

# Procedure Manual



<b>Title: Awards and Graduation</b>	<b>Number:</b> A6Hx2-4.22
<b>Policy Number:</b> 6Hx2-4.22	<b>Page:</b> Page 1 of 5

The purpose of this procedure is to establish student performance standards for graduation and the awarding of degrees, certificates, and diplomas.

## Associate of Arts Degree Requirements


- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher.
- Satisfy the college-level communication and computation requirements as outlined by State Board of Education 6A-10.030.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413) and foreign language (6A-10.02412) competencies.
- Satisfy institutional International/Intercultural Education (Policy 4.16) and writing requirements as well as the digital literacy competency.
- Complete 25 percent of the prescribed college-level semester credit hours at Broward College per SACSCOC accreditation requirements.
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College, including transfer credits in courses which comprise the Associate of Arts degree.
- Fulfill all financial and other obligations to the College.

## Associate of Science Degree Requirements

- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Satisfy the digital literacy competency.
- 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 per SACSCOC accreditation requirements.
- Earn a cumulative degree grade point average of 2.0 or higher at Broward College including transfer credits in courses which comprise the Associate of Science degree.
- Fulfill all financial and other obligations to the College.

## Associate of Applied Science Degree Requirements

- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Satisfy digital literacy competency.
- 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 per SACSCOC accreditation requirements.

<b>Recommending Officer’s Signature:</b> <i>Jeffrey Nasse, Ph.D.</i>	<b>Date:</b> 8/09/2022	<b>President’s Signature:</b> 	<b>Date:</b> 8/09/2022
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# Procedure Manual



<b>Title: Awards and Graduation</b>	<b>Number:</b> A6Hx2-4.22
<b>Policy Number:</b> 6Hx2-4.22	<b>Page:</b> Page 2 of 5

- Earn a cumulative degree grade point average of 2.0 or higher at Broward College, including transfer credits in courses which comprise the Associate of Applied Science degree.
- Fulfill all financial and other obligations to the College.

## Technical Certificate Requirements

- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Complete the prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher.
- 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.

## Vocational Certificate Requirements


- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Achieve the minimum cut-score on an appropriate test based on their specific program of study. Student must confer with program advisor for specific test details.
- 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.
- Fulfill all financial and other obligations to the College.

## Applied Technology Diploma Requirements

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

## Advanced Technical Certificate Requirements

- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Earn a minimum cumulative degree grade point average of 2.0 or higher at Broward College, including transfer credits in courses which comprise the Advanced Technical Certificate.
- Fulfill all financial and other obligations to the College.

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# Procedure Manual



<b>Title: Awards and Graduation</b>	<b>Number:</b> A6Hx2-4.22
<b>Policy Number:</b> 6Hx2-4.22	<b>Page:</b> Page 3 of 5

## Bachelor of Applied Science Requirements


- Complete the required college credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules. Course work 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.
- Satisfy the of Florida Administrative Code Rule 6A-10.02412 for foreign language competency.
- Be recommended for graduation by the faculty of the student’s major field department.
- Complete 25 percent of the prescribed college-level upper division credit hours (3000 and 4000 level) at Broward College per SACSCOC accreditation requirements.
- 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.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413)
- Fulfill all financial and other obligations to the College.

## Bachelor of Science in Nursing Requirements

- Complete the required credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Complete 25 percent of the prescribed college-level upper division credit hours (3000 and 4000 level) at Broward College per SACSCOC accreditation requirements.
- 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 Science degree per SACSCOC accreditation requirements.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413)
- Fulfill all financial and other obligations to the College.

## Bachelor of Science Teacher Education Degree Requirements

- Complete the required college credit hours from the applicable catalog, certification and internship outlined by the Teacher Education Program, as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Recommendation of the faculty of the student’s major field of study and the faculty of the Teacher Education Program awarding the degree.
- Complete 25 percent of the prescribed college-level upper division credit hours (3000 and 4000 level) in residency at Broward College per SACSCOC accreditation requirements.
- 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 Science degree.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413)
- Satisfy the Florida Administrative Code Rule 6A-10.02412 for foreign language competency.
- Fulfill all financial and other obligations to the College.

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# Procedure Manual



<b>Title: Awards and Graduation</b>	<b>Number:</b> A6Hx2-4.22
<b>Policy Number:</b> 6Hx2-4.22	<b>Page:</b> Page 4 of 5

## Bachelor of Science in Environmental Science Requirements

- Complete the required credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Satisfy the Florida Administrative Code Rule 6A-10.02412 for foreign language competency.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413)
- Complete 25 percent of the prescribed college-level upper division credit hours (3000 and 4000 level) at Broward College per SACSCOC accreditation requirements.
- 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 Science degree.
- Fulfill all financial and other obligations to the College.

## Bachelor of Science in Aerospace Science Requirements

- Complete the required credit hours from the applicable catalog as established for the specific program in compliance with Florida State Statutes and Florida Administrative Code Rules.
- Satisfy the Florida Administrative Code Rule 6A-10.02412 for foreign language competency.
- Satisfy the Florida Administrative Code Rules for civic literacy (6A-10.02413)
- Complete 25 percent of the prescribed college-level upper division credit hours (3000 and 4000 level) at Broward College per SACSCOC accreditation requirements.
- 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 Science degree.
- Fulfill all financial and other obligations to the College.


## DEFINITIONS

**Applicable Catalog** – See Policy 5.30.

**Civic Literacy Competency:** In accordance with Florida Administrative Code Rule 6A-10.02413, students initially entering a Florida College System institution or state university in the 2018-2019 school year seeking an associate of arts or baccalaureate degree must demonstrate competency in civic literacy by successfully completing a specified course or examination. Students initially entering a Florida College System institution in the 2021-22 school year, and thereafter, must demonstrate competency in civic literacy by successfully completing a specified course and assessment, or an approved AP or CLEP exam.

**Cumulative Degree Grade Point Average (GPA):** A calculation of all grades, associated quality points, and attempted credit hours for courses related to the Broward College degree or certificate program, as defined by policies.

**Digital Literacy Competency:** Digital literacy is the ability to use relevant technologies for living, learning, and working in a digital society.

<b>Recommending Officer's Signature:</b> <i>Jeffrey Nasse, Ph.D.</i>	<b>Date:</b> 8/09/2022	<b>President's Signature:</b> 	<b>Date:</b> 8/09/2022
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## Procedure Manual



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<b>Policy Number:</b> 6Hx2-4.22	<b>Page:</b> Page 5 of 5

**Foreign Language Competency:** In accordance with Florida Administrative Code Rule 6A-10.02412, Florida Administrative Code and pursuant to Section 1007.262, Florida Statute, all AA and baccalaureate degree seeking students must demonstrate Foreign Language Competency by: (a) successfully completing the elementary 2 level (i.e., 2 years of secondary/high school level) or postsecondary/college level equivalent in one (1) foreign language or American Sign Language OR (b) successfully completing a standardized examination that documents the required Foreign Language Competency. Students who demonstrate proficiency in a native language other than English are exempt.

**Grade Point Average (GPA):** The accumulation of letter grades with their respective quality points, divided by the credit hours attempted.

**International/Intercultural Education:** See Policy 4.16

**Transfer Grade Point Average (GPA):** A calculation of all grades, associated quality points, and attempted credit hours, earned at all post-secondary institutions attended, other than Broward College.

**Recommending Officer's Signature:**  
*Jeffrey Nasse, Ph.D.*

**Date:**  
8/09/2022

**President's Signature:**

A handwritten signature in black ink, appearing to be "J. Nasse", written over a horizontal line.

**Date:**  
8/09/2022