

DEGREES AND CERTIFICATES

ADMINISTRATIVE RULE NUMBER: D003

LAST APPROVED:

RELATED TO POLICY SERIES NUMBER:

OVERVIEW: D003.1

All degrees and certificates at TBCC have degree requirements that are outlined in the academic catalog. The following are degree requirements and cannot be waived and/or substituted, though they may be transferred in, reverse transferred, or earned as Non-Traditional credit through established procedures as applicable.

A. Associate Science Oregon Transfer (ASOT)

The Associate of Science Oregon Transfer degree is an opportunity for students to complete the lower division degree requirements of baccalaureate degrees at TBCC. Any students having the ASOT degree recognized on their official college transcript will have met the lower division general education degree requirements of baccalaureate degree programs at Oregon public universities. Students transferring under this agreement will have junior status for registration purposes. Course, class standing, or GPA requirements for specific majors are not necessarily satisfied by the ASOT degree. All courses should be aligned with the students intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with a TBCC advisor when planning and selecting courses.

Unless otherwise noted, the following apply;

- a. Complete all course with a minimum grade of “C” or “Pass” or better. Students must have a cumulative GPA of 2.0 at the time the ASOT is awarded.
- b. Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- c. General Education courses must include;
 - i. Writing (8CR): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3CR+): COMM 111 or COMM 112
 - iii. Math (4CR+): MTH 105 or higher, recommended sequence is (MTH 111, MTH 112 & MTH 243)
 - iv. Information Literacy: embedded within WR courses
 - v. Arts & Letters/Humanities: 9-12 credits including three courses from

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two different disciplines including (but not limited to) ART, COMM, ENG, MUS, REL, PHL or Foreign Language.

- vi. Social Science: 12-15 credits, including four courses from two or more disciplines including (but not limited to) PSY, SOC, PS, HST, ECON.
- vii. Science/Math/Computer Sciences: 15-20 credits including at least four courses from at least two disciplines including (but not limited to) MTH, CS, BI, G, GS, GEO, CHEM, PHY and must include at least three lab courses in biological and/or physical science.
- viii. Cultural Literacy: at least one course from the statewide cultural literacy list, this course can be one of the other general education requirements listed above.
 - 1. A maximum of 12 credits can be Career Technical Education courses.
 - 2. A maximum of 9 credits can be from courses labeled 199/299.
 - 3. A maximum of 24 credits can be ESOL.
 - 4. A maximum of 24 credits can be "P" grades.
 - 5. A maximum of 21 credits can be from Credit for Prior Learning (CPL).
 - 6. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108.
 - 7. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.
 - 8. Note: There are specific ASOT degrees, such as the ASOT in Business. These degrees have state standards clearly explained and must be followed as outlined.

B. Associate Science Oregon Transfer – Business (ASOT – Business)

The Associate of Science Oregon Transfer- Business degree is an opportunity for students to complete the lower division degree requirements of baccalaureate degrees at TBCC. Any students having the ASOT- Business degree recognized on their official college transcript will have met the lower division general

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education degree requirements of baccalaureate degree programs (in Business) at Oregon public universities. Students transferring under this agreement will have junior status for registration purposes in the Business program. A TBCC student is still encouraged to work with a TBCC advisor when planning and selecting courses.

Unless otherwise noted, the following apply;

- a. Complete all courses with a minimum grade of “C” or “Pass” or better. Students must have a cumulative GPA of 2.0 at the time the ASOT – Business is awarded.
- b. Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- c. Business courses must include; BA 101, BA 211, BA 212, BA 213, BA 226 and may include other 200 level Business courses as approved by faculty.
- d. General Education must include;
 - i. Writing (8CR): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3CR+): COMM 111 or COMM 112
 - iii. Math (12 CR, including one Statistics course): MTH 111, MTH 112 & MTH 243
 - iv. Demonstrated computer literacy: BA 131, CAS 133, CAS 170, and/or CAS 171
 - v. Information Literacy: embedded within WR courses
 - vi. Arts & Letters/Humanities: 9-12 credits including three courses from at least two different disciplines including (but not limited to) ART, COMM, ENG, MUS, REL, PHL or Foreign Language
 - vii. Social Science: 12-15 credits, including four courses from two or more disciplines including (but not limited to) PSY, SOC, PS, HST, ECON. Two of the courses should be ECON 201 and ECON 202.
 - viii. Science/Math/Computer Science: 15-20 credits, including at least four courses from at least two disciplines including (but not limited to) MTH, CS, BI, G, GS, GEO, CHEM, PHY and must include at least three lab courses in biological and/or physical science.

