

## Curriculum Committee



### Change of Program or Certificate Proposal

**Note required information:** Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.

<b>School or Division</b>	School of Health Professions
<b>Program or Certificate</b>	Nursing, BS
<b>Proposed by (faculty only)</b>	Martha Jenner, Margaret Kruger, Deborah Selman, Susan Torres, Angela Trawick
<b>Presenter (faculty only)</b>	<del>Susan Torres</del> Angie Trawick
Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date.	
<b>Submission date</b>	10/14/2016

### Section I, Proposed Changes

<b>Change of School, Division, or Department</b>	N/A
<b>Change to program or certificate name</b>	N/A
<b>List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.</b>	
Admission Requirements:	
<ol style="list-style-type: none"> <li>1. Registered Nurse License - Must have a valid, active, unrestricted, unencumbered Florida Registered Nurse (RN) license. Note that the license must remain current throughout enrollment in the RN to BSN program.</li> <li>2. Nine (9) courses that are State Common Course Prerequisites for the AS to BS Nursing Degree: <ol style="list-style-type: none"> <li>a. Anatomy and Physiology I with Lab,</li> <li>b. Anatomy and Physiology II with Lab,</li> </ol> </li> </ol>	

- c. Additional Natural Science (CHM, BSC, BCH, PCB, or PHY prefix),
  - d. Human Growth and Development,
  - e. Nutrition,
  - f. Microbiology with Lab,
  - g. Social Science (PSY, SOP, or SYG prefix), and
  - h. Statistics
3. All coursework above will be evaluated by the College to determine Transfer of Credit
  4. Apply online as a bachelor's degree seeking student. Note that a cumulative grade point average of 2.0 on a 4.0 scale in all college level coursework is required for admission.

**List below, any changes to the General Education requirements. Include course titles and credits if applicable.**

1. Thirty-six (36) college credits of General Education coursework that must include:
  - a. At least one (1) course from each of the General Education subject areas: communication, mathematics, social sciences, humanities, and natural sciences.
  - b. Six (6) semester hours of English coursework
  - c. Six (6) semester hours of mathematics coursework
  - d. Six (6) additional semester hours of writing intensive coursework
2. Foreign Language Competence Requirement (described in next section).
3. Applicants with Associate of Arts Degree, Baccalaureate Degree, or General Education Completed: Students who transfer to Florida SouthWestern State College with a previous associate of arts degree from a Florida College System or Baccalaureate degree from a regionally accredited university are considered to have met the General Education curriculum and Elective coursework (60 credit hours) of the RN to BSN degree. Students who have satisfactorily completed the General Education curriculum at a state university or Florida College System institution, regardless of whether the associate in arts degree is conferred, are considered to have met the General Education curriculum of the RN to BSN degree. If a student does not complete the General Education curriculum prior to transfer, the General Education requirement becomes the responsibility of Florida SouthWestern State College.

**List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.**

1. NUR 4827 Leadership in Nursing (3 credits) and NUR 4827L Leadership in Nursing Practicum (1 credit) **will be replaced with New Course Proposed:** NUR 4827C Leadership in Nursing (4 credits)  
**NOTE:** NUR 4827/4827L Leadership in Nursing should be noted as equivalent to NUR 4827C Leadership in Nursing
2. Valid, active, unrestricted, unencumbered Florida Registered Nurse (RN) license (30 credits awarded)

**List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.**

Elective Courses – college credits to complete the total 120 credits for the RN to BSN Degree

**List below, any other changes to the program or certificate requirements.**

N/A

<b>Change to program length (credits or clock hours to complete)</b>	From: N/A To:
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**Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.**

**Section II, Justification for proposal**

**Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.**

**Provide justification (below) for each change on this proposed curriculum action.**

1. Changes have been made to align the FSW BSN degree with exactly 120 credits as stated in the State Common Prerequisite Manual<sup>1</sup> by requiring only the 36 General Education credits and Foreign Language Competency that are mandated in Florida Rule 6A-10.024(2)(a)<sup>2</sup> and 6A-14.0303(1)<sup>3</sup> and 6A-10.030<sup>4</sup>.
2. Paragraph updated to reflect that when General Education credits have been met, no additional General Education credits should be required, regardless if AA or Bachelor’s degree has been awarded per 6A-10.024(2)(b)<sup>2</sup>

3. Clarified that students must have all coursework evaluated by the FSW College Transfer Policy.<sup>5</sup> This will all the FL RN License to be the primary criteria for acceptance, regardless of the prior institution accreditation status or the prior program accreditation status. The Nursing profession supports removing barriers for RNs to pursue advanced education per ACEN Policy #25 Transfer of Credit<sup>7</sup>.

**Section III, Important Dates and Endorsements Required**

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).

Martha Jenner, Margaret Kruger, Deborah Selman, Susan Torres, Angela Trawick

**NOTE:** Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost’s Office.

<b>Term in which approved action will take place</b>	Fall 2017
<b>Provide an explanation below for the requested exception to the effective date.</b>	

Any exceptions to the term start date requires the signatures of the Academic Dean or Associate Vice President and the Provost prior to submission to the Dropbox.

<b>Dean or Associate Vice President</b>	<b>Signature</b>	<b>Date</b>
<b>Provost</b>	<b>Signature</b>	<b>Date</b>
Dr. Jeff Stewart		

<b>Required Endorsements</b>	<b>Type in Name</b>	<b>Select Date</b>
<b>Department Chair or Program Coordinator/Director</b>	Bobby Holbrook	10/14/2016
<b>Academic Dean or Associate Vice President</b>	Dr. Marie Collins	10/14/2016

All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

Approve       Do not approve

  
\_\_\_\_\_

*Curriculum Committee Chair Signature*

11/09/2016

*Date*

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Approve       Do not approve

  
\_\_\_\_\_

*Provost Signature*

11/9/16

*Date*

## **NURSING, BSN**

The Bachelor of Science in Nursing (BSN) is a rigorous online RN to BSN degree completion program for Registered Nurses (RNs). Applicants should carefully consider if an online Program best meets their learning style. Enrollment is limited based on the number of available seats each semester. Applicants must complete all General Education courses, RN to BSN Program Specific courses, and the foreign language competency before applying. Due to the current regulations governing online learning, the RN to BSN Program is not able to admit out-of-state students.

The Program provides a career ladder from the AS degree to the BS degree for RNs who have earned a diploma or Associate of Science Degree in Nursing. Coursework will continue to build upon the registered nursing curriculum foundation. The Program offers a diverse population of students with innovative educational experiences and opportunities to meet the health care needs of the community they serve. Through the educational process, the student will be able to internalize the values, traditions, and obligations of the professional nurse and gain a greater professional perspective and increased critical thinking and problem-solving skills.

The BSN Program prepares RNs for career promotions and advancement in nursing to include positions in academia, community health, management, and leadership. It also provides a foundation for advancement to graduate level education programs. Current occupational employment and wage data for Registered Nurses is published by the United States Department of Labor's Bureau of Labor Statistics at <http://www.bls.gov/ooh/healthcare/registered-nurses.htm>

### **Accreditation:**

The Florida SouthWestern State College RN to BSN Program is accredited by the:

**Accreditation Commission for Education in Nursing, Inc. (ACEN)**

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Telephone: 404-975-5000

<http://acenursing.org/>

### **Program Highlights:**

The RN to BSN Program includes courses in professional issues, informatics, research, advanced health assessment, pathophysiology, pharmacology, multicultural nursing, leadership, community health, and a portfolio capstone. Courses are taken online to accommodate various schedules. Applicants should consider if an online Program best meets their learning style. Students may choose a full-time course load (12 or more hours) or a part-time course load (less than 12 hours).

In the community health and leadership courses, students will have practicum experiences that will prepare them to apply theoretical knowledge in professional nursing practice.

### **Special Notices:**

1. Prior to enrolling in the Leadership in Nursing practicum experience, students must satisfactorily complete a college approved criminal records check and drug test. This expense is the student's responsibility. Failure to complete this requirement will result in a hold on student registration. Students must comply with the Florida Board of Nursing requirements for reporting criminal violations to both the Board of Nursing and the RN to BSN program as specified in the Florida Code and Regulations.

