

# Policy Manual



<b>Title: Awards and Graduation Requirements</b>	<b>Number: 6Hx2-4.22</b>
<b>Legal Authority: Fla. Statutes 1004.68, 1007.25 and 1007.33</b>	<b>Page: 1 of 7</b>

## General Statement

The purpose of this policy is to establish student performance standards for graduation and the awarding of degrees, certificates and diplomas. The college offers eight distinct awards: the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree, the Technical Certificate, the Vocational Certificate, the Applied Technology Diploma, the Advanced Technical Certificate and baccalaureate degrees.

## The Policy and The Student

The students are informed about the requirements for graduation in each of the respective degrees, certificates, and diplomas as set forth in the students' applicable catalog as follows:

### Associate in Arts Degree Requirements

- Complete sixty term hours of college credit from the applicable catalog including thirty-six college-level semester credit hours of general education courses in five subject areas (Communications, Mathematics, Social/Behavioral Sciences, Humanities/Fine Arts, and Science/Wellness) and twenty-four college-level term credit hours of electives which should include the required prerequisites for the university major.
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of "C" or higher,
- Satisfy the Gordon Rule (State Board of Education 6A-10.030) writing and mathematics requirements,
- Complete the oral communication competency and computer competency requirements as specified in the prescribed program,
- Complete 25 percent of the prescribed college-level semester credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Associate in Arts degree,
- Fulfill all financial and other obligations to the College.

Effective July 1, 2011 students may now graduate if they have met all AA degree requirements except CLAS. Students who are not currently enrolled may also graduate by submitting a graduation request via a waiver request or a signed affidavit indicating that they have not earned another Associate in Arts degree at another postsecondary institution.

### Associate in Science Degree Requirements

- Complete the minimum number of required college-level term credit hours as established for the specific program in Florida State Board of Education Rules,
- Complete the program of study as set forth in the applicable College catalog,
- Complete a minimum of fifteen college-level term credit hours of the prescribed program's transferable general education courses that include the following: ENC 1101, three (3) credits in Social/Behavioral Sciences, three (3) credits in Humanities/Fine Arts, three (3) credits in Natural Sciences/Mathematics, and three (3) credits designated by the program,

**History:** Issued as policy February 28, 2001; revised August 23, 2011

<b>Approved by the Board of Trustees</b>	<b>Date</b> August 23, 2011	<b>President's Signature</b> <i>J. David Anthony Jr.</i>	<b>Date</b> 8/23/11
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- Complete the oral communication competency and computer competency requirements as specified in the prescribed program,
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher,
- Complete 25 percent of the prescribed college-level term credit hours at Broward College
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Associate in Science degree,
- Fulfill all financial and other obligations to the College.

## Associate in Applied Science Degree Requirements

- Complete the minimum number of required college-level term credit hours as established for the specific program in Florida State Board of Education Rules,
- Complete the program of study as set forth in the applicable College catalog,
- Complete a minimum of fifteen college-level term credit hours of the prescribed program’s transferable general education courses that include the following: ENC 1101, three (3) credits in Social/Behavioral Sciences, three (3) credits in Humanities/Fine Arts, three (3) credits in Natural Sciences/Mathematics, and three (3) credits designated by the program,
- Complete the oral communication competency and computer competency requirements as specified in the prescribed program,
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher,
- Complete 25 percent of the prescribed college-level term credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Associate in Applied Science degree,
- Fulfill all financial and other obligations to the College.

## Technical Certificate Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules,
- Complete the program of study as set forth in the applicable College catalog,
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher,
- Complete the oral communication competency and computer competency requirements as specified in the prescribed program,
- Complete 25 percent of the prescribed college-level term credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College, including transfer credits in courses which comprise the Technical Certificate,
- Fulfill all financial and other obligations to the College.

