

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II-Academic/Student

SUBJECT: COMPUTER COMPETENCY AND INFORMATION LITERACY INTRODUCTION

REVIEWER(S): Dean of Student *Affairs* and Enrollment Management
Provost

I. POLICY

In addition to program-specific competencies, students enrolled in a Carolinas College of Health Sciences (CCHS) for-credit certificate, diploma or degree program must demonstrate basic computer competence and complete *an* information literacy assessment.

II. PROCEDURE

- A. An online orientation and quiz will be used to verify computer competence.
- B. Optional computer competency classes may be offered by the learning technology specialist at posted times, as needed or one-on-one training may be conducted.
- C. To meet the computer competency requirement via testing, a student must attain an 80 percent on the competency assessment during his/her first semester in order to progress in the program. The competency assessment may be attempted more than once. To meet this requirement via academic coursework, a student must present official documentation of satisfactory completion ("C" or better if graded; "P" if pass/fail) of a basic computer or computer literacy course at a higher education institution.
- D. For competency via testing, the learning technology specialist will note competency in the electronic student database. For competency via coursework, the registrar or admissions officer will note competency in the database upon review of official transcript verifying relevant successful coursework.
- E. The information literacy modules must be completed online by the 50% point of the student's first semester of enrollment.
- F. Not later than 50% into a semester, the learning technology specialist will contact all first semester students who have not yet met this requirement. Information will be provided as to the importance of compliance, consequences of non-compliance, and resources and alternatives for meeting the requirement. A list is also given to program directors for follow up. As authorized by the registrar, a hold will be put on students' registration access.
- G. Substantive changes in the competency assessment may be initiated or recommended by any interested party. The *provost* will review. The college curriculum committee will approve, revise, or disapprove recommendations.
- H. The Computer Competency and Information Literacy Introduction policy and procedure will be reviewed bi-annually.

III. APPROVAL:

Name: _____ Title President Date: _____