2. Leadership in Nursing practicum experience students are responsible for collaborating with the RN to BSN Program director to secure an appropriate clinical agency if they reside outside of FSW service areas: Charlotte, Collier, Glades, Hendry, and Lee counties.
3. Please note that it may be necessary to complete the practicum experience in the Southwest Florida area if a clinical agreement cannot be secured with the student's preferred host agency. Clinical agreements for Leadership in Nursing practicum experience for sites outside Florida are not possible.
4. Applicants who are admitted to the BSN Program will have their application for admission canceled if they do not register for a course by the drop/add deadline within that same semester. Students will need to update their term of entry to the Program during the next application cycle. Updating a term of entry on an admissions application is not a guarantee of admission to the Program.

**Admission Requirements:**

1. Registered Nurse License - Must have a valid, active, unrestricted, unencumbered Florida Registered Nurse (RN) license. Note that the license must remain current throughout enrollment in the RN to BSN program.
2. Thirty-six (36) college credits of General Education coursework that must include:
  - a. At least one (1) course from each of the General Education subject areas: communication, mathematics, social sciences, humanities, and natural sciences.
  - b. Six (6) semester hours of English coursework
  - c. Six (6) semester hours of mathematics coursework
  - d. Six (6) additional semester hours of writing intensive coursework
3. Foreign Language Competence Requirement (described in next section).
4. Nine (9) courses that are State Common Course Prerequisites for the AS to BS Nursing Degree:
  - a. Anatomy and Physiology I with Lab,
  - b. Anatomy and Physiology II with Lab,
  - c. Additional Natural Science (CHM, BSC, BCH, PCB, or PHY prefix),
  - d. Human Growth and Development,
  - e. Nutrition,
  - f. Microbiology with Lab,
  - g. Social Science (PSY, SOP, or SYG prefix), and
  - h. Statistics
5. All coursework above will be evaluated by the College to determine Transfer of Credit
6. Apply online as a bachelor's degree seeking student. Note that a cumulative grade point average of 2.0 on a 4.0 scale in all college level coursework is required for admission.

**Foreign Language Competency Requirement:**

- Two years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing, or
- Two semesters of the same College Level Foreign Language (Level II proficiency), or
- Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

**Applicants with Associate of Arts Degree, Baccalaureate Degree, or General Education Completed:**

Students who transfer to Florida SouthWestern State College with a previous associate of arts degree from a Florida College System or Baccalaureate degree from a regionally accredited university are

considered to have met the General Education curriculum and Elective coursework (60 credit hours) of the RN to BSN degree.

Students who have satisfactorily completed the General Education curriculum at a state university or Florida College System institution, regardless of whether the associate in arts degree is conferred, are considered to have met the General Education curriculum of the RN to BSN degree. If a student does not complete the General Education curriculum prior to transfer, the General Education requirement becomes the responsibility of Florida SouthWestern State College.

**Transient Student Enrollment in Upper Division Coursework:**

Transient students are currently enrolled college students who register for courses at another institution on a temporary basis (e.g. university students attending summer semester at a state college). Transient students must obtain prior approval to enroll in Upper Division Nursing Core coursework. Students initiate this process using Florida Shines at [www.floridashines.org](http://www.floridashines.org).

**Priority Application Deadlines\***

Fall Semester Start – Application due by **August 1**

Spring Semester Start – Application due by **December 1**

Summer Semester Start – Application due by **April 1**

\*deadlines may be extended if seats remain unfilled to capacity by application deadline

**Graduation Requirements**

1. Complete a total of 120 credit hours as outlined in the RN to BSN Program of Study.
2. Satisfy residency requirements by completing a minimum of 30 credit hours of Upper Division Nursing Core coursework at Florida SouthWestern State College.
3. Earn a grade of "C" or better in each RN to BSN Upper Division and Program Specific course.
  - a. An "attempt" is defined as a course registration in effect at the end of the drop/add period.
  - b. A student who fails or withdraws from a nursing course will be permitted to re-take the nursing course only once and on a space-available basis.
  - c. Failure or withdrawal in any second nursing course will result in dismissal from the Program.
4. Earn a cumulative grade point average in the Program of 2.0 or higher.
5. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

**RN to BSN End of Program Outcomes:**

At the completion of the BSN Program, the graduate will be able to:

1. Synthesize knowledge from nursing and the physical, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Integrate global health and health care, its relevant issues and policies as they relate to professional nursing practice.
3. Evaluate research in the exploration of the spectrum of health within the framework of evidence-based practice.
4. Synthesize standards of professional practice and care.
5. Articulate the role of the professional nurse within inter-professional teams.
6. Analyze current and changing health care information technologies and systems.
7. Summarize the components of leadership and followership in professional nursing practice.



8. Interpret the social responsibility of the nursing profession in the development and implementation of health care policy.

### **RN to BSN PROGRAM OF STUDY**

**All courses must be completed with a grade of C or better.**

#### **GENERAL EDUCATION COURSES (36 total credits required, must include these 7 courses):**

- English Composition I
- English Composition II
- Mathematics, core course
- Mathematics, any additional course
- Humanities, writing intensive
- Additional course, writing intensive
- Natural Sciences with Lab

For a list of FSW courses, refer to the FSW General Education Program Guide

#### **PROGRAM SPECIFIC COURSES (8 courses required; may be included in the General Education Courses above):**

- Anatomy and Physiology I with Lab
- Anatomy and Physiology II with Lab
- Additional Natural Science (CHM, BSC, BCH, PCB, or PHY prefix)
- Human Growth and Development
- Nutrition
- Microbiology with Lab
- Social Science (PSY, SOP, or SYG prefix)
- Statistics

#### **RN to BSN Core Requirements (30 credits required):**

- NUR 3805 Professional Roles and Dimensions 3 credits
- NUR 3870 Informatics for the Health Professional 3 credits
- NUR 3125 Pathophysiology for Nursing Practice 3 credits
- NUR 3145 Pharmacology and Alternative Therapeutics 3 credits
- NUR 4165 Nursing Research 3 credits
- NUR 3066C Advanced Health Assessment 3 credits
- NUR 3655 Multicultural Nursing 3 credits
- NUR 4636C Community Health Nursing 4 credits
- NUR 4827C Leadership in Nursing 4 credits
- NUR 4955 - Portfolio Capstone 1 credit

**Valid, active, unrestricted, unencumbered Florida Registered Nurse (RN) license (30 credits awarded)**

**Elective Courses – college credits to complete the total 120 credits for the RN to BSN Degree**

**RN to BSN PROGRAM OF STUDY – 120 Total Credits Required**

<b>Program:</b>	<u>Nursing</u>	<b>CIP:</b>	<u>51.3801</u>
	<u>A.S. to B.S.</u>	<b>Track:</b>	<u>2/2</u>
<b>Offered At:</b>	<u>BC, CC, CCF, DSC*, FAMU*, FAU*, FSCJ, FSWSC, GCSC, NWFSC, PES, PHSC, PSC, SCFMS, SFC, SFSC, TCC</u>	<b>Program Length:</b>	<u>120 Cr. Hrs.</u>
	<u>IRSC, PBSC, SPC</u>		<u>121</u>
	<u>SJRSC</u>		<u>123</u>
	<u>FGCU*, FIU*, FSU*</u>		<u>124</u>
	<u>FGC, MDC</u>		<u>125</u>

Changed CIP 5/26/2010 from 51.1601 to 51.3801  
 REVISED 10/24/12, 10/23/13  
 REVISED 4/4/14, 6/30/14  
 REVISED 10/28/15

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**LOWER LEVEL COURSES**

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	Cr. Hrs.
— BSCX085C	4
Or— BSCX085/X085L	4
Or— BSCX093C	4
Or— BSCX093/X093L	4
&— BSCX086C	4
Or— BSCX086/X086L	4
Or— BSCX094C	4
Or— BSCX094/X094L	4
&— CHMXXXX (1)	3
Or— BSCXXXX (1)	3
Or— BCHXXXX (1)	3
Or— PCBXXXX (1)	3
Or— PHYXXXX (1)	3
&— DEPX004 (1)	3
Or— DEPX054 (1)	3
Or— DEPX000 (1)	3
Or— DEPX414 (1)	3
&— HUNX201 (1)	3
Or— NURX192 (1)	3
Or— NURX180	3
&— MCBX010C	4
Or— MCBX010/X010L	4
Or— MCBX013C	4
Or— MCBX013/X013L	4
Or— MCBX000/X000L	4
Or— MCBX004/X004L	4
&— PSYXXXX (1)	3
Or— SOPXXXX (1)	3
Or— SYGXXXX (1)	3
&— STAX014	3
Or— STAX023	3
Or— STAX122	3
Or— STAX022	3

(Please see notes in the following page)

(Continues from previous page)

FOR ALL MAJORS: Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and that will support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

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- (1) Not required for SPC BSN program; Passing score on NCLEX exam demonstrates competency in the content area. NOTE: Graduation from an A.S. program and active RN licensure is required for admission.

