

Academic Regulations / Degrees: Associate of Arts, Associate of Science, & Field of Study / Distance Learning

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Academic Regulations

Academic Honors

A list of students earning academic honors is compiled each fall and spring semester. The Distinguished Students Roster represents students who earn a grade point average of at least 3.25 on twelve or more semester hours of work (excluding developmental courses) and make no failing grades. The President's Scholars honor roll represents those students meeting all the preceding requirements and attaining a grade point average of 3.75 or higher. Upon graduation, students with averages of 4.0 to 3.9 earn the distinction of summa cum laude; 3.89 to 3.70, magna cum laude; and 3.69 to 3.50, cum laude.

Religious Holy Days

A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

19 TAC 4.4 (c) If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her designee. The student and instructor shall abide by the decision of the chief executive officer or his or her designee.

[Blinn Board Policy FC \(LEGAL\)](#)

Attendance

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the Instructional Dean, to determine how participation is achieved in his or her class. The faculty shall require students to regularly attend class and shall keep a record of attendance from the first day of classes and/or the first day the student's name appears on the roster through final examinations. If a student has one week's worth of unexcused absences during the semester, he or she will be sent an e-mail by the College District requiring the student to contact his or her instructor and schedule a conference immediately to discuss his or her attendance issues. Should the student accumulate two weeks' worth of unexcused absences, he or she will be administratively withdrawn from class.

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

1. Observance of religious holy days - Sec. 51.911(b), Texas Education Code. An institution of higher education shall excuse a student attending classes and/or required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment. **The student should notify his or her instructor(s) not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s).**
2. Representing the College District at an official institutional function. If a student is asked by the College District to be an official representative of the College District at any function approved by the institution, the student will be excused from any classes missed and must be allowed to complete all work without penalty for that absence(s) in a timely manner as directed by the faculty member.
3. A high school student representing the independent school district at an official institutional function. If a high school student is asked by the independent school district to be an official representative of the school district at any function approved by the institution, the student shall be excused from any class missed and must be allowed to complete all work without penalty for the absence(s) in a timely manner as directed by the faculty member.
4. Military Service – Sec. 51.9111(d), Texas Education Code; 19 Administrative Code 4.9. If a student can prove he or she is serving on active duty to which he or she is called with the Armed Forces of the United States, the student shall be excused from attending classes and allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

Other absences may be excused at the discretion of the faculty member.

Developmental Courses: A student enrolled in a developmental course is subject to College District-mandated attendance policies. Failure to attend developmental classes shall result in removal from the course as defined by the College District.

[Blinn Board Policy FC \(LOCAL\)](#)

Absences: Fall and Spring Semesters

An email will be sent from the Registrar to the student and respective instructor as soon as one week of cumulative, unexcused absences are recorded by the instructor on myBLINN.

Type of Course	1st Email Notification		2nd Email Notification Administrative Drop	
	Number of Absences	Week Equivalency	Number of Absences	Week Equivalency
MWF Classes	3 Classes Missed	1 Week	6 Classes Missed	2 Weeks
MW or TR Classes	2 Classes Missed	1 Week	4 Missed Classes	2 Weeks
Night Classes	1 Class Missed	1 Week	2 Classes Missed	2 Weeks
Blended Classes	1 On-Site Class Missed	1 Week	2 Classes Missed	2 Weeks
On-Line Classes	Defined by Instructor	1 Week	Defined by Instructor	2 Weeks

The first email notification will contain the following:

- An explanation of attendance.
- A requirement for the student to meet with his or her respective instructor.

The second email notification will contain the following:

- An explanation of attendance.
- Notice that the student will receive a “Q” or “QF” as the final grade.
- Current appeal process instructions.

Due to the extension of attendance, student drops will be processed through the last class day. If a student is dropped from a class prior to the “Q” date, they will receive a “Q” in the class. When the student is administratively dropped after the “Q” date, students will receive a “QF”.

Absences: Other Semesters

Type of Course	Administrative Drop	
	Number of Absences	Week Equivalency
Minimester	2 Classes Missed	2 Weeks
Summer Semester	3 Classes Missed	2 Weeks
10 Week Semester	6 Classes Missed	2 Weeks
Accelerated Semester	3 Classes Missed	2 Weeks

Due to the compressed time frame in a short semester, **no notification** at the one-week point will be given **during minimesters, summer semesters, ten-week, and accelerated semesters.**

Class Attendance

Students are expected to attend all classes. An accurate record of each student’s attendance is kept by each instructor. It is the student’s responsibility to officially drop a class he or she is no longer attending. A student who acquires the equivalent of two weeks of absences will be withdrawn from the course and not allowed to attend class. Students are not assessed absences when representing Blinn College but are responsible for class work missed. Class days missed due to inclement weather will be made up as appropriate. A student on scholastic or disciplinary probation should not have any unexcused absences. For students receiving Title IV Financial Aid, attendance in class is mandatory. If the student is found not attending, their aid may be withdrawn.

Excused Absences for Students Called to Active Military Service

Upon notice from the Admissions Office of an excused absence for active military service, the instructor will:

1. Provide a mechanism for the retention of the student's coursework completed during the portion of the course prior to the student being called to active military service;
2. Provide a mechanism for the retention of the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
3. Follow up with the Admissions Office and report the student's final grade once he/she has completed the course requirements in a reasonable time after the absence. The definition of a reasonable time after the absence for the completion of assignments and examinations will follow the Blinn College Incomplete Procedure (completion within ninety (90) days after the beginning of the next long semester). If the student has completed 95% of the course the instructor at his/her discretion has the option of issuing a grade based upon work completed.

Students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses will follow the same guidelines listed above.

If the student fails to satisfactorily complete the assignment or examination within ninety (90) days after the beginning of the next long semester, the instructor will have the right to issue a final performance grade based on the work that has been completed.

Upon notice from the student of needing an excused absence for active military service, the registrar will require the student to:

1. Present an original copy of their orders notifying them they have been called to active duty;
2. Sign a "Military Withdrawal Contract" stating that it is their responsibility to contact each of their instructor(s) prior to leaving for active duty, so that they can discuss which assignments/projects/examinations will need to be completed once they return and sign a "Course Completion Contract" (only if an "I" is recorded).
3. Contact their instructor(s) upon returning from active duty.

A student who wishes to dispute the processes regarding this procedure should follow the procedures outlined in the College Catalog entitled Student Rights and Responsibilities: Student Complaints Board Policy [FLD \(LOCAL\)](#). *Blinn Administrative Procedure*

Student Dress Code

Blinn College students are expected to dress following generally accepted community standards of neatness, cleanliness, modesty and good taste.

This procedure is interpreted to require students to wear shoes in all buildings other than residence halls and campus apartments. Elasticized, form-fitting, athletic-type apparel is not acceptable in the classrooms, labs, library or dining hall. Outer garments should cover underwear garments. Apparel with suggestive or obscene writing and/or indecent graphics may not be worn in any public area of the campus including, but not limited to, the classroom, labs, library, dining hall, student center, athletic fields or stadiums, and the residence halls day rooms. Tank tops are not permitted in the dining hall.

The right and responsibility to determine the appropriateness of the dress of a particular student lies with the classroom instructor or when the student is outside the classroom, with the immediate supervisor of the building or grounds the student is utilizing. An instructor may require specific, appropriate dress when students are to give classroom presentations or speeches of any type or when representing the College outside the classroom. When an instructor or supervisor informs a student that the clothing s/he is wearing is not appropriate, the student must leave the classroom or other facility until the student changes the clothing or agrees not to wear such clothing again, as the instructor or supervisor directs.

Students may appeal any decision or directive relative to dress in accordance with the appeals process established by the Board policy [FLD \(LOCAL\)](#) on student complaints or Board Policy [FMA \(LOCAL\)](#) on disciplinary appeals (if a disciplinary penalty has been imposed). *Blinn Administrative Procedure*

Blinn Student Identification (ID) Card

Blinn ID Cards are issued from Enrollment Services at the Central Administration Building (Tejas Center) in Bryan, Enrollment Services at the Administration building in Brenham; and through the campus directors at Sealy and Schulenburg. Before a Blinn ID Card will be issued, a student must be registered for classes with their account paid in full, covered by financial aid, or enrolled in the payment plan. Students will receive one free Blinn ID Card per semester. The Blinn ID Card replacement fee is \$7.00.

Students must present their Blinn ID Card when requested by a College employee; including police, faculty, staff, student employees, or other persons operating in an official capacity.

Students are subject to disciplinary action if they loan their Blinn ID Card to another person or are in possession of another student's Blinn ID Card, tamper with or forge a Blinn ID Card, use an invalid/expired Blinn ID Card, or fail to present their Blinn ID Card when requested by a Blinn College employee. A student's Blinn ID Card may be confiscated by a Blinn College employee at their discretion.

Blinn ID Cards are required for admission to, or participation in, Blinn College sponsored events, the library, open computer labs, specific bookstore privileges, visitation to the Brenham campus residence halls and apartments, non-emergency treatment at the campus Health Clinic, voting in student elections, College meal plans at the cafeteria, and assistance from the Blinn College administrative offices.

Academic Affairs

Blinn Online ID (BOID)

The BOID is the username students will use to access most electronic systems at Blinn College. This includes myBLINN, eCampus/D2L, student email, Library database proxy, wireless network, printing services, and on-campus computers.

The BOID consists of the student's firstname.lastnameLast2digitsofStudentID. For example, if their name is Stacy Smith with student ID number of B00111112 then the BOID is Stacy.Smith12. Managing the password for BOID is performed at <https://password.blinn.edu>.

