a scholarship*. Students may be enrolled full-time or part-time and maintain at least an overall 2.0 grade point average. Additional scholarship information, as well as the on-line application, is available at <http://www.brazosport.edu/scholarships>.

To assure your scholarship application is considered in the first round, a complete scholarship application and FAFSA must be in the Financial Aid Office by June 1st of each year.

HAZLEWOOD ACT

Texas residents who served honorably in the U.S. armed forces may have their tuition and fees (except college service fees) waived. Visit www.collegefortexans.com for additional information on this exemption program. The Hazlewood Act will pay for credit classes and community education classes that are funded by the state. All documentation must be filed with the Financial Aid Office for review no later than one week prior to payment deadline.

HAZLEWOOD LEGACY ACT

Under certain conditions, eligible veterans may assign unused hours of exemption eligibility to a child. Visit www.collegefortexans.com for additional information on this exemption program. All documentation must be filed with the Financial Aid Office for review no later than one week prior to payment deadline.

TEXAS DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES (DARS)

Students who have certain physical disabilities and whose vocational objective has been approved by a Texas Department of Assistive and Rehabilitative Services (DARS) representative may apply for tuition assistance through DARS. Application for assistance should be made at the nearest DARS office or to the director of the Texas Department of Assistive and Rehabilitative Services in Austin, Texas. For more information visit www.dars.state.tx.us or call 800-628-5115.

WORK FORCE ASSISTANCE

Area workforce development agencies are a possible source of assistance: For more information, visit the local office at 491 This Way, Lake Jackson, Texas, or call 979-297-6400.

CHILDCARE ASSISTANCE

Students who have completed the financial aid process, including the FAFSA, and are pursuing a certificate or degree at Brazosport College are eligible to apply for assistance in paying for childcare while attending classes at BC. Childcare assistance funds are limited and are available on a first-come, first-serve basis. In order to receive childcare assistance, you comply with the Financial Aid Satisfactory Academic Progress policy or have at least a 2.0 GPA. Some childcare funding may allow for exceptions to this policy on a case-by-case basis. Childcare recipients

must also meet other requirements as indicated in the application packet. For more information call 979-230-3377.

LOAN FUNDS

Brazosport College encourages students to borrow responsibly and to utilize the various resources that promote skills on budgeting, debt management, and managing repayment. The College is committed to helping students successfully complete their respective degree/certificate program while educating them about the importance of minimizing student loan debt. Such a commitment is vital to meeting our mission.

1. Brazosport College participates in the William D. Ford Federal Direct Loan Program. The college does not participate in the Parent (PLUS) Loan Program. While attending Brazosport College, qualifying students may borrow the following subsidized amounts:
 - Freshman (0-30 earned credit hours) - \$3,500
 - Sophomore (31-60 earned credit hours) - \$4,500Students enrolled in the Bachelor of Applied Technology Program:
 - Junior (61-90 earned credit hours) - \$5,500
 - Senior (over 90 earned credit hours) - \$5,500
2. Students may be eligible for additional unsubsidized loans. To determine if you qualify, you must request a separate application. These funds are awarded on a case by case basis; an interview with a financial aid officer may be required.
3. Borrowers must meet all eligibility requirements established by the Department of Education, and the Satisfactory Academic Progress Policy (SAP) established by Brazosport College. The student's financial aid file must be accurate and complete prior to being awarded a student loan.
4. Borrowers must be enrolled at least half-time (6 credit hours) each semester and be working towards a degree or certificate.
5. Borrowers must have up to date information with the Registrar's office in order to have a loan processed.
6. Transfer students who wish to borrow must submit all academic transcripts to the Financial Aid Office from all prior schools attended, as well as, meet Satisfactory Academic Progress requirements.
7. The priority deadline for loan applications to be processed in time for payment each semester is June 1st for Fall, November 1st for Spring and April 1st for Summer. However, applications are still accepted year round and are only processed on the second Monday of each month.
8. Loans processed prior to the first day of late registration will be available to students for charges of tuition, fees and books. The remainder will then be released to the student 30 days after the first day of class as published on <http://www.brazosport.edu/financialaid>.
9. All new borrowers must complete on-campus loan entrance counseling and must electronically sign a Master Promissory Note (MPN) before funds will be released. Repeat borrowers will be required to

Did you know?

NURSING ROOM

A room is available to nursing mothers in D.100A. To obtain access Monday - Thursday, 7:30 am - 5:00 pm, and Friday, 8:00 am - 12:00 pm, contact Dawn Dedas in C.100. During all other hours, contact Brazosport College Security at 979-236-3959.

PROCEDURES FOR FORMING CAMPUS ORGANIZATIONS

Groups desiring to start a new club or organization should schedule a meeting with the Director of Student Life, to discuss the organization of the

group and entire registration process. Additional information is available in Administrative Regulation - FK-C-R(L) - Registered Student Organizations.

Contact: Kelli Forde Spiers, 979-230-3355
email: Kelli.FordeSpiers@brazosport.edu

SALE OF FOOD, DRINKS, AND/OR OTHER ITEMS ON CAMPUS

Organizations wishing to sell food, drinks or other items on campus for fundraising activities should request prior approval from the Director, Student Life.

Contact: Director, Student Life, 979-230-3355
Room: J.117
email: Kelli.FordeSpiers@brazosport.edu

THE SWAMP

A student recreational area, The Swamp, is located in G.100 where students may play games and interact with other students. This area includes equipment and games for student enjoyment including pool

and ping pong tables, foosball, vending machines, television and gaming areas. All students entering the Swamp must have a current BC Student ID card.

UNATTENDED MINORS

For their safety, unattended minors of students and employees are not permitted on campus while students are in class or while employees are conducting business. In consideration of others, parents or other caregivers are not permitted to bring children to class.

complete online entrance counseling before funds will be released.

10. The Financial Aid Office reserves the right to refuse to originate a direct loan or may certify such a loan for a reduced amount. Such decisions are made only on a case-by-case basis and are not part of a pattern or practice that denies access to loans because of a borrower's race, gender, religion, national origin, age, disability status or income. The school will notify the borrower in writing of the reason for the decision in such cases and will keep documentation supporting the decision on file.
11. New direct loan statutory requirements limits a first-time borrower's eligibility for direct subsidized loans to a period not to exceed 150 percent of the length of the borrower's educational program.
12. All borrowers MUST complete student loan exit counseling at the end of each loan period, as well as shortly before they completely withdraw, graduate, or drop below half-time status. If student loan counseling is not completed, a hold will be placed on the borrower's record and the student will not be able to re-enroll, obtain transcripts, or graduate until exit counseling is complete.
13. All borrowers must notify the Financial Aid Office prior to withdrawing from any or all classes as such change may affect a student's financial aid eligibility. If a student does not meet Brazosport Colleges SAP policy, financial literacy will be suggested.
14. Any variations of this policy may be appealed to the Financial Aid Committee.

Web-site resources to promote skills on budgeting, debt management, and managing repayment:

- www.studentloans.gov
- www.nslsds.ed.gov
- www.tgslc.org/borrowers

WORK STUDY PROGRAMS

Work study is a program in which students may work up to 19 hours per week. Jobs such as data entry, lab assistants, library aides, and office aides are available. Applications are available on the Brazosport College website under Students > Career & Transfer Center.

Off-campus employment may be secured through the Career Center at Brazosport College. Jobs are available in many areas that require different degrees of skill. Working hours are usually four to eight hours daily and employers set their own rates of pay.

Brazosport College offers cooperative education in many programs for students. Students enrolled in cooperative training are required to work for a minimum of approximately 20 hours a week in a job related to their program of study. Those students interested in a co-op program should see the division chair in the department for which co-op training is being considered.

SATISFACTORY ACADEMIC PROGRESS/GOOD STANDING POLICY

Federal regulations require financial aid recipients to make satisfactory academic progress toward their degree or certificate and maintain good academic standing. To obtain a copy of this policy, contact the Financial Aid Office or view the policy on the Financial Aid web page at www.brazosport.edu/financialaid.

Aid recipients who fail to meet these criteria may receive financial aid for an additional semester; however, if they are not in good standing or have not made satisfactory progress at the end of the semester, aid will be suspended. Transfer students must have all academic transcripts on file. Transcripts from other institutions of higher education are reviewed using the Satisfactory Academic Progress/Good Standing Policy. Students' entire academic histories, including coursework taken at other institutions, regardless of whether financial aid was received or not, are considered under this policy.

REFUND AND REPAYMENT FOR STUDENTS WHO RECEIVE STATE OR FEDERAL AID

If students withdraw from Brazosport College, they may be eligible for a refund of a portion of the tuition and fees paid to Brazosport College for that semester. If the student received state or federal aid (Title IV), then a portion of the refund will be returned to the grant source from which that assistance was received.

Two formulas exist for determining the amount of the refund: Brazosport College's Refund Policy and the federal "Return of Title IV Aid" formula derived from the October 7, 1998, Reauthorization of the Higher Education Act. The federal formula is applicable to any student receiving federal aid if that student withdraws on or before the sixty percent point in time in the semester. These students may also receive a refund of non-federal or non-state sources through Brazosport College's refund policy. Students not receiving federal or state aid will have their refund calculated using only Brazosport College's refund policy.

Fall and Spring Semester

Before or during the first twelve college class days 100%
 During the thirteenth through the fifteenth college class days 70%
 During the sixteenth through twentieth college class days 25%
 After the twentieth college class day 0%

Summer Semester (6-Week)

Before or during the first four college class days 100%
 During or on the fifth college class day 70%
 During the sixth and seventh college class days 25%
 After the seventh college class day 0%

Summer Semesters (11-Week)

Before or during the first twelve college class days 100%
 During the thirteenth and fourteenth college class days 25%
 After the fourteenth college class day 0%

The federal formula provides a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Federal Student Loan, or FSEOG and withdrew on or before completing 60% of the semester. Students who withdraw or are dropped from all courses, receive a grade of "F" in all courses, or receive a combination of all W's and F's in all courses will be required to repay the college a portion of funds received for the semester. The percentage of the refund is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester.

If any refund remains after the required return of Title IV aid, the refund will be used to repay any state funds. Any amount left will then be paid to the student in proportion to the amount paid by that student as long as there was no unpaid balance due at the time of withdrawal. If there was an unpaid balance, then all aid sources will be repaid before any refund is paid to the student. Worksheets are available upon request to help in determining the amount of refund or repayment.

STUDENT CHECKLIST FOR FINANCIAL AID

- Complete Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- Apply for admission to Brazosport College with all required forms filled out prior to registration
- Complete all additional financial aid forms as early as possible (see priority deadlines)
- Review status on myBC.
- Read Brazosport College catalog to find refund policies, courses offered, degree plan, registration dates, financial aid priority deadline, tuition and fees, etc.
- Notify the Financial Aid Office of any change in address, name, marital status, course load (dropping a class/withdrawing from BC), or financial aid received from any source other than Brazosport College.
- Reapply for financial aid each academic year.

careers

CAREER COUNSELING

FIND THE CAREER FOR YOU!

CAREER SERVICES

Deciding on a major, locating an internship, writing resumes and cover letters, preparing for interviews, transferring to a college or university, researching companies and employers, planning your future, the BC Career and Guidance Center, located in Room E.120, will assist you with all of this and more! Let our staff provide you with information and assistance to plan for a successful career and/or furthering your education.

Selecting a Major and Exploring Careers:

- **Counselors** are always available to develop or review your academic plan or discuss your career questions.
- **Career Coach** - Students need a career vision - a strong grasp of what they're aiming for, how to get there, why, and understand the value of their degree. Career Coach is designed to assist you by providing the most current local data on wages, employment, job postings, and associated education and training.
- **CMD-Career Decision-Making System** is an easy to use paper-based skills and interest inventory assessment that provides current and accurate career information that students may immediately use in their career exploration process.

