

Applied Baccalaureate Upper-Division Course and Certificate Policy

Approved by Instruction Commission, July 13, 2017

In adherence with the intent of the legislation authorizing SBCTC colleges to offer baccalaureate education in applied subjects, the following policy defines who may enroll in upper-division courses. Upper-division coursework is defined as courses numbering 300 or higher.

To be eligible to enroll in upper-division courses, a student (including non-matriculating students enrolled in prerequisite or co-requisite courses leading to upper-division coursework) must meet at least one of the following eligibility criteria:

- Admission to a baccalaureate program.
- “Junior standing” based on earned credits or past degree awards. “Junior standing” is defined as a student who has completed an associate degree or higher, or 90+ college-level credits.
- Completion of an appropriate body of preparation as determined by the college. This could include
 - Membership in a professional registry, or holding a licensure, closely related or required for the upper-division course.
 - Employment or other life experience that qualifies for credit for prior learning and meets the upper-division course prerequisites.

To be eligible to enroll in an upper-division certificate program, students must meet one of the eligibility criteria listed above for upper-division courses. Colleges may create additional admission requirements for upper-division certificates.

Upper-division certificates must be approved by the SBCTC using the same procedures used for professional-technical certificate approval as outlined on the [State Board website](#), except for the following:

- There is no requirement for related academic instruction.
- There is no requirement for advisory committee approval.
- All of the courses included in certificates totaling less than 20 credits shall be drawn from a single existing baccalaureate degree program.

Students enrolled in upper-division certificates must be coded as follows:

- In ctcLink the student must be term activated to the appropriate certificate program plan stack.
- In the legacy system
 - Students enrolled in a certificate with the intent to complete an applied baccalaureate degree will have the intent code of "I."
 - Students enrolled in a certificate without intent to complete an applied baccalaureate degree will be coded as "F" "G" or "M" as deemed appropriate by the college.