

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.