DEGREE AND TRANSFER INFORMATION

Available in BC's Career & Transfer Center:

- Catalogs, transfer guides, and videos describing admission procedures and academic programs for a variety of colleges.
- Equivalency Guides to help you select the right BC courses to transfer to senior colleges in Texas. The Texas Common Application for transfer and freshman students. You may complete this application (under special circumstances, a paper application may be obtained from the Office of Admissions) electronically at www.applytexas.org.
- Additional information on transfer may be found on the BC website by clicking: Students, Support, Career and Transfer Center, and College Transfer Information

THE JOB SEARCH

The BC Career and Guidance Center offers numerous tools to help you find the right career.

- **College Central Network Services (CCN)** is BC's online job search board that provides local full-time and part-time employment opportunities. The site offers a chance to look at CCN's nationwide job database and offers resume review and help.

- **Local jobs** are posted in the common area adjacent to Gator Hall (H.101) on the Hot Jobs board.
- **The Job Binder** located inside of the Center is updated weekly with current openings at local school districts, cities, hospitals, chemical plants, and many more.
- **Project Interview** provides job search and interview skills training for students enrolled in BC's Chemical Technology program.
- Job search help and resume review is provided absolutely free by appointment in the Career & Guidance Center. If you need help locating job postings or help submitting a resume, we're here to assist you.
- Stay connected by liking the Brazosport College Career and Transfer Center Facebook page. You will find job search tips and strategies, resume tips, employment opportunities, and other professional/career development information.

For more information about any of these services or to make an appointment, please contact BC's Career Services:

Contact: LaTanya Miles, 230-3429

Email: Latanya.Miles@brazosport.edu

CAMPUS POLICE

BC employs police and security officers to provide security for facilities and provide assistance to students, faculty, staff, or visitors. Officers regularly patrol campus parking lots. Call for their assistance through the college switchboard at 230-3000 or the on duty officer at 236-3959.

JURISDICTION

1. The Brazosport College Police Department and its officers are commissioned by the Governing Board of Regents and licensed by the privileges and immunities of Peace Officers in the enforcement of state and federal statutes, and the rules and regulations promulgated by the Board of Regents of the Brazosport College (herein referred to as the District).
2. The criminal laws of the United States, the State of Texas, and the general policies of the District are

hereby declared to be in full force and effect on all campuses and property of the District.

3. Brazosport College Police officers, as may be designated by the District administration, are empowered by the Board of Regents to issue District administrative citations for violations of the District Traffic Rules and Regulations. BC Police Officers may be full-time or part-time personnel. Only peace officers can issue citations that can be processed through the courts.

GENERAL PROVISIONS

1. This publication contains those regulations and procedures applicable to any person who walks, drives and/or parks a vehicle on the campus(es) of the District. These rules and regulations are supplementary to the statutes of the State of Texas.
2. The District is not responsible for fire, theft, damage to or loss of any vehicle parked and/or operated on a campus of the District. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the District.
3. The District reserves the right, under TRC 545.305, to impound, or cause to be impounded any vehicle found in violation(s) of the Texas Motor Vehicle Laws or Parking and Traffic Rules and Regulations of the District.
4. The District shall not, nor shall any of its employees, be liable or assume any responsibility for the loss and/or damage suffered because of such impoundment or relocation of a vehicle.
5. Proof of the fact that any parking or traffic control device, sign, signal or marking was actually in place

at any location on a District campus shall constitute evidence that the same is official and was installed under the authority of appropriate law and these regulations.

6. On special occasions and in emergencies, the Brazosport College Police Department may impose temporary parking and traffic control restrictions. These temporary restrictions shall have all the force of their written regulations, and shall be subject to the same penalties.
7. No person shall fail or refuse to comply with any lawful order or direction of anyone with the authority to direct, control and regulate traffic.

EXTERIOR LIGHTING

Proper and efficient lighting is part of the commitment to providing a safe and secure campus environment. All campus parking lots, walkways and building exteriors are well lit to ensure a safe environment. It is part of BCPD's routine duties to survey lighting and report any deficiencies for correction. Members of the campus community are also encouraged to report any deficiencies or recommendations to the BCPD.

BUILDING SECURITY

The exterior doors on all campus buildings are locked and secured each evening by the Police Department. Checks are conducted on the building exteriors and interiors during the night hours. Doors and security hardware malfunctions and deficiencies should be reported for correction.

POLICE PATROL

BCPD is responsible for patrol of the campus on a 24-hour basis. Patrol is conducted on foot or marked motor patrol units. The interior of each building is patrolled as well. Members of the Brazosport College community are encouraged to report any emergency or suspicious activity to the Police Department by dialing 979-236-3959.

ON-CAMPUS PARKING

Ample parking space is available for students in the student parking areas (see Campus Map). Disabled parking requires an official disabled parking tag or license and is located in all parking areas, with additional parking on the west side of the campus near the fountain. A temporary tag can be obtained from the **Campus Police Department** to park in visitor parking.

REGULATIONS

1. BC strives to protect vehicles/private property when on college property, but the college assumes no responsibility for care/protection of any vehicle or its contents at any time it is operated or parked on the college campus.
2. Citations will be issued for violations of parking and campus traffic rules and regulations.
3. Appeal of citations should be made to the college **Director of Public Safety & Chief of Police** located in J.228.

TRAFFIC AND SECURITY REGULATIONS

The following rules/regulations are to provide for the safety of students attending BC, in order to create orderly parking/timely flow of traffic, and to assist students in the protection of their vehicles. Disabled parking is also available within all lots. Vehicles shall be parked in appropriately-designated areas as follows:

1. Student parking is available in the Blue, Green, and Orange lots. Red lot requires a permit and is designated for faculty and staff only.
2. Visitor parking is available in the Blue, Green and Orange lots and on the west side of the main building near the fountain. Disabled parking is also available within all lots.
3. Motorcycles will park in the designated area in the front blue parking lot.
4. Vehicles improperly parked, parked in restricted

areas, or left overnight without prior notification of campus security may be removed and stored at the expense of the owner of the vehicle.

TRAFFIC REGULATIONS

1. Parking is not permitted in the following areas:
 - A. Reserved areas
 - B. Loading zones
 - C. Driveways
 - D. Crosswalks/sidewalks
2. Double parking is not allowed.
3. Vehicles must be parked within the lines of individually marked spaces.
4. Do not back into parking spaces.
5. Students should:
 - A. Observe one-way traffic flow lanes.
 - B. Not park in any areas that are designated no parking: (turns, esplanades, on grass, etc.)
 - C. Drive in accordance with posted speed limits.
 - D. Observe yield/stop signs.
 - E. Not drive on sidewalks.
 - F. Yield to pedestrian traffic.
 - G. Not park in Visitor spaces if currently enrolled.

COURTESY ESCORTS

This service is provided for members of the campus community who have disabilities and need a police escort from one area of the campus to another. In addition, this service is also available to students during hours of darkness and employees in security sensitive areas. To arrange for an escort, call 979-236-3959.

AUTOMOBILE ACCIDENTS/THEFTS

Accidents and any crime that may have occurred on campus, including thefts, should be reported to **Campus Police Department**.

Contact: 230-3207 or 230-3000

PERSONAL HEALTH & SAFETY

TIPS FOR COLLEGE STUDENTS

Brazosport College faculty and staff are interested in your academic well being and your personal well being.

STUDENT INSURANCE

The college does not provide nor recommend any specific insurance program for students. Students should determine whether to obtain health/accident insurance individually.

IMMUNIZATIONS

The following is to alert students to the need for immunization against certain diseases that are occurring more frequently in our state:

Bacterial Meningitis: Bacterial Meningitis is a serious, potentially deadly disease that can

progress extremely quickly. The bacteria that causes meningitis inflames membranes surrounding the brain and spinal cord, and can also infect the blood. There is treatment, but survivors can develop severe health problems or disabilities. Symptoms include: high fever, rash or purple patches, light sensitivity, confusion/sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. Diagnosis must be made by a medical provider and with early diagnosis and treatment greatly improving the likelihood of recovery. Antibiotic treatment, received early, may save lives. Vaccinations are effective against 4 of the 5 most common bacterial types, but take 7-10 days to become effective. For more information on bacterial meningitis, contact your health provider; your local or regional Texas

Department of Health office; or <http://www.cdc.gov/meningitis/bacterial.html>; or www.acha.org. Effective October 1, 2013 Texas Education Code, § 51.9192, Subchapter Z, requires all new Brazosport College students under 22 years of age to submit evidence of being immunized against meningococcal meningitis.

The meningitis vaccination (MV) requirement applies to:

- All first-time freshmen
- All new transfer students
- All returning BC students who have experienced a break in BC enrollment of at least one fall or spring term

Measles is a highly contagious viral disease, and antibiotics are not available to treat persons infected with this organism. Outbreaks of this illness result in hospitalizations and/or death among college-aged persons. Based on this information, it is strongly recommended that students in higher education institutions have two doses of the vaccine prior to opening classes. Most adults have had only one dose. Measles vaccine is most often given in combination with vaccines for mumps and rubella, which are also caused by viruses.

The illness caused by Tetanus results from poison produced by a bacteria which is very difficult to treat once it occurs. Prevention of tetanus is the most appropriate choice. The vaccine is effective for about 10 years, and needs to be boosted at that interval. 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 may be given in combination with the diphtheria vaccine.

Polio immunization is not routinely recommended for persons 18 years of age or older. However, if global travel is planned, a physician should be contacted for specific recommendations.

BACTERIAL MENINGITIS DEADLINE

An meningitis vaccination record administered within the five-year period immediately preceding and at least 10 days prior to the first semester enrolled or re-enrolled must be submitted to BC's Registrar Office. Required Meningitis Vaccination Documentation is listed below.

At least one of the following must be faxed, mailed or submitted to the Registrar's Office for verification:

1. Certification from a physician or clinic that the student has been vaccinated during the five-year period immediately preceding (and at least 10 days prior to the first day of class).
2. An immunization record from a state or local health authority or an official record received from school officials (must be received at least 10 days prior to the first day of class).
3. A completed, signed and dated copy of BC's Bacterial Meningitis Vaccination Verification Form.
4. A student, parent, or guardian of a student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, parent or guardian of a student submits to the institution:
 - a. an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the

- health and well-being of the student;
- b. an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services MUST be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the Registrar's Office no later than the 90th day after the affidavit is notarized;

Note: Students who fail to submit required meningitis vaccination documents will be restricted from registering for classes.

SMOKING POLICY

Brazosport College (BC) administrative regulation CGD-R Local prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 15 foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of BC and includes BC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices. See Smoking Administrative Regulation CGD-R (Local) on the Brazosport College website for additional information.

CAMPUS EMERGENCY PLAN

LOCAL EMERGENCY NUMBERS

Dial 911 or one of the following numbers:

CITY	FIRE	POLICE	AMBULANCE
Lake Jackson	415-2700	415-2700	415-2700
Richwood	265-8157	265-8157	265-2222
Clute	265-6194	265-6194	265-6194
Freeport	239-1211	239-1211	239-1211

CAMPUS EMERGENCY CONTACTS

NOTE: These numbers are listed to assist in reaching appropriate persons in the event of an emergency. Every emergency situation is different. Individuals are expected to exercise judgment and respond appropriately.

CONTACT	OFFICE PHONE
Security	236-3959
Daryl Bissett, Director Campus Safety & Chief of Police	230-3579

Mr. David Marshall, VP Financial Services & CFO	230-3213
Mr. Marshall Campbell, VP Human Resources	230-3459
Dr. Lynda Villanueva, VP Academic & Student Affairs	230-3422
Mrs. Anne Bartlett, VP Industry & Community Resources	230-3202
Mrs. Serena Andrews, VP College Advancement	230-3245
Mrs. Jo Greathouse, Dean of Student Services	230-3343
Mr. Jeff Detrick, Dean of Instruction	230-3383
Public Information	230-3287

CAMPUS EMERGENCY NUMBERS

- On-campus Dial 0
- Off-campus Dial 230-3000
- After hours: Call campus security at 236-3959

INTRODUCTION TO EMERGENCY INFORMATION

This section is intended to provide a ready source of information in the event of an emergency. Every emergency situation is unique and can take a variety of forms. For some major emergencies, such as hurricanes and floods, preparations can be made, but for most emergencies, there is no preparation. Knowing who to contact can save time, property and even lives in some cases. The following provides general information about what to do in an emergency. College administrators can provide additional information if there are questions about these procedures.

