



## Standard Operating Procedure

**Procedure Title:** Additional Associate Degree(s)

**Procedure #:** RO.008

**Revision #:** 002

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 08/04/2023

**Initial Approval Date:** 10/06/2019

**Last Review/Update Date:** 08/04/2023

**Next Review Date:** 08/01/2026

**\*Does this procedure support a Board Policy? Yes**

**If yes, identify:** [3.140 - Granting of Additional Associate Degrees](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria? Yes**

**If yes, identify:** [2B, 3A, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation? N/A**

**If yes, identify:**

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## **Additional Associate Degree(s), BP 3.140**

### **1. Purpose**

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To ensure that the awarding of additional degree(s) to students who have already earned an associate degree is done via appropriate guidelines.

### **2. Scope**

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This procedure applies to any student who has earned an associate degree from Lansing Community College (LCC) or any accredited community college.

### **3. Prerequisites**

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Any student who has earned an associate degree from LCC or any other accredited community college may be awarded additional degrees providing that they meet the following institutional graduation requirements:

- Complete a program of study approved by the College and consisting of a minimum of 60 semester credits with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways](#) webpage for more information.)
- Maintain a cumulative grade point average of 2.0 or above.
- Earn toward the program of study at least 15 semester credits directly from LCC (except for approved consortial programs taught primary by partner schools).
- Satisfy all general and specific requirements of Lansing Community College.
- LCC'S General Education – Applied Degrees requirements are satisfied by virtue of the student earning the first associate degree.
- LCC'S General Education requirements are waived by the acceptance of the completed Michigan Transfer Agreement from an accredited community college or university, regardless of whether an associate degree or higher has been completed.
- No additional degree will be granted in the same program of study in which a previous degree was earned.
- The following CANNOT be used for degree requirements:
  - Courses numbered below 100.
  - Courses in Mathematics or Statistics that are not listed on the [LCC General Education Requirements](#) webpage.
  - Courses in English or Writing numbered below 118.
  - Courses in English as a Second Language.

- Courses in Reading.
- Courses in non-technical Vocabulary.
- Courses in Academic Experience numbered other than 100 or 101.
- Courses in Student Development numbered other than 101.
- Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students may not follow program pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC transcript.

#### **4. Responsibilities**

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- Dean of Student Affairs – responsible for the oversight of this procedure
- Registrar – responsible for preparing procedures to implement this procedure

#### **5. Procedure**

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Prior to submitting an application for an associate degree, the student should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on an authorized form signed by an authorized approver in the department offering the program.

1. The student completes and submits an Application for Degrees and Certificates. This application is available at the Registrar's Office [Forms](#) webpage as well as on the [Graduation](#) webpage.
2. Registrar's Office will process the application.
3. The Registrar's Office will send a notification via LCC email indicating whether the associate degree has been approved or denied.
4. The LCC official transcript will show degree(s) earned.
  - a. Unofficial transcripts accessed through the student portal will include approvals and denials.
5. Diplomas are mailed to students during the semester after degrees have been awarded.

#### **6. Reference**

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[Program-Level Course Substitutions and Waivers, RO.007 - BP 3.100](#)

#### **7. Definitions**

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N/A