

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-3.02

TITLE:	INSTRUCTION AND AWARDS IN COMMUNITY COLLEGES
REFERENCE:	SBR 6A-14.030; FS 1007.33
HISTORY:	State Board Rule Amended June, 2007; FS amended 2009 Local Language Revised March, 1989

6A-14.030 Instruction and Awards in Community Colleges. Community colleges are authorized to provide instruction and to confer degrees, certificates, and diplomas only as prescribed herein. Any degree program, certificate, or diploma program offered at a community college shall be offered at the established standard credit hour length. Revisions to the standard credit Community Colleges.

(1) **Associate in arts degree.** Each community college shall provide programs of instruction consisting of courses offered to freshman and sophomores in baccalaureate programs. The courses shall be classified in the Community College Management Information System as advanced and professional courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. The associate in arts degree shall be awarded upon satisfactory completion of a planned program of sixty (60) college credits, unless otherwise provided by law, after University System shall not be included in the sixty (60) credits required for the degree.

(2) **Associate in science degree.** Each community college is authorized to provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be based in theory and of sufficient complexity, rigor, and theory to be college level. The courses shall be classified in the Community College Management Information System as advanced and professional courses or postsecondary vocational courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. The associate in science degree shall be awarded upon satisfactory completion of a planned program of study comprised of the standard credit hour length established including demonstration of the attainment of predetermined and specified performance requirements, and subject to 10.024(6)(c), FAC, shall meet the specific provisions contained therein. The standard credit hour length of all associate in science degree programs shall be kept according to the Department of Education publication 2006-07 Community College Programs with Standard Lengths which is hereby incorporated herein by reference to become effective with the effective date of this rule. Copies may be obtained through the Division of Community Colleges, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(3) **Associate in Applied Science Degree.** Each community college is authorized to provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be based in theory and be of sufficient complexity, rigor, and the college level. The courses shall be classified in the Community College Management Information System as advanced and professional courses or postsecondary vocational courses. The programs shall not include courses classified as postsecondary adult vocational courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. Effective with the Fall Term 2000, the associate in applied science degree shall be awarded upon satisfactory completion of a planned program of study comprised of the standard credit hour length established, including demonstration of the attainment of predetermined and specified performance requirements, and subject to law and rule. The standard credit hour length of all associate in applied science degree programs shall be kept according to the Department of Education publication 2006-07 Community College Programs with Standard Program Lengths.

(4) A **Technical Certificate** consisting of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an associate in science (A.S.) or an associate in applied science (A.A.S.) degree program offered in the State of Florida and which prepares students for entry into employment, may be awarded to students who evidence satisfactory completion of the program.

(5) **An Applied Technology Diploma** consisting of a course of study that is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, and leads to employment in a specific **occupation may be awarded to students who have met the requirements of that diploma. An applied technology diploma program may** consist of either technical credit or college credit.

(6) An **Advanced Technical Certificate** consisting of a program of instruction of nine (9) hours or more but less than forty-five (45) credit hours of college-level courses may be awarded to students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized planning program of study to

(7) **Certificate of Professional Preparation.** Community colleges may provide college level professional instruction, consisting of not less than nine (9) and not more than thirty (30) credit hours of courses and course equivalent modules, to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations. Satisfactory completion of these courses and modules shall be recognized by the award of units of measure called institutional credit. Institutional credit is postsecondary credit that is competency-based and has been assigned an instructional level of zero. Institutional credit is not intended for transfer outside of the Florida Community College System. Upon satisfactory completion

of a planned program that has been approved by the Department of Education, including the demonstration of competencies and the attainment of predetermined and specific performance requirements, and subject to law and rule, the certificate of professional preparation shall be awarded. If a community college is authorized to award a baccalaureate degree in the subject area of the certificate of professional preparation, then the college may award upper division college credit for such instruction in lieu of institutional credit.

(8) **Career and Technical certificate.** Each community college and postsecondary technical center may provide programs of instruction consisting of noncollege-level courses to prepare for entry into employment. The courses shall be classified in the Community College Management Information System as postsecondary adult career and technical courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called technical credit. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements, and subject to law and rule, the career and technical certificate shall be awarded.

(9) **Continuing Workforce Education.** Each community college may provide, continuing education instruction tailored to individual needs and designed to improve job performance. Such instruction shall be classified in the Community College Management Information System as continuing workforce education, a noncredit classification.

