

**STUDENT HANDBOOK
SUPPLEMENT**

Competency-Based Education (CBE)

Revised:
August 23, 2017

Table of Contents

Introduction
Admission
Advisement
Placement Tests and Prerequisites
Competencies
Measuring Competence (Assessments)
CBE Enrollment Periods/Terms
Satisfactory Academic Progress (SAP)
Continued Financial Aid Eligibility
Residency
Tuition/Fees
General Education Courses
Attendance
Transfer of Credits
Grades
Grade-related Grievances
Transcripts
Academic Probation
Academic Dismissal
Challenge Exams
Repeating Courses
Schoolology
Textbooks
CBE Programs

**Student Handbook
Supplement
COMPETENCY-BASED EDUCATION**

Introduction

Mohave Community College offers a new way to pursue educational goals in selected programs. Competency-Based Education (CBE) enables students to earn college credit by demonstrating mastery of clearly-defined skills known as “competencies.” The purpose of this supplement is to assist students who are entering the competency-based model for the first time and includes special information in addition to that of the college catalog and student handbook.

Students work with the program’s CBE Resident Faculty who ensure that students have obtained the knowledge and skills necessary to enter the industry. Throughout the program students meet with the CBE Faculty member, who will guide their progress regarding what competencies they should be working on and the pace of the work. CBE Faculty focus on the academic needs of the student throughout the students’ time in the program. Your CBE Faculty will cover any minimum computer hardware, software, and Internet requirements for any online content.

For financial aid and/or other non-content issues, students should schedule a meeting with a Student Services Advisor.

Courses will include a combination of traditional general education courses and a series of competency-based program courses that will be offered using a system of objectives and competencies that closely monitors students’ success during their time in the program. It provides students more engaging activities, more flexible scheduling, and opportunities to progress more quickly through courses so that they can enter the workforce more efficiently.

Admission

For the 2017-18 academic year, MCC is offering two degree programs in a Competency-Based Education (CBE) format. They are:

Automotive Collision Repair, (ACT) Associate of Applied Science, and
Substance Abuse Counseling, (SAC) Associate of Arts.

Students who have not yet enrolled at MCC must first do so by following the standard college admissions process found in the [Student Handbook](#) or online.

CBE Student Handbook Supplement

Upon completion of the admissions process, students must meet with the CBE Faculty for each program. Faculty for the respective programs are shown below:

Automotive Collision Repair (ACT)

Richie Mitten

Bullhead City Campus

928.758.3926 Extension: 4415

rmitten@mohave.edu

Substance Abuse Counseling (SAC)

Lori Howell

Lake Havasu City Campus

928.505.3373

lhowell@mohave.edu

Advisement

The following personnel will have significant interactions with the students and assist in student success:

CBE Faculty

Students interested in CBE programs must meet with the CBE Faculty who will:

- Determine if CBE programming is the best fit for the student
- Establish educational goals
- Create an action plan
- Discuss technology expectations related to the program
- Assist with career planning and finding employment

Students will meet every two weeks with the CBE Faculty to ensure that students are progressing through the program and to address any setbacks or issues. Students can schedule meetings with their CBE Faculty more often if needed.

Student Services Advisors

Student Services Advisors provide additional information and resources for a successful academic experience at MCC:

- Admission requirements
- Registration processes
- Financial aid
- Unofficial transcript evaluation
- Changing majors
- Addressing transfer issues

CBE Student Handbook Supplement

- Assessment test scores

For additional information regarding the role of the Student Services Advisor, visit Academic Advising under the [Student Resources](#) section of MCC Catalog or the [Student Handbook](#).

Placement Tests and Prerequisites

Students are to meet with a CBE Faculty or CTE associate dean prior to enrollment in any CBE program courses to ensure students meet the prerequisites for the courses. Please visit the appropriate Program of Study web page for more information. Each campus at Mohave Community College has a testing center where students can take the placement test and any other assessments assigned by individual programs. Students are expected to meet the course prerequisites prior to their enrollment in any course.

Students can transfer courses from another college using the criteria found in the Student Handbook. For a transfer course to meet the criteria to be utilized as fulfilling a prerequisite into the program, a grade of C or better must have been achieved. This requirement applies to both program-specific and general education courses. For additional information, see [Transcript Evaluation](#).

