

**CRITERIA FOR  
COMPREHENSIVENESS FOR  
COMMUNITY COLLEGES**

As Required by Act 103 of 1973, Section 3, Paragraph (i)

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1. The curriculum and services of the community college must be designed to serve the postsecondary educational needs of its district and the State of Arkansas. The curriculum must include occupational programs that do not require academic transfer courses for completion.

To identify the needs of its service area, the community shall do a comprehensive survey of its employment needs at least every five years. Either the comprehensive survey or special data shall be presented as evidence of the need for each new program proposed. Each existing occupational program must be reviewed at least once every five years to see that employment and need for additional graduates of the program continue.

2. Occupational programs of varying types and levels must be offered in the community college district either by the community college or by some other post-secondary institution. The type and level of each program shall be identified through the use of the following terminology regarding degrees and certificates granted for completion of programs:
  - a. Associate of Arts or Associate of Science Degree indicates a college level program primarily designed for transfer to a four-year degree program or for general education purposes which requires at least four semesters for completion by the average full-time student. Each Associate of Arts or Associate of Science Degree program shall contain an appropriate general education segment.
  - b. Associate of Applied Science Degree indicates a college level program primarily designed for occupational purposes and which requires at least four semesters for completion by the average full-time student. Each Associate of Applied Science Degree program shall contain a general education segment appropriate to the occupation for which the program is designed.
  - c. Certificate of Proficiency indicates a program of any level specifically designed for occupational purposes. A Certificate of Proficiency may be awarded in any occupational program which requires from one to four semesters for completion by the average full-time student. Each Certificate of Proficiency program may contain supporting subject matter which is necessary or helpful for the particular occupational program for which it is designed. A certificate of proficiency program shall not require the completion of academic transfer

courses as general education courses.

3. The community college shall offer the first two years of baccalaureate degrees which are most common and appropriate in its service area. The Department of Higher Education, the community colleges, and the upper level institutions to which community college graduates regularly transfer share the responsibility for coordination transfer programs.
4. The community college shall offer developmental or remedial instruction which is needed locally to assist individuals who lack the skills required to enter any of the college's instructional programs.
5. The community college shall offer, as community service courses, any additional unit of instruction for which there is local need, available instructional personnel and adequate financial and physical resources.
6. The community college shall offer guidance and counseling services which include at least the following elements:
  - a. Adequate records and information resources on each student so that the college can advise the student on the services offered to the student which will fit the student's needs.
  - b. An organized professional system to assist each student in funding and taking the best advantage of the services the community college can offer.
  - c. An organized system for following the progress of each student so that the student can be assisted at difficult or decision points in his or her college experience.
  - d. An organized system to put the student in contact with the next step in his or her educational or occupational development.
  - e. Individual assistance to students in making career, program, course and employment decisions and assistance with personal problems not requiring more extensive services.

Approved: Agenda Item No. 5  
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