



Earning an Award

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MCTC Awards

As governed by MCTC Policies 3.03 and 3.09 (Appendix E), the following awards are conferred by MCTC faculty to students who successfully complete:

1. The requirements of the award program;
2. The graduation requirements outlined on page 27 of this catalog.

As governed by MCTC Policy 3.05 (Appendix E), most awards have General Education Transfer Curriculum (MnTC) requirements. Eligible courses have a MnTC designation in brackets after the course description that identifies the goal area or areas to which the course can be applied. Unless otherwise specified, a course cannot be used to meet the requirements of more than one goal area.

Associate in Arts Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an Associate in Arts (A.A.) degree from MCTC must successfully complete a total of 64 college-level credits as outlined below.

MnTC Requirements: 40 credits

Students must successfully complete a total of 40 credits of coursework in all MnTC Goal Areas. (See pages 25-26 for list of eligible courses.)

- **Goal Area 1. Written and Oral Communication**
A minimum of 9 credits, which must include ENGL 1110 and 1111, and an eligible speech communications course.
- **Goal Area 2. Critical Thinking**
This goal is accomplished through completion of the 40 MnTC credits.
- **Goal Area 3. Natural Sciences**
A minimum of 2 courses in different disciplines, 1 a lab science.
- **Goal Area 4. Mathematical and Logical Reasoning**
A minimum of 1 course.
- **Goal Area 5. History and the Social and Behavioral Sciences**
A minimum of 3 courses, in 3 different disciplines.
- **Goal Area 6. Humanities and Fine Arts**
A minimum of 3 courses, in 3 different disciplines.
- **Goal Areas 7-10. Human Diversity, et. al.**
A minimum of 1 course in each goal area 7-10. Each course may also be used to meet the requirements of goals 1-6.

Required Coursework: 6 credits

- Health: 2 credits
- Physical Education: 1 credit
- INFS 1000: 2 credits
- COML 1000: 1 credit
 - ♦ Students may test out of this requirement. Students who test out of this requirement must fulfill the 64-credit degree requirement with an additional elective credit.
 - ♦ Students may also fulfill this requirement by completing BTEC 1010, BUSN 1200*, COML 1100, CSCI 1100*, CSCI 1200*, or ITEC 1100.

*Recommended for students seeking to transfer to a four-year institution.

Elective Credits

The number of elective credits needed will vary depending on the number of MnTC and required coursework credits a student accumulates.

Completion Requirement

Students seeking an A.A. degree must complete ENGL 1110, computer literacy, and information literacy requirements within their first 24 college-level course credits (those courses numbered 1000 or above).

Transferring MnTC Credits to Another Institution

Students who complete the MnTC coursework required for an A.A. as outlined above may transfer these credits to another MnSCU institution and receive credit for all lower division general education courses upon admission to that institution.

Associate in Science Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an Associate in Science (A.S.) degree from MCTC must successfully complete the degree requirements determined by the specific program, which include MnTC required credits. Refer to the *Programs and Awards* section of the catalog for specific degree requirements.

MnTC Requirements: 30 credits

Students must successfully complete 30 credits of coursework in a minimum of six MnTC Goal Areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9, or 10. (See pages 25-26 for a list of eligible courses.)

Associate in Applied Science Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an Associate in Applied Science (A.A.S.) degree from MCTC must successfully complete the degree requirements determined by the specific program, which include MnTC required credits. Refer to the *Programs and Awards* section of the catalog for specific degree requirements.

MnTC Requirements: 25 percent of required credits

Students must successfully complete MnTC requirements equal to 25 percent of the required award credits in a minimum of three MnTC Goal Areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9, or 10. (See pages 25-26 for a list of eligible courses.)

Diploma

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking a two-year diploma from MCTC must successfully complete the diploma requirements determined by the specific program, which include MnTC required credits. Refer to the *Programs and Awards* section of the catalog for specific diploma requirements.

Two-Year Diploma MnTC Requirements: 9 credits

Students seeking a two-year diploma must successfully complete 9 credits of coursework in the MnTC Goal Areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9, or 10. (See pages 25-26 for a list of eligible courses.)

Three-Semester Diploma MnTC Requirements: 6 credits

Students seeking a three-semester diploma must successfully complete 6 credits of coursework in the MnTC Goal Areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1. (See pages 25-26 for a list of eligible courses.)

Two-Semester Diploma MnTC Requirements: 3 credits

Students seeking a two-semester diploma must successfully complete 3 credits of coursework in MnTC Goal Area 1. (See pages 25-26 for a list of eligible courses.)

Certificate

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking a certificate from MCTC must successfully complete the certificate requirements determined by the specific program, which may include MnTC required credits. Refer to the *Programs and Awards* section of the catalog for specific award requirements.

MnTC Requirements: 3 credits

Students seeking a two-semester certificate must successfully complete 3 credits of coursework in MnTC Goal Area 1. (See pages 25-26 for a list of eligible courses.)

