

The college shall provide a program of study not exceeding two years' training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

The college shall offer associate degree programs in the arts, sciences, and humanities leading to transfer to a four-year college or university, associate degrees and certificates in occupational and technical subjects leading to immediate employment, college preparatory programs for students who are not prepared for college-level work, and adult basic education in English and mathematics, including English Language Acquisition for Adults. A full listing of degree and certificate programs offered by the college is included in the current college catalog.

Date of Adoption: Adoption of Manual- July 2008

References: A.R.S. 15-1401

2.020-A

**Educational Programs
Definitions**

2.020-A

The college shall provide a program of study not exceeding two years' training in the arts, sciences, and humanities beyond the twelfth grade of the public or private high school course of study or vocational education, including terminal courses of a technical and vocational nature and basic adult education courses.

Definitions

Credit Hour: MCC uses the US Department of Education definition of a credit hour.

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References: HLC Policy Number: FDCR.A.10.020

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Mohave Community College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS) and the Associate of Applied Science (AAS) degrees.

Associate of Arts (AA), Associate of Business (ABUS), and Associate of Science (AS)

The Associate of Arts, Business, and Science degrees are designed to enable students to transfer qualifying course credits to a college or university granting the baccalaureate degree. Students following these programs will have taken the university parallel requirements in general education.

The Course Equivalency Guide and the transfer guides are designed to help students, with consultation with an advisor, to understand the transfer process. Each student is ultimately responsible for the acceptance of course credits at a college or university to which the student seeks to transfer.

Some specific programs have higher grade requirements for graduation. It is the student's responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a "C" or better in each course.

Associate of Applied Science (AAS)

The Associate of Applied Science degree is intended to prepare the student for entry into a vocational area or to upgrade skills of persons already employed. The 15 hours of general education courses introduce skills needed and desired by employers and employees. The remaining hours include course work to develop skills in the vocational and related areas. Some specific programs have higher grade requirements for graduation. It is the student's responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a "C" or better in each course.

Advising note: The AAS is not a transfer degree program; however, some courses may transfer. In pursuing a baccalaureate degree after completing the AAS, some general education and program area courses may be acceptable for transfer credit. However, some courses in technical programs are so specialized that many colleges and universities do not offer equivalent training and they may not grant transfer credit. Students in this degree program will most likely be required to take additional freshman and sophomore general studies courses. Students must have a grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the degree.

2.020-B

**Educational Programs
Degrees**

2.020-B

Associate of General Studies (AGS)

The Associate of General Studies degree is intended to prepare the student for entry into an occupational area. All course work is related to the student's occupational goal with general education requirements embedded within the courses. Some specific programs have higher grade requirements for graduation. It is the student's responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a "C" or better in each course.

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Receiving Additional Degrees

Once a student has earned one degree, any of the other degrees can be earned by completing the additional degree requirements with a minimum of fifteen (15) additional MCC credits beyond the previous degree. Degrees may be earned concurrently.

Example: A student has earned an AA degree with 64 credits and wishes to earn an AAS degree. The student must complete a minimum of an additional fifteen (15) MCC credit hours and meet all of the requirements of the AAS degree. The student, therefore, would have a minimum total of 79 credit hours.

A student may earn multiple degrees.

A student who completes a degree program and elects to pursue another degree at a later date is subject to the degree requirements of the catalog in effect at the time the student declares the new degree. A new Degree Declaration Form must be filled out at the time.

When multiple degrees have been declared, graduation does not need to be applied for at the same time. If a student was awarded only one of the declared degrees, they will still be eligible to continue the second degree under the catalog in which it was declared, as long as the student meets the ongoing enrollment requirements of the current MCC catalog.

Since AAS programs are designed to prepare students for employment in the respective occupational areas, it is necessary that the student follow the program content and sequence as outlined. Any departure from the outlined program must be approved by the appropriate faculty and administration. The specific occupational content is set forth in the program outlined within the respective areas of study.

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Certificates

The college offers certificates of completion and certificates of proficiency programs.

Certificate of Completion

MCC offers, in selected occupational and academic areas, a Certificate of Completion that is intended to define entry-level competencies. The certificate is awarded after successful completion of a series of specific courses and is clearly identified in the catalog. A Certificate of Completion (AGEC), is not awarded at commencement and is posted on the student's MCC transcript.

Certificate of Proficiency

MCC offers, in selected occupational and academic areas, certificate programs that are intended to improve students' existing skills or provide competencies for employment.

