

**Degrees and  
Certificates**

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

**Graduate Guarantee  
Program**

Transfer Credit

The College District shall guarantee to its associate of arts and associate of science students who have met the requirements for these degrees that course credits shall transfer to other public-supported Texas colleges or universities, provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. The following three components must be identified by the student during the application for admission process prior to the first semester of enrollment in the College District.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average (GPA), and duration of transferability shall apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file at the College District.
4. Only college-level courses with approved College District course numbers shall be included in this guarantee.

If all the above conditions are met and a course is not accepted by a receiving institution in transfer, the student must notify the vice chancellor of instruction at the College District within ten days of notice of transfer credit denial so the Transfer Dispute Resolution process can be initiated.

If course denial is not resolved, the College District shall allow the student to take, within a one-year period from the granting of a degree at the College District, tuition-free alternate courses, semester hour for semester hour, that are acceptable to the receiving institution. The graduate shall be responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

Guarantee for Job  
Competency

If a recipient of an associate of applied science degree or certificate of completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her specific degree program, the graduate shall be provided up to 12 tuition-free credit hours or additional skill training by the College

District under the conditions of this guarantee policy. Special conditions that apply to the guarantee include the following:

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May 1992, or thereafter in a technical, vocational, or occupational program identified in the College District's general catalog.
2. The graduate must have completed requirements for the associate of applied science degree or certificate of completion with the College District system, with a minimum of 75 percent of credits earned at the College District, and must have completed the degree or certificate within a five-year span.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate division director.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College District as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division director, and appropriate faculty member shall develop a written educational plan for retraining.
7. Retraining shall be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer shall be responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against the College District and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the appropriate vice chancellor of instruction within 90 days of the graduate's initial employment.