EVERYONE SHOULD:

- Think of the safety of individuals first and foremost
- Use common sense in dealing with situations
- Act quickly in the event of an emergency
- Remain calm
- Be factual in dealing with others
- Develop contingency plans and train staff

- Rehearse emergency procedures
- Practice prevention

In all emergencies follow directions of emergency personnel and college administrators.

BC CAMPUS EVACUATION AREAS

In an emergency situation, unless the building is affected, designated Administrative personnel should immediately assemble.

BUILDING EVACUATION

1. Evacuation Alarms and Announcements

In case of fire, natural gas leak, release of a toxic or lethal substance, a bomb threat, or other threats, it may become necessary to perform a building evacuation. Please note that in cases of a release of toxic or lethal substances or shooting incidents, some buildings may not be evacuated and, instead, may be instructed to shelter-in-place or take other precautions and actions.

If an evacuation in your building is necessary due to fire or other threatening condition, a voice announcement to evacuate will be made either via the fire alarm system, the telephone system, and/or the external speaker system. In the event of a fire, an audible alarm will sound in addition to the announcement to evacuate the building. Please follow the directions given.

2. Evacuation Zones

If you are instructed to proceed to an evacuation zone, please proceed to the following zones depending upon your location:

Location	Proceed to
The Clarion	Disabled parking area of the Blue parking lot at the front of campus
BC Central	The closest of: <ul style="list-style-type: none"> • the main front, Blue lot Disabled parking area • the disabled parking area just north of The Children's Center • the fountain area just west of the C Wing, or • the Courtyard in the Science Technology Corridor
Corporate Learning Center and The Children's Center	The disabled parking area just north of The Children's Center
The Freeport LNG Crafts Academy (L and M Wings), the BASF Center, and the Sadler buildings	The Courtyard in the Science Technology Corridor
Dow Academic Center	The Red parking lot

3. Evacuation Charts and Procedures

An evacuation floor plan chart is posted in each classroom and office area to assist you in vacating to a safe area.

- Ground floor locations: the floor plan chart will

provide direction to the appropriate exit door thru which you can proceed to your designated evacuation zone if so instructed.

- Second floor locations: the chart will provide you with directions to the exit door and routing to the nearest stairwell location or Area of Refuge to help assure your safe evacuation to ground level for assembly in your designated evacuation area. Provide assistance to those occupants needing assistance in leaving the building. Remember: do not use the elevators.
- When leaving the building be sure to: (i) carry all personal items with you, (ii) disconnect and cover electrical equipment that must be protected, and (iii) close doors behind you as you depart.
- Once outside, stay clear of emergency vehicles and responding personnel and do not return to an evacuated building until cleared to do so by a College administrator.

Evacuation of all or part of the campus will be announced by the President or designee.

When campus evacuation is announced, all persons are to immediately vacate the area. This announcement will be relayed in the manner outlined below.

Instructors and their designees are responsible for assisting disabled persons.

Campus security will direct traffic in leaving campus. In the event that it is necessary to evacuate the area, employees will be contacted at the destination numbers that employees have provided to supervisors. College employees will be notified by their immediate supervisors of the campus reopening.

Public announcement of the campus reopening will be made through BC Alert, Houston radio stations and TV stations listed.

Houston TV Stations

- KPRC TV - CHANNEL 2
- KHOU TV - CHANNEL 11
- KTRK TV - CHANNEL 13

Houston Radio Stations

The following radio stations may be requested to broadcast information regarding local conditions after hurricanes:

- Houston KTRH - 740 FM
- Houston KPRC - 950 AM

NOTIFICATION OF AN EMERGENCY

In the event of an emergency that requires evacuation of the college, you will be notified by college administrators and security personnel to leave the area. College administrators will assign responsibility for notification of evacuation. This will usually be done through vice presidents, deans, directors, and division chairs. If these persons are not on campus, the administrator on duty will be responsible for assigning persons to issue the notice to evacuate the campus. Do not return to an evacuated building unless told to do so by college administrators.

FIRE

Should a fire condition exist, an alarm will sound. There are over 150 fire extinguishers on campus. Know the location of the fire extinguishers near you.

Know the closest exit in the event of fire. Observe posted evacuation routes. Emergency exits are clearly marked with overhead, red exit markers. College personnel are responsible for pointing out exit signs to students in their classes or employees under their supervision.

In the event of a fire, follow these steps:

- Pull the nearest fire alarm and call 911 OR
- Call Security at 236-3959 and report the fire and contact the switchboard at extension 0.
 - College personnel assigned to do so will notify students in classes and employees of the emergency.
 - College faculty and staff will assist the disabled in exiting the building.
- If the fire is minor and controllable, use a nearby fire extinguisher to put out the fire.
- If the fire is large and uncontrollable, evacuate all rooms, closing all doors to confine the fire and reduce oxygen. (Do NOT lock doors.)

Know the location of the nearest fire exits.

Know the location of fire extinguishers in your area and how to use them.

Use the stairs. Do not use the elevators.

FREEZING CONDITIONS

In the event of freezing weather, the President or designee will monitor road conditions and determine whether or not to close the campus. If such conditions exist, employees and students should listen to the local radio and TV stations for information.

TORNADO

Since tornadoes occur without time to prepare, there is little to be done other than protection of persons. Assigned college personnel will notify you if a tornado threatens the campus. Stay away from windows and stay close to structural supports. Remember that you are safer inside the building.

HURRICANE/FLOOD

It is the policy of Brazosport College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period.

In the event a hurricane or flood threatens the Brazosport area, the President or designee will monitor conditions and decide whether or not to close the campus. If the determination is made to close the campus, employees should do the following:

- Unplug all electrical equipment. Computers and related equipment can be affected by power surges and outages that accompany storms.

2. Move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past. If you need plastic sheeting to cover equipment, contact Facilities and Maintenance at 979-230-3206 and they will provide plastic to cover equipment.
3. When a hurricane/flood watch is issued, the Director, Facility Services, will be responsible for securing loose materials outside the building.
4. The Director, Facility Services, will be responsible for shutting down air conditioning, gas, electrical and water systems and for moving equipment to the safest location once the college has been evacuated.
5. Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director, Facility Services.
6. Listen to local radio and TV stations for more information regarding return to campus.

BOMB THREATS

Bomb threats are occasionally made against public institutions. Because the college has an open campus, access to the campus cannot be controlled. Local police chiefs advise that reaction to a bomb threat is a judgment call.

1. First and foremost is the welfare of the students and employees of the college. If you should receive a threat, try to have the caller agree for the call to be transferred to a college administrator.
2. If that fails, attempt to gather as much information as possible.

Try to learn the following:

- When is the bomb set to go off?
 - What does the bomb look like and where was it placed?
 - Why was the bomb set?
 - What does the voice sound like?
 - Were there any identifiable sounds in the background?
 - What was the exact wording of the threat?
3. Immediately notify a college administrator that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer questions that would be helpful. NOTE: The President or administrator on duty will make a decision regarding the action to be taken.
 4. If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, DO NOT attempt to remove them. Report them to a college administrator.

5. Leave the building by way of the nearest exit and proceed to designated evacuation areas.
6. Do not return to the building until you are notified to return by a college administrator.

Do not hang up on phone threats. Keep the caller talking and get as much information as possible.

VIOLENT ACTS

When someone witnesses a violent act or the threat of violence, immediately notify campus police and security at 236-3959 or the College Switchboard at extension 0 from an on-campus phone or 979-230-3000 from a non-campus phone.

CHEMICAL SPILLS

Any spill of a hazardous chemical on campus must be reported to the college administrator on duty at extension 0.

When reporting, be specific about the material spilled and the exact location of the spill. The college administrator on duty will follow up and contact outside authorities if assistance is needed.

On-site personnel should evacuate the area of the spill and seal it off as much as possible to prevent contamination of adjoining areas.

On-site personnel should also evacuate adjoining areas if the spill poses a threat to these areas.

Anyone who may be contaminated by the spill should:

1. immediately wash with soap and water
2. remove contaminated clothing
3. request assistance
4. remain in the general area
5. wait for college personnel to assist you

College labs are equipped with safety showers and eye wash stations. These should be used at once.

GAS LEAKS ON CAMPUS

If a natural gas leak is detected in the building, the following steps should be taken:

- Walk quickly to the nearest marked exit and alert others in the area to also evacuate the area. Assist the disabled in exiting the building. Immediately send someone to notify the college switchboard operator or security
- Go to the designated evacuation area.
- Do not turn any electrical power source on or off or attempt to use the telephone.
- Do not use a flame.
- Do not use elevators in leaving the building.
- Do not return to an evacuated building until instructed to do so by a college administrator.

TOXIC FUME RELEASE (OFF CAMPUS)

During an accidental release of toxic fumes from industry, the rail transport of chemicals, or other emergencies where the air quality threatens persons on campus, shelter-in-place is recommended. Shelter-

in-place means staying inside the building or seeking shelter in the nearest building.

Local authorities will notify the college to issue orders for shelter-in-place during chemical emergencies that occur off campus. All employees and students will be directed to remain inside or to seek shelter by the college administrators.

SHELTER-IN-PLACE PROCEDURES

- Go inside the building.
- Close all doors.
- The Director, Facility Services, will be responsible for shutting down the air conditioning/cooling system for the building to reduce the intake of outside air.
- Turn on radio or television for further information. Campus TV monitors will provide updated information on the emergency.
- If eyes, nose or throat become irritated, protect breathing by covering your mouth with a damp cloth. You should take frequent shallow breaths and remain calm.
- If a medical emergency develops, follow procedures outlined in the Medical Emergencies section.

Do not leave the building until you receive official notification that the danger has passed.

MEDICAL EMERGENCIES

Call the college switchboard at extension 0 or security at 236-3959 if you or others need help. Initiate appropriate action.

LIFE THREATENING EMERGENCIES:

Unconsciousness, difficulty breathing, choking, seizures, chest pains, or serious bleeding.

1. GET HELP!
 - a. If alone, go quickly to the nearest phone and call 911. Also, notify the college switchboard at extension 0 or security at 236-3959.
 - b. If not alone, send someone to the nearest phone to call 911 and to notify the switchboard or security.
 - c. Report the nature and location of the emergency.
 - d. Report the condition of the individual.
2. Render aid as appropriate.
3. Switchboard operator will send someone to meet emergency personnel to direct them to the incident.

GENERAL MEDICAL PROBLEMS

NON-LIFE THREATENING CONDITIONS (INJURIES/ILLNESS)

- Contact the College Switchboard at extension 0.
- Contact Security at 979-236-3959

ACCIDENTS

VEHICLE ACCIDENTS ON CAMPUS

All accidents, thefts, or offenses that occur on campus must be reported to Security or the campus operator at extension 0 from on-campus phones or 230-3000

from off campus. College police, security officers and administrators will be notified as appropriate by the switchboard operator for necessary follow-up action. Contact the college switchboard at extension 0 to report the accident. While the college is not responsible for personal vehicles, the college police or security officer and/or our contract police officer will assist in the exchange of information and notification of local police for investigation of the accident.

VEHICLE (COLLEGE) ACCIDENTS OFF CAMPUS

Follow normal vehicle accident procedures. Exchange information for police reports. Exchange insurance information. If the accident is serious and injuries are involved or the college vehicle is disabled, contact the college switchboard during college hours or a campus security officer at 236-3959 during weekends or after hours.

MAINTENANCE EMERGENCIES

Maintenance and related problems include:

- Power outages and electrical problems
- Water leaks
- Gas leaks
- Sewage problems

Call the college switchboard at extension 0.

At other times when classes are not in session, call the college security officer at 236-3959.

Warning: Do not touch electrical wires. If possible, shut off power in the event of an electrical problem.