Notice to A.S. to B.S.N. Nursing Students: Some colleges and universities may require all general education courses, including the above common prerequisites, to be completed BEFORE application. Some may require all general education courses completed by the time a certain number of nursing courses are completed (before any 4000 level courses are attempted or before the final nursing course) or graduation. See the individual institution for details.

Note: Student enrollment in the SJRSC program is planned to begin in fall 2013.

- \* Limited Access.

#### **6A-10.024 Articulation Between and Among Universities, Florida Colleges, and School Districts.**

It is the intent of the Board of Governors in regulation and the State Board of Education in rule to facilitate articulation and seamless integration of the education system by agreeing to the provisions of this articulation agreement, pursuant to Section 1007.23, F.S. The authority to adopt and amend this rule aligns with the Constitutional power given the Board of Governors for the state university system and the statutory authority given the State Board of Education for the district school boards, the Florida College System, and the Department of Education.

(1) Each state university board of trustees, Florida College System board of trustees, and district school board shall plan and adopt policies and procedures to provide articulated programs so that students can proceed toward their educational objectives as rapidly as their circumstances permit.

(2) General education.

(a) Each state university and Florida College System institution shall establish a general education curriculum, which shall require thirty-six (36) semester hours of communication, mathematics, social sciences, humanities, and natural sciences for students working toward an associate in arts or baccalaureate degree.

(b) After a state university or Florida College System institution has published its general education curriculum, the integrity of that curriculum shall be recognized by the other public postsecondary institutions. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education curriculum, regardless of whether the associate in arts degree is conferred, no other public postsecondary institution to which he or she may transfer shall require any further such general education courses.

(c) If a student does not complete the general education curriculum prior to transfer, the general education requirement becomes the responsibility of the new institution, consistent with Section 1007.24, F.S.

(3) Associate in Arts (A.A.) Degree. Every associate in arts graduate of a Florida College System institution shall be granted admission to the upper division of a public postsecondary institution consistent with Section 1007.23, F.S. Admission to the student's preferred public postsecondary institution or program is not guaranteed. The associate in arts degree is defined in subsection 6A-14.030(2), F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which definition is incorporated by reference herein, and for purposes of this agreement, shall include:

(a) Completion of sixty (60) semester hours of college credit courses in an established program of study that includes a general education curriculum of thirty-six (36) semester hours of college credit in communication, mathematics, social sciences, humanities, and natural sciences and foreign language competence as described in Rule 6A-10.02412, F.A.C., (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399) which is incorporated by reference herein. The sixty (60) semester hours that comprise a completed associate in arts degree shall be accepted in total upon transfer to an upper division program at another public postsecondary institution.

(b) Achievement of a cumulative grade point average of at least 2.0, provided that only the final grade received in courses repeated by the student shall be used in computing the average. The grade of "D" shall transfer and count toward the associate and baccalaureate degrees in the same way as "D" grades obtained by native students in the receiving public postsecondary institution. Whether courses with "D" grades in the major satisfy requirements in the major field may be decided by the receiving public postsecondary institution.

(c) Nothing herein shall prevent a postsecondary institution from denying admission or continued enrollment based on an applicant's past misconduct, both on or off campus, or when past actions have been found to disrupt or interfere with the orderly conduct, processes, functions or programs at any other postsecondary institution.

(4) Each student in an associate in arts program at a Florida College System institution must indicate a baccalaureate degree program at an institution of interest by the time the student earns thirty (30) semester hours. If the student indicates a program at a public postsecondary institution, the Florida College System institution in which the student is enrolled must inform the student of the common program prerequisites, pursuant to Section 1007.23(3), F.S.

(5) The award of additional credit after award of the associate in arts degree pursuant to Section 1007.25(9), F.S., does not exclude a student from the provision in subsection (3). However, students must maintain a cumulative grade point average of 2.0 or higher to qualify for guaranteed admission under subsection (3) of this rule.

(6) Associate in Science (A.S.) Degree. The associate in science degree is defined in subsection 6A-14.030(3), F.A.C. (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee,

Florida 32399), which definition is incorporated by reference herein (<http://www.flrules.org/Gateway/reference.asp?No=Ref-02357>), and for purposes of this agreement shall include:

(a) Completion of the minimum number of semester hours of college credit courses in an established program of study as required in subsection 6A-14.030(3), F.A.C.

(b) Completion of a minimum of fifteen (15) semester hours in the general education subject areas of communication, mathematics, social sciences, humanities, and natural sciences. English and mathematics courses must meet the requirements adopted by the State Board of Education in Rule 6A-10.030, F.A.C., and the Board of Governors Regulation 6.017. No physical education credit will be included in the general education block of credit.

(c) Courses taken as part of the associate in science degree to meet the general education requirements will transfer and apply toward the thirty-six (36) general education credit hours required for the baccalaureate degree. No additional general education credit hours can be required except to complete the total thirty-six (36) general education hours.

(d) Capstone Degree Articulation Agreement. A capstone agreement that is entered into by a specific public or private postsecondary institution provides for the acceptance of a specific associate in science degree from any Florida college and applies it as a block of credit toward a specified baccalaureate degree. The quality and content of the associate in science degree is respected as the technical component of the baccalaureate degree and the remainder of the program is designed to complete general education requirements and provide management skills to assist in job progression. Every associate in science degree graduate of a Florida College System institution program that articulates with a capstone degree program in a specific Florida public or private postsecondary institution shall be guaranteed admission to that program except for limited access programs and those requiring specific grades on particular courses for admission. All associate in science degree graduates who articulate under the capstone agreement shall be treated equally, regardless of the Florida College System institution from which they receive their degrees. The general education component of the associate in science degree shall be accepted in total as a portion of the general education requirement upon transfer to the capstone program in a specific Florida public or private postsecondary institution.

(e) Career Ladder Degree Articulation Agreement. The Career Ladder agreement integrates specific associate in science degree programs with identified baccalaureate degree programs statewide. Each associate in science degree program must meet specific requirements as prescribed in the agreement and public postsecondary institutions are required to honor the transfer of credit toward the specified baccalaureate degree. Graduates of a Florida College System institution associate in science degree program with an agreement that is documented and maintained by the Articulation Coordinating Committee shall be granted admission to a public postsecondary institution in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. Admission to the student's preferred public postsecondary institution is not guaranteed. Each State University System institution shall develop admissions criteria to ensure that associate in science degree students are evaluated on an equal basis with associate in arts degree graduates and native university students for admission into Career Ladder programs designated as limited access and those requiring specific grades on particular courses for admission.

(f) The statewide associate in science to baccalaureate degree program articulation agreements between public postsecondary institutions shall be documented and maintained by the Articulation Coordinating Committee. The Department of Education, in consultation with institutions, shall review periodically, as necessary, but no more than once a year, the provisions of the state articulation agreements and the prescribed curricula to ensure the continued effectiveness of the articulation between the A.S. and B.A./B.S. programs. Any recommendations for revisions to the state articulation agreements will be forwarded to the Articulation Coordinating Committee for review. The revisions may be approved after the Board of Governors and the State Board of Education make independent determinations that the recommended revisions are consistent with board policies.

(7) Applied Technology Diploma (A.T.D.). The A.T.D. consists of a course of study that is part of an associate in science (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An A.T.D. program may consist of either clock hours or college credit.

(a) Students must have a high school diploma, a high school equivalency diploma, or a certificate of completion pursuant to Section 1003.433(2)(b), F.S.; to be admitted to an applied technology diploma program; home education students may be admitted pursuant to Section 1007.263, F.S. Within six (6) weeks of entry, students in applied technology diploma programs of 450 or more hours must be tested pursuant to Rule 6A-10.040, F.A.C., and, if below minimum standards for completion from the program as defined in the program standards document adopted in Rule 6A-6.0571, F.A.C., must receive remedial instruction. The minimum standards must be at least the equivalent of a score of ten (10) on all sections of any basic skills test approved in Rule 6A-10.040,

F.A.C. Students must successfully complete all remedial instruction before completing the A.T.D.

(b) Florida College System institutions may offer either college credit or clock hours toward the applied technology diploma. Career centers may offer only clock hours.

