

POLICIES AND PROCEDURES

Subject: Degrees and Certificates Reference: B-XI

Source: Vice President, Instruction Eff. Date: March 28, 2002

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated November 28, 2001.

Date: March 28, 2002

McLennan Community College offers three degrees. The Associate in Arts (A.A.) and Associate in Science (A.S.) degree is awarded to students who have completed the first two years of a program designed to lead to a Bachelor's degree. The Associate in Applied Science (A.A.S.) degree is awarded to students who complete one of the required curricula in the workforce area.

Requirements for the Associate in Arts (A.A.) Degree

1. Credit for sixty semester hours of college work excluding developmental courses. Such credit shall include:
 - a. Fulfillment of the 47-hour core curriculum
 - b. Eighteen semester hours of sophomore level courses, including six semester hours of American Government.
 - c. At least fifteen semester hours earned in college level courses at McLennan Community College.
 - d. Two PHED activity courses
 - e. Credit for COSC 1301
2. An overall grade average of at least 2.00.
3. Successful completion of all sections of the TASP test, if applicable.
4. Payment of all financial obligations to the College.

Requirements for the Associate in Science (AS) Degree

Students wishing to complete the Associate in Science degree will fulfill the same requirements listed for the Associate in Arts degree. In addition, the student will be required to complete at least 15 hours of college-level mathematics and/or science courses within the 60-hour total.

Requirements for the Associate in Applied Science (A.A.S.) Degree

1. Credit for sixty semester hours of college work excluding developmental courses. Such credit shall include:
 - a. Completion of the required course of study specified in the college catalog for one of the workforce curricula or approval by the Vice President, Instruction.
 - b. At least 15 hours of general education with some hours in each of the following areas: humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics.
 - c. At least 25 percent of semester hours earned in college level courses at McLennan Community College.
 - d. Successful completion of all sections of the TASP test if applicable.
2. A grade average of at least 2.00 in the workforce curriculum completed.
3. A minimum grade of C or better in each major course in the workforce curriculum completed. A major course is a course which has the prefix of the program. (i.e. OFAD courses are major courses for all of the Office Administration program degrees or certificates.) A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite or as specified in the degree plan.
4. A minimum grade of C or better will be required for courses transferred or substituted to satisfy degree requirements.
5. Payment of all financial obligations to the college.

Graduation Requirements for the Associate Degree

The requirements for the associate degree are outlined in the MCC catalog. Each student's course of study leading to an associate degree is determined by the degree requirements in effect at the time the student first enrolls in college-level courses at MCC. From the date of that initial enrollment, the student has five years to complete an associate degree (AA, AS, AAS). After five years, the student will be subject to any new degree requirements

that may be in effect when the student next enrolls. Exceptions to these requirements must be approved by the appropriate dean.

Requirements for a One-Year Certificate in Workforce Education

1. Completion of a required approved plan specified in the college catalog for a certificate of completion, including at least 25 percent of semester hours of credit earned at McLennan Community College or approval by the Dean, Workforce Education. Developmental courses may not be used to meet requirements for a certificate.
2. A grade average of at least 2.00 in the curriculum completed.
3. A minimum grade of C or better in each major course in the workforce curriculum completed. A major course is a course which has the prefix of the program. (i.e. OFAD courses are major courses for all of the Office Administration program degrees or certificates.) A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite or as specified in the certificate plan.
4. Payment of financial obligations to the college.

Institutional Recognition

Recognition for completion of various courses, seminars, workshops or other educational activities held by the college may be awarded as deemed appropriate by the President of the College.