

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
VICE PRESIDENTS OF ACADEMIC AFFAIRS
Revision of System Academic Policy 620.02-04**

Policy Number:	620.02-A-D (replaces 620.02, 03, and 04)
Policy Title:	REQUIREMENTS for ASSOCIATE DEGREES, DIPLOMAS, PROFESSIONAL CERTIFICATES, and CERTIFICATES
Revision Approved by CCSNH Presidents:	December 20, 2016
Implementation of Revision Effective:	May 9, 2017

620.02-A ASSOCIATE DEGREE REQUIREMENTS

1. Associate Degrees

- a. To earn an Associate Degree from any CCSNH college, a student must:
 - successfully complete at least sixty (60) credits in college-level coursework (*excluding* remedial or developmental coursework/credits – i.e., those identified as being “for institutional credit only”);
 - earn at least fifteen (15) credits in coursework offered by and under the direct control of the college awarding the degree with at least eight (8) of those credits earned in advanced-level courses in the student’s major field;
 - achieve a Cumulative Grade Point Average (cGPA) of 2.0 or higher in all courses taken at the college awarding the degree (*including* remedial or developmental coursework/credits);
 - meet all course distribution requirements for the specific type of Associate Degree as described in Sections 1.b-e below.

- b. Associate in Science and Associate in Applied Science Degrees

In addition to meeting the requirements set forth in Section 1.a above, a student must meet the following course distribution requirements to earn an Associate in Science or Associate in Applied Science Degree:

- earn at least 30 credits in program-specific courses in a defined major field;
- earn at least 20 credits in general education courses, including one course of three (3) credits or more in:
 - English Composition (required);
 - Humanities/Fine Arts/Foreign Language (required);
 - Quantitative Reasoning/Mathematics (required);
 - Science (required)
 - Social Sciences (required);

The remaining general education credits to reach the required total of 20 general education credits may be taken in Humanities/Fine Arts/Foreign Language, Quantitative Reasoning, Science, or Social Sciences.

- The remaining 10 credits to reach the required minimum total of 60 credits may be assigned in any subject area, as deemed by the faculty to be appropriate to the curriculum.

c. Associate in Science in General Studies/Technical Studies/Interdisciplinary Studies

Colleges may also offer programs leading to an Associate in Science in General Studies, Associate in Science in Technical Studies, or Associate in Science in Interdisciplinary Studies degree for students seeking experiential credit, seeking to create a self-designed major to meet personal occupational or career goals, requiring remediation/developmental coursework to meeting admission requirements for a desired program, or wishing to matriculate while awaiting admission to competitive degree programs. Students wishing to earn an Associate in Science in General Studies, Associate in Science in Technical Studies, or Associate in Science in Interdisciplinary Studies degree must meet all of the requirements set forth in Section 1.a above, as well as the general education distribution requirements set forth in 1.b above. The 30 credits of major field coursework (see Section 1.b above) may be taken in any subject area.

d. Associate in Science with a Concentration

An Associate in Science Degree program may include the option for a concentration (e.g., the Associate in Science in Business Administration with a Concentration in Sports Management). A Concentration may be awarded when a minimum of twenty (20) credits of specialized coursework related to the more general major are successfully completed. The twenty (20) credits in the concentration are part of the thirty (30) major field credits required for the major. Students wishing to earn an Associate in Science with a Concentration degree must meet all of the requirements set forth in Section 1.a above, as well as the general education distribution requirements set forth in 1.b above.

e. Associate in Arts

Students may earn an Associate in Arts degree in Liberal Arts or in a specified major field. In addition to meeting the requirements set forth in Section 1.a above, a student must meet the following course distribution requirements to earn an Associate in Arts degree. Each category below must include at least one course worth at least three (3) credits:

- English Composition 3-4 credits
- English Literature, Composition (requiring English Composition as a prerequisite), or Communications 3 credits
- Quantitative Reasoning/Mathematics 6-8 credits

