

*Degree Requirements**Physical Education Requirements**Exceptions, Substitutions, and Waivers**Applications for Degrees or Certificates**Graduation**Transferring Credit***Degrees**

The Grays Harbor College Board of Trustees has authorized the following degrees. These brief descriptions of the degrees are listed for students' use in selecting a program and degree which meets their educational goal. More detailed information for each degree is shown on the following pages of this catalog.

The College President is authorized to certify the eligibility of students to receive the associate degrees.

The President may issue certificates of Completion and Certificates of Achievement for specific programs of training which are of two years or less in duration.

**Requirements for all Degrees**

The College provides assistance in determining completion of the required curricula for graduation through its system of career advisors and counselors. However, the final responsibility for meeting all course and graduation requirements rests with the individual student. The requirements for all degrees are as follows:

1. Earn a minimum of ninety quarter hours of credit, plus three credits of physical education, in courses numbered 100 and above. No credit in a physical education requirement may be substituted for academic credit in meeting graduation requirements. Courses numbered below 100 do not count towards a degree.
2. Earn a minimum of 23 of the last 45 quarter hours applicable toward the degree while in attendance at Grays Harbor College.
3. Earn a cumulative grade-point average of 2.0 or better in all work, including transfer credits.
4. Meet the graduation requirements in effect during the year in which the student started a program leading to a degree. These requirements must be met within a seven-year period. The student also has the option to meet the requirements in effect at the time of graduation.
5. Fulfill all obligations to the College, financial or otherwise.
6. Satisfy all specific requirements for the degree sought.
7. Declare a major on the admissions application form, or in the case of a change in major, complete a change of major form at the Office of Admissions and Records.

**Physical Education Requirements**

In order to meet the requirements for graduation, all students must complete three credits of physical education courses numbered 100 or above or take HPF 101, Health and Wellness.

A student may receive credit for more than one activity per quarter. No credit in a physical education requirement may be substituted for academic credit in meeting graduation requirements.

**Exceptions, Substitutions and Waivers**

No one shall be excused from completing any course required for graduation without first receiving the approval of the Vice President for Instruction. Letters of petition must be submitted before the graduation term.

**Application for Degrees or Certificates**

Students must submit an application for graduation in order for their transcript to be evaluated for certificate or degree completion. A separate application must be submitted for each certificate or degree a student plans to complete. This application is usually completed during registration for the fourth quarter of attendance and must be submitted no later than the start of the final quarter of attendance.

**Graduation Ceremony Participation**

Students who complete the requirements for a degree in any quarter of the academic year may participate in the graduation ceremony in June of that academic year. Students must notify the Office of Student Services no later than mid-term of spring quarter of the year they intend to graduate in order to receive information about a cap and gown and to sign up for guest tickets to the graduation ceremony.

**Transferring Credit to GHC**

Credit for work done at other institutions may be accepted according to the following policy:

The decision to accept credit from other institutions is based mainly on accreditation. For transfer purposes, GHC recognizes those institutions that have received regional accreditation, or are national, professional and specialized accrediting bodies recognized by the U.S. Secretary of Education. Credits are transferred from institutions which are candidates for accreditation the same as if accredited. Credits earned while an institution was not accredited will not be accepted.

Evaluations of transfer credit are made from official transcripts that have been requested of an institution by the student and sent to the Admissions and Records Office. A copy of GHC's evaluation will be sent to the student. (Allow a minimum of three to four weeks process time.)

**Transferring Credit to GHC (continued)**

Transcripts are evaluated on a course-by-course basis. Upon completion, a written evaluation indicates which courses have been accepted as transfer credit to GHC and the GHC course equivalent for each transfer course. When a course is accepted in transfer, the same number of credits as was originally assigned to the course will be assigned at GHC. Semester credits at another college or university are converted to quarter credits on a basis of 1.5 quarter credits for each semester credit (i.e. 3 semester credits equal 4.5 quarter credits).

**Reciprocity Agreement**

Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) degree or the Associate in Science-Transfer (AS-T) degree. Students who complete any individual course that meets distribution degree requirements or fulfill entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact Admissions and Records for information.

