ADMISSIONS INFORMATION

Southern Union State Community College has an open-door admissions policy to assure optimal higher educational opportunities.

The College admits eligible applicants at the beginning of the Fall semester, Spring semester, and Summer term.

Admission applications are available online at www.suscc.edu or requests for information can be sent to the following address:

Southern Union State Community College
Admissions Office/ Registrar
750 Roberts Street
Wadley, Alabama 36276

ADMISSION REQUIREMENTS

A. Admission of First Time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first time college students or “native” students.

For admission to an Alabama Community College System institution, an applicant must provide the following:

One primary form of documentation such as an unexpired driver’s license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent residence card OR

If an applicant cannot present a primary document, he/she must provide two secondary forms of documentation, one of which must be a photo identification card such as a School ID (with photo) or an Employee ID (with photo), AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate; OR

For admission to an Alabama Community College System institution, all international applicants must provide:

A VISA acceptable to the United States and an official translated copy of the student’s high school/college transcript; a copy of their original transcript(s); a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

Note: The documentation identified above must be submitted IN PERSON or by a NOTARIZED copy through the U.S. Mail.
1. Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a first time college student must meet one of the following criteria:

a. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

b. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or

c. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or a composite score of 780 on the SAT; or

d. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or a composite score of 780 on the SAT; or

e. The student holds a GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as “Degree-Eligible.” The College may establish additional requirements when student enrollment must be limited or to assure ability-to-benefit.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript. The transcript must be from an accredited secondary high school, or official documentation must be provided that the high school diploma is equivalent to The Alabama High School Diploma. Students who have graduated from a high school that cannot provide one or both of the above must take the GED exam.

Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

2. Admission to Courses Not Creditable Toward an Associate Degree

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet the following criteria:

a. The applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government, or

b. The applicant holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma or another state equivalent to the Alabama Occupational Diploma, or an equivalent
diploma issued by a non-public high school, and has not achieved a minimum ACT or SAT score as prescribed by the guidelines issued by the Chancellor.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript. The transcript must be from an accredited secondary high school, or official documentation must be provided that the high school diploma is equivalent to The Alabama High School Diploma. Students who have graduated from a high school that cannot provide one or both of the above must take the GED exam.

Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

3. Unconditional Admission of First Time College Students

For unconditional admission, applicants must have on file at the College a completed application for admission and at least one of the following:

a. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

b. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

c. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or a composite score of 780 on the SAT; or

d. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and a minimum ACT score of 16 or a composite score of 780 on the SAT; or

e. An official GED Diploma.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript. The transcript must be from an accredited secondary high school, or official documentation must be provided that the high school diploma is equivalent to The Alabama High School Diploma. Students who have graduated from a high school that cannot provide one or both of the above must take the GED exam.

Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).
Selective Service Act
All male students between the ages of 18 and 26 must certify compliance with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama 1974 (as amended) before enrollment at the College.

4. Conditional Admission of First Time College Students
Note: Conditionally admitted students are not eligible for financial aid.
Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

a. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

b. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

c. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or a composite score 780 on the SAT; or

d. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and a minimum ACT composite score of 16 or a composite score of 780 on the SAT; or

e. An official GED diploma.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript. The transcript must be from an accredited secondary high school, or official documentation must be provided that the high school diploma is equivalent to The Alabama High School Diploma. Students who have graduated from a high school that cannot provide one or both of the above must take the GED exam.

Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

5. Policy on Placement Testing
First-time students at Southern Union State Community College who enroll for more than 3 credit hours or 6 contact hours per term must take the COMPASS placement test to ensure that they possess the basic skills required for success in
college courses. Assessment testing will be required prior to registration. The placement test is given weekly in the Assessment Center at the Opelika campus, and it is also given daily on all campuses during the registration period.

**Prospective students are strongly urged to schedule and complete the placement test prior to registration.** During the registration process, assessment results will be used to determine placement in courses. Students whose scores indicate the need for developmental courses must register for the indicated developmental courses the first term.

