

**COMMUNITY COLLEGE OF VERMONT**  
**DEGREE COMPLETION REQUIREMENT POLICY**

*See also:*  
*Admissions policy*  
*Enrollment policy*  
*Basic Skills policy*

**June 5, 2003**  
**Revised: March 5, 2014**

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**POLICY**

To graduate from the Community College of Vermont students must meet the following minimum requirements prior to the award of the associate degree (A.A. or A.S.) and the associate of applied science degree (A.A.S.).

**PROCEDURES**

1. General Requirements

a. Academic:

- i. Students must complete a minimum of 60 semester hours, including at least 15 credit-hours of CCV-sponsored coursework.
- ii. Satisfactory completion of all learning requirements as set forth in the applicable yearly catalog for the student's declared program. All general education and specific program requirements must be completed with a grade of C- or better. The student must have a minimum 2.0 cumulative GPA.
- iii. Satisfactory completion of VSC graduation standards in writing, oral communication, information literacy, and quantitative reasoning as applicable.
- iv. All requests for exceptions or waivers to any degree requirements must be approved by the Academic Dean or a designee and must be submitted with all necessary documentation to the registrar for approval prior to the start of the term in which the student intends to complete the degree.
- v. Students completing an individually-designed program must file a degree plan and have specific degree requirements approved by the Academic Dean or designee prior to the start of the term in which the student intends to complete the degree.
- vi. All credits earned in basic skills studies are in addition to the credit requirements for the associate degree.

b. Administrative:

- i. Satisfactory fulfillment of all financial obligations to the college, including graduation fees.
- ii. All student information required by the college must be accurate, complete, and on file with the registrar's office.
- iii. All students must declare their intent to graduate by informing the registrar prior to the start of the term in which the student intends to complete the degree.
- iv. The registrar, after reviewing the academic records of the graduation candidate, will certify to the Academic Dean that the student has satisfactorily completed the degree requirements.

2. Double Majors

Completing a double major means completing the program requirements (major requirements) for two different degree programs at the same time. The major requirements of the second program will be added to the requirements for the student's declared primary program to create a single set of degree requirements. All degree requirements including the requirements for both majors must be completed before the degree will be awarded, but individual courses may be used to meet requirements in both majors at the same time. The student will receive a single diploma, which does not list majors; but the student's transcript after graduation will list both majors. Liberal Studies programs cannot be used as part of a double major. Programs that include STEM Studies as part of a double major require approval from the Academic Dean or designee.

3. Additional Degrees

A student with one or more earned undergraduate degrees from CCV or another appropriately accredited institution may apply to complete an additional degree at the associate degree level at CCV.

- a. The application for an additional degree includes submission of a detailed plan of study which must be approved by the Academic Dean or designee.
- b. The additional degree must be in an area of study substantially different from any other degree the student has already earned.
- c. Students holding an associate of arts or associate of science degree or higher from an appropriately accredited institution will be considered to have completed the general education requirements and graduation standards of an associate degree at CCV. Students holding an associate of applied science degree will have their credits evaluated on a course-by-course basis for general education equivalency.
- d. Previously earned credit (transfer or CCV) may be used to complete the degree requirements if accepted by the registrar, but at least 15 credits in the major

must be in new CCV courses—that is, courses not taken in completion of a degree or certificate previously earned at CCV.

4. Participation in Graduation

- a. Degree students who have completed all of their degree requirements by the end of the spring semester may participate in CCV's annual graduation ceremony in June. Certificate students do not participate in graduation.
- b. Students missing only non-credit requirements (such as the quantitative reasoning graduation standard) may participate in the graduation ceremony and their names will be included in the graduation program. However, they will not be graduated and will not receive their diplomas until all requirements have been met.
- c. Students with no more than seven (7) remaining credits of required coursework to complete may petition the Academic Dean or designee for permission to participate in the graduation ceremony if the remaining courses have grades of Incomplete or if the students are currently registered for the remaining courses for the summer term. However, they will not be graduated and will not receive their diploma until all requirements have been met.