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## Vocational Certificate Requirements

- Complete the minimum number of requisite vocational clock/credit hours as established for the specific program in Florida State Board of Education Rules,
- Complete the program of study as set forth in the applicable College catalog,
- Achieve appropriate minimum basic skills grade levels for the program on the Test of Adult Basic Education (TABE) or other tests designated by Rule 6A-6.0571. (Students pursuing a Vocational Certificate with an Associate in Arts degree, who have met the minimum cut scores on any test listed in the above mentioned rule may be exempt from the test requirement),
- Complete 25 percent of the prescribed vocational clock/credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Vocational Certificate. For certificate programs with only pass-fail grades, students must earn a passing grade in all courses, and
- Fulfill all financial and other obligations to the College.

## Applied Technology Diploma Requirements

- Complete the minimum number of required college-level term credit hours as established for the specific program in Florida State Board of Education Rules,
- Complete the program of study as set forth in the applicable College catalog,
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher,
- Complete 25 percent of the prescribed college-level term credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Applied Technical Diploma, and
- Fulfill all financial and other obligations to the College.

## Advanced Technical Certificate Requirements

- Complete the program of study as set forth in the applicable College catalog,
- Complete 25 percent of the prescribed college-level term credit hours at Broward College and be enrolled at Broward College during the semester the certificate is completed,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Advanced Technical Certificate, and
- Fulfill all financial and other obligations to the College.

## Bachelor of Applied Science Requirements

- Complete a minimum of 120 credit hours in the prescribed coursework required for the Bachelor of Applied Science degree. Coursework is comprised of both lower division (AS, AAS, AA) and upper division (BAS) as specified by the program sheet.
- Successful completion of the Capstone Project.
- Complete eight credits in one foreign language or American Sign Language. Students who have completed two years of high school foreign language in one language are considered to have met

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the requirement. Students who have earned an Associate in Arts degree from a Florida State College or State University System (SUS) institution before the Fall term of 1989, or who have maintained continuous enrollment in a Florida community college or SUS institution before the Fall term, 1989, are exempt from the requirement.

- Be recommended for graduation by the faculty of the student's major field department.
- Complete 25 percent of the prescribed college-level term credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Bachelor of Applied Science degree,
- Fulfill all financial and other obligations to the College.

## Bachelor of Science in Nursing Requirements

- Complete a minimum of 120 credit hours in the prescribed coursework required for the Bachelor's degree including:
  - 36 general education credits
  - 18 credits of Florida State common pre-requisites and RN-BSN pre-requisites (coursework from Associate's Degree may count towards this requirement)
  - Two years of the same foreign language in high school or complete requirement prior to graduation at the postsecondary level
  - Complete Validated Nursing Courses from Lower Division Nursing or equivalent courses
  - Complete a professional portfolio
  - Complete 36 credit hours of Upper Division Nursing Courses
- Complete 25 percent of the prescribed college-level term credit hours at Broward College,
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Bachelor of Applied Science degree,
- Fulfill all financial and other obligations to the College.

## Bachelor of Science Teacher Education Degree Requirements

- Complete a minimum of 120 credit hours (60 lower division and 60 upper division), in the prescribed coursework for the Bachelor's degree including:
  - a) Thirty-six college-level credit hours of general education courses,
  - b) Fifteen college-level credit hours of electives,
  - c) Nine credit hours of common education prerequisites,
  - d) Twenty-four credit hours of professional education courses,
  - e) Twenty-one credit hours of subject area courses,
  - f) Recommendation of the faculty of the student's major field of study and the faculty of the Teacher Education Program awarding the degree,
  - g) A minimum of 30 college-level upper division credit hours (3000 and 4000 level) in residency at Broward College,
  - h) 8-10 credits in one foreign language of American Sign Language. Students who have completed two years of high school foreign language study (in one language) are considered

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to have met the requirement. Students who haven an AA degree from a Florida State College or State University since Fall Term 1989, are exempt from this requirement,

- i) Fulfill all financial and other obligations to the College.
- **Certification by the Teacher Education Program that all requirements of the degree have been completed:**
    - a) Florida Reading Endorsement Competencies
    - b) English for Speaker of Other Languages (ESOL) Competencies,
    - c) Florida Educator Accomplished Practices (FEAPS) at the pre-professional level,
    - d) Pass all sections of the Florida Teacher Certification Examination (FTCE),
    - e) Satisfactorily complete a Preservice Teacher Composite Electronic Portfolio,
    - f) Demonstrate competency in all twelve Florida Educators Accomplished Practices (FEAPS) at the professional level,
    - g) Pass the final student internship,
    - h) Earn a “C” or better in core curriculum and an overall GPA of 2.5 and an “S” in Student Teaching.

