

# Graduation Information and Degrees

## REQUIREMENTS FOR DEGREES AND CERTIFICATES

Trinity Valley Community College grants the:

- (1) Associate of Arts Degree
- (2) Associate of Applied Science Degree
- (3) Certificate of Completion

The curricula for the Associate of Arts Degree are designed for the student planning to transfer to a senior college or university.

The Associate of Applied Science Degree is awarded for successful completion of a two-year prescribed workforce education curriculum.

The Certificate of Completion is awarded for successful completion of a specialized curriculum in a workforce education program of less than two years in length.

### **The Core Curriculum at Trinity Valley Community College Philosophy and Rationale**

The Core Curriculum at Trinity Valley Community College provides students with a solid foundation of knowledge and skills which will assist them throughout life. The core is based upon developing competencies in oral and written communication, reading comprehension and analysis, computer usage, critical thinking, and mathematics. The core encompasses a breadth of content and courses ranging from the humanities and liberal arts to the social and natural sciences and from the visual and performing arts to mathematics and computer science.

Based upon the knowledge and skills gained through the Core Curriculum at Trinity Valley Community College, students should be able to more effectively pursue additional education as well as have a greater chance of success in their chosen career.

# The Associate of Arts Degree

1. Complete a minimum of 64 semester hours of credit.
2. Complete the following requirements:

<b>Component Area</b>	<b>Courses</b>	<b>Semester Hours</b>
Communication	ENGL 1301 & 1302 One course from: SPCH 1311, 1321 *FREN 1411, 1412 *SPAN 1411, 1412, 2311, 2312	6    3
<b>Component Area</b>	<b>Courses</b>	<b>Semester Hours</b>
Mathematics	One course from: MATH 1314, 1316, 1324, 1325, 1332, 1333, 1342, 1350, 1351, 2313	3
Natural Sciences	Two Laboratory Science Courses from: BIOL 1406, 1407, 2401, 2402, 2421 CHEM 1405, 1408, 1411, 1412, 2423, 2425 PHYS 1401, 1402, 1415, 1417, 2425, 2426	8
Humanities	One course from: ENGL 2322, 2323, 2326, 2332, 2333 HUMA 1301 PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2321	3
Visual & Performing Arts	One course from: ARTS 1301, 1303, 1304 DRAM 1310, 2366 MUSI 1306, 1307	3
Social & Behavioral Sciences	HIST 1301, 1302, or 2301 GOVT 2301, 2302 One course from: ECON 2301, 2302 GEOG 1301, 1302 PSYC 2301, 2302, 2314, 2315 SOC1 1301, 1306, 2301, 2361	6 6    3
Computer Science	COSC 1301 **COSC 2320, BCIS 1305	3
Elective Credit	Additional courses to complete 64 semester hours	

3. Complete eighteen (18) semester hours in residence prior to graduation.
4. Maintain a grade point average of 2.0 on all courses attempted.
5. Complete TSI requirements.

\*For students who choose a laboratory foreign language course, the one hour lab will count as elective credit.  
\*\*COSC 2320 is recommended for students pursuing courses of study in chemistry, mathematics, physical science, physics, or pre-engineering.

Students may take a placement test for COSC 1301 by contacting the TVCC Testing Center. See Advanced Placement in the TVCC Catalog for more information.

The following courses taken Fall 2005 or after can not be used as elective hours for the AA degree:

- a. ABDR 1441, 1442, 2431, 2435, 2437, 2441
- b. AUMT 1405, 1410, 1416, 1419, 1445, 2413, 2417, 2425, 2434
- c. CETT 1303, 1305, 1209, 1325, 1349, 1214, 1357, 1341, 1291
- d. CPMT 1203, 1311, 1343, 1345, 1347, 1249, 2333, 2237, 2345
- e. CSME 1205, 1410, 1443, 1447, 1451, 1453, 2337, 2242, 2401, 2410, 2439, 2441, 1430, 1431, 1441, 1443, 1434, 1435, 2414, 2415, 2444, 2445
- f. DFTG 1405, 1409, 1417, 1433, 1452, 2440
- g. HALT 1407, 1401, 1403, 1441, 1445, 1449
- i. HPRS 1106, 1105
- j. ITSE 1302, 1307, 2258, 1331, 2313, 2216
- k. MBST 1407, 1409, 2407, 2409, 2447, 2449
- l. NUPC 1260, 1320
- m. NURA 1401, 1407
- n. POFI 1301, 2331, 1240
- o. VNSG 1122, 1136, 1160, 1219, 1402, 1330, 1334, 1361, 1400, 1461, 1320, 1231, 1226, 1509, 1510, 1413, 1214, 1362, 1462
- p. WLDG 1317, 1521, 1530, 1557, 1323, 2543, 1421, 1430, 1434, 1435, 1457

## **The Associate of Applied Science Degree**

1. Completion of a minimum of 64 semester hours.
2. A minimum of 12 hours must be completed in the major field.
3. Completion of the prescribed curriculum for a two-year workforce program as outlined in this catalog. The curriculum for each program contains 15 semester hours of general studies courses. At least one course must be taken from each of the following areas: humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics.
4. A grade point average of 2.0 on all courses attempted at the post-secondary level.
5. Eighteen (18) semester hours must be completed in residence prior to graduation.
6. Complete TSI requirements.

