

# PROGRAM INFORMATION

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## Degrees and Certificates Offered

The college offers five associate degrees, one baccalaureate degree, the certificate of proficiency, and the certificate of specialization. Most of the college's degrees and certificates are designed to be taken on a full- or part-time basis. Degrees can be completed in two years of full-time attendance. Certificates usually can be completed in one or two semesters. However, since most students attend classes part-time, degrees and certificates may take longer to complete. Refer to **Degree and Certificate Time Limits (p. 2)**.

### Associate in Arts

St. Louis Community College offers an Associate in Arts degree that is designed to assist students who wish to transfer to four-year institutions to complete bachelor's degrees. Students who plan to transfer should become familiar with program requirements at the destination college or university and share their goals with their St. Louis Community College advisor. Many bachelor degree programs have very specific requirements for the first and second years, and it is the student's responsibility to ensure that courses will apply to the bachelor's degree. Advisors at each of the campuses are familiar with many four-year institutions and can provide guidance on the selection of courses that will facilitate transferability.

### Associate in Fine Arts

St. Louis Community College offers an Associate in Fine Arts degree with three degree options - general fine arts, graphic communications, and photography. The Associate in Fine Arts is offered jointly with the University of Missouri - St. Louis and is designed for students planning to transfer to University of Missouri - St. Louis and earn a Bachelor of Fine Arts degree. Freshman and sophomore courses take place at Florissant Valley, Forest Park, Meramec, and Wildwood, and junior- and senior-level courses take place on the University of Missouri - St. Louis campus.

The University of Missouri-St. Louis accepts all art courses taken at STLCC up to a maximum of 66 credit hours. Students should work with an advisor to ensure their courses will transfer. University of Missouri - St. Louis admission counselors are available at Florissant Valley, Forest Park, and Meramec to help students complete their transfer applications.

### Associate in Science

The Associate in Science degree is a specialized degree intended for transfer into a pre-professional program. This degree is substantively different from both the Associate in Applied Science and the Associate in Arts degrees. The Associate in Science degree provides an alternative to the Associate in Arts degree for those fields that require specialized coursework in math and science.

### Associate of Arts in Teaching

The Associate of Arts in Teaching degree program is a state-approved program that meets the state-approved general education requirements. This program contains a core area of concentration that includes four Teacher Education courses and is consistent with all other Missouri community colleges. This is an effort to promote a more seamless transfer to four-year colleges and universities. This program provides students with the first two years of study toward a bachelor's degree at a four-year college or university. It is governed and accredited by the state of Missouri. In addition, this program meets the mid-preparation benchmarks of the performance standards established for pre-service teachers in the state of Missouri.

### Associate in Applied Science

The Associate in Applied Science degree program helps students develop practical and theoretical skills that prepare them for entry-level jobs. These programs can be completed in two years of full-time attendance. However, most students take courses on a part-time basis and take longer to complete their programs. Many courses are offered both day and evening and some are offered online. All associate in applied science graduates must complete a minimum of 15 credit hours of general education courses.

### Bachelor of Science

St. Louis Community College offers a Bachelor of Science degree. The Bachelor of Science is a four-year undergraduate degree. STLCC currently only offers one Bachelor of Science degree in Respiratory Care.

### Certificate of Proficiency

The Certificate of Proficiency is designed primarily for students whose intended jobs do not require an associate's degree. It is suitable for a person who wants additional information and skills in a particular field. A Certificate of Proficiency usually requires one year of full-time attendance to complete (30 credit hours or more). If courses are taken on a part-time basis, it will take longer to complete a program.

### Certificate of Specialization

The Certificate of Specialization is designed primarily for persons who want information and skills in a specific area, often related to a current job. This certificate may allow students to qualify for promotion, obtain certification, or increase future employment opportunities. A Certificate of Specialization requires less than 30 credit hours and can be completed on a full- or part-time basis.

## Clinical and Field Work

Some degree and certificate programs offered by the college require students to obtain clinical or other field experience as part of their coursework. Students with criminal convictions or illegal drug use may be ineligible to progress in these programs. Healthcare facilities, educational institutions, and other field experience settings may mandate that a criminal background check and/or drug screening check (at the student's expense) be conducted prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experiences, thus rendering the student ineligible to satisfactorily meet the course/program requirements. Students should contact the program's handbook and/or program representative for further details.

## Change of Major

Students may change their major up to the Friday of week 4 for the fall or spring term, and until the Friday of week 3 for summer session. Students are required to work with an academic advisor before changing their major to learn more about the implications. Financial aid only pays for courses for the student's current major at St. Louis Community College.