Competencies

The term “competency” pertains to a specific skill or knowledge set that is a part of a course. It also references an acceptable level of understanding necessary for a student to move forward within a course. Students will complete a series of **competencies** by completing a written test or quiz, an oral presentation, a hands-on demonstration, or in other ways that demonstrate competency in the subject. Demonstrations to pass off competencies occur in-person. To help students complete these competencies, they are broken down into smaller parts called **objectives**. Students will know the competencies and the objectives that they are working on at all times through a document known as a **rubric**. The rubric explains how students can successfully complete the objective or competency that is being studied.

Measuring Competence (Assessments)

Two types of assessments (or tests) are used to determine a student’s progress toward mastering a competency:

Formative assessments: These assessments are like “practice tests” of the objectives. Both the instructor and the student can use the “formative assessment” to gauge how well the student is learning the objective. The assessments can be repeated until a level of mastery is

CBE Student Handbook Supplement

achieved. The scores for formative assessments do not contribute to the student's grade for the competency.

Summative assessment: This assessment occurs for each competency and is taken when a student feels ready to demonstrate mastery. When a student successfully completes the summative assessment, the student can progress to the next competency. If the student does not pass, the CBE Faculty will counsel with the student to determine what objectives the student should focus on before retaking the assessment.

CBE Enrollment Periods/Terms

Two different enrollment terms are used for CBE programs.

Semester Term

The "Semester Term" follows the traditional fall and spring semester dates. Students pay the regular tuition and fee rates for all courses. The advantage of the CBE Semester Term is that the program courses can be completed at an accelerated rate. The program courses are offered entirely online and are sequential. The CBE program courses should be completed by the end of the semester. Determining when to begin a new course is established by a meeting between the CBE Faculty and the student.

Subscription Period

The "Subscription Period" is approximately 6 months long. Students pay a single fee for all courses taken within the subscription period, including general education courses. Students must enroll in a minimum of 12 credits during the subscription period. However, all students may complete as many credit hours as they are able during that time.

Subscription period characteristics:

1. Each subscription period is approximately 6 months long, the academic year is 12 months.
2. A new subscription period may begin every 3 months at the discretion of the college based on demand and college logistics.
3. Each student's "academic year" is determined by the start date (this is important for financial aid calculations).
4. VA beneficiaries may only be certified for CBE courses after each course has been completed.
5. General education courses may be taken during any subscription period, but they will be recorded based on when the course begins and all general education courses currently follow the traditional course schedule in when they begin and end. All General Education courses are offered in a traditional format, in a traditional schedule with applicable deadlines.

Satisfactory Academic Progress (SAP)

In order to maintain eligibility for financial aid and veterans education benefits, students are expected to meet minimum progress standards in both CBE and traditional programs. There are both qualitative (GPA) and quantitative (credit completion) measures that students are expected to meet to maintain eligibility. SAP is measured at the end of each subscription period for both CBE and general education coursework. Students who do not meet the minimum standards are notified electronically after the end of each subscription period.

Students must meet all of the minimum standards listed below:

- Minimum cumulative 2.0 GPA for all coursework
- 67% completion rate of all attempted coursework
- Ability to complete the program within 150% of the established standard time to completion

Minimum Cumulative 2.0 GPA – qualitative measure

Because academic performance is measured cumulatively, students who achieve a minimum 2.0 GPA each subscription period will also achieve the minimum cumulative 2.0 GPA.

CBE coursework and general education course work have different grading scales. Because of this, it is possible to have a GPA lower than or equal to a 2.0 each subscription period or term and/or cumulatively while mastering all competencies.

67% Completion Rate of All Attempted Coursework – quantitative measure

Coursework is considered attempted if a class is begun or a competency lesson opened. Coursework and competencies are considered completed when a letter grade of A, B, C, or D is received. Grades other than A, B, C, or D indicate that the competency or course was not completed and credit was not received.

Example 1: A student enrolls in 18 credits for a subscription period. These credits may be for competencies or general education courses. The student completes 16 of the 18 credits during the subscription period. This is an 88.88% completion rate and meets the standards. ($16 \div 18 = 0.8888$, or 88.88%)

Example 2: A student enrolls in 18 credits for a subscription period. These credits may be for competencies or general education courses. The student completes 9 of the 18 credits during the subscription period. This is a 50% completion rate and does not meet the standards. ($9 \div 18 = 0.5$, or 50%)

Ability to Complete within 150% of Established Timeframe – quantitative measure

Students must remain on track to complete a program within 150% of the established time to completion. Established program lengths are published in the catalog. If a program's established time to completion is two subscription periods, a student may extend this to 3 subscription periods to complete and still maintain eligibility for financial aid. (2 subscription periods x 150% = 3 subscription periods)

CBE Student Handbook Supplement

It should be noted that the minimum required enrollment of 12 credits per subscription period establishes full time status, but does not guarantee that a student will be able to complete the program within the established time to completion. Students are expected to work directly with their CBE faculty to determine the actual number of credits to be completed each subscription period.

