

## Curriculum Policy

### I. Policy Section

7.0 Instruction

### II. Policy Subsection

7.18 Curriculum Policy

### III. Policy Statement

A. The GRCC Curriculum Policy establishes guidelines and standards for GRCC degrees and programs.

1. Academic programs are purposefully defined in the context of the goals and expectations of students and their learning needs.
2. The curriculum is outcomes-based and learning is defined by measurable student learning outcomes.
3. Degrees are defined and granted by the institution.
4. Programs are created and delivered within schools and departments.
5. Programs are designed to meet the same learning outcomes regardless of delivery method (face-to-face, online, or hybrid) and location where offered.
6. General education is included in all programs that lead to a degree as required by the program type.
7. All programs are designed to meet the College's minimum graduation requirements.

B. GRCC's Academic Programs include the following:

1. Pre-Major
2. Articulated Pre-Major
3. Career
4. Career (MTA)
5. Articulated Career
6. Pathway Concentration
7. Pre-Professional
8. Professional
9. Articulated Pre-Professional
10. Apprenticeship
11. Certificate of Completion (Non-Credit)

C. GRCC offers and awards the following types of degrees and credentials for college credit:

1. Associate of Arts (A.A.)

2. Associate of Science (A.S.)
3. Associate of Applied Arts and Sciences (A.A.A.S.)
4. Associate of Business (A.B.)
5. Associate of Nursing (A.N.)
6. Associate of Fine Arts (A.F.A.)
7. Associate of Music (A.M.)
8. Associate of General Studies (A.G.S.)
9. Certificate
10. Advanced Certificate

D. GRCC offers the following non-credit certificates:

1. Certificate of Completion

E. Degrees and program types are integrated to create GRCC academic programs.

1. Associate of Arts (A.A.) – Must be aligned with the Michigan Transfer Agreement. Thirty credits of general education are required. No program name is specified on the diploma. Pre-Major (2+2) and Articulated Pre-Major (2+2 or 3+1), and Pathway Concentration program types are associated with this degree.
2. Associate of Science (A.S.) - Must be aligned with the Michigan Transfer Agreement. A minimum of 20 credit hours in the Math and Natural Science distribution areas is required, including two, two course sequences (must be in different subject areas). Pre-Major (2+2) and Articulated Pre-Major (2+2 or 3+1) program types are associated with this degree. No program name is specified on the diploma.
3. Associate of Applied Arts and Sciences (A.A.A.S.) – Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or 1 Natural Sciences course. Career, Career (MTA), and Articulated Career (2+2 or 3+1), and Apprenticeship program types are associated with this degree. The program name is specified on the diploma. Curricular “Tracks” may be included.
4. Associate of Music (A.M.) - Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or 1 Natural Sciences course. Pre-Professional and Articulated Pre-Professional (2+2 or 3+1) program types are associated with this degree. The name is specified on the diploma for Professional programs. The name is not specified on the diploma for Pre-Professional or Articulated Pre-Professional programs. A “Major” may be included.
5. Associate of Business (A.B.) - Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or

- 1 Natural Sciences course. Professional, Pre-Professional, and Articulated Pre-Professional (2+2 or 3+1) program types are associated with this degree. The program name is specified on the diploma for Professional programs. The name is not specified on the diploma for Pre-Professional or Articulated Pre-Professional programs. A “Major” may be included.
6. Associate of Nursing (A.N.) - Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or 1 Natural Sciences course. The program name is specified on the diploma. The Professional program type is associated with this degree.
  7. Associate of Fine Arts (A.F.A.) - Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or 1 Natural Sciences course. Pre-Professional and Articulated Pre-Professional (2+2 or 3+1) program types are associated with this degree. The program name is not specified on the diploma. A “Major” may be included.
  8. Associate of General Studies (A.G.S.) - Fifteen credits of general education are required including: EN 101 and EN 102 or COM 131 or COM 135; 1 Humanities course; 1 Social Sciences course; and 1 Math or 1 Natural Sciences course. There are no “programs” associated with this degree. The degree is listed on the diploma.
  9. Certificate – Must have a minimum of 8 credit hours. If less than 15 credit hours, must be aligned with an external credential or have an external accreditation. The Apprenticeship and Career program types are associated with certificates.
  10. Advanced Certificate – Must have a minimum of 8 credit hours. Students must have earned an associate’s degree prior to enrolling in this program. The Career program type is associated with Advanced Certificates.

#### IV. Reason for the Policy

The GRCC Curriculum Policy establishes guidelines and standards for GRCC degrees and programs.

This model defines existing degrees, credentials, and non-credit certificates, as well as two additional credit-bearing credentials: Advanced Certificate and Certificate of Completion. Each degree that the College offers will have a defined purpose in terms of the role it plays in preparing students to pursue entry-level employment, transfer to a four-year institution, or both.