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- ix. Cultural Literacy: At least one course from the statewide cultural literacy list, this course can be one of the other General Education requirements listed above;
 - 1. A maximum of 9 credits can be from courses labeled 199/299.
 - 2. A maximum of 24 credits can be ESOL.
 - 3. A maximum of 24 credits can be “P” grades.
 - 4. A maximum of 21 credits can be from Credit for Prior Learning (CPL).
 - 5. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108.
 - 6. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.

C. Associate of Arts Oregon Transfer (AAOT)

The Associate of Arts Oregon Transfer degree is an opportunity for students to complete the lower division degree requirements of baccalaureate degrees at TBCC. Any students having the AAOT degree recognized on their official college transcript will have met the lower division general education degree requirements of baccalaureate degree programs at Oregon public universities. Students transferring under this agreement will have junior status for registration purposes. Course, class standing, or GPA requirements for specific majors are not necessarily satisfied by the AAOT degree. All courses should be aligned with the students intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with a TBCC advisor when planning and selecting courses.

Unless otherwise noted, the following apply;

- a. Complete all courses with a minimum grade of “C” or “Pass” or better. Students must have a cumulative GPA of 2.0 at the time the AAOT is awarded.
- b. All courses must be a minimum of three credits (except for Health/Wellness/Fitness and Arts and Letters)
- c. General Education must include;

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- i. Writing (8CR): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3 CR+): COMM 111 or COMM 112
 - iii. Math (4 CR+): MTH 105 or higher
 - iv. Health/Wellness/Fitness (3 CR): HE 295, HE 242, HE 250, HE 254, PE 295, PE 142, PE 182
 - v. Information Literacy: embedded within WR course
 - vi. Arts & Letters/Humanities: 9-12 credits including three courses from at least two different disciplines including (but not limited to) PSY, SOC, PS, HST, ECON
 - vii. Science/Math/Computer Science: 15-20 credits including at least four courses from at least two disciplines including (but not limited to) MTH, CS, BI, G, GS, GEO, CHEM, PHY and must include at least three lab courses in biological and/or physical science
 - viii. Cultural Literacy: at least one course from the statewide cultural literacy list, this course can be one of the other General Education requirements listed above
 1. A maximum of 12 credits can be Career Technical Education courses.
 2. A maximum of 9 credits can be from courses labeled 199/299.
 3. A maximum of 24 credits can be ESOL.
 4. A maximum of 24 credits can be "P" grades.
 5. A maximum of 21 credits can be from Credit for Prior Learning (CPL).
 6. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108.
 7. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.

D. Major Transfer Map (MTM)

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The Associate of Arts Transfer and Associate of Science Transfer degrees were created to meet the requirements of HB 2998 to prepare students for transfer to a public university in Oregon and have receive junior status in the major course of study at the public university in a specific Bachelor of Arts or Bachelor of Science degree program. Students who complete an Associate of Arts Transfer or Associate of Science Transfer degree will have equivalent status to students who started at a public university in the same major. Each new major specific Memoranda of Understanding (MOU) is signed by the required public higher education institutions. Each new statewide associates' degree will be approved by the Commission.

Unless otherwise noted, the following apply;

- a. All courses must be passed with a grade "C-" or "Pass" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AST or AAT is awarded.
- b. The Associate of Arts and Associate of Science Transfer degrees include at least 8 courses/minimum 30 credits of embedded coursework called the Core Transfer Map (CTM) (see requirements below). Unless noted otherwise in the specific major requirement for an individual AST or AAT award, courses used to satisfy CTM requirements may also be used to satisfy major requirements.
- c. Each Associate of Arts and Associate of Science Transfer degree must include major specific requirements. The specific courses and categories required are determined by the Major-specific Memoranda of Understanding. All individual courses required in the major specific requirements will apply to major, General Education, and/or degree requirements at each of the Oregon public universities.
- d. Core Transfer Map requirements:
 - i. All CTM courses must be a minimum of 3 credits.
 - ii. The CTM includes 6 specific course categories, and students must complete at least 8 courses across those 6 categories; the CTM must also total a minimum of 30 credits. If the completion of the 8 required courses does not total 30 credits, any additional course designated as meeting the statewide criteria for Arts and Letters, Social Sciences, or Math/Science/Computer Science may be used to bring the total to 30 credits.
 - iii. A completed CTM will apply to at least 30 credits of General

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Education requirements for a bachelor's degree at any Oregon public university.