(c) All faculty providing instruction must have at least a baccalaureate degree or an associate degree with demonstrated competencies in the specific instructional program area as defined by the Southern Association of Colleges and Schools.

(d) The information related to the guaranteed transfer of credit between an applied technology diploma program and associate in science or an associate in applied science degree must be documented and maintained by the Articulation Coordinating Committee. The documentation shall include the following:

1. The total number of clock or credit hours within the program.

2. The associate in science or associate in applied science degree into which the applied technology diploma is guaranteed to transfer.

3. The number of college credit hours guaranteed to transfer.

4. An effective date.

(e) The transfer of the applied technology diploma to an associate in science or associate in applied science degree is guaranteed for a period of three (3) years following the date of the award of the applied technology diploma.

(f) Applied technology diploma students entering an associate degree program shall meet the admissions standards stipulated in Section 1007.263, F.S.. Additional admissions requirements for limited access programs may be established by the Florida College System institution board of trustees.

(8) Credit by examination.

(a) For examination programs listed in Section 1007.27, F.S., a list of examinations, minimum scores for guaranteed transfer credit, maximum credits guaranteed to transfer, and recommended course equivalents shall be maintained by the Articulation Coordinating Committee and reviewed annually. The list is incorporated in the document Articulation Coordinating Committee Credit-by-Examination Equivalencies, Effective March 2016, which is herein incorporated by reference and located at (<http://www.flrules.org/Gateway/reference.asp?No=Ref-06465>). The list may be requested from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

(b) Transfer of credit by examination is guaranteed for up to forty-five (45) credits, provided that credit was awarded in accordance with the Articulation Coordinating Committee's recommended minimum scores and course equivalents.

(c) Transfer of examination credit over forty-five (45) credits is at the discretion of the receiving institution.

(d) Credit by examination may not duplicate credit from previous successfully completed postsecondary courses or examinations. Credit by examination shall be included in institution grade forgiveness policies.

(e) No grades or grade points shall be assigned for credit by examination.

(f) For all Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), and College-Level Examination Program (CLEP) examinations, credit must be awarded at a minimum in accordance with the credit-by-examinations equivalencies determined by the Articulation Coordinating Committee referenced in paragraph (8)(a) of this rule. The postsecondary institution shall determine the credit awarded for examinations completed prior to November 1, 2001, or examinations not included in the Articulation Coordinating Committee Credit-by-Examination Equivalencies.

(g) All credit by examination that is initially awarded based on Articulation Coordinating Committee (ACC) recommended minimum scores and maximum amount of credit is guaranteed to transfer and must be accepted by all public postsecondary institutions.

(h) Institutions may award credit for examinations that are not listed in this rule or that do not have recommended course equivalents, minimum scores, and maximum credits. Acceptance of transfer credit so awarded is at the discretion of the receiving institution.

(9) Limited access programs. Florida College System institution and state university transfer students shall have the same opportunity to enroll in baccalaureate limited access programs as native students. Baccalaureate limited access program selection and enrollment criteria shall be established and published in catalogs, counseling manuals, and other appropriate publications. A list of limited access programs shall be filed annually with the Articulation Coordinating Committee.

(10) A state university may accept non-associate in arts degree credit in transfer based on its evaluation of the applicability of the courses to the student's program at the university.

(11) State universities and Florida College System institutions shall publish with precision and clarity in their official catalogs

the admission, course, and prerequisite requirements of the institution, each unit of the institution, each program, and each specialization. Any applicable duration of requirements shall be specified. The university or college catalog in effect at the time of a student's initial collegiate enrollment shall govern upper division prerequisites in the same manner as for native students at the same institution, provided the student maintains continuous enrollment as defined in that catalog unless otherwise specified.

(12) The Department and all public universities, Florida College System institutions, and school districts shall maintain the electronic exchange of student transcripts and associated educational records, including acquisition of and access to test scores of students in the standard format established by the ACC.

(13) All postsecondary courses offered for college credit, clock hours, or developmental education credit as they are defined in Rule 6A-10.033, F.A.C. (The rule may be obtained from the Office of Articulation, Florida Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399), which definitions are incorporated by reference herein, shall be entered in the statewide course numbering system. Each course shall be assigned a single prefix and a single identifying number in the course numbering system.

(14) When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution including equivalency of faculty credentials regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credit so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

*Rulemaking Authority 1001.02(2)(n), 1007.23(1), 1007.25, 1007.27 FS. Law Implemented 1007.01(2), 1001.64(8)(a), 1007.23, 1007.25, 1007.27 FS. History—New 5-5-75, Amended 10-7-75, 6-8-76, 8-22-77, 12-26-77, 3-28-78, 5-10-78, 7-2-79, 2-27-80, 5-27-81, 1-6-83, 4-5-83, 6-28-83, 1-9-85, Formerly 6A-10.24, Amended 8-4-86, 5-18-88, 5-29-90, 7-30-91, 10-4-93, 5-3-94, 1-2-95, 9-30-96, 6-15-98, 12-13-99, 8-14-00, 10-15-01, 9-22-03, 12-18-05, 12-23-14, 3-23-16.*

**6A-10.02412 Foreign Language Competence and Equivalence.**

The provisions herein shall be used by Florida College System institutions to determine equivalency, pursuant to Section 1007.262, F.S., between two (2) credits in one (1) foreign language at the secondary level and the equivalent at the postsecondary level.

(1) The competence to be demonstrated by students upon successful completion of two (2) credits of secondary instruction in one (1) foreign language is:

(a) Modern languages.

1. The ability to understand, with some repetition, simple questions and statements.
2. The ability to read and understand the information presented in a simple paragraph.
3. The ability to pronounce the language well enough to be intelligible to native speakers.
4. The ability to ask and answer questions and maintain a simple conversation in areas of immediate need on very familiar topics.
5. The ability to deal with everyday situations such as greetings, leave-takings, buying food, and asking directions.
6. The ability to write a short paragraph on a familiar topic.
7. The ability to demonstrate limited social competence in the foreign culture by showing comprehension of common rules of etiquette, customs and sensitivities, and a knowledge of contributions to the arts and humanities by the people who speak the target language.

(b) Classical languages.

1. The ability to read and understand materials ranging from low to medium levels of difficulty; that is, adapted text.
2. The ability to give a reasonably accurate account of the contents of the reading material by answering questions, paraphrasing, translating, or summarizing.
3. The ability to demonstrate knowledge of history, culture, and contributions to the arts and humanities of ancient civilizations.

(2) Completion of a postsecondary course at the elementary 2 level in one (1) foreign language or American Sign Language (ASL) shall be considered to produce the competence specified in subsection (1) herein.

(3) Students may demonstrate completion of the competencies specified in subsection (1) herein by other means as determined by the Florida College System institution.

*Rulemaking Authority 1001.02(1), 1007.262 FS. Law Implemented 1001.02, 1007.262 FS. History—New 2-23-88, Amended 10-17-89, 11-13-90, 10-4-93, 11-21-05, 6-25-14.*



**6A-14.0303 General Education Core Course Options.**

(1) Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the Fall Term, 2015, and thereafter must complete at least one (1) course from each of the general education subject areas listed in this section.

(a) Communication:

1. ENC X101 English Composition I; or  
2. Any student who successfully completes a course with an ENC prefix for which ENC X101 is an immediate prerequisite shall be considered to have completed the communication core.

(b) Humanities:

1. ARH X000 Art Appreciation;  
2. HUM X020 Introduction to Humanities;  
3. LIT X000 Introduction to Literature;  
4. MUL X010 Music Literature/Music Appreciation;  
5. PHI X010 Introduction to Philosophy; or  
6. THE X000 Theatre Appreciation.

(c) Mathematics:

1. MAC X105 College Algebra;  
2. MAC X311 Calculus I;  
3. MGF X106 Liberal Arts Mathematics I;  
4. MGF X107 Liberal Arts Mathematics II;  
5. STA X023 Statistical Methods; or  
6. Any student who successfully completes a mathematics course for which one (1) of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

(d) Natural Sciences:

1. AST X002 Descriptive Astronomy;  
2. BSC X005 General Biology;  
3. BSC X010 General Biology I;  
4. BSC X085 Anatomy and Physiology I;  
5. CHM X020 Chemistry for Liberal Studies;  
6. CHM X045 General Chemistry I;  
7. ESC X000 Introduction to Earth Science;  
8. EVR X001 Introduction to Environmental Science;  
9. PHY X020 Fundamentals of Physics;  
10. PHY X048 General Physics with Calculus;  
11. PHY X053 General Physics I; or  
12. Any student who successfully completes a natural science course for which one (1) of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

(e) Social Sciences:

1. AMH X020 Introductory Survey Since 1877;  
2. ANT X000 Introduction to Anthropology;  
3. ECO X013 Principles of Macroeconomics;  
4. POS X041 American Government;  
5. PSY X012 Introduction to Psychology; or  
6. SYG X000 Principles of Sociology.

