



# Pima County Community College District Administrative Procedure

*AP Title:*

**Graduation**

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AP 3.25.02

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Office of the Provost

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Curriculum, BP 3.25

*Legal Reference:*

*Cross Reference:*

## PURPOSE

The purpose of This Administrative Procedure (“AP”) establishes ~~is to clarify~~ requirements for graduation to include, degree/certificate requirements, catalog of record, time limit for coursework, and multiple degrees.

## SECTION 1: Graduation Process

Graduation is the administrative process of documenting completion of program requirements in the student information system. Graduation is processed for credit degrees, certificates and post degree certificates (here forward certificates will refer to certificates and post degree certificates), and Arizona General Education Curriculum (AGEC) certifications.

1.1 PCC automatically identifies candidates for graduation based on their declared program of study and their progress through program requirements.

1.2 To be captured in the graduate candidate review process, a student must complete any program of study or catalog change requests no later than the end of the second week of the term in which they plan to graduate.

1.3 A graduation application may be required in special circumstances.

## **SECTION 24: Graduation Requirements**

Students are required to complete all program and course requirements as published in the student's Catalog of Record. Graduation candidates must meet the following requirements:

### 2.1 Bachelor's Degree Requirements (see AP 3.25.11)

- A. Complete AGEC (or transfer in the equivalent) and Major requirements appropriate to the degree as outlined in the student's declared catalog of record;
- B. Complete a minimum of 120 credit hours of coursework at the 100 level or higher;
- C. Complete at least 30 upper-division credit hours toward program requirements.
- D. Complete at least 30 credit hours of program requirements in-residence at PCC.
  - i. 18 of upper-division credit hours must be taken in-residence at PCC.
- E. Have a minimum 2.0 cumulative institutional grade point average (GPA) on a 4.0 point scale and;
- F. Complete all courses with a grade of C or higher:
  - i. P-grades may be used if that was the only grading option and if the P-grade is equivalent to a C grade or better.
- G. Programs may require higher-level grades (better than a C) in specific courses and/or higher GPA requirements in specific sets of courses. Students enrolled in these programs are required to meet the program standards as outlined in the College Catalog.

~~1.1 Students should apply for graduation in the term of completion by the Graduation Application Deadline as published in the Academic Calendar.~~

~~1.2 Students may only apply for graduation for the degree or certificate, or a certificate embedded in declared degree, currently identified as their declared program of study in the College's Student Information System.~~

1.3 ~~Complete all program requirements as published in the student's Catalog of Record (see Catalog of Record information below).~~

## 2.2 Associate Degree Requirements

- A. Complete General Education and Major requirements appropriate to the degree as outlined in the student's declared Catalog of record;
- B. Students earning a transfer degree (AA, AB, AFA, or AS) must also earn the AGEC Certification.
- C. Complete a minimum of 60 credit hours of coursework at the 100 level or higher;
- D. Complete at least 15 credit hours of program requirements in-residence at PCC;
- E. Have a minimum 2.0 cumulative institutional GPA on a 4.0 grade point scale and;
- F. Complete all courses with a grade of C or higher.
  - i. P-grades may be used if that was the only grading option and if the P-grade is equivalent to a C grade or better.
  - ii. Programs may require higher level grades and or GPA requirements overall or in specific courses. Students earning those degrees are required to meet the program standards as outlined in the College Catalog.
  - iii. If allowable in the program requirements, up to 3 credit hours of courses with an FAW prefix may be used towards a degree. FAW courses may have a letter grade or a 'P' grade.

## 2.3 Certificate and Post Degree Certificate Requirements

- A. Complete all program course requirements;
- B. Meet course in-residence requirements as follows:
  - i. Certificates with 6-24 credit hours must include at least 6 credit hours of certificate requirements in-residence at PCC;
  - ii. Certificates with 25-45 credit hours must include at least 9 credit hours of certificate requirements in-residence at PCC.
- C. Have a minimum 2.0 cumulative institutional GPA on a 4.0 grade point scale;
- D. Complete all courses with a grade of C or higher.

- i. P-grades may be used if that was the only grading option and if the P-grade is equivalent to a C grade or better.
- ii. Some programs may require higher-level grades. Students earning those certificates are required to meet the program standards as outlined in the College Catalog.

## 2.4 Arizona General Education Curriculum (AGEC) Certification Requirements

- A. Complete all AGEC category and credit hour requirements;
- B. Complete a minimum of 32 credit hours;
- C. Complete at least 9 credit hours of AGEC coursework in-residence at PCC;
- D. Have a minimum 2.0 cumulative institutional GPA on a 4.0 point scale;
- E. Complete all courses with a grade of C or higher.
  - i. P-grades may be used if that was the only grading option and if the P-grade is equivalent to a C grade or better.

