

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

Section II - Academic/Student

SUBJECT: DEGREE, DIPLOMA, AND CERTIFICATE REQUIREMENTS

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

I. POLICY

Programs *will* contain an appropriate depth, breadth, quantity and sequence of general education and major course credits.

II. PROCEDURE

A. Degree programs

1. Programs designed to award the associate in applied science degree must require a minimum of 60 semester hours of credit. One credit hour is equivalent to *one* of the following online and face-to-face instructional experiences:
 - One hour of didactic instruction per week for 15 weeks (one hour of didactic instruction may include up to 10 minutes of “break time”);
 - Three hours of clinical or laboratory instruction per week for 15 weeks (*faculty supervised, generally at designated times*); *each hour may include up to 10 minutes of “break time.”*)
 - Six hours of practicum *or supervised practice* per week for 15 weeks.
 - *When delivered in a non-standard term, such as a condensed semester, the same total hours of instruction will be assured.*
2. Courses in the major must have an adequate number of hours with appropriate prerequisites.
3. Degree programs must contain a core of at least 15 semester hours of general education courses. The general *education* courses required within each academic program must include at least one course from each of the following areas:
 - a. Humanities/fine arts,
 - b. Social/behavioral sciences, and
 - c. Natural sciences/mathematics.
4. Degree programs must be designed so that upon completion, graduates are competent in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers.
5. *In some degree programs the College offers tracks and bridge opportunities. In the Associate of Science in General Studies program there are two tracks leading to admission to a healthcare program: the pre-nursing track and the pre-radiologic technology track. In both the Associate of Applied Science in Radiologic Technology and Surgical Technology programs, students who have completed a diploma in the discipline may bridge to the AAS degree by completing specific courses in general studies.*

B. Diploma Programs

A diploma is awarded for a *career-oriented* program of study which is a minimum of 35 semester credits and which contains at least three semester credits in general education. Diploma programs are generally at least one academic year in length.

C. Certificate Programs

A certificate is awarded for credit or non-credit *programs* designed to provide skills necessary for specific employment. The courses may range in completion time from hours up to one academic year. Typically, general *education* courses are not a component of a certificate program.

D. Concurrent Programs

At the associate degree or diploma award level, students may be approved for admission to more than one program. In the event a student is enrolled in the same discipline for both awards, the College will award the highest degree (e.g., associate versus diploma). Students may request credentials from each program and to participate in multiple graduation programs, in which case additional graduation fees apply.

E. The Degree, Diploma, and Certificate Requirements policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____