With the appropriate proof, the following students are exempt from all or part of the placement test requirements:
- students within three years of high school graduation who present official documentation of the following ACT/SAT scores:
  - ACT: English = 20 or above
    Reading = 20 or above
    Math = 20 or above
  - SAT: Verbal = 480 or above
    Math = 480 or above
    Reading = 480 or above
- students who have an associate or higher degree;
- students who transfer degree-creditable English and/or mathematics courses with a grade of “C” or better;
- students in programs where English or mathematics is not required;
- students who have completed equivalent developmental course work at another Alabama Community College System institution within the last three years;
- students who have documentation of assessment and acceptable scores (COMPASS or ASSET) within the last three years;
- transient students;
- audit students;
- senior citizens;
- students who are taking non-credit courses only.

**Re-Test Policy**
The Alabama Department of Postsecondary Education mandates that each student is permitted to retest one time only. Retesting **must** be complete before a student begins a developmental course. (ENG 092, ENG 093, MTH 090, MTH 098, RDG 084 or RDG 085) Although there is no fee to take the test the first time, a fee of $8.00 is required when retesting. The retest fee should be paid in the Business Office before coming to the Assessment Center to retest. Please bring the retest fee receipt with you to the Assessment Center.

**B. Admission of Transfer Students**
Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to
furnish official transcripts of all work attempted at all said institutions. Southern
Union may also require the transfer of student documents required of first-time
college students.

Transfer students who meet requirements for admission to courses creditable toward
an associate degree shall be classified as “Degree-Eligible” students. Transfer
students who do not meet these requirements shall be classified as “Non-Degree-
Eligible” students.

Applicants who have been placed on one-year academic suspension from
another institution for academic or disciplinary reasons must wait one full
semester before being considered for admission.

1. Unconditional Admission of Transfer Students
   a. For unconditional admission, transfer students must have submitted to
      the College an application for admission and official transcripts from all
      regionally accredited institutions attended, official high school transcripts
      and any other requested documents required for first-time college students.
   b. Applicants who have completed the baccalaureate degree will be required
to submit only the transcript from the institution granting the baccalaureate
degree.
   c. Transfer students will be subject to placement testing as detailed in the
section “Policy on Placement Testing.”

   If the student intends to obtain a degree or certificate from the College,
   transcripts from all institutions must be submitted for evaluation prior
to applying for graduation. If the student intends to register for courses
requiring prerequisites that have been fulfilled at another institution,
transcripts from those institutions must be submitted for evaluation prior
to enrolling in those courses at the College.

   Note: Official Transcript(s) must be mailed to Admissions, P.O. Box 1000, Wadley,
   AL 36276. Southern Union will not accept hand-delivered transcript(s).

2. Conditional Admission of Transfer Students
   Transfer students who do not have on file official transcripts from all post-
secondary institutions attended and any additional documents required by the
institution may be granted conditional admission. No transfer student shall be
allowed to enroll for a second term unless all required admissions records have
been received by the College prior to registration for the second term.

   If all required admissions records have not been received by the College prior
to issuance of first term grades, the grades will be reported on the transcript,
but the transcript will read CONTINUED ENROLLMENT DENIED
PENDING RECEIPT OF ADMISSIONS RECORDS. This notation
will be removed from the transcript only upon receipt of all required admis-
sions records.
3. Initial Academic Status of Transfer Students
   a. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
   b. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
   c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

4. General Principles for Transfer of Credit
   a. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Southern Union’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
   b. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
   c. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
   d. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the institution where the “D” grade was earned. This does not apply for English courses. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
   e. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
C. Admission of Georgia Students
The student is eligible for in-state tuition if the student resides in the state and county, and attends the designated campus of the institution noted below: PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.

Wadley Campus
Adjacent State: Georgia
*Counties: Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus:
Adjacent State: Georgia
*Counties: Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus
Adjacent State: Georgia
*Counties: Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

*The student must live in the reciprocal county for at least the previous twelve (12) months.

D. Admission of Transient Students
Students who attend another postsecondary institution and who wish to earn credits for transfer to the parent institution may be admitted to Southern Union State Community College as transient students. A transient student must submit the following items for admission: a) a complete application for admissions; and b) an official transient letter from the institution the student has been attending which certifies the credits s/he earns at Southern Union State Community College will be accepted as part of his/her academic program. However, students must present the transient letter at registration prior to registering for any classes at Southern Union.

The transient permission form must be properly signed by the appropriate official at the parent institution and must list the specific college course(s) for which the student has been approved to enroll. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts. However, a transient student may not enroll in a course and its prerequisite concurrently.

