3354:1-30-03.7 Procedure for Associate Degree Program standards and requirements for credentials awarded.

(A) Associate degree program standards.

(1) The College follows the standards for approval of associate degree programs as outlined in the Ohio Administrative Code, Rule 3333-1-04 and published in the Ohio Board of Regents' two-year campus operating manual.

(a) The "associate of arts" and the "associate of science" are degrees awarded for successful completion of a planned program of study which is generally equivalent to the first two years of a baccalaureate degree program.

(b) The "associate of applied business" and the "associate of applied science" are degrees which are awarded for the successful completion of a planned program of instruction in a technology, the primary objective of which is the preparation of individuals for paid or unpaid employment in that technology, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

(c) The "associate of technical study" is a degree awarded for successful completion of an individually-planned technical education program designed to respond to a student's need for specialized technical education not currently available on a particular campus either through cooperative arrangements with public, private, or proprietary postsecondary institutions, vocational centers, or other educational enterprises, or through an intra-institutional, interdisciplinary combination of courses offered by the awarding institution.

(d) In addition to the requirements outlined in Ohio Administrative Code Rule 3333-1-04, the College also requires that the Associate of Arts, Associate of Science, Associate of Applied Business, Associate of Applied Science, and Associate of Technical Study degrees meet outcomes in the following four core areas:
(i) Cultural diversity, interdependence, and global awareness

(ii) Computer and information literacy skills

(iii) Critical thinking skills

(iv) Consumer awareness and health

(2) When it is determined that the College will delete a degree program, the degree program will be continued for up to two (2) years if previously enrolled students desire to complete the degree.

(B) Graduation requirements: promulgation and exceptions.

(1) Graduation requirements will be developed in the same manner as curriculum and will receive the same faculty, administrative, executive, and trustee scrutiny prior to the formal adoption of graduation requirements or any changes to graduation requirements.

(2) The Executive Vice President for Academic & Student Affairs or designee is responsible for ensuring that the recommendations for graduation requirements or changes to graduation requirements are reviewed periodically, that any needed changes are brought forward for Board of Trustees consideration and/or adoption on an as needed basis and that these changes are reflected timely in the appropriate College publications.

(3) Graduation requirements shall be published in the College Catalog, maintained by the Office of Curriculum Development, and made generally available to the College community.

(4) All publications carrying graduation requirement information are to be reviewed and approved by the Executive Vice President for Academic and Student Affairs or designee prior to publication to ensure that students have the latest and most current graduation requirement information.
(5) The College may grant an exception to degree or certificate requirements. A substitution authorizes an alternate course (or courses) to fulfill a requirement. A waiver of a course or requirement may be granted in recognition of a credential, an alternate educational experience, technical competency, or other documented accomplishment that fulfills the intent of a requirement.

(C) Associate of Applied Business degree requirements.

(1) Semester hour and GPA requirements.

(a) Students must satisfactorily complete at least sixty (60) semester credit hours (exclusive of physical education) at the 1000 level or higher. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

(b) Students must achieve a minimum overall grade point average of 2.00.

(c) Special Topics, Independent Research/Study and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.

(2) General Education Requirements must be satisfied as follows:

(a) Communication (6 semester credit hours)

(b) Mathematics (3 semester credit hours)

(c) Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours)
(d) Competencies and skills: The following competencies must be demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of this degree.

(i) Cultural diversity, interdependence, and global awareness

(ii) Computer and information literacy skills

(iii) Critical thinking skills

(iv) Consumer awareness and health

(3) Program requirements encompass technical and non-technical courses as outlined by the specific technical program in the College Catalog. Approximately one-half of each Associate of Applied Business program is devoted to non-technical studies. Technical program majors should consist of twelve (12) to sixteen (16) semester credit hours of technical specialization including a minimum one-semester credit hour capstone course.

(4) The capstone course provides students with opportunities to apply technical, oral, and written skills; to prepare resumes and/or portfolios and develop interview skills; to study history and trends in the profession; and/or to discuss ethical and global issues within the profession.

(5) Additional program requirements may be identified in the Associate of Applied Degree Program sequences in the College Catalog.

(D) Associate of Applied Science degree requirements.

(1) Semester hour and GPA requirements.
(a) Students must satisfactorily complete at least sixty (60) semester credit hours (exclusive of physical education) at the 1000 level or higher. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

(b) Students must achieve a minimum overall grade point average of 2.00.

(c) Special Topics, Independent Research/Study and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.

(2) General education requirements must be satisfied as follows:

(a) Communication (6 semester credit hours)

(b) Mathematics (3 semester credit hours)

(c) Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours)

(d) Competencies and skills: The following competencies must be demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of this degree.

(i) Cultural diversity, interdependence, and global awareness

(ii) Computer and information literacy skills

(iii) Critical thinking skills

(iv) Consumer awareness and health
(3) Program requirements encompass technical and non-technical courses as outlined by the specific technical program in the College Catalog. Approximately one-half of each Associate of Applied Business program is devoted to non-technical studies. Technical program majors should consist of twelve (12) to sixteen (16) semester credit hours of technical specialization including a minimum one-semester credit hour capstone course.

(4) The capstone course provides students with opportunities to apply technical, oral, and written skills; to prepare resumes and/or portfolios and develop interview skills; to study history and trends in the profession; and/or to discuss ethical and global issues within the profession.

