

Degrees and Certificates Procedure	Procedure Number	2.1.1P
	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

Revised on: 4/27/17, 1/29/20, 6/2/20 by Temporary Executive Order through 10/7/20; 10/9/20

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 Degree in Nursing (ADN)* – An applied degree designed for students majoring in nursing. This degree has substantial applied coursework and upon degree completion, allows the student to take the licensure exam and enter the workplace as a registered nurse.
- D. *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.
- E. *Bachelor of Applied Science (BAS)* – An applied degree designed for students seeking to further their advancement within an occupational area or career field through additional study. The program has academic and applied coursework with distinct curriculum specific to the field of study. The program is primarily intended for students who have completed an Associate of Applied Science degree and are working in an occupational area or career field, but not limited to such.

- F. *Concentration* – A substantial collection of elective courses (12-17) within either a specific discipline or a defined cross-disciplinary area.
- G. *Certificate of Completion* – 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.
- H. *Certificate of General Education* – A credential granted to a student by LCCC upon completion of a coherent list of academic credit courses, which satisfy the requirements of the General Education Core for an AA or AS degree.
- I. *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 certificate of completion.
- J. *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.
- K. *Institutional Credit Requirement* – The minimum number of institutional credits a student must complete by type of credential.
- L. *Lower-Division Courses* – Courses generally taken by freshman and sophomore level students as designated by the college. Lower-Division courses are commonly designated with course numbers in the 1000s and 2000s.
- M. *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.
- N. *Non-credit Certificate* – A credential granted to a student by LCCC upon completion of a list of non-credit courses.
- O. *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 Certificate of Completion, a Credit Diploma, a Bachelor's of Applied Science, or granting a Non-credit Certificate.
- P. *Upper-Division Courses* – Courses generally taken by junior and senior level students as designated by the college. Upper -Division courses are commonly designated with course numbers in the 3000s and 4000s.

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 Degree in Nursing (ADN), Associate of Science (AS) degrees, Bachelor of Applied Science (BAS) degrees, and Certificates of Completion, 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.
 - 7) AA and AS degree programs require the completion of a minimum of 15 institutional credits.
- B. Degrees and certificates designed and intended for occupational entry/advancement.
- 1) The Associate of Applied Science (AAS) degree, Associate Degree in Nursing (ADN) degree, Bachelor of Applied Science (BAS), the Certificate of Completion, the Credit Diploma, and the Non-credit Certificate are designed to prepare students for immediate entry into or advancement in the workplace.
 - 2) AAS and ADN Degrees
 - a. The AAS and ADN degrees combine 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 and ADN 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 and ADN 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 and ADN programs include general education as outlined in Board of Trustees Policy 2.2.
 - e. AAS and ADN degree programs require the completion of a minimum of 15 institutional credits.
 - f. Although not intended for transfer, the AAS and ADN degrees 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) BAS Degrees
 - a. The BAS degree combines applied and academic coursework in a program of study designed to prepare students for career advancement into a specific occupational area, as indicated by the

- degree title. The program design may incorporate shared core curriculum, and distinct occupation-specific coursework.
- b. BAS degrees are a minimum of 120 credits in length, typically requiring a minimum of four to a maximum of eight semesters to complete.
 1. At least four semesters, but no more than two academic years, including a summer session is typically required for a college-ready, full-time student with a completed AAS degree, or
 2. At least eight semesters to complete, but no more than four academic years, including summer sessions is typically required for a college-ready, full-time student entering as a Freshman.
 - c. BAS degrees require the completion of a minimum of 30 institutional credits.
 - d. BAS degrees include a minimum of 45 credits of upper-division coursework.
 - e. BAS degrees include general education as outline in Board of Trustees Policy 2.2.
- 4) Certificate of Completion
- a. The Certificate of Completion is a program of applied study primarily designed to prepare students for immediate employment or advancement in a job indicated by the certificate title, and provides eligibility to sit for state or national licensing or certification exams.
 - b. Certificates of Completion include general education as outlined in Board of Trustees Policy 2.2, except for post-baccalaureate options, and must meet a minimum requirement of 30 credits.
 - c. A minimum of 25% of the credits for a Certificate of Completion are required to be institutional credits.
- 5) Certificate of General Education
- a. The Certificate of General Education is not a stand-alone program.
 - b. Students satisfy the requirements of the General Education Core along the pathway to completing an AA or AS degree.
 - c. The Certificate of General Education includes all general education requirements for an AA or AS degree as outlined in Board of Trustees Policy 2.2, and must meet a minimum requirement of 28 credits.
 - d. A minimum of 25% of the credits for a Certificate of General Education are required to be institutional credits.
- 6) 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 two academic semesters.
 - c. Credit Diplomas are comprised entirely of coursework related to the program's emphasis and are not required to include any general education coursework.
 - d. A minimum of 25% of the credits for a Credit Diploma are required to be institutional credits.
- 7) 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 a degree or credential 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.

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