e. Student Support Services

- The institution provides student administrative services according to established policies in the following areas:
  » Student recruitment
  » Admissions and matriculation
  » Financial aid, scholarship and grant applications, coordination of awards and counseling regarding repayment options
  » Transfer credit and prior learning evaluations
  » Graduation audits
  » Student records management

- The institution provides student support services, including:
  » Advising and assessment as needed for placement into college-level courses
  » Student advising related to the successful completion of developmental education courses, college-level courses and degree programs
  » Student advising related to the transferability of credits earned at the institution
  » Advising and assessment for students seeking academic credit for prior learning
  » Academic support for students with disabilities and other learning needs
  » Physical or mental health counseling and/or external referrals
  » Environmental support on-site or through external referrals (e.g., for transportation, child care, personal finance)
  » Career services

f. General Education

- General education is required within every undergraduate degree and is guided by a mission and specific learning outcomes

- General education requirements reflect the degree designation (e.g., applied associate degree vs. associate of arts or associate of science; bachelor of arts vs. bachelor of science)

- At a minimum, general education comprises no fewer than 36 semester hours for baccalaureate degrees and associate of arts and associate of science degrees and no fewer than 15 semester hours for applied associate degrees

- The general education curriculum reflects a breadth of study (the minimum number of hours in each general education area for baccalaureate, associate of arts, associate of science and applied associate degrees is outlined in Appendix C)

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1 Public institution placement policies must be consistent with the statewide placement policy: [https://www.ohiobighered.org/college-readiness](https://www.ohiobighered.org/college-readiness)
• General education includes a focus on “21st century” skills and knowledge², including:
  » Knowledge of human cultures and the physical and natural world
  » Intellectual and practical skills, including inquiry and analysis; critical and creative thinking; oral and written communication; quantitative literacy; information literacy; teamwork; and problem solving
  » Personal and social responsibility, including civic knowledge and engagement; intercultural knowledge and competence; ethical reasoning and action; and foundations and skills for lifelong learning
• Remedial or developmental education courses are not considered part of general education and are not counted toward degree requirements.

g. Program Operations
• The administrative structure for the proposed program is clearly defined
• Cooperative arrangements for the delivery of the proposed program are clearly described and approved by the identified partners

h. Faculty Credentials
The following expectations apply to all full-time and part-time instructors, including graduate teaching assistants and high school teachers who serve as adjunct faculty members for dual enrollment courses.

1. For general education courses:
• Faculty members teaching general education courses must hold a master’s degree in the discipline or a master’s degree and a cohesive set³ of at least 18 semester credits of graduate coursework relevant to the discipline.
• Individuals who are making substantial progress toward meeting the faculty credentialing requirements and who are mentored by a faculty member who does meet the minimum credentialing requirements may serve as instructors while enrolled in a program to meet credentialing requirements. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members and dual enrollment faculty members

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² The Essential Learning Outcomes from the LEAP initiative: [http://www.aacu.org/leap/vision.cfm](http://www.aacu.org/leap/vision.cfm)
³ A “cohesive set” of courses is a program of study that includes disciplinary content comparable to that which would be obtained in a master’s degree program in the discipline. The program of study should be planned in collaboration with experts in the discipline and preferably completed at a single institution.
Appendix C: General Education Guidelines

The guidelines for general education are divided into two sections—one for public institutions and one for private institutions. Although the general education credit hour expectations and breadth of experience are the same for public and private institutions, the general education requirements are more specific for public institutions because they must align their general education curriculum with the Ohio Transfer Module (OTM) and with Ohio's Articulation and Transfer Policy\textsuperscript{22}.

Throughout the document, the following definitions are used:

General Education Courses: Those courses in written and oral communication, quantitative principles, biological and physical sciences, social and behavior sciences and the arts and humanities that provide the foundation and common experience expected among individuals holding associate and baccalaureate degrees. These courses, along with courses within a major, provide opportunities for critical thinking, problem solving and analytic skills.

