

## POLICIES AND PROCEDURES MANUAL

<b>TITLE</b>	<b>Graduation Requirements: Degrees</b>
<b>LEGAL AUTHORITY</b>	<b>State Board of Education Policy 715.01</b>
<b>DATE APPROVED BY BOARD</b>	<b>January 28, 1999</b>

A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Applied Technology, and Associate in Occupational Technologies degrees upon satisfactory completion of the requirements of the specific program as specified by the institution granting the degree and the State Board of Education.

A student must:

Satisfactorily complete a minimum of 60 semester hours of institution credit in an approved program of study, including prescribed general education courses.

1. Earn 2.0 cumulative GPA in all courses attempted at the institution. The calculation of the GPA for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
2. Complete at least 25 percent of semester credit hours at the institution granting the degree.
3. Meet all requirements for graduation with a calendar year from the last semester/term of attendance.
4. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation of credit.
5. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
6. Fulfill all financial obligations to the institution.

The chief academic officer shall approve the formal award when the student meets all requirements for graduation satisfactorily.

**GUIDELINES FOR POLICY NUMBER 715.01**  
**GRADUATION REQUIREMENTS: DEGREES**

1. Section 2.5 of Policy Number 715.01 is intended to comply with Criteria Section 4.1.2, “Undergraduate Admission” of the Commission on Colleges of the Southern Association of Colleges and Schools.
2. It is the prerogative of an institution to accept transfer credit it evaluates to be acceptable for application to its programs and, when making that determination, the institution must document that credit awarded represents collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own programs of instruction, and with coursework taught by faculty members qualified to teach at the appropriate level.
3. For purposes of this policy, the Council on Occupational Education will be considered to be a professional accrediting body responsible for free-standing institutions within a specialty, and, therefore, included under the legitimate exception to the requirement that the transfer of credit be from a regional accrediting body.