

# ARTICLE IV. UNDERSTANDING PROGRAM REQUIREMENTS AT CCC

## Section 4.01 Guidelines for Degree Programs and Certificate Programs

*Policy history:* Guidelines for Degree Programs and Certificate Programs (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-01-history>).

The City Colleges of Chicago offer six Associate degree programs:

- Associate in Arts (A.A.)
- Associate in Applied Science (A.A.S.)
- Associate in Engineering Science (A.E.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in General Studies (A.G.S.)
- Associate in Science (A.S.)

The A.A., A.E.S., A.F.A., A.G.S., and A.S. degrees are highly flexible, allowing students to customize their electives in a variety of concentrations to meet their academic and career goals.

For each degree:

- Degree requirements must be completed with a Graduation Grade Point Average (GPA) (<https://catalog.ccc.edu/academic-student-policy/student-focused/taking-classes/#3-10-policy>) of 2.0 or higher.
- A student must earn a grade of C or higher for all courses used to complete the general education core requirements. The general education component enables students to understand and appreciate their culture and environment, to develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.
- All courses submitted for graduation must be numbered 101 or higher, have a PCS code of 1.1 and/or 1.2, and must be part of the approved program of study. Applicable coursework with a minimum grade of "C" may be transferred to any of the City Colleges of Chicago from external regionally accredited institutions, as well as among any of the City Colleges of Chicago (CCC).

### a. **Human Diversity Requirement (HD)**

Effective Fall 2012, newly enrolled students, or returning students who have not been enrolled for six consecutive terms, seeking a degree are required to take at least one course to fulfill the State of Illinois Human Diversity (HD) requirement for an Associate degree. The HD requirement must be included in the total number of credits required to earn the degree and should not increase the total number of credits needed for degree completion.

Students may select either an HD course that is approved by the Illinois Articulation Initiative (IAI) or a course designated as an HD course by CCC. IAI approved courses have an IAI number that ends with either the letter 'D' (diversity within the USA) or 'N' (diversity from a non-western perspective, which are designed specifically to examine aspects of human diversity from a non-European perspective). Human Diversity courses are listed on the IAI website

and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a course that fulfills the HD requirement.

Effective requirement term Spring 2017, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:

- Nursing
- Nursing (RN Completion Program)
- Occupational Therapy
- Paralegal Studies
- Physician Assistant
- Radiography

Effective requirement term Spring 2018, students seeking an AAS degree in the following programs are no longer exempt from fulfilling the HD requirement:

- Communications Technology
- Electrical Construction Technology
- Mortuary Science
- Surgical Technology

### b. **Certificate Programs**

Career Program Certificates are awarded for satisfactory completion of a series of credit courses (PCS 1.2, 1.1) or curriculum of 50 semester credit hours or less. Career Programs certificates comprise prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with employability skills (i.e., "soft skills").

City Colleges of Chicago awards Basic and Advanced Career Programs certificates.

- Basic Certificates range from 0.5 to 29 credit hours
- Advanced Certificates range from 30 to 50 credit hours

### c. **General Education Core Curriculum (GECC) Credential**

Effective requirement term Fall 2019, the General Education core Curriculum (GECC) Credential is awarded for satisfactory completion of the 37-41 semester credit hours required to satisfy the Illinois Articulation Initiative (IAI) GECC (see Illinois Articulation Initiative (p. 2)). Specific requirements for award are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)) this credential satisfies the lower-level general education requirements at transfer institutions that participate in the IAI.

For courses to be included in the GECC Credential, they must have a PCS code of 1.1 and IAI GECC approval status from at least one CCC College at the time the course was taken.

### d. **General Education Courses**

General education courses are defined by type as:

i. Transfer Degrees (AA, AS, AES, AFA)

For the AA, AS, AES, and the AFA degrees, courses that can fulfill the general education requirements for the program must either:

- Be approved by the Illinois Articulation Initiative (IAI) as an IAI GECC Course at any CCC College, or
- Articulate to at least three Illinois public universities as a general education course in that distribution.

ii. Associate in Applied Science (AAS)

General education courses to fulfill the educational plan may be met with any course that meets general education transfer requirements as indicated in the current Academic Catalog, for the particular program. Program requirements supersede general education requirements described in the transfer degree requirements. Additionally, courses that can fulfill the general education requirements for the program must minimally align with the CCC general education learning outcomes and be identified with an ICCB defined general education category [see procedures for CCC general education learning outcomes].