Within the model, associate degrees will be aligned with multiple types of programs, as appropriate and as indicated throughout this document,

based on their purpose or role in the preparation of students. General education is aligned with the Michigan Transfer Agreement (MTA). All of the academic programs listed will result in the mastery of the GRCC Institutional Learning Outcomes (ILOs).

Each learning experience at the course level is characterized by explicit student learning outcomes, a plan for experiences that will lead students to achieve these outcomes, and a plan for assessing that achievement.

V. Entities Affected by this Policy

GRCC Students, Faculty, and Staff

VI. Who Should Read this Policy

Faculty Members and Academic Administrators who are involved in developing, delivering, evaluating, supporting, and making decisions about curriculum at the degree and program levels.

Faculty or Staff Members who advise students about GRCC degrees and programs.

VII. Related Documents

GRCC College Catalog  
GRCC Course Format and Credit Hour Definition Policy (7.13)  
GRCC General Education Distribution Requirements and Outcomes  
GRCC Graduation Requirements (7.20)  
GRCC Institutional Learning Outcomes  
Michigan Transfer Agreement (MTA)

VIII. Contacts

Policy Owner: Dean of Instructional Support  
Curriculum Specialist  
Transfer & Articulation Coordinator  
Curriculum Operations Support Team (COST)

IX. Definitions

**Advanced Certificate** – Designed for students who have earned an associate's degree prior to enrolling in this program. The Career program type is associated with Advanced Certificates.

**Apprenticeship** – Designed to prepare students with specific knowledge and skills necessary for a particular trade or industry in which they are already employed.

**Articulated Career** – Designed for students who are interested in preparing to enter the workforce upon graduating from GRCC, and preparing to transfer into a particular bachelor's degree at a college or university. The GRCC courses in articulated programs are guaranteed to transfer to the four-year college or university if minimum grade and other expectations are met because they are included in a formally signed articulation agreement.

**Articulated Pre-Major** – Designed for students who are interested in transferring to a college or university to complete a bachelor's degree in a particular major. The Michigan Transfer Agreement requirements are also embedded in these programs. The GRCC courses in articulated programs are guaranteed to transfer to the four-year college or university if minimum grade and other expectations are met because they are included in a formally signed articulation agreement.

**Articulated Pre-Professional** – Designed for students who are interested in preparing to enter the workforce upon graduating from GRCC and preparing to transfer into a particular bachelor's degree in the professions at a college or university. The GRCC courses in articulated programs are guaranteed to transfer to the four-year college or university if minimum grade and other expectations are met because they are included in a formally signed articulation agreement.

**Associate of Applied Arts and Sciences (A.A.A.S.)** – Designed for students who are interested in preparing for a career that does not necessarily require a bachelor's degree. Earning an A.A.A.S. degree prepares students to enter the workforce upon graduation. If a student chooses to return to a college or university to continue their education, they may have to take additional coursework at the freshman or sophomore level.

**Associate of Arts (A.A.)** – Designed for students who plan to transfer to a college or university as a junior to complete a bachelor's degree. The A.A. degree allows students to select specific courses that are equivalent to those offered in the freshman and sophomore years at four-year institutions. Bachelor's degree majors may have specific admission requirements or require particular courses be taken as part of the A.A. degree, both within general education and electives. Understanding and meeting these requirements allows students to enter an identified major at a college or university. With careful planning, students who earn an A.A. degree from GRCC may meet the majority or all general education and

prerequisite requirements for the major in which they intend to transfer. Students earning this degree fulfill MTA requirements.

**Associate of Business (A.B.)** – Designed to prepare students for entry level positions in the business field. Earning an A.B. degree prepares students to enter the workforce upon graduation. If a student chooses to return to a college or university to continue their education, they may have to take additional coursework at the freshman or sophomore level.

**Associate of Fine Arts (A.F.A.)** – Designed to prepare students to transfer to colleges or universities to pursue a Bachelor of Fine Arts. Bachelor's degree majors may have specific admission requirements or require particular courses be taken as part of the A.F.A. degree, both within general education and electives. Understanding and meeting these requirements will allow students to enter an identified major at a college or university. With careful planning, students who earn an A.F.A. degree from GRCC may meet the majority or all general education and pre-requisite requirements for the major in which they intend to transfer.

**Associate of General Studies (A.G.S.)** – Designed for students who wish to earn an associate degree without following a specific program.

**Associate of Music (A.M.)** – Designed to prepare students for entry level positions in the music field or to prepare students to transfer to colleges or universities to pursue a Bachelor's of Music, Bachelor's of Music Education, or another performance related degree, thus requiring significant music performance credits. Bachelor's degree majors may have specific admission requirements or require particular courses be taken as part of the A.M. degree, both within general education and electives. Understanding and meeting these requirements will allow students to enter an identified major at a college or university. With careful planning, students who earn an A.M. degree from GRCC may meet the majority or all general education and prerequisite requirements for the major in which they intend to transfer.

**Associate of Nursing (A.N.)** – Designed to prepare students to qualify to take the NCLEX-RN examination to become registered nurses. To graduate with an A.N. degree, students must complete the coursework outlined in the catalog, which includes the specific courses for the program.

