



Procedure Number:	AS 106
Procedure Title:	Degree Requirements
Relevant Board Policy:	E.1.3 Core Curriculum and Degrees
Relevant SACSCOC Principle:	Section 9: Educational Program Structure and Content
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Completing a Degree

In accordance with Board of Trustees Policy E.1.3, Core Curriculum and Degrees, the completion agenda of the College is focused on preparing students for their next educational or career step.

For transfer students the intent is providing students with the state-mandated core curriculum and flexibility both to pursue their areas of academic interest and maximize the number of credits they can transfer and that will count toward the baccalaureate degree. Students pursuing degrees that focus on technical skills have program options to help them successfully enter the workforce and continue to enhance their lifelong educational progress.

The Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have specific guidelines and requirements for institutions awarding Associate degrees which provide the foundation for the College's curricular programming.

Transfer Programs - Associate of Arts, Associate of Science, Associate of Arts in Teaching Degrees

The Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees are specifically designed for transfer as the equivalent of the first half of the Baccalaureate Degree requirements of most public colleges and universities. Within these degree types, students may select a concentration which serves as a pre-major for their further study at a senior institution. Transfer Advising Guides provide courses aligned with the baccalaureate degree requirements at each of the area universities to ensure that students can complete the associate degree and have their courses transfer and count toward the baccalaureate degree at their selected transfer institution.

1. Associate of Arts Degree

Students pursuing an AA degree are encouraged to work closely with their advisor in the selection of their courses. For students pursuing an AA, it is strongly recommended that a specific transfer institution is chosen and courses are selected with that institution in mind, even if the baccalaureate program is not an immediate goal.

The Associate of Arts (AA) degree requires:

- a. A minimum of 60 semester credit hours.
- b. Completion of the 42 semester credit hours required for the General Education Core Curriculum. The Core Curriculum includes the minimum fifteen (15) hours as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- c. Completion of an additional 18 semester credit hours of electives
- d. At least 25% of the minimum hours required for the degree, that is, 15 semester credit hours, to be completed through Northeast Lakeview College.
- e. A minimum institutional cumulative grade point average (GPA) of 2.0.
- f. Fulfill all Texas Success Initiative (TSI) requirements.
- g. Be in Good Academic Standing at the end of the term the student is receiving the award.

2. Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (AAT) is for individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or other professional in education. Students are advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. The AAT degree is THECB-approved and is fully transferrable to all Texas public universities that offer applicable Baccalaureate Degrees leading to initial Texas teacher certification. Students should consult with an advisor and with the university to which they plan to transfer for additional information regarding specific content area concentrations.

The Associate of Arts in Teaching (AAT) degree requires:

- a. A minimum of 60 semester credit hours.
- b. Completion of the 42 semester credit hours required for the General Education Core Curriculum. The Core Curriculum includes the minimum fifteen (15) hours as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- c. Completion of one of the Education Fields of Study (see Regulation VI.C below).
- d. At least 25% of the minimum hours required for the degree, that is, 15 semester credit hours, to be completed through Northeast Lakeview College.
- e. A minimum institutional cumulative grade point average (GPA) of 2.0
- f. Fulfill all Texas Success Initiative (TSI) requirements.
- g. Be in Good Academic Standing at the end of the term the student is receiving the award.

3. Associate of Science Degree

Students pursuing an AS degree are encouraged to work closely with their advisor in the selection of their courses. For students pursuing an AS, it is strongly recommended that a specific transfer institution is chosen and courses are selected with that institution in mind, even if the baccalaureate program is not an immediate goal.

The Associate of Science (AS) degree requires:

- a. A minimum of 60 semester credit hours.
- b. Completion of the 42 semester credit hours required for the General Education Core Curriculum. The Core Curriculum includes the minimum fifteen (15) hours as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: humanities/fine arts; social/behavioral sciences; and natural science/mathematics.
- c. Completion of an additional 18 semester credit hours of electives, at least 9 of which must be from the AS Course List published in the Northeast Lakeview College Catalog.
- d. At least 25% of the minimum hours required for the degree, that is, 15 semester credit hours, to be completed through Northeast Lakeview College.
- e. A minimum institutional cumulative grade point average (GPA) of 2.0
- f. Fulfill all Texas Success Initiative (TSI) requirements.
- g. Be in Good Academic Standing at the end of the term the student is receiving the award.

