

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP- 4192.0**

**FOR POLICY NUMBER: N/A**

## **ASSIGNMENT OF AWARDS**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for identifying and assigning curriculum in to sequence of courses to assign the various awards as approved by Nebraska State Statute and the Coordinating Commission for Postsecondary Education (CCPE).

### **2. DEFINITIONS**

- 2.1 Associate Degree – the recognition of an organized curriculum equating to a minimum of sixty (60) credit hours in a prescribed course of study.
- 2.2 Certificate – an organized curriculum consisting of a minimum of sixteen (16) semester credit hours that certifies occupational competencies and include minimum of three (3) semester credit hours of general education or academic support courses.
- 2.3 Diploma – the recognition of an organized curriculum in a specific occupational concentration that may also ladder into an associate of applied science degree. The diploma shall be awarded upon the completion of a minimum of thirty (30) semester hours and include a minimum of four (4) semester credit hours of general education or academic support courses.
- 2.4 Nebraska Coordinating Commission for Postsecondary Education (CCPE) – a state agency responsible for approving and disapproving academic programs based on specific criteria.
- 2.5 Skill Awards – the recognition of educational competencies obtained in less than the equivalent of one (1) semester in time and less than twelve (12) semester credit hours. This recognition is not necessarily a component of a defined associate degree, diploma, or certificate.

### **3. PROCEDURE**

#### **3.1 Skill Awards**

- 3.1.1 A skill award may consist of existing courses or new courses equating to less than twelve (12) semester credit hours. The award is to be approved by the Educational Services Standing Committee. New skill awards require approval of the Educational Services Standing Committee and if forty percent (40%) or

more of the credit hours are made up of a new course, the CCPE must approve the award before it can be offered.

### 3.2 Certificate Awards

3.2.1 A certificate award consists of existing or new courses equating a minimum of sixteen (16) semester credit hours and that may ladder into a diploma or associate degree and is a sequenced set of courses leading to employment outcomes. New certificates require the approval of the Educational Services Standing Committee and if more than fifty percent (50%) of the credit hours consist of new courses, the CCPE must approve the certificate before it can be offered.

### 3.3 Diploma Awards

3.3.1 A diploma awards consists of existing or new courses equating to minimum of thirty (30) semester credit hours. The program may ladder into an associate degree and is to be a sequenced set of courses leading to employment outcomes. New diplomas require the approval of the Educational Services Standing Committee, the College's Board of Governors, and if more than fifty percent (50%) of the credit hours are from new courses, the CCPE must approve the diploma award prior to offering.

### 3.4 Associate Degrees

3.4.1 An associate of applied science degree is a sequence of courses leading to occupational and workforce learning outcomes equating to a minimum of sixty (60) semester credit hours of which a minimum of fifteen (15) semester credit hours must be from the College's general education program. New associate of applied science degrees require the approval of the Educational Services Standing Committee, the College's Board of Governors, and the CCPE before the degree can be offered.

3.4.2 An associate of arts degree is a sequence of courses consisting of the required associate of arts general education curriculum and a series of courses that focus in a concentration area leading to the transfer to a four (4)-year college or university in a liberal arts curriculum.

3.4.3 An associate of science degree is a sequence of courses consisting of the required associate of science general education curriculum and a series of courses that focus in a concentration area preparing the student for successful transfer to a four (4)-year college or university in a science or mathematics curriculum.

3.4.4 An associate degree of nursing is a specialized associate degree that is conferred upon completion of all requirements for graduation in the College's two (2)-year nursing program. Upon successful completion of this degree

program, graduates are eligible to take the national licensure exam to practice as a registered nurse.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 12/02/2020

**EFFECTIVE DATE:**12/02/2020

**REVISION DATE(S):** N/A

**PRIOR POLICY/PROCEDURE NUMBER:** N/A

**SCHEDULE FOR REVIEW:** 2025

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Educational Services

**SPONSORING DIVISION/DEPARTMENT:** Educational Services

**RELATED PROCEDURES/REFERENCES:** none

**PROCEDURE KEY WORDS:** Award; Skill; Certificate; Diploma; Associate Degree