If it becomes mathematically impossible for a student to complete the program within the 150% timeframe, they are no longer eligible for financial aid.

Failure to Meet Minimum Standards

Students who fail to meet the minimum SAP standards will lose eligibility for financial aid for upcoming subscription periods until the minimum standards are met.

Appealing the SAP Decision

When SAP standards are not met and a student loses aid eligibility, it is possible to appeal the decision. Students choosing to appeal the decision must submit the following items:

- Appeal form – available from an advisor and/or the CBE Faculty
- Letter of appeal – the letter should include 3 parts: a description of what happened during the term to impede performance, a description of what action the student is already taking to improve, and what future actions the student will take to ensure minimum standards are met in the future
- Documentation of the situation that occurred – this will vary based on the situation
- Academic Success Plan – completed with CBE faculty

The CBE Faculty and/or the advisor will assist the student in submitting the appeal to the SAP Committee. Incomplete appeals will not be reviewed.

Once submitted, the SAP Committee will review the appeal and determine whether financial aid eligibility can be extended. If the appeal is granted, the student will have eligibility for one subscription period. At the end of that period, the student is expected to bring their performance up to minimum standards. Financial aid eligibility is continued if minimum standards are met or the student completes the Academic Success Plan, as it is written, until minimum standards are met.

If the appeal is denied, the student may choose to continue their education at their own expense. At such time that the student is meeting the minimum standards, financial aid eligibility will be restored. Students are not reimbursed for expenses incurred during periods of financial aid ineligibility.

The decision of the SAP Committee is final.

CBE Student Handbook Supplement

Continued Financial Aid Eligibility

Students have an expectation of being actively engaged in completing coursework each week. Failure to do so puts a student's financial aid eligibility in jeopardy. Students are expected to:

- 1) complete at least one academic-related activity each week (exceptions are instructor-approved only), **and**
- 2) achieve the 12 credit requirement by the end of the enrollment term, **and**
- 3) continue their studies in a subsequent subscription period within 45 days of the end of the previous enrollment term.

Students who do not meet these expectations will be subject to Return to Title IV/Financial Aid evaluation and may be required to return a portion of their financial aid dollars.

Residency

Residency for these programs follows the college requirements in determining a student's residency status (See [Residency Requirements](#)).

Tuition/Fees

Semester Term

The tuition is the same as all traditional MCC courses (See [Current Tuition Rates](#)).

Subscription Period

Tuition and fees are calculated according to the degree program. In the chart below, the Automotive Collision Repair (ACT) program subscription rates are shown:

2017-18 Academic Year
Automotive Collision Repair (ACT)

Residency Status	Subscription Cost*	
Resident	\$2797	Tuition and Fees
WUE Recipient	\$3607	Tuition and Fees
Non-Resident	\$6847	Tuition and Fees

*Subscription costs are based on the board-approved credit and fee rates.

General Education Courses

CBE Student Handbook Supplement

General Education courses, such as English and math, are not currently offered in a CBE format. Students pursuing a degree in a CBE program must balance the self-paced characteristics of the CBE classes with the traditional schedules associated with the General Education courses. Students will meet with their CBE Faculty prior to each enrollment term to determine how to best schedule and accomplish the General Education courses required for the program.

Attendance

Students in CBE courses are subject to the same expectations as traditional students in relation to first-class-day attendance and other attendance policies established by the programs. Courses that have been dropped due to non-attendance/non-participation will affect a student's financial aid benefits. It is essential that students stay in close communication with the CBE Faculty to avoid being dropped from a course.

Transfer of Credits

If a student arrives with credits completed at a previous educational institution, only courses with a grade of C or higher will be accepted into the program. Any courses that do not achieve this level must be repeated. This includes both program and general education courses.

Grades

Each competency establishes the level of competence, which is available to students via the course rubric. A level of either "competence" or "mastery" must be achieved before a student can begin work on the next competency. "Competence" is defined as a grade of B. CBE programs use the following grading scale: A, B, C, D, F, and I.

