



ACCREDITATION EVIDENCE

Title: Board Policy 6310A: Requirements for Degrees and Certificates

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REQUIREMENTS FOR DEGREES AND CERTIFICATES

References: Federal 34 CFR 602.16(a)(1)(viii); Higher Learning Commission, Criteria for Accreditation; Wyoming Statutes: §21-18-202(d)(i); §21-18-202(d)(ii)

The Board of Trustees is committed to ensuring the successful attainment of students' educational goals. The Board recognizes the primary mechanism through which students achieve these goals is by earning a degree or other post-secondary credential. The primary educational vehicles utilized by the College to help students achieve their educational goals are its degree and certificate programs.

This policy identifies the types of degrees and certificates the Board of Trustees confers upon graduates of Western Wyoming Community College (the College). It defines the types of and purpose for the degree/certificates offered by the College. The President shall be responsible for implementing administrative procedures to develop and maintain programs that comply with this policy.

The College is authorized to offer the following degrees and certificates:

- **Bachelor of Applied Science**: A degree primarily for students interested in moving into leadership roles in technical fields.
- **Associate of Arts**: A degree designed for students pursuing 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.
- **Associate of Science**: A degree designed for students pursuing 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.
- **Associate Degree in Nursing**: This degree is primarily a technical degree that allows the graduate to apply to take the National Council Licensure examination for registered nursing (NCLEX-RN). This degree will also transfer to some four-year schools for students wishing to complete a BSN.
- **Associate of Applied Science**: 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.
- **Skills Proficiency Certificates**: These certificates are given in various occupational areas and require completion of a defined group of courses.

The Board of Trustees supports a robust, rigorous, and diverse curriculum to ensure a broad education is available to the College's students. This curriculum must be practical and relevant to the purpose of the degree and certificate programs offered by the College and at all times should be designed and offered in a way that supports student completion and success.

The College shall require a minimum of 60 credit hours for an Associate Degree, a minimum of 120 credits for Bachelor of Applied Science degree, and provides one-year certificates, as well as specialized shorter duration certificates. The College shall have a process by which students who wish to pursue a second degree must meet all degree requirements as well as complete 25% of coursework (usually 15 additional semester hours) at the College that apply toward the second program of study.

All credit-bearing programs shall be approved by the Curriculum Committee, the Board of Trustees and the Wyoming Community College Commission.

To graduate, students must complete all requirements of their program. Students may opt to graduate under the current catalog requirements or under those of the catalog in place the year they began attending the College, as long as there has been continuous attendance.

The current College Catalog lists requirements for all degrees and certificates.

Adopted	October 30, 1975
Revised	January 26, 1984
Revised	May 26, 1988
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Revised	July 16, 2008
Reformatted	May 2, 2011
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Revised	April 11, 2022

REQUIREMENTS FOR DEGREES AND CERTIFICATES

In accordance with Board Policy 6310A: Requirements for Degrees and Certificates, the purpose of this procedure is to outline the general parameters for the academic programs offered by the College that lead to the award of a degree or certificate from the College. The College President is responsible for ensuring all degree and certificate programs at the College comply with this policy.

The College offers the following degrees and certificates: Bachelor of Applied Science, Transfer Associate Degrees (Associate of Arts and Associate of Science), Associate Degree in Nursing, Associate of Applied Science, and Skills Proficiency Certificates. Each program has specific graduation requirements. Students will be permitted to graduate if they complete their program requirements listed in the current College catalog, or listed in the catalog the year the student originally enrolled as long as there has been continuous attendance since that time.

General Requirements for All Degrees or Certificates

Students must fulfill the following general requirements before the College will grant a degree or a certificate.

- Bachelor of Applied Science Degree: A minimum of 120 credit hours
- Associate of Arts, Associate of Science, Associate Degree in Nursing, or Associate of Applied Science degree: A minimum of 60 credit hours

To obtain a second degree, a student must meet all degree requirements as well as complete at least 15 additional credit hours at the College that apply toward the second program of study.

- A cumulative grade point average of 2.00 (a "C" average) or better in all credits attempted at Western Wyoming Community College.
- 25% of the credits must have been completed through Western Wyoming Community College (See Policy 5220D, Transfer Credit Policy).
- No "S/U" graded courses may be used for graduation, except when prior approval has been obtained through the Curriculum Committee to use the course for graduation.
- Students may not receive credit for courses that are prerequisite to courses they have already completed.
- No coursework number less than 1000 shall be applicable to any degree

General Education Requirements

The list of courses meeting the current general education requirements is available in the College catalog.

- A minimum of 30 general education credits are required for the Bachelor of Applied Science, Associate of Arts and Associate of Science Degrees.
- A minimum of 16 general education requirements are required for the Associate of Applied Science Degree.

Bachelor of Applied Science

- o Western Experience – One to two credits
- o Oral Communication – Minimum of three credits
- o Written Communication – Minimum of six credits
- o Quantitative Literacy – Minimum of three credits
- o Human Cultures – Minimum of three credits
- o Human Societies and the Individual – Minimum of three credits: Wyoming state law requires students to successfully complete a course in the United States and Wyoming constitutions.
- o Computer Technology Course – Minimum of three credits
- o Critical Thinking Courses– Three to four credits
- o General Education Elective – Three to five credits

Associate of Arts and Associate of Science

- o Western Experience – One to two credits
- o Oral Communication – Minimum of three credits
- o Written Communication – Minimum of three credits
- o Quantitative Literacy – Minimum of three credits
- o Natural Sciences – Minimum of four to eight credits
- o Human Cultures – Minimum of three credits
- o Creative Expression – Minimum of three credits
- o Human Societies and the Individual – Minimum of three credits: Wyoming state law requires students to successfully complete a course in the United States and Wyoming constitutions.
- o Critical Thinking Courses – Three to seven credits

Associate of Applied Science

- o Western Experience – One to two credits
- o Written Communication – Minimum of six credits

- Human Societies and the Individual – Minimum of three credits: State law requires students to successfully complete a course in the United States and Wyoming constitutions.
- Quantitative Literacy – Minimum of three credits
- Computer Technology Course - 3 credits

Associate Degree in Nursing

Students must fulfill prerequisites and be accepted to the program. Program requirements are very specific and must be completed as listed. Successful completion of the program allows the graduate to take the National Council Licensure examination for registered nursing (NCLEX-RN). See the College catalog for the course requirements.

Certificates

Each certificate program has specific course requirements as determined by the Curriculum Committee.

Graduation, Completion and Commencement

Students must apply for graduation by designated dates prior to each semester graduation (dates may be obtained in Mustang Central). The Graduation Application form is submitted to Mustang Central. All students are required to attend the commencement exercises in May unless a written excuse is submitted and approved by the Registrar.

Verification of degree completion (that all requirements are fulfilled) is done by the Registrar following each semester; Fall, Spring and Summer.

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