CAR TROUBLE OR JUMPSTARTING

Contact the college switchboard. Campus security will assist with jumpstarting and keys locked inside a vehicle, but cannot perform vehicle maintenance or flat tire services.

EVACUATION INFORMATION

In the event of an evacuation of the Brazosport area, college employees will be notified by their immediate supervisors regarding return to work. Supervisors will use phone numbers at evacuation sites listed by employees for notification. Information about return to work will also be available on the college web page or by dialing the college switchboard for a recorded message. The Emergency Handbook is available for download from the Brazosport College website, under the Business and Community section.

STUDENT RIGHTS AND STUDENT CODE

It is the responsibility of each student to be aware of college policy which may affect your standing with the college. You are responsible for remaining in good academic standing and not be in debt to the college financially. This guide is current at the time of publication but is subject to changes in rules and regulations as college policy, regulations of state or federal agencies or legal changes occur. For latest updates to the information contained in the Brazosport College Student Guide & Calendar, please visit www.brazosport.edu/guide.

STUDENT RIGHTS

(Spanish versions available online at www.brazosport.edu/StudentServices/Pages/Student-Rights)

RIGHT TO BE FREE FROM DISCRIMINATION ON THE BASIS OF RACE, GENDER, COLOR, RELIGION, NATIONAL ORIGIN, AGE, OR DISABILITY.

Brazosport College shall not discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, gender identity, genetic information, marital status, veteran status or any other protected class in accordance with applicable federal and state laws. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Marshall Campbell, Vice President of Human Resources
500 College Drive
Lake Jackson, TX 77566
979-230-3459
marshall.campbell@brazosport.edu

Please refer to Brazosport College Policy FA (LEGAL) on the Brazosport College website for additional information.

RIGHT TO BE ABLE TO APPLY FOR ADMISSION.

Brazosport College Policy FB (LOCAL) - Admissions and FB (LEGAL) - Admissions addresses the rights of students as it pertains to admissions. All students shall be able to apply for admission to Brazosport College including home-schooled or privately educated students and international students. Additional information regarding admission is on the Admissions webpage at www.brazosport.edu.

RIGHT TO REVIEW ALL EDUCATIONAL RECORDS AND TO FILE COMPLAINTS REGARDING THEM (INCLUDING ALL RIGHTS UNDER FERPA GUIDELINES).

Brazosport College policy FJ (LEGAL) - Student Records and FJ (LOCAL) - Student Records addresses the rights of students as it pertains to records. These rights include the right to privacy, access to educational records, the right to review and to request corrections to their records and the right to require the college to obtain written consent prior to the disclosure of non-directory information. Information regarding these rights is available in the Brazosport College Catalog, Brazosport College Student Guide & Calendar, and on the Registrar's webpage at www.brazosport.edu.

RIGHT TO BE FREE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION.

It is the policy of Brazosport College that all employees and students or users of college resources be able to enjoy a campus environment free of all forms of discrimination, harassment and retaliation. Brazosport College policy FFD (LEGAL) - Freedom from Harassment, Discrimination and Retaliation addresses the rights of students as it pertains to discrimination, harassment and retaliation. Students who feel their rights have been violated are provided the process for addressing the alleged violation. The statement instructs anyone who has a grievance to submit their written grievance to the College administrators identified as the Title IX coordinator and the Section 504 Coordinator. Board policy FFD (LOCAL) - Student Welfare - Freedom from Sexual Violence, Discrimination, Harassment, and Retaliation outlines the steps to address Title IX complaints and is also on the Notice of Non-Discrimination webpage.

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator Office J.117D; 979-230-3355; kellifordespiers@brazosport.edu

Victoria Young, Human Resources Coordinator and Deputy Title IX Coordinator
Office C.114; 979-230-3303; victoria.young@brazosport.edu

RIGHT TO APPEAL DECISIONS IN ACADEMIC MATTERS, INCLUDING GRADES.

Brazosport College students are encouraged to resolve grade issues informally with their instructor, where possible and appropriate. In the event that a grade concern is not resolved informally, students may follow through the academic appeals process which is introduced in the Brazosport College Catalog and detailed in EGA-R (LOCAL) - Academic Achievement-Grading and Credit on pages 7-17.

- Written request to the division chair within sixty calendar days of the due date of grades posted at semester's end.
- If the division chair is unable to satisfactorily address the issue, the student may provide a written appeal to the Dean of Instruction, Jeff.Detrick@brazosport.edu for review by the Academic Appeals committee.
- If the student is dissatisfied with the outcome of the Academic Appeals committee, the student may apply for a review by the Vice President of Academic and Student Affairs.

RIGHT TO APPEAL FINANCIAL AID SUSPENSION.

Students not meeting established financial aid criteria may seek to appeal if mitigating circumstances affect academic performance. Mitigating circumstances are defined as a change in program study, illness, death of a family member, or other traumatic life-altering events of the student. The appeal may not be based upon the need for assistance or the lack of knowledge that the assistance was in jeopardy. Information including the written appeal document may be found at the Financial Aid website.

RIGHT TO DUE PROCESS.

Board Policy FM (LEGAL) - Discipline and Penalties provides that students at Brazosport College that are "subject to discipline by the college district must be afforded the level of due process, including notice and an opportunity to respond, under the U.S. Constitution Fourteenth Amendment that corresponds with the level of the discipline". Student Guide and Calendar on, these include the right to:

1. have their case processed without unreasonable delay,
2. receive prompt written notice of alleged violations per Brazosport College communication policies,
3. have reasonable access to any written testimony to be used against them with written request filed in a timely manner, with the conduct officer,
4. be able to, in a formal hearing, question witnesses against them,
5. produce witnesses and/or evidence per prescribed procedure on their own behalf,

6. decide not to be a witness against him/herself, or to have their silence be construed as an admission of responsibility,
7. and, have a decision based on a preponderance of the evidence.

RIGHT TO APPEAL THE OUTCOME OF A STUDENT CONDUCT VIOLATION OR SANCTIONS BY THE DEAN OF STUDENTS SERVICES, THEIR DELEGATE OR THE COMMUNITY APPEALS AND ADJUDICATION BOARD.

As outlined in the Brazosport College Student Guide & Calendar (Disciplinary Appeal Procedure), a decision reached by the Dean of Student Services, her delegate or the Community Appeals and Adjudication Board may be appealed by accused students or complainants to an Appeals Board within ten (10) working days of being notified of the decision. If the student is notified of the decision by letter, the student has five (5) working days from the date on the letter to make an appeal. Such appeals shall be in writing and shall be delivered to the Vice President of Academic and Student Affairs. The Vice President will determine if the student has grounds for appeal based on a substantial procedural irregularity, bias by the hearing officer or board or evidence not available at the hearing which might have rendered a difference outcome, if it had been available. The Vice President may choose to modify findings of responsibility, sanctions, both, remand the case for a new hearing or uphold the original decision.

The Dean of Student Services is responsible for investigating all allegations in compliance with Board policy FMA (LOCAL) - Discipline and Penalties - Discipline Procedures which describes in detail the procedures provided for students who believe that their rights have been violated. Additionally, students may file complaints in person (Room J.117), in writing or online.

STUDENT CODE OF CONDUCT

PREAMBLE

Enrollment at Brazosport College is a privilege and not a right. Students who voluntarily enter the college agree to abide by its expectations of performance and behavioral standards. These standards, to which all students are held, are judged to be in the best interest of the college community. The college has the right to enact and enforce policies and procedures and hold students and student organizations responsible for violations whether they occur on or off college property.

The student conduct system is an administrative process tailored to and operating in our educational setting. The philosophy for the student conduct system is one of education and not just a means of punishment. This does not preclude the use of punitive

sanctions. This means, rather, that the conduct system focuses on the education and development of the individual as well as the protection of the standards set by the college.

Some of the principles of this approach are:

- Responsibility for resolution of behavioral complaints rests with the accused individual with the aid of the conduct system.
- The individual is expected to accept responsibility for and learn from his/her behavior.
- Each mistake made by a student can be seen as an educational or "teachable" moment.

Some of the goals of the process are:

- To prevent a student's poor choices from recurring in the future.
- To address the root cause(s) of inappropriate behavior.
- To provide an optimum learning environment for all students.

STUDENT OBLIGATIONS AND RESPONSIBILITIES

As mature members of the community at Brazosport College, students are responsible for all aspects of their academic and personal behavior. The student has an obligation to be fully acquainted with published BC regulations and to comply with them in the interest of maintaining an orderly and productive academic community.

By observing behaviors that violate Brazosport College policies, procedures, or the Code of Conduct, not removing themselves from the situation, and/or failing to report the violation(s), a student has demonstrated concurrence with the violation(s) and thus may be equally charged.

VIOLATIONS

It should be understood that a regulation concerning every possible act of misconduct cannot be specifically stated. Below are some examples of violations:

1. **Alcohol:** Possession, use, and/or distribution of alcoholic beverages in any form, and/or impairment which can be attributed to the use of alcohol while on college property or participating in college-sponsored activities;
2. **Drugs:** Using, manufacturing, distributing, or possessing drugs, narcotics, controlled substances, and/or drug paraphernalia, as those terms are defined by the Texas Controlled Substances Act, without medical prescription under medical supervision. Impairment which can be attributed to the use of such drugs;
3. **Gambling:** Gambling on or about college property;
4. **Disorderly Conduct:** Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus;

5. **Sexual Misconduct:** Conduct that exploits another student, a member of the faculty or staff, any visitor or contractor at a Brazosport College facility, or anyone participating in a Brazosport College function. This includes, but is not limited to, non-consensual voyeurism, non-consensual recording (audio or visual), non-consensual dissemination of recordings, sexual activity in public or semi-public places;
 6. **Unlawful Entry:** Gaining unauthorized or illegal entry into a BC building, room, or property by force or deception;
 7. **Dishonesty:** Dishonesty, including acts of cheating and plagiarism, and such acts as forgery, alteration, or misuse of college documents or identification, misuse of college email, altering student records, and/or intentionally furnishing false information to any college official, conduct officer, or a hearing board;
 8. **Physical Assault and Battery:** Assault is an attempt or threat, going beyond mere words, to use violence, with the intent and the ability to do harm to another;
 9. **Verbal Assault:** Any oral or written speech that creates, or is intended to create, fear of physical harm;
 10. **Non-Recognized Student Organizations:** Non-recognized student groups attempting to function on the campus or in the name of Brazosport College;
 11. **Failure to Comply:** Failure to comply with any lawful directions, verbal or written, of any official of BC. Failure to respond to an official request related to an alleged violation of college policy or regulation;
 12. **Weapons:** Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on college property or at college functions. The only exception being for educational purposes that have the prior approval of the Vice President, Academic and Student Affairs;
 13. **Theft:** The generic term for all crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent. Robbery, burglary, and embezzlement fall under this violation;
 14. **Misuse of Property:** Intentionally or recklessly interfering with the property of another, including taking items without permission, destroying, defacing, or damaging the property of another person. Knowingly possessing stolen property. The theft, mutilation, destruction, defacing, and/or gross disregard for any BC property. Misuse of college classrooms or laboratories;
 15. **Interference with Operations:** Intentionally or recklessly interfering with the activities sponsored by, affiliated with, or participated in by members of the BC community. These activities include, but are not limited to, studying, teaching, campus activities, or any of the normal day to day operations of the college;
 16. **False Alarm:** The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;
 17. **Hazing:** All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the college campus;
 18. **Arrest:** Arrest for violation of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the college community. The college has the right to impose sanctions on any student who is arrested on or off campus;
 19. **Harassment and Intimidation:** Systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, such as racial prejudice, personal malice, or attempting to gain personal benefits such as grade changes. What is perceived as harassment to some may not be viewed that way by others. However, if the unwanted and aggressive acts persist, even after a person has asked them to cease, this is harassment. Similarly, intimidation often goes hand in hand with harassment as it is a method of harassment to scare someone, or wear them down, until he or she acquiesces to the harasser's demands. If one person's actions make another member of the college community feel scared or threatened, then it may be considered intimidation.
 20. **Bullying:** Engaging in written, verbal expression, in person or through electronic means, that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or property or is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment.
 21. **Threats:** Expressions of intent to inflict evil, injury, or damage on another member of the college community or to the college itself. Threatening to do harm out of anger, malice, or for personal gain. Specifics are not needed to be offered by the person doing the threats, on how they plan to carry out their actions. Ominous threats of impending danger, however vague, to a person or the college.
 22. **Guest Conduct:** Students are completely responsible for the conduct of their guests on or inside college property, as well as at functions sponsored by the college or any recognized college organization. This may require compensation or restitution for any damages caused;
 23. **Other College Policies:** Violation of policies, procedures or regulations included in official publications of BC such as, but not limited to, the college catalog and bulletins, driving and parking regulations, cafeteria and library rules, posted notices, computer use policy, and other departmental publications.
 24. **Filing False Charges:** Students who knowingly file false Security, Code of Conduct, and/or Academic Dishonesty reports;
 25. **Failure to Fulfill Sanctions:** Failure to complete those obligations associated with a disciplinary sanction, such as restitution for damages, community service, apology letters;
- The college reserves the right to discipline students for acts of misconduct regardless of where the actual behavior occurs. Acts of theft, possession of weapons, physical violence, and possession or use of illegal drugs and/or alcohol will not be tolerated and may result in dismissal from the college. Certain acts of misconduct could result in referral to law enforcement officials in addition to being processed through the college's student conduct system.