4. Associate of Applied Science Degree

The Associate of Applied Science (AAS) Degrees are designed for the purposes of job or career entry, career development and change, industry/business start-up development, and technical services to industry. Through a sequential delivery of program courses, students develop the necessary technical and professional workplace skills in preparation for entry-level positions. Each AAS provides the required skills for a specific career.

The Associate of Applied Science degree requires:

- a. A minimum of 60 semester credit hours.
- b. Completion of a minimum of 15 semester credit hours required for the General Education requirements. The General Education requirements includes the minimum fifteen (15) hours as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: Humanities/Fine Arts (Language, Philosophy & Culture, Creative Arts, etc.); Social/Behavioral Sciences (Government/Political Science, History, etc.); and Mathematics/Life and Physical Sciences (Biology, Chemistry, Physics, college-level Mathematics, etc.).
- c. Completion of AAS degree requirements listed in the Northeast Lakeview College Catalog for the specific program.
- d. Earn a grade of “C” or better in all technical courses directly relating to the technical program, i.e., Associate of Applied Science Degree.
- e. At least 25% of the minimum hours required for the degree, that is, 15 semester credit hours, to be completed through Northeast Lakeview College.
- f. A minimum institutional cumulative grade point average (GPA) of 2.0.
- g. Fulfill all Texas Success Initiative (TSI) requirements.
- h. Be in Good Academic Standing at the end of the term the student is receiving the award.
- i. Courses taken ten (10) or more years prior to a student’s last enrollment at the College will not count as semester credit hours toward the award of the degree in the Applied Science. However, a student may petition for an exception, which will be evaluated and awarded as approved by the program lead, the Vice President for Academic Success (VPAS).

5. Certificates

The Certificates are designed for the purposes of job or career entry, career development and change, industry/business start-up development, and technical services to industry. Through a sequential delivery of program courses, students develop the necessary technical and professional workplace skills in preparation for entry-level positions. Each Certificate program provides the required skills for a specific career.

The Certificates Require:

- a. A minimum of 15 to 42 semester credit hours for a Level I Certificate (TSI-waived).
- b. A minimum of 30 to 51 semester credit hours (subject to TSI requirements).
- c. Completion of Certificate requirements listed in the Northeast Lakeview College for the specific program.
- d. At least 25% of the minimum hours required for the Certificate must be completed through Northeast Lakeview College.
- e. A minimum institutional cumulative grade point average (GPA) of 2.0.
 - a. Fulfill all Texas Success Initiative (TSI) requirements.
 - b. Be in Good Academic Standing at the end of the term the student is receiving the award.
- f. Courses taken ten (10) or more years prior to a student's last enrollment at the College will not count as semester credit hours toward the award of the degree in the Applied Science. However, a student may petition for an exception, which will be evaluated and awarded as approved by the program lead, the Vice President for Academic Success (VPAS).

II. General Education Core Curriculum Requirements for the AA, AS, and AAT Degrees

Per Board of Trustees Policy E.1.3, Core Curriculum and Degrees, the core curriculum (general education) requirement for the Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees is forty-two (42) semester credit hours.

The Core Curriculum requirements align with the standards of the Texas Higher Education Coordinating Board.

Of the forty-two (42) credit hours required for general education, they are distributed by the following categories, with each category having a list of specified courses that will satisfy the category published in the Catalog:

- Communication Core, 2 courses (6SCHs)
- Mathematics Core, 1 course (3 CHs)
- Life and Physical Sciences Core, 2 courses (6 CHs)
- Language, Philosophy, and Culture Core, 1 course (3 CHs)
- Creative Arts Core, 1 course (3 CHs)
- American History Core, 2 courses (6 CHs)
- Government/Political Science, 2 courses (6 CHs)
- Social and Behavioral Sciences, 1 course (3 CHs)
- Additional Communication Core, 1 course (3 CHs)
- Additional Language, Philosophy, and Culture Core, 1 course (3 CHs)

Students who have satisfied the defined requirements for the Core Curriculum will have their completion of the Core Curriculum indicated on their transcript.

III. Fields of Study and Alamo Institutes Transfer Guides

Fields of Study

Field of Study requirements are distinct from Degree requirements. The Field of Study curriculum is not required for the Degree other than the A.A.T. degree, but with proper planning such a curriculum can serve as a valuable component in earning the Associate degree. Fields of Study offered by the College are listed in the Catalog.