### THE POLICY and THE FACULTY and STAFF

Faculty shall teach classes and award grades which apply toward the requirements for graduation in each of the respective degrees, certificates, and diplomas. Staff shall be aware of the requirements for graduation and will relay the information to the students via publications (i.e. paper and electronic) and advisement.

### IMPLEMENTATION AND OVERSIGHT

The Office of the Associate Vice President for Student Affairs/College Registrar has oversight for this policy. All appeals regarding degree, certificate and diploma graduation requirements will be handled by the Academic Standards Committee. The recommendations of the Academic Standards Committee will be reviewed by the District Vice President for Student Affairs, who will make the final determination.

### VIOLATION OF POLICY

Students who do not meet the performance standards or requirements for graduation described in this policy will not be awarded the respective degrees, certificates or diplomas, Policy violation will be reported to the District Vice President for Student Affairs for investigation.

### DEFINITIONS

**Academic Standards Committee** – a college-wide committee that hears appeals from students requesting exceptions to established admission and academic policies.

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**Advanced Technical Certificate (ATC)** – a program of study consisting of at least nine credit hours but less than forty-five credit hours of college-level courses. The certificate is awarded to students who have already received an Associate in Science or Associate in Applied Science or related undergraduate degree and who are seeking an advanced specialized program of study to supplement their degree.

**Applicable Catalog** – A student who is continuously enrolled during all major terms from initial enrollment to graduation may choose to meet either the graduation requirements in effect when initially enrolled or those in effect at the time of graduation. However, in rare instances, especially in the health sciences or other specialized technical programs, the College reserves the right to retroactively change graduation requirements for students already enrolled in a particular program. Students will be notified in writing when such changes occur by the Associate Dean or Program Manager of the appropriate academic department. Certain specialized programs at the College may require adherence to the catalog in effect at the time of acceptance to the program rather than acceptance to the college in general. If a student’s enrollment is interrupted by two or more major terms, the student must meet either the requirements of the catalog in effect at the time of re-entry, or the requirements in effect at the time of graduation. If a program is eliminated while a student is currently enrolled in that program, the college may offer the student an alternate educational plan to be completed in a specific period of time to replace the applicable catalog.

**Applied Technology Diploma (ATD)** – a program of study that is part of an Associate in Science degree or an Associate in Applied Science degree and leads to employment in a specific occupation. The ATD may consist of either vocational credit or college-level credits and is approximately fifty percent of the technical component of the AS or AAS degree. The diploma may transfer to some universities.

**Associate in Applied Science degree (AAS)** – a technical degree of at least 60 college-level credit hours consisting of at least 15 General Education credit hours and technical courses. Graduates are prepared for immediate entry into the workforce. The degree may transfer to some universities.

**Associate in Arts degree (AA)** – a program of study equivalent to those offered to freshman and sophomore students in the lower division of Florida’s state universities. The degree requirements consist of 36 credit hours of general education which parallel the university requirements and 24 hours of electives in preparation for a baccalaureate program of study.

**Associate in Science degree (AS)** – a career education and transfer degree of at least 60 college-level credit hours consisting of at least 15 credit hours of transferable General Education courses along with technical courses intended to prepare students for immediate employment in specific occupational area and/or for transfer to the State University System.

**Baccalaureate Degree** – a program of study that normally requires four years in higher education in Florida’s colleges and universities. When offered at a state college, students must have completed a

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two-year degree prior to entry, as well as completion of at least 60 upper division credits. Students in baccalaureate programs are required to complete a minimum of 30 credits in residency in the upper division of Broward College.

**Technical Certificate** – awarded upon satisfactory completion of a prescribed program of courses designed to prepare the student for initial entry into an occupational area or for advancement within current occupations. The certificate may be a part of an Associate in Science or Associate in Applied Science degree, permitting the student to receive credit for the certificate courses.

**Vocational Certificate** – a program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college level credit). The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of specified performance requirements.

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