ACADEMIC INTEGRITY

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Brazosport College Board policies FLD (Local) - Student Rights and Responsibilities Student Complaints and FMA (Local) - Discipline and Penalties Discipline Procedure.

PLAGIARISM: Plagiarism is taking the work created by another person or entity and submitting it as your own for academic credit or other personal gain.

SELF-PLAGIARISM: Self-Plagiarism is presenting your own previously presented or submitted work as if it were new.

CHEATING: Cheating is to use information in a variety of dishonest manners in order to obtain personal benefit to that particular student for academic or other personal gain.

COLLUSION: Collusion is the act of committing academic fraud with one or more persons. Collusion shall be defined as the unauthorized collaboration with another person in preparing coursework for fulfillment of course requirements and/or knowingly allowing students to commit academic integrity violations.

To avoid academic integrity violations students should:

1. Before beginning any assignment, check with the faculty member to make sure you fully understand the assignment and how he/she wants you to cite sources according to the policies as stated in

the course syllabus. Remember, not citing work properly and then claiming not to know what plagiarism means is not a valid excuse.

2. When turning in an assignment, students must always submit a list of sources they used to complete the assignment. This is called "citing" sources. By citing sources, students are giving written acknowledgment that some of the work in their assignment is not an original idea and are giving due credit to the person who initially created the original idea or concept.
3. The most obvious time to properly cite a source is when using a direct quote from a book or website. The student should then put this passage in quotation marks in their assignment and give proper credit.
4. It is also important to cite sources even when they are not directly quoting the work or ideas of others. If a student paraphrases or summarizes a passage, which by definition is not a direct quotation, it still must be cited.
5. Students should always do their own work with no unauthorized assistance from others.
6. Unless expressly authorized by the faculty member, all quizzes, tests, and exams are to be completed individually. Students may not use class notes, keep their books open, or use any unauthorized information for their own, or a fellow classmate's gain.
7. Without permission from faculty, never give (or receive) assistance to another student regarding any assignments (tests, quizzes, and/or exams included).
8. Students must not, unless they have the permission of all professors involved, turn in the same assignment for credit for more than one class.
9. It is considered cheating for a student to have another person take a test, quiz, or exam in their absence. Students must always take their own tests and submit their own work.
10. Students should always turn their cell phone and/or unauthorized electronic device to the off position before entering a class and especially during a test. Using a cell phone and/or any unauthorized electronic devices during a test can be considered cheating.

STUDENT ORGANIZATIONAL MISCONDUCT

A recognized student organization may be subject to the student conduct violation process if any of the following occur:

1. An alleged offense was committed by members of an organization and an officer or advisor of that organization encouraged, sanctioned or had knowledge that it occurred.

2. An alleged offense was committed by members of an organization or college funds were misused.
3. An alleged offense was committed and was condoned by a majority of the members.
4. An organization chose to protect or cover for one or more offenders who were members or guests of the organization.
5. An alleged offense occurred as a result of an organization sponsored event.
6. A pattern of violations by individual members is found to have existed without proper organizational control, remedy or sanction.
7. After hearing the case, the conduct officer deems that the offense was one of an organizational nature.

ADMINISTRATION OF STUDENT CODE OF CONDUCT

The model for disciplinary procedures is not that of a criminal or civil court, but rather it is an administrative proceeding to address responsibility for violations of the Code of Conduct. All disciplinary matters fall under the authority of the Office of the Dean of Student Services. S/He may appoint a BC employee to act as his/her designee, if necessary. The Dean of Student Services, or designee, will have the authority to investigate complaints, consider leniency following adjudication, settle cases informally on behalf of Brazosport College, and exercise other such reasonably provided authority.

The Dean of Student Services, or his/her designee, will oversee the preparation of all cases in the conduct system on behalf of the college. The Dean, or the designee, will receive recommendations from the complainants and the Community Adjudication Board regarding sanctions and, if appropriate, impose sanctions.

ADJUDICATION PROCESS

Any member of the BC community may report incidents involving alleged misconduct. After incident reports are received, they are investigated and, if merited, the accused are charged as appropriate to the Code of Conduct and/or Academic Dishonesty policies. The accused will receive written notification of these charges and will be directed to contact the initial conduct officer to schedule a pre-hearing meeting. At this meeting, the accused will have the opportunity to hear the charges against them in full detail and be allowed to respond. Failure to schedule such a meeting within five business days will result in a decision being made by the conduct officer without any input from the accused.

STANDARD OF PROOF

The standard of proof used by college student conduct personnel to determine whether a student or organization is in violation of the code of conduct is called preponderance of the evidence. This means

the decision, based upon the information presented, is made on the basis of whether it is "more probable than not" that the alleged violation took place.

DUE PROCESS

The following rights are given to accused students in any Brazosport College conduct proceeding:

The accused shall have the right to:

1. Have their case processed without unreasonable delay.
2. Receive prompt, written notice of alleged violation(s) per Brazosport College communication policies.
3. Have reasonable access to any written testimony to be used against them with written request filed in a timely manner, with the conduct officer.
4. Be able to, in a formal hearing process, question witnesses against them.
5. To produce witnesses and/or evidence, per prescribed procedure, on their own behalf.
6. Decide not to be a witness against himself or herself, or not to have their silence be construed as an admission of responsibility.
7. A decision based on a preponderance of the evidence.

INTERIM SUSPENSION

Until a final decision has been reached in a particular case, the status of a student shall not be altered and the student's privileges to attend classes and/or be physically present on campus shall not be suspended or revoked. The exception to this would be in case of a threat to the teaching/learning environment, the safety of members of the community, or to protect the property of Brazosport College. In such cases, the need for an interim suspension may be deemed appropriate and an interim suspension be imposed by the Dean of Student Services. When the Dean of Student Services decides to impose an interim suspension, the student will be given notice of the charges, an informal opportunity to discuss the charges and possible outcomes thereto with the person handling the case at their request, and the opportunity to schedule a hearing. A hearing will be scheduled within ten business days from the formal notice of interim suspension.

HEARING PROCESS

Students charged with an offense have the option of having their case decided informally or formally through the Student Conduct System as outlined below.

INFORMAL HEARING PROCESS

The conduct officer may allow an alleged violation to be resolved through an informal process. The conduct officer will meet with the accused to review the suggested charges and suggested sanctions along with the resolution options they have available to them.

The accused will be given the opportunity to resolve the matter if responsibility is admitted for the alleged violation(s) and the sanctions are accepted.

FORMAL HEARING PROCESS

If the accused denies responsibility or does not accept the suggested sanctions, they must notify the hearing officer at the pre-hearing meeting. The case will then be heard through the formal conduct hearing process, and either an Administrative Hearing or a Community Adjudication Board Hearing will be scheduled to resolve the case. The Dean of Student Services, in the interest of expediency and/or the nature of the alleged offense, can decide that the hearing be held administratively.

1. **Administrative Hearing:** this is an option depending on the nature and severity of the alleged infraction, and the impact on the overall BC community. The accused may not ask for an Administrative Hearing. The hearing officer for such Administrative Hearings will be the Dean of Student Services or his/her designee. BC reserves the right to adjudicate cases administratively where it is perceived in the best interest of the community or there is a need to expedite the student conduct process.
2. **Community Appeals and Adjudication Board Hearing:** a Community Appeals and Adjudication Board (CAAB), comprised of five members taken from the ranks of faculty, staff, and students, allows the accused the opportunity to have their case decided by a panel or hearing board. This hearing will be conducted according to procedures established by BC. Witnesses may be called, cases may be presented, and the CAAB will have the final decision in the case. A simple majority of the CAAB is sufficient to decide the final outcome of a case. The CAAB will recommend sanctions and the Dean of Student Services may make appropriate modifications to those recommendations, if necessary. The parties will be informed within seven days of the final sanctions and how and when they will be implemented.

COMMUNITY APPEALS AND ADJUDICATION BOARD (CAAB)

1. The Community Appeals and Adjudication Board, herein referred to as the CAAB, shall have discretion to interpret, vary, and adjust procedural requirements in order to promote a fair and just decision, as long as student rights are respected.
2. **Membership:** The CAAB shall be composed of five members of the BC community. Ideally, each CAAB will be comprised of faculty, staff, and students.
Conditions of Student Membership:
 - a. Student members must be in good academic and disciplinary standing.
 - b. Student members must have earned at least 15 credit hours and be currently enrolled.

The Dean of Student Services shall serve as ex-officio advisor to the CAAB and its chair. The advisor should sit and advise the board at all hearings. It is the duty of the chair to make sure presentations to the board are relevant and that order in the hearing is maintained. The chair has the power to remove someone for disorderly conduct. It is the special duty of the chair to make sure that presentations to the board, by any hearing participant, are relevant to the specific allegations.

CAAB members must participate in any scheduled training sessions as requested by the Dean of Student Services and/or his/her designee to ensure that they understand their duties, their obligations as members, and to understand the basic procedures and students rights during the hearing.

SANCTIONS

The following may be imposed upon students depending on the nature and severity of the conduct:

1. **Educational Sanctions:** While any sanction will be punitive by nature, educational sanctions are those designed to educate students.
2. **Admonition:** An admonition is a verbal warning to a student who has violated a college rule or regulation.
3. A written warning is a formal notice of a violation and indicates that continuation or repetition of such conduct may be cause for more severe disciplinary action. The written warning will be placed in the permanent file of the student and may be used in any future conduct proceedings.
4. **Disciplinary Probation:** A student on disciplinary probation is excluded from participation in all extracurricular activities set forth in the notice for a specific period of time. Further violations of any kind during this disciplinary probationary period may result in suspension or expulsion.
5. **Grade Changes:** A student violating academic integrity rules may have a course grade lowered by a letter, changed to a W or an F, or have an assignment or exam graded as a zero.
6. **Restitution:** Restitution is reimbursement for damages to or theft of property. This could be paid to an individual or the college depending on the ownership of damaged or stolen property. This may take the form of appropriate service work or financial compensation.
7. **Suspension:** Suspension is the revocation of a student's privilege to enroll and to be physically present on campus for a specific period of time. The conditions for reinstatement of these privileges shall be stated in the formal decision of suspension sent to the student.
8. **Expulsion:** Expulsion is the permanent revocation of a student's privilege to enroll in the college. This effectively ends an academic career at BC. They

may not register for any classes or take part in any academic programs associated with the college. Likewise expulsion is a revocation of a person's privilege to be physically present on the campus.

