

already earned at the community college to determine if the associate degree requirements have been met. Eligible students will be asked to participate when they transfer to one of the participating universities through their student services account and must agree to release their university academic records back to the community college for review. There is no cost for awarding of the degree. If a student wishes to receive a printed diploma or to participate in graduation ceremonies, he or she should complete the graduation application form (located in the Registrar’s Office) and pay the appropriate graduation fee(s) to the Business Office.

ACADEMIC REGULATIONS

Degree, Diploma, and Certificate Requirements

Martin Community College confers the Associate in Applied Science Degree upon students who successfully complete a two-year technical program and the Associate in Arts Degree or the Associate in Science Degree to those who successfully complete a two-year college transfer program. An Associate in General Education Degree is awarded to students who successfully complete the two-year General Education Program. A diploma is awarded to students who satisfactorily complete a vocational program or an approved diploma-level program. A certificate is awarded to students who complete approved certificate-level programs.

ACA Policy

All students enrolled in an associate degree or diploma program are encouraged to take ACA 115 Success in Study Skills or ACA 122 College Transfer Success within their first 12 hours attempted. ACA is required for graduation in all associate degree programs.

The ACA 115/122 course requirement for associate and diploma programs may be waived for any student who meets at least one of the following conditions:

- ◆ Has a college degree from a regionally accredited institution
- ◆ Has completed a similar college course and has a successful academic record (cumulative GPA of 2.5 or better in previous college courses)
- ◆ Has successfully completed (cumulative GPA of 2.5 or better) at least 30 hours of transfer credit from another college or university
- ◆ Has completed a tour of duty in the military with the successful completion of military occupational specialty (MOS) training
- ◆ Is taking courses as part of an apprenticeship or employer-sponsored training.

In extraordinary circumstances, the Chief Academic Officer may waive the ACA requirement for an individual student. The student will be advised that a local waiver may not be accepted by a transfer institution, especially if used for the Associate in Arts (AA), Associate in Science (AS) degrees, including the Teacher Prep AA and AS degrees.

Students are scholastically eligible for graduation when they have satisfied the specific requirements of the program in which they are enrolled, have paid all outstanding debts to the College, and have a major grade point average of 2.0. Physical Therapist Assistant and Medical Assisting students must make a “C” or better on all courses including General Education to be eligible for graduation. PTA students should refer to the PTA Handbook for grading of Clinical Evaluation.

No matter how many hours students transfer from another institution, they must complete a minimum of 25 percent of the credit hours required in their program at MCC to be eligible to graduate from that program.

Grading System

Martin Community College allows the use of a 7-point or a 10-point scale in its grading system. Letter grades are awarded as follows:

| <u>Letter Grade</u> | <u>Definition</u> | <u>Quality Points</u> | <u>7-point</u> | <u>10-point</u> |
|---------------------|-------------------|-----------------------|----------------|-----------------|
| A | Excellent | 4 per semester hour | 93-100 | 90-100 |
| B | Above Average | 3 per semester hour | 85-92 | 80-89 |
| C | Average | 2 per semester hour | 77-84 | 70-79 |