(5) Additional program requirements are identified in the Associate of Applied Degree Program Sequences in the College Catalog.

(E) Associate of Arts degree requirements.

(1) Semester hour and GPA requirements.

(a) When selecting courses for this degree, students should select courses according to the requirements of their intended transfer destination school and major; undecided students may use the State-approved Transfer Module as a general guide for transferability.

(b) Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

(c) Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College.
(d) Special Topics, Independent Research/Study and Cooperative Education courses may be applied to the General Education and Elective Graduation Requirements unless otherwise noted.

(2) General education requirements must be satisfied as follows:

(a) Communication (9 semester credit hours)

(b) Mathematics and Sciences (10 semester credit hours)

(c) Arts and Humanities (10 semester credit hours)

(d) Social and Behavioral Sciences (10 semester credit hours)

(e) Competencies and skills: The following competencies must be demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of this degree.

   (i) Cultural diversity, interdependence, and global awareness

   (ii) Computer and information literacy skills

   (iii) Critical thinking skills

   (iv) Consumer awareness and health

(3) Elective graduation requirements: The remaining semester credit hours needed to complete the required minimum total of (sixty) 60 semester credits may be chosen from 1000-level courses and above, exclusive of developmental coursework. Courses taken for general education requirements cannot count toward fulfilling elective graduation requirements. However, an elective course may fulfill the competencies and skills requirements.

(F) Associate of Science degree requirements.
(1) Semester hour and GPA requirements.

(a) When selecting courses for this degree, students should select courses according to the requirements of their intended transfer destination school and major; undecided students may use the State-approved Transfer Module as a general guide for transferability.

(b) Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

(c) Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College.

(d) Special Topics, Independent Research/Study and Cooperative Education courses may be applied to the General Education and Elective Graduation Requirements unless otherwise noted.

(2) General education requirements must be satisfied as follows:

(a) Communication (9 semester credit hours)

(b) Mathematics (6 semester credit hours)

(c) Sciences (8 semester credit hours)

(d) Arts and Humanities (10 semester credit hours)

(e) Social and Behavioral Sciences (10 semester credit hours)
(f) Competencies and skills: The following competencies must be demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of this degree.

(i) Cultural diversity, interdependence, and global awareness

(ii) Computer and information literacy skills

(iii) Critical thinking skills

(iv) Consumer awareness and health

(3) Elective graduation requirements: The remaining semester credit hours needed to complete the required minimum total of sixty (60) semester credits may be chosen from 1000-level courses and above, exclusive of developmental coursework. Courses taken for general education requirements cannot count toward fulfilling elective graduation requirements. However, an elective course may fulfill the competencies and skills requirements.

(G) Associate of Technical Study degree requirements.

(1) Application, semester hours, and GPA requirements.

(a) Students must complete an application for admission to the ATS Program which includes an outline of specific coursework to be taken to earn the ATS degree.

(b) Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher. Students must complete a minimum of 20 instructional hours of the 60 semester credit hours at Cuyahoga Community College after the ATS application has been approved.
(c) Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College.

(d) Special Topics, Independent Study/Research and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.

(2) General education requirements must be satisfied as follows:

(a) Communication (6 semester credit hours)

(b) Mathematics (3 semester credit hours)

(c) Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours)

(d) Elective Graduation Requirements (13 semester credit hours)

(e) Competencies and skills: The following competencies must be demonstrated through coursework meeting the general education requirements or taken as program requirements for completion of this degree.

(i) Cultural diversity, interdependence, and global awareness

(ii) Computer and information literacy skills

(iii) Critical thinking skills

(iv) Consumer awareness and health
(3) The program leading to an Associate of Technical Study must have an area of concentration which is equivalent to thirty (30) semester credit hours in technical studies and clearly identifiable with a career objective. Approximately one-half of each Associate of Technical Studies program is devoted to non-technical studies.

(H) Requirements for non-degree credentials.

(1) A Short-Term Certificate will be granted to students who complete at least nine (9) but no more than twenty-nine (29) semester credit hours with a minimum GPA of 2.0.

(2) A Certificate of Proficiency will be awarded to students who complete at least thirty (30) but no more than thirty-seven (37) semester credit hours, at least nine (9) while in residence at the College. Additional requirements include completion of English-1010, at least one 1000-level mathematics course as specified by the certificate program, and a minimum G.P.A. of 2.0.

(3) A Post-degree Professional Certificate will be awarded to students who complete at least twenty (20) semester credit hours but no more than thirty-seven (37) semester credit hours, have been awarded an Associate Degree or higher from a regionally accredited post-secondary institution or an equivalent degree or diploma based on Ohio Board of Regents standards. Additional requirements include a minimum GPA of 2.5 and have completed at least one-half of the post-degree professional certificate courses while in residence at the College.

(4) An Achievement Award may be granted by faculty to students for achievement, attendance or performance in selected coursework.

(5) A Competency Award may be granted by faculty to students who have demonstrated mastery of special skills or knowledge in accordance with performance standards defined by the academic unit.
(6) One continuing education unit (CEU) will be awarded for each ten complete contact hours of participation in an approved non-credit continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Fractions of CEUs may be awarded for time equaling less than one contact hour.

(I) President or the President’s designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: July 31, 2006
Procedure Amplifies: 3354:01-30-03