



## APPRENTICESHIP ELECTIVE CREDITS POLICY (RCTC Policy 3.15.6)

### **Part 1. Purpose:**

Under the RCTC AA degree in Liberal Arts and Sciences twenty (20) credits of electives ("Any course numbered above 1000") are required. Per this policy, sixteen (16) of the twenty (20) elective credits of the AA degree could be satisfied through proof of successful completion of a state or federally approved apprenticeship program.

### **Part 2. Procedures:**

Procedure for policy compliance:

- (1) Apprenticeship graduates would present their proof of successful completion of a state or federally approved apprenticeship program, namely a Certificate of Completion from the Minnesota Department of Labor and Industry or other state or federal authority to the Dean of Career and Technical Education.
- (2) The Dean of Career and Technical Education will verify the Certificate of Completion through the granting agency.
- (3) The Dean of Career and Technical Education will provide copies of the certificate and a memo of approval of 16 elective credits to the Registrar and the DARS Coordinator.
- (4) The DARS Coordinator will document satisfactory completion of sixteen (16) elective credits toward the AA degree.

### **Part 3. Application of Requirements:**

Approximately 200 people attend apprenticeship programs in the Rochester area (many attend apprenticeship classes in Heintz Center) each year. Apprenticeship students complete thousands of hours in education and training to earn a certificate of completion from the Minnesota Department of Labor and Industry. This policy allows for apprenticeship graduates to present proof of successful completion of a state or federally approved apprenticeship program and be awarded sixteen (16) elective credits toward the RCTC AA degree (only elective credits toward the AA degree). These elective credits could not be applied to any other RCTC program.

*Date of Implementation: Spring 2006*

*Date of Adoption: 9/14/06*