- Natural or Physical Sciences (including at least one lab science) 7-8 credits
- Social Sciences 9 credits
- Humanities/Fine Arts/Foreign Language 9 credits

- AND EITHER**
- Electives in Specialized Major Field 20-24 credits
Minimum 60 credits

- OR (for generic AA in Liberal Arts)**
- Liberal Arts Electives (from above list) **AND** 12-15 credits
- Open Electives 9 credits
Minimum 60 credits

620.02-B DIPLOMA AND PROFESSIONAL CERTIFICATE REQUIREMENTS

To earn Diploma or Professional Certificate from any CCSNH college, a student must:

- successfully complete at least thirty (30) credits in college-level coursework designed to meet defined competencies in an occupational field (*excluding* remedial or developmental coursework/credits – i.e., those identified as being “for institutional credit only”); the thirty (30) credits must include ten (10) credits of general education coursework;
- earn at least eight (8) credits or 25% of total program credits, whichever is larger, in coursework offered by and under the direct control of the college awarding the degree;
- achieve a Cumulative Grade Point Average (cGPA) of 2.0 or higher in all courses in the Diploma or Professional Certificate program (only) taken at the college awarding the degree.

620.02-C CERTIFICATE REQUIREMENTS

To earn a Certificate from any CCSNH college, a student must:

- successfully complete all program credits in college-level coursework designed to meet defined competencies in an occupational field (*excluding* remedial or developmental coursework/credits – i.e., those identified as being “for institutional credit only”);
- earn at least six (6) credits or 25% of total program credits, whichever is larger, in coursework offered by and under the direct control of the college awarding the degree;
- achieve a Cumulative Grade Point Average (cGPA) of 2.0 or higher in all courses in the Certificate program (only) taken at the college awarding the degree.

620.02-D OTHER DEGREE/CERTIFICATE AWARDS

1. Non-Credit Certificates

Colleges may choose to award a Certificate of Attendance/Participation for a variety of educational experiences including non-credit courses, workshops, community interest programs, etc. The criteria for the awarding of such certificates are determined by the conferring institution.

2. Honorary Degrees

The President of a CCSNH college may recommend the awarding of an honorary degree to a worthy recipient. Recommendations for such degrees must be approved by the Board of Trustees.

3. Posthumous Degrees

Colleges may award a credential posthumously based on criteria determined by the conferring institution.

620.02-D DEFINITIONS

The colleges of the CCSNH utilize the following definitions related to the distribution requirements for general education:

- 1) Quantitative Reasoning: Quantitative reasoning refers to the ability to critically and analytically apply mathematical concepts and skills to solve “real-world” problems.
- 2) Natural and Physical Sciences: The term “Natural Sciences” encompasses any of the biological sciences (e.g., biology, botany, ecology, zoology, biochemistry, etc.). The term “Physical Sciences” includes chemistry, physics, geology, and related disciplines. Environmental Sciences may integrate both Natural and Physical Sciences and meet the definition for fulfillment of this general education category.
- 3) Humanities: “Humanities” includes disciplines that study how people process and document the human experience. A non-exclusive list of disciplines that are comprise the Humanities includes Literature; Philosophy; Ethics; Religious Studies; Languages and Linguistics; Ethnic/Cultural Studies; History*; Fine and Visual/Performing Arts.
- 4) Social Sciences: The social sciences study society and the behaviors of and relationships between individuals within societies. A non-exclusive list of disciplines that comprise the social sciences includes Sociology; Psychology; Economics; Anthropology; Political Science; Archaeology; Geography; History*.

Interdisciplinary Courses: Colleges may wish to cross-list courses that integrate two or more categories of general education courses as meeting, for example, *either* a Humanities requirement *or* a Social Science requirement. However, a single course cannot meet two different general education requirements.

[*Note that “History” can be considered in either the Humanities or Social Science category, depending on the nature of the course.]