Certificates are awarded after successful completion of a series of specific courses in a selected certificate program. Students must have successfully completed all courses in the certificate and have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the certificate.

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General Education Philosophy

Mohave Community College's general education emphasizes breadth of knowledge and academic skills to complement the depth of knowledge students will acquire in the individual major. The general education curriculum at MCC is designed to provide students with the following:

- Aesthetic Sensibilities: An awareness of creative expression in the world around us.
- Communication Skills: The ability to effectively convey meaning through various media on both personal and professional levels.
- Critical Thinking Skills and Problem-Solving: The ability to analyze data and arrive at logical and defensible conclusions.
- Cultural Diversity and Global Awareness: recognition of relationships and differences in values, customs, and norms of diverse global communities.
- Techniques of Inquiry: the ability to use of standardized methodological framework to collect, analyze, interpret, and present findings.
- Technological Competency: A proficiency in utilizing technology on both personal and professional levels.

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Each degree program includes a general education core that is common to degrees of the same type. The College Catalog will include a complete listing of the requirements for the period of time covered by the catalog edition.

General Education Core for Associate of Arts degrees (AGEC-A)

The AGECA, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree; see your specific program of study for total credit hour requirements.

General Education Core for Associate of Business degrees (AGEC-B)

The AGECB, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements. Associate of Business degree core business courses may not be used to satisfy AGECA requirements.

General Education Core for Associate of Science degrees (AGEC-S)

The AGECS, a minimum block of 37 credit hours of lower-division general education course work, may be completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree. See your specific programs of study for total credit hour requirements.

2.020-F

**Educational Programs
General Education Core Requirements**

2.020-F

General Education Core for Associate of Applied Science degrees

A minimum block of 15 credits hours of lower-division general education coursework must be completed. The block of courses represents only the general education portion of an AAS degree. See your specific program of study for total credit hour requirements. The AAS is not a transfer degree program; however, many of the individual courses listed in the core may transfer to any state of Arizona community college or university.

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Writing Across the Curriculum

Mohave Community College firmly supports a "Writing Across the Curriculum" program as a method of enhancing student achievement in educational and occupational endeavors. General Education core courses require the integration of writing and writing process in the respective discipline. These courses will require written assignments for which both the content and the writing skill will be evaluated. Feedback will be given to the students to improve their written communication skills. It is a firm belief of the college that such a program will increase the writing ability of students and, hence, will directly affect their success at transfer institutions and in the business sector.

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College Preparatory Services at Mohave Community College offers academic development, remediation and support for MCC students. Services include transitional studies, precollege studies and supplemental instruction.

Transitional Studies

Transitional studies include transitional English and transitional math. These courses are for students who need to refresh their skills in English and/or math before taking on the rigor of college freshman classes.

Transitional classes include Transitional English (TRE) and Transitional Math (TRM). These courses are for students who need to refresh and increase their skills in English and/or math before advancing to the rigor of college transfer courses. Classes may be offered in 8, 12, 15 week sessions, and students must successfully complete these classes or attain appropriate placement exam scores to move into the transfer level English or math class.

Precollege Studies

Precollege Studies include English Language Acquisition for Adults (ELAA), Adult Basic Education (ABE), and General Education Development (GED) programs. These programs are for students whose native language is not English (ELAA), who need more intensive academic preparation for college (ABE) and/or need to complete his/her high school diploma (GED). Enrollment into Precollege Studies classes is based on scores received on the assessment placement screening. If the student's scores indicate the need for academic remediation, the student will receive a report which identifies the skills that need remediation.

English Language Acquisition for Adults Program (ELAA): These classes are designed for students whose native language is not English.

Adult Basic Education Program: These classes are designed for students who need more intensive academic preparation for college in reading, math, written, and oral communications.

General Education Development (GED) Program: These classes are designed for students who wish to complete their high school diploma. Classes include instruction in the five areas on the GED test: writing, math, social studies, science and reading. The GED Test is delivered via computer at any of our testing centers located at our Kingman, Bullhead City, and Lake Havasu City Campuses. Students will need to register, pay, and schedule their tests online prior to commencing testing.

2.020-H

**Educational Programs
College Preparatory Services**

2.020-H

Supplemental Instruction

The college offers additional instruction and support for students, particularly in the areas of reading, grammar, punctuation, writing and mathematics which are essential skills needed to be successful in any course. SI has open sessions each week and they are staffed by our own resident faculty. Schedules are posted on each campus.