SANCTIONS FOR STUDENT ORGANIZATIONS

The following sanctions, in addition to those stated above, may be imposed on student organizations:

1. **Suspension:** Suspension of an organization is the termination of privileges or activities of that recognized organization as set forth in the notice for a specific period of time. This includes but may not be limited to recruiting new members, raising money, requesting funds, and holding events in campus facilities.
2. **Expulsion:** Expulsion of an organization is the permanent termination of status as a recognized organization.

DISCIPLINARY APPEAL PROCEDURES

The purpose for an appellate review is to ensure all parties that the original findings of fact and imposition of sanctions or other solutions are consistent with Brazosport College policies and procedures.

Written requests for appeal should be submitted to the Dean of Student Services within five business days from the date of the original decision except for reasons of new evidence, outlined below, which must be filed within 30 days of the original decision. In the request the student should outline the specific issues and rationale for the appeal. Requests for appeal will be considered only when based on one or more of the following:

1. Substantial procedural irregularity based upon a violation of student rights;
 2. Bias by the hearing officer or board resulting in a violation of the standards of fairness used in disciplinary hearings;
- OR
3. Evidence not available at the hearing which, had it been available, would in all reasonable likelihood have produced a different decision.

Once a completed appeal is received it will be forwarded to the Vice President, Academic and Student Affairs. The Vice President will first determine if the student or organization has grounds for appeal, based on the criteria above. Vice President, Academic and Student Affairs may choose to modify the finding of responsibility, modify the sanctions, or modify both; remand the case for a new hearing; or uphold the original decision. Appellants will typically be notified of the decision within 5 days. The decision of the Vice President, Academic and Student Affairs is final.

RECORDS OF DISCIPLINARY ACTION

All records pertaining to student violations of Brazosport College rules and regulations will be maintained as permanent records. These records are subject to college regulations concerning the confidentiality of student records. Students have the right to inspect their disciplinary records upon written request filed in a timely manner with the Dean of Student Services office.

OFFICIAL COMMUNICATIONS

Email will be used as the Brazosport College official method for communicating with students. This policy stipulates that the College will convey relevant academic and administrative information to targeted student populations via their Brazosport.edu email account. Students are responsible for checking their email accounts frequently and consistently, and for familiarizing themselves with the content of College messages. Because correspondence may be time-sensitive, students are encouraged to check their accounts at least daily. Students, however, may opt to redirect email to an account of their own choosing, but do so at their own risk. The College does not guarantee delivery to forwarded addresses. Errors in forwarding, messages returned 'Mailbox Full' or 'User Unknown', or failing to check email are not acceptable excuses for missing official College communications.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brazosport College to consider all applicants for employment and all employees for placement, job assignments, transfers, promotion, reclassification, termination, compensation and benefits, and any other employment change without regard to gender, disability, race, creed, color, age and national origin or veteran's status. It is also the policy of the college to provide reasonable accommodations for individuals with disabilities unless undue hardship would result.

The college will neither permit nor condone any action of discrimination against any employee or potential employee because of gender, disability, race, creed, color, age and national origin or veteran's status. Nor will the college tolerate harassment of its employees and such actions, if proven, will be considered grounds for termination.

Further, Brazosport College expects all employees to accomplish their work in a businesslike manner with a concern for the well-being of all employees and/or the employees they supervise. Any harassment of or discrimination against any employee is prohibited, regardless of the working relationship.

Specifically forbidden is harassment of a sexual, racial, ethnic or religious nature. Such harassment includes, but is not limited to, unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to

racial, ethnic or religious groups; or basing personnel decisions on an employee's response to sexually-oriented requests.

Reports of discriminatory practices in employment or incidents of harassment in the workplace should be reported to Marshall Campbell, Vice President, Human Resources & Affirmative Action Officer. The college affords the same protections and rights under this policy to students as are afforded to college employees.

It is goal of the college to achieve, as early as feasible, a reasonable college workforce which approximates that of the eligible work force. Full cooperation and assistance of all associated with the college in attaining the goals of our policies and Institutional Employment Plan is expected. The overall responsibility for implementation and monitoring of the college's Institutional Employment Plan is delegated to Marshall Campbell, VP Human Resources.

Anyone having questions regarding the Institutional Employment Plan or this policy statement should contact Marshall Campbell at 979-230-3459 or marshall.campbell@brazosport.edu.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

The College District prohibits discrimination and harassment of any student on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, age, veteran status, genetic information, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Americans with Disabilities Act and Section 504

Prevention and investigation of claims under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act:

Marshall S. Campbell, Vice President of Human Resources
Office C.117; 979-230-3126; marshall.campbell@brazosport.edu

Gender Discrimination and Sexual Harassment

Title IX of the Education Amendment and Brazosport College Policy specifically prohibits discrimination in services or benefits offered by the College based upon gender. Brazosport College's Policy FFD (Local) provides that students are to be free from gender discrimination, harassment, and retaliation. It can be found at [http://pol.tasb.org/Policy/Download/215?filename=FFD\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=FFD(LOCAL).pdf).

Sexual violence and sexual harassment are forms of gender discrimination and, therefore, are prohibited under Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and physical contact or touching of a sexual nature. Conduct is unwelcome when it is not solicited by an individual and is regarded by him or her as unwanted or offensive. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex. A violation of this policy occurs when the conduct is sufficiently severe or pervasive and:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment, instruction, or participation in other College District activities;
- Submission to or rejection of such conduct is used as basis for personnel or academic decisions that affect the individual who has been subjected to sexual advances; and/or
- Such conduct has the effect of interfering with the individual's work or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Any person (student, faculty, staff, or guest) who has questions on this topic or who believes that discriminatory practices have occurred based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with any of the following individuals:

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator
Office J.117D; 979-230-3355; kelli.fordespiers@brazosport.edu

Victoria Young, Human Resources Coordinator and Deputy Title IX Coordinator
Office C.114; 979-230-3303; victoria.young@brazosport.edu

To the greatest extent possible, the College District shall maintain the confidentiality of records related to investigations of complaints based on discrimination, harassment, and sexual violence. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. The College District's Title IX coordinator shall be responsible for evaluating a student's request for confidentiality in the context of the College District's responsibility to provide a safe and nondiscriminatory environment for the entire college community.

Any person who has questions or who believes that discriminatory practices have occurred may also contact the Department of Education's Office for Civil Rights at:

1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: (214) 661-9600
Facsimile: (214) 661-9587
Email: OCR.Dallas@ed.gov

24 Hour Crisis Hotlines:

(979) 849-5166

(800) 243-5788

(281) 585-0902

LIBERTAD DE DISCRIMINACION, ACOSO Y REPRESALIAS

El distrito del colegio (college district) prohíbe la discriminación y el acoso de cualquier estudiante basados en la raza, el color, el origen nacional, la religión, el sexo, la orientación sexual, la identidad de género, la discapacidad, la edad, la condición de veterano, la información genética, o cualquier otra razón prohibida por la ley. Las represalias contra cualquier persona involucrada en el proceso de quejas es una violación de la política del Distrito del Colegio y está prohibida.

Ley sobre Estadounidenses con Discapacidades (ADA) y Sección 504

La prevención e investigación de reclamos bajo la ley sobre Estadounidenses con Discapacidades (Americans with Disabilities Act) y la Sección 504 de la Ley de Rehabilitación:

Marshall S. Campbell, Vicepresidente de Recursos Humanos

Oficina C.117; 979-230-3126; marshall.campbell@brazosport.edu

Discriminación de Género y Acoso Sexual

Título IX de la Enmienda de Educación y Política del colegio Brazosport prohíben específicamente la discriminación en los servicios o beneficios ofrecidos por el colegio basado en género. Política FDE de Brazosport College (local), establece que los estudiantes deben estar libres de discriminación de género, acoso y represalias. Se puede encontrar en [http://pol.tasb.org/Policy/Download/215?filename=FFD\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/215?filename=FFD(LOCAL).pdf)

La violencia sexual y el acoso sexual son formas de discriminación de género y, por lo tanto, están prohibidas en virtud del Título IX. La violencia sexual se refiere a los actos sexuales físicas perpetradas contra la voluntad de una persona, o cuando una persona es incapaz de dar su consentimiento. Un número de diferentes actos caen en la categoría de violencia sexual, incluida la violación, asalto sexual, agresión sexual, abuso sexual y coerción sexual.

El acoso sexual incluye, pero no se limita a, avances sexuales no deseados, solicitudes de favores sexuales no deseados, comentarios verbales indeseados de naturaleza sexual, y el contacto físico o tocar de naturaleza sexual. Conducta no es bienvenida cuando no se solicita por un individuo y es considerado por él o ella como no deseado u ofensivo. El acoso sexual es ilícito, independientemente de si las partes son del mismo sexo o del sexo opuesto. Una violación de esta política se produce cuando la conducta es suficientemente severa o penetrante y:

- La sumisión a tal conducta se hace explícita o implícitamente un término o condición de empleo, instrucción, o la participación en otras actividades de la universidad del Distrito;
- La aceptación o el rechazo de tal conducta se utiliza como base para el personal o decisiones académicas que afectan al individuo que ha sido objeto de avances sexuales; y / o
- Tal conducta tiene el efecto de interferir con el trabajo de la persona o el rendimiento académico o la creación de un trabajo intimidante, hostil u ofensivo o ambiente de aprendizaje.

Cualquier persona (estudiantes, profesores, personal, o invitado) que tiene preguntas sobre este tema o que cree que se han producido prácticas discriminatorias basadas en el género pueden discutir sus inquietudes y presentar quejas formales o informales de posibles violaciones del Título IX con cualquiera de los siguientes personas:

Kelli Forde Spiers, Directora de Vida Estudiantil y el Título IX Coordinador:

Oficina J.117D; 979-230-3355; kelli.fordespiers@brazosport.edu

Victoria Young, Coordinador de Recursos Humanos y Coordinador Adjunto Título IX

Oficina C.114; 979-230-3303; victoria.young@brazosport.edu

En la mayor medida posible, el distrito del colegio deberá mantener la confidencialidad de los expedientes relacionados con las investigaciones de las denuncias basadas en la discriminación, el acoso y la violencia sexual. Revelaciones limitadas pueden ser necesarias para llevar a cabo una investigación a fondo y cumplir con la legislación aplicable. Coordinador del Título IX del Distrito de Colegio será responsable de la evaluación de la solicitud de un estudiante de la confidencialidad en el contexto de la responsabilidad del Colegio de Distrito para proporcionar un ambiente seguro y sin discriminación para toda la comunidad universitaria.

Cualquier persona que tenga preguntas o que cree que se han producido prácticas discriminatorias también pueden ponerse en contacto con el Departamento de Educación de la para los Derechos Civiles en:

1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810

Teléfono: (214) 661-9600

Fax: (214) 661-9587

Correo electrónico: OCR.Dallas@ed.gov

Líneas de Crisis 24 horas:

(979) 849-5166

(800) 243-5788

(281) 585-0902

CAMPUS SECURITY

The safety and security of college employees, students and contract employees are important concerns of Brazosport College. Substantial resources and many individuals are dedicated to providing students and employees a safe environment for learning and working. In order to provide security for college facilities and provide assistance to students and employees whenever needed, Brazosport College employs a Chief of Police/Director, Campus Safety; security officers; and contracts with the Lake Jackson Police Department in the position of School Resource Officer. Services of a commissioned police officers from other police departments in the area to increase security at certain campus events are also contracted. In 2016, the College is in the process of transitioning to a College police department comprised of the Chief and additional full-time commissioned police officers, as well as security officers. The College's police and security officers regularly patrol the campus facilities and parking lots.

Accidents, thefts, or other criminal offenses should be reported to Campus Security at 979-236-3959 (cell phone), to the Brazosport College Switchboard by dialing "0", or by using one of the emergency call boxes located in campus parking lots. Immediate threats should be reported by calling 911 or the Brazosport College Security number at 979-236-3959. Suspicious or criminal behavior may be reported using Tip Share on the Brazosport College website under Faculty & Staff >Resources > BC Report and clicking the Tip Share link under "Report Suspicious or Criminal Activity."