In some cases, the student may request academic records be re-evaluated to establish a new cumulative grade point average. Any grades below a D for courses taken at the college will not be included in the new cumulative grade point average. Other courses will be accepted if they fulfill the degree requirements in the new program. Coursework removed from GPA calculations cannot be used to meet degree requirements.

All courses will remain on the transcript.

## Graduation Requirements for an Associate Degree

To be eligible for an associate degree, students must:

1. Be a degree-seeking student.
2. Complete a minimum of 60 credit hours of college-level work, with a cumulative grade point average of 2.00 or higher in one of the programs listed in this catalog. Credit hours completed at another college are only computed in the minimum credit hours, not the cumulative grade point average.
3. Complete a minimum of 15 credit hours applicable to the declared associate degree at St. Louis Community College.
  - a. A maximum of 9 credit hours in Special Topics courses may apply as unspecified electives toward the associate degree. Special Topics courses may not be applied as electives defined by disciplines such as “science-mathematics elective” or “humanities-communications elective.”
4. Complete the **Missouri Higher Education Civics Achievement Examination (p. 3)**.
5. Participate in an appropriate outcomes assessment prior to the degree being awarded.
6. Complete one Missouri Civics course as defined by the state of Missouri.

**Note: Completion of graduation requirements does not mean professional certification, registration, or approval to sit for board or licensing examinations.**

## Graduation Requirements for a Baccalaureate Degree

To be eligible for a baccalaureate degree, students must:

1. Be a degree-seeking student.
2. Complete a minimum of 120 credit hours of college-level work, with a cumulative grade point average of 2.00 or higher in one of the programs listed in this catalog. Credit hours completed at another college are only computed in the minimum credit hours, not the cumulative grade point average.
3. Complete a minimum of 30 credit hours applicable to the declared baccalaureate degree at St. Louis Community College.
4. Complete the **Missouri Higher Education Civics Achievement Examination (p. 3)**.
5. Participate in an appropriate outcomes assessment prior to the degree being awarded.
6. Complete one Missouri Civics course as defined by the state of Missouri.

**Note: Completion of graduation requirements does not mean professional certification, registration, or approval to sit for board or licensing examinations.**

## Graduation Requirements for a Certificate of Proficiency

To be eligible for a certificate of proficiency, students must:

1. Be a degree-seeking student.
2. Complete a minimum of 30 credit hours of college-level work, with a cumulative grade point average of 2.00 or higher in one of the programs listed in this catalog. Credit hours completed at another college are only

computed in the minimum credit hours, not the cumulative grade point average.

3. Complete a minimum of 15 credit hours of college-level work applicable to the declared certificate of proficiency at St. Louis Community College.

**Note: Completion of graduation requirements does not mean professional certification, registration, or approval to sit for board or licensing examinations.**

## Graduation Requirements for a Certificate of Specialization

To be eligible for a certificate of specialization, students must:

1. Be a degree-seeking student.
2. Complete a minimum of 9 credit hours of college-level work, with a cumulative grade point average of 2.00 or higher in one of the programs listed in this catalog. Credit hours completed at another college are only computed in the minimum credit hours, not the cumulative grade point average. If a program is less than 9 credit hours, all college-level work that is applicable to the declared certificate of specialization must be completed with a cumulative grade point average of 2.00 or higher.
3. Complete a minimum of 9 credit hours of college-level work applicable to the declared certificate of specialization at St. Louis Community College. If a program is less than 9 credit hours, all credits must be earned at St. Louis Community College.

**Note: Completion of graduation requirements does not mean professional certification, registration, or approval to sit for board or licensing examinations.**

## Second Associate Degree

Students who wish to receive a second associate degree must complete 15 additional credit hours and meet the College's academic requirements for the additional program.

## Application for Graduation

Students eligible to graduate with a degree or certificate will receive an email notification from the Registrar's Office before the start of week 8 for fall and spring, and before the start of week 4 in the summer. Students who do not wish to earn the degree or certificate they are eligible for must notify the Registrar's Office by the date listed in the email. Students who wish to change from non-degree-seeking to degree-seeking should complete all admission requirements for a degree-seeking student. Refer to **Change of Status** (<https://catalog.stlcc.edu/general-information/admission/>).

The degree date reflects the term of application for graduation. All degree requirements must be completed within two weeks of the official graduation date. Any exceptions must be approved by the chief campus academic officer. Students who do not complete degree requirements within the two-week period will need to reapply for graduation in the following term or later, depending on when all requirements for graduation have been met.