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Under the law of Arizona, and as a tax-supported institution, the College cannot be perceived as in competition with private enterprise in any way.

Culinary Arts Program

The culinary arts program is an instructional program of the college and is not involved in catering to outside groups except as part of the instruction of students. As part of the Culinary Arts curriculum, the program may cater up to two on-campus college-sponsored functions per semester. All expenses will be charged to the culinary arts program. Culinary Arts will not charge another college department or an outside party for the cost of catering.

Automotive Service Technology and Automobile Collision Repair Programs

The automotive service technology and automobile collision repair programs are instructional programs of the college and are not involved in service or repair of college-owned vehicles, the vehicles of college employees, or the vehicles of private citizens.

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Community and Corporate

The Community and Corporate Outreach mission is to provide residents of the Mohave Community College service area with relevant, market driven, quality educational services and programs through non-credit workshops and seminars.

The community education programs provide life-long learning for personal enrichment to all ages. The programs offered for personal enrichment include, but are not limited to, Adventure & Discovery, Sports, Games & Recreation, Creative Expressions, Music, Healthy Living, Training, Skills & Computers, and College for Kids.

The corporate outreach program provides business, industry, and government on-site and on-ground workshops tailored to the needs of employers and employees. The program incorporates needs assessment for businesses to identify skill sets which need improvement, continuing education units (CEU), and consulting and technical assistance in a "one-stop shopping" package.

Community Education programs and Corporate Outreach programs will enhance the College's ability to serve as an educational, cultural, and economic resource center for Mohave County. It will strive to help students discover, integrate, articulate, and apply knowledge.

Small Business Development Center

MCC features a variety of programs designed to assist its students and the communities it serves. Business owners and those who would like to start their own business are encouraged to use the free counseling services that are available through the Small Business Development Center (SBDC).

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The reason for accrediting institutions of higher learning or programs is to ascertain that the education provided by colleges and universities meets an “acceptable level of quality.” In order to attain the status of accredited, a college or university must meet the criteria established by its regional accrediting body (HLC) and programs within the College must meet the standards set by one of the private organizations that govern specific programs. The U.S. Department of Education recognizes the Council of Higher Education Accreditation, or CHEA, as the agency that organizes all accrediting agencies. Accreditation is important to students who seek federal student loans and grants. It also matters to employers wishing to hire qualified employees and students seeking state or national certification or licensing.

Faculty Minimum Qualifications

All faculty teaching at Mohave Community College (MCC) must meet minimum qualifications to assure quality college-level instruction across the College. The Higher Learning Commission (HLC), the accrediting body for MCC, provides general guidelines and principles for qualifying all faculty. To that end, MCC has set the following minimum standards for all faculty members:

1. Those teaching transfer general education courses must have a master’s degree in the discipline content area or a master’s degree plus 18 semester hours of graduate level credit in the discipline content area.
2. Those teaching non-transfer occupation/technical courses must have a bachelor’s degree in the field and/or a combination of education and tested experience.

MCC will follow HLC guidelines when applying “tested experience” to current and potential faculty members. The guidelines and procedures determine and and/or why a person is minimally qualified when not holding the designated degree outline in HLC guidelines. Faculty hired under these tested experiences will be evaluated annually on their continued pursuit of professional development and teaching expertise.

Professional Accreditation/Certification

1. Program Directors will provide annual updated information concerning professional accreditation or certification to the Accreditation Liaison Officer (ALO) and Dean of Instruction by or on July 1st by completing an accreditation survey.
2. Programs that are required to complete a self-study and site evaluation within the next 18 months will alert the ALO and Dean of Instruction through the annual update and in a separate communication.
3. The ALO will assemble a small multi-disciplinary team that will include deans, associate deans, chairs, directors, and faculty to provide support and review documents from several perspectives. Responsibilities of membership: provide requested information, assure congruence with MCC mission and initiatives, and review documents in a timely manner.
4. Upon completion of the self-study documents, a final draft will be submitted to the Office of Instruction for comment or approval. Documents in need of modifications will be sent back to the Program Director and review team for revision. Approved documents will be forwarded to the Office of the President for final approval and signature.
5. Program Directors will notify the College President and Dean of Instruction of any findings, reporting requirements, etc. upon receipt of notification. Program Director will meet with the ALO and Dean of Instruction to analyze the communication and prepare a response and/or report and to develop a plan to avoid future findings.

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