In compliance with the Student Right-to-Know and Campus Security Act of 1990, Brazosport College collects specified information on campus crime statistics.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

Brazosport College will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported by local police and sheriff departments. The crime categories as specified by the Department of Education are:

1. Criminal Offenses: (murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter).
2. Hate Offenses: (murder/non-negligent manslaughter, aggravated assault, all forcible sex offenses, including forcible rape, arson, negligent manslaughter, and simple assault).

- Arrests: (liquor law violations, drug law violations, and illegal weapons possessions).
- Disciplinary Actions/Judicial Referrals: (liquor law violations, drug law violations, and illegal weapons possessions).

BRAZOSPORT COLLEGE CAMPUS CRIME 2013-2015

The crime statistics for Brazosport College during the periods January - December 2013, January - December 2014 and January - December 2015 as reported by local law enforcement departments are as follows:

CRIMES AND ARRESTS AT 500 COLLEGE DRIVE CAMPUS

	Jan.–Dec. 2013	Jan.–Dec. 2014	Jan.–Dec. 2015
Criminal Offenses			
Robbery	0	0	0
Burglary	0	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses			
Forcible sex offenses	0	0	0
Non-forcible offenses (i.e., incest or statutory rape)	0	0	0
Domestic Violence (reported after 2013)		0	0
Dating Violence (reported after 2013)		0	0
Stalking (reported after 2013)		0	0
Hate Offenses			
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Assault	0	0	0
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	0
Any other bodily injury crime	0	0	0
Arrests			
Drug law violations	2	0	0
Liquor law violations	0	1	2
Illegal weapons possession	0	0	0
Disciplinary Actions/Judicial Referrals			
Drug abuse violations	2	0	0
Unfounded crime reports (reported after 2013)			
		0	0

CRIMES AND ARRESTS ON PROPERTY CONTIGUOUS TO BRAZOSPORT COLLEGE LOCATIONS:

	Jan.–Dec. 2013	Jan.–Dec. 2014	Jan.–Dec. 2015
Criminal Offenses			
Robbery	0	0	0
Burglary	1	1	19
Theft	0	1	0
Motor Vehicle Theft	1	0	6
Arson	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses			
Forcible sex offenses	0	0	0
Non-forcible offenses (i.e., incest or statutory rape)	0	1	3
Domestic Violence (reported after 2013)		0	5
Dating Violence (reported after 2013)		0	1
Stalking (reported after 2013)		0	0

Hate Offenses

Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	3
Assault	0	0	12
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	7
Any other bodily injury crime	0	0	1

Arrests

Drug law violations	4	5	5
Liquor law violations	0	1	1
Illegal weapons possession	0	2	3

Disciplinary Actions/Judicial Referrals

Drug abuse violations	1	3	1
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Unfounded crime reports (reported after 2013)

		1	3
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CRIMES AND ARRESTS ON BRAZOSPORT SATELLITE LOCATIONS

Criminal Offenses

Robbery	0	0	0
Burglary	2	0	0
Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Sex Offenses

Forcible sex offenses	1	0	0
Non-forcible offenses (i.e., incest or statutory rape)	0	0	0
Domestic Violence (reported after 2013)		0	0
Dating Violence (reported after 2013)		0	0

Stalking (reported after 2013)

		0	0
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Hate Offenses

Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
Assault	0	0	0
Intimidation	0	0	0
Destruction, damage, or vandalism of property	0	0	0
Any other bodily injury crime	0	0	0

Arrests

Drug law violations	27	0	1
Liquor law violations	0	0	1
Illegal weapons possession	1	0	0

Disciplinary Actions/Judicial Referrals

Drug abuse violations	3	3	1
Illegal weapons violations	1	0	1

Unfounded crime reports (reported after 2013)

		2	1
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Information for this report was furnished by Police Departments from Angleton, Clute, Freeport, Sweeny, West Columbia, Lake Jackson, Richwood and Brazoria County Sheriff's Department. Copies of the reports are located in Human Resources located at 500 College Drive in Lake Jackson, Texas.

BRAZOSPORT COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law L01 - 226), the following information is provided to you. Please read it carefully so that you are aware of college regulations and other information pertaining to the illicit use of drugs and abuse of alcohol by students. If you have questions concerning any of the information, please contact the Office of the Dean of Student Services at 979-230-3233.

STANDARDS OF CONDUCT

Please review the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on our campus. Be governed by this information while you are a student at Brazosport College.

LEGAL SANCTIONS UNDER LOCAL, STATE, & FEDERAL LAW FOR UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS; & ALCOHOL ABUSE:

ILLICIT DRUGS

The controlled substances listed below are grouped into felonies and misdemeanors. This list of controlled substances is not a complete list of illegal drugs, but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty. A felony is an offense for which the person could be sentenced to a term in the penitentiary. A state jail felony is an offense for which a person could be sentenced to confinement in a State Jail for a term not more than 2 years or less than 180 days. The person can additionally be fined up to \$10,000. A misdemeanor is an offense in which the person could be sentenced to time in a county jail or a fine or a combination of both fine and county jail time.

FELONY - DELIVERY/SALE AND POSSESSION

- Cocaine
- "LSD" (Lysergic Acid Diethylamide)
- "Ecstasy"/MDMA(4-Methylenedioxy Methamphetamine)
- Methamphetamine
- Amphetamine
- Methaqualone
- Benzodiazepines (Delivery/sale only)
- Heroin
- Methadone
- Marijuana
 - More than 4 ounces, less than 5 pounds)
 - Delivery to a minor
- Rohypnol (Distribution any amount -- Possession: 28 grams or more)

MISDEMEANOR - POSSESSION

1. Benzodiazepines
2. Phenobarbital
3. Rohypnol (less than 28 grams)
4. Marijuana
 - a. Four (4) ounces or less
 - b. Delivery/sale of 1/4 ounce or less

DRUG FREE ZONES

Institution of higher learning means any public or private technical institute, junior college, senior college, or university, medical or dental unit, or other agency of higher education as defined by Section 61.003, Education Code.

An offense otherwise punishable as a state jail felony under Section 481.112, 481.113, 481.114, or 481.120 is punishable as a felony of the third degree, and an offense otherwise punishable as a felony of the second degree under any of those sections is punishable as a felony of the first degree, if it is shown at the punishment phase of the trial of the offense that the offense was committed: in, on, or within 1,000 feet of premises owned, rented, or leased by an institution of higher learning.

The above information is found in the Penal Laws of Texas, Subtitle C., Texas Health and Safety Code (Controlled Substances Act, Dangerous Drugs Act, Simulated Controlled Substances, Volatile Chemicals and Abusable Glue and Aerosol Paint).

INTOXICATION & ALCOHOLIC BEVERAGE OFFENSES

PUBLIC INTOXICATION

1. A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.
2. It is a defense to prosecution under this section that the alcohol or other substance was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.
3. An offense under this section is a Class C misdemeanor.
4. An offense under this section is not a lesser included offense under Section 49.04

CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGE IN MOTOR VEHICLE

1. **In this section:**
 - A. "Open Container" means a bottle, can, or other receptacle that contains any amount of alcoholic beverage and that is open, that has been opened, that has a broken seal, or the contents of which are partially removed.
 - B. "Passenger area of a motor vehicle" means the area of a motor vehicle designed for the seating of the operator and passengers of the vehicle. The term does not include:

- a. a glove compartment or similar storage container that is locked;
 - b. the trunk of a vehicle; or
 - c. the area behind the last upright seat of the vehicle, if the vehicle does not have a trunk.
- C. "Public Highway" means the entire width between and immediately adjacent to the boundary lines of any public road, street, highway, interstate, or other publicly maintained way if any part is open for public use for the purpose of motor vehicle travel. The term includes the right-of-way of a public highway.
2. **A person commits an offense** if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. Possession by a person of one or more open containers in a single criminal episode is a single offense.

3. **It is an exception** to the application of Subsection (b) that at the time of the offense the defendant was a passenger in:
 - A. the passenger area of a motor vehicle designed, maintained, or used primarily for the transportation of persons for compensation, including a bus, taxicab, or limousine; or
 - B. the living quarters of a motorized house coach or motorized house trailer, including a self-contained camper, a motor home, or a recreational vehicle.
4. **An offense under this section** is a Class C misdemeanor.
5. **A peace officer charging a person with an offense under this section**, instead of taking a person before a magistrate, shall issue to that person a written citation and notice to appear before a magistrate, the name and address of the person charged, and the offense charged. If the person makes a written promise to appear before the magistrate by signing in duplicate the citation and notice to appear issued by the officer, the officer shall release the person. Leg.H. Stats. 2001 77th Leg. Sess. Ch. 969, effective September 1, 2001.

DRIVING WHILE INTOXICATED -- DWI

Beginning September 1, 1999, a blood alcohol level of .08 will be proof enough that a driver is intoxicated.

1. A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
2. Except as provided by Subsection (c) and Section 49.09, an offense under this section is a Class B misdemeanor, with a minimum term of confinement of 72 hours.
3. If it is shown on the trial of an offense under this section that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the person's immediate possession,

the offense is a Class B misdemeanor, with a minimum term of confinement of six days.

INTOXICATION ASSAULT

1. A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another.
2. In this section, "serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.
3. An offense under this section is a felony of the third degree.

INTOXICATION MANSLAUGHTER

1. A person commits an offense if the person:
 - A. operates a motor vehicle in a public place, an aircraft, or a watercraft; and
 - B. is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.
2. An offense under this section is a felony of the second degree.

ENHANCED OFFENSES AND PENALTIES

If it is shown on the trial of an offense under Section 49.04, 49.05 or 49.06, that the person has previously been convicted one time of an offense relating to the operating of a motor vehicle while intoxicated, the offense is a Class A misdemeanor, with a minimum term of confinement of 30 days. If two previous convictions, it may be enhanced to a third degree felony.

HEALTH RISK ASSOCIATED WITH USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL:

ALCOHOL

1. Alcohol depresses the central nervous system. Prolonged alcohol abuse permanently impairs brain and nerve function.
2. Alcohol causes facial flushing, which becomes constant in heavy drinkers.
3. Prolonged heavy drinking can cause coronary heart disease, hypertension, heart failure, and stroke.
4. Irritation from large amounts of alcohol can cause gastritis and ulcers.
5. Alcohol acts as a diuretic, increasing urine output. Prolonged heavy drinking can cause renal failure.
6. Alcohol increases sexual confidence, but high levels cause impotence.
7. The liver is the main organ responsible for metabolizing alcohol in the blood. It manifests many of the long-term effects of heavy drinking. These effects include fatty liver, hepatitis, cirrhosis, and liver cancer.

8. Cirrhotic liver is a condition commonly caused by heavy drinking, bands of scar tissue form in the liver impairing its function.
9. Development of dependency includes a loss, or lack of control over alcohol. The drinker can no longer be certain of discontinuing drinking whenever he or she wants to due to physiological dependence. This results in prolonged bouts of intoxication with the drinker suffering observable mental or physical complications.

DRUG ABUSE

1. Drug dependence may cause physical problems.
2. Mental problems, such as anxiety and depression, are common during withdrawal. Dependence may also be associated with drug tolerance, in which an increasingly higher dose of the substance is needed to produce the desired effect.
3. Complications may occur as an indirect result of dependence. For example, people who inject a narcotic drug may get sick and die as a result of an infection, such as hepatitis or AIDS, introduced into the bloodstream on a dirty needle.

4. Abusers may suffer from an overdose because of confusion about the dosage or because they take a purer, more potent preparation than they are used to.
5. In severe cases of substance abuse, social problems result from the disruption to family life, to employment and from criminal acts carried out to pay for drugs.

The above information was taken from The American Medical Association Home Medical Encyclopedia, 1989 edition, published by Random House, Inc., New York.

DRUG AND ALCOHOL COUNSELING

Brazosport College has worked cooperatively with the Bay Area Council on Drugs and Alcohol (BACODA) to help individuals, families, and communities stop alcohol/drug abuse and addiction. BACODA offers services such as screening, motivational counseling, and referrals to help individuals and families return to a healthy track for productive lives. Educational programs are also available. To learn more about how BACODA can help you and your community, visit their website at www.bacoda.org or call 1-800-510-3111. For more information on other programs and services within the community, students should contact a counselor or the Dean of Student Services at 979-230-3233.