(f) Each institution may apply its own course titles to the general education core course options.

(2) Institutions shall report to the Statewide Course Numbering System, established in Section 1007.24, F.S., all courses used to fulfill subject area core course options. Any course recommended to be added to the list of general education core course options from subsection (1) of this rule shall be reported to the Office of K-20 Articulation at <http://fldoe.org/articulation> for review.

(3) Institutions must recognize credit earned through an acceleration mechanism in Section 1007.27, F.S., as meeting the related general education core course requirement.

(4) Institutions may grant a substitution or modification to the courses listed above for eligible disabled students, subject to Rule 6A-10.041, F.A.C.

(5) The remaining courses and credits, in addition to the core course options, to fulfill the total 36-hour general education requirement are at the discretion of the Florida College System institution.

*Rulemaking Authority 1001.02(1), (2)(n), (6)(d)3., 1007.25(3) FS. Law Implemented 1007.25(3) FS. History—New 5-18-14.*

**6A-10.030 Other Assessment Procedures for College-Level Communication and Computation Skills.**

(1) In addition to assessments that may be adopted by the State Board of Education or Board of Governors to measure student achievement in college-level communication and computation skills, other assessment requirements shall be met by successful completion of coursework in English and mathematics. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

(2) Prior to receipt of an Associate of Arts degree from a public community college or university or **prior to entry into the upper division** of a public university or college, a student shall complete successfully the following:

(a) Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.

(b) Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

(c) Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

(3) Exemptions and Waivers. Any public community college or university desiring to exempt its students from the requirements of subsection 6A-10.030(2), F.A.C., shall submit an alternative plan to the Department of Education. Upon approval of the plan by the Department, the plan shall be submitted to the State Board of Education or the Board of Governors as appropriate. Upon approval by the State Board of Education or the Board of Governors, said plan shall be deemed effective in lieu of the requirements of subsection 6A-10.030(2), F.A.C.

*Rulemaking Authority 1001.02(1), (2)(n) FS. Law Implemented 1001.02 FS., Section 15, Chapter 87-212, Laws of Florida. History—New 1-11-82, Formerly 6A-10.30, Amended 6-8-88, 12-18-05.*

## Career Ladder Agreements

### List of Articulated Programs and Hours

The following Associate in Science degree programs shall articulate into a baccalaureate degree in the designated university programs under the provisions of Rule 6A-10.024 - Articulation Between Universities, Community Colleges, and School Districts and the career ladder agreements contained herein:

<i>AS Degree Program</i>	<i>University Degree Program</i>	<i>Total Hours</i>	<i>Page Number</i>
Radiography (CIP 1317020900)	Radiologic Technology (CIP 51.0907)	132	3
Nursing (CIP 1318110100)	Nursing (CIP 51.1601)	128	5
Hospitality & Tourism Mgmt. (CIP 1206079900)	Hospitality Admin/Mgmt in programs not accredited by AACSB (CIP 52.0901)	124	8
Electronics Engineering Tech. (CIP 1615030301)	Electronics Engineering Technology (CIP 15.0303) Engineering Technology General (CIP 15.1101 Track 2: Electrical)	134	10
Business Administration (CIP 1506040102)	Business, General (52.0101) Business Admin. & Mgmt (CIP 52.0201)	132	14
Regionally-Accredited AS Degree Program	Applied Science (CIP 24.0105)	120	16
Computer Engineering Tech. (CIP 1615040200)	Information Systems Technology (CIP 15.1202)	134	17
Technology Education Areas of Emphasis:  Construction Technology (CIP 1924010100)  Graphics Communication Technology  Drafting and Design Technology  Transportation Technology	Technology Teacher Education (CIP 13.1320)	129	18
Criminal Justice Technology (CIP 1743010300)	Criminal Justice (CIP 43.0104)	130	20

## Associate in Science in Nursing to Baccalaureate in Nursing (CIP 51.1601)

- a. The Associate in Science in Nursing shall include:
  - i. Eighteen (18) hours of general education, in which six (6) hours must be common prerequisites.
  - ii. Twelve (12) hours of additional common prerequisites.
  - iii. Forty-two (42) hours in technical courses of which twenty-six to thirty (26-30) will be validated for upper-level credit based upon successful competency demonstration.
- b. Thirteen (13) hours in common prerequisites may be taken at either the community college or the university; however, six (6) of those hours must also meet general education requirements.
- c. The remaining hours of general education may be taken at the community college or university.
- d. The baccalaureate in nursing shall include 29-34 hours in nursing credit.
- e. The twenty six to thirty (26-30) hours of Associate in Science nursing courses designated in the previous section a (iii) will be validated for upper level credit based upon RN Licensure and (1) portfolio review and/or (2) challenge examinations, and/or (3) escrowing these hours until successful completion of nursing courses specified by the receiving institution.
- f. The total hours required for the AS to BS articulated nursing degree program shall be no more than 128 credit hours.

### **Validation mechanisms**

The validation methods used by universities pursuant to paragraph (e) above, are listed in the table on the following page.

**Validation Methods for RN to BS in Nursing as Used by the State Universities of Florida**

<b>UNIV</b>	<b>CHALLENGE</b>	<b>PORTFOLIO</b>	<b>ESCROW</b>	<b>COMMENTS</b>
UF	<b>X</b>			NLN Mobility (Challenge) Exam. Advisement regarding preparation for exam is provided.
FSU	<b>X</b>			The Educational Resources, Inc (ERI) RN General Achievement Profile (RN-GAP) exam is administered to RNs prior to beginning first clinical course. Students whose scores fall below the national norm must complete individualized learning contracts for areas that need strengthening.
FAMU	<b>X</b>			Challenge exams and selected clinical experiences or skills may be used to validate specified courses or practica.
USF		<b>X</b>		A portfolio review is used to validate an associate degree applicant's credits.
FAU			<b>X</b>	Credits are held in Escrow until successful completion of required upper level nursing courses.
UWF		<b>X</b>		Portfolio/Record review.
UCF	<b>X</b>	<b>X</b>		Three requirements for validation: 1) validation exam or passage of NCLEX within past two years, or practice as RN 2 of last 5 years, 2) professional portfolio, and 3) completion of first clinical course NUR X636. Credits are awarded after completion of clinical course.
FIU	<b>X</b>			ACT Proficiency Exam or National League for Nursing RN Mobility Test. (Challenge Exams)
UNF	<b>X</b>			NLN Mobility Profile II Exam. Students may challenge out of the exam by either 1 year of full-time employment within 3 years prior to admission, or passing NCLEX licensure within 2 years prior to admission.
FGCU	<b>X</b>			Challenge Exam for validation of some courses or directly transfer equivalency credit hours to transcript for other specified courses from NLNAC accredited AS programs.

**Applicants should contact the university for more details.**

**AS to BS Nursing Worksheet Summary (Revised 5/2011)**

**Florida College System Institution: AS Nursing Program - CIP 1318110100**

**General Education .....18 Credit Hours**  
(includes at least 6 hours of common prerequisites)

**Common Prerequisites .....12 Credit Hours**  
(Complete at least 18 hours at the AS level, at least 6 of which will count for general education, the rest to be taken at the university)

- BSCX085C or BSCX085/L or BSC X093C or BSC X093/L
- BSCX086C or BSC X086/L or BSC X094C or BSC X094/L
- MCBX010C or MCB X010/L or MCB X013C or MCB X013/L or MCB X000/L or MCB X004/L
- CHM XXXX or BSC XXXX or BCH XXXX or PCB XXXX or PHY XXXX
- DEP X004 or DEP X054 or DEP X000 or DEP X414
- HUN X201 or NUR X192
- PSY XXXX or SOP XXXX or SYG XXXX
- STA X014 or STA X023 or STA X122 or STA X022

**Nursing Core Courses.....42 Credit Hours**

**\*\*AS in Nursing Total Hours**

**(18 Hrs. Gen. Ed.) + (12 Hrs. Common Prereq.) + (42 Hrs. Core) = 72 Credit Hours**

**\*\*Credit initially awarded for the AS Degree at the university level = 30 Credit Hours; upon Validation at Upper Level, 26-30 more Credit Hours will be awarded, totaling 56-60 Credit Hours**