## Degree and Certificate Time Limits

Students are expected to complete degree and certificate requirements within six years of the date the program of study was declared.

Students failing to meet the original time limit must meet the degree and certificate requirements of any catalog in effect within six years of the semester and year of application for graduation.

Former students of the College returning to the institution may petition their Campus President and Chief Academic Officer to continue the original program of study if the program was discontinued before their re-entry. Students may only petition to continue in a catalog under which they were previously enrolled. Not all petitions will be approved.

## Honors

Transcripts and diplomas of graduates who have earned cumulative grade point averages of 3.5 and 3.74 will be designated "Cum Laude."

Transcripts and diplomas of graduates who have earned cumulative grade point averages between 3.75 and 3.99 will be designated "Magna Cum Laude."

Transcripts and diplomas of graduates who have earned cumulative grade point averages of 4.0 will be designated "Summa Cum Laude."

Full-time students enrolled in at least 12 credit hours and who earn current grade point averages of 3.5 or higher will be designated "Dean's List" for that semester.

Part-time students will be designated "Dean's List" at the completion of each increment of 12 credit hours (12, 24, 36, etc.) with a grade point average of 3.5 or higher.

## Missouri Higher Education Civics Achievement Examination

All new students who are seeking an associate or bachelor's degree are required to take the Missouri Higher Education Civics Achievement Examination. This is also known as the Missouri Civics Exam (MCE).

### What you should know about the Missouri Civics Exam

- The exam is a graduation requirement for students at public colleges and universities in the state, and is a result of **Missouri Senate Bill 807** ([https://senate.mo.gov/18info/BTS\\_Web/Bill.aspx?SessionType=R&BillID=69921012](https://senate.mo.gov/18info/BTS_Web/Bill.aspx?SessionType=R&BillID=69921012)), which passed in 2018.
- At St. Louis Community College, the course is MCE 100 Missouri Civics Exam.
- Students register for MCE 100 the same way as any other course. You may enroll in MCE 100 any time after being accepted to STLCC. You do not need to complete any other courses before you register for the exam; it can be the first course you sign up for, if you choose.
- MCE 100 is zero credit hours; there is no cost.
- Preparation materials are online, hosted on **Canvas** (<https://stlcc.edu/programs-academics/online-education/canvas.aspx>).
- Students may take the civics exam online as many times as necessary to pass.
- Although the class is zero credit, it must appear on your college transcript.
- The Missouri Civics Exam requirement does not apply to students who are seeking certificates.

## Satisfactory Academic Progress

All students are expected to make satisfactory academic progress.

- Good Standing—Cumulative 2.0 GPA after completing at least six credit hours.
- Academic Probation—Less than a cumulative 2.0 GPA after completing at least six credit hours.

## Academic Probation/Restricted Probation/Suspension

- Students on academic probation will not be allowed to self-advise. Once placed on probation, a student must achieve a cumulative GPA of 2.0 in the next academic term in which he or she is enrolled.
- Students who do not raise their cumulative GPA to 2.0 after one term on probation will be placed on restricted probation which requires a student to sign a contract stipulating the conditions for remaining enrolled in the College. The Academic Advising department will direct the development of the restricted probation contract.
- Students on restricted probation will have two terms in which to raise their cumulative GPA to 2.0. If they fail to do so, they will be suspended from the College for one calendar year. Students on restricted probation who achieve a term GPA of 2.0 or higher will not be suspended but will remain on restricted probation until their cumulative GPA reaches 2.0. However, students on restricted probation will be suspended after any term in which their semester GPA falls below 2.0.
- Students who return following the suspension year will continue on restricted probation and will be expected to achieve a 2.0 cumulative or term GPA during that first session, or they will be suspended from the College again for one year.
- Students may appeal decisions regarding restricted probation and suspension to the campus Probation/Suspension Appeals Committee.
- The College will notify students in writing that they have been placed on academic probation at the end of an academic term. The letters to the students will specify the individual or office to which all student inquiries are to be directed.
- The College informs students of how to avail themselves of a process designed to assist them in improving their academic performance.
- Students on academic probation may be allowed to participate in athletic programs to NJCAA regulations or College policies and procedures.
- Students who wish to appeal their probation or suspension status may notify the campus chief academic officer in writing no later than five working days before the first day of class of the term in which they wish to enroll. The students explain their reason for the appeal and why the probation/suspension should be rescinded.