(10) **High school diploma.** Each community college with responsibility for adult basic and secondary instruction, shall provide adult basic and secondary instruction as defined in Section 1004.02, Florida Statutes. Such instruction shall be classified in the Community College Management Information System as adult basic and secondary, a noncredit classification. Upon satisfactory completion of a planned high school program, including the demonstration of the attainment of predetermined and specified performance requirements, and subject to law and rule, the high school diploma shall be awarded.

(11) **Preparatory instruction.** Each community college shall provide, according to the needs of its students, instruction to remedy deficiencies in the knowledge and skills judged necessary upon entry into a degree or certificate program of instruction in order to progress satisfactorily through the program. Such instruction shall be classified in the Community College Management Information System as preparatory. Satisfactory completion of such instruction shall be recognized by the award of units of measure called preparatory credit.

(a) **College preparatory.** Preparatory instruction for students to enroll in college credit instruction shall be classified in the Community College Management Information System as college preparatory. Satisfactory completion of such instruction shall be recognized by the award of units of measure called college preparatory credit.

(b) **Vocational preparatory.** Preparatory instruction for students to enroll in technical credit instruction shall be classified in the Community College Management Information System as vocational preparatory. Satisfactory completion of such instruction shall be recognized by the award of units of measure called vocational preparatory credit.

(12) **Lifelong learning instruction.** Each community college shall provide instructional activities to address community and social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. Such instructional activities shall be classified in the Community College Management Information System as lifelong learning, a noncredit classification.

(13) **Recreational and leisure time instruction.** Each community college shall provide instructional activities to develop recreational or leisure time skills. Such instructional activities shall be classified in the Community College Management Information System as recreational and leisure time, a noncredit classification.

(14) These provisions shall not prevent community colleges from conferring honorary degrees, certificates, or diplomas.

Specific Authority 1001.02(9)(c)(d), 1001.02(1), 1001.03(12), 1004.02, 1004.94FS. Law Implemented 1001.03(12), **1004.91, 1004.93 FS. History - Formerly 6A-8.50, Repromulgated 12-19-74, Amended 8-27-84, 3-29-85, Formerly 6A- 14.30. Amended 4-14-91, 11-10-92, 6-2-95, 2-13-96; 12-30-99; 5-3-01, Amended June 2004; Amended 6-20-07**

1007.33 Site-determined baccalaureate degree access.--

(1)(a) The Legislature recognizes that public and private postsecondary educational institutions play an essential role in improving the quality of life and economic well-being of the state and its residents. The Legislature also recognizes that economic development needs and the educational needs of place-bound, nontraditional students have increased the demand for local access to baccalaureate degree programs. It is therefore the intent of the Legislature to further expand access to baccalaureate degree programs through the use of Florida colleges.

(b) For purposes of this section, the term "district" refers to the county or counties served by a Florida college pursuant to s. [1000.21\(3\)](#).

(2) Any Florida college that offers one or more baccalaureate degree programs must:

(a) Maintain as its primary mission:

1. Responsibility for responding to community needs for postsecondary academic education and career degree education as prescribed in s. [1004.65\(5\)](#).

2. The provision of associate degrees that provide access to a university.

(b) Maintain an open-door admission policy for associate-level degree programs and workforce education programs.

(c) Continue to provide outreach to underserved populations.

(d) Continue to provide remedial education.

(e) Comply with all provisions of the statewide articulation agreement which relate to 2-year and 4-year public degree-granting institutions as adopted by the State Board of Education pursuant to s. [1007.23](#).

(f) Not award graduate credit.

(g) Not participate in intercollegiate athletics beyond the 2-year level.

(3) A Florida college may not terminate its associate in arts or associate in science degree programs as a result of being authorized to offer one or more baccalaureate degree programs. The Legislature intends that the primary responsibility of a Florida college, including a Florida college that offers baccalaureate degree programs, continues to be the provision of associate degrees that provide access to a university.

(4) A Florida college may:

(a) Offer specified baccalaureate degree programs through formal agreements between the Florida college and other regionally accredited postsecondary educational institutions pursuant to s. [1007.22](#).

(b) Offer baccalaureate degree programs that were authorized by law prior to July 1, 2009.

(c) Beginning July 1, 2009, establish a first or subsequent baccalaureate degree program for purposes of meeting district, regional, or statewide workforce needs if approved by the State Board of Education under this section.