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**University: Nursing BS Program - CIP 51.1601 - UF, FSU, FAMU, USF, FAU, UWF, UCF, FIU, UNE, FGCU**

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**General Education .....18 Credit Hours**  
(At least 6 hours must be common prerequisites)

**Common Prerequisites ..... 3 Credit Hours**

**Electives ..... 9-14 Credit Hours**

**Baccalaureate Nursing Courses..... 29-34 Credit Hours**

**Validated Credit..... 26-30 Credit Hours**

**Total AS/BS Nursing Program ..... No more than 128 Credit Hours**

[56-60 Hrs. AS (Including 26-30 validated for upper level credit)] + [25 Hrs. Upper Division Gen. Ed. & Common Prereq.] + [9-14 Hrs. Electives] + [29-34 Hrs. BSN Courses] =  
Configuration of hours within specified ranges to equal no more than 128 Credit Hours

# Florida SouthWestern State College

# 2016-2017 Catalog

## Registration

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- [How to Register](#)
  - [Student Categories](#)
  - [College Requirement: Cornerstone Experience SLS 1515](#)
  - [Academic Course Load](#)
  - [Registration, Fees, and Refunds](#)
  - [Adding, Dropping, Auditing or Withdrawing from a Course](#)
  - [Enrollment Verification, Final Grade reports, Grade corrections](#)
  - [Academic Second Chance, Petitions, Appeal of Academic Petition](#)
  - [Release of student information, Student Holds, Transcripts](#)
  - [Records and Registration/Transfer of Credits](#)
  - [Transfer information and Policies](#)
- 

## How to Register

Registering for classes at Florida SouthWestern State College is easy and convenient using Florida SouthWestern State College's student online services. Students can also register for classes by visiting one of Florida SouthWestern State College's three campuses or the Hendry/Glades Center. Special services for disabled students are available upon request (see Academic Policies and Procedures Relating to Students).

Please refer to the Academic Calendar for important dates, including registration dates, late registration information, add/drop period, and refund and withdrawal deadlines.. The Academic Calendar is published in this Catalog.

Placement testing is required for non-exempt students as described in Florida Statute 1008.30 prior to registration. Exempt students may elect to take placement testing which will greatly assist in providing advice for majors and first year coursework. Testing is used to determine placement in English, mathematics, and reading courses (please see Testing Services, in the Student Services section, for more information).

By registering for classes, all students assume the responsibility for familiarizing themselves with and abiding by the regulations, rules, policies, and procedures of Florida SouthWestern State College.

## Student Categories

- A. *Full Time*: A student enrolled in 12 credits or more during the Fall, Spring or Summer semesters, or six credits or more during a mini-semester, is considered to be a full-time student.
- B. *Part Time*: A student enrolled in fewer than 12 credits during the Fall, Spring or Summer semesters, or fewer than six credits during a mini semester, is considered to be a part-time student.
- C. *Freshman*: A student who has earned less than 30 college credits is considered to be a freshman.
- D. *Sophomore*: A student who has earned 30 but less than 60 college credits is considered to be a sophomore.
- E. *Junior*: A student who has earned 60 but less than 90 college credits is considered to be a junior.
- F. *Senior*: A student who has earned 90 or more credits prior to completing baccalaureate requirements is considered to be a senior.
- G. *First-Time-in-College (FTIC)*: A degree-seeking student who has not previously attended a college or university and who is not transferring credit from another higher education institution is considered to be a First-Time-in-College student.
- H. *Credit*: A student who enrolls for college credit in a current session will be considered a credit student.



- I. *Non-Credit*: A student enrolled in Continuing Education courses, which are not offered for college credit, is considered a non-credit student.
- J. *Audit*: A student who enrolls for no credit in a course normally offered for credit, will be considered an audit student.
- K. *Transient Students*: A student who is currently enrolled and pursuing a degree at a public postsecondary institution and who enrolls in a course offered by a public postsecondary institution that is not the student's degree granting institution.

## College Requirement: Cornerstone Experience SLS 1515

The Cornerstone Experience course at Florida SouthWestern State College is an integrative and interdisciplinary course designed to help first-year students acquire critical thinking and decision-making skills that promote academic success. In this course, students will learn about college resources and requirements, explore career objectives and programs of study, establish relationships with mentoring faculty, and develop a support group among peers.

All incoming degree-seeking\* students who have earned less than 30 credits are required to take and successfully complete SLS 1515 in the first semester. Approved exceptions will not exceed fulfilling the requirement within the first 15 credit hours. Successful completion is defined as earning a "C" or better in the course.

*\*Students who are admitted directly to limited access programs are not required to take SLS1515. This applies to students whose first coursework at FSW occurs after limited access program admission or to students whose first coursework after three consecutive semesters of non-attendance occurs after limited access program admission.*

## Academic Course Load

A student may not take more than 18 credit hours during the Fall, Spring, or Summer semesters or nine credits during a mini-semester without the written permission of an Academic Advisor. Florida SouthWestern State College reserves the right to limit the number of credits a student can enroll in if the student has been placed on academic warning or suspension.

## Registration, Fees, and Refunds

### Priority Registration

Registration priority dates for degree and certificate seeking (Veterans, Honors, Housing and Athletes) students are established each term and are published in the Academic Calendar. This includes Early College and transfer students.

### Open Registration

Open registration is for all active degree-seeking, certificate, and non-degree-seeking students. Open registration does not require instructor or Dean's approval unless classes have reached capacity and/or instructor consent is required of all registrants. Degree seeking and certificate students register prior to Open Registration.

### State Employee Fee Waiver

Pursuant to Section 1009.26 of the Florida Statutes, students may request permission to register for up to six credit hours without payment of tuition if they qualify as state employees under the guidelines. State employees must register between the first day and the last day of the "add/drop" period for classes on a space available basis only. Some courses may be full and therefore unavailable. Students must pay any applicable special fees.

### Registration Restrictions

The following registration restrictions are in place that could restrict a Florida SouthWestern State College student's ability to register for classes:

1. Courses requiring the instructor's consent cannot be added to students' schedules until the instructor's consent is obtained.
2. Students who owe balances from prior terms must pay the outstanding balances before they are permitted to register.

3. Students on probation must see their Academic Advisor prior to registering.
4. Students who have not attended any classes for a year must seek readmission through the Office of Admissions.
5. Students who do not meet the published prerequisites for courses will not be allowed to register for those courses.
6. Students are not permitted to register for more than one section of a course per term.

## Payment of Registration Fees

Registration fees are assessed at the time of registration and must be paid by the payment due date. Registration is not finalized until all registration fees are paid. The student's registration may be canceled if payment is not made by the due date. Registration fees for courses added by the student after payment of initial registration fees must be paid for by the new payment due date, or the student must drop the course(s) by the last day to drop with a refund. Students who fail to drop an unpaid course are billed by the Business Office for all applicable fees and are responsible for payment of those fees.

## Late Registration Fee

Students who register for classes during the late registration period, as published in the Academic Calendar, are automatically assessed a nonrefundable late registration fee. This fee is not assessed to students who registered and paid prior to the late registration period and who are making schedule adjustments.

## Schedule Adjustment Period

The schedule adjustment period is the time between the first instructional weekday of an academic term and the last day that students are permitted to add a class, change sections of a course, drop a course without financial penalty, or change from credit to audit or audit to credit. After the "Registration Add" date has closed, additions to approved schedules will not be permitted.

## Refund Policy

Refunds of matriculation, tuition and special fees are made only if the student drops the class by the last day to drop with a refund as published in the Academic Calendar.

In the case of extenuating circumstances that are beyond the student's control, and that occur prior to the midpoint of the semester, a student may appeal for an exception to the College Refund Policy (College Operating Procedure, COP 03-1711) by submitting a "Late Drop (Enrollment Exclusion)" Appeal Form to the Office of the Registrar. A student must officially withdraw from all courses prior to beginning the appeals process. Appeals should fully explain the extenuating circumstances and include supporting third party documentation. In all cases, the situation must have interrupted the student's ability to attend class(es) for a substantial length of time and/or complete the semester. Late Drop Appeal Forms are available online or in the Registrar's office, and must be received no later than one year from the last day of the term for which the tuition requested to be refunded was paid to the College.

