

**BLINN COLLEGE**

**ACADEMIC AFFAIRS OFFICE**

If you are employed to teach academic courses at Blinn College, the Southern Association of Colleges and Schools (SACS) requires that original transcripts documenting all college/university courses and/or degrees be on file at Blinn College. These transcripts must reflect accreditation from one of the six regional accreditation agencies listed below\*. The minimum qualifications to teach an academic transfer course are a Master's Degree with eighteen graduate hours in the teaching field. Your employment process is not complete until you have provided the following documents to the office indicated below.

Blinn College  
Vice President of Academic Affairs  
Academic Affairs Office  
902 College Ave.  
Brenham, Texas 77833

The required documents include:

1. Original transcripts of all college/university degrees and other relevant course work. You must request transcripts from the appropriate college/university and have them sent to the Vice President of Academic Affairs.
2. Degrees awarded by a university outside of the United States must be evaluated by an accredited translation agency and the resulting document provided.
3. A completed English Proficiency Form and TOEFL scores if English is not your native language.

Please direct any questions to the office of the Vice President of Academic Affairs, 979-830-4130.

\*Middle States Association of Colleges and Schools  
New England Association of Schools and Colleges  
North Central Association of Colleges and Schools  
Northwest Association of Schools and Colleges  
Southern Association of Colleges and Schools  
Western Association of Schools and Colleges