



BOARD POLICY

No. 201

Title:	Establishment of Standards for Granting Degrees and Certificates
Date Adopted:	January 19, 2021
Effective Date:	January 19, 2021
Supersedes:	November 2, 2018

PURPOSE: This policy expresses the Definitions of Educational Modes of Delivery, the Assignment of Semester Credit Hours, General Program Standards, and Associate Degree Programs.

Section One: Definitions

Words and terms used throughout this policy are as defined in the New Jersey Administrative Code (N.J.A.C. 9A:1-1.2), which is incorporated and adopted in its entirety by reference in this Policy.

Accordingly, the term "educational delivery mode," as used at Rowan College at Burlington County, means a formal educational process involving one of the following options:

1. *"Distance Learning," in which instruction occurs when the learner and the instructor are not physically located in the same place at the same time (aka distance education);*
2. *"Blended (or hybrid) Learning," in which a part of the instruction occurs when the learner and the instructor are physically located in the same place at the same time, but a part of the instruction occurs by distance learning; and*
3. *"Traditional Face-to-Face Learning," in which all of the instruction takes place in the classroom or in out-of-class instruction under the direct supervision of the instructor.*



It is the Policy of Rowan College at Burlington County that all academic professionals *"...involved in distance learning and blended (or hybrid) learning shall have an understanding of distance education, its special characteristics, and the needs of distance learners."* (N.J.A.C. 9A:1-7.1(e))

Section Two: Assignment of Semester Credit Hours

Rowan College at Burlington County determines credit hours in compliance with New Jersey Licensure Requirements expressed in N.J.A.C. 9A:1-1.2, which defines "semester credit hour" as follows:

"Semester credit hour" means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).

Credit assignments for laboratory sections, clinical assignments, internships and field studies are calculated using a 3:1 ratio: 3 hours per week for a 15-week period (or equivalent for shorter duration classes) is assigned a 1 credit course load.

It is the policy of Rowan College at Burlington County to establish and maintain a mission compatible curriculum which is delivered through an annual instructional calendar that is in compliance with N.J.A.C. 9A:1-2.1 *et seq.*

"(a) An institution's educational programs are the most tangible manifestation of its mission. In essence, the overall curriculum shall reflect and support the mission of the institution.

(b) The regular academic year, regardless of organization, should fall within a 10-month period and should include at least 30 weeks, or the equivalent in duration, of regularly scheduled and student-faculty instructional activity, including final examination periods, but excluding holiday and summer sessions."

Section Three: General Program Standards

Rowan College at Burlington County operates and shall remain in compliance with the "General Program Standards" expressed in N.J.A.C. 9A: 1-2.1, which are incorporated and adopted in its entirety by reference in this Policy.

It is the Policy of Rowan College at Burlington County to ensure that the quality and rigor of all credit-bearing courses shall be substantially the same, regardless of the educational delivery mode: traditional, distance learning or hybrid courses.

Assurance of quality and rigor of all credit-bearing courses is evidenced by at least two of the following measurement/metrics that are expressed in N.J.AC. 9A:1-2.1(e):

"...syllabi, documented faculty interaction with students, learning outcomes, documented units of curricular material and other documentation which objectively demonstrates the amount of time and/or the level of rigor necessary to complete coursework." (ibid)

Further, it is the Policy of Rowan College at Burlington County to establish and maintain effective procedures to ensure that the students who register in a distance education (or hybrid) course are the same students who participate in and complete the course, and receive academic credit, as required by the Code of Federal Regulations (34 CFR 602.17 (g)).

Procedures adopted to fulfill this requirement, which is intended to protect student privacy and prevent any academic misconduct, should be designed to ensure that the following criteria, are addressed effectively:

1. Students are only permitted to access courses for which they are enrolled. With pre-approval and faculty permission, prospective students may be granted access to a course for observational and recruitment purposes.
2. Instructors are only permitted to access courses for which they are assigned to teach. With pre-approval, other qualified personnel may be granted access to a course for the purpose of supporting the assigned instructor in facilitating the delivery of the course.
3. Students must submit both a unique user ID, which could be the student's ID, and a password to access their distance education courses.
4. Instructors or academic administrators may monitor student use and suspend a user's access to a class, pending a review of any suspected violation of any college policy or procedure.
5. Any tampering, sharing or access to user names, passwords or distance education courses by unauthorized individuals shall be considered a violation of the Student Code of Conduct and result in disciplinary sanction.
6. Any special fees for distance education courses that may be assigned shall be adopted via the College's Annual Tuition and Fees Resolution and published in the College Catalog.



Section Four: Associate Degree Programs

It is the Policy of Rowan College at Burlington County to operate and remain in compliance with New Jersey Licensure Requirements expressed in N.J.A.C. 9A:1-2.3, Associate Degree Programs under Subchapter 2, Degree Standards and Programmatic Mission, which are incorporated and adopted in its entirety by reference in this Policy.

"Each educational program leading to an associate degree shall consist of college courses totaling at least 60 but not more than 66 semester credit hours..."

***Associate of Arts (A.A.)** is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented...general education courses should total no fewer than 45 semester credit hours.*

***Associate of Science (A.S.)** is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as pre-baccalaureate work; such programs are transfer-oriented...general education courses should total no fewer than 30 semester credit hours.*

***Associate of Applied Science (A.A.S) and Associate of Fine Arts (A.F.A.)** are appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semi-professional levels. Such programs are designed to prepare students for job entry...general education courses shall total no fewer than 20 semester credit hours.*

1/20/2021

President

Date:

1/20/2021

Chairman

Date: