



## College Policy 3.03

### Degrees, Diplomas and Certificates

## Part 1. Definitions

### Subpart A. Application Rule

The definitions contained in this section are applicable throughout MCTC policy and procedures.

### Subpart B. Award

"Award" means a certificate, diploma, associate of arts degree, associate of science degree, or associate of applied science degree.

### Subpart C. Credit

"Credit" means the unit of measure normally associated with specific courses and experiential learning activities. Unless otherwise stated, a credit is a semester credit or equivalent.

### Subpart D. Minnesota General Education Transfer Curriculum or MnTC

"Minnesota General Education Transfer Curriculum" or "MnTC" means the defined general education curriculum approved by the Minnesota State Colleges and Universities (MnSCU) and codified in MCTC Policy 3.05 for transfer among other institutions in the MnSCU system.

### Subpart E. Program

"Program" means a cohesive pattern of credit courses and experiences leading to a degree, diploma, or certificate.

## Part 2. Program Objectives

Accomplishment of program objectives requires a set of structured learning experiences in which a student must demonstrate competencies in a wide range of skills and knowledge that constitute a major or is certified by a credential. Programs must be designed to:

1. Prepare students for advanced study,
2. Qualify students for an occupation or range of occupations, and
3. Increase students' knowledge and understanding in a specific area/discipline.

## Part 3. Earning an Award

A student must successfully complete all requirements of the program and meet all graduation requirements in MCTC Policy

3.09 to earn an award from MCTC.

## Part 4. Associate of Arts Degree

### Subpart A. Degree Credits

A program to award an associate of arts degree (A.A.) must consist of 60 credits of coursework.

### Subpart B. MnTC Requirements

A program to award an associate of arts degree must include 40 credits of coursework in the MnTC Goal Areas described in MCTC Policy 3.05 and specified in parts A - J.

- **Goal 1: Written and Oral Communication.** A minimum of 9 credits of coursework designated as MnTC Goal Area 1 courses. The coursework must include ENGL 1110, 1111 and an eligible speech communications course.
- **Goal 2: Critical Thinking.** A minimum of one course designated as a MnTC 2 course or the completion of the full 40-credit Minnesota Transfer Curriculum.
- **Goal 3: Natural Sciences.** A minimum of two courses designated as MnTC Goal Area 3 courses. The courses must be in two different disciplines and one must include a traditional lab course and the other course must have a traditional lab or a lab-like experience.
- **Goal 4: Mathematical and Logical Reasoning.** A minimum of one course designated as a MnTC Goal Area 4 course.
- **Goal 5: History and the Social and Behavioral Sciences.** A minimum of three courses designated as MnTC Goal Area 5 courses. The courses must be in three different disciplines.
- **Goal 6: Humanities and Fine Arts.** A minimum of three courses designated as MnTC Goal Area 6 courses. The courses must be in three different disciplines.
- **Goal 7: Human Diversity.** A minimum of one course designated as a MnTC Goal Area 7 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 8: Global Perspectives.** A minimum of one course designated as a MnTC Goal Area 8 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 9: Ethical and Civic Responsibility.** A minimum of one course designated as a MnTC Goal Area 9 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 10: People and the Environment.** A minimum of one course designated as a MnTC Goal Area 10 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.

### Subpart C. Health Coursework

A program to award an A.A. must include a minimum of 2 credits of coursework in the Health Department.

### Subpart D. Physical Education Coursework

A program to award an A.A. must include a minimum of 1 credit of coursework in the Physical Education Department.

### Subpart E. Information Literacy Competency

A student must successfully complete INFS 1000.

### Subpart F. Electives

A student must successfully complete credits equal to the difference between 60 credits and the credits earned from subparts B–E.

### Subpart G. Completion Requirement

A student must complete ENGL 1110 and INFS 1000 within the first 24 college-level credits earned.

## **Part 5. Associate of Fine Arts Degree**

### **Subpart A. Degree Credits**

A program to award an associate of fine arts degree (A.F.A.) must consist of 60 credits of coursework.

### **Subpart B. MnTC Requirements**

A program to award an A.F.A. must include 28 credits of coursework in a minimum of six MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must complete ENGL 1110, ENGL 1111, and an eligible Communication Studies course; one course each from MnTC Goal Areas 3 and 5; one course from either MnTC 2 or 4; and any two courses from MnTC Goal Area 6 (not ARTS or PHOT). Additionally, a student must earn 3 credits from MnTC Goal Areas 7, 9, or 10 (that are NOT also in MnTC Goal Area 6).

### **Subpart C. Required Program-Related Coursework**

A program to award an A.F.A. must include at least 32 credits of program-related coursework.

## **Part 6. Associate of Science Degree**

### **Subpart A. Degree Credits**

A program to award an associate of science degree (A.S.) must consist of 60–68 credits of coursework.

### **Subpart B. MnTC Requirements**

A program to award an A.S. must include 30 credits of coursework in a minimum of six MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

### **Subpart C. Required Program-Related Coursework**

A program to award an A.S. must include at least 30 credits of program-related coursework.

## **Part 7. Associate of Applied Science Degree**

### **Subpart A. Degree Credits**

A program to award an associate of applied science degree (A.A.S.) must consist of 60 - 72 credits of coursework.

### **Subpart B. MnTC Requirements**

A program to award an A.A.S. must include MnTC requirements equal to 25 percent of the required program credits in a minimum of three MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

### **Subpart C. Required Coursework**

A program to award an AAS must include at least 30 credits of program-related occupational or technical coursework.

## **Part 8. Diploma**

### **Subpart A. Degree Credits**

A program to award a diploma must consist of 31 - 64 credits of coursework.

### **Subpart B. MnTC Requirements**

As required in parts A - C, a program to award a diploma must include a specified number of credits from the MnTC coursework described in MCTC Policy 3.05.

- **Two-Year Diploma.** A program to award a two-year diploma must include 9 credits of coursework in any of the MnTC Goal Areas. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.
- **Three-Semester Diploma.** A program to award a three-semester diploma must include 6 credits of coursework in any of the MnTC Goal Areas. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1.
- **Two-Semester Diploma.** A program to award a two-semester diploma must include a minimum of 3 credits in MnTC Goal Area 1.

## **Part 9. Certificate**

### **Subpart A. Degree Credits**

A program to award a certificate must include 10 - 30 credits of coursework.

### **Subpart B. MnTC Requirements**

A program to award a two-semester certificate must include a minimum 3 credits of coursework in MnTC Goal Area 1.

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