



## Frederick Community College Procedure

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Graduation Requirements	Policy Number	4.12
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### Graduation Requirements

Frederick Community College awards Associate degrees and certificates to those students who complete a prescribed curriculum with a 2.00 grade point average or better. Students enrolled in the Associate of Arts in Teaching (AAT) programs, however, are required to complete the prescribed curriculum with a 2.75 grade point average or better. Certificates and diplomas are issued four times a year: August, December, January and May.

Beginning with fall 2015, the standard number of credits for an Associate degree from a public community college is 60 credit hours.

The standard number of credits required for an Associate degree (i.e. 60) does not apply if (1) the degree program is defined as more than a two-year Associate degree; (2) professional accreditation requires a higher number of credit hours or requires course work that cannot be completed in 60 credits; or (3) certification requirements result in a need for credit hours in excess of 60.

MHEC may approve exceptions in excess of 60.

- A. Associate in Arts Degree (AA) and Associate in Science Degree (AS)  
To be eligible to receive the Associate in Arts or Associate in Science degree, a student must:
1. Successfully complete a prescribed curriculum as approved by the College.
  2. Complete a core of at least 31 general education credits that will include the following:
    - a. English Composition (EN101): 3 credits
    - b. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.
    - c. Social and Behavioral Science: 6 credits, two courses, selected from different disciplines.

- d. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.
  - e. Mathematics: 3/4 credits, one course.
  - f. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.
  - g. Open General Education Elective: 3 credits selected from any category of General Education courses above.
3. Cultural Competence Requirement: At least one course must be designated as meeting the college's cultural competence requirement.
  4. Health, Wellness, or Physical Education requirement: 1/3 credits
  5. Obtain a minimum grade point average of 2.0 (in addition, certain programs of study may require a minimum grade-in designated courses).
  6. Complete at least 15 semester hours of academic credit at Frederick Community College.
  7. Complete a graduation application and submit to the Welcome and Registration Center.

B. Associate in Applied Science Degree (AAS)

To be eligible to receive the Associate in Applied Science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the College.
2. Complete a core of at least 20 credit hours of general education courses that will include the following:
  - a. English Composition (EN101): 3 credits
  - b. Arts, Humanities, Communications: 3 credits, one course
  - c. Social and Behavioral Sciences: 3 credits, one course
  - d. Biological and Physical Sciences: 3/4 credits, one course
  - e. Mathematics: 3/4 credits, one course
  - f. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.
  - g. Open General Education Elective: remaining credits selected from any category of General Education courses above.
3. Cultural Competence Requirement: At least one course must be designated as meeting the college's cultural competence requirement.

4. Health, Wellness, or Physical Education requirement: 1/3 credits
5. Obtain a minimum grade point average of 2.0 (In addition, certain programs of study may require a minimum grade in designated courses.)
6. Complete at least 15 semester hours of academic credit at FCC.
7. Complete a graduate application and submit to the Welcome and Registration Center.

C. Associate of Arts in Teaching (AAT)

To be eligible to receive the Associate of Arts in Teaching degree, students must:

1. Successfully complete a prescribed curriculum as approved by the College.
2. Complete a core of at least 31 credit hours of general education courses as described in the program of study and meet all state requirements.
  - a. English Composition (EN101): 3 credits
  - b. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.
  - c. Social and Behavioral Science: 6 credits, two courses selected from different disciplines.
  - d. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.
  - e. Mathematics: 3/4 credits, one course.
  - f. Interdisciplinary or Emerging Issues is an optional category that can fulfill the Open General Education elective requirement.
  - g. Open General Education Elective: 3 credits selected from any category of General Education courses above.
3. Cultural Competence requirement: At least one course must be designated as meeting the college's cultural competence requirement.
4. Health, Wellness, or Physical Education requirement: 1/3 credits
5. Obtain a minimum grade point average of 2.75 and earn a "C" or better in all courses used to satisfy the AAT program of study.
6. Complete at least 15 semester hours of academic credit at FCC.
7. Submit to the Welcome and Registration Center official qualifying scores from the SAT, GRE, ACT, Praxis 1: Pre-Professional Skills Test or Praxis Core. Qualifying scores are established for all Maryland institutions of higher education.

Students are strongly urged to consult with an academic advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require a higher grade point average as a condition of admission than that required to earn the AAT degree.

8. Complete a graduation application and submit to the Welcome and Registration Center.

D. Certificate of Accomplishment

To be eligible to receive the certificate of accomplishment, students must accomplish the following:

1. Complete a prescribed curriculum approved by the College.
2. Obtain a minimum grade point average of 2.0.
3. Complete at least three semester hours of academic credit at the College.
4. Complete an application for graduation and submit to the Welcome and Registration Center.

E. Letter of Recognition

To be eligible to receive a letter of recognition, students must:

1. Complete a prescribed curriculum approved by the College. No substitutions are allowed.
2. Obtain a minimum grade point average of 2.00 in the courses required by the Letter of Recognition.
3. At least three semester hours of credit must be taken for a grade other than pass/fail.

F. Program Discontinuance

Following the discontinuance of a degree program, application to graduate under that degree program will be honored for five years.

G. Additional Associate Degree or Certificate

1. Students wishing to earn more than one associate degree or certificate must fulfill all program requirements for each degree or certificate in accordance with college requirements. At the time of application for graduation, students must declare the catalog under which they are requesting to be evaluated for degree completion. Students must select a catalog of an academic year during which they were registered and attended classes at the College.
2. Once a degree has been earned, a certificate in the same major will not be awarded.

H. Graduate with Honors

Students who have accumulated a grade point average of 3.50-3.749 are awarded a

degree with “Honors.” A degree with “High Honors” is awarded to those students who have accumulated a grade point average of 3.75 or better. The Certificate of Accomplishment will be awarded with “Distinction” to those students with a grade point average of 3.75 or higher.

I. Honors College

Students who complete 12 credits with an overall grade point average of 3.0 or higher are eligible to graduate from the Honors College. To graduate from the Honors College with honors, students must complete 12 FCC honors credits with an overall grade point average of 3.5; to graduate from the Honors College with high honors, students must complete 12 FCC honors credits with an overall grade point average of 3.75.

J. Commencement

Commencement is conducted each year in the month of May, but diplomas are awarded in August, December, January and May. Diplomas may also be awarded at additional times for special programs at the discretion of the Associate Vice President for Operations/Registrar.