

<b>Degrees and Certificates Procedure</b>	Procedure Number	2.1P
	Effective Date	January 10, 2014

**1.0 PURPOSE**

In accordance with Board Policy 2.1 Degrees and Certificates, the purpose of this procedure is to outline the general parameters for the academic programs offered by LCCC that lead to the award of a degree or certificate by the College. The President is responsible for ensuring all degree and certificate programs at LCCC comply with this policy.

**2.0 REVISION HISTORY**

Adopted on: 1/10/14

**3.0 PERSONS AFFECTED**

Laramie County Community College faculty, staff and students are affected by this procedure.

**4.0 DEFINITIONS**

- A. *Associate of Applied Science (AAS)* – A degree designed for students planning to enter the workplace upon degree completion. This degree has substantial applied coursework associated with the field of study.
- B. *Associate of Arts (AA)* – A degree designed for students majoring in the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, arts and liberal arts.
- C. *Associate of Science (AS)* – A degree designed for students majoring in science, technology, engineering, mathematics, business and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in mathematics, natural sciences, engineering, business and/or other related disciplines.
- D. *Concentration* – A substantial collection of elective courses (12-17) within either a specific discipline or a defined cross-disciplinary area.
- E. *Credit Certificate* – A credential granted to a student by LCCC upon completion of a coherent list of academic credit courses, which is less than the requirement for an associate degree.
- F. *Credit Diploma* – A credential granted to a student by LCCC upon completion of a list of academic credit courses, which is less than either an associate degree or a credit certificate.
- G. *Degree* – A title granted to a student by LCCC on completion of a defined academic program of study approved by the Board of Trustees and the Wyoming Community College Commission.

- H. *Major* – A significant, prescribed sequence and collection of courses in a specific programmatic area within either an Associate of Arts or Associate of Science degree program that is articulated with a baccalaureate degree program at a four-year institution.
- I. *Non-credit Certificate* – A credential granted to a student by LCCC upon completion of a list of non-credit courses.
- J. *Program* – An ordered sequence of instructional coursework that upon completion leads to LCCC conferring a general associate’s degree, a major within an associate’s degree, an applied associate’s degree, a Credit Certificate, a Credit Diploma, or granting a Non-credit Certificate.

## 5.0 Credential Types, Purposes and Parameters

LCCC offers academic programs leading to credentials that are designed for transfer towards a baccalaureate degree at a four-year institution or for direct entry into/advancement in the workplace. These credentials include Associate of Applied Science (AAS) degrees, Associate of Arts (AA) degrees, Associate of Science (AS) degrees, and Credit Certificates, Credit Diplomas, and Non-credit Certificates. The parameters the programs must adhere to are as follows.

- A. Degrees designed and intended for transfer:
  - 1) The Associate of Arts (AA) and the Associate of Science (AS) degrees are designed for transfer towards a baccalaureate program at a four-year institution. Unless as provided in paragraph A.4 or A.5 below, the degree title carries no specific designation of field of study and is normally considered a general studies degree (e.g., Associate of Arts in General Studies).
  - 2) AA and AS degree programs are limited to 60-64 credits, and typically require (for a college-ready, full-time student) at least four semesters to complete, but no more than two academic years, including a summer session between the academic years if necessary.
  - 3) AA and AS degree programs must include the general education program requirements outlined in Board of Trustees Policy 2.2.
  - 4) AA and AS degree programs include a minimum of 18 credits within the arts for AA degrees or 18 credits in the sciences for AS degrees, with the remainder of the coursework comprised of general education and elective credits.
  - 5) AA and AS degree programs may have a designated major when they include a prescribed sequence and collection of courses within a specific discipline or defined in a cross-disciplinary area, separate from the general education requirements, that are part of a documented articulated pathway to a baccalaureate degree at a partnering four-year institution.
  - 6) AA and AS degree programs may have a designated concentration when they include a substantial collection of courses (12-17) within either a specific discipline or a defined cross-disciplinary area, separate from the general education requirements. Concentrations are designated on the College transcript generally as AA or AS in General Studies with a concentration in their respective field of study.
- B. Degrees and certificates designed and intended for occupational entry/advancement.
  - 1) The Associate of Applied Science (AAS) degree, the Credit Certificate, the Credit Diploma, and the Non-credit Certificate are designed to prepare students for immediate entry into or advancement in the workplace.


- 2) AAS Degrees
  - a. The AAS degree combines applied and academic coursework in a program of study designed to prepare students for career entry into a specific occupational area, as indicated by the degree title. The program design may incorporate one or more certificate program's curricula as stackable credentials, or it may be a distinct curriculum unrelated to any co-existing certificate program.
  - b. AAS programs are 60-72 credits in length, typically requiring (for a college-ready, full-time student) at least four semesters to complete, but no more than two academic years, including a summer session between the academic years if necessary.
  - c. AAS programs have an occupational emphasis, achieved through a minimum of 2/3 of the total credits in the degree deriving from applied/technical coursework in the discipline aligned to the occupational area.
  - d. AAS programs include general education as outlined in Board of Trustees Policy 2.2.
  - e. Although not intended for transfer, the AAS degree may enable a graduate to transfer to a baccalaureate of applied science degree program at a four-year institution that includes occupation-specific technical coursework.
- 3) Credit Certificate
  - a. Except as provided in Board of Trustees Policy 2.2 regarding the certificate of completion designated as the General Education Block, Credit Certificate is a program of applied study primarily designed to prepare students for immediate employment or advancement in a job indicated by the certificate title.
  - b. Credit Certificate is a short program of study, between 30-45 credits with the expectation that the certificate can be completed in, at most, one academic year, which may include a summer semester.
  - c. Credit Certificates include general education as outlined in Board of Trustees Policy 2.2.
- 4) Credit Diploma
  - a. Credit Diploma is an employment-centered program of applied study primarily designed for preparation and/or advancement in a job.
  - b. Credit Diploma is a very short program of study, between 12-29 credits with the expectation that it can be completed in one academic semester.
  - c. Credit Diplomas are comprised entirely of coursework related to the program's emphasis and are not required including any general education coursework.
- 5) Non-credit Certificate
  - a. Non-credit Certificate is a program of applied study comprised of non-credit coursework and is intended solely for the purpose of entry into/advancement in an occupational area.
  - b. Non-credit Certificate program lengths and curricula are determined by the specific industry/professional needs of the occupational area, and therefore vary in program size and length. In general, the expectation is Non-credit Certificate programs can be completed in similar timeframes to credit programs of a common nature.

## 6.0 Exceptions to This Policy

When a program of study for an AA, AS, AAS, or Credit Certificate does not meet the parameters set forth in this procedure, a request for an exception to the requirements may be made through the Vice President of Academic Affairs, citing a compelling reason for the variation. Upon receipt of such a request, the Vice President of Academic Affairs shall review and either approve, deny, or send the request back for further information. Upon approval by the Vice President of Academic Affairs, he/she shall refer it to the Academic Standards Committee for review and recommendation.

to the President. The President shall then make a recommendation on the request to the Board of Trustees for their consideration and action.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	President Joe Schaffer	12/10/13
Approval by President's Cabinet		12/10/13
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	1/10/14
Approval by President (Signature)		1/10/14