## Financial Aid Recipients Note

If a Refund Appeal is approved for a recipient of federal and/or state financial aid (grants and loans), and the student's original course registration is canceled and/or tuition liability is eliminated as a result, federal/state regulations dictate that all financial aid previously applied to the student's College account and/or disbursed to the student in the form of an overpayment refund must be returned to the respective loan/grant program. This action may result in an outstanding balance on the student account; in certain scenarios, that (new) balance owed may be in an amount greater than was incurred via the initial registration/aid disbursement.

A student who is withdrawn from a class or classes because of administrative action, except for disciplinary reasons, is entitled to a full refund of matriculation, tuition, and special fees.

A student who is withdrawn from a class or classes for disciplinary reasons is not entitled to a refund of matriculation, tuition, and special fees. Florida SouthWestern State College reserves the right to apply any refund due to the student's account if the student has outstanding financial obligations.

## Adding, Dropping, Auditing or Withdrawing from a Course

### Adding or Dropping Courses

Students can add or drop courses, or change sections through the last day to drop with a refund, as published in the Official College Calendar. Students are financially liable for all courses that they are registered in after the last day to drop with a refund. Although the College may drop students for non-payment, it is, ultimately, a student's responsibility to drop any course for which he or she enrolls but does not plan to attend.

### Reinstatement

After the "Registration Add" date has closed, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions will be approved only on the basis of clearly documented clerical error or third party documentation demonstrating unusual and extenuating circumstances beyond the student's control. Being dropped for non-payment is not considered an extenuating circumstance. Petition for Reinstatement will only be considered the week immediately following the close of registration and require the signatures of the course instructor and the Dean. Students having approved petitions to "late add" are required to pay at the time the class is added.

### Auditing a Course

Students who intend to register for a college credit course for which they do not want college credit may register as audit students. Students are not allowed to change from audit status to credit status, or from credit status to audit status, once the last day to change audit/credit status has passed. Audit registration fees are the same as for credit. Audit students may participate in class activities but are not required to take examinations and will not receive a grade or credit.

### Withdrawal

A student can withdraw from any course by submitting the necessary form to the Office of the Registrar, or withdrawing on the Web, before the last day to withdraw, as published in the Official College Calendar. Withdrawals after that date may be granted only through established Florida SouthWestern State College procedures (please see Petitions, in the Student Records section, for more information).

**Please note:** Students who officially withdraw from a course or courses before the withdrawal deadline receive a grade of a "W." Students are limited to two withdrawals per course. Upon the third attempt, the student is not permitted to withdraw from the course and must receive a grade for the course. (Florida State Board of Education Rule 6A-14.0301)

Withdrawing from a course or courses may affect a student's financial aid status, may result in the student having to pay the third attempt course surcharge to retake the course, and may affect the student's anticipated graduation date.

Students should speak with their professor before withdrawing from a course and should meet with an Academic Advisor to discuss the impact of a withdrawal on the student's education plan. Withdrawing from a course will increase the cost of your education and may affect your financial aid status or Bright Futures. Students also should speak with a Financial Aid Specialist to discuss the impact of a withdrawal on the student's financial aid.

### Late Withdrawals

Florida SouthWestern State College requires students to withdraw from any courses by the published withdraw deadline. If students face extenuating circumstances and wish to withdraw from a course after the deadline, they may petition the Registrar's Office by submitting a "Late Withdrawal" form. Requests for withdrawals after the published last day to withdraw must be supported by third party documentation and approved by both the instructor and appropriate Academic Dean. Decisions are based on the extraordinary nature of the student's circumstances and the timeliness of the petition. The petition does not alter or waive a student's responsibility for paying tuition and other fees. Students who stop attending courses without officially withdrawing or without an approved Schedule Adjustment Form will receive a grade of "F."

## **Class Cancellations**

Florida SouthWestern State College attempts to honor its commitment to provide the classes scheduled for a given term. However, at times and usually due to low enrollment, it may be necessary to cancel a class. In such cases every effort will be made to find an appropriate alternate class for the student.

## **Student Online Services Access**

Florida SouthWestern State College students can register and pay for classes, view grades, financial aid and transcript information, and obtain additional services by accessing student online services. Students must use their Banner ID number, which is a nine-digit code beginning with @ and followed by eight numbers, and their Personal Identification Number (PIN), which is initially the student's date of birth in a six-digit format (mmddyy), to access the student online services. Students are required to change their initial PIN to a unique PIN the first time they access the student online services.

## **Enrollment Verification, Final Grade reports, Grade corrections**

### **Enrollment Verifications**

Students needing official verification of their enrollment should submit a completed Enrollment Verification Request to the Office of the Registrar at least one week before the verification is needed. Enrollment Verification Requests should include the specific information needed, including actual dates of attendance, full-time/part-time status, residency status, etc. Enrollment Verification Requests are only processed for the current or previous semesters. Future semester enrollment verifications are only processed after the last day to drop with a refund for that semester. Enrollment Verification Requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. Students are encouraged to contact the National Clearinghouse at (703) 742-4200 for official enrollment verifications.

### **Final Grade Reports**

Final grades are available to students after the end of each semester through Florida SouthWestern State College's student online services or through Florida Virtual Campus at [www.floridashines.org](http://www.floridashines.org). Florida SouthWestern State College does not mail final grade reports.

### **Grade Corrections**

A request for a grade correction must be made during the semester immediately following the semester in which the incorrect grade was assigned. The instructor who taught the class and the appropriate Academic Dean must approve the grade correction. No grade will be changed after a degree is awarded.

## **Academic Second Chance, Petitions, Appeal of Academic Petition**

### **Academic Second Chance**

The Academic Second Chance Policy allows students to request that transfer or Florida SouthWestern State College coursework that is five calendar years or older be excluded from GPA calculations and determining graduation eligibility. To be eligible, students must complete all admissions requirements and be admitted to a degree or certificate program. Academic Second Chance is a one-time, non-reversible opportunity.

The student must submit a completed Academic Second Chance Petition to the Office of the Registrar on the Lee Campus, or to the Campus Dean at Charlotte, Collier and Hendry/Glades. The student must complete a minimum of 12 semester hours while maintaining a GPA of 2.00 or higher for the Petition to be considered. ESL/ENS and college preparatory courses are not included when calculating the 12 semester hour minimum and the 2.0 GPA; however, six credits of college-level EAP (English

for Academic Purposes) coursework taken at Florida SouthWestern State College would apply. Courses included in a previously awarded FSW degree program are ineligible for petition under this policy.

The following statement is added to the student's transcript when the petition is approved: "Academic Second Chance policy has been applied." All grades and courses remain on the transcript. The Academic Second Chance Policy is applied only once, and it cannot be reversed. Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned when computing a GPA for admissions eligibility or for other purposes. Academic Second Chance has no effect on the student's financial aid award history. Students may request Academic Second Chance for a term or terms, but not individual courses within a term. Academic Second Chance has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

## **Petitions**

The Petitions process is designed to review, based on a student's written request, Florida SouthWestern State College policies or procedures related to:

1. Admissions eligibility to the College;
2. Admissions eligibility to an Florida SouthWestern State College baccalaureate program; substitution/waiver of a course required for a degree or certificate program;
3. Readmission from academic suspension or dismissal;
4. Exception to the Maximum Attempts Policy;
5. Exception to the Third Attempt Surcharge; or
6. Exception to Registration Polices or deadlines.

Students begin the process by completing an official Petition Form available in the Office of the Registrar, Office of Advising, or the Campus Dean's Office. Completed petitions must be submitted to the same office by the end of the semester immediately following the semester in which the event occurred. Petitions that are more than one academic year old are not considered.

Many petitions are handled directly in the Office of the Registrar. The Office of the Registrar makes a determination based on the information collected by the Registrar's Office or provided by the student and may request a meeting with the student for further information or clarification. If necessary, additional college administrators responsible for the area of the petition may be involved in the decision. The Office of the Registrar will inform the student of the decision by email. Petitions without third party supporting documentation will not be considered.