A Field of Study (FOS) is a selection of lower-division courses that are guaranteed by state law to transfer and apply to a degree program. If a student takes all the courses in a FOS and then transfers to another Texas public institution of higher education, the FOS is guaranteed to transfer as a block and be applied to the appropriate major. If a student has completed the FOS, the Texas common core curriculum, and any university or college courses required of all students regardless of major, then the student is finished with all the lower-division courses for the degree program at any Texas public institution. If a student transfers with an incomplete FOS, then each completed FOS course is guaranteed to transfer and apply to the degree program, although the institution many require additional lower-division courses.

Alamo Institutes Transfer Guides

Alamo Institutes Transfer Advising Guides are a tool to help students choose a career area and an efficient path to earning the Associate degree and preparing for transfer to a baccalaureate institution through recommended course selections.

Course recommendations for Alamo Institutes Transfer Advising Guides are distinct from Degree requirements. The use of the Institutes' Transfer Advising Guides are intended to serve a critical role in earning the Associate degree and meeting the degree requirement for the chosen transfer institution. Students must confer with academic advisors in the chosen Institute for more specific and individualized advising in order to ensure efficient preparation for transfer. Transfer Advising Guides are available in the College Catalog online.

IV. Residency Requirements

The College requires that all students who seek to earn an Associate degree or a Certificate must complete through Northeast Lakeview College at least 25% of the minimum hours required for the degree or Certificate. 60 hours is the minimum required for all Associate degrees.

V. Catalog Requirements

- a. Degree and core curriculum requirements must be completed within five (5) academic years from the date of the College catalog chosen.
- b. Students may choose the catalog in effect the date of first enrollment in one of the colleges in the College. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student has earned credit hours during a semester in which the selected catalog was in effect.
- c. Those students majoring in or choosing to change their major to a Workforce Education Program (Associate of Applied Science or Certificate) will be strongly encouraged by assigned certified advisors to elect the most recent catalog and program plan. The unique skills associated with workforce programs are dynamic in nature; therefore, the course objectives are constantly revised to teach the most current technologies and skills required by workforce. Selecting the most recent catalog for a workforce program does not preclude the transfer of general education courses previously completed to the new program plan.
- d. Students may file a petition to Enrollment Services/Admissions and Records office for an extension of the five (5) year rule. Veterans must notify the Veterans Administration Office for changes in their catalog and degree plan.

VI. Application for Graduation

To be awarded a degree or certificate, students must apply for graduation by submitting an Apply to Graduate Form online through the students' ACES accounts during the semester for which they plan to graduate. Applications submitted after the deadline are processed with the next graduating class and diplomas/certificates reflect that date.

VII. Reverse Transfer Degree

Students who transfer from the College to another Texas public college or university prior to completing all degree requirements have the opportunity to complete requirements to earn an Associate Degree while attending the transfer institutions.

Student Eligibility Criteria

Texas requires public institutions to participate in reverse transfer according to specific guidelines set forth in [Texas Education Code, Title 3, Chapter 61, Subchapter A, §61.833](#) (Credit Transfer for Associate Degree).

Student must:

- a. Supply transfer credit from a Texas public 4-year institution.
- b. Earn at least 30 credit hours for course work successfully completed at the lower-division institution of higher education.
- c. Complete the degree requirements for the College at the transfer institution.
- d. Earn a cumulative total of at least 66 credit hours for work successfully completed.
- e. Prior to the fall 2013 semester, eligible students had to earn a cumulative total of at least 90 credit hours.

The process for applying for a reverse transfer degree is published in the College Catalog.

VIII. Requirements for the second AA, AS or AAT degree

- a. A minimum of 18 semester hours of credit must be taken beyond the credit hours earned for the initial Associate degree. Credits applied towards the first Associate degree may not be included in this number.
- b. The majority of credits for a second degree must be taken at this institution, that is, a minimum of 8 semester hours.
- c. The cumulative grade point average (CGPA) of the courses taken at this College for the second Associate degree must be 2.0 or above.
- d. A final CGPA will be determined for the second Associate's degree from the grades earned in courses taken at this College for the second Associate's degree.

e. No honors will be determined for the second Associate's degree.

Attachment: N/A

Originator: Alan Cottrell

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Approved: _____

Title: Vice President for Academic Success