

Policy and Procedure

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Division/Department: Academic Affairs and Student Affairs

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Subject: Graduation Requirements

Authorities: MnSCU Board Policies 3.17 and 3.25

Purpose: Pine Technical College is devoted to standards and practices that insure Pine Technical College's institutional integrity, quality of programs and the honor of its faculty. This policy is written for all students receiving any credentials from PTC.

Policy: All required courses and designated credits in a program major must be completed, including prescribed general education courses, in order to receive a Pine Technical College certificate, diploma or degree. Within the requirements of this policy, the following also apply:

1. A grade of 'C' or better is required in designated program major courses.
2. No more than twenty percent (20%) credit hours of Credit by Examination (CR) and/or Experiential Credit "EX" may be counted toward graduation. Credit by examination and experiential credit do not count towards meeting college residency requirements.
3. Students must meet college residency requirements to be eligible for graduation. The residency requirement is 1/3 (one-third) of the program courses must be completed at the College
4. As a Service Member Opportunity College, residency requirements for active-duty service member are set at 25% of the program.
5. Students will have a maximum of four years of continuous enrollment to successfully complete all program requirements under the terms of the catalog (Program Plan) in effect at the time of their declaration of major. After four years or if a student stops out for a year or greater, they must meet the program requirements under the terms of the catalog

(Program Plan) currently in effect. Any variation in a student's program plan must be documented by petition.

6. Students must attain a final cumulative GPA of 2.0 or higher. Specific programs may have additional requirements.

Responsibilities: Chief Student Affairs Officer, in collaboration with the Registrar's office and faculty, will validate successful completion of all program requirements as stated above. It is the responsibility of the Chief Academic Affairs Officer and the Chief Student Affairs Officer to ensure an orderly and timely process for implementation of this policy.

Dissemination: Policy will be available to all faculty and staff via the campus intranet.

Reviewed by Campus Roundtable: 04/07/2014

Reviewed by Faculty Shared Governance: 12/12/2001, 09/28/2004, 02/14/2006, 04/02/2007, 07/18/2011, 04/02/2014

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Date