Student E-Mail Accounts

Blinn College is partnered with Microsoft Office 365 for education to provide e-mail accounts to future, current, and former Blinn students. This e-mail account is the primary electronic communication method between Blinn College and students. The account is created during the admissions application process.

- To start using the account go to: <http://outlook.com/buc.blinn.edu> or use the email icon in myBLINN
- E-mail address: Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu
- Username is the BOID - Firstname.LastnameLast2digitsBlinnID
- The password for email and Office 365 is the same as the student's Blinn password (myBLINN, eCampus, wireless, printing, etc.)
- Mobile Devices and Outlook - Use Exchange, Outlook or ActiveSync as the account type and the full email address as the Username and student's Blinn password.
 - If requested- Exchange ActiveSync server name: outlook.office365.com

Students can use the Blinn e-mail account to do the following:

- Receive official communications from Blinn College
- Send/Receive e-mail to friends, fellow students, faculty and staff
- Check email on Mobile/Cell phone
 - (Exchange ActiveSync server name if requested: outlook.office365.com)
- Store and share 5 GB of documents on SkyDrive
- Microsoft Office licensing Discounts
- Share information with blogs, web pages, lists and photos in Spaces
- Use Office Online applications (Word, Excel, PowerPoint, OneNote)
- Forward this e-mail account or check multiple e-mail accounts

Student e-mail accounts do not expire and the Inbox remains active as long as the student logs in at least once every 180 days.

Print Management System

Beginning in summer 2004, a new print management system was installed across the College. The purpose of the system is managing the computer-based printing in the open computer labs, libraries and classroom computer labs.

The College has licensed the Pharos Uniprint system to provide a central and college-wide print solution. The system controls the release of print jobs to all printers in student areas. The system is configured to assess a cost to each print based on the following schedule:

- black and white single side .07 credits per sheet
- black and white double side .12 credits per
- sheet color single side .50 credits per sheet
- 24 inch plotter, Bryan E223B 1.5 credits per linear foot

Student Accounts

Each enrolled student is automatically given a print system account. The account number is the Blinn Online ID (BOID). Each enrolled student is given 15 credits in their print account per semester. This account will be deducted according to the print schedule. The 15 credits are per semester and are not refundable nor does the balance roll over to the next semester.

Students can add credits to their account using the Add Value stations located in the Brenham Library and Bryan Library building foyer or at the Enrollment Services/Business Office counter on each campus. Funds added to the print account will carry over to the next semester and are not refundable.

Operation

When printing in the Library, Bullock Lab and Open Lab the student will be asked to enter their BOID. The print job will then be placed in a queue (on hold) and await being released. To release the print job, go to the computer labeled Print Release Station. The student will Swipe their ID card or enter their BOID and password. The screen will show all of the pending print jobs. Select the job(s) to print. The documents will print on the nearby printers and the account will be deducted the amount of the job. The student can also view their account activity and balances at the release station.

When printing in the classroom labs and testing areas the student will be asked to enter their BOID and password. A prompt will appear to confirm the print job and will provide the total job cost. After confirmation, the job will print to the nearby printer and the job cost deducted from their account.

Guest Accounts

Community users and those auditing classes can obtain temporary guest cards at the Library on each campus.

Recording of Class Lectures by Students

Students may be permitted to record class lectures under circumstances in which such recordings would enhance the learning process. Students desiring to record lectures must obtain prior approval of each instructor whose lectures they wish to record.

[Blinn Administrative Procedure](#)

Information Technology/Copyright Procedure

Purpose: To ensure clear guidance on the use of Blinn College information technology resources and its application to copyright law for employees, students, authorized users, and the community.

Scope: This procedure applies to all information technology resource and electronic media users, including but not limited to administrators, faculty, staff, students, Board members, agents, volunteers, vendors, and the community, both on campus and at remote sites. All information technology resource and electronic media users shall comply with this procedure.

Authority: The Dean of Academic Technology Services and the Director of Administrative Computing are responsible for Blinn College information technology resources and electronic media. Blinn College reserves the right to randomly audit the contents of all electronic media to determine adherence to policies and/or procedures and, if requested, to provide material to the state auditors for audit purposes. In the event that any Blinn College information technology resource user leaves, resigns, or in any way concludes his or her relationship with Blinn College for whatever reason, access to all information technology resources, including voice mail and e-mail services, will be terminated immediately unless continued access is authorized and approved by the appropriate parties.

Definitions:

- Information Technology Resources includes all forms of the acquisition, processing, storage, and dissemination of vocal, pictorial, textual, and numerical information by electronic-based computing or telecommunications.
- Electronic Media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.
- Users include anyone authorized to access information technology resources and/or electronic media owned or operated by Blinn College.
- Copyright Infringement is the unauthorized use of copyrighted material in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works that build upon it.
- DMCA (Digital Millennium Copyright Act) is a United States copyright law that implements two 1996 treaties of the World Intellectual Property Organization (WIPO).

User Responsibilities: Access to information technology resources and/or electronic media owned or operated by Blinn College is a privilege granted to authorized users. Users are responsible for:

- Reviewing, understanding, and complying with all College policies and/or procedures related to access, use, and the security of Blinn College information technology resources and/or electronic media;
- Adhering to all hardware and software license agreements that are in force on any College system, network, or server;
- Asking system administrators or data owners for clarification of access and acceptable use issues not specifically addressed in College policies and/or procedures; and
- Reporting possible violations to the appropriate parties.

Employee Usage: Blinn College's information technology resources are made available to employees to assist with fulfilling their job responsibilities. Employees shall be held to the same professional standards in their use of Blinn College electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College policy and/or procedure or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Student Usage: Blinn College's information technology resources are made available to students to further the educational mission of the College. To ensure availability and reasonable levels of service, the users must exercise responsible, ethical behavior. The misuse of information technology resources by a few can result in degraded performance for all users and interfere with legitimate academic endeavors. Failure to follow this procedure can result in suspension or termination of access to Blinn College's information technology resources and/or electronic media, as well as, other disciplinary actions by the College. Blinn College reserves the right to investigate any unauthorized or improper use of College information technology resources. The appeal of any suspension or termination of access or other disciplinary actions shall be governed by the due process procedures outlined in Board Policy and the College Catalog. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Community and Other Authorized Usage: Blinn College's information technology resources are made available to community and other authorized users for general use consistent with Blinn College activities. The misuse of information technology resources by community and other authorized users can result in limited or terminated access. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

General Guidelines:

- Blinn College information technology resources and/or electronic media may not be used: to interfere with normal operations and other users; to violate city, state, and/ or federal laws; to damage or impair College resources; for commercial use; and/or for more than occasional incidental personal communication.
- All reasonable efforts shall be made by users to prevent unauthorized access to the Blinn College information technology systems. Users shall be responsible for protecting the confidentiality of their password. Users shall be responsible for changing their password if it becomes compromised.
- Users shall minimize the electronic exchange of large files not consistent with Blinn College business.
- No effort will be made to guarantee privacy of electronic media other than to limit access to Blinn College employees, students, and authorized users only. Messages which are returned as undelivered or improperly addressed will be reviewed as part of the ongoing operation of the e-mail system.
- E-mail, including messages archived on backup tapes, is subject to subpoena by civil and criminal courts, as well as, some open records requests.
- The following activities are not allowed: file sharing; spamming; chain mail; downloading or installing unauthorized software or other applications; unauthorized access, removal or modification of data, applications or equipment; unauthorized use of network packet 'sniffers' or packet analyzers; unauthorized installation of routers, switches, hubs, or wireless access points; unauthorized scanning systems to find running services and vulnerabilities; and unauthorized running of Web, proxy, or e-mail servers from computers connected to Blinn College information technology infrastructure.

Copyright Infringement Procedures:

Disclosure: Blinn College shall annually disclose that unauthorized distribution of copyrighted material may be illegal, as well as, the Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

DMCA Notices/Illegal Downloading and Distribution: The procedure to effectively combat the illegal downloading and distribution of copyrighted material for Blinn College is as follows:

- **Students**
 - Locate and block access of the source
 - Send notice to the student responsible
 - Report second occurrence to the Vice President of Student Services for student discipline
 - To have access re-established, the user must acknowledge receipt of complaint and copyright information and/or successfully complete any requirements set forth by the Blinn College Student Discipline Process
- **Employees**
 - Locate and block access of the source
 - Send notice to the employee responsible, as well as, their immediate supervisor
 - Report second occurrence to the appropriate supervisor for employee discipline
 - To have access re-established, the user must acknowledge receipt of complaint and copyright information and/or successfully complete any requirements set forth by the Blinn College Employee Discipline Process
- **Community and Other Authorized Users**
 - Locate and block access of the source
 - Send notice to the user responsible
 - Report second occurrence to the appropriate authorities for investigation and action

Deterrents: Blinn College utilizes two types of deterrents for the illegal distribution of copyrighted material:

- Bandwidth shaping;
- Vigorous program of accepting and responding to DMCA notices.

DMCA Agent: Blinn College shall designate a DMCA agent to receive notifications of Agent Copyright Infringements Claims. The Blinn College DMCA agent is: Mr. Brad Rowland; DMCAagent@blinn.edu; 979-209-7480.

[Blinn Administrative Procedure](#)

Makeup Examinations

A student who misses a major or final examination may ask his/her instructor for permission to make up the examination. If a student is absent while officially representing Blinn College or excused on the basis of "a religious holy day," he/she will be permitted to make up the examination. The major examination must be made up within two weeks after he/she returns to class or at the discretion of the instructor. Final examinations must be made up within a reasonable time to allow the instructor to submit the final grade(s) on the day and time defined by the Admissions and Records Office. If a student cannot complete the final examination in that time frame, an

Incomplete (I) may be considered: consult further the Incomplete Procedure. Short tests may or may not be made up, depending upon the instructor's discretion.

