



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Associate Degrees and Certificates Institutional Requirements	EFBA - I	4	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Degrees and Certificates: Associate Degrees and Certificates	EFBA (LEGAL)	8/26/2025

PURPOSE

The purpose of this procedure is to outline institutional degree and certificate requirements that are in addition to Texas Administrative Code requirements.

PROCEDURE

McLennan Community College offers four degrees. The Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Arts in Teaching (A.A.T.) degrees are awarded to students who have completed the first two years of an academic program designed to lead to a Bachelor's degree. The Associate of Applied Science (A.A.S.) degree is awarded to students who complete the required curricula in various occupational areas.

McLennan Community College also offers Certificates in Workforce Education designed to prepare students to enter specific occupational areas at the end of a one- or two-year period of specialized training or to continue their education at a four-year institution.

Requirements for the Associate of Arts (A.A.) Degree and Associate of Science (A.S.) Degree

1. All requirements as outlined by Texas Administrative Code and Texas Education Code
2. An overall and institutional grade average of at least 2.00.
3. At least 25 percent of semester hours must be earned in college-level courses through McLennan Community College.
4. Payment of all financial obligations to the college.



Requirements for the Associate of Arts in Teaching (A.A.T.) Degree

1. All requirements as outlined by Texas Administrative Code and Texas Education Code
2. Credit for 60 semester hours of college work, excluding any developmental courses. Such credit shall include the following:
 - a. MATH 1350 and 1351, along with MATH 1314 as a prerequisite.
 - b. EDUC 1301 and 2301.
 - c. At least three additional semester hours of science.
3. At least 25 percent of semester hours must be earned in college-level courses through McLennan Community College.
4. An overall and institutional grade average of at least 2.00.
5. Payment of all financial obligations to the college.

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

1. All requirements as outlined by Texas Administrative Code and Texas Education Code
2. Credit for 60 semester hours of college work excluding developmental courses. Such credit shall include:
 - a. Completion of the required course of study specified in the approved degree plan or approval by the appropriate dean.
 - b. At least 15 semester credit hours (SCH) of general education selected from the College's Core Curriculum and must include at least 3 SCH in each area:
 - i. Humanities/Fine Arts (i.e., Communication; Language, Philosophy, and Culture; and Creative Arts),
 - ii. Social/Behavioral Sciences (i.e., American History;
 - iii. Government/Political Science; and Social Behavioral Sciences), and
 - iv. Natural Sciences/Mathematics (i.e., Mathematics or Life and Physical Sciences)
 - c. At least 25 percent of semester hours earned in college level courses through McLennan Community College.
3. An overall and institutional grade average of at least 2.00.
4. A minimum grade of C in each major course in the workforce curriculum completed. A major course is a course that has the prefix of the program. A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite.
5. A minimum grade of C will be required for courses transferred from another college or for substitution to satisfy degree requirements.
6. Payment of all financial obligations to the college.

Requirements for a Certificate in Workforce Education

1. All requirements as outlined by Texas Administrative Code and Texas Education Code

2. Completion of a required approved plan for a Certificate of Completion, including at least 25 percent of semester hours of credit earned at McLennan Community College or approval by the appropriate dean. Developmental courses may not be used to meet requirements for a certificate.
3. An overall and institutional grade average of at least 2.00 in the curriculum completed.
4. A minimum grade of C in each major course in the workforce curriculum completed. A major course is a course which has the prefix of the program. 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.
5. Payment of all financial obligations to the college.

Requirements for the Occupational Skills Award (OSA)

Occupational Skills Awards are offered in both credit and continuing education areas of the college. These awards meet minimum standard for program length specified in the federal Workforce Investment Act (WIA)

1. All requirements as outlined by Texas Administrative Code and Texas Education Code
2. Credit for at least 9-14 semester hours or 144-359 of continuing education contact hours, excluding any developmental courses. Such credit shall include the following:
 - a. At least 25 percent of the semester hours or continuing education units must be earned in courses through McLennan Community College or approval by the appropriate dean.
3. An overall and institutional grade point average of at least 2.00.
4. A minimum grade of C in each major course in the workforce curriculum completed. A major course is a course which has the prefix of the program. 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.
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 or certificate 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, AAT). 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.



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.