## **The Certificate of Completion**

1. Completion of the prescribed curriculum for programs of less than two years duration as outlined in this catalog.
2. A minimum grade point average of 2.0 in the courses presented to meet the requirements for the certificate.
3. Complete TSI requirements, if applicable.

## **Tech-Prep**

For information on Tech-Prep, contact the Dean of Workforce Education.

## **Completion Rate**

The completion rate for Trinity Valley Community College is 30% for first-time, full-time students within a three year period.

## GRADUATE GUARANTEE POLICY

The College graduate guarantee program applies to students who begin coursework at the College toward a degree or certificate in the fall 1993 semester and thereafter. This policy does not apply to noncredit courses or programs.

The College shall guarantee to its Associate of Arts graduates that courses taken to fulfill the requirements for a bachelor's degree program will transfer to state-supported colleges and universities in Texas provided the following conditions are met:

1. Prior to registration for the first semester of enrollment at the College, the student must file a "Declaration of Intent" form with the Counseling Center.

The form requires the following information:

- a. The name of the institution to which the student will transfer.
  - b. The associate and bachelor's degree the student plans to pursue.
  - c. The student's major.
2. During the first semester of enrollment the student shall receive a degree plan designed specifically for transfer to the institution identified by the student on the "Declaration" form. The degree plan shall include:
    - a. Name of the Texas public college or university to which the student plans to transfer.
    - b. The student's major.
    - c. The date of the receiving institution's catalog that was used to prepare the degree plan.
    - d. The date the degree plan was prepared.
    - e. Signatures of the advisor and the Dean of Academic Education.
    - f. Based on the assumption that the student is enrolled on a continuous basis for a three year period, the date transfer is anticipated.
    - g. The courses that will be completed at the College.
  3. The transfer degree plan shall be prepared for the student in accordance with the College advising system, using the catalog of the institution to which the student intends to transfer. The courses in the degree plan for the proposed major must be identified by the receiving institution as transferable and applicable toward a specific major as of the 1993 fall semester or later. Only college-level courses with **Community College General Academic Course Guide Manual** approved numbers are included in this guarantee.

**NOTE:** Students may be required to take some courses that may or may not transfer in certain major areas. These courses shall be noted for the student on the transfer degree plan and are not eligible for this guarantee. For a course to be guaranteed, the student must have earned a grade acceptable to the receiving institution.

4. The receiving institution shall determine the following:
  - a. Total number of credits accepted for transfer.
  - b. Grades required for transfer credit.
  - c. Relevant grade point average for transfer credit.
  - d. Duration of transferability of grades and courses.

The above information can usually be found in the catalog of the receiving institution. Copies of most four-year college and university catalogs in Texas are available in the TVCC Counseling Center, or a student can get a personal copy by writing or calling the receiving institution.

If these four conditions are met and a course or courses are not accepted in transfer by the receiving institution, the student must notify the Vice President for Instruction at the College within ten days of notification of the denial to initiate the "Transfer Dispute Resolution." If the disputed courses are ruled to be nontransferable, the College shall allow the student to take semester hour for semester hour, up to a maximum of 12 hours of tuition-free alternative courses that are acceptable to the receiving institution. The courses must be taken within one year after graduation from the College.

The Dean of Academic Education or the Dean of Workforce Education shall develop a written educational plan for the student. The graduate shall be responsible for payment of any fees, books, or other course-related expenses associated with the alternative course or courses.

The College shall guarantee that graduates from the Associate of Applied Science degree and Certificate programs will have the technical job skills identified as exit competencies in the occupational program. If an employer determines a Trinity Valley Community College graduate lacks the technical skills identified as exit competencies in any occupational program, the graduate shall be provided additional skills training as needed, tuition-free.

Special conditions that apply to the job competency guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science degree and/or Certificate at the College in a workforce education program identified in the College General Catalog.
2. The graduate must have completed the Associate of Applied Science degree and/or Certificate within a five-year time span and completed a minimum of 75% of the credit at the College.
3. The graduate must be employed full-time within 12 months after graduation in an occupation directly related to the specific program completed at the College as certified by the Dean of Workforce Education.
4. The employer must certify in writing that the graduate lacks the technical job skills identified as such by the College as program exit competencies and must specify the areas of deficiency within 90 days of initial employment.