Tobacco Use

Tobacco use through any or no device shall not be permitted within College District owned, leased, or controlled vehicles, buildings, property, or other facilities.

Exceptions

Tobacco use is only permitted in designated outdoor areas clearly marked with signs and in private vehicles on College District property.

Enforcement

The enforcement methods for noncompliance of the provisions on tobacco use are as follows:

- The violator may be assessed a fine of \$25.
- The violator may be escorted off campus/property.
- The violator may be charged with criminal trespass.

[*Blinn Board Policy FLB \(LOCAL\)*](#)

Alcohol and Drug Use

Drug and alcohol use, misuse, and abuse are complex behaviors with many outcomes at both the cultural and the individual levels. Awareness of the dangerous effects of drug/ alcohol use is imperative for an individual's well-being or survival. Negative Consequences of drug/alcohol may be exhibited through:

- Physical dependence (the body's learned requirement of a drug for functioning).
- Psychological dependence (the experiencing of persistent craving for the drug and/ or a feeling the drug/alcohol is a requirement for functioning).

Abuse of any drug/alcohol whether licit or illicit may result in marginal to marked, temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts.

Regardless of the types of drug/alcohol utilized, a perceived need for the continued use is likely to ensue, resulting in dependence. Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance and jeopardized family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence. Drug/alcohol counseling referrals are available in the counselors' offices of the College.

Student Conduct: Alcohol and Drug Use Policy

Alcohol

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

Controlled Substances

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

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exception

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

Violation

Students who violate this policy shall be subject to appropriate disciplinary action in accordance with the College Catalog [See also FM and FMA]. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

All students shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. Additionally, this policy may be accessed online at -

<http://pol.tasb.org/Home/Index/1204>.

[*Blinn Board Policy FLBE \(LOCAL\)*](#)

Scholastic Integrity

It is the responsibility of students and faculty to maintain scholastic integrity at the College District by refusing to tolerate any form of scholastic dishonesty. Adequate control of test materials, strict supervision during testing, and other preventative measures should be utilized, as necessary, to prevent cheating or plagiarism. If there is a compelling evidence that a student is involved in cheating or plagiarism, the faculty member should assume responsibility and address the infraction. Likewise, any student accused of having violated the Scholastic Integrity Policy is entitled to due process to resolve the allegation. If a student has been found in violation of the Scholastic Integrity Policy, the student's name will be forwarded to the Blinn College Student Conduct Database.

"Scholastic dishonesty" shall include, but is not to be limited to, cheating, plagiarism, and collusion.

SCHOLASTIC DISHONESTY RESOLUTION

If a student accused of violating the Scholastic Integrity Policy wishes to appeal the decision, the student must make an appointment with their faculty member. If the student does not appear for the appointment, the faculty member will render a decision and, if applicable, an appropriate penalty for the infraction.

After discussing the incident with the student, the faculty member may dismiss the allegation, issue a verbal warning, issue a written warning and/or assign a grade to the assignment, ranging from a zero on the assignment to an F in the course. The decision should be forwarded to the appropriate dean or designee who will forward the information for inclusion in the Student Conduct Database once the opportunity to appeal has concluded. If a student has received an F in the course as a result of a Scholastic Integrity Violation, and the penalty stands after the end of the appeal process, the student may not drop the course. A student who has been through the Scholastic Integrity Appeal Process may not request a Final Course Grade Appeal to contest the final decision determined by the Scholastic Integrity Appeal Process.

A student who wishes to appeal the faculty member's decision may appeal according to the process below.

SCHOLASTIC INTEGRITY APPEAL PROCESS

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of five class days from the notification about the infraction.

STANDARD OF REVIEW

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of five class days from the notification about the infraction. The standard of review to be used in all proceedings under this policy shall be that of fundamental fairness. Strict rules of evidence and procedure are not required so long as the proceedings are conducted in such a manner as to allow both sides the opportunity to explore the circumstances fairly and fully. Discussion regarding the same shall be made by the party who is conducting the hearing.

LEVEL I

The meeting between the student and the faculty member shall represent Level I of the process and shall be considered an informal meeting. If the conference is not resolved to the student's satisfaction, the student shall have five class days from the date of the Level I meeting to appeal in writing to the dean or designee.

LEVEL II

The conference between the student and the dean or designee represents Level II of the appeal. Prior to or at the conference, the student and the faculty member shall submit a written statement and copies of all coursework or other appropriate documentation to the Instructional Dean for review.

The dean or designee shall hear and evaluate the student's complaint and shall then confer with the faculty member. The dean or designee shall put in writing their findings and related decision.

If the conference is not resolved to the student's satisfaction, the student shall have five class days from their receipt of written notification to respond to the Instructional Dean, who will then defer to the appeals process for resolution. The Instructional Dean will notify the Vice President for Instruction of this decision in writing within one class day. If the student does not request a hearing by an appeals committee within the five class days provided by this procedure, the student will forfeit the right to any additional appeal.

LEVEL III

The appeals committee shall be initiated at Level III of the appeal. This ad hoc committee will be composed of three faculty members from three separate divisions, one of which must be the technical area. This committee is chosen by the Vice President for Instruction or their designee and shall be chaired by the appropriate Instructional Dean. Upon notification of the student's decision to pursue further appeal, the Instructional Dean will notify in writing the student, the faculty member, and the Vice President for Instruction that the dispute will be referred within five class days to an appeals committee for review. The Instructional Dean shall submit to the appeals committee copies of all written documentation obtained from the student and/or the faculty member and written instructions concerning assignments from the faculty member.

Within five to ten days of the receipt of the written materials, the committee chair will convene the appeals committee to review the written materials submitted and shall schedule the date, time, and location of the hearing. The committee chair will notify all parties of the hearing. The student and the faculty member shall receive written notification from the committee chair that the issue will be reviewed by the committee within the given time frame.

The hearing shall provide an opportunity for both the student and the faculty member to be heard. No new written evidence may be submitted at the hearing. If witnesses are to be presented, a list must be provided to the chairperson of the appeals committee 48-hours prior to the scheduled hearing.

The appeals committee shall make a recommendation to the Vice President for Instruction who will then make a final decision and notify the student and faculty member in writing. The decision of the Vice President for Instruction is final.

[Administrative Procedures Manual](#), [Blinn Board Policy FLDB \(LOCAL\)](#)

Incivility Protocol Procedure

Civility Statement

Blinn College has adopted Civility and Civility Notification statements, and a statement of Incivility Protocol. The Civility Statement (also included in the Master Course Syllabus Outline) reads as follows: "Members of the Blinn College community, which includes faculty, staff and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedom of every member of the College community, including respect for College property and the physical and intellectual property of others." This Civility Statement is to be placed in the Course Syllabus of every course the college offers.

Civility Notification Statement

The Civility Notification statement (also included in the Master Course Syllabus Outline) is primarily for student notification and reads as follows: "If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until the student arranges a conference with the instructor; it is the student's responsibility to arrange for this conference." This Civility Notification Statement is placed in the Course Syllabus of every course the college offers. If behavior is threatening or violent, the college police have jurisdiction and the college's Discipline Code takes precedence.

Discipline and Penalties

In the case of incivility in the classroom, the college's Incivility Protocol provides for removal of the uncivil student immediately from the classroom to maintain student/teacher integrity and essential pedagogical decorum. IF THE INCIDENT IS THREATENING OR VIOLENT, BLINN COLLEGE POLICE HAVE JURISDICTION AND SHOULD BE NOTIFIED IMMEDIATELY AND THE BLINN COLLEGE DISCIPLINE CODE TAKES PRECEDENCE. If the incident is one of common incivility, the student removed from class must arrange a conference with his or her instructor to discuss and resolve the problem resulting from the uncivil incident before being readmitted to the class.

Incivility Protocol

Level One

A student removed from class for uncivil behavior shall contact his or her instructor within two school days to make an appointment. (The instructor may request a third party be present if the instructor deems it necessary.) The incident must be resolved before the student may return to class. If there is no resolution, the process moves to appeal level two. (If the instructor is an assistant dean or department head, level two is bypassed). If the student fails to make an appointment with the instructor or does not appear for the appointment, the student will be dropped from the class.

Level Two

If no resolution is reached at Level One, the student has two school days to make a written appeal to the dean or division designee. At this meeting, the student will meet with their dean or designee and the instructor. If there is resolution the student may return to class. If there is no resolution the process moves to appeal level three. If the student fails to make an appointment with the dean or division designee, or does not appear for the appointment, the student will be dropped from the class.

Level Three

At level three the student will have two school days to appeal to the respective dean. This dean will assemble and chair an appeals committee (or use a standing committee formed for this purpose) chosen by the Vice President of Student Services or his/her designee. This ad hoc committee will be composed of three instructors from three separate divisions, one of which must be from a technical area.

The Instructional Dean will notify in writing the student, the faculty member, and the Vice President of Student Services. The Instructional Dean shall submit to the committee copies of all written documentation obtained from the student and the faculty member and notify all members of the hearing date and location. If the student fails to make an appointment with the dean or does not appear for the appointment, the student will be dropped from the class.