- iv. Individual AST or AAT majors may designate that specific courses must be taken to fulfill the CTM requirements for that major, as outlined in the major specific requirements in the specific MTM MOU.
- v. CTM Course Categories and Criteria:
 1. Writing: College/English Composition (WR 121).
 2. Mathematics: One course in college-level mathematics designated by the MTM workgroup as meeting the statewide criteria for mathematics.
 3. Arts and Letters: Two courses designated as meeting the statewide criteria for Arts and Letters.
 4. Social Sciences: Two courses designated as meeting the statewide criteria for Social Sciences.
 5. Natural Sciences: Two laboratory courses in biological and/or physical sciences designated as meeting the statewide criteria for Math/Science/Computer Science.
 6. Cultural Literacy: One of the required courses selected for Arts and Letters, Social Sciences, or Natural Sciences must also be designated as meeting the statewide criteria for cultural literacy.
- vi. Major Requirements:
 1. Students must complete the specific requirements appropriate to the individual designated AST or AAT major, as outlined in the major specific requirements.
 2. Individual AST or AAT majors may designate that specific courses must be taken to fulfill the CTM requirements for that degree, as outlined in the major specific MOU found on the HECC Website and major specific course requirements are also outlined in this handbook.
 3. All specific courses designated in the major specific requirements for an individual AST or AAT will be

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transferable and apply to requirements in the major at any Oregon public university, except as noted in the major specific requirements in the MOU.

4. Electives:

1. Any college-level course designated by the college as acceptable.
2. Up to 12 credits of collegiate-level Career and Technical education courses.
3. Individual AST or AAT majors may recommend specific elective courses and/or indicate where specific elective courses may be required by individual public universities in Oregon.

vii. Notes and Clarifications:

1. Community colleges may not add graduation requirements at the local level. The total credits should not exceed the number required to meet these course requirements within the college's credits structure.
2. Required courses are indicated using descriptors; where a specific course number is used by a plurality of colleges and universities, that number is indicated in parentheses.
3. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of a 108.
4. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree program for which the student is being awarded.

E. Associate of Science Degree (AS)

The Associate of Science degree is designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution within Oregon public universities. It allows for more freedom in course section than the AAOT/ASOT, but does not guarantee that students will be accepted as having completed all lower division comprehensive and general education requirements for a baccalaureate degree.

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- a. Complete all courses with a minimum grade of “C” or “Pass” or better. Students must have a cumulative GPA of 2.0 at the time the AS is awarded.
 - b. Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
 - c. General Education courses must include;
 - i. Writing (8 CR+): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3 CR+): COMM 111 or COMM 112
 - iii. Math (4 CR+): MTH 105 or higher
 - iv. Health/PE: HE 250 + 1 CR in PE or HE/PE 295 (max 3 CR): HE 295, HE 242, HE 250, HE 254, PE 295, PE142, PE 182
 - v. Information Literacy: embedded within WR courses
 - vi. Arts and Letters/Humanities: two courses (6 credits) for AS degrees (e.g. ART, COMM, ENG, MUS, REL, PHL or foreign language).
 - vii. Social Science: Two courses (6 credits) for AS degrees (e.g. PSY, SOC, PS, HST, or ECON).
 - viii. Science/Math/Computer Science: 7 Credits for AS degrees with at least one lab science (e.g. MTH, CS, BI, G, GS, GEO, CHEM, PHY).
 - ix. A maximum of 12 credits can be Career Technical Education courses.
 - x. A maximum of 9 credits can be from courses labeled 199/299.
 - xi. A maximum of 24 credits can be ESOL.
 - xii. A maximum of 24 credits can be “P” grades.
 - xiii. A maximum of 21 credits can be from Credit for Prior Learning (CPL).
 - d. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108.
 - e. 30 credits are required to meet residency at TBCC, 24 of which must

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apply to the degree for which the student is being awarded.

F. Associate of Arts Degree (AS)

The Associate of Arts degree is designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution within Oregon public universities. It allows for more freedom in course section than the AAOT/ASOT, but does not guarantee that students will be accepted as having completed all lower division comprehensive and general education requirements for a baccalaureate degree.

Unless otherwise noted;

- a. Complete all courses with a minimum grade of “C” or “Pass” or better. Students must have a cumulative GPA of 2.0 at the time the AA is awarded.
- b. Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- c. General Education courses must include;
 - i. Writing (8 CR): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3 CR+): COMM 111 or COMM 112
 - iii. Math (4 CR+): MTH 105 or higher
 - iv. Health/PE: HE 250 + 1 CR in PE or HE/PE 295 (max 3 CR): HE 295, HE 242, HE 250, HE 254, PE 295, PE 142, PE 182
 - v. Information Literacy: embedded within WR courses
 - vi. Arts and Letters/Humanities: three courses (9 CR) for AA degrees (e.g. ART, COMM, ENG, MUS, REL, PHL or Foreign Language)
 - vii. Social Science: three course (9 CR) for AA degrees (e.g. PSY, SOC, PS, HST, or ECON)
 - viii. Science/Math/Computer Science: 9 credits for AA degrees with at least on lab science (e.g. MTH, CS, BI, G, GS, GEO, CHEM, PHY)
 - ix. A maximum of 12 credits can be Career Technical Education course

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- x. A maximum of 9 credits can be from courses labeled 199/299
 - xi. A maximum of 24 credits can be ESOL
 - xii. A maximum of 24 credits can be “P” grades
 - xiii. A maximum of 21 credits can be from Credit for Prior Learning (CPL)
- d. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
 - e. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded

G. Associate of General Studies (AGS)

The Associate of General Studies is designed for students wishing to acquire a broad education, rather than pursuing a specific college major or career and technical program. College work may include courses selected from a variety of career and technical education and college transfer courses. Because of the flexibility of this degree, it may not fulfill requirements for transfer to four year institutions. Students are responsible for checking with the college of their choice if transferability is desired.

