

# CPTC Procedure: Verification of General Education Competencies

Coastal Pines Technical College (CPTC) assesses the attainment of associate degree-level general education outcomes and general education competencies by degree graduates. General education outcomes and competencies are developed by faculty and identify key skills and knowledge that should be demonstrated by associate degree graduates.

Students completing the associate degree must be able to demonstrate competencies in the following areas:

- Written communication – the ability to write a coherent document.
- Computation – the ability to solve mathematical problems.
- Critical thinking – the ability to analyze information.

General education competencies are assigned to one or more required courses and assessed within those courses. Each assessment includes items that align to the respective general education competencies assigned to the course. The standards for evaluating mastery of general education competencies are as follows:

- Successful mastery of all identified general education competencies is required in order to pass the assessment.
- Students must pass the assessment with 70% mastery in order to pass the course.

Students may be afforded an additional opportunity to pass an assessment, following remediation prescribed by the instructor.

The process to verify mastery of college-level general education competencies among degree graduates includes the following:

- The general education mastery verification process must occur prior to awarding degrees.
- Faculty members who teach designated general education courses must include a statement in their syllabi that students must pass the general education assessment in order to pass the course.
- The Registrar will verify program completion status and graduation criteria, in part, based final grades in the designated general education courses.
- Program advisors and instructors will obtain information on students qualification for graduation based on mastery of the general education competencies from the Registrar.

Approval of a transfer or transient of one of these courses is considered verification of the competencies of that course.

The verification of college-level general education competencies becomes a part of the student's academic records and occurs only once.

## Responsibility

The Vice President for Academic Affairs has the overall responsibility of ensuring the procedure is implemented.

**Adopted:** May 8, 2014

**Reviewed:** October 7, 2020