The hearing will provide an opportunity for both the student and faculty member to speak. No new written evidence may be submitted at the hearing. If witnesses are to be presented, a list must be provided to the chairperson 48-hours prior to the scheduled hearing. The appeals committee shall make a recommendation to the Vice President of Student Services, who will then make a final decision and notify the student and faculty member in writing. If the incivility case is successfully resolved at any level of the appeals process, the student may return to class, and any missed work may be made up.

[Blinn Administrative Procedure](#)

Expulsion of Students from Class

A faculty member may expel a student from a class or lab for reasons outlined in the procedure on [Incivility Protocol](#).

Denial of Entry to Class

A faculty member may deny a student entry to class for the following reasons:

1. The student is not properly registered for that class.
2. The student is not in compliance with any applicable published dress code of the College.
3. The student has been previously notified in writing by an appropriate member of the administration of his suspension or expulsion from the class.
4. The student appears to be under the influence of alcohol and/or drugs.
5. The student has in his possession any unlawful weapon (licensed law enforcement officers are excepted).
6. The student's behavior indicates that he might be dangerous to himself or others in the class.
7. The student's name is on a list (approved by the President or by a vice president of the College or by an off-campus director) of students to be denied admission to class because of a delinquent account or other good reason.
8. The student has been previously expelled from a class or lab, and remains out of compliance pursuant to the [Incivility Protocol](#).

A student shall not be denied admission to class because of tardiness. However, a student that is tardy on a recurring basis may, subject to the guidelines under the section "Expulsion," be suspended or dropped from class.

Authority to Issue Order Denying Students Admission to Class

Except as outlined above, only the President, vice presidents and campus directors may authorize any order or request to deny students admission to class. All notices shall carry the name of the person authorized to deny admission.

[Blinn Administrative Procedure](#)

FINAL GRADE DISPUTE

The College District recognizes that the evaluation of student performance is based upon the professional judgment of its faculty. Faculty will clearly outline their grading procedure in their course syllabus. It is the student's responsibility to be familiar with the grading process and seek clarification when needed. A student may question a course grade that the student believes has been awarded in a manner inconsistent with College District policies or class syllabus details or that has resulted from calculation errors on the part of the faculty member. A student who has questions about his or her grade or who disagrees with a grade assigned should contact his or her faculty members to discuss his or her concerns as soon as possible following receipt of the grade.

FINAL GRADE DISPUTE RESOLUTION

A student disputing a grade shall make an appointment with his or her faculty member. Because grade and course materials are not readily accessible after the next long semester, the student must initiate contact no later than the end of the next long semester (e.g., fall to spring, spring to fall, and summer to fall). If the student does not appear for the appointment, the grade shall stand. After discussing the incident with the student, the faculty member may change the grade or uphold the grade.

A student wishing to appeal the faculty member's decision may appeal according to the following process, which is outlined here and in [Board Policy FLDB \(Local\)](#) and in the [Administrative Procedure Manual](#).

APPEAL PROCESS

The process for appealing faculty decisions shall be initiated by the student as soon as possible following receipt of the decision but shall be filed no later than the end of the next long semester (e.g. fall to spring, spring to fall, and summer to fall).

STANDARD OF REVIEW

The standard of review to be used in all proceedings under this policy shall be that of fundamental fairness. Strict rules of evidence and procedure are not required so long as the proceedings are conducted in such a manner as to allow both sides the opportunity to explore the circumstances fairly and fully. Discussion regarding the same shall be made by the party who is conducting the hearing.

LEVEL I

The meeting between the student and faculty member shall represent Level I of the process and shall be considered an informal meeting. If a student has been unable to make contact with the faculty member for a Level I appeal, the student may inquire about a direct appeal to Level II.

LEVEL II

The conference between the student and the Instructional Dean or designee represents Level II of the appeal. Prior to or at the conference, the student and the faculty member shall submit a written statement and copies of all coursework or other appropriate documentation to the Instructional Dean or designee for review. The Instructional Dean shall hear and evaluate the student's complaint and shall then confer with the faculty member. The Instructional Dean or designee shall put in writing his or her findings and related decision.

If the conference is not resolved to the student's satisfaction, the student shall have five class days from receipt of written notification to respond to the Instructional Dean, who will then defer to the appeals process for resolution. The Instructional Dean will notify the Vice President for Instruction of this decision in writing within one class day. If the student does not request a hearing by an appeals committee within the five school class days provided by this policy, the student will forfeit the right to any additional appeal.

LEVEL III

The appeals committee shall be initiated at Level III of the appeal. This committee is an ad hoc committee chosen by the Vice President for Instruction or their designee and shall be chaired by the appropriate Instructional Dean. Upon notification of the student's decision to further appeal, the Instructional Dean will notify in writing the student, the faculty member, and the Vice President for Instruction that the dispute will be referred within five class days to an appeals committee for review. The Instructional Dean shall submit to the appeals committee copies of all written documentation obtained from the student and/or the faculty member and written instructions concerning assignments from the faculty member.

Within five to ten days of the receipt of the written materials, the committee chair will convene the appeals committee to review the written materials submitted and shall schedule the date, time, and location of the hearing. The committee chair will notify all parties of the hearing. The student and the faculty member shall receive written notification from the committee chair that the issue will be reviewed by the committee within the given time frame. The hearing shall provide an opportunity for both the student and the faculty member to be heard. No new written evidence may be submitted at the hearing.

If witnesses are to be presented, a list must be provided to the chair of the appeals committee 48-hours prior to the scheduled hearing. The appeals committee shall make a recommendation to the Vice President for Instruction, who will then make a final decision and notify the student and faculty member in writing. The decision of the Vice President for Instruction is final.

[Board Policy FLDB \(Local\), Administrative Procedure Manual](#)

Commencement Exercises

Formal commencement exercises are held at the close of the regular spring and fall semesters. Degrees, certificates and achievement awards are awarded at the close of each semester at the request of the student.

Student Course Loads and Excess Hours

Fall/Spring: To promote student success and in compliance with Texas Administrative Code, the regular course load for students in a traditionally delivered sixteen (16) week semester (Fall or Spring) should not exceed one semester credit hour per week for a total of no more than **fifteen to sixteen (15-16) credit hours** (depending on the selected lecture + lab courses) per long semester. Therefore, students must obtain special approval from the appropriate academic dean and the Vice President for Instruction for extenuating circumstances that may substantiate the need to enroll in more than sixteen (16) credit hours in any long semester. (Note that some competitive entry programs have prior approval for excess credit hour enrollment.)

Summer: To promote student success and in compliance with Texas Administrative Code, the maximum credit hour load for Summer I and II sessions, will be **six (6) credit hours** per summer short semester. The maximum credit hour load for a Summer ten (10) week session is **ten (10) credit hours**. Therefore, students must obtain special approval from the appropriate academic dean and the Vice President (or Assistant Vice President) for Instruction for extenuating circumstances that may substantiate the need to enroll in more than six (6) credit hours in any Summer I or II session or ten (10) credit hours in a Summer 10-week session.

Minimester: To promote student success and in compliance with Texas Administrative Code, the maximum credit hour load for any minimester is **three (3) credit hours**.

Course Selection

Meeting with an academic advisor or division designee is a great way for students to begin the decision making process for selecting the correct courses for the student's academic goals. Setting academic goals will help ensure student success toward completion of courses, certificates or degree programs, or possible transfer to a college or university.

During advising sessions, the advisor will suggest courses that satisfy Blinn degree requirements and/or the senior institution's major guidelines. Students undecided on a major/transfer institution, should take general education courses as outlined in the Core Curriculum or associate degree guidelines. Meeting with an advisor can greatly enhance course information for students regarding developmental requirements, transferability of courses, and major/degree requirements. However, the ultimate decision of what courses to take rests with the student.

Students should consider a number of factors, such as skill level, extracurricular activities, difficulty of course/major, employment, and finances, when determining their semester course load. Generally, a student enrolled in academic courses needs a minimum of two (2) hours preparation outside of class for each hour of classroom instruction. By taking into account these factors, students are better able to prepare themselves for academic success.

Texas Common Course Numbering System (TCCNS)

In the past, transferring credits from one college to another meant trying to match comparable courses. Since every college had its own scheme for abbreviating its courses, this process was often complicated and time consuming for both students and advisors. In the common course numbering system, participating institutions have signed agreements accepting a standard numbering system for commonly transferred academic courses. This system ensures that if the student takes the courses the receiving institution designates as common, then the courses will be accepted in transfer and be treated as if they had actually been taken on the receiving institution's campus.

The common course number has a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while COSC is the common prefix for computer science courses. The four-digit number following the prefix identifies specific courses within the subject area.

<u>Common Number</u>	<u>Name of Course</u>
ENGL 1301	Composition and Rhetoric
ENGL 2327	American Literature I
MATH 1314	College Algebra
CHEM 1411	General Chemistry I

Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (e.g., HIST 1301) or sophomore level (e.g., PSYC 2301). The second digit identifies the number of credit hours students earn upon completing the course. Most often this digit will be a 1, 2, 3, 4, or 5. For example with ENGL 1301, the student would meet three lecture hours a week and earn three credit hours after successfully completing the course. Most laboratory classes (e.g., BIOL 1406 e.g.) would meet for three lecture hours per week and three lab hours per week, earning four credit hours. The final two digits serve to establish the sequence in which courses are generally taken. Thus, FREN 1411 – Beginning French I is taken before FREN 1412 – Beginning French II. Courses beginning in “0”, such as MATH 0310, are developmental and do not count toward degrees. For more information, see the TCCNS web site at: www.tccns.org/.

Lower-Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of courses approved for general academic transfer that may be offered by public community and technical colleges in Texas for state funding.

