



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> INSTRUCTIONAL COURSES / PROGRAMS	<b>Number:</b> 4.00	<b>Page:</b> 1 of 4
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1004.03, 1004.68 FAC 6A-10.0242, 6A-10.033, 6A-10.038, 6A-14.030	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 6/10/87, 9/9/87, 10/24/87, 10/19/88, 1/10/90, 8/9/95, 10/22/02, 1/25/05, 2/28/12	

The college is authorized to provide instruction and to confer degrees, certificates and diplomas, as set forth in the Florida Board of Education Rules and Florida Statutes.

### Credit Course Offerings

College Credit is the type of credit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a graduate, baccalaureate, or associate degree.

One college credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction with credits for such things as laboratory instruction, internship, and clinical experience determined by the college based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

- (a) **Bachelor of Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor of Science degree shall be awarded. The Bachelor of Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.
  
- (b) **Bachelor of Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Bachelor



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of Applied Science degree shall be awarded. The Bachelor of Applied Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (c) **Associate in Arts Degree.** The college shall provide programs of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. The courses shall be classified as advanced and professional courses. Upon satisfactory completion of a planned program and in accordance with the Florida Board of Education Rules and Florida Statutes, an Associate in Arts degree shall be awarded.
- (d) **Associate in Science Degree.** The college shall provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be classified as advanced and professional courses or post-secondary vocational courses. Upon satisfactory completion of a planned program including the demonstration of the attainment of predetermined and specified performance requirements and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Science degree shall be awarded.

The Associate in Science degree shall have additional designations to denote special fields of study. Any additions or deletions must have the approval of the District Board of Trustees.

- (e) **Associate in Science to Baccalaureate Degree.** The college shall provide programs of instruction consisting of college level courses in designated occupational areas leading to a baccalaureate degree. Courses within an Associate in Science program articulate into a baccalaureate program on an individual basis or block basis as authorized in local inter-institutional articulation agreements. The President or the President's designee shall determine those programs, which will offer an Associate in Science to a baccalaureate degree.
- (f) **Associate in Applied Science Degree.** The college shall provide programs of instruction consisting of college level courses to prepare for entry into employment. These courses shall be classified as advanced and professional courses or postsecondary vocational courses. Upon satisfactory completion of a planned



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program of study, including demonstration of the attainment of predetermined and specified performance and in accordance with Florida Board of Education Rules and Florida Statutes, the Associate in Applied Science degree shall be awarded.

- (g) **Credit Certificate:** The college shall provide certificate programs of instruction consisting of college level courses to prepare for entry into employment. Certificate programs require fewer credit hours than an Associate in Science degree. Upon satisfactory completion of the requirements, the college shall award a certificate.

### Non-credit Course Offerings

Non-credit is a term indicating that college credit is not awarded. It applies to the instructional classifications of post-secondary adult vocational, supplemental, life long learning and adult general education. The unit of measure is hours of instruction.

- (a) **Postsecondary Adult Vocational Courses:** The college shall provide programs of instruction consisting of non-college credit courses to prepare for entry into employment. The courses shall be classified as post-secondary adult vocational courses. 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 vocational certificate shall be awarded.
- (b) **Corporate Training Courses:** The college shall provide customized work-related training, meeting the evolving needs of business and industry through the Corporate Training Center. The Corporate Training Center shall act as a business consultant to the business community and provide assessment, planning and training services.
- (c) **Continuing Education Courses:** The college shall provide professional career opportunities, continuing workforce education, educational enhancement and life enrichment through continuing education. The programs offered will be subject to meeting the mission and vision of the college and will be within the limits of the college's resources.
- (d) **Adult General Education Courses:** The college shall provide a comprehensive adult education program designed to improve basic educational and workforce readiness skills of adult learners. Programs offered include adult basic education, adult



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secondary education, GED preparation, vocational preparatory instruction, English for Speakers of Other Languages, and programs for adults with disabilities.

### **College Preparatory Credit**

College Preparatory Credit is the type of preparatory credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Florida Board of Education Rules.

One college preparatory credit is based on the learning expected from the equivalent of 15, 50-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the college based on the proportion of direct instruction to the laboratory exercise or individualized program. College preparatory courses provide competency-based instruction to develop college entry competencies in communication and computation skills.

### **Implementation of New Courses/Programs**

The President or the President's designee shall establish the procedure for implementing new courses, new programs of study, curriculum changes to course(s)/program(s), program reviews and course deletions.