DRUG FREE ZONE

Rules concerning penalties for drug abuse and alcohol are subject to changes in state law. Students will be responsible for any changes that have occurred since publication of this document.

PLEASE NOTE:

All persons who visit the college campus, including students and employees, are reminded that Brazosport College is within the Drug-Free zone as defined, for inclusion purposes, in Section 61.003, Texas Education Code - "Institution of higher education" means any public or private technical institute, junior college, senior college or university, medical or dental unit or other agency of higher education.

Any person involved in an act of substance abuse in, on or within 1,000 feet of the premises owned, rented or leased by Brazosport College, will be subject to punishment as defined and published in the Texas Penal Code.

CAMPUS CONTACTS

ACADEMIC PROGRAM QUESTIONS	
Counselors.....	230-3040
ADVANCED STANDING EXAMINATION	
Counselors.....	230-3040
CLASS RE-ADMITTANCE	Individual Instructor
CLASS INFORMATION, DAY OR EVENING	
Academic & Technical Education.....	230-3040
CLASS SCHEDULES	
Registrar.....	230-3020
CLUBS, STUDENTS	
Director, Student Life.....	230-3355
COMMUNITY EDUCATION	
Community Education.....	230-3600
COURSES, CHANGING OR DROPPING	
Registrar or Counselor.....	230-3020/230-3040
COURSES, NON-CREDIT	
Community Education.....	230-3600
EMERGENCIES OR FIRST AID	
College Call Center.....	Extension 0 or 230-3000
EXAMINATION SCHEDULE	
Dean of Instruction.....	230-3527
FEES, PAYMENT	
Cashier.....	230-3408
FINAL EXAMS, PERMISSION TO CHANGE TIME	
Vice President, Academic & Student Affairs.....	230-3422
FINANCIAL AID CHECKS	
Cashier.....	230-3408
GRADE CHANGES	
Registrar.....	230-3020
GRADE, CHANGES & REQUEST INCOMPLETE	
Dean, Academic Affairs.....	230-3383
GRADUATION	
Registrar.....	230-3020
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Financial Aid.....	230-3377
INSTRUCTORS	
Academic or Technical Education.....	230-3255
INTERNATIONAL STUDENTS	
Registrar.....	230-3217
INTERNET	230-3600/3475
LOANS	
Financial Aid.....	230-3377
LOST & FOUND	
Security Office.....	230-3207
NURSING	
(ADN or VN Programs).....	230-3424
Counselors.....	230-3040
PARKING FINES, PAYMENT	
Cashier.....	230-3408
PAYROLL CHECKS	
Cashier.....	230-3408
PLACEMENT TESTING	
Counselors.....	230-3040
POSTER OR SIGNS ON CAMPUS, APPROVAL	
Dean, Student Services.....	230-3233

MAIN CALL CENTER	230-3000
www.brazosport.edu	
ADMISSIONS	230-3020
www.brazosport.edu/Admissions	
BOOKSTORE	230-3410
www.brazosport.edu/bookstore	
CAREER CENTER	230-3646
www.brazosport.edu/career-transfer	
CHILDREN'S CENTER	230-3463
COUNSELING & TESTING (ADVISEMENT)	230-3040
www.brazosport.edu/counseling-testing	
FINANCIAL AID	230-3377
www.brazosport.edu/FinAid	
JOB PLACEMENT	230-3429
http://www.brazosport.edu/career-transfer	
LEARNING SERVICES	230-3253
http://www.brazosport.edu/learningservices	
LIBRARY	230-3310
www.brazosport.edu/Library	
REGISTRATION	230-3020
www.brazosport.edu/Admissions	
REGISTER ONLINE	
www.brazosport.edu , then click the myBC button at the bottom of the page	
STUDENT LIFE	230-3412
www.brazosport.edu/StudentLife	
TITLE IX COORDINATORS	230-3355/ 230-3303

READMISSION ON SUSPENSION	
Vice President, Academic & Student Affairs.....	230-3422
RECORDS, STUDENT	
Registrar.....	230-3020
REFUNDS	
Cashier.....	230-3408
REGISTRATION	
Registrar.....	230-3020
SCHEDULE QUESTIONS	
Academic or Technical Education.....	230-3040
SCHOLARSHIPS	
Financial Aid.....	230-3377
Childcare Assistance.....	230-3377
STUDENT LIFE (DIRECTOR)	230-3355
THE SWAMP	230-3414
TSI TESTING	
Counselors.....	230-3040
OCCUPATIONAL-TECHNICAL PROGRAM QUESTIONS	
Counselors.....	230-3040
TRANSCRIPTS	
Registrar.....	230-3020
TUITION PAYMENT	
Cashier.....	230-3408
TUTORING	
Student Success Center.....	230-3184
VETERANS FORMS	
Veterans Counselor.....	230-3473

WHAT'S GOING ON

ACADEMIC CALENDAR

BRAZOSPORT COLLEGE 2016 – 2017 CALENDAR



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YouTube.com/BCBluegators

Fall Semester, 2016

Financial Aid Priority Deadline	June 1
Priority Registration	Apr 4 - May 1
Open Registration	May 2 - Aug 26
Faculty Members Report	Aug 22
Convocation Week	Aug 22 - 26
Drop for non-payment	Aug 26
Classes Begin	Aug 29
Drop and Add	Aug 29 - Sept 2
Labor Day (Holiday, College Closed)	Sept 5
Final Drop for Non-payment (at close of business day)	Sept 14
Last Day to Withdraw from Classes	Nov 3
Thanksgiving Holidays - (College Closes at noon Tuesday, November 22)	Nov 22-25
Final Examinations	
(Exams for Thursday night only classes will be scheduled on Dec 8)	
Grades Due (10:00 a.m.)	Dec 16
Winter Holidays	Dec 19 - Jan 2

Winter Minimester, 2016

Financial Aid Priority Deadline	Nov 1
Priority Registration	Nov 7 - Nov 10
Open Registration	Nov 11 - Dec 9
Classes Begin	Dec 15
Drop and Add	Dec 15 - 16
Drop for Non-payment (at close of business day)	Dec 16
Final Examination	Jan 9
Grades Due (3:00 p.m.)	Jan 10

Spring Semester, 2017

Financial Aid Priority Deadline	Nov 1
Priority Registration	Nov 7 - Nov 10
Open Registration	Nov 11 - Jan 13
College Opens	Jan 3
Faculty Members Report	Jan 9
Convocation Week	Jan 9 - Jan 13
Drop for Non-payment	Jan 13
Martin Luther King, Jr. Day (Holiday, College Closed)	Jan 16
Classes Begin	Jan 17
Drop and Add	Jan 17-20
Final Drop for Non-payment (at close of business day)	Feb 1
Spring Break (College Closed)	Mar 13-17
Last Day to Withdraw from Classes	Mar 30
Spring Holiday (College Closed)	Apr 14
Final Examinations	
(Exams for Tuesday night only classes will be scheduled on May 2)	
(Exams for Wednesday only classes will be scheduled on May 3)	
Grades due (3:00 p.m.)	May 10
Commencement	May 13

May Intersession, 2017

Financial Aid Priority Deadline	Apr 1
Priority Registration	Apr 3 - Apr 30

Open Registration	May 1 - May 10
Classes Begin	May 11
Drop and Add	May 11-12
Drop for Non-payment (at close of business day)	May 15
Final Examinations	May 31
Grades Due (3:00 p.m.)	June 1

First Summer Term (First Six Weeks), 2017

Financial Aid Priority Deadline	Apr 1
Priority Registration	Apr 3 - Apr 30
Open Registration	May 1 - June 2
Memorial Day (Holiday, College Closed)	May 29
Summer Faculty Members Report	June 1
Drop for Non-payment	June 2
Classes Begin	June 5
Drop and Add for Students Enrolled for the First Summer Term	June 5-6
Final Drop for Non-payment (at close of business day)	June 8
Last Day to Withdraw from Classes	June 22
Independence Day (Holiday, College Closed)	July 4
Final Examinations	
(Exams for Tuesday/Thursday only classes will be schedule July 6)	
Grades Due (3:00 p.m.)	July 11

Second Summer Term (Second Six Weeks), 2017

Financial Aid Priority Deadline	Apr 1
Priority Registration	Apr 3 - Apr 30
Open Registration	May 1 - July 12
Summer II Faculty Members Report	July 11
Drop for Non-payment	July 12
Classes Begin	July 13
Drop and Add for Students Enrolled for the Second Summer Term	July 13 - 14
Final Drop for Non-payment (at close of business day)	July 18
Last Day to Withdraw from Classes	Aug 2
Final Examinations	
(Exams for Tuesday/Thursday only classes will be scheduled August 15)	
Grades Due (3:00 p.m.)	Aug 17

Eleven Week Summer Term, 2017

Financial Aid Priority Deadline	Apr 1
Priority Registration	Apr 3 - Apr 30
Open Registration	May 1 - June 2
Memorial Day (Holiday, College Closed)	May 29
Summer Faculty Members Report	June 1
Drop for Non-payment	June 2
Classes Begin	June 5
Drop and Add for Students Enrolled for the Eleven Week Summer Term	June 5-6
Final Drop for Non-Payment (at close of business day)	June 20
Independence Day (Holiday, College Closed)	July 4
Last Day to Withdraw from Classes	Aug 2
Final Examinations	
(Exams for Tuesday/Thursday only classes will be scheduled August 15)	
Grades Due (3:00 p.m.)	Aug 17

MAIN SWITCHBOARD	230-3000	LEARNING SERVICES	230-3253
CHILDREN'S CENTER	230-3463	LIBRARY	230-3310
FINANCIAL AID	230-3377	REGISTRATION.....	230-3020
JOB PLACEMENT	230-3429	STUDENT LIFE.....	230-3412

ACADEMIC PROGRAM QUESTIONS

Counselors 230-3040

ADVANCED STANDING EXAMINATION

Counselors 230-3040

CLASS SCHEDULES

Registrar..... 230-3020

CLUBS, STUDENT

Student Life Coordinator..... 230-3355

COMMUNITY EDUCATION

Community Education 230-3600

COURSES, CHANGING OR DROPPING

Registrar or Counselor..... 230-3020/230-3040

COURSES, NON-CREDIT

Community Education 230-3600

EXAMINATION SCHEDULE

Dean of Instruction..... 230-3527

FEES, PAYMENT

Cashier 230-3408

FINANCIAL AID CHECKS

Cashier..... 230-3408

GRADUATION

Registrar..... 230-3020

GRANTS

Financial Aid 230-3377

LOANS

Financial Aid..... 230-3377

LOST & FOUND

B C Security 236-3959

RECORDS, STUDENT

Registrar 230-3020

REFUNDS

Cashier 230-3408

REGISTRATION

Registrar 230-3020

SCHOLARSHIPS

Financial Aid / Child Care Assistance 230-3377

THE SWAMP

Student Life Director..... 230-3414

TRANSCRIPTS

Registrar 230-3020

TUTORING

Student Success Center 230-3184

VETERANS FORMS

Veterans Counselor 230-3473/230-3235



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- Associate of Applied Science
- Associate of Science
- Bachelor of Applied Technology
 - Industrial Management
 - Health Services Management
- Automotive Technology
- Business General
- Chemical Technology: Process Operations
- Chemical Technology: Lab Technician
- Communication
- Computer Technology
- Construction Management
- Criminal Justice
- Drafting Technology
- Early Childhood Development and Education
- Emergency Medical Services
- Pre-Engineering
- Heating/Air Conditioning Refrigeration Technology
- Industrial and Commercial Electricity
- Instrumentation Technology
- Machine Technology/ Millwright
- Music
- Nuclear Power Certificate
- Nursing: Associate Degree in Nursing
- Office Administration
- Pipefitting
- Registered Nursing
- Safety Health & Environmental Management
- Vocational Nursing
- Welding