The University of Alabama Libraries and the Stillman College Library are available to all students upon presentation of a current Shelton State Community College library card.

Students who wish to request the purchase of library materials may leave a written request at the circulation desk on either campus, may email the library (see the library’s web page for contact information), may speak directly with a librarian or library staff member, or may ask an instructor to make the request. Students and other library users are expected to abide by College policies regarding behavior and student conduct including posted guidelines for use of electronic resources. All library procedures and expectations are posted on the library’s website.

DEGREE AND CERTIFICATE REQUIREMENTS

Shelton State Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. The College also offers two types of certificate programs: certificate programs 30-60 semester hours in length and short-term certificate programs 9-29 semester hours in length. The Associate in Arts Degree and the Associate in Science Degree are designed for students who wish to complete the freshman and sophomore years at Shelton State Community College and transfer to a senior college or university and complete the baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. These degrees and certificates are included on the official Academic Inventory of Shelton State Community College maintained by the Alabama Department of Postsecondary Education.

A. Chancellor’s Guidelines

The Alabama State Board of Education has directed that the Chancellor shall establish guidelines for the distribution of courses and areas of study within the degrees and certificates awarded under the authority of the Board. The guidelines from the Chancellor regarding degree requirements for these awards ensure conformity with Act 94-202 of the Alabama Legislature. In March of 1994, the Alabama State Legislature in Act 94-202 created the Articulation and General Studies Committee (AGSC). The Legislature charged the AGSC to develop a statewide freshman and sophomore general studies curriculum to be taken at all public colleges and universities. This curriculum was effective September 1, 1998, and is the basis for the Associate in Arts (AA) and the Associate in Science (AS) degrees offered by Shelton State Community College. It should be noted that the AGSC curriculum and the Chancellor’s guidelines regarding this curriculum do not distinguish between the Associate in Arts and the Associate in Science degrees.

Associate in Arts and Associate in Science

Area I: Written Composition I and II: ...6 semester hours

Speech: .....................................................12 semester hours
  *Must complete a minimum of 3 semester hours in Literature.

Area II: Humanities Fine Arts, and

Area III: Natural Sciences and

Mathematics: ........................................11 semester hours
  *Must complete 3 semester hours in the Arts.

Area IV: History, Social, and

Behavioral Sciences: ............................12 semester hours
  *Must complete 3 semester hours in the Arts.

Area V: Pre-Professional, Pre-Major, and

Elective Courses: .................................**19-23 semester hours
  Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Disciplines include, but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Area II: Humanities Fine Arts, and

Area III: Natural Sciences and

Mathematics: ........................................11 semester hours
  *Must complete 3 semester hours in the Arts.

Area IV: History, Social, and

Behavioral Sciences: ............................12 semester hours
  *Must complete 3 semester hours in the Arts.

Area V: Pre-Professional, Pre-Major, and

Elective Courses: .................................**19-23 semester hours
  Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.

Disciplines include, but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Area II: Humanities Fine Arts, and

Area III: Natural Sciences and

Mathematics: ........................................11 semester hours
  *Must complete 3 semester hours in the Arts.

Area IV: History, Social, and

Behavioral Sciences: ............................12 semester hours
  *Must complete 3 semester hours in the Arts.

Area V: Pre-Professional, Pre-Major, and

Elective Courses: .................................**19-23 semester hours
  Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.
Area I-V: General Studies
Curricula: 60-64 semester hours

Maximum Program Semester
Credit Hours: 64 semester hours

Semester Credit Hour Range by Award: 60-64 semester hours

*Note: Must complete a 6 semester hour sequence either in Literature or in History.
The sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.
** Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester hours in length. Dependent upon the total hours allocated for the bachelor’s degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64).

Associate in Applied Science

Area I: Written Composition I and II: 3-6 semester hours
- Must complete ENG 101.
- Remaining semester hours may be selected from either ENG 102 or COM 100.

Area II: Humanities, Fine Arts, and Speech: 3-6 semester hours
- Areas I and II must include a minimum of nine (9) hours.
- Must complete three (3) semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- Must complete one (1) course in humanities and fine arts.

Humanities and Fine Arts disciplines include: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.

