

TWC is found in [TEC Chapter 133](#). For further information on TWC processes, contact the TWC. Additional information is available at <http://www.twc.state.tx.us/svcs/apprentice.html>.

Institutions may provide up to 144 hours of job-related classroom instruction as CEU or SCH, following Coordinating Board rules for all degrees and certificate programs. The college may enroll regular as well as apprenticeship students in such courses and obtain regular contact hour funding for them. These courses should be chosen from the *Workforce Education Course Manual (WECM)* as described in Chapter Four. Tuition and fees apply. See [TEC 54.051](#) and guidelines in this manual.

2. College Credit

The above-referenced 144 hours of job-related classroom instruction per year may be transcribed by colleges as CEU or as SCH, resulting in a maximum award of 14.4 CEU or approximately 6-9 SCH per year.

Up to 1008 contact hours of on-the-job training acquired through an apprenticeship may apply toward the completion of a certificate (CE or credit) or an AAS degree. (As noted above, on-the-job training hours do not qualify for state funding from either TWC or the Coordinating Board.) The institution should have a governing board-approved process for determining what courses to transcript and the number of CEUs or SCH to be awarded. For CE courses the ratio of one CEU to 10 contact hours should be used, resulting in a maximum of 100.8 CEU. For credit courses the ratio of one SCH to 7-10 contact hours of apprenticeship training per week for 16 weeks should be used, resulting in a program maximum of nine SCH for students.

Apprenticeship programs and colleges are encouraged to work together so that students are able to learn, earn, and acquire college credit. Colleges are also urged to explore partnership opportunities with secondary schools in creating apprenticeship programs.

Additional information is available in [TEC Chapter 61](#) and [Chapter 133](#), [Coordinating Board Rule 9.27](#), and [Texas Workforce Commission Rules Chapter 837](#).

E. Characteristics of Applied Associate Degrees

An applied associate degree results in a formal award that indicates mastery of a prescribed series of competencies with defined employment outcomes. The degree options for a workforce education program are the Associate of Applied Science (AAS) degree and the Associate of Applied Arts (AAA) degree. AAS and AAA degrees are technical in nature and are usually identified with a broad designation (e.g., AAS in Electronics and AAA in Music Performance).

Degrees must be limited to the number of semester credit hours required for the degree by SACSCOC, currently 60 SCH. If the number of SCH required to complete an associate's program exceeds 60, the institution must provide detailed written documentation explaining the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board staff will review the documentation provided and make a

determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this subsection on or before the start of the 2015 fall semester.

Institutions may choose their own award titles provided the title clearly defines the nature of the award. Institutions are encouraged to use common award titles as specified in the CIP code manual to promote consistency with program offerings and awards granted by other institutions, as programs should be designed to educate students broadly within an occupation or industry. Where applicable, certificates should follow the same guidelines, using standard terminology and types of awards.

Approved applied associate degree and certificate programs will appear in the Coordinating Board's Workforce Education Inventory. All programs will be subject to established statewide program evaluation procedures. Awards must be listed in an institution's catalog, appear on the student's transcript, and be subject to the institution's Graduate Guarantee policy. The guarantee must assure a graduate's employer that the graduate has met program competencies and must offer up to nine tuition-free semester hours of education for a program graduate judged by the employer as unable to perform on the job the competencies specified in the college program.

An AAS or AAA degree should have a technical component composed of 50 percent to 75 percent of the course credits drawn from a common technical specialty identified by the program CIP code. This ensures that each degree or certificate program has a clearly defined subject matter focus and provides students with opportunities for employment and career advancement. The curriculum may include both *Workforce Education Course Manual* (WECM) courses and *Lower-Division Academic Course Guide Manual* (ACGM) courses that are directly related to the discipline. The use of WECM Special Topics and Local Need courses in the curriculum is limited to three courses. In certain cases, parallel courses are listed in the WECM and the ACGM. In these instances, the ACGM courses with WECM equivalents may count as part of the technical specialty component. See Chapter 4 for more information.

The remaining percentage of an AAS or AAA degree should consist of support courses and general education courses. These guidelines are not intended to establish an arbitrary number or percentage of specific courses that must be contained in a program; logical exceptions to the guidelines will be permitted.

In cases where a program may require a preponderance of academic courses, the institution must document that the additional academic coursework was recommended by the program advisory committee and that it is directly related to the occupational field and/or to a Coordinating Board-approved Field of Study Curriculum.

To meet SACSCOC guidelines, each degree must have a minimum of 15 semester hours of general education courses. Courses must be selected from the following areas and must include at least 3 SCH in each area: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Table 3.3 maps the Texas Core Curriculum component areas to these SACSSOC categories. Generally, courses should be selected from the institution's core curriculum, though each institution should work with its SACSCOC representative concerning courses that meet the requirements. General education courses must be