Applied General Education (Basic Education) Courses: Those courses within applied associate degrees that emphasize the application of general education to an occupational or technical area
- Courses such as technical communication, business mathematics, calculations for health professionals, study skills, applied computing, and practical psychology are examples that fall in this category. Applied general education coursework cannot be counted toward meeting the minimum requirements for general education courses in associate or baccalaureate degrees.

General Education Courses in the Arts: Courses in this category do not include “performance” courses such as painting, sculpting or dance, but may include courses in the history of art, dance, film or theater.

General Education Courses in Technology and Innovation: Courses in this area are related to the analysis and understanding of how discovery and invention impact society.

Note: Developmental (remedial) courses cannot be counted toward meeting the minimum requirements general education courses in associate or baccalaureate degrees.

\textsuperscript{22} \url{https://www.ohiohighered.org/transfer/policy}
General Education Guidelines: Ohio Public Institutions

Applied Associate Degrees

Applied associate degrees (Associate of Applied Business, Associate of Applied Science, Associate of Technical Studies, and Associate of Individualized Studies), must include at least 30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., “basic”) courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours. A minimum of six semester hours must be found in the following two categories:

- At least one course (three semester credit hours) in the English Composition and Oral Communication area (e.g., First Writing, Second Writing, Public Speaking)
- At least one course (three semester credit hours) in the Mathematics, Statistics and Logic area (e.g., Algebra, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)

A minimum of six semester hours must come from the following three categories, and at least two of the three categories must be represented.

- At least one course (three semester credit hours) in the Arts and Humanities area (e.g., Art History, Ethics, History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least one course (three semester credit hours) in the Social and Behavioral Sciences area (e.g., Communication, History, Economics, Political Science, Psychology, Sociology)
- At least one course (three semester credit hours) in the Natural Sciences area (e.g., Anatomy, Biology, Chemistry, Environmental Science, Physics, Physiology)

In order to assure maximum transferability, institutions are strongly encouraged to implement general education programs that include coursework in all five general education categories and to use a three semester hour First Writing course to fulfill the minimum requirement in the English composition and oral communication area.

Institutions are expected to use approved Ohio Transfer Module (OTM) courses and follow applicable Transfer Assurance Guides (TAGs) when developing general education requirements for their applied associate degrees. However, recognizing that the skills needed for some OTM courses in the mathematics and science areas exceed the skills needed for the successful completion of some applied degrees, OTM-approved courses are not required to fulfill the mathematics and science requirements.
Associate of Arts (AA) and Associate of Science (AS) Degrees

Consistent with the belief that the AA and AS degrees serve as the first two years of a bachelor’s degree and to provide maximum transferability of courses from the associate level to the bachelor’s level, the general education component of the A.A. and the AS degrees at Ohio’s public institutions must fulfill the institution’s Ohio Transfer Module (OTM).

Ohio Transfer Module (OTM)\textsuperscript{23}

The Ohio Transfer Module contains 36-40 semester hours of coursework in general education. It is a subset or the complete set of general education requirements at each college or university. In order for general education courses to be a part of an institution’s transfer module, all coursework is subject to a review by the statewide transfer module panels against the Ohio Transfer Module Guidelines and learning outcomes.

Each transfer module must include a minimum of 24 semester hours of approved OTM courses as outlined below:

- At least three semester credit hours in English Composition and Oral Communication (e.g., First Writing, Second Writing, Public Speaking)
- At least three semester credit hours in Mathematics, Statistics and Logic (e.g., College Algebra, Pre-Calculus, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)
- At least six semester credit hours in Arts and Humanities (e.g., Art History, Ethics, American History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least six semester credit hours in Social and Behavioral Sciences (e.g., Anthropology, Economics, Geography, Political Science, Psychology, Sociology)
- At least six semester credit hours in Natural Sciences (e.g., Astronomy, Biology, Chemistry, Environmental Science, Geology, Physical Geography, Physics)

The additional 12-16 semester credit hours needed to complete the OTM are distributed\textsuperscript{24} among the same five categories but may be distributed differently in the Associate of Arts and the Associate of Science degrees. Typically an Associate of Arts degree would include more credit hours in the oral and written communication and arts and humanities areas, while an Associate of Science degree would include more credit hours in the mathematics and science areas.