The Texas Higher Education Coordinating Board Rule 5.372 requires that each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the web-based inventory of the Academic Course Guide Manual (ACGM). In this catalog, ACGM courses are identified with a plus sign (+), and core curriculum courses are in red lettering and denoted with an asterisk (*).

For more information, see the ACGM web site at: www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm.

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by public two-year colleges. This web-based inventory allows for searching the WECM using a variety of criteria. For more information, see the WECM web site at: www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/. In this catalog, WECM courses are identified with a pound/number sign (#).

Core Curriculum

In accordance with Texas Education Code 61.821-61.832, each institution of higher education that offers an undergraduate academic degree program shall design and implement a core curriculum, including specific courses composing the curriculum of no less than 42 lower-division semester credit hours. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making; and
- **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
-

Foundational Component Areas

Each institution's core curriculum will be composed of courses that adhere to the content description, core objectives, and semester credit hour requirements for a specific component area. The foundational component areas are:

Communication courses focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience. The core objectives of Critical Thinking Skills, Communication Skills, Teamwork, and Personal Responsibility must be addressed in each course approved to fulfill this category requirement.

Mathematics courses focuses on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to the everyday experience. The core objectives of Critical Thinking Skills, Communication Skills, and Empirical and Quantitative Skills must be addressed in each course approved to fulfill this category requirement.

Life and physical sciences courses focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences. The core objectives of Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, and Teamwork must be addressed in each course approved to fulfill this category requirement.

Language, Philosophy, and Culture courses focus on how ideas, values, beliefs, and other aspects of culture reflect and impact human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures. The core objectives of Critical Thinking Skills, Communication Skills, Personal Responsibility, and Social Responsibility must be addressed in each course approved to fulfill this category requirement.

Creative Arts courses focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art. The core objectives of Critical Thinking Skills, Communication Skills, Teamwork, and Social Responsibility must be addressed in each course approved to fulfill this category requirement.

American History courses focus on the consideration of past events relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role. The core objectives of Critical Thinking Skills, Communication Skills, Social Responsibility, and Personal Responsibility must be addressed in each course approved to fulfill this category requirement.

Government/Political Science courses focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations. The core objectives of Critical Thinking Skills, Communication Skills, Personal Responsibility, and Social Responsibility must be addressed in each course approved to fulfill this category requirement.

Social and Behavioral Sciences courses focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture. The core objectives of Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, and Social Responsibility must be addressed in each course approved to fulfill this category requirement.

Component Area Option courses must meet the definition and Core objectives specified in one or more of the foundational component areas. The core objectives of Critical Thinking Skills, Communication Skills, and one of the remaining Core objectives must be addressed in each course approved to fulfill this category requirement.

Blinn College 42-Hour Core Curriculum

<p>The Blinn College 42-hour core curriculum is designed primarily for students who desire to continue their education at a four-year college or university. The core components of the 42-hour core curriculum are part of the Associate of Arts and Associate of Science degrees. Upon successful completion of the 42-hour core curriculum at Blinn College, the entire 42-semester credit hour package will transfer to any other public college or university in Texas, as the core requirements and the College will award a certificate of core curriculum completion. If the student does not successfully complete the 42-hour core curriculum, their credits will transfer, but the receiving institution may ask them to take additional courses to fulfill the core requirements. (Note that core curriculum courses are also required for the designated academic components of Associate of Applied Science degrees.)</p>		
Communication	6 hours^	ENGL 1301 Composition I ENGL 1302 Composition II ENGL 2311 Technical & Business Writing
Mathematics	3 hours^	MATH 1314 College Algebra MATH 1316 Plane Trigonometry MATH 1324 Mathematics for Business & Social Sciences MATH 1325 Calculus for Business & Social Sciences MATH 1332 Contemporary Mathematics I MATH 1333 Contemporary Mathematics II MATH 1342 Elementary Statistical Methods MATH 1414 College Algebra MATH 2412 Pre-Calculus Math MATH 2413 Calculus I
Life and Physical Sciences	6 hours^	ANTH 2401 Physical Anthropology (lecture, lab) BIOL 1108 Biology for Non-Science Majors Laboratory I (lab) BIOL 1308 Biology for Non-Science Majors I (lecture) BIOL 1322 Nutrition and Diet Therapy BIOL 1406 Biology for Science Majors I BIOL 1407 Biology for Science Majors II BIOL 1408 Biology for Non-Science Majors I BIOL 1411 General Botany BIOL 1413 General Zoology BIOL 2306 Environmental Biology (lecture) BIOL 2401 Anatomy & Physiology I BIOL 2402 Anatomy & Physiology II BIOL 2404 Anatomy & Physiology (specialized, single semester course, lecture + lab) BIOL 2420 Microbiology for Non-Science Majors CHEM 1405 Introductory Chemistry I CHEM 1411 General Chemistry I CHEM 1412 General Chemistry II GEOG 1301 Physical Geography GEOL 1403 Physical Geology GEOL 1404 Historical Geology GEOL 1445 Oceanography PHYS 1401 College Physics I PHYS 1402 College Physics II PHYS 1403 Stars and Galaxies PHYS 1410 Elementary Physics PHYS 2425 University Physics I
Language, Philosophy, Culture	3 hours^	ENGL 2322 British Literature I ENGL 2323 British Literature II ENGL 2327 American Literature I ENGL 2328 American Literature II ENGL 2332 World Literature I ENGL 2333 World Literature II PHIL 1301 Introduction to Philosophy PHIL 2306 Introduction to Ethics
<p><i>(Continues on next page)</i></p>		

Creative Arts	3 hours^	ARCH 1301 Architectural History I ARCH 1302 Architectural History II ARCH 1311 Introduction to Architecture ARTS 1301 Art Appreciation ARTS 1303 Art History I ARTS 1304 Art History II DRAM 1310 Introduction to Theater DRAM 2361 History of the Theater I DRAM 2362 History of the Theater II DRAM 2366 Introduction to Cinema MUSI 1301 Fundamentals of Music I MUSI 1306 Music Appreciation MUSI 1308 Music Literature I MUSI 1310 American Music
American History	6 hours^	HIST 1301 United States History I HIST 1302 United States History II HIST 2301 Texas History
Government/ Political Science	6 hours^	GOVT 2305 Federal Government GOVT 2306 Texas Government
Social and Behavioral Sciences	3 hours^	ANTH 2302 Introduction to Archeology ANTH 2346 General Anthropology ANTH 2351 Cultural Anthropology ECON 2301 Principles of Macroeconomics ECON 2302 Principles of Microeconomics GEOG 1302 Cultural Geography GEOG 1303 World Regional Geography GEOG 2312 Economic Geography PSYC 2301 General Psychology PSYC 2308 Child Psychology PSYC 2319 Social Psychology SOC1 1301 Introductory Sociology SOC1 1306 Social Problems SOC1 2301 Marriage & the Family SPCH 1318 Interpersonal Communication
Component Area Option	6 hours	SPCH 1311 Introduction to Speech Communication SPCH 1315 Public Speaking SPCH 1321 Business & Professional Communication SPCH 2335 Argumentation & Debate PHED 1164 Introduction to Physical Fitness & Sport

^The 42-hour core curriculum consists of eight (8) Foundational Subject Areas (FSAs) for courses that focus on both content and delivery. These areas align with both Texas Education Code s61.821, 51.301, 51.302 and the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) Core Requirements 2.7.3. Overflow hours in any FCA will be accounted for in the Component Area Option (CAO) or in degree requirements – e.g. as academic electives.

Graduation

The District offers the following degrees, certificates, and marketable skills achievement awards to students who meet applicable requirements:

1. Associate of Applied Science (AAS) degree
2. Associate of Arts (AA) degree
3. Associate of Arts degree with Field of Study (FOS) in Communication Studies
4. Associate of Arts degree with Field of Study (FOS) in Criminal Justice
5. Associate of Arts degree with Field of Study (FOS) in Music
6. Associate of Arts in Teaching (AAT) degree (Option A and Option B)
7. Associate of Science (AS) degree
8. Certificates - Level I, Level II, and Advanced Technical
9. Occupational Skills Awards - institutional

The purpose of the degree programs, shown in 1-7 above, is to provide university parallel and pre-professional curricula that enable students to enter the four-year institutions of their choice or their chosen career path. While the curricula suggested in the catalog links for AA, AS, AAT, and FOS degrees will satisfy the requirements of most senior institutions, it is the student's responsibility to identify as early as possible the institution to which he or she will transfer, and to ascertain the specific requirements of that institution for freshman and sophomore years. After acquiring the necessary information from a specific four-year institution, each student should plan his or her curriculum in consultation with an academic advisor.

***GENERAL REQUIREMENTS FOR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES**

The Associate of Arts and Associate of Science Degrees shall be awarded to those students fulfilling the general and specific degree requirements. At Blinn College, students can earn one Associate of Arts degree and one Associate of Science degree.

