4.20 Degree and Certificate Requirements

Statutory authority for community and technical colleges to offer recognized postsecondary credentials (certificates and degrees) can be found in RCW 28B.50.020. The State Board shall ensure that each college district shall offer thoroughly comprehensive educational, training and service programs to meet the needs of both the communities and students served. The State Board shall establish minimum standards to govern the requirements for degrees and certificates awarded by the colleges (see RCW 28B.50.090(7)(c)).

Certificates and associate degrees: The requirements for degrees and certificates awarded by the state's community and technical colleges must follow guidelines and approval processes established by the SBCTC (see policy guidance documents under "Policy Resources" below).

Applied Baccalaureate degrees: Applied baccalaureate degrees create continued education for graduates of professional and technical associate degree programs by providing advanced technical course and/or management courses along with additional general education course work. Per RCW 28B.50.810 and RCW 28B50.030(2), approved applied baccalaureate degrees may be awarded by community and technical colleges. This includes baccalaureate-level certificates, so long as the award is part of a program of study leading to an applied baccalaureate degree. Baccalaureate certificates must follow the same approval process as professional-technical programs of study, as outlined in the "Applied Baccalaureate Upper-Division Course and Certificate Policy Resource" below.

Add this document to the 'Policy resources' section of 4.2 in the policy manual.

Applied Baccalaureate Upper-Division Course and Certificate Policy Resource

Approved by Instruction Commission November 18, 2020

In adherence with the intent of the legislation authorizing SBCTC colleges to offer baccalaureate education in applied subjects, the following policy defines who may enroll in upper-division courses. Upper-division coursework is defined as courses numbering 300 or higher.

To be eligible to enroll in upper-division courses, a student (including non-matriculating students enrolled in prerequisite or co-requisite courses leading to upper-division coursework) must meet at least one of the following eligibility criteria:

- Admission to a baccalaureate program.

- "Junior standing" based on earned credits or past degree awards. "Junior standing" is defined as a student who has completed an associate degree or higher, or 90+ college-level credits.
- Completion of an appropriate body of preparation as determined by the college. This could include
  - ➢ Membership in a professional registry, or holding a licensure, closely related or required for the upper-division course.
  - ➢ Employment or other life experience that qualifies for credit for prior learning and meets the upper-division course prerequisites.

To be eligible to enroll in an upper-division certificate program, students must meet one of the eligibility criteria listed above for upper-division courses. Colleges may create additional admission requirements for upper-division certificates.

Upper-division certificates must be approved by the SBCTC using the same procedures used for professional-technical certificate approval as outlined on the State Board website, except for the following:

- There is no requirement for related academic instruction.
- There is no requirement for advisory committee approval.
- All of the courses included in certificates totaling less than 20 credits shall be drawn from a single existing baccalaureate degree program.

BAS CODING:

Students seeking an upper-division baccalaureate certificate must be coded as follows:
- ➢ In ctcLink
  - Students seeking a baccalaureate certificate **with** the intent to complete an applied baccalaureate degree:
    - Must be "Active" in the bachelor degree plan and term activated in the bachelor degree plan. The plan stack should only contain the bachelor degree plan. The bachelor certificate plan will be contained within a separate plan stack.
    - Must be "Active" in the bachelor certificate plan within the Bachelor Program. This plan will not be the term activated plan. The plan will be marked as "Completed" when the requirements for the bachelor certificate have been met.
    - Students matriculated in a baccalaureate program and seeking a baccalaureate certificate will crosswalk to INTENT code "I" (Bachelor Student) in the SBCTC Data Warehouse based upon the bachelor degree in the term activated Plan Stack.
  - Students enrolled in a baccalaureate certificate **without** the intent to complete an applied baccalaureate degree:
    - Must be term activated to the appropriate bachelor certificate Plan Code within the Bachelor Program area.
    - Students enrolled in a baccalaureate certificate program without the intent to complete an applied baccalaureate degree will crosswalk to INTENT code "I" (Bachelor Student) in the SBCTC Data Warehouse.
  - When the student completes the baccalaureate certificate, the Plan Code Degree Type (the last three characters of the Plan Code) will crosswalk to the following Exit Codes in the SBCTC Data Warehouse:

Length of Certificate	Plan Code Ends In	Exit Code
Long Certificate of 90+ Credits	C90	2
Long Certificate of 45-89 Credits	C45	3
Short Certificate 20 to 44 credits	C20	4
Short Certificate 1 to 19 credits	C01	9

➢ In the legacy system

- Students enrolled in a baccalaureate certificate **with** the intent to complete an applied baccalaureate degree:
    - Must be coded as INTENT code "I" (Bachelor Student).
- Students enrolled in a baccalaureate certificate **without** the intent to complete an applied baccalaureate degree:
    - Must be coded as INTENT code "I" (Bachelor Student).
- When the student completes the baccalaureate certificate, use the appropriate Exit Code from below:

Length of Certificate	Exit Code
Long Certificate of 90+ Credits	2
Long Certificate of 45-89 Credits	3
Short Certificate 20 to 44 credits	4
Short Certificate 1 to 19 credits	9