~~B. Complete program Core, Support, and if needed, Concentration requirements;~~

~~C. Complete a minimum of 60 credit hours of coursework at the 100 level or higher;~~

~~D. Complete at least 15 credit hours of program requirements in-residence at PCC;~~

~~E. Have a minimum overall 2.0 grade point average (GPA) on a 4.0 grade point scale and;~~

~~F. Complete all courses with appropriate grades as defined here:~~

~~Transfer Degrees (AA, AB, AFA, & AS)~~

- i. ~~Grades of 'C' or higher are required for all program requirements;~~
- ii. ~~Grades of 'D' or 'F' do not fulfill any program requirements;~~
- iii. ~~Grades of 'P' cannot be used for any requirements with the following exceptions:~~
  - a. ~~Applicable courses transferring to Pima for which a 'P' grade is the only option available to students, and that grade is equivalent to a C or better.~~
  - b. ~~Up to 3 credit hours of courses with an FAW prefix may be used towards degree requirements. FAW courses may have a letter grade or a 'P' grade.~~

~~Career & Technical Education Degrees and Associate of General Studies (AAS & AGS)~~

- i. Grades of 'C' or higher are required for all program requirements;
- ii. Grades of 'D' or 'F' do not fulfill any program requirements;
- iii. Grades of 'P' cannot be used for any General Education requirements with the following exception:
  - a. Applicable courses transferring to Pima for which a 'P' grade is the only option available.

### **Certificate Requirements**

- A. Complete program Core, Support, and if needed, Concentration requirements;
- B. Complete at least 6 credit hours of certificate requirements in residence at PCC;
- C. Have a minimum overall 2.0 grade point average (GPA) on a 4.0 grade point scale.
- D. Complete all courses with appropriate grades as defined here:
  - All Certificates (AGEC (Arizona General Education Curriculum), CTE, and Post Degree)
    - i. Grades of 'C' or higher are required for all program requirements;
    - ii. Grades of 'D' or 'F' do not fulfill any program requirements.
    - iii. For the AGEC only, grades of 'P' cannot be used for any requirements except for applicable courses transferring to Pima for which a 'P' grade is the only option available to students, and that grade is equivalent to a C or better.

### **SECTION 3: Waiving of General Education (Currently also in 3.35.01)**

- 3.1 A student who provides official transcripts documenting an earned bachelor's degree from a regionally accredited institution will have some or all of the general education courses waived for an Associate of Applied Science degree as long as the student has met all other graduation requirements.
- 3.2 Some General Education courses cannot be waived due to required program learning outcomes.

### **SECTION 42: Catalog of Record**

- 42.1 Students must follow a Catalog of Record that complies with Continuous Enrollment rules and is no more than six years old for certificates and associate degrees, and 8 years old for bachelor degrees.

42.2 The rules for maintaining continuous enrollment are:

- A. A semester in which a student earns course credit will be counted toward continuous enrollment.
- B. Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment for a student. Enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- C. Continuous enrollment may be maintained at any Arizona public or tribal community college or university.

42.3 If continuous enrollment is not maintained, the student must meet the requirements for graduation of the catalog in effect at the time they re-enroll or any subsequent catalog of continuous enrollment.

42.4 Students may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment.  
(Students accepted to a program through a selective admissions process will be admitted under the current catalog at the time of admission to the program.)

42.5 Students who elect to change their program of study must follow and may only graduate according to the catalog in effect at the time of the change, or any subsequent catalog if they maintain continuous enrollment.

42.6 Students may not follow a catalog older than 6 years from the current academic year even if they have been continuously enrolled.

## SECTION 53: Time Limit for Coursework

In areas of study in which the subject matter changes rapidly, material in courses may become obsolete or irrelevant. Coursework is subject to review based upon requirements of program accreditation agencies or changes in course outcomes by the student's major department. In cases where courses were completed prior to student entry in their program of study under their catalog of record, additional work may be required to document the updated outcomes.

## SECTION 64: Multiple Degrees

Students seeking more than one degree are encouraged to speak with an advisor to ensure that the additional time and resources are beneficial to employment and/or transfer.

- 6.1 Students earning a second Bachelor Degree must complete a minimum of 30 unique credit hours compared to the previous degree with a minimum of 30 credit hours in-residence at PCC, 18 of which need to be upper-division.
- 6.2 Students earning more than one PCC Associate Degree must complete a minimum of 15 unique credit hours compared to the previous degree.
- 6.3 Students may not earn the Associate of General Studies at the same time or after earning any other Associate Degree or higher.
- 6.4 Students may not earn a transfer degree (AA, AFA, AB or AS) after earning an equal degree or higher from a regionally accredited college or university.

### Earning Multiple Degrees

- ~~4.1 Students seeking multiple degrees or a second degree are encouraged to speak with an advisor to ensure that the additional time and resources are beneficial to employment and/or transfer.~~
  - ~~• Students may be awarded only one Associate of Arts degree.~~
  - ~~• Students may be awarded only one Associate of Fine Arts degree.~~
  - ~~• Students may be awarded only one Associate of General Studies degree.~~
  - ~~• Students may be awarded only one Associate of Science degree.~~
  - ~~• Students may be awarded only one Associate of Business degree.~~
  - ~~• Students earning more than one Associate Degree must complete a minimum of 15 unique credit hours for each degree.~~
  - ~~• Students earning more than one Certificate must complete a minimum of 6 unique credit hours for each certificate.~~

## SECTION 75: Academic Distinction Honors

- 75.1 Students who are graduating with an Associate Degree and who have completed 30 credit hours at PCC Pima Community College or students graduating with a Bachelor Degree who have completed 60 credit hours at PCC are granted honors designation if they meet certain overall institutional grade point averages:

- 3.500 to 3.749 grade point average = Graduation with **Honors Distinction**
- 3.750 to 3.899 grade point average = Graduation with High **Honors Distinction**
- 3.900 to 4.000 grade point average = Graduation with Highest **Honors Distinction**

75.2 These designations will be shown on diplomas and listed on the student's official transcripts.