***Note that beginning with the Fall 2015 semester all associate degrees will be limited to sixty (60) credit hours, unless an award waiver has been granted by the THECB.**

General requirements follow. Degree candidates shall:

1. Satisfy all the admission requirements.
2. Meet the degree requirements as outlined in the general catalog links at the time of first admission or as outlined in any subsequent catalog issued previous to the date of graduation, provided the student meets the requirements no later than five years from the date of the catalog.
3. Meet the requirements of the catalog links under which they are readmitted if their studies are interrupted for more than thirteen (13) consecutive months.
4. Earn at least sixty (60) college credit hours as defined by the degree program. Only academic (non-technical) courses are applicable.
5. Earn at least twenty-five percent (25%) of their academic hours in residence at Blinn College.
6. Earn at least nine (9) semester credit hours of sophomore-level courses.
7. Transfer in (if applicable) no more than forty-five (45) college credit hours. Note: Students who transfer to another college without graduating and who otherwise meet the minimum number of hours in residence are encouraged to transfer hours back and graduate.
8. Declare an area of degree concentration (major) appropriate for the degree sought. (See the degree listings at: <http://www.blinn.edu/academics/degrees.html>)
9. Complete all three (3) areas (reading, math, and writing) of the Texas Success Initiative (TSI).
10. Earn an overall grade point average of at least 2.0.
11. Make a formal application for graduation. This can be done online through myBLINN at: <https://my.blinn.edu/cp/home/displaylogin>, for currently enrolled students. All others may apply for graduation at: https://adminweb.blinn.edu/privateweb/grad_application.htm
12. Clear all accounts owed to the College.
13. Clear all holds.

The Associate of Arts and Associate of Science degrees are designed to include Blinn's Core Curriculum, General Academic Electives, and Area of Concentration courses. These courses are specifically focused on commonality transfer requirements to area four year colleges and universities. This allows students to achieve their associate and bachelor's degrees in the most efficient and cost effective manner. However, students should still consult with an academic advisor within the college's advising office, or within their chosen division/discipline, to review options for multiple pathways that may be available at different colleges/ universities.

Associate of Arts and Associate of Science Degrees (Including Field of Study)

Agricultural and Natural Sciences (ANS)

Associate of Science in Agriculture: This degree prepares students by providing the agricultural foundation necessary to successfully transfer and pursue a bachelor's degree in the area of agricultural sciences at a four year college/university. Students are given the opportunity to learn fundamentals – as well as theory and practical application of: animal science, horticulture, agronomy, agriculture economics, agriculture industry, agriculture mechanics, wildlife conservation, food science, livestock evaluation, and plant protection (entomology).

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Anthropology: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue an Anthropology degree at a four year college/university. Students are given the opportunity to learn differing theories in regards to human origins and bio-cultural adaptations along with hands on experience in laboratory techniques and experimentation.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Biology: This degree is designed and intended primarily for students planning to transfer to a four-year college or university to complete a baccalaureate degree in the field of biology. Students take courses in biology, mathematics, chemistry, and physics common to most biology-related disciplines and continue their studies in specialized areas after transferring to a university program.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Chemistry: This degree is designed and intended primarily for students planning to transfer to a four-year college or university to complete a baccalaureate degree in the field of chemistry. Students take courses in biology, mathematics, chemistry, and physics common to most chemistry-related disciplines and continue their studies in specialized areas after transferring to a university program.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Geology: This degree is designed and intended primarily for students planning to transfer to a four-year college or university to complete a baccalaureate degree in the field of geology. Students take courses in biology, chemistry, mathematics, and physics common to most geology-related disciplines and continue their studies in specialized areas after transferring to a university program.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Physics: This degree is designed and intended primarily for students planning to transfer to a four-year college or university to complete a baccalaureate degree in the field of physics. Students take courses in chemistry, mathematics and physics common to most physics-related disciplines and continue their studies in specialized areas after transferring to a university program.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Humanities (HU)

Associate of Science in Education: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in education that lead to initial Texas teacher certification. This degree has two additional science courses for transfer beyond those required in the Associate of Arts in Education, as well as four education courses beyond the Core Curriculum.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in English: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in communication, business, humanities, law, fine arts, and other related fields. A degree in English prepares students for success in a variety of fields by strengthening skills in communication, critical thinking, personal and social responsibility, and teamwork.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in a Foreign Language: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in foreign language and other related fields. A degree in a foreign language enables students to broaden their horizons by combining the study of another language with an examination of the cultures associated with it. Concentrations can be selected from Spanish, French, German, or American Sign Language.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Liberal Arts: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in liberal arts, fine arts, or related fields. A degree in liberal arts emphasizes critical thinking, logical reasoning, communication, personal responsibility, social responsibility, and teamwork.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Philosophy: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in philosophy, law, business, and other related fields. A degree in philosophy emphasizes critical thinking, logical reasoning, communication, ethics, and personal and social responsibility as students examine the perennial questions of history.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Teaching – Option A and Option B: This degree prepares students by providing the academic foundation necessary to successfully transfer and pursue baccalaureate degrees in education that lead to initial Texas teacher certification. A degree in education prepares students for successful careers in the classroom as they study teaching and learning for a variety of environments and levels. **Option A** is for the following grades: Early Childhood to 6 grade; grades 4-8 or Early Childhood – to 12th grade in Special Education. **Option B** is for grades 7-12 or Early Childhood – 12 for fields other than Special Education.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Mathematics, Business, Engineering, and Technology (MBET)

Associate of Science in Accounting: This degree prepares students for careers in the accounting profession by providing the foundation necessary to successfully transfer and pursue a degree in the area of accounting at a four year college/university. Students are given the opportunity to learn fundamentals – as well as theory and practical application of managerial and financial accounting principles which shape financial practices within a business organization. Effective auditing practices, preparation of financial statements and an understanding of governmental processes and documentation requirements are also included in coursework. This degree helps prepare students for careers as paraprofessionals in accounting firms assisting certified public accountants and serving as generalists who prepare financial statements and perform audits.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Business: This degree prepares students for careers in the business profession by providing the foundation necessary to successfully transfer and pursue a degree in the area of business at a four year college/university. Students are given the opportunity to learn fundamentals, as well as, the theory and practical application of: management principles, personal finance, business law, business legal environment, teamwork, research practices, and critical thinking to make decisions and communicate effectively. An Associate of Science in Business, will broadly prepare students to enter further study leading to a degree or career in management, supply chain, marketing, business operations, human resources, or as a business research analyst or entrepreneur.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science Computer Science: This degree prepares students for careers in the computer science profession by providing the foundation necessary to successfully transfer and pursue a degree in the area of computer science at a four year college/university. Students are given the opportunity to learn fundamentals – as well as theory and practical application of: computer programming languages including C language and language syntax, data and file structures, algorithms and computer arithmetic, debugging, data types and software development methodology. This degree prepares students for a career in application and web development, database and information management, systems integration, and support. This may also include computer industry positions such as: software developer, database administrator, hardware engineer, systems analyst, network architect, web developer, information security analyst, programmer, or information systems managers.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Economics: This degree prepares students for careers in the economics profession by providing the foundation necessary to successfully transfer and pursue a degree in the area of economics at a four year college/university. Students are given the opportunity to learn fundamentals – as well as theory and practical application of macroeconomic and microeconomic principles involved with the production and consumption of goods and services as well as the analysis of the commercial activities of a society. With an Associate of Science in Economics students begin their preparation for a career as” a market research analyst, economic consultant, actuary, credit analyst, or policy analyst.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Social Sciences (SS)

Associate of Arts in Criminal Justice: Students completing this degree will be prepared to successfully transfer into a four year college/university and pursue a degree in Criminal Justice. This program introduces students to the methodologies and techniques of police officers and their profession.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Associate of Arts Field of Study Criminal Justice: This degree prepares students to successfully transfer into a four year college/university and pursue a degree in Criminal Justice. The Field of Study (FOS) provides a more extensive emphasis on specific criminal justice courses than the traditional Associate of Arts degree. It is an intensive study of the methodologies and techniques used in law enforcement and the criminal justice system. This curriculum applies to institutions that award the Bachelor of Arts or Bachelor of Science degrees with a major in criminal justice, including all criminal justice specializations. The FOS includes fifteen (15) designated semester credit hours and six (6) discretionary semester credit hours in the field of criminal justice

[Associate Degree Awards](#) [Course Descriptions](#) [Faculty](#) *Note: FOS transfers to all state colleges/universities.*

Associate of Arts in Geography: This degree prepares students seeking a higher degree in Geography at the four year college/university level be providing hands on experience in the field. Students will employ the latest modeling techniques used in the rapidly advancing field of Geographic Information Systems while at the same time studying the different aspects of the field, such as human, physical, and economic geography.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Associate of Arts in History: Students completing the Associate of Arts degree in History will have demonstrated an understanding of the role history plays in our culture and society. They will have explored the differences between European, American, and Western historical development and the role they play in the evolution of the modern world. Upon successful completion of this degree, students will be prepared to pursue a History degree at a four-year college/university.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Associate of Arts in Psychology: Students completing this Associate of Arts degree will have demonstrated an understanding of psychological concepts as applied to individual and group behaviors. Emphasis is placed on describing and understanding human thought and behavior. Students completing this program will be well prepared to pursue a Bachelor of Arts degree at the four year/university level.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Associate of Science in Psychology: Students completing this Associate of Science degree will have demonstrated an understanding of psychological concepts as applied to individual and group behaviors. Emphasis is placed on understanding the scientific nature of human thought and behavior. Students completing this program will be well prepared to pursue a Bachelor of Science degree at the four year/university level.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Associate of Arts in Sociology: Upon successful completion of this degree, students will be able to demonstrate the differences in people, groups, and the importance each contributes to the larger framework of society. Students completing this level will be well prepared to pursue a Sociology degree at the four-year college/university level.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#) [Faculty](#)

Visual/Performing Arts and Kinesiology (VPAK)

Associate of Arts in Art: This degree prepares students by providing the artistic foundation necessary to successfully transfer and pursue an arts degree at a four year college/university. Students are given the opportunity to learn fundamentals – as well as elements and principles of creating art in traditional mediums. These include: painting, drawing, ceramics, and watercolor. The degree also explores art appreciation and art history.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Architecture: This degree prepares students by focusing on design as the essential element of the architectural discipline. Students learn solid fundamentals through design, drawing, history and studio/lab courses. Furthermore, it provides a pathway to various architecture programs at major colleges/universities.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Communication Studies: This degree allows students the opportunity to understand and examine the crucial role of communication in: human relationships, organizations, cultures, society, and civic affairs. It provides students with freshman and sophomore level courses necessary to successfully transfer and pursue a communications degree at a four-year college/university. Students can develop proficiencies in both personal and professional communication skills.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts – Field of Study (FOS) – in Communication Studies: Communication degrees must be flexible and adaptable due to rapidly changing and emerging communication technologies. Therefore, the THECB Advisory Committee developed a Field of Study Curriculum for Communication which is intended to serve as a framework within which: (1) current students may transfer more easily between state-supported institutions, and (2) new communication media degrees may be developed or adapted as communication technologies evolve. The FOS Curricula for Communication must be between 12 to 15 semester credit hours (SCH) and is taken from two competency areas. Competency Area 1: 6 to 9 SCH through which students gain historical, theoretical, and/or analytical competency of the communication field and/or sub-area. Competency Area 2: 3 to 9 SCH in which students demonstrate competency in writing/performance/production courses relevant to a sub-area.