General Education

The faculty of MCTC have adopted the following four general education competencies appropriate to all instructional programs at the college. See MCTC Policy 3.04 (Appendix E) :

- Communications
- Critical Thinking
- Life Skills/Personal Responsibility
- Social Responsibility

These core competencies are a means to enhance lifelong education by making it possible for students to communicate effectively, think critically, solve problems, and develop and demonstrate effective life skills, personal responsibility, and social responsibility.

Minnesota General Education Transfer Curriculum Competencies

Below is a list of courses eligible for each of the 10 MnTC goal areas. See MCTC Policy 3.05 (Appendix E) for additional information regarding this curriculum.

Goal 1: Written and Oral Communication

- ENGL 1110, ENGL 1111
- SPCH 1000, SPCH 1005, SPCH 1010, SPCH 1011, SPCH 1012

Goal 2: Critical Thinking

Most courses within the MnTC teach one or more of the critical thinking student competency areas. Any student who completes the 40 credit MnTC will have completed the student requirements for Critical Thinking.

Goal 3: Natural Sciences

- ASTR 1110, ASTR 1115
- BIOL 1100, BIOL 1120, BIOL 1127, BIOL 1128, BIOL 1136, BIOL 1137, BIOL 1160, BIOL 2200, BIOL 2224, BIOL 2225, BIOL 2226, BIOL 2230, BIOL 2231, BIOL 2250, BIOL 2260, BIOL 2500
- CHEM 1020, CHEM 1040, CHEM 1041, CHEM 1145, CHEM 1151, CHEM 1152, CHEM 2204, CHEM 2205, CHEM 2224, CHEM 2225, CHEM 2400, CHEM 2600
- GEOL 1120, GEOL 1130, GEOL 1140, GEOL 1150
- HONR 2000
- PHYS 1100, PHYS 1131, PHYS 1132, PHYS 1211, PHYS 1221

Goal 4: Mathematics/Logical Reasoning

- CSCI 2011
- MATH 1110, MATH 1120, MATH 1130, MATH 1140, MATH 1150, MATH 1160, MATH 1165, MATH 1170, MATH 1180, MATH 1190, MATH 2011
- PHYS 1211, PHYS 1221

Goal 5: History and the Social and Behavioral Sciences

- ACES 1500
- AMIS 1000
- AMST 1000, AMST 1100
- ANTH 1104, ANTH 1105, ANTH 1150
- ECON 1000, ECON 2000, ECON 2200, ECON 2500
- GEOG 1101, GEOG 1102, GEOG 1103, GEOG 1104, GEOG 2204
- HIST 1000, HIST 1010, HIST 1020, HIST 1100, HIST 1110, HIST 1200, HIST 1210, HIST 1300, HIST 1310, HIST 1320, HIST 1500, HIST 1510, HIST 1520, HIST 1600, HIST 2241, HIST 2242
- INFS 2520, INFS 2600
- PSCI 1101, PSCI 1102, PSCI 1103, PSCI 1104, PSCI 1110, PSCI 1137, PSCI 1140, PSCI 2000
- PSYC 1100, PSYC 1110, PSYC 2215, PSYC 2225, PSYC 2240, PSYC 2250, PSYC 2260, PSYC 2285
- SOCI 1105, SOCI 1106, SOCI 1110, SOCI 1160, SOCI 1170, SOCI 2115, SOCI 2145, SOCI 2150, SOCI 2155
- WOST 1101

Goal 6: Humanities and Fine Arts

- ACES 1000, ACES 1121, ACES 1122, ACES 1132, ACES 1135, ACES 1152, ACES 1155
- AMIS 1100, AMIS 1200, AMIS 1300
- ARTS 1110, ARTS 1111, ARTS 1112, ARTS 1113, ARTS 1121, ARTS 1125, ARTS 1132, ARTS 1133, ARTS 1141, ARTS 1142, ARTS 2211, ARTS 2212, ARTS 2213, ARTS 2214, ARTS 2221, ARTS 2222, ARTS 2225, ARTS 2233
- ENGL 1151, ENGL 1152, ENGL 1153, ENGL 1154, ENGL 1156, ENGL 1157, ENGL 1158, ENGL 1159, ENGL 1160, ENGL 1161, ENGL 2212, ENGL 2213, ENGL 2214, ENGL 2215, ENGL 2225, ENGL 2226, ENGL 2231, ENGL 2232, ENGL 2251, ENGL 2252
- FILM 1300, FILM 1310, FILM 1320
- FREN 1300
- MUSC 1000, MUSC 1010, MUSC 1020, MUSC 1030, MUSC 1040, MUSC 1050, MUSC 1150, MUSC 1160
- PHIL 1110, PHIL 1115, PHIL 1171, PHIL 1172, PHIL 1181, PHIL 2115
- PHOT 1100, PHOT 1200
- THTR 1104, THTR 1111, THTR 1131, THTR 1135, THTR 1145, THTR 1150, THTR 1160, THTR 1161, THTR 1162, THTR 1163, THTR 1164, THTR 1165, THTR 1166, THTR 1167, THTR 1168, THTR 1169, THTR 2105, THTR 2145, THTR 2150
- WOST 1140, WOST 1150, WOST 2200, WOST 2211, WOST 2212, WOST 2213, WOST 2235

