
Community College of Beaver County

Institutional Procedures for Instructional Guarantees for Credit-based Programs

Policy Reference: 2.020, Instructional Guarantees for Credit-based Programs

Purpose of Procedure

Community College of Beaver County believes that completion of its instructional programs appropriately prepares students for transfer to baccalaureate institutions or provides appropriate entry-level job skills. The purpose of this procedure is to provide a process that enables graduates of the College to repeat selected coursework to correct deficiencies in their prior education experience at no additional cost to the student.

Community College of Beaver County guarantees that graduates of the Associate in Arts and Associate in Science degree programs will be adequately prepared to undertake courses, consistent with their major at CCBC, at the four-year institutions to which they transfer. Transfer must take place within 12 months after graduation to be covered under the guarantee. CCBC will permit a graduate to retake up to 10 credit hours to remediate the deficiency, tuition free. The cost of books and fees will be the responsibility of the student. The guarantee can be initiated by contacting the office of Enrollment Services. The College to which the student has transferred must certify in writing that the student is deficient in skills which relate directly to the program's outcomes. Along with the appropriate academic department at CCBC, a written educational plan for retraining will be developed. Tuition-free courses will be limited to ten semester-hours of credit related to the identified deficiency and to those classes regularly scheduled during the period covered by the retraining plan and must be completed within a calendar year from the time the educational plan is agreed upon. The guarantee does not imply that the graduate will pass any licensing, certification, or qualifying examination for a particular career.

Community College of Beaver County guarantees to its Associate in Applied Science graduates and graduates of its occupational programs appropriate technical job skills identified in the program outcomes. The guarantee only applies to graduates employed on a full-time basis directly related to the area of program concentration as certified by the Vice President of Learning & Student Success. Employment must commence within six months of graduation to be covered by the guarantee. If the graduate is judged by his/her employer to be deficient in entry level technical job skills identified by the program outcomes for his/her specific program, the graduate will be provided up to ten tuition-free semester credit hours of additional training by CCBC. The cost of the books and fees will be the responsibility of the graduate. The guarantee can be initiated by contacting the office of Enrollment Services. The employer must certify in writing that the student is deficient in skills which relate directly to the program's outcomes. The employer must specify areas of deficiency within six months of the graduate's initial employment. Along with the appropriate academic department at CCBC, a written

educational plan for retraining will be developed. Tuition free courses will be limited to ten semester-hours of credit related to the identified deficiency and to those classes regularly scheduled during the period covered by the retraining plan and must be completed within a calendar year from the time the educational plan is agreed upon. The guarantee does not imply that the graduate will pass any licensing, certification, or qualifying examination for a particular career.