Note: Individual colleges may establish specific course requirements within program of study parameters set forth in the general education core for the Associate in Applied Science Degree.

Area III: Natural Science, Mathematics, and Computer Science: 9-11 semester hours
- Must complete a minimum of three (3) semester hours in Mathematics.
- Must complete one (1) course in Computer Science (two (2) preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).
- Appropriate 100 level (or higher) Mathematics, Natural Science, and/or Computer Science courses as denoted in The Alabama College System Course Directory may be selected.

In addition to Mathematics and Computer Science, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Health-related Disciplines
- Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 or pass the validated system-wide biology placement examination.
- Students with a strong background in biology should talk with a counselor to determine if they may be exempt from this prerequisite.
- For those students whose health-related programs require BIO 211 and BIO 212, BIO 212 would serve as the prerequisite for BIO 220.

Area IV: History, Social, and Behavioral Sciences: 3-6 semester hours
In addion to History, the Social and Behavioral Sciences include: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Programs in which the AAS represents the Terminal Award are not required to complete the six (6) semester hour sequence in Area IV.

Minimum General Education Requirements: 18-29 semester hours

Area V: Maximum General Education Core, Technical Concentration, and Electives: 47-58 semester hours
Courses appropriate to the degree requirements, occupational or technical specialty requirement, core courses, and electives.

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the General Studies transfer courses whenever possible.

General Studies Curricula: 76 semester hours

Certificate

Area I: Written Composition I and II: 2-6 semester hours
- COM 100 and COM 103 may be substituted only in non-degree eligible programs.

Area II: Humanities, Fine Arts, and Speech: 2-6 semester hours
- Must complete three (3) semester hours in Speech unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course.
- SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.
Area III: Natural Science, Mathematics, and Computer Science:........6 semester hours
  • Must complete one (1) course in Computer Science (two [2] preferred) or demonstrate computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

Remaining semester hours to be selected from Natural Science, Mathematics, or Computer Science.

In addition to Mathematics and Computer Science, Disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

MAH 100, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs.

DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

Area IV: History, Social, and Behavioral Sciences:.....................0 Semester Hours

Minimum General Education
Requirements ..................................10-18 Semester Hours

General Studies Curricula..................60 Semester Hours

Area V: Maximum General Education Core, Technical Concentration, and Electives..........................50-42 Semester Hours
  • Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours ........................................60 Semester Hours

Semester Credit Hour
Range by Award ..................................30-60 Semester Hours

Short-Term Certificate

Area I: Written Composition I and II:..........................0-3 Semester Hours

Area II: Humanities, Fine Arts, and Speech:..........................0 Semester Hours

Area III: Natural Science, Mathematics, and Computer Sciences:..................0-3 Semester Hours

Area IV: History, Social, and Behavioral Sciences:..................0 Semester Hours

Minimum General Education Requirement ...................................0-6 Semester Hours

Area V: General Education, Technical Concentration, and Electives:......29-23 Semester Hours
  • Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours ........................................29 Semester Hours

Semester Credit Hour
Range by Award ..................................9-29 Semester Hours

B. Requirements of the Commission on Colleges of the Southern Association of Colleges and Schools

Shelton State Community College is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. In addition to the requirements of the Chancellor’s guidelines, the degrees offered by Shelton State Community College must satisfy the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.

The Principles of Accreditation: Foundations for Quality Enhancement, require that the institution identifies competencies within the general education core and provides evidence graduates have attained these college-level competencies. Shelton State Community College requires that the graduates of its degree programs are competent in basic mathematical skills, basic writing skills, critical thinking skills, basic technology skills, basic reading skills, and basic oral communication skills. The College has defined various methods of assessment to provide evidence that its graduates have attained these college-level competencies.

C. General Education Competencies

The College has defined, developed, and ratified the general education core competencies that every degree graduate will attain. The following are learning outcomes statements for the General Education program:

• Written Communication Skills: Students will develop and demonstrate written communication skills needed to communicate effectively with a variety of audiences and for a variety of purposes.

• Oral Communication Skills: Students will develop and demonstrate oral communication skills needed to communicate effectively with a variety of audiences and for a variety of purposes.

