

## Graduation Requirements for Certificates

Upon successful completion of the requirements for graduation, the College will award the appropriate Certificate credential.

The student must indicate which year's catalog requirements they choose to satisfy when submitting the Application for Degree, Certificate, or Diploma. It is the responsibility of the student to apply for any degree, certificate or diploma they have earned. Students qualify for graduation once the following requirements are met:

- Achieve a 2.0 cumulative GPA as an undergraduate student.
- Meet individual certificate requirements, including major GPA (if applicable).
- Fulfill residency requirements – at least 12-degree applicable credit hours of coursework completed at the College.
- Successfully complete the program pertaining to their certificate.
- Submit Application for Graduation to the Admissions & Registration Office by the applicable deadline and pay the graduation fee.
- Meet financial obligations to the school.

**NOTE:** A single course cannot be used to satisfy more than one course requirement in a program.

## General Requirements for Certificates

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly declared students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed developmental coursework for Math and English or have successfully placed into post-secondary Math and English (or equivalent).

Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to successfully complete minimum general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

### A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- Test out of the English Placement Test (or equivalent), or
- Satisfactory completion of EN097 courses and
- Test out of the Math Placement Test (or equivalent), or
- Satisfactory completion of MA098 course

\*Students in the Certificate of Construction Technology program can successfully complete their math requirements

with MA094 Mathematics for the Trades in lieu of MA098 Intermediate Algebra.

### B. Major Requirements

- Total Major Requirements vary by program.  
Minimum Total Credits Required for a Certificate is 30 credits

\* No course may be counted for both Major and General Education requirements.

\*\* Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, is required for enrollment into English and mathematics courses; therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

### A Statement on Student Learning Outcomes (SLOs)

Program Student Learning Outcomes follow each program description in this catalog. SLOs intentionally describe the 3-5 central goals that students will have attained by the end of the program. In essence, SLOs encapsulate the knowledge, skills, and attitudes that students are expected to learn from their respective programs. The focus is on what students can do with what they have learned and this outcome should be evaluated in some way. Primarily, three questions essentially frame the articulation of SLOs:

- What do students know? (cognitive domain)
- What do they think and value? (affective domain)
- What can they do? (behavioral domain)

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They, therefore, require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program. A separate SLO Booklet is published and updated (as needed) to guide faculty in helping students achieve articulated course outcomes.

The College, in close collaboration with faculty and members of Advisory committees, continues to embark on an ongoing institutional effort to revise and update all its curriculum documents so that they remain responsive to industry and community needs through well-articulated student learning outcomes.

## Second Certificate or Degree and Multiple Tracks in Degree Programs

A second certificate and/or degree may be granted provided that a student completes all additional general education and major requirements. Some programs of study offer more than one track; a student may earn a degree, which includes more than one track so long as the student completes the requirements before the degree is conferred.