Goal 7: Human Diversity

- ACES 1132, ACES 1135, ACES 1152, ACES 1155
- AMIS 1000, AMIS 1100, AMIS 1200, AMIS 1300
- ENGL 1150, ENGL 1157, ENGL 1160, ENGL 2231, ENGL 2232
- HIST 1100, HIST 1110, HIST 1200, HIST 1210, HIST 1300, HIST 1310, HIST 1320, HIST 1500, HIST 1510, HIST 1520, HIST 1600
- PSYC 2225
- SOCI 1105, SOCI 1110, SOCI 2115, SOCI 2145
- SPCH 1012
- URTE 1500, URTE 2900
- WOST 1140, WOST 1150

Goal 8: Global Perspective

- ACES 1121, ACES 1122, ACES 1190, ACES 1500
- AMST 1000
- ANTH 1105, ANTH 1150
- ARTS 1110, ARTS 1111, ARTS 1112, ARTS 1113
- ECON 2000, ECON 2200, ECON 2500
- ENGL 1158, ENGL 1159, ENGL 2221, ENGL 2222
- FILM 1300
- FREN 1300, FREN 2000, FREN 2100
- GEOG 1101, GEOG 1103, GEOG 2204
- HIST 1000, HIST 1010, HIST 1020
- HONR 2000
- INFS 2600
- MUSC 1030, MUSC 1040, MUSC 1050
- PHIL 2115
- PSCI 1103, PSCI 1104, PSCI 1140
- SOCI 1170
- SPAN 2000, SPAN 2100
- THTR 1131, THTR 1160, THTR 2150
- WOST 2235

Goal 9: Ethical and Civic Responsibility

- ECON 1000
- HIST 2241, HIST 2242
- INFS 2510, INFS 2520
- JOUR 1000
- PHIL, 1171, PHIL 1181
- PSCI 1101, PSCI 1102, PSCI 1110, PSCI 2000
- PSYC 2240, PSYC 2260
- SOCI 2155
- UPRY 1600
- URTE 1900, URTE 2600
- WOST 1101, WOST 2211, WOST 2213

Goal 10: People and the Environment

- BIOL 1136, BIOL 1137
- ENGL 1150
- GEOG 1102, GEOG 1104
- PHYS 1132
- PSCI 1137
- SOCI 1160
- WOST 2212

Graduation Requirements

MCTC confers three types of awards: associate degrees, diplomas and certificates. See MCTC Policies 3.03 and 3.05 (Appendix E) for additional information. In order to receive an award from MCTC, a student must:

- Complete the specific award requirements;
- Have a cumulative grade point average (GPA) of 2.0 or better for coursework completed at MCTC (see page 21 for grading information);
- Complete the intent to graduate process (see below);
- Earn a specified number of credits from MCTC (see below); and
- Meet all financial obligations (see page 10).

See MCTC Policy 3.09 (Appendix E) for additional information on graduation requirements.

Credit Earning Options

Within the limitations of MCTC Policy 3.02 (Appendix E), a student may earn credits toward an award and graduation by:

1. Successfully completing an MCTC course taken for credit
2. Successfully completing an approved directed study proposal
3. Transferring approved credits from another institution
4. Credit by examination
5. Completing some or all of the College Level Exam Program with sufficient scores
6. Receiving required scores in some or all of the International Baccalaureate Program
7. Receiving required scores on Advanced Placement exams

Intent to Graduate

Students intending to graduate must complete and submit an *Intent to Graduate* card to the Registrar's Office by the deadline indicated for that term in the class schedule. Cards are available in the Counseling & Advising Office or the Student Services Center. Students are strongly advised to meet with an approved college official and have their records reviewed. Students who fail to submit their cards by the published deadline will not:

- be considered for graduation that term;
- be listed in the graduation program; and
- receive information regarding the graduation ceremony and festivities.

Graduation applicants must have all graduation criteria submitted and completed within that term (transcripts from other colleges must be on file; "I" grades completed, etc.) to graduate in a given term.

Students must initiate a request to resolve a misprint or unissued award within one year of graduation.

Credits Earned at MCTC

As required by MCTC Policy 3.09 (see Appendix E), in order to receive an award from MCTC, a student must earn a minimum number of credits from MCTC as follows:

- 20 credits for students seeking an Associate in Arts (A.A.), Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree.
- 12 credits for students seeking an A.A. degree, and transferring from another Minnesota State Colleges and Universities institution or the University of Minnesota.
- 13 MnTC credits for students seeking an A.A. degree.
- One-third of the credits required for a diploma or certificate.

Catalog Requirements

Students may graduate either under the requirements in effect at the time the degree, diploma, or certificate is awarded or under the requirements in effect in any of the four previous academic years.

Students whose initial enrollment at MCTC was prior to Fall 2001 semester may graduate under the requirements in effect at the time of their initial enrollment at MCTC.

Students must meet the requirements in one catalog and may not combine requirements from more than one catalog.