5. The employer, graduate, Dean of Workforce Education, and appropriate faculty shall develop a written educational plan for retraining.
6. Retraining shall be limited to achieving competency in the identified skill deficiency stipulated in the educational plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The graduate and/or employer shall be responsible for the cost of books, fees, insurance, uniforms, and other course-related expenses.
9. The job competency guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. The guarantee is not applicable if the graduate has successfully completed examinations for licensure or certification.

## **ASSESSMENT OF STUDENT OUTCOMES**

To meet the requirements of accreditation and to provide for continuing program and operational development and evaluation, Trinity Valley Community College must assess all programs, both academic and occupational, on the basis of students' outcomes. To assess such outcomes, students may be required to take additional examinations, participate in surveys, and/or provide samples of their work throughout their stay at Trinity Valley Community College.

## **APPLICATION FOR GRADUATION**

During the final semester of a student's degree or certificate program, a "Graduation Application" must be completed and filed with the Registrar's Office in partial fulfillment of graduation requirements. Deadlines are October 1 for December graduation, February 11 for May graduation, and June 30 for August graduation.

A student may make application for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which he/she entered Trinity Valley Community College, provided that the catalog is dated no more than 3 years prior to the expected date of graduation. The candidate must declare the catalog of his/her degree plan.

All candidates for degrees and certificates must be present at the commencement exercises unless excused by the Vice-President for Instruction.

### **Second Degree**

A student cannot receive the same degree twice and only one diploma will be awarded to a student during any one graduation ceremony.

## GRADUATION WITH HONORS

Those students who complete the requirements for an associate degree and have excelled academically by meeting one of the sets of criteria enumerated below will graduate with the specified honors. The cumulative grade point average referred to in each set of criteria will be based on all work attempted at the post-secondary level and will utilize every grade received even if the course has been repeated.

**HIGHEST HONORS** — The graduate must have completed 24 semester hours in residence with a 4.0 grade point average and must have a 4.0 cumulative grade point average.

**HIGH HONORS** — The graduate must have completed at least 24 semester hours in residence with a 3.8 grade point average and must have at least a 3.8 cumulative grade point average.

**HONORS** — The graduate must have completed at least 24 semester hours in residence with at least a 3.5 grade point average and must have at least a 3.5 cumulative grade point average.

**HONORS PROGRAM DISTINCTION** — The graduate must have completed 18-24 semester hours of core honors courses with a cumulative grade point average of 3.0 and a grade point average of 3.00 in all honors courses.

## PROGRAMS OF STUDY

The instructional programs at Trinity Valley Community College are organized by division as indicated below:

### BUSINESS AND COMPUTER SCIENCE DIVISION

David Loper, Chairperson

#### **Courses**

Accounting  
Business and Office  
Administration  
Child Development  
Computer Science  
Cosmetology  
Economics  
Management

#### **Coordinators**

David Loper  
  
Delbert Spencer or Nancy Whitworth  
Jan Masso  
Pat LaRue, Janice Cady, Thomas Hainze  
Janet Cotton  
Linda Gann  
Dorothy Hetmer-Hinds

### FINE ARTS

Ray Williams, Dean of Academic Education and Chairperson

#### **Courses**

Art  
Communications  
Drama  
Music  
Speech

#### **Coordinators**

William Simpson  
Danny Teague  
Tal Lostracco  
Marylyn Wright  
Kelly Driskell

HEALTH OCCUPATIONS  
Helen Reid, Dean of Health Occupations

<b>Courses</b>	<b>Coordinators</b>
Associate Degree Nursing	Helen Reid
Emergency Medical Services	Scott Walker
Medical Terminology	Helen Reid
Patient Care Technology	Karen Harris
Surgical Technology	Nancy Couch
Vocational Nursing	Linda Bland, Karen Neighbors

KINESIOLOGY  
(Physical Education)  
Leon Spencer, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Kinesiology	Leon Spencer

LANGUAGE ARTS  
Bill Monds, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Developmental Studies	
Reading	Wanda Mayes
Writing	Barbara Utley
English	Bill Monds
Foreign Language	Bill Monds
Humanities	Charlotte Renk

SCIENCE AND MATHEMATICS DIVISION  
Nancy Long, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Biology	Vernon Price
Chemistry	Don Peek
Mathematics	Nancy Long
Physics	Jim Guillory