If a course that does not meet the general education standards is approved as fulfilling the general education requirement for an AAS, that course only meets the general education requirements for the approved program. It cannot be used to fulfill general education requirements for a different program that does not designate the course as meeting the program's general education requirements.

Under this option, courses transfer to receiving institutions on a case-by case basis.

iii. Associate in General Studies (AGS)

The general education component required will represent no less than 20 semester credit hours for completion (per ICCB Rule Section 1501.302.3.B.v) The courses that can be used to satisfy these requirements must be approved in the same way of general education courses for the Transfer Degrees within each distribution.

## Section 4.02 Illinois Articulation Initiative

*Policy history:* Illinois Articulation Initiative (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-02-history>).

*Procedures:* Illinois Articulation Initiative – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#4-02-procedure>).

City Colleges of Chicago is a participant in the Illinois Articulation Initiative (<http://www.itransfer.org>) (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to ease the transfer of students. IAI became effective for students entering a participating college or university as first-time freshmen during the summer of 1998.

a. **Benefits for Students**

Students who complete the IAI General Education Core Curriculum (GECC) (<https://itransfer.org/>) at City Colleges of Chicago fulfilling all of the GECC requirements with IAI approved General Education courses and transfer to participating institutions have the assurance that lower-division general education requirements for an associate

or baccalaureate degree have been satisfied and the GECC will transfer.

A participating receiving institution may require transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum (GECC).

For each degree program, taking IAI approved courses assures that lower-division general education requirements will transfer to IAI participating institutions. However, students may fulfill CCC general education requirements and graduation requirements with courses that are not IAI approved.

CCC courses receive IAI approval by college. While completion of the GECC Credential includes courses that are approved at any CCC College. In order for a student's course credit to benefit from IAI direct course-to-course articulation and receive the IAI code on their transcript the course must be IAI approved at the college where it was taken.

The GECC does not include a Human Diversity (HD) requirement but students may fulfill the Human Diversity (HD) requirement (see Guidelines for Degree Programs and Certificate Programs (p. 1)) with a course that is IAI approved or a course designated as an HD course by CCC. IAI approved courses that also fulfill the HD requirement have an IAI Number that ends with either the letter 'N' or 'D'. Human Diversity courses are listed on the IAI website and in the CCC Academic Catalog. Students should meet with their Academic Advisor to select general education courses, including a general education course that fulfills the Human Diversity requirement when possible.

## Section 4.03 Associate in Arts (A.A.) Degree

*Policy history:* Associate in Arts (A.A.) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-03-history>).

The Associate in Arts (A.A.) degree prepares an individual for transfer to a four-year college or university.

The A.A. degree program places emphasis on the communications, social sciences, humanities, and professional fields. The program requires the successful completion of 60-64 semester credit hours (CH).

Consistent with the Illinois Articulation Initiative (IAI) model and the ICCB Administrative Rules, CCC requires that the degree is inclusive of the following:

Requirements	Required Credit Hours
Communications	3 courses/9 CH, including 3 CH in oral communications
Mathematics	1 course/minimum of 3 CH
Humanities and Fine Arts	3 courses/minimum of 9 CH
Social and Behavioral Sciences	3 courses/minimum of 9 CH
Physical and Life Sciences	2 courses/minimum of 7 CH
<b>General Education</b>	<b>37 – 41 CH</b>

Electives	19 – 27 CH (selected to meet transfer and career goals of student)
<b>Total</b>	<b>60 – 64 CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

A student may elect to earn an A.A. degree without following any specific area of focus, provided all minimum degree requirements as stated above are met. The wording on the diploma for the Associate in Arts degree shall stipulate only the Associate in Arts degree.

## Section 4.04 Associate in Science (A.S.) Degree

*Policy history:* Associate in Science (A.S.) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-04-history>).

Pursuant to ICCB Administrative Rules, the Associate in Science (A.S.) degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base.

Emphasis in the A.S. degree program is placed on science, mathematics, and professional fields. The program requires the successful completion of 60-64 semester credit hours (CH).

