

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 3.36.1

**Name:** Degrees and Certificates Procedure

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** August 22, 2016

**Next Review Date:** AY2020–2021

### Regulatory Authority:

- MnSCU Board Policy 3.36 – Academic Programs Policy
    - <http://www.mnscu.edu/board/policy/336.html>
  - MnSCU Board Procedure 3.36.1 – Academic Programs Procedure
    - <http://www.mnscu.edu/board/procedure/336p1.html>
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## Part 1. Degrees and Certificates Offered at North Hennepin Community College

### Subpart A. Associate in Arts (AA)

The Associate in Arts (AA) is awarded for successful completion of 60 credits and is designed for transfer to constitute the first two years of a liberal arts bachelor degree program. An AA degree includes the entire Minnesota Transfer Curriculum (MnTC) (40 semester credits in all ten goal areas) as the general education requirement. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution in addition to the MnTC and AA requirements.

A student shall:

1. Earn a minimum of 15 semester credits of the 60 credits required for the AA degree at North Hennepin Community College.
2. Earn a grade point average of 2.0 (C) or higher in courses taken at North Hennepin Community College.
3. Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Required AA Degree Course Distribution:

1. Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas
2. Complete at least 4 credits for the Wellness requirement with at least one course from each of the following areas: Health (all courses) and Exercise Science (all courses).
3. Complete 16 elective credits, which are numbered 1000 or higher. If the student intends to transfer, he/she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

AA with Emphasis:

1. An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields.
2. The required AA degree course distribution listed above may differ by emphasis.

### **Subpart B. Associate in Science (AS)**

The Associate of Science (AS) degree is intended for students whose primary goal is to prepare for transfer to complete a bachelor's degree at a college or university who North Hennepin Community College has an articulation agreement and/or complete the credentials for a specific career. The AS degree provides a balance of general education courses and the required scientific, professional, or technical courses in the degree program.

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 30 credits in at least 6 of the 10 MnTC goal areas.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

### **Subpart C. Associate in Fine Arts (AFA)**

An Associate in Fine Arts (AFA) degree is intended for students whose primary goal is to complete a program in a designated discipline in fine arts. The AFA degree is designed for transfer to a baccalaureate degree.

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 24 credits in at least 6 of the 10 MnTC goal areas for the AFA in Studio Art.
4. Earn 40 credits in all 10 MnTC goal areas for the AFA in Theatre.
5. Earn 30 credits in 6 of the 10 MnTC goal areas for the AFA in Music.

6. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

#### **Subpart D. Associate in Applied Science (AAS)**

The Associate in Applied Science (AAS) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The AAS degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the AAS programs transfer to any Minnesota State College or University. Many of the AAS degree programs have articulation agreements with four-year institutions for transfer of the program.

A student shall:

1. Earn a minimum of 60–72 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn a minimum of 15 credits in at least 3 of the 10 MnTC goal areas
4. Earn at least 30 credits in the academic program's occupational or technical field of preparation.
5. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

#### **Subpart E. Certificate**

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.0 (C). A certificate shall include 9–30 credits. At least one third of the credits must be completed at North Hennepin Community College.

### **Part 2. Degree/Program Completion**

1. Students may complete more than one certificate or degree at NHCC.
2. A separate degree application must be submitted for each certificate or degree.
3. A student must apply for each degree or certificate in the Records and Registration Office. An application for degree must be made in the first five weeks of the semester in which the student intends to graduate.
4. A student has four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

<b>Review Action</b>	<b>Date(s)</b>
<b>Campus Community Review Period</b>	<b>Oct. 26 – Nov. 6, 2015</b>
<b>Shared Governance Council Review</b>	<b>December 11, 2015</b>
<b>Labor/Management Meetings Review</b>	<b>November 16-25, 2015</b>
<b>Student Senate Review</b>	<b>November 19, 2015</b>
<b>President Approval</b>	<b>December 21, 2015</b>
<b>Campus Community Dissemination</b>	<b>January 11, 2016</b>

## **History**

- Formerly NHCC III-0202
- Date of Adoption
  - 11-13-97
- Revised
  - 10-02-03
  - 11-23-05
  - 01-27-12
  - 12-21-15 to reflect changes to board procedure and to lower residency requirement to 15 credits.