Beginning July 1, 2009, the Board of Trustees of the St. Petersburg College is authorized to establish one or more bachelor of applied science degree programs based on an analysis of workforce needs in Pinellas, Pasco, and Hernando Counties and other counties approved by the Department of Education. For each program selected, St. Petersburg College must offer a related associate in science or associate in applied science degree program, and the baccalaureate degree level program must be designed to articulate fully with at least one associate in science degree program. The college is encouraged to develop articulation agreements for enrollment of graduates of related associate in applied science degree programs. The Board of Trustees of the St. Petersburg College is authorized to establish additional baccalaureate degree programs if it determines a program is warranted and feasible based on each of the factors in paragraph (5)(d). Prior to developing or proposing a new baccalaureate degree program, St. Petersburg College shall engage in need, demand, and impact discussions with the state university in its service district and other local and regional, accredited postsecondary providers in its region. Documentation, data, and other information from inter-institutional discussions regarding program need, demand, and impact shall be provided to the college's board of trustees to inform the program approval process. Employment at St. Petersburg College is governed by the same laws that govern community colleges, except that upper-division faculty are eligible for continuing contracts upon the completion of the fifth year of teaching. Employee records for all personnel shall be maintained as required by s. [1012.81](#).

(5) The approval process for baccalaureate degree programs shall require:

(a) Each Florida college to submit a notice of its intent to propose a baccalaureate degree program to the Division of Florida Colleges at least 100 days before the submission of its proposal under paragraph (d). The notice must include a brief description of the program, the workforce demand and unmet need for graduates of the program, the geographic region to be served, and an estimated timeframe for implementation. Notices of intent may be submitted by a Florida college at any time throughout the year.

(b) The Division of Florida Colleges to forward the notice of intent within 10 business days after receiving such notice to the Chancellor of the State University System, the President of the Independent Colleges and Universities of Florida, and the Executive Director of the Council for Independent Education. State universities shall have 60 days following receipt of the notice by the Chancellor of the State University System to submit an alternative proposal to offer the baccalaureate degree program. If a proposal from a state university is not received within the 60-day period, the State Board of Education shall provide regionally accredited private colleges and universities 30 days to submit an alternative proposal. Alternative proposals shall be submitted to the Division of Florida Colleges and must be considered by the State Board of Education in making its decision to approve or deny a Florida college's proposal.

(c) An alternative proposal submitted by a state university or private college or university to adequately address:

1. The extent to which the workforce demand and unmet need described in the notice of intent will be met.
2. The extent to which students will be able to complete the degree in the geographic region proposed to be served by the Florida college.
3. The level of financial commitment of the college or university to the development, implementation, and maintenance of the specified degree program, including timelines.
4. The extent to which faculty at both the Florida college and the college or university will collaborate in the development and offering of the curriculum.
5. The ability of the Florida college and the college or university to develop and approve the curriculum for the specified degree program within 6 months after an agreement between the Florida college and the college or university is signed.
6. The extent to which the student may incur additional costs above what the student would expect to incur if the program were offered by the Florida college.

(d) Each proposal submitted by a Florida college to, at a minimum, include:

1. A description of the planning process and timeline for implementation.
2. An analysis of workforce demand and unmet need for graduates of the program on a district, regional, or statewide basis, as appropriate.
3. Identification of the facilities, equipment, and library and academic resources that will be used to deliver the program.

4. The program cost analysis of creating a new baccalaureate degree when compared to alternative proposals and other program delivery options.
5. The program's admission requirements, academic content, curriculum, faculty credentials, student-to-teacher ratios, and accreditation plan.
6. The program's enrollment projections and funding requirements.
7. A plan of action if the program is terminated.

(e) The Division of Florida Colleges to review the proposal, notify the Florida college of any deficiencies in writing within 30 days following receipt of the proposal, and provide the Florida college with an opportunity to correct the deficiencies. Within 45 days following receipt of a completed proposal by the Division of Florida Colleges, the Commissioner of Education shall recommend approval or disapproval of the proposal to the State Board of Education. The State Board of Education shall consider such recommendation, the proposal, and any alternative proposals at its next meeting. If the State Board of Education disapproves the Florida college's proposal, it shall provide the Florida college with written reasons for that determination.