E. Admission of International Students (F-1 Visa Holders)
In addition to the regular admission requirements, and before an I-20 can be issued, all international students must request an International Student Information Packet.

Prior to being issued an I-20 form, all international student applications must be submitted no less than 3 months prior to the beginning of the semester for which the applicant hopes to gain admittance.
**ALL International Students must present the following:**

1. a college application for general admission;
2. *a College Application for Admission of International Students;
3. submit an official translated copy of the student’s high school transcript (and college transcript, if applicable) translated by World Education Services, Inc. or Educational Credential Evaluators or Josef Silny & Associates and a copy of their original transcript(s).
4. an official transcript showing a minimum of 550 on the paper-based Test of English as a Foreign Language (TOEFL); or 213 on the computer based test or 79 on the internet-based test. (Note: Any student graduating from a non-English speaking high school will be required to have at least earned these minimum TOEFL scores.)
5. a signed, notarized statement that declares that the student will be fully responsible for his/her financial obligations while attending college;
6. documentation demonstrating adequate health and life insurance which is inclusive of a repatriation benefit and which must be maintained during all periods of enrollment.
7. a letter of financial support that is required to be on file at the College.
8. official college transcripts from a college or university in the United States if applying as a transfer student. A transfer student Clearance Form must also be submitted for international students who are or were enrolled in any U.S. college or university.
9. submit a Copy of I-94 (proper status) from the passport.
10. when all documentation is completed, it must be forwarded to the international student coordinator.

*Note: International student applications are not eligible for conditional admissions status.

**Transfer Credit from Foreign Institutions**

Students who have attended academic institutions outside the United States must submit an official translated copy of their high school transcript and college transcript translated by World Education Services, Inc., Education Credential Evaluators or JS&A (Josef Silny & Associates). Course descriptions must be included with the evaluation/transcripts. Transfer credit is not guaranteed and will be subject to the following conditions:

- Transfer credits must fall within the school’s guidelines and are subject to approval by the registrar, dean and/or program chair.
- Courses must be germane to a program/degree/certificate at Southern Union State Community College.
- A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the institution where the “D” grade was earned. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
- Transfer students will be subject to placement testing as detailed in the section “Policy on Placement Testing”.
**Issuance of Form I-20**
The I-20 will be issued to the student only after all requirements above have been met and the student’s file is complete.

**F. Admission of High School Students**
High school students admitted to any program must meet the qualifications outlined below including placement testing for first time college students.

1. **Accelerated High School Program**
   A student is eligible for conditional admission if the student meets all of the following criteria:
   
   a. Submit a college application for general admission,
   b. meet the entrance requirements established by Southern Union,
   c. successful completion of the 10th grade,
   d. certification from the local principal or his/her designee that the student has a minimum cumulative “B” average and recommendation that the student be admitted under this policy, and
   e. enrollment only in postsecondary courses for which high school prerequisites have been completed. For example, a student may not take English composition until all required high school English courses have been completed.

   Exceptions may be granted by the Chancellor of Postsecondary Education for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements (c) and (e) above.

   Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

   Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

2. **Dual Enrollment/Dual Credit for High School Students**
The College is authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Students participating in the dual enrollment/dual credit program shall pay regular tuition as required by the College. A high school student is eligible for dual enrollment/dual credit if he/she meets the following criteria:
   
   a. submit a college application for general admissions,
   b. meet the entrance requirements established by Southern Union, and
   c. have a “B” average in completed high school courses, and
   d. have written approval of the appropriate principal and the local superintendent of education,
e. have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.

f. Student must be in the 10th, 11th, or 12th grade or have an exemption granted by the College upon the recommendation of the student’s principal, superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.

Dual enrollment/dual credit applies to both academic and career/technical courses.

Students enrolled in courses offered during the normal high school day must have prior permission granted through execution of a contract between the students’ principal, superintendent, and the president of Southern Union.

*Note: Six semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject. Partial credit may be developed between the college and the local board of education.

G . Admission of Students to Special Programs

Applicants to customized training for business programs and other courses not creditable toward an associate degree may be admitted provided they meet the standards for admission of first time students who have never attended college or provided they are at least 16 years of age and have specifically documented ability-to-benefit.

