



North Hennepin Community College

Policy/Procedure Information

Number: 3.36.1

Name: Degrees and Certificates Procedure

Effective Date: May 13, 2022

Next Review Date: AY 2026–2027

Regulatory Authority:

- [MinnState Board Policy 3.36 – Academic Programs Policy](#)
- [MinnState System Procedure 3.36.1 Academic Programs Procedure](#)
- [MinnState Operating Instruction 3.36.1.2 – Media Codes](#)

Part 1. Degrees and Certificates Offered at North Hennepin Community College.

Subpart A. Associate in Arts (AA).

The Associate in Arts (AA) is awarded for successful completion of 60 credits and is designed for transfer to constitute the first two years of a liberal arts bachelor degree program. An AA degree includes the entire Minnesota Transfer Curriculum (MnTC) (40 semester credits in all ten goal areas) as the general education requirement. Students may also choose to concentrate in a particular field of study in preparation for a planned major or professional emphasis at a four-year college by following the pre-major requirements of the desired transfer institution in addition to the MnTC and AA requirements.

A student shall:

1. Earn a minimum of 15 semester credits of the 60 credits required for the AA degree at North Hennepin Community College.
2. Earn a grade point average of 2.0 (C) or higher in courses taken at North Hennepin Community College.
3. Complete the general education distribution requirement listed in the Minnesota Transfer Curriculum. The student shall select general education (MnTC) courses numbered 1000 or above to complete a minimum of 40 credits.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation.

Required AA Degree Course Distribution:

1. Complete 40 credits in the Minnesota Transfer Curriculum satisfying the requirements for each of the 10 goal areas
2. Complete at least 4 credits for the Wellness requirement with at least one course from each of the following areas: Health (all courses) and Exercise Science (all courses).
3. Complete 16 elective credits, which are numbered 1000 or higher. If the student intends to transfer, he/she is encouraged to work with a counselor or adviser to fulfill requirements for transfer to the other institution.

Subpart B. Transfer Pathway Associate Degrees.

Associate of arts (AA), associate of science (AS), and associate of fine arts (AFA) degrees designed to ensure completion of designated baccalaureate degree programs at Minnesota State universities within 120 credits.

Subpart C. AA with Emphasis.

1. An associate of arts degree may have one or more emphases of at least 9 credits each in liberal arts and science fields.
2. The required AA degree course distribution listed above may differ by emphasis.

Subpart D. Associate in Science (AS).

The Associate of Science (AS) degree is intended for students whose primary goal is to prepare for transfer to complete a bachelor's degree at a college or university who North Hennepin Community College has an articulation agreement and/or complete the credentials for a specific career. The AS degree provides a balance of general education courses and the required scientific, professional, or technical courses in the degree program.

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 30 credits in at least 6 of the 10 MnTC goal areas.
4. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Subpart E. Associate in Fine Arts (AFA).

An Associate in Fine Arts (AFA) degree is intended for students whose primary goal is to complete a program in a designated discipline in fine arts. The AFA degree is designed for transfer to a baccalaureate degree.

A student shall:

1. Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn 24 credits in at least 6 of the 10 MnTC goal areas for the AFA in Studio Art.
4. Earn 40 credits in all 10 MnTC goal areas for the AFA in Theatre.
5. Earn 30 credits in 6 of the 10 MnTC goal areas for the AFA in Music.
6. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Subpart F. Associate in Applied Science (AAS).

The Associate in Applied Science (AAS) degree is intended for those students who plan to use the competence gained through their degree for immediate employment or enhancing current career skills. The AAS degree includes a minimum of 20 semester credits in general education selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). The MnTC courses within the AAS programs transfer to any Minnesota State College or University. Many of the AAS degree programs have articulation agreements with four-year institutions for transfer of the program.

A student shall:

1. Earn a minimum of 60–72 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
2. Earn a minimum of 15 semester credits at North Hennepin Community College.
3. Earn a minimum of 15 credits in at least 3 of the 10 MnTC goal areas
4. Earn at least 30 credits in the academic program's occupational or technical field of preparation.
5. Have four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Subpart F. Certificate.

Certificates may be earned for successful completion of courses in a specialized program of study with a minimum grade point average of 2.0 (C). A certificate shall include 9–30 credits. At least one third of the credits must be completed at North Hennepin Community College.

Part 2. Degree/Program Completion.

1. Students may complete more than one certificate or degree at NHCC.
2. A separate degree application must be submitted for each certificate or degree.
3. A student must apply for each degree or certificate in the Records and Registration Office. An application for degree must be made prior to final grade submission for the term in which the award may be granted.
4. A student has four years to complete the graduation requirements as published in the catalog in effect at the time of initial enrollment. Students taking longer than four years to complete their graduation requirements may follow any catalog published during the four-year period preceding their graduation. In extenuating circumstances, a student may request a one term extension via appeal to Registrar.

Part 4. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/25/2022—4/29/2022
Campus Community Review Period:	3/7/2022—3/23/2022
AFSCME Review:	4/1/2022—4/29/2022
MAPE Review:	4/1/2022—4/29/2022
MMA Review:	4/1/2022—4/29/2022
Shared Governance Council Review:	4/15/2022
Student Senate Review:	4/21/2022
President Rolando Garcia Approval:	5/13/2022
Campus Community Dissemination:	5/23/2022

History

- Formerly NHCC III-0202, Date of Adoption 11-13-97
- Revised 10-02-03
- Revised 11-23-05
- Revised 01-27-12
- Revised 12-21-15 to reflect changes to board procedure and to lower residency requirement to 15 credits.
- Revised 11-16-21 updated to reflect board policy and procedure changes: 08/30/19 – Adopted and implemented legislation concerning transfer pathways along with several updates to the baccalaureate completion program. Technical Changes made throughout the procedure and updated the language and formatting with the new writing and formatting styles.

- Reviewed Spring 2022