

3357:13-14-101 Application Procedures for Admission to the Technical Studies Program

(A) The appropriate application must be completed by all applicants for the Technical Studies (TS) Degree. The completed application represents a planned program that meets the educational goal of the applicant. The proposed program must stand the same scrutiny for legitimacy as any other degree program offered by the college and, if approved, will represent a firm contact agreed to by the student and the Technical Studies Council (TSC).

(B) Admission Requirements

Application is open to any student admitted to the college or, if past or presently enrolled, to any student in good standing as prescribed in the current catalog of the college.

(1) Coordination. The Technical Studies Degree contract will be filed in the office of the dean of the division that teaches the majority of the technical courses on the student=s list of courses. The program will be coordinated by the dean of that division. After the application has been approved, copies will be filed with the Student Records Office.

(2) Technical Studies Council. The council will be chaired by the dean from the division that will be teaching the majority of the technical courses in the applicant=s program and also will include the dean and/or a program director from each division/department offering an area of concentration. The functions are as follows:

(a) Reviews applications and approves those that are appropriate.

(b) Approves major changes in the TS student=s program.

(3) Academic Requirements. The Technical Studies Degree program will follow the same curriculum structure as other degree programs. The curriculum plan must contain the following:

(a) At least 21 credit hours of basic studies. These courses should be carefully selected to serve as a base to the technical field and should be closely related to the technical specialty.

(b) At least 21 credit hours of general studies, including:

(i) Nine credit hours of English writing courses, which must include ENG 101, ENG 114, and either ENG 201, 202, 210, or 211.

(ii) Three credit hours of speech, SPE101.

(iii) Nine credit hours of General Education electives; including at least three credit hours of humanities and three hours of social science courses.

- (c) At least 48 credit hours of technical studies.

A minimum of 16 credit hours must be taken in a single discipline. This constitutes an area of concentration. A Technical Studies program can have as many as three areas of concentration. The student and his/her advisors will have opportunity to individualize the student=s program in this area in order to meet the agreed-to-educational/career goals of the student. It is this area of study which will be closely scrutinized to determine its occupational acceptability.

- (d) A minimum of 100 credit hours and a maximum of 110 credit hours.

- (i) It is anticipated that one course worth three to four credit hours may be IND 290 Independent Study consisting of a contract learning project set with the TS council.

- (ii) A student must earn at least a 2.00 cumulative grade-point average to graduate.

- (iii) A minimum of 55 credit hours must be completed at North Central State College - 50% of which must be in a technical area.

#### (4) Process for Developing and Approving the Application Proposal

- (a) The student meets with the dean of the division housing the greatest number of courses in the student=s proposed degree program to develop a preliminary proposal.

- (b) That dean assumes responsibility for forming the TS Council and arranging a meeting of that council to finalize and approve the proposal, in conjunction with the student.

- (c) After approval by the TS Council, the proposal is sent to the Vice President for Learning for final approval and filing in the Student Records Office.

- (d) Any changes to an approved proposal must be approved in writing by the division dean chairing the TS Council and documented in the student=s file in the Student Records Office. Major changes should be reviewed by the TS Council.

- (e) A proposal will be looked upon favorably when the student is able and willing to meet degree requirements, when the proposal is occupationally acceptable, and when the proposal does not essentially duplicate an existing technology.

- (f) The proposal must include the following:

- (i) Application for admission to the Technical Studies Degree program.

- (ii) Curriculum Plan

- (g) Transfer credits, credit by examination, or credit by any other method being utilized at

North Central State College are acceptable.

- (h) An important component of this program is that in those cases in which the college does not offer all the technical courses needed to fulfill the degree requirement, cooperative arrangements may be entered into with other public colleges, private colleges, proprietary institutions, vocational centers, and schools conducted by business and industry. A maximum of 45 credit hours will be recognized from other institutions for students who expect to pursue the TS degree.

Effective: September 20, 2016

Next Review: September 1, 2021

Review Dates: 8/24/07, 9/24/12, 9/20/16