

ADMINISTRATIVE PROCEDURES

Title: GRADUATION REQUIREMENTS	Identification: 4.17
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0262; 6A-14.0247 FS 240.319 HCC Rule 6HX-10-3.007	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes the requirements for awarding an Associate in Arts (AA) degree, an Associate in Science (AS) degree, an Associate in Applied Science (AAS) degree, or a College Credit Certificate (CCC).

PROCEDURE

1. GRADUATION DEADLINE

The deadlines to apply for a degree are published annually in the College Catalog.

2. CATALOG REQUIREMENT

An academic year is defined as Fall, Spring, Summer I, Summer II. Continuous enrollment is maintained by being enrolled after the drop/add period for at least one term each academic year. The student is expected to meet the graduation requirements in effect during the period of continuous enrollment to fulfill the degree requirements on the Application for Degree.

- A Former Students Returning - If enrollment is interrupted by not attending one term each academic year, the student will be considered to be a Former Student Returning, and will be expected to meet the graduation requirements of one of the catalogs in effect during the time that he/she maintains continuous enrollment after returning to the College. However, General Education courses completed previously will be applied to General Education requirements of the catalog year chosen for graduation. Remaining General Education requirements will come from the catalog year chosen for graduation.
- B Transfer Students – these students fulfill the degree requirements under a catalog in effect during the period of continuous enrollment. Continuous enrollment is maintained by being enrolled after the drop/add period for at least one term each academic year. However, courses completed at another institution which would have met HCC General Education requirements at that time will be applied to General Education requirements of the HCC catalog year chosen for graduation. Remaining general education requirements will come from the catalog year chosen for graduation.
- C. Only one catalog can be selected for graduation, and not a combination of catalogs.

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- D. If the College no longer offers a course(s) for the catalog year selected, for students receiving the AS Degree, AAS Degree, or CCC, the course substitutions must be obtained from the appropriate academic dean.

3. RESIDENCE REQUIREMENT

- A. At least 25% of the credit hours applicable to the degree requirements must be earned in residence at HCC.
- B. Credit awarded in advanced placement, CLEP, Credit-By-Examination, Certified Professional Secretary, Experiential Credit, or similar national examinations will NOT fulfill the 25% credit hours in residence requirement.
- C. Since college preparatory courses are not applicable to a degree, credits earned in these courses are not applicable to the 25% credit hours residency requirement.

4. GRADE POINT REQUIREMENT

- A. AA Degree Grade Point Average (GPA)
 - (1) All grades (A through F) applicable (parallel and dual) to the AA Degree will be averaged to determine the AA Degree cumulative totals including grades earned at other accredited colleges.
 - (2) College preparatory and occupational-technical courses will not be included in the AA Degree GPA.
 - (3) A student must have a minimum 2.0 AA Degree grade point average, including a 2.0 HCC GPA in all courses leading to an AA, to graduate from HCC.
 - (4) To graduate with Honors, a student must have achieved a cumulative grade point average of 3.5 or above the cumulative HCC GPA.
- B. AS, AAS, and CCC Degree GPA
 - (1) A student must have a minimum 2.0 AS degree cumulative GPA, including a 2.0 HCC GPA in courses leading to an AS, to graduate from HCC.
 - (2) To graduate with Honors, a student must have achieved a GPA of 3.5 or above for the HCC grade point average.

5. HOURS REQUIREMENT

- A. A minimum of 60 semester credits must be earned in courses that apply to the respective degree program.

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- B. The AA degree must consist of a minimum of 36 semester credits of general education and 24 semester credits of electives.
- C. The AS degree must consist of a minimum of 15 to 18 semester credits of transferable general education and the required number of semester credits for the program depending upon catalog year chosen for graduation.
- D. The AAS degree must consist of a minimum of 15 to 18 semester credits of general education and the required number of semester credits for the program depending upon the catalog year chosen for production.

6. **GORDON RULE (6A-10.030)**

The Gordon Rule applies only to students receiving an AA degree. Students must fulfill the Gordon Rule requirements as published in the catalog for the catalog year chosen for graduation.

7. **CLAST REQUIREMENT**

- A. To receive an AA degree, a student must pass the CLAST at the minimum scale scores set by the State Board of Education, or qualify for one of the CLAST alternatives, or receive a waiver as permitted under the Department of Education Rules. AS Degree students seeking admission to a state university must also pass the CLAST.
- B. The applicable passing CLAST scores are those in effect when the student initially sits for the CLAST.
- C. Students should take CLAST the term prior to the anticipated term of graduation.

8. **MULTIPLE DEGREES**

- A. A student will be awarded only one AA Degree.
- B. A student who has one AS, AAS, or AA Degree may qualify for a second AS or AAS Degree if he or she completes a second curriculum, takes a minimum of 15 hours at HCC beyond the first degree, and meets all degree requirements.

9. **GENERAL EDUCATION REQUIREMENTS FOR A.A., A.S., and A.A.S. DEGREE**

See appropriate catalog for listing of courses.

History: Formerly 3.418