• Critical Thinking Skills: Students will develop and use critical, analytical thinking abilities needed in decision making and creative processes.

• Computer Skills: Students will develop and demonstrate the productive management and evaluation of information retrieved by computer and other technologies.

• Mathematical Skills: Students will develop and demonstrate the effective use of analytical mathematical skills needed in the context of problem solving.

• Reading Skills: Students will develop and demonstrate effective reading skills and reflect comprehension in order to communicate their interpretation of various materials and texts.

D. Additional Recommendations/Requirements

To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101, during their first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of their first 12 credit hours. Students enrolled in career technical programs
must complete ORI 101 prior to the completion of their first 19 credit hours. Exceptions to these guidelines include students who hold an associate degree or higher; who have successfully completed an equivalent course at another institution; who transfer with at least twelve credit hours with a grade point average of 2.0 or higher; who are transient; or who have been admitted to Practical Nursing, Associate Degree in Nursing, or Respiratory Therapy Programs.

As a component of a well-balanced educational plan, Shelton State encourages students to include a course in health, Ecological Approach to Health and Fitness, HED 199, or Personal Health, HED 221, which transfers to most four-year colleges and universities as an elective. The College also encourages students to complete Microcomputer Applications, CIS 146, or another computer science class from the STARS approved course list.

Shelton State Community College students who finish technical programs with degrees or certificates complete a WorkKeys assessment in order to document their skill levels and increase their employment and earning opportunities in West Alabama. The goal of this assessment is to ensure that Shelton State Community College students enter the workforce with the foundation needed to succeed.

ASSOCIATE IN ARTS
ASSOCIATE IN SCIENCE

TRANSFER OPPORTUNITY CURRICULUM

Transfer opportunities are offered through the Associate in Arts Degree and the Associate in Science Degree. The Associate in Arts degree program is designed for students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. The Associate in Science degree program is designed for students who plan to transfer and pursue a course of study in a general field or specialized professional field. The following outline of general education requirements for these two degrees should be completed with consideration of the academic requirements of the institution to which students intend to transfer and in consultation with an academic advisor.

ESSENTIAL FUNCTIONS OF EDUCATIONAL PROGRAMS

Essential functions and academic requirements are defined for education programs at the College. These functions and requirements are on file in the Offices of Admissions, the Office of the Dean of Instructional Services, and the Office of the Dean of Student Services.

Associate in Arts/ Associate in Science

Area I – Written Composition: .................6 credit hours
ENG 101 English Composition I.........................3
ENG 102 English Composition II.........................3

Area II – Humanities and Fine Arts ........12 credit hours
Literature (See STARS Approved Course List)........3-6
Note: Must complete a 6 hour sequence either in literature or history
Speech (See STARS Approved Course List).............3
Fine Arts (See STARS Approved Course List).........3
Fine Arts or Humanities Electives
(See STARS Approved Course List)......................0-3

Area III – Natural Science or
Mathematics .............................................11-12 credit hours
MTH 110 Finite Mathematics or
MTH 112 Pre-Calculus Algebra or higher ............3-4
(Refer to STARS guide for appropriate course selection)
Natural Science with Lab ....................................8
(See STARS Approved Course List)
(Refer to STARS guide for appropriate course selections and restrictions)

Area IV – History, Social, and Behavioral Sciences ..............12 credit hours
History (See STARS Approved Course List)..........3-6
Note: Must complete a 6 hour sequence either in literature or history
History, Social, and Behavioral Sciences.............6-9
(See STARS Approved Course List) A student should take no more than six hours in a single discipline

Area V – Pre-Professional, Pre-Major, and Elective Courses ..........19-23 credit hours
Choose 19-23 hours from the STARS Articulation Guide and the Area V page of the college /university to which the student plans to transfer.
ORI 101 Orientation to College (Required).............1

Shelton State Community College encourages the following courses to be taken as part of the Associate of Arts and Associate of Science Degrees.
CIS 146 Microcomputer Applications....................3
HED 199 Ecological Approach to Health and Fitness or
HED 221 Personal Health ....................................3

Total Hours Required for Degree ......................60-64