

## 3.5.2

### Educational Programs: Undergraduate: Institutional credits for a degree

At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. (See Commission policy "Collaborative Academic Arrangements.")

#### Judgment

Compliant    Non-Compliant    Not Applicable

#### Compliance Report Narrative

*Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.*

As specified in [ASU OP 10.09, Degree Requirements](#), Angelo State University requirements for the bachelor's degree include completion of "a minimum of 120 semester credit hours" and "a minimum of 30 semester credit hours in residence, 24 of which must be at the advanced level." Thus, 30 out of 120—or at least 25 percent—of the credit hours required for the bachelor's degree must be earned through instruction offered by ASU. This residency requirement is also published in the [ASU Undergraduate Catalog 2011–2012](#) (p. 335).

Degree requirements, including the minimum residency requirements, are monitored through an online degree evaluation system accessible through RamPort, the institution's technology portal. The Detailed Degree Evaluation outlines degree requirements that have been met and those requirements yet to be accomplished. Individual students can access their Detailed Degree Evaluation via RamPort under the Student Services tab in the Student Records section. ASU employees are also granted access to the degree evaluation data on a need-to-know basis in accordance with institutional disclosure and access policies (Comprehensive Standard 3.9.2, Student records). Individual colleges within the university conduct degree audits in RamPort for those students who have applied for graduation and verify whether or not each student has met their respective degree requirements. Colleges then submit the results to the registrar. A sample [Detailed Degree Evaluation](#) is attached (note: the first page is the most current semesters).

Students transferring course work from another college or university receive credit hours for transferable hours in accordance with ASU transfer credit guidelines (Comprehensive Standard 3.4.4, Acceptance of academic credit). As of fall 2011, grade letter designations for transfer coursework on the ASU transcript are identified as TA, TB, TC, TD, and TF, accompanied by the name of the institution from which the credit was transferred. These designations enable transfer coursework to be distinctly identified and separated from institutional coursework and coursework transferred prior to fall 2011 ([OP 10.21, Undergraduate Transfer of Grade Policy](#)). Official transcripts for undergraduate and graduate transfer students show institution names (note: the transfer-institution names were redacted in the undergraduate example because together they could identify the student) and number of hours transferred to ASU ([Sample Transcripts Showing Transfer Credit](#)).

ASU does not offer any courses or degree programs through collaborative academic arrangements (Comprehensive Standard 3.4.7, Consortial relationships/contractual agreements).

#### Off Site Team Comments

The narrative in support of compliance reasons that a bachelor's degree includes completion of a minimum of 120 semester credit hours and a minimum of 30 semester credit hours in residence, thereby meeting the standard that at least 25 percent of semester credit hours required for the bachelor's degree will be earned through instruction offered by ASU. However, some ASU degrees such as the BA with a concentration in Communication with teacher certification and the BS in Interdisciplinary Studies require more than 120 hours, 123 and 128 respectively. For such degrees, students must complete more than 30 hours in residence in order to meet the 25% requirement.

While a sample degree audit is provided for a program that requires 120 hours, none is provided for a degree that requires more than 120 hours. There is also no documentation of a process to ensure that the coursework taken by each graduate meets the 25% requirement.

## University Response

The language of ASU's operating policy and catalog reflected only the 120 hour degrees. This was an oversight and has now been corrected in both the [operating policy](#) and in the [catalog](#). The language now applies more broadly across degrees clearly stating the 25 percent rule. A [copy of a detailed degree evaluation](#) for one of the degrees requiring greater than 120 hours has been provided (note: the first page is the most current semester).

As stated in the original compliance narrative, degree requirements, including the minimum residency requirements, are monitored through an online degree evaluation system accessible through RamPort, the institution's technology portal. The Detailed Degree Evaluation outlines degree requirements that have been met and those requirements yet to be accomplished. Each college conducts degree audits in RamPort for those students who have applied for graduation to verify whether or not each student has met his/her respective degree requirements. Colleges then submit the results to the Registrar. Students can access their [degree evaluation records](#) to track progress towards graduation, and ASU employees are granted access to the degree evaluation records on a need-to-know basis in accordance with institutional disclosure and access policies.