Consistent with the IAI model and the ICCB Administrative Rules, CCC requires that the degree is inclusive of the following:

Requirements	Required Credit Hours
Communications	3 courses/9 CH, including 3 CH in oral communications
Mathematics	2 course/minimum of 6 CH
Humanities and Fine Arts	2 courses/minimum of 6 CH
Social and Behavioral Sciences	2 courses/minimum of 6 CH
Physical and Life Sciences	3 courses/minimum of 10 CH
<b>General Education</b>	<b>37 CH</b>
Electives	23 – 27 CH (selected to meet transfer and career goals of student)
<b>Total</b>	<b>60 – 64 CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

The wording on the diploma for the Associate in Science degree shall stipulate only the Associate in Science degree.

## Section 4.05 Associate in Applied Science (A.A.S.) Degree

*Policy history:* Associate in Applied Science (A.A.S.) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-05-history>).

An Associate in Applied Science (A.A.S.) degree is an award for the satisfactory completion of a prescribed career programs curriculum intended to prepare students for employment in a specific field. Traditionally, the A.A.S. is not a transferable degree. However, some four-year colleges and universities may accept A.A.S. coursework towards their degree completion requirement.

Emphasis in the A.A.S. degree program is placed on the specialized skills that prepare the individual for employment at the professional/technical level.

The total number of semester credit hours required varies by A.A.S. degree program. However, a student must earn at least 60 semester credit hours (CH) but no more than 72 credit hours, except in such fields in which accreditation or licensure by a state or national organization requires additional coursework.

Pursuant to ICCB Administrative Rule 1501.302, A.A.S. degrees shall be inclusive of the following:

Requirements	Required Credit Hours
Communications	ENGLISH 101 / minimum of 3 CH
Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	12 CH (in some cases, distribution determined by the A.A.S. degree program)
<b>General Education</b>	<b>15 CH</b>
Program Requirements and Electives	45+ CH (prescribed by the A.A.S. degree program)
<b>Total</b>	<b>60+ CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

A.A.S. degrees shall include a prescribed curriculum intended to prepare an individual for employment in a specific field. This curriculum must establish relevance based on current labor market data and must be inclusive of specific academic instruction that provides students with workforce entry skills (i.e., “soft skills”).

The wording on the diploma for the Associate in Applied Science degree shall stipulate the Associate in Applied Science degree in (Specific Program Name).

## Section 4.06 Associate in General Studies (A.G.S.) Degree

*Policy history:* Associate in General Studies (A.G.S.) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-06-history>).

An Associate in General Studies (A.G.S.) degree is an award for the satisfactory completion of a curriculum that has been individually

designed by mutual agreement between the student and the student's academic advisor to meet the student's educational intent. It is intended for the student who is not pursuing a specified curriculum in the lower division transfer or professional-technical focus areas. A student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four year institution.

Pursuant to ICCB Administrative Rule 1501.302, A.G.S. degrees shall be inclusive of the following:

Requirements	Required Credit Hours
Communications	ENGLISH 101 / minimum of 3 CH
Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	17 CH
<b>General Education</b>	<b>20 CH</b>
Electives	40 – 44 CH
<b>Total</b>	<b>60 – 64 CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

The wording on the diploma for the Associate in General Studies degree shall stipulate only the Associate in General Studies degree.

## Section 4.07 Associate in Engineering Science (A.E.S.) Degree

*Policy history:* Associate in Engineering Science (A.E.S) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-07-history>).

An Associate in Engineering Science (A.E.S.) degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

Emphasis in the A.E.S. degree program is placed on the preparation of the student to transfer to baccalaureate programs in Aeronautical, Manufacturing, Mechanical, Civil and Industrial Engineering. The program requires the successful completion of 60-68 semester credit hours (CH).

Pursuant to ICCB Administrative Rule 1501.302, A.E.S. degrees shall be inclusive of the following:

Requirements	Required Credit Hours
Communications	6 CH: ENGLISH 101 & ENGLISH 102
Mathematics	11 – 13 CH
Humanities and Fine Arts	0 – 9 CH
Social and Behavioral Sciences	0 – 9 CH
Physical and Life Sciences	4 – 5 CH
<b>General Education</b>	<b>21 – 42 CH</b>
Program Requirements and Electives	18 – 47 CH
<b>Total</b>	<b>60 – 68 CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic

Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

The wording on the diploma for the Associate in Engineering Science degree shall stipulate only the Associate in Engineering Science degree.