[Associate Degree Awards](#) [Course Descriptions](#) *Note: FOS transfers to all state colleges/universities.*

Associate of Arts in Construction Science: This degree introduces students to basic concepts of architecture, technology, mathematics, building principles, and project management – which are important components in all stages of construction technology. An introduction to building codes, electrical and mechanical systems, construction planning, site work, and heavy machines is incorporated into award courses. Moreover, the degree prepares students to transfer to major four year colleges/universities.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Digital Arts: This degree offers courses that are common to the first two years of a four year liberal arts education. Students are taught to develop a blend of artistic and technological skills through a hands-on environment. Additionally, basic digital design skills such as 3D animation, video production, and digital photography alteration are incorporated into digital art classes.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Science in Kinesiology: This degree prepares students by providing the scientific kinesiology foundation necessary to successfully transfer and pursue a science degree in the area of kinesiology at a four year college/university. Students are given the opportunity to learn fundamentals – as well as theory and practical application of: personal/community health, drug use and abuse, first aid, fundamentals of athletic training, officiating, as well obtain a working knowledge of the kinesiology profession's many fields and disciplines.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts in Music: This degree offers a solid foundation in the creative and technical aspects of music. Students receive training in music theory, history, composition, and performance. Courses expand a student's knowledge of music styles as they learn about different cultures and their music. They may also take part in a variety of workshops or performances. Moreover, it allows the student who is interested in a career in music to pursue a bachelor's degree at a four-year college/university, or their own professional playing career.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

Associate of Arts – Field of Study (FOS) – in Music: The field of study curriculum should serve as the basis for structuring the associate's degree in music and is designed to apply to a Bachelor of Music degree - but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The FOS Curricula for Music shall consist of 27 to 35 lower-division semester credit hours that are fully transferable. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course basis. Additionally, the FOS Curricula for Music contains one semester of music literature that will automatically transfer into the student's degree program at a receiving institution. Academic credit shall be granted on a course-for-course basis in the transfer of theory/aural skills, applied music, and ensemble courses and will be accepted at the credit-hour level of the receiving institution.

[Associate Degree Awards](#) [Course Descriptions](#) *Note: FOS transfers to all state colleges/universities.*

Associate of Arts in Theatre Arts: This degree provides a basic foundation in classical, modern, contemporary, and multicultural theatre. The plan integrates the artistic, technical, and academic disciplines of theater from the classroom to the stage. Moreover, students have to opportunity to audition for a variety of performances related to drama and theatre. Furthermore, the degree prepares students to transfer to major four year colleges/universities.

[Associate Degree Awards](#) [Transfer Information](#) [Course Descriptions](#)

***ASSOCIATE OF APPLIED SCIENCE DEGREE**

The AAS degrees are awarded in a wide variety of programs, each with its specific requirements. Check with an advisor regarding coursework and degree plans. (***Note that beginning with the Fall 2015 semester all associate degrees will be limited to sixty (60) credit hours, unless a waiver has been granted by the THECB.**) For the most up-to-date award plans please refer to: http://www.blinn.edu/twe/degree_cert%20plans/worksheets.htm.

Degree Concentrations

Division	Associate of Applied Science Degrees
Agriculture & Natural Sciences (ANS)	Therapeutics Manufacturing AAS
	Veterinary Technology AAS
Health Sciences (HS)	Dental Hygiene AAS
	Emergency Medical Services AAS
	Fire Science Technology AAS
	Health Information Technology AAS
	Nursing AAS
	LVN Transition Option AAS
	Medical Office AAS
	Physical Therapist Assistant AAS
	Radiologic Technology AAS
Humanities (HU)	Child Development AAS
Mathematics, Business, Engineering, & Technology (MBET)	Accounting AAS
	Administrative Assistant AAS
	Business Administration and Management AAS
	Information Technology Administrator AAS
	Small Business Management AAS
Social Sciences (SS)	Criminal Justice Technology AAS
	Law Enforcement Technology AAS
	Legal Assistant (Paralegal) AAS
Technical & Community Education (TC)	Welding Technology AAS
Visual & Performing Arts and Kinesiology (VPAK)	Graphic Design AAS

General requirements follow. Degree candidates shall:

1. Satisfy all the admission requirements.
2. Meet the degree requirements as outlined in the general catalog at the time of first admission or as outlined in any subsequent catalog issued previous to the date of graduation, provided the student meets the requirements no later than five years from the date of the catalog.
3. Meet the requirements of the catalog under which they are readmitted if their studies are interrupted for more than thirteen (13) consecutive months.
4. Earn at least sixty (60) college credit hours as defined by the degree program.
5. Earn at least twenty-five percent (25%) of their semester credit hours in residence with Blinn College.
6. Earn at least nine (9) semester credit hours of sophomore-level courses.
7. Complete the course requirements as outlined in the degree plan for the student's specified degree.
8. Complete all three (3) areas (reading, math, and writing) of the Texas Success Initiative (TSI).
9. Earn an overall grade point average of at least 2.0 (**Note: Specific grade requirements that are higher than 2.0 may be required for the Health Sciences Programs.**)
10. Make a formal application for graduation. This can be done online for currently enrolled students in myBLINN at <https://my.blinn.edu/cp/home/displaylogin> All others may apply for graduation at https://adminweb.blinn.edu/privateweb/grad_application.htm
11. Clear all accounts owed to the College.
12. Clear all holds.

THECB Core Curriculum Designation	Suggested Core Curriculum Courses for AAS Degrees	SCH
Communication	ENGL 1301	3
Mathematics / Life and Physical Sciences <i>GIPWE: Natural Sciences/Mathematics</i>	MATH 1314, 1316, 1324, 1325, 1332, 1333, 1342, 1414, 2412, 2413 ANTH 2401; BIOL 1108, 1308, 1322, 1406, 1407, 1408, 1411, 1413, 2306, 2401, 2402, 2404, 2420; CHEM 1405, 1411, 1412; GEOG 1301; GEOL 1403, 1404, 1445; PHYS 1401, 1402, 1403, 1410, 2425	3
Language, Philosophy, Culture / Creative Arts <i>GIPWE: Humanities / Fine Arts</i>	ENGL 2322, 2323, 2327, 2328, 2332, 2333; PHIL 1301, 2306 ARCH 1301, 1302, 1311; ARTS 1301, 1303, 1304; DRAM 1310, 2361, 2362, 2366; MUSI 1301, 1306, 1308, 1310	3
Social and Behavioral Sciences <i>GIPWE: Social/Behavioral Sciences</i>	ANTH 2302, 2346, 2351; ECON 2301, 2302; GEOG 1302, 1303, 2312; PSYC 2301, 2308, 2319; SOCI 1301, 1306, 2301; SPCH 1318	3
Electives	Must see specific degree plans for required course options.	3
Total Semester Credit Hours (SCH)		15

****As per the Guidelines for Instructional Programs in Workforce Education (GIPWE): To meet SACSCOC guidelines, each degree must have a minimum of fifteen (15) semester hours of general education courses must include at least three (3) SCH from each area of the following designated areas: Humanities / Fine Arts, Social / Behavioral Sciences, and Natural Sciences / Mathematics.**

Certificate Concentrations

Division	Level 1 and Level 2 Certificates
Agriculture & Natural Sciences (ANS)	Therapeutics Manufacturing (Level 2)
	Therapeutics Manufacturing Advanced Technical (ATC)
Health Sciences (HS)	Fire Science Technology (Level 2)
	Medical Billing and Coding Specialist (Level 2)
	Medical Office Specialist (Level 2)
	Paramedic Technology (Level 2)
	Surgical Technology (Level 2)
	Vocational Nursing (Level 2)
Humanities (HU)	Child Care Worker (Level 1)
Mathematics, Business, Engineering, & Technology (MBET)	Accounting Technology (Level 2)
	Administrative Assistant Specialist (Level 2)
	Hospitality Management (Level 1)
	Linux Specialist (Level 2)
	Microsoft Specialist (Level 2)
	Web Specialist (Level 2)
	Real Estate (Level 1)
	Small Business Management (Level 2)
Software Specialist (Level 2)	
Social Sciences (SS)	Basic Peace Officer Academy (Level 1)
	Corrections (Level 1)
	Legal Office (Level 2)
Technical & Community Education (TC)	Basic Welding (Level 1)
	Welding Fundamentals (Level 2)
Visual & Performing Arts and Kinesiology (VPAK)	Graphic Design (Level 1)