(f) The Florida college to obtain from the Commission on Colleges of the Southern Association of Colleges and Schools accreditation as a baccalaureate-degree-granting institution if approved by the State Board of Education to offer its first baccalaureate degree program.

(g) The Florida college to notify the Commission on Colleges of the Southern Association of Colleges and Schools of subsequent degree programs that are approved by the State Board of Education and to comply with the association's required substantive change protocols for accreditation purposes.

(6)(a) Beginning July 1, 2010, and each subsequent July 1, the Division of Florida Colleges may accept and review applications from a Florida college to obtain an exemption from the State Board of Education's approval for subsequent degrees as required in subsection (5), if the Florida college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools as a baccalaureate-degree-granting institution and has been offering baccalaureate degree programs for 3 or more years. The division shall develop criteria for determining eligibility for an exemption based upon demonstrated compliance with the requirements for baccalaureate degrees, primary mission, and fiscal, including, but not limited to:

1. Obtaining and maintaining appropriate SACS accreditation;
2. The maintenance of qualified faculty and institutional resources;
3. The maintenance of enrollment projections in previously approved programs;
4. The appropriate management of fiscal resources;
5. Compliance with the primary mission and responsibility requirements in subsections (2) and (3);
6. The timely submission of the institution's annual performance accountability report; and
7. Other indicators of success such as program completers, placements, and surveys of students and employers.

(b) If the Florida college has demonstrated satisfactory progress in fulfilling the eligibility criteria in this subsection, the Division of Florida Colleges may recommend to the State Board of Education that the institution be exempt from the requirement in subsection (5) for approval of future baccalaureate degree programs. The State Board of Education shall review the division's recommendation and determine if an exemption is warranted. If the State Board of Education approves the application, the Florida college is exempt from subsequent program approval under subsection (5) and such authority is delegated to the Florida college board of trustees. If the State Board of Education disapproves of the Florida college's request for an exemption, the college shall continue to be subject to the State Board of Education's approval of subsequent baccalaureate degree programs.

(c) Prior to developing or proposing a new baccalaureate degree program, all Florida colleges, regardless of an exemption from subsection (5), shall:

1. Engage in need, demand, and impact discussions with the state university in their service district and other local and regional, accredited postsecondary providers in their region.
2. Send documentation, data, and other information from the inter-institutional discussions regarding program need, demand, and impact required in subparagraph 1. to the college's board of trustees, the Division of Florida Colleges, and the Chancellor of the State University System.
3. Base board of trustees approval of the new program upon the documentation, data, and other information required in this paragraph and the factors in subsection (5)(d).

The Division of Florida Colleges shall use the documentation, data, and other information required in this subsection, including information from the Chancellor of the State University System, in its compliance review.

(d) The board of trustees of a Florida college that is exempt from subsection (5) must submit newly approved programs to the Division of Florida Colleges and SACS within 30 days after approval.

(e) Within 30 days after receiving the approved baccalaureate degree program, the Division of Florida Colleges shall conduct a compliance review and notify the college if the proposal meets the criteria for implementation based upon the criteria in paragraphs (5)(d) and (6)(c). If the program fails to meet the criteria for implementation as determined by the Division of Florida Colleges, the college may not proceed with implementation of the program until the State Board of Education reviews the proposal and the compliance materials and gives its final approval of the program.

(7) The State Board of Education shall adopt rules to prescribe format and content requirements and submission procedures for notices of intent, proposals, and alternative proposals under subsection (5).

History.--s. 363, ch. 2002-387; s. 122, ch. 2007-217; s. 7, ch. 2007-246; s. 7, ch. 2009-228.

Local Language

The official catalog of the College, published annually, is the document which (plus any supplements or amendments) states those objectives, programs, activities and related operational provisions which are authorized by the Board for any given fiscal and/or academic year.

The policies which relate to instructional program standards and regulations including but not limited to admission requirements, conditions for continuance in the programs, and requirements for program completion shall be published, annually, in the official college catalog, including acceleration mechanisms for program completion.

In applying policies stated in the college catalog to individual student situations, the college shall honor such curricular obligations and graduation requirements as are stated in the catalog which was in effect at the time the student first enrolled at NWFSC provide such obligations and requirements are not in conflict with the SBR Rules or Florida Statutes. The student may have the option of electing to be governed instead by the curricular and graduation requirements of the college catalog current at the time of program completion, if the student so desires.