## Section 4.08 Associate in Fine Arts (A.F.A.) Degree

*Policy history:* Associate in Fine Arts (A.F.A) Degree (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-08-history>).

The Associate in Fine Arts (A.F.A.) degree prepares an individual for transfer to a four-year college or university.

Emphasis in the A.F.A. degree program is placed on the focus areas in art and music. The program requires the successful completion of 60-68 semester credit hours (CH).

Pursuant to ICCB Administrative Rule 1501.302, A.E.S. degrees shall be inclusive of the following:

Requirements	Required Credit Hours
Communications	9 CH: ENGLISH 101, ENGLISH 102 and Speech
Mathematics	3 – 4 CH
Humanities and Fine Arts	6 – 9 CH
Social and Behavioral Sciences	3 – 9 CH
Physical and Life Sciences	7 – 8 CH
<b>General Education</b>	<b>27 – 39 CH</b>
Program Requirements and Electives	24 – 35 CH
<b>Total</b>	<b>60 – 68 CH</b>

Specific degree requirements for graduation are set by the governing Academic Catalog (see Student Program Status & Governing Academic Catalog (<https://catalog.ccc.edu/academic-student-policy/student-focused/graduating/#5-01-policy>)).

The wording on the diploma for the Associate in Fine Arts degree shall stipulate the Associate in Fine Arts degree in (Specific Program Name).

## Section 4.09 Associate in Applied Science (A.A.S.) Degree in Nursing

*Policy history:* Associate in Applied Science (A.A.S.) Degree in Nursing (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-09-history>). *Note: this policy was deleted effective November 2016.*

## Section 4.10 Consortium Agreement Among the Seven City Colleges of Chicago

*Renamed: formerly Consortium Agreement among the Seven City Colleges of Chicago – Community College District 508 – to Accept Courses from Another CCC.*

*Policy history:* Consortium Agreement among the Seven City Colleges of Chicago (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-10-history>).

Each of the seven (7) Colleges of the City Colleges of Chicago (CCC), as individually accredited institutions, agrees to accept courses from another CCC, for the purpose of assuring that students can complete programs and certificates when courses are taken at multiple colleges of the CCC.

Any student who completes a general education course at one college will receive credit for that course at another City College of Chicago, provided the student completes the course satisfactorily. Students may receive general education credit with a grade of 'C' or better or elective credit with a grade of 'D' or better.

For any given degree or certificate program offered by two or more CCC colleges, any college credit course (including credit by testing, prior learning, or advanced placement) that satisfies a requirement at one CCC college will be honored by all CCC colleges unless specifically precluded by a specialized accreditation or certification, whether or not the course is offered by the graduation college or any other CCC college.

Students who complete one or more core or occupational courses for a program or certificate not offered at another college will receive elective credit for these courses, provided doing so is not precluded by specialized accreditation or certification.

## **Section 4.11 Physical Education Courses**

*Renamed: formerly Health and Fitness Science Courses.*

*Policy history:* Physical Education Courses (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-11-history>).

*Procedures:* Physical Education Courses – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#4-11-procedure>).

All Physical Education courses are electives unless required for a specialized program.

Physical Education courses shall be treated like any other elective and count toward the Associate degrees; however, no more than a total of four credit hours may be used for this purpose.

## **Section 4.12 Prerequisite Course Substitution**

*Policy history:* Prerequisite Course Substitution (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#4-12-history>).

A higher level course that exceeds the outcomes of those achieved in its prerequisites will be accepted as a substitution for the lower, prerequisite course. Any student may use a higher level course as a substitute for the prerequisite when the course has the substituted course listed as one of its prerequisites (i.e. ENGLISH 102 Composition or ENGLISH 201 Advanced Composition can substitute for ENGLISH 101 Composition).

Requests for substitution should be presented to the Academic or Faculty Advisor and approved by the College Vice President.

This policy does not waive prerequisites or substitute alternate prerequisites for a course.

Regardless of substitution, the total number of required credits for the program must be earned.