

MARION TECHNICAL COLLEGE  
ADMINISTRATIVE POLICY/PROCEDURES

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**AP 580    Graduation: Degrees and Certificates**

**Established 5-21-96  
Approved 4-26-24**

**POLICY:**

- (A) Degrees and certificates shall be awarded by the Board of Trustees of Marion Technical College (the College) upon the recommendation of the Provost, and transmitted to the Board by the President. The associate degree awarded may be awarded in: Associate of Arts (AA), Associate of Science (AS), Associate of Applied Business (AAB), Associate of Applied Science (AAS), or Associate of Technical Studies (ATS). The baccalaureate degree may be awarded in the Bachelor of Science in Nursing (BSN). The degree must correspond to the academic program requirements, as prescribed and approved by the Ohio Department of Higher Education (ODHE), and in courses having numbers equal to or greater than 1000.

**PROCEDURES:**

- (A) Bachelor of Science in Nursing (BSN):
- (1) To earn a Bachelor's of Science in Nursing (BSN) degree, a student must have:
    - (a) A 2.0 cumulative GPA or higher.
    - (b) Satisfactorily met all college and curricular requirements for the program.
      - (a) At least 24 of the semester credit hours must be earned through technical courses in the degree.
      - (b) Developmental education courses do not apply toward graduation requirements.
    - (c) Satisfactorily completed the number of semester credit hours required for the curriculum the student is pursuing.
  - (2) Credit hours are considered satisfactorily completed only if the student has received a grade of "A," "B," "C," "EM," "K," "S," OR "X." A grade of "C" or higher is required to satisfactorily complete courses within all Health Technology programs.
  - (3) A grade of "C" or better must be earned for any required prerequisite and technical course(s) of the curriculum.
    - (a) A student is not permitted to enroll in any course for which he or she has received a "D," "F," FN "I," "NG," or "U" grade in the required prerequisite course.

(B) Associate Degrees:

- (1) To earn an associate degree from MTC, a student must have:
  - (a) A 2.0 cumulative GPA or higher.
  - (b) Satisfactorily met all college and curricular requirements for the program.
  - (c) Earned a minimum of 17 semester credit hours required in the program through enrollment and attendance in Marion Technical College courses that apply to the curriculum in which the degree is requested.
    - (i) At least 12 of the semester credit hours must be earned through technical courses in the degree.
    - (ii) Developmental education courses do not apply toward graduation requirements.
  - (d) Satisfactorily completed the number of semester credit hours required for the curriculum the student is pursuing.
    - (i) Credit hours are considered satisfactorily completed only if the student has received a grade of "A," "B," "C," "D," "EM," "K," "S," OR "X." A grade of "C" or higher is required to satisfactorily complete courses within all Health Technology programs.
    - (ii) A grade of "C" or better must be earned for any required prerequisite and technical course(s) of the curriculum.
      - (a) A student is not permitted to enroll in any course for which he or she has received a "D," "F," FN "I," "NG," or "U" grade in the required prerequisite course.

(B) Associate of Technical Studies (ATS)

- (1) The Associate of Technical Studies (ATS) degree-seeking student must follow the degree requirements stated above and also adhere to the following additional steps:
  - (a) Satisfactory completion of a minimum of 60 semester credit hours.
  - (b) Complete and receive approval from his or her advisor for an educational plan that designates the area of concentration and required courses.
  - (c) The area of concentration can be formed either by:
    - (i) A coherent combination of a minimum of 30 semester credit hours in technical courses selectively drawn from two or more MTC technical programs. The additional 30 hours must include at least

30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., “basic”) courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours and adhere to ODHE guidelines for awarding an associate degree; or,

- (ii) Courses completed or training received by a student at another postsecondary institution, vocational center, employer training, or other educational enterprise judged to be of college level and for which degree credit is awarded, up to a maximum of 30 semester credit hours prior to the declaration of candidacy for the ATS degree.
- (iii) Thirty (30) technical credit hours awarded for completing a 900+ clock hour program with an approved industry credential through ODHE’s [One Year Option](#).

(C) One-Year Technical Certificate:

To earn a one-year technical certificate, a student must have earned a minimum of 25% of the semester credit hours through enrollment and attendance in Marion Technical College courses that apply to the curriculum in which the certificate is expected, with at least nine (9) of the minimum semester credit hours earned through technical courses.

PRIOR APPROVAL DATES: 5-21-96; 1-15-02; 3-28-13; 8-3-17; 12-21-18; 12-10-20