

## POLICIES AND PROCEDURES

Subject: Graduate Guarantee Program Reference: B-XVI

Source: Board of Trustees Eff. Date: October 31, 2001

Approval Auth.: Board of Trustees Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated July 17, 1992.

Date: October 4, 2001

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### Guarantee for Transfer Credit

McLennan Community College guarantees to its Associate of Arts and Associate of Applied Science students who have met the requirements for the degree, beginning August, 1992, 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 components must be identified by the student during the application or admission process prior to the first semester of enrollment at McLennan Community College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated 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 at McLennan Community College. This applies only to those students who seek advisement and file a degree plan.
4. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the 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 of Instruction at McLennan Community College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated. If course

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

#### Guarantee for Job Competency

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Proficiency beginning August 1, 1992, or thereafter in workforce, 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 of Proficiency with the McLennan Community College system, with a minimum 75 percent of credits earned at McLennan Community College and must have completed the degree or certificate within a four-year time span from initial enrollment.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate administrative officer.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by McLennan Community College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, and assigned representative(s) of the college will develop a written educational plan for retraining.
7. Retraining will be limited to nine 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 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.

A student's sole remedy against McLennan Community 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 appropriate McLennan Community College administrative office within 90 days of the graduate's initial employment.