Unless otherwise noted, the following apply;

- a. Complete all course with a minimum of “D” or “P” or better. Students must have a cumulative GPA of 2.0 at the time the AGS is awarded.
- b. General Education course must include;
 - i. Writing (8CR): WR 121 and either WR 122 or WR 227
 - ii. Oral Communication (3CR+): COMM 111 or COMM 112
 - iii. Math (4CR+): MTH 105 or higher
 - iv. Health/Wellness/Fitness: maximum of 6 credits
 - v. Information Literacy: embedded within WR courses
 - vi. Arts & Letters/Humanities: 6 credits (e.g. ART, COMM, ENG, MUS, REL, PHL or Foreign Language)

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- vii. Social Science: 6 credits (e.g. PSY, SOC, PS, HST, or ECON)
 - viii. Science/Math/Computer Science: 6 credits (e.g. MTH, CS, BI, G, GS, GEO, CHEM, PHY)
 - c. A maximum of 9 credits can be courses labeled 199/299
 - d. A maximum of 24 credits can be ESOL
 - e. A maximum of 24 credits can be "P" grades
 - f. A maximum of 21 credits can be from Credit for Prior Learning (CPL)
 - g. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
 - h. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.

H. Applied Associates Degree (AAS)

The Associates of Applied Associate degree is designed for students wishing to acquire a terminal degree in a Career and Technical Education field. These degrees are not designed for transfer and consist of courses that allow a student to develop a mastery in a content area that leads to living wage employment upon graduation.

Unless otherwise noted, the following apply;

- a. Complete all courses with a minimum grade of "D" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the AAS is awarded.
- b. General Education courses must include;
 - i. Writing (4CR): WR 121
 - ii. Oral Communication (3CR+): COMM 111
 - iii. Math (4CR+): MTH 105 or higher
 - iv. Information Literacy: embedded within WR course
 - v. Human Relations: PSY 101 or BA 285

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- c. A Maximum of 24 credits can be "P" grades
 - d. A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
 - e. Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
 - f. 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.
- I. Certificate Programs, 45 credits or more

Certificates of 45 or more credits at TBCC have a recognizable core of related instruction (or general education) that consists of communication, computation and human relations that align with certificate goals and objectives. At TBCC these requirements are met by general education requirements. TBCC does not engage in embedded instruction in order to meet general education requirements at this time.

Unless otherwise noted, the following apply;

- a. Complete all courses with a minimum grade of "D" or "Pass" or better. Students must have a cumulative GPA of 2.0.
- b. General Education courses must include;
 - i. Writing: WR 121 or a technical/business writing course
 - ii. Oral Communication: COMM 111 or BA 205
 - iii. Math: MTH 105 or higher
 - iv. Information Literacy: embedded within WR course
 - v. Human Relations: PSY 101 or BA 285
 - vi. A Maximum of 21 credits can be from Credit for Prior Learning (CPL).
- c. 12 credits are required to meet residency at TBCC, 9 of which must apply to the certificate for which the student is being awarded.
- d. Credit courses numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates (unless specifically indicated in the program degree map).

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J. Career Pathway Certificates

Career Pathway Certificates are short-term credentials (12-44 credits) which prepare individuals for entry-level employment within an occupational area. Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an Associate of Applied Science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the Programs and Disciplines section of the catalog under individual career technical programs.

Based upon credit hours, career pathway certificates need to meet less than one year or one year certificate requirements.

Career Pathways Certificates (less than one year)

Career Pathways Certificates (CPC) are short-term, industry driven certificates that may serve as an entry way into a certificate or degree in a Career and Technical Education field. CPC's must be tied to a one year certificate or an AAS degree (and contain only classes within that certificate or degree). CPC's do not contain embedded instruction, related instruction or a general education core.

Unless otherwise noted, the following apply;

- a. Credit courses numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- b. At least six credits must be earned at TBCC, all of which must apply to the certificate requirements. A maximum of 4 credits of Pass grades will apply to any less than one year certificate. Specific less than one year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.
- c. Only nine credits of 199 and 299 experimental courses apply