Achieving competencies is not time-based. The amount of time required to achieve competency will vary from student to student. However, for the purposes of official transcripts and transferability to other institutions, MCC equates the successful completion of competencies in CBE programs with grades in traditional time-based credit hour courses.

Grade-related Grievances

Students who feel that a grade has been awarded unfairly must follow the College Grievance Policy and Procedures found in the Student Handbook.

Transcripts

Depending on when students view their transcripts, a number of designations may appear other than a letter grade. The following can occur:

CBE Student Handbook Supplement

Audit (AU): Students wishing to audit a CBE course must arrange a meeting with a CBE Faculty from the program in which the course resides. See the Student Handbook for further information about auditing courses. Cost would be determined by the course being audited.

Incomplete (I): A temporary designation generally given only in an emergency situation, such as illness, which results in the student's inability to complete objectives due to excessive absence at the end of an enrollment term. Incomplete grades for CBE follow the college policy and procedures. Refer to the College Catalog for further information.

Withdrawal (W): A course withdrawal is a student initiated grade. A student who follows the withdrawal process will receive a "W" grade.

- The student will be advised that his or her participation in the CBE program is terminated.
- Withdrawals are non-refundable. Students who withdraw from a course are financially responsible for the course and must repay any financial obligation (i.e., financial aid).
- Satisfactory Academic Progress (SAP) for all courses enrolled in at MCC to date will be calculated for the student at the end of the semester or subscription period, whichever is appropriate.
- The student's SAP status is calculated at the end of the semester or subscription period, whichever is appropriate.
- No earned credits for the course will be awarded; however, attempted credits for the course will be recorded on the student's transcript. This will negatively impact SAP.
- Students may withdraw from a CBE Semester-Term course during the withdrawal dates published in the [Academic Calendar](#).
- It is the student's responsibility to submit a withdrawal form for each course in which the student wishes to be withdrawn. Ceasing to attend does not constitute a withdrawal.
- A student who stops attending a course and does not complete the withdrawal process will receive the grade earned for all assignments and exams given during the course.
- Students should meet with the CBE Faculty or associate dean to initiate a withdrawal.

Academic Probation

Any student whose grade point average falls below 2.0 (a C average) will be placed on academic probation and must meet with CBE Faculty and Student Services Advisor to determine a course of action. Probationary students are not allowed to enroll in more than 10 credits per enrollment term. This condition jeopardizes the student's ability to remain in the CBE program and their financial aid eligibility.

Academic Dismissal

Academic Dismissal is defined as:

- The written notification from the registrar that the student has been dismissed from MCC for one semester (fall/spring), or one subscription period, on the basis of his/her academic record.
- Students meeting the criteria for academic probation for two consecutive terms will be subject to dismissal from MCC.

Students who have been dismissed and want to reapply can do so after one enrollment term of non-registration by following the [Readmission for Academically Dismissed Students](#) process.

Challenge Exams

A Challenge Exam is a test that a student may take in order to “test out” of some courses. For a complete list of courses that may be challenged, see the [Challenge Exams](#) table. In lieu of a Challenge Exam, CBE students may demonstrate mastery of a competency within a CBE program. Meet with your CBE Faculty to arrange your demonstration. Subscription costs still apply.

Repeating Courses

Specific MCC academic programs and financial aid limit the number of times a course may be repeated. Where the requirements of those programs are more stringent, they supersede this procedure. Exceptions to the following course repeat limits require the written approval of the Dean of Instruction.

A student may repeat the following courses up to one time after the initial attempt:

- Courses where the most current grade is a B, C, D, or F.
- Courses in music and theatre performance.

A student may repeat as necessary:

- Any course, except CBE courses, in which a “W” is received, unless the student has been academically reinstated to a CBE program.

Only the higher of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the student’s permanent record and transcript.

Schoology

Students obtain their online content through the Schoology learning management software. The CBE Faculty will post course content and assignments on Schoology, use it to communicate

CBE Student Handbook Supplement

with students on a weekly (or more frequent) basis, and to keep track of their course progress via the rubrics. The CBE Faculty will assist students with using the features in Schoology.

Textbooks

While much of the course material will be online, there are textbook costs related to the program. The subscription fee does not cover the cost of textbooks. Students will be responsible for obtaining their textbooks for all courses.

CBE Programs

[Automotive Collision Repair, Associate of Applied Science](#)

[Substance Abuse Counseling, Associate of Arts](#)