Although there is no limit on the number of credits a student may transfer to GHC before graduating, the student must meet all GHC degree requirements, including residency requirements, for any degree or certificate.

Courses numbered below 100 are not transferable to GHC, however, they may be noted on a written evaluation if they can be used as a prerequisite to GHC courses.

**Limitations**

- Any course completed with a grade of “D” or better may be accepted.
- Some programs (i.e. Nursing) may not accept courses which may be similar to our courses but which have not been completed recently enough to contain up-to-date material.
- Survey courses in religion that are historical, philosophical or literary in nature may be accepted as elective credit. No credit will be given for religion or theology courses that are sectarian in nature.

**Reciprocity Agreement (continued)**

- CLEP credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to GHC standards.
- Advanced Placement credits awarded by another institution will not be accepted. The student must provide the test scores and have them evaluated according to our standards.
- Course challenge credits earned at another institution will not be accepted at GHC.
- Credit awarded by the assessment of prior learning at another college will not be accepted at GHC.
- Credits may be granted for completion of certain education programs sponsored by the Armed Forces. The Guide to the Evaluation of Educational Experiences in the Armed Services is used as a reference in helping to determine the amount and type of credit, if any, a specific course is worth. Military credit evaluations are also subject to approval of department faculty.
- Graduates of the Basic Police Academy, Correctional Officer Academy, and Police Reserve Academy may request in-lieu credit. Credit for advanced training provided by the Washington State Criminal Justice Training Commission may be accepted. Please see the Criminal Justice advisor for additional information.

**Appeals**

Students who wish to appeal a decision concerning acceptance of transfer credit should do so in writing to the Vice President for Instruction.

**Associate in Arts  
Direct Transfer Agreement**

The Associate in Arts (AA) degree is an appropriate degree for students who will ultimately seek a bachelor degree from a four-year college or university. The Associate in Arts degree at Grays Harbor College meets the 1996 Inter-College Relations Commission’s (ICRC) AA transfer degree guidelines for Washington colleges and universities. Transfer under the ICRC guidelines is dependent upon completion of an associate degree prior to transfer to a four-year institution. The AA degree requires courses primarily from the liberal arts area which are transferable to senior institutions. A student transferring with an Associate in Arts degree enters all Washington public and many private four-year institutions with junior-level standing and all general education requirements satisfied.

*Transferring  
Credit**Reciprocity  
Agreement**Limitations**Appeals**Associate in Arts  
Direct Transfer  
Agreement*

*Associate in Arts  
Direct Transfer  
Agreement*

*Associate in  
Business Direct  
Transfer Agreement*

*Associate in  
Pre-Nursing Direct  
Transfer Agreement*

*Associate in  
Science  
(Track 1 and 2)*

**Associate in Arts (continued)**

This degree requires completion of ninety academic credits in courses numbered 100 or above plus three physical education requirement course credits. The ninety academic credits include fifteen credits in writing and quantitative skills plus fifteen credits each in science, social science and humanities, and thirty credits additional coursework, with a minimum of twenty credits from the distribution requirement course list or from the specified elective list. **With an advisor's help, the degree can be tailored for students planning to major in the areas below.**

- |                  |                    |
|------------------|--------------------|
| Anthropology     | Law                |
| Art              | Librarianship      |
| Communications   | Mathematics        |
| Criminal Justice | Music              |
| Economics        | Philosophy         |
| Education        | Physical Education |
| English          | Political Science  |
| Foreign Language | Psychology         |
| Geography        | Sociology          |
| History          | Speech             |
| Journalism       | Theatre            |

**Students will work with their academic advisor(s) in planning for these programs and for others that are not listed.**

**Associate in Business  
Direct Transfer Agreement  
Major Related Program**

The Associate in Business - Direct Transfer Agreement (AB-DTA) degree is for students who intend to secure a bachelor degree in business from a four-year college or university. Students who complete the AB-DTA degree will have satisfied the lower division general education requirements and lower division business requirements at the baccalaureate institutions. It does not, however, guarantee admission to Washington public baccalaureate schools of business. The degree meets the guidelines of the Direct Transfer Agreement set forth by the Inter-College Relations Commission (ICRC).