General requirements follow. Certificate candidates shall:

1. Satisfy all the admission requirements.
2. Certificate Level 2 students must take the TSI Assessment test. Students will not be allowed to register for classes until this requirement has been met. (Note: Certificate Level 2 students must complete all three (3) areas (reading, math, and writing) of the Texas Success Initiative (TSI).)
3. Meet the certificate requirements as outlined in the general catalog at the time of first admission or as outlined in any subsequent catalog issued previous to the date of graduation, provided the student meets the requirements no later than five years from the date of the catalog.
4. Meet the requirements of the catalog under which they were readmitted if their studies are interrupted for more than thirteen (13) consecutive months.
5. Earn at least twenty-five percent (25%) of their certificate hours at Blinn College.
6. Complete the course requirements as outlined in the award plan for the student's specified certificate.
7. Earn an overall grade point average of at least 2.0. (**Note:** Specific grade requirements that are higher than 2.0 may be required for the Health Sciences Programs.)
8. Make a formal application for graduation. This can be done online through myBLINN at: <https://my.blinn.edu/cp/home/displaylogin>, for currently enrolled students. All others may apply for graduation at: https://adminweb.blinn.edu/privateweb/grad_application.htm
9. Clear all accounts owed to the College.
10. Clear all holds.

Occupational Skills Awards* – Institutional Awards

Division	Occupational Skills Awards (OSA) in:
Agriculture & Natural Sciences (ANS)	No OSA
Health Sciences (HS)	Health Information
	Nurse Aide
	Pharmacy Technician
	Phlebotomy
Humanities (HU)	Child Care Administration
	Early Childhood
Mathematics, Business, Engineering, & Technology (MBET)	Administrative Assistant
	Business Management
	Computer Information Technology
Social Sciences (SS)	Criminal Justice
	Judicial Practices
	Mediation
Technical & Community Education (TC)	Welding Shop Floor Hand
Visual & Performing Arts and Kinesiology (VPAK)	Graphic Design

*formerly Marketable Skills Achievement Awards (MSAA)

GRADUATE GUARANTEE

Transfer Credit

The College guarantees to its Associate of Arts, Associate of Science, and Associate of Applied Science students who have met the requirements for the degree, beginning May 1993, and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three (3) components must be identified by the student during the application for admission process prior to the first semester of enrollment at the College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as states in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Advising/Counseling Office at the College.
4. Only college-level courses with Texas Higher Education Coordinating Board Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President for Instruction at Blinn College within ten (10) days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, the College will allow the student to take tuition-free alternate courses, semester hour for semester hour, that are acceptable to the receiving institution within a one-year period from granting of a degree at the College. The graduate is responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

Job Competency

If a recipient of an Associate of Applied Science degree or certificate in any program is judged by his or her employer to be lacking in technical job skills identified as exit competencies by the College, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training by the College under the conditions of the following guarantee. Special conditions which apply to the guarantee include:

1. The graduate must have earned the Associate of Applied Science degree or certificate beginning May 1993, or thereafter in a technical, vocational, or occupational program identified in the College's general catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or certificate with the College system, with a minimum seventy-five percent (75%) of credits earned at Blinn College, and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an area directly related to the area of the program concentration as certified by the Vice President for Instruction.
4. Employment must commence within two (2) months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College and validated by the College program advisory committee as program exit competencies and must specify the areas of deficiency within ninety (90) days of the graduate's initial employment.
6. The employer, graduate, applicable Instructional Dean, job placement counselor, and appropriate faculty member shall develop a written educational plan for retraining.
7. Retraining shall be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is/are responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career pathway.

A student's sole remedy against the College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President for Instruction within ninety (90) days of the graduate's initial employment.

Program Accreditation Agencies

Applied Sciences Program	Award	Accrediting Agency
Associate Degree Nursing	Nursing AAS	Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 404-975-5000, www.acenursing.org
	LVN Transition Option AAS	Texas Board of Nursing Approved 512-305-7400, www.bon.state.tx.us
Dental Hygiene	Dental Hygiene AAS	American Dental Association (ADA) - Commission on Dental Accreditation (CODA) 211 East Chicago Avenue Chicago, IL 60611 800-621-8099, www.ada.org/en/coda
Emergency Medical Services	Emergency Medical Services AAS	Commission on Accreditation of Allied Health Education Programs (CAAHEP) - Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) www.caahep.org , www.coaemsp.org
	Paramedic Technology Certificate	
Fire Science	Fire Science Technology AAS	International Fire Service Accreditation Congress (IFSAC) 405-744-8303, www.ifsac.org
	Fire Science Technology Certificate	
Health Information Technology	Health Information Technology AAS	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 312-233-1100, www.cahiim.org
Physical Therapist Assistant	Physical Therapist Assistant AAS	Commission on Accreditation in Physical Therapy Education (CAPTE), www.capteonline.org
Radiologic Technology	Radiologic Technology AAS	Joint Review Committee on Education in Radiologic Technology (JRCERT) 312-704-5300, www.jrcert.org
Veterinary Technology	Veterinary Technology AAS	American Veterinary Medical Association (AVMA) – Committee on Veterinary Technician Education and Activities (CVTEA) www.avma.org
Vocational Nursing – Brenham & Bryan	Vocational Nursing Certificate	Texas Board of Nursing 512-305-7400, www.bon.state.tx.us

Workforce Education Certificate / Course	Accrediting Agency
Certified Nurse Aide	Texas Department of Aging and Disability Services
Certified Medication Aide	Texas Department of Aging and Disability Services
AHA-CPR for the Healthcare Provider	American Heart Association
Machining Fundamentals	National Institute of Metalworking Skills
HVAC Contractors License Renewal	Texas Department of Licensing and Registration
Electrician License Renewal	Texas Department of Licensing and Registration
HVAC Technician	National Center for Construction Education and Research
Electrician Technician	National Center for Construction Education and Research

Service Learning Program

Blinn College offers Service Learning options to promote active learning, to encourage student engagement, to enable students to see the relevance of the academic subject to the real world, to increase student interactions with the community, and to develop civic responsibility. Service Learning combines community service with classroom instruction focusing on critical, reflective thinking and civic responsibility to engage students. Service Learning involves students in activities that address local needs while developing professional and/or academic skills. Service Learning is both a type of program and a philosophy of education - providing avenues for meaningful student service while reflecting established research on the effectiveness of experience based learning and student engagement. Students successfully completing designated courses that include a service learning component receive a service designation code on their academic transcript and may qualify for a special service learning cord of distinction upon graduation from Blinn College. For more information about Blinn's Service Learning Program visit the website at www.blinn.edu/servicelearning/.

In 2011, the Carnegie Foundation for the Advancement of Teaching selected Blinn College to be among the 115 U.S. colleges and universities nationwide awarded the Carnegie Community Engagement Classification for 2010. Blinn is one of six community colleges nationally selected for this designation. In order to be selected, Blinn provided descriptions and examples of institutionalized practices of community engagement that showed alignment to our mission, culture, leadership, resources and practices - all applications must show community service focus in both Curricular Engagement and Outreach and Partnerships. Blinn students and faculty participating in Service Learning enhanced courses have made a substantial contribution to furthering the College's commitment to individual and community enhancement through educational excellence. Blinn College is proud to be designated a Carnegie Community Engagement institution. The Service Learning program has also earned Blinn College a distinguished place on The President's Higher Education Community Service Honor Roll for five years. For more information about the Carnegie designation and a complete list of Community Engagement institutions, visit their website at www.carnegiefoundation.org.

Distance Learning

Distance Learning courses are those in which the majority (50% or more) of the instruction takes place when the instructor and student(s) are not in the same place. There are three types of distance learning courses at Blinn College: Online (Internet), Blended (Hybrid), and Interactive Video courses. The objectives and content of distance learning courses are the same as those offered in a traditional classroom setting. Although these courses allow students flexibility, they require a great deal of **self-discipline** and **self-motivation**. Students must have effective time management skills and be able to allocate sufficient time to complete the required coursework. Students are encouraged to test their suitability for distance learning courses by taking the free SmarterMeasure assessment at www.blinn.edu/online/students/.

Some distance learning courses may require specific software and/or hardware. To access Online and Blended courses from off-campus sites, a student must have access to a computer with a broadband Internet connection. Please visit the Blinn College Distance Learning website at www.blinn.edu/online/ for additional information.

Online (Internet) Courses

Students taking Online (Internet) courses work within a virtual classroom environment using the learning management system called eCampus. This system allows students to interact with their instructor and fellow classmates using a variety of tools. In the course schedule, Online (Internet) course section numbers begin with an "N."

It should be noted that Online (Internet) courses may have mandatory face-to-face sessions, such as proctored tests, orientation, review, and laboratory, which total no more than 15% of the instructional time. For additional information, students should review the respective course syllabus.

Blended (Hybrid) Courses

A Blended (Hybrid) course is one in which the majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place. Students are required to attend the scheduled face-to-face class sessions in addition to the required online course sessions facilitated through the learning management system, eCampus. For additional information, students should review the respective course syllabus. In the course schedule, Blended (Hybrid) course section numbers begin with a "B."

Interactive Video Courses

An Interactive Video course is one in which the instructor originates the course on one campus and the students are located at another site or campus (remote sites). The course schedule specifies the times and meeting location(s) of these courses. In the course schedule, Interactive Video course section numbers begin with a "V."

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