

**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 Department of Higher Education's Guidelines and Procedures for Academic Program Review.
    - (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 general areas of business technologies, health careers, engineering and industrial technologies, public service technologies, agriculture and natural resources technologies, and applied industrial technologies. 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. In addition, students in the Associate of Applied Business and Associate of Applied Science degree programs are expected to demonstrate proficiency in their career fields via capstone coursework.
    - (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. Students who have successfully completed a course of technical studies in a non-credit bearing post-secondary institution that has an articulation agreement with the College may also be eligible for the associate of technical study. Based upon the articulation agreement, the student may receive up to 30

transfer credits toward an associate of technical study degree in the specific program identified in the agreements.

- (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 produce a community of learners who are knowledgeable and competent in the following seven areas:
    - (i) Oral Communication
    - (ii) Written Communication
    - (iii) Critical/ Creative Thinking
    - (iv) Information Literacy
    - (v) Quantitative Reasoning
    - (vi) Cultural Sensitivity
    - (vii) Civic Responsibility
  - (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 Provost/Executive Vice President for Access, Learning and Success 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/Provost for Access, Learning and Success 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 12 credits of advanced coursework (exclusive of physical education and 1800-level special topics and independent study/research courses) of the 60 semester credits. Advanced coursework is defined as follows: 2000-level courses, MATH-1400 level and above, BIO-1500 level and above, CHEM-1300 level and above, and PHYS-1200 level and above. Students must complete no fewer

than 20 of the required 60 semester hours (exclusive of physical education) at the 1000 level or higher while in attendance at Cuyahoga Community College.

- (b) The achievement of a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
  - (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 and Data Analysis (3 semester credit hours)
  - (c) Arts and Humanities/Social and Behavioral Sciences/Natural and Physical Sciences (6 semester credit hours)
- (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 Find Your Major or Program section of 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 12 credits of advanced coursework (exclusive of physical education and 1800-level special topics and independent study/research courses). Advanced coursework is defined as follows: 2000-level courses, MATH-1400 level and above, BIO-1500 level and above, CHEM-1300 level and above, and PHYS-1200 level and above. No fewer than 20 of the required 60 semester hours (exclusive of physical education) at the 1000-level or higher must be completed while in attendance at Cuyahoga Community College.
    - (b) The achievement of a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
    - (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/Mathematics/Natural and Physical Sciences (6 semester credit hours)
    - (b) Mathematics and Data Analysis (3 semester credit hours)
    - (c) Arts and Humanities/Social and Behavioral Sciences/Natural and Physical Sciences (6 semester credit hours)
  - (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 Find Your Major or Program section of 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 12 credits of advanced coursework (exclusive of physical education and 1800-level special topics and independent study/research courses). Advanced coursework is defined as follows: 2000-level courses, MATH-1400 level and above, BIO-1500 level and above, CHEM-1300 level and above, and PHYS-1200 level and above... 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 (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
  - (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 Data Analysis (3 semester credit hours)
  - (c) Natural and Physical Sciences (6 semester credit hours)
  - (d) Arts and Humanities (9 semester credit hours)
  - (e) Social and Behavioral Sciences (9 semester credit hours)

- (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 and physical education. 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 12 credits of advanced coursework (exclusive of physical education and 1800-level special topics and independent study/research courses). Advanced coursework is defined as follows: 2000-level courses, MATH-1400 level and above, BIO-1500 level and above, CHEM-1300 level and above, and PHYS-1200 level and above. 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 (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).



- (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 (6 semester credit hours)
  - (b) Mathematics and Data Analysis (6 semester credit hours)
  - (c) Natural and Physical Sciences (15 semester credit hours)
  - (d) Arts and Humanities (6 semester credit hours)
  - (e) Social and Behavioral Sciences (6 semester credit hours)
- (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 (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
  - (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 and Data Analysis (3 semester credit hours)
  - (c) Arts and Humanities/Social and Behavioral Sciences/  
Natural and Physical Sciences (6 semester credit hours)
  - (d) Elective Graduation Requirements (15 semester credit hours)
- (3) Elective graduation requirements: The remaining fifteen (15) semester credits to complete the required minimum total of sixty (60) semester credits may be chosen from 1000-level courses and above, exclusive of developmental coursework and physical education. Courses taken to meet general education requirements in Communication, Mathematics and Data Analysis, Arts and Humanities, Social and Behavioral Sciences, or Natural and Physical Sciences cannot count towards fulfilling elective graduation requirements.
- (4) 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 at the 1000 level or higher as defined in the Short-Term Certificate, at least nine (9) while in residence at the College with a minimum GPA of 2.0 (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
  - (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 the 1000-level or higher as defined in the Certificate of Proficiency., at least nine (9) while in residence at the College and a minimum G.P.A. of 2.0 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start).
  - (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, completed an associate or higher degree from a regionally accredited post-secondary institution, or an equivalent degree or diploma from a post-secondary program certified and accredited by a state or nationally certified and accredited board. Additional requirements include a minimum GPA of 2.5 and have completed at least 9 semester credits of the post-degree professional certificate courses while in residence at the College.
  - (4) An Achievement or Competency Award may be granted by faculty to students who have demonstrated mastery of a special skills or knowledge with performance standards defined by the academic unit or through selected coursework.
  - (5) 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: August 16, 2018

Prior Effective date: July 31, 2006

Procedure Amplifies: 3354:01-30-03