H . Admission Requirements for Health Sciences Programs

In addition to the required documents for admission to the College, an applicant to Nursing, Radiologic Technology, EMS, Surgical Technology or Therapeutic Massage must complete all requirements for admission into these programs. Admission into the above mentioned programs is highly competitive and completion of all requirements certifies eligibility but in no way implies or guarantees admission. Specific program admissions and progression requirements are found in the Health Sciences section of this catalog, or visit our website at www.suscc.edu.

NOTE: Falsification of Records

Any falsifying of records by a student will disqualify the student from receiving academic credit or earning a degree from Southern Union.
A. Credit Programs and Courses

1. First-Time College Students
   a. Complete an application form which is obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
   b. Request that an official transcript from the high school from which the applicant graduated or a copy of the GED Diploma be mailed directly to the Registrar.

2. Transfer Students
   a. Complete an application form which may be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the application as early as possible prior to the term of planned enrollment.
   b. Request all colleges or universities previously attended to mail official transcript(s) of academic records directly to the Registrar. Transcripts are accepted only from institutions, not from students. If only non-credit, continuing education work was attempted, a letter from an official of the college attended verifying this fact should be submitted instead of a college transcript.

   Note: Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

3. Readmission Students
   a. An applicant previously admitted but who did not enroll will be required to complete a status update form. A former student, previously enrolled at Southern Union who has not been in attendance for one or more terms, will be required to complete an online readmission application or obtain a form from the College Records Office or from the College website (www.suscc.edu).
   b. Students seeking readmission must request that any colleges attended during the interim period of attendance at Southern Union mail official transcripts of academic record(s) directly to the Registrar. Students who have not attended for six or more terms must resubmit all previous college transcripts.
   c. Students on their first academic suspension who seek readmission must apply for the “Intervention for Student Success” program and must see their academic advisor for instructions. Students wishing to return to Southern Union after being placed on one-year suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior
to the start of the following term after serving their suspension. The appeal will be considered by the Academic Suspension Appeals Committee and decisions of the Committee are final.

**Note:** Official Transcript(s) must be mailed to Admission, P.O. Box 1000, Wadley, AL 36276. Southern Union will not accept hand-delivered transcript(s).

4. Transient Students  
   a. Complete an online application or obtain a form from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus.  
   b. Secure a transient form of permission, in lieu of transcripts, from the dean of the college most recently attended indicating the course(s) to be taken at Southern Union. This letter must be submitted prior to registration.

5. Veterans  
   In addition to completing regular admission requirements, veterans and veterans’ dependents eligible for educational benefits under the GI Bill through the Veterans Administration must make application for such benefits through the VA. This may be done by contacting the College Financial Aid Office, the State Veterans’ Service Office in the county of residence, or any VA Regional Office for the necessary forms and assistance in completing them.

6. Additional admission requirements have been established for certain technical and health science programs. These are found in the “Programs of Study” section of each specific division.

**B. Non-Credit Courses**

1. Continuing Education Courses  
   Continuing education courses are designed to provide for the intellectual and cultural development of the participants. There are no entrance requirements. An application and information may be obtained at the administrative office on each campus. For further information, contact the Director of Adult and Continuing Education.

2. Courses for Audit  
   Students may take college courses without credit by a process called “audit” in which students are expected to meet all the requirements of the course with the exception of the examinations. Admission requirements and fees are the same for audit courses as for those carrying college credit. In order to audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Students auditing a class will not receive credit applicable to satisfaction of degree requirements. Students must meet all class requirements except tests in order to successfully complete an audit and have a grade of “AU” recorded on his/her transcript.
3. Training for Business and Industry
The College assists businesses/industries by offering customized non-credit courses, workshops, or seminars which meet their employees’ specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time which is convenient to employees. For an application and further information, contact the Dean of Technical Education and Workforce Development.

4. Transitional Courses
Transitional courses (college preparatory) are offered in English, math and reading. These courses allow students to begin studying at their own level, to develop the skills and knowledge they will need to attempt credit-bearing courses. Descriptions of these courses: ENG 092, ENG 093, MTH 090, MTH 098, RDG 084 and RDG 085 appear in the “Course Description” section of this catalog. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.