\textsuperscript{23} The Ohio Transfer Module requirements are available on the Articulation and Transfer Policy website at http://re.jenitl.ohio.gov/transfer/policy/transfer_policy_d2aa.php

\textsuperscript{24} The distributive model outlined above is not meant to discourage institutions from experimenting with thematically clustered or multidisciplinary general education courses, particularly when those courses are approved as OTM or TAG courses.
Baccalaureate Degrees

For bachelor’s degrees (e.g., Bachelor of Arts—BA, Bachelor of Fine Arts—BFA, Bachelor of Music—BM, Bachelor of Science—BS, or Bachelor of Applied Studies—BAS), the minimum general education requirements are the same as for the academic associate degrees. However, many baccalaureate programs require general education coursework beyond those minimum expectations, and students may be required to complete additional general education requirements beyond the minimum upon transfer.

General Education Guidelines: Private and Out-of-State Institutions

Applied Associate Degrees

Applied associate degrees (Associate of Applied Business, Associate of Applied Science, and Associate of Technical Studies), must include at least 30 semester hours of non-technical coursework, which includes both general education and applied general education (i.e., “basic”) courses. The general education portion of the non-technical coursework must include at least 15 semester credit hours. A minimum of six semester hours must be found in the following two categories:

- At least one course (three semester credit hours) in the English Composition and Oral Communication area (e.g., English Composition, Public Speaking)
- At least one course (three semester credit hours) in the Mathematics, Statistics and Logic area (e.g., Algebra, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)

A minimum of six semester hours must come from the following three categories, and at least two of the three categories must be represented.

- At least one course (three semester credit hours) in the Arts, Humanities, Culture and Diversity area (e.g., Art History, Ethics, American History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least one course (three semester credit hours) in the Social and Behavioral Sciences area (e.g., Communication, Economics, Political Science, Psychology, Sociology)
- At least one course (three semester credit hours) in the Natural Sciences, Technology and Innovation area (e.g., Anatomy, Biology, Chemistry, Environmental Science, Physics, Physiology)
Associate of Arts (AA) and Associate of Science (AS) Degrees

A.A. and A.S. degrees must include a minimum of 36 semester hours of general education coursework. Each A.A. and A.S. degree must utilize 15 of the required 36 semester credit hours as follows:

- At least one course (three semester credit hours) in Oral and Written Communication (English Composition, Public Speaking)
- At least one course (three semester credit hours) in Mathematics, Statistics and Logic (College Algebra, Pre-Calculus, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)
- At least one course (three semester credit hours) in Arts, Humanities, Culture and Diversity (e.g., History of Art, Dance, Film, Music, or Theater, Ethics, History, Literature, Philosophy, Religion, Ethnic or Gender Studies)
- At least one course (three semester credit hours) in Social and Behavioral Sciences (e.g., Communication, Economics, Political Science, Psychology, Sociology)
- At least one course (three semester credit hours) in Natural Sciences, Technology and Innovation (e.g., Anatomy, Biology, Chemistry, Environmental Science, Physics, Physiology)

The additional 21 semester credit hours needed to complete the 36 semester credit hour requirement may be distributed differently in the A.A. and A.S. degrees. Typically an A.A. degree would include more credit hours in the oral and written communication and arts and humanities areas, while an A.S. degree would include more credit hours in the mathematics and science areas.

Baccalaureate Degrees

For bachelor’s degrees (e.g., Bachelor of Arts—BA, Bachelor of Fine Arts—BFA, Bachelor of Music—BM, Bachelor of Science—BS, or Bachelor of Applied Studies—BAS), the minimum general education requirements are the same as for the academic associate degrees. However, many baccalaureate programs require general education coursework beyond those minimum expectations.

25 The distributive model outlined above is not meant to discourage institutions from experimenting with thematically clustered or multidisciplinary general education courses.