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.

1. ASSOCIATE IN ARTS/SCIENCE DEGREE

A. An Associate in Arts or Associate in Science degree consists of 60-64 hours or 50 percent of the total required by the college or university to which the student plans to transfer.

B. Students who plan to transfer to an Alabama public four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain a transfer guide from STARS.

C. Students who plan to transfer to an out-of-state or private four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain a catalog from the four-year institution and, with the assistance of an advisor, develop a plan of study appropriate for the student’s major at the accepting institution.

D. Areas of coursework:

AREA I: Written Composition I and II 6 hours
AREA II: Humanities and Fine Arts 12 hours
1. Students must complete a minimum of three semester hours in literature. 
NOTE: Students must complete a 6 semester hour sequence either in literature or history. 
The sequence in AREA II and AREA IV in literature or history should follow the sequence 
requirements for the student’s major and transfer plans.

2. Students must complete three semester hours in the Arts.

3. Students must complete three semester hours in Speech unless provision for 
addressing oral communications competencies represent an integral module in 
a required discipline-specific course.

4. The remaining semester hours are to be selected from the following fields: 
Area/Ethnic Studies, Art or Art History, Foreign Languages, Humanities, 
Literature, Music and Music History, Philosophy, Religion, Speech, Theatre, 
and Dance.

AREA III: Natural Science and Mathematics 11 hours

1. Students must complete three semester hours in Mathematics at the 
precalculus algebra or finite mathematics level.

2. Students must complete eight semester hours in the natural sciences, which 
must include laboratory experiences as a significant component. Disciplines 
in the natural sciences include the following: astronomy, biology, chemistry, 
geology, physical geography, earth science, physics, and physical science.

AREA IV: History, Social and 
Behavioral Sciences 12 hours

1. Students must complete a minimum of three semester hours in history. 
NOTE: Students must complete a six semester hour sequence either in literature or in 
history. The sequence in AREA II and AREA IV in literature or history should follow the 
sequence requirements for the student’s major and transfer plans.

2. Students must complete six semester hours from among other disciplines 
in the social and behavioral sciences. Social and behavioral sciences 
include but are not limited to, the following: anthropology, economics, 
geography, political science, psychology, and sociology.

AREA V: Pre-Professional, Pre-major, and Elective Courses
These courses are appropriate to the degree requirements and major of the 
individual student and electives as required and delineated for public four year 
colleges on STARS.

1. Orientation to College 1 hour
2. Microcomputer Applications 3 hours

2. ASSOCIATE IN APPLIED SCIENCE DEGREE

A. The maximum number of hours that can be required for an AAS degree is 76.

B. The maximum number of hours that can be required in the technical area is 54 
semester hours.

C. The number of credit hours in General Education for an AAS degree is 18-24 
semester credit hours.

D. The following is an outline of the requirements for the AAS degree:

AREA I: Written Composition 3-6 hours

AREA II: Speech, Humanities and Fine Arts Elective 3-6 hours
1. From areas I & II, Written Composition and Humanities and Fine Arts, the student will take a minimum of nine semester hours.
2. Students must complete one course in Humanities and Fine Arts.
3. Students must complete three semester hours in speech, unless provisions for addressing oral communication competencies represent an integral module in required discipline-specific course.
4. Humanities and Fine Arts disciplines include the following: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religion, Theatre, and Dance.

AREA III: Science, Computer Science, and Mathematics 9-11 hours
   Each student must take between nine and 11 hours in Area III as follows:
   1. One three semester hour course in mathematics.
   2. One (preferably two) Computer Science (Data Processing) course(s) or a course in which computer proficiencies are integrated or student must demonstrate computer literacy skills.

AREA IV: History, Social and Behavioral Science 3-6 hours
   1. In addition to history, the social and behavioral sciences include the following: anthropology, economics, geography, political science, psychology, and sociology.

AREA V: Maximum General Education Core, Technical Concentration, and Electives 47-58 hours
   1. In addition to courses in AREAS I-IV, the student must take whatever core and/or elective courses that are appropriate to the requirements for the degree or for the occupational or technical specialty that the student is pursuing.
   2. Orientation to College 1 hour

NOTE: If the student is planning a program of study for which the AAS degree does not represent the terminal degree and for which national or regional programmatic licensure and certification are required, the student should integrate General Studies transfer courses into his/her program whenever possible.

E. Requests for exceptions to these Guidelines must be approved by the Chancellor or her designee.

3. CERTIFICATE PROGRAMS
   A. The number of semester credit hours that can be required for a certificate is 30-60.

AREA I: Written Composition 3-6 hours
   1. COM 100, Vocational/Technical English, may be substituted for English Composition I only in system-wide non-degree eligible programs.

AREA II: Humanities and Fine Arts 3-6 hours
   1. SPH 106, 107, or 116 is required unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.
   2. SPC 100, Oral Communication Skills, may be substituted only in system-wide, non-degree eligible programs.

AREA III: Science, Computer Science, and Mathematics 6 hours
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1. The student must select courses from Mathematics or Natural Science.
2. MAH 100, Introductory Mathematics I, may be substituted only in system-wide, non-degree eligible programs.
3. The student must select one course (preferably two) from Computer Science (or Data Processing), or a course into which computer competencies have been integrated or the student must demonstrate computer literacy skills.

AREA IV: History, Social and Behavioral Sciences 0 hours

AREA V: Maximum General Education Core, Technical Concentration, and Electives 42-50 hours

Orientation to College 1 hour

1. In addition to the courses referred to in the AREAS I-IV, the student must take those courses appropriate to the certificate requirements and to the occupational or technical specialty requirements, as well as core courses and elective courses.
2. The maximum number of semester credit hours in the technical area(s) that can be required for a certificate is 44.
3. Requests for exceptions to these Guidelines must be approved by the Chancellor or her designee.

SHORT-TERM CERTIFICATE

AREA I: Written Composition I and II 0-3 Semester Hrs

AREA II: Humanities, Fine Arts, and Speech: 0 Semester Hours

AREA III: Natural Science, Mathematics, and Computer Sciences: 0-3 Semester Hrs

AREA IV: History, Social, and Behavioral Sciences: 0 Semester Hrs

Minimum General Education Requirement 0-6 Semester Hrs

AREA V: General Education, Technical Concentration, and Electives: 20-29 Semester Hrs

• Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours 29 Semester Hrs

Semester Credit Hour Range by Award 9-29 Semester Hrs

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 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 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, 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.

General Education Competencies

The College has defined, developed, and ratified the general education core competencies that every degree graduate will attain.

a. Written Communication Skills: Students will develop and demonstrate written communication skills needed to communicate effectively.

b. Oral Communication Skills: Students will develop and demonstrate oral communication skills needed to communicate effectively.

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

d. Computer Skills: Students will develop and demonstrate the effective use of common software applications.

e. Mathematical Skills: Students will develop and demonstrate the effective use of analytical mathematical skills.

Quality Enhancement Plan (QEP)

The College has developed an approved Quality Enhancement Plan (QEP): Improving Student Success in Online Classes. One component of the QEP is the requirement that students successfully complete a prerequisite class prior to enrolling for online instruction. The prerequisite class, ELO 100, is non-credit, free, and online. The completion of this class assures that the student has the basic skills required for potential success in online instruction.

Student Learning Outcomes

The College has developed student learning outcomes for its programs and courses. Student learning outcomes for each course are listed on the syllabus distributed to each student.

C. 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 or Associate Degree in Nursing.

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 institutions as an elective.

Shelton State 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 students enter the workforce with the foundation needed to succeed.