SOCIAL SCIENCE DIVISION  
Terry Spurlock, Chairperson

<b>Courses</b>	<b>Coordinators</b>
History	William Enger
Government	Terry Spurlock
Psychology	Chip Chilton
Sociology	Brad Elmore
Philosophy	Terry Spurlock

VOCATIONAL AND TECHNICAL DIVISION  
Alvis Montrose, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Agriculture	Marc Robinson, Steve Keith
Automotive Technology	Homer Benton
Criminal Justice	Ron Walker
Drafting Technology	Donald Fulford
Fire Science	Charles McDonald
Horticulture	Sam Hurley
Ranch Management	Marc Robinson, Steve Keith
Welding	Alvis Montrose

## CODE CROSS REFERENCE BY DISCIPLINE

<b>Discipline</b>	<b>Rubric</b>
Accounting .....	ACNT, ACCT
Agriculture .....	AGRI
Arts .....	ARTS
Automotive Technology .....	AUMT
Biology .....	BIOL
Business & Office Administration .....	BMGT, BUSG, BUSI, ITSW, POFT, POFI, POFM
Chemistry .....	CHEM
Communications .....	COMM
Computer Science .....	COSC, ITSE, ITSC, ITSW, ITCC, ITNW, IMED
Cosmetology .....	CSME
Cosmetology Student Instructor .....	CSME
Criminal Justice .....	CJCR, CJLE, CJSA, CRIJ
Dance .....	DANC
Developmental Studies .....	DEVL
Drama .....	DRAM
Early Childhood Development .....	CDEC, TECA
Economics .....	ECON
Emergency Medical Technology .....	EMSP
Engineering .....	ENGR
Engineering Design Graphics Technology .....	DFTG, INMT, ARTC
English .....	ENGL
Fire Science Technology .....	FIRT
French .....	FREN
Geography .....	GEOG
Government .....	GOVT
History .....	HIST
Horticulture .....	HALT
Humanities .....	HUMA
Kinesiology .....	KINE
Legal Assistant Technology .....	LGLA
Management .....	BMGT, HRPO, MRKG
Mathematics .....	MATH
Medical Terminology .....	MDCA
Music .....	MUEN, MUSI, MUAP
Nursing-Associate Degree Nursing .....	RNSG
Patient Care Technology .....	NUPC, NURA, HPRS
Philosophy .....	PHIL
Physics .....	PHYS
Psychology .....	PSYC
Ranch Management .....	AGCR, AGEQ, AGAH, AGMG
Real Estate .....	RELE
Sociology .....	SOCI, SOCW
Spanish .....	SPAN
Speech .....	SPCH
Surgical Technology .....	SRGT
Vocational Nursing .....	VNSG
Welding .....	WLDG

# Suggested University- Transfer Programs

The Coordinating Board of the Texas College and University System has designated the Associate of Arts Degree as a collegiate degree related to the Baccalaureate Degrees in Arts and Science. At Trinity Valley Community College, a student may earn either of these Associate of Arts Degrees by successfully completing a planned curriculum of freshman and sophomore academic courses. These courses are approved by the Coordinating Board and are transferable to senior colleges and universities in Texas. Trinity Valley Community College maintains contact with the senior institutions in the State to ensure that the university-transfer courses offered at the College are equivalent in quality and content to those of the senior institutions.

## RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

- (a) The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  - (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  - (2) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  - (3) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- (b) The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## ENROLLMENT IN UNIVERSITY-TRANSFER PROGRAMS

To enroll in an academic program, the student must first meet the requirements for entrance to Trinity Valley Community College. Although the college is committed to the concept of open door admissions, this does not imply that upon admission the student is eligible to enroll in any curriculum offered. In cases where academic deficiencies are identified, it is imperative that these deficiencies be overcome before undertaking university-transfer courses. Students entering with academic deficiencies or low scores on required placement tests will be required to enroll and complete developmental courses.

## ADVISING

Since students enrolled in university-transfer programs generally plan to seek a bachelor's degree at a senior college or university, the selection of courses to complete the freshman and sophomore years should be done in consultation with an academic advisor. Not all senior institutions agree on the same list of courses as meeting the requirements for the same degree. The counseling staff is familiar with the particular requirements the various universities have established for specific degrees. Once the student at Trinity Valley Community College has selected a major field of study and identified the senior institution he/she plans to attend, the counselor can assist the student in developing a degree plan consistent with that institution's requirements. This assures the maximum transfer credit for the courses taken at Trinity Valley Community College.

The student who has not declared a major field of study will develop a degree plan in consultation with the counselor.

Students may take courses not listed in their degree plan but they must realize that they may accumulate credits which are not applicable towards their degree. A mere accumulation of credit does not ensure graduation.