

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ASSOCIATE OF TECHNICAL STUDIES DEGREE PROGRAM
APPLICATION PROCESS

Effective September 23, 2009

Procedure No. 5-06 (B)

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The Associate of Technical Studies (ATS) degree program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any one of the College's technical programs. This is accomplished by selecting courses from up to four different technical disciplines.

1. Students interested in developing an ATS degree program must follow the following procedure:
 - a. Meet with a Business and Engineering or Pre-Health, Human and Public Service academic advisor to determine if an ATS degree is the appropriate program to reach the student's academic and career goals. If deemed the appropriate program, the student will be sent an electronic version of the "Application for Admission to the Associate of Technical Study Degree Program" (Application).
 - b. The student completes the Application that includes a detailed statement of the academic goals and what is planned to be accomplished by pursuing the ATS degree. The Application is sent electronically to the academic advisor for review. The Advisor will contact the student if there are any issues with the Application.
 - c. The Application is forwarded to the Dean of Career and Technical Program's Office for initial approval. The Dean's office will contact the student within three weeks with a decision. If the Application is approved, the Dean will convene the appropriate academic program chairpersons and coordinators to develop a program of study that is consistent with the stated academic and career goals and departmental requirements and contains the depth, rigor, and coherence at levels comparable with existing career and technical degree programs.
 - d. The chairperson of the department where the "major" program exists and the chairperson(s) of the department(s) where the "minor(s)" exist will create a rough draft of a Program Plan and send it to the student, along with the contact information for the assigned faculty advisor. The student then meets with the assigned faculty advisor to review program requirements, and the Basic, General, and Technical credits that have to be completed. The faculty advisor and student then sign off on the Final Draft ATS Program Plan.

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- e. The “major” chairperson and the “minor” chairperson(s) and the Dean of Career and Technical Programs will approve or deny the Final Draft ATS application and the student and the assigned faculty advisor will be informed of that decision.

- f. If approved, the Final Draft ATS application will be forwarded to Records and Registration for processing and copies will be sent to the student, the assigned faculty advisor, and the Degree Audit Coordinator. An official copy will be maintained in the Records and Registration Office.

New Procedure