**Associate of Science (A.S.)** – Designed for students who plan to transfer to a college or university as a junior to complete a bachelor's degree in a science or mathematics related discipline or field. The A.S. degree allows students to select specific courses that are equivalent to those offered in the freshman and sophomore years at four-year institutions. Bachelor's

degree programs may have specific admission requirements or require particular courses be taken as part of the A.S. degree, both within general education and electives. Understanding and meeting these requirements will allow students to enter an identified major at a college or university. With careful planning, students who earn an A.S. degree from GRCC may meet the majority or all general education and pre-requisite requirements for the major in which they intend to transfer.

**Career Programs** – Designed for students who are interested in preparing for a career that does not require a bachelor’s degree. Earning an A.A.A.S. degree prepares students to enter the workforce upon graduation. If a student chooses to return to a college or university to continue their education, they may have to take additional coursework at the freshman or sophomore level.

**Career (MTA) Programs** – Designed for students who are interested in preparing to enter the workforce upon graduating from GRCC. The Michigan Transfer Agreement requirements are also embedded in these programs. This allows students to transfer at least 30 credits of general education coursework to a 4-year college or university, if they decide to continue their education after graduation.

**Certificate Programs** – Designed to prepare students with specific knowledge and skills necessary to enter a career or continue employment.

**Certificate of Completion (Non-Credit) Training Programs** – Designed to provide students with exposure to specialized career fields. Students will not earn college credit for these programs, but will be prepared to enter the workforce or continue their employment in specialized careers upon completion.

**Curricular Tracks** – An area of curricular focus in a career program with a minimum of 8 credits of coursework.

**Curriculum** – A scope and sequence of learning activities that is arranged in a logical order for a defined audience. The scope responds to the breadth of learning intended and the sequence illustrates the order, with complexity of learning outcomes becoming greater over time. The overarching purpose of curriculum is to describe the intentions of a learning experience. A curriculum is also a planning and communication tool that lets stakeholders (faculty, staff, students, and the community) know what is being taught, why, and how the intended learning is to inspire and impact the learners.

**Major** – An area of curricular focus in a pre-professional program with a minimum of 15 credits of coursework.

**Pathway Concentration Programs** – Designed to help students deciding on their academic and career goals to identify an area of interest. It is also designed for students who are interested in transferring to a college or university to complete a bachelor's degree in an area where GRCC does not have an academic program. This degree can be customized to meet individual student's needs. It also allows students to fulfill general education and graduation requirements at GRCC and transfer to a 4-year institution to complete a bachelor's degree.

**Pre-Major Programs** – Designed for students who are interested in transferring to a college or university to complete a bachelor's degree in a particular major. The Michigan Transfer Agreement requirements are also embedded in these programs. This allows students to transfer at least 30 credits of general education coursework to a four-year college or university.

**Pre-Professional Programs** – Designed for students who are interested in transferring to a college or university to complete a bachelor's degree in a particular major in the professions.

**Professional Programs** – Designed for students who are interested in preparing for a career in a profession that does not require a bachelor's degree. Earning an A.B., A.M. or A.N. degree prepares students to enter the workforce upon graduation. If a student chooses to return to a college or university to continue their education, they may have to take additional coursework at the freshman or sophomore level.

## X. Procedures

- A. COST will use the Curriculum Policy to develop and revise curriculum processes at the degree, program, and course level.
- B. Faculty members and Academic Administrators will use these processes to develop, revise, review, and evaluate curriculum at all levels.
- C. Those providing advising to students will use the policy to help students in their academic planning.
- D. The policy guides all curriculum processes and is related to a number of procedures and processes:
  - 1. Curriculog New Course and New Program Development Processes
  - 2. Curriculog Course and Program Revision Processes
  - 3. Academic Program Review Process
  - 4. Program and course listings in the GRCC Catalog
  - 5. MTA Course listing
  - 6. Graduation Audit Processes
  - 7. MyDegreePath



## 8. Declaration of Academic Program Process

### XI. Forms

This policy will be operationalized through all curriculum processes. There are no specific curriculum policy forms.

### XII. Effective Date

August 22, 2013

Revised, February 14, 2017; Effective Fall 2017

### XIII. Policy History

This policy was developed over the 2012-13 Academic Year as the Curriculum Model and approved at AGC on April 9, 2013.

During the 2016-17 Academic Year, this policy was revised during a scheduled policy review and renamed the Curriculum Policy. Changes to the policy included: separating policies from resources in Curriculum Model document; revising outdated language to align with current policies and requirements, including graduation and MTA requirements and Academic Pathways; including information on non-credit programs and certificates; removing General Education, Institutional Learning Outcomes, and Courses from policy, since these are addressed in other academic policies. This revised policy was approved at AGC on February 14, 2017.

### XIV. Next Review/Revision Date

2019-2020 Academic Year