I. POLICY STATEMENT

* Note: For the purposes of the policies related to graduation and graduating with honors, courses taken through the Greater Cincinnati Consortium of Colleges and Universities (GCCCU) are treated as though they were taken from NKU

Requirements for an Associate Degree

In order to receive an associate degree, a student must:

1. Complete a minimum of 60 semester credit hours, the last 20 of which must be taken from NKU*.
2. Complete developmental course work, if required.
3. Complete the General Education requirements for an associate degree, as described on page XX.
4. Complete the requirements of the major for associate degree candidates.
5. Remove all "I" and "K" grades by earning a grade of "A" through "F" in place of each one.
6. Earn an overall GPA of at least 2.00 (excluding developmental course work) and a GPA of 2.00 in the major (unless the department has a higher requirement for the GPA in the major).
7. Satisfy all financial and administrative obligations to the university.
8. Apply to graduate.

Applying to Graduate:

1. Have a Program Certification Form on file.
   a. The form is available online and must be signed by the department chair (or designee) of the student's major field of study.
   b. The signed form should be submitted to the Office of the Registrar Service Center after the student completes 30 semester hours and must be filed no later than the semester preceding the one in which the student plans to graduate.
   c. The Program Certification Form must be submitted prior to, or concurrently with, the Application for Degree Candidacy, described below.
2. File an Application for Undergraduate Degree Candidacy in the Office of the Registrar Service Center. The form, available online, must be submitted by the following dates, or if a date falls on a weekend, by the Monday following the prescribed date. A late penalty is charged for those who file after the prescribed date.

   For fall graduation .............. April 8
3. Pay the application to graduate fee.

**Graduating with Honors**

1. In order for a student to graduate with associate degree honors, he/she must earn a minimum of 30 semester credits from NKU* and have an overall NKU G.P.A of at least 3.50, excluding developmental course work).

2. There are two levels of associate degree honors:

   With Distinction: 3.50 - 3.799

   With High Distinction 3.80 - 4.00

3. Honors recognition appears in the Commencement Program based upon the student's overall grade point average (excluding developmental course work) at the conclusion of the previous semester. Honors will appear on the transcript based upon the student's overall grade point average (excluding developmental coursework) at the time of graduation.

4. In order to be considered for graduation with honors, a student, who has a bachelor degree and is subsequently earning an associate degree, must complete a minimum of 30 semester credits from NKU*, beyond the credits that were required for the first bachelor degree.

**Second Associate Degree**

A student who has not earned a bachelor's degree and wishes to receive two associate degrees may meet the requirements for them concurrently or consecutively. In order to receive two associate degrees, a student must:

1. Complete requirements for both degrees.

2. Earn a minimum of 20 semester credits from NKU* on each of the two associate degrees; each of the 20 credits must apply to only one associate degree which means that overall the student must earn a minimum of 40 semester credits from NKU* in order to earn two NKU associate degrees.

**Associate Degree after a Bachelor's Degree**

A student who has already earned a bachelor's degree and wishes to receive an associate degree must:

1. Complete the requirements for the associate degree.

2. Earn a minimum of 20 semester credits from NKU* beyond the credits that were required for the bachelor's degree. Of those 20 credits, at least 12 must be in the discipline of the associate's degree.

**II. ENTITIES AFFECTED**

Students
## XII. REFERENCES AND RELATED MATERIALS

### REVISION HISTORY

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