This degree requires completion of ninety academic credits in courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three physical education requirement course credits. Required are fifteen credits in writing and quantitative skills plus fifteen credits in social science, fifteen credits in humanities, ten credits in science, five credits in math, plus twenty credits of specified business electives and ten credits of general elective coursework.

**Associate in Pre-Nursing  
Direct Transfer Agreement  
Major Related Program**

This degree requires completion of a minimum of ninety credits in academic courses numbered 100 or above with a minimum of 2.0 cumulative GPA, plus three physical education requirement course credits. Required are ten credits in writing skills and five credits in quantitative skills (statistics) plus fifteen credits in social sciences, fifteen credits in humanities, thirty-five credits in natural sciences (with at least twenty-five credits lab-based) and ten credits of general elective coursework.

**Associate in Science - Transfer  
(AS-T Track 1 and AS-T Track 2)**

The Associate in Science degree is intended for the student planning to transfer to a four-year institution to pursue a professional or pre-professional program. The basic requirement is to complete the departmental requirements at the institution to which the student intends to transfer. Therefore, all courses taken at Grays Harbor College should be transfer courses. The student must complete ninety academic credits, numbered 100 or above, plus three physical education requirement credits. The overall grade-point average must be at least 2.0.

**AS-T Track 1:**

**Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology and Earth Science**

This degree is designed to prepare students for upper division study in the areas of biological sciences, environmental/resource sciences, chemistry, geology, and earth science.

**AS-T Track 2:**

**Engineering, Computer Science, Physics, and Atmospheric Sciences**

This degree is designed to prepare students for upper division study in the areas of Engineering, Computer Science, Physics, and Atmospheric Sciences.

Completion of all required courses in these programs satisfies Intercollege Relations Commission (ICRC) Associate in Science transfer degree requirements. A student transferring with a transfer Associate in Science degree enters all Washington public and some private four-year institutions with junior-level standing.

Completing these degrees does not guarantee students admission to the major.

**Students will work with their academic advisor(s) in planning for these programs.**

**Associate in Science (AS)**

The Associate in Science degree is intended for the student planning to transfer to a four-year institution to pursue a professional or pre-professional program. The basic requirement is to complete the departmental requirements at the institution to which the student intends to transfer. Therefore, all courses taken at Grays Harbor College should be transfer courses. The student must complete ninety academic credits, numbered 100 or above, plus three physical education requirement credits. The overall grade-point average must be at least 2.0.

**With an advisor’s help, the degree can be tailored for students planning to major in the areas below.**

- Architecture
- Chiropractic
- Criminal Justice
- Dental Hygiene
- Dentistry
- Fisheries
- Forestry
- Medical Technology
- Medicine
- Natural Resources
- Naturopathic Medicine
- Optometry
- Pharmacy
- Physical Therapy
- Veterinary Medicine

**Students will work with their academic advisor(s) in planning for these programs.**

**Associate in Applied Science or Associate in Technology**

The Associate in Applied Science (AAS) and Associate in Technology (AT) degrees require completion of a minimum of ninety credits, plus three physical education credits, which fulfill the specific requirements of one of the professional/technical curricula listed in the catalog.

All Associate in Applied Science and Associate in Technology degrees contain a core of required general education courses in communication, computation, and human relations.

In general, Grays Harbor College’s Associate in Applied Science (AAS) and Associate in Technology (AT) degrees are not designed for transfer to other colleges or universities. AAS and AT degrees will not be accepted as appropriate preparation for most BA or BS degrees. The Associate in Applied Science, Associate in Technology, Certificate of Completion (CC), and Certificate of Achievement (CA) are designed for students whose primary goal is to enter the job market after completion.

**Associate in General Studies**

The Associate in General Studies degree allows maximum exploration of courses by the student. It is not intended for students who plan to transfer to a senior institution and pursue a baccalaureate degree.

The specific program for the Associate in General Studies degree will be made in conjunction with an academic advisor or counselor.

This degree requires completion of ninety academic credits in courses numbered 100 or above plus three physical education credits. The ninety academic credits must include ENGL& 101 (or higher), plus ten credits each from science, social science and humanities. The candidate must complete MATH& 107 or higher.

*Associate in Science*

*Associate in Applied Sciences & Technology*

*Associate in General Studies*

