

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Graduation*

**EFFECTIVE DATE:** October 11, 2007; amended April 12, 2011, December 6, 2011, March 19, 2013, August 19, 2014, and July 24, 2015

**BOARD POLICY REFERENCE:** EGC

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## PURPOSE

### GUIDELINES

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. Marketable Skills Achievement 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.

**\*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 thirty-three percent (33%) 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](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 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](http://www.blinn.edu/twe/degree_cert%20plans/worksheets.htm).

### Degree Concentrations

Health Sciences	Business, Information Management, & Information Technology	Public Service
Nursing AAS	Accounting AAS	Child Development AAS
LVN Transition Option AAS	Administrative Assistant AAS	Criminal Justice Technology AAS
Dental Hygiene AAS	Business Administration and Management AAS	Law Enforcement Technology AAS
Emergency Medical Services AAS	Digital Publishing AAS	Welding Technology AAS
Fire Science Technology AAS	Information Technology Administrator AAS	
Health Information Technology AAS	Legal Assistant (Paralegal) AAS	
Medical Office AAS	Small Business Management AAS	
Physical Therapist Assistant AAS		
Radiologic Technology AAS		
Therapeutics Manufacturing AAS		
Veterinary Technology 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 thirty-three percent (33%) 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 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](https://adminweb.blinn.edu/privateweb/grad_application.htm)
11. Clear all accounts owed to the College.
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THECB Core Curriculum Designation	Courses	Credit Hours
<b>Communication</b>	ENGL 1301	3
<b>Mathematics/Life and Physical Sciences</b> <b>GIPWE: Natural Sciences/Mathematics</b>	MATH 1314, 1316, 1324, 1325, 1332, 1333, 1342, 1414, 2412, 2413 BIOL 1108, 1308, 1322, 1406, 1407, 1408, 1411, 1413, 2306, 2401, 2402, 2404, 2420; CHEM 1405, 1411, 1412; GEOL 1403, 1404, 1445; PHYS 1401, 1402, 1403, 1410, 2425	3
<b>Language, Philosophy, Culture/Creative Arts</b> <b>GIPWE: Humanities/Fine Arts</b>	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
<b>Social and Behavioral Sciences</b> <b>GIPWE: Social/Behavioral Sciences</b>	ANTH 2302, 2346, 2351; ECON 2301, 2302; GEOG 1302, 1303, 2312; PSYC 2301, 2308, 2319; SOCI 1301, 1306, 2301; SPCH 1318	3
<b>Electives</b>	Must see specific degree plan for required course options	3
		<b>15 Hours</b>

**\*\*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. The fifteen (15) hours of general education courses must be selected from the following areas and must include at least three (3) SCH in each area: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Each institution should work with its SACSCOC representative concerning courses that meet these requirements. General education courses must be transferable courses found in the ACGM or on the college's approved academic unique need course inventory. Generally, these courses should be selected from the institution's core curriculum. See SACSCOC Principles of Accreditation for further information.

**Certificate Concentrations**

Health Sciences	Business, Information Management, & Information Technology	Public Service
Fire Science Technology Certificate	Accounting Technology Certificate	Child Care Worker Certificate
Medical Billing and Coding Specialist Certificate	Administrative Assistant Specialist Certificate	Corrections Certificate
Medical Office Specialist Certificate	Digital Publishing Certificate	Basic Peace Officer Academy Certificate
Paramedic Technology Certificate	Hospitality Management Certificate	Basic Welding Certificate Level B
Therapeutics Manufacturing Certificate	Legal Office Certificate	Machinist Option Certificate
Therapeutics Manufacturing – ATC	Linux Specialist Certificate	MIG Specialization Certificate
Vocational Nursing Certificate	Microsoft Specialist Certificate	
	Real Estate Certificate	
	Small Business Management Certificate	
	Software Specialist Certificate	
	Web Specialist Certificate	

**General requirements follow. Certificate candidates shall:**

1. Satisfy all the admission requirements.
2. Certificate level II 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 II 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 thirty-three percent (33%) 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](https://adminweb.blinn.edu/privateweb/grad_application.htm)
9. Clear all accounts owed to the College.
10. Clear all holds.

**Marketable Skills Achievement Award Concentrations – Institutional Awards**

Health Sciences	Business, Information Management, & Information Technology	Public Service
Patient Care Specialist MSAA	Administrative Assistant MSAA	Basic Welding Level A MSAA
	Computer Information Technology MSAA	Child Care Administration MSAA
	Digital Publishing MSAA	Early Childhood MSAA
	Mediation MSAA	Judicial Practices MSAA

## 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 you do not successfully complete the 42-hour core curriculum, your credits will transfer, but the receiving institution may ask you 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>		
<b>Communication</b>	6 hours	ENGL 1301 Composition I ENGL 1302 Composition II ENGL 2311 Technical & Business Writing
<b>Mathematics</b>	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
<b>Life and Physical Sciences</b>	6 hours^	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 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
<b>Language, Philosophy, Culture</b>	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
<b>Creative Arts</b>	3 hours	ARCH 1301 Architectural History I ARCH 1302 Architectural History II ARCH 1311 Introduction to Architecture ARTS 1301 Art Appreciation

<b>Creative Arts</b> (continued from the previous page)		DRAM 2366 Introduction to Cinema MUSI 1301 Fundamentals of Music I MUSI 1306 Music Appreciation MUSI 1308 Music Literature MUSI 1310 American Music
<b>American History</b>	6 hours	HIST 1301 United States History I HIST 1302 United States History II HIST 2301 Texas History
<b>Government/ Political Science</b>	6 hours	GOVT 2305 Federal Government GOVT 2306 Texas Government
<b>Social and Behavioral Sciences</b>	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
<b>Component Area Option</b>	6 hours <sup>^</sup>	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
<sup>^</sup> Overflow hours from Mathematics and/or Life and Physical Sciences can be applied to the Component Area Option.		
		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

# 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.