## **Appeal of an Academic Petition**

A student has a right to appeal a decision made on an academic petition. A student wishing to appeal a decision must submit a written request to reverse and return it to the Office of the Registrar or the Campus Dean or President's Office. The appeal is forwarded to the appropriate Campus or Academic Dean or the Campus President's Office, if the appropriate Campus or Academic Dean or the Campus President had not previously reviewed the petition. The appeal is forwarded to the Office of the Provost and Vice President of Academic Affairs, if the appropriate Campus or Academic Dean or the Campus President made the original decision. A copy of the original petition is automatically part of the subsequent appeal. An appeal is not simply a review of the original petition decision but a request to reverse the original decision. The student must supply new, relevant, previously undisclosed information, or present an argument as to why the original petition decision should be reversed. For an appeal to be successful, new information must be critical to the case, and new consideration or arguments should prove the student's case conclusively. The reviewing office may request a meeting or additional information for clarification. The Provost and Vice President of Academic Affairs has the responsibility for making the final academic decision for Florida SouthWestern State College. Appeal forms are available in the Office of the Registrar or Campus Dean's office.

## **Release of student information, Student Holds, Transcripts**

### **Release of Student Information**

Florida SouthWestern State College may, without the written consent of the student, release information from the student's education record to a court of competent jurisdiction in compliance with a court order of that court or to the attorney of record

pursuant to a lawfully issued subpoena, provided that in advance of compliance with the court order or subpoena Florida SouthWestern State College notified the student. A student who objects to the release of his or her records must file a motion to invalidate the court order or subpoena and provide Florida SouthWestern State College with copies of the relevant legal documents. All releases of student information are made in compliance with state and federal regulations.

## Student Holds

Holds are placed on a student's account, records, transcript, grades, diploma, or registration if the student does not fulfill all financial or other obligations to the College. Satisfaction of the obligation is required prior to the release of the hold by the appropriate College office.

## Transcripts

Students needing an official Florida SouthWestern State College transcript should submit a completed Transcript Request Form to the Office of the Registrar at least one week before the official transcript is needed. Official transcripts may also be requested via Florida SouthWestern State College's student online services. Transcript requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. The completed transcript request should contain the student's name (at the time he or she attended Florida SouthWestern State College), student identification number, date of birth, the name and address of where the transcript is to be sent, and the student's signature. Students should also include contact information, such as an e-mail address, in case a question arises or a clarification is needed. There is a \$5 charge for an official transcript. Unofficial transcripts may be obtained via Florida SouthWestern State College's student online services.

## Records And Registration

### Transfer of Credits

Florida SouthWestern State College has a number of articulation agreements that ensure the transfer of credit from other schools, colleges, and universities into Florida SouthWestern State College degree programs and from Florida SouthWestern State College degree programs into programs at other colleges and universities. The Florida Department of Education also has agreements that ensure transfer of credit across state colleges and universities. These agreements are summarized below.

### High School and Technical Centers

In accordance with the Florida Department of Education, Florida SouthWestern State College provides articulation opportunities to high school and technical center graduates from Lee, Charlotte, Collier, Hendry and Glades District Schools. Florida SouthWestern State College and these districts are partners in the Tech Prep program, which offers students the opportunity to focus on technical high school electives that will help train them for high-skill, high-wage occupations. While high school or technical center students are preparing for careers and post-secondary education, they can earn college credit that may be applied toward an Associate in Science degree at Florida SouthWestern State College.

Articulated credit may be awarded to the eligible student who meets the following criteria:

1. The student must have completed an approved technical program of study (at least three high school courses or an earned technical center certificate);
2. The student must be currently enrolled and seeking an Associate in Science degree in a correlating\* discipline at Florida SouthWestern State College. The student must successfully meet all requirements that apply to associate degree seeking students as stated in the Florida SouthWestern State College Catalog;
3. The student must successfully complete a minimum of 12 credit hours at Florida SouthWestern State College.

\*A correlating program is one in which the coursework the student proposes to articulate in aligns with the degree program in which the student proposes to enroll. For example, networking technology courses correlate to the AS Networking Systems Technology degree, but would not correlate to the AS Accounting Technology degree.

In addition, the State of Florida has approved statewide articulation agreements for transfer to an Associate in Science degree for students who complete an approved technical program of study and earn a technical center certificate. The State of Florida has approved awarding college credit for certain qualifying industry certifications. Please note: the State of Florida is continuing to develop these articulation agreements.

## Credit from Military Service Schools

Florida SouthWestern State College follows the guidelines in Florida State Board Rule 6A10.024 for awarding credit for DANTES Subject Standardized Tests (DSST) exams. FSW grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Florida SouthWestern State College is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

Florida SouthWestern State College may award college credit for military service school training in accordance with the following conditions and stipulations:

1. The person making the request must be applying or currently enrolled as a degree seeking student.
2. The person making the request must submit DD214 Form or DD295 (if the applicant is currently enlisted).
3. In addition to the documents required in (2) above, the student requesting acceptance of credit from U.S. Army Military Occupational Specialty (MOS) schools/courses must provide a Joint Services Transcript.
4. Credit may be granted under this rule in those areas appropriate to the lower-division or baccalaureate level. The credits may be included in the student's degree program as long as the credits fulfill published degree requirements.

## DANTES Subject Standardized Tests (DSSTs)

Florida SouthWestern State College will award college credits for qualifying DANTES Subject Standardized Tests (DSSTs) examination scores per FAC 6A-10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents adopted September 19, 2001, as follows:

Since a grade of "S" for satisfactory will be assigned, no grade points will be assigned for credits awarded through the DSST Program.

Determination of the specific college courses or subject areas for which credits are awarded will be made by the College Registrar, guided by the equivalency matrix below, upon receipt of official DSST examination results.

Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria.

Examination	Passing Score	FSW Course
A History of the Vietnam War	44	HIE Elective
Art of the Western World	48	ARH 1000
Astronomy	48	AST 2002
Business Ethics & Society	400	<b>GEB X441</b>
Business Law II	44	<b>BUL 2242</b>
Business Math	48	<b>QMB X001</b>
Criminal Justice	49	CCJ 1020
Drug and Alcohol Abuse	49	No course or credit recommendation
Environment and Humanity	46	<b>EVR X017 or ISC X003 or ISC X143 or ISC X147</b>
Ethics in America	46	<b>PHI 1630</b>
Foundations of Education	46	<b>EDF X002</b>
Fundamentals of College Algebra	47	MAT 1033

Fundamentals of Counseling	45	<b>PCO X202</b>
Fundamentals of Cyber Security	400	<b>CIS X350</b>
General Anthropology	47	Ant 1000
Here's to Your Health	48	<b>HSC 1100</b>
Human Resources Management	46	<b>MAN X300</b>
Human/Cultural Geography	48	SOE Elective
Introduction to Business	46	GEB 1011
Introduction to Computing	45	CGS 1000
Introduction to Law Enforcement	45	<b>CCJ X100 or CJE X000</b>
Introduction to the Modern Middle East	47	SOE Elective
Introduction to World Religions	48	REL 2300
Lifespan Developmental Psychology	46	DEP 2004
Management Information Systems	46	<b>ISM X000 or ISM X004</b>
Money and Banking	48	<b>BAN X501</b>
Organizational Behavior	48	<b>INP X002</b>
Personal Finance	46	FIN 2100
Physical Geology	46	SCI Elective
Principles of Finance	46	FIN 2001
Principles of Financial Accounting	47	ACG 1001
Principles of Physical Science I	47	SCI Elective
Principles of Public Speaking	47	SPC 2608
Principles of Statistics	48	MTH Elective
Principles of Supervision	46	MNA 2345
Rise and Fall of the Soviet Union	45	HIE Elective
Substance Abuse	49	<b>HSC X140 or HSC X150</b>
Technical Writing	46	<b>ENC 2210</b>
The Civil War and Reconstruction	47	HIE Elective
Western Europe Since 1945	45	No course or credit recommendation

## Transfer Information and Policies

### Transfer Classification

A student is classified as a transfer student if he/she has previously registered at any college or university prior to Florida SouthWestern State College, regardless of the amount of time spent in attendance or credit earned. Students may transfer credit from other institutions into Florida SouthWestern State College; however, at least 25% of the program or certificate credit must be earned at Florida SouthWestern State College.

Applicants who plan to earn a degree or certificate at Florida SouthWestern State College must provide official transcripts from all previously attended colleges or universities. Military transcripts may be submitted to the Registrar's Office for possible credit but are not required for admission. Official transcripts should be sent directly to Florida SouthWestern State College, Office of



the Registrar, Thomas Edison (Lee) Campus, within the first semester of enrolling. These documents must be sent directly from the educational institution to Florida SouthWestern State College. Faxed transcripts are not considered official.

### **Acceptance of Military Credits**

Eligible members of the United States Armed Forces may request review of their military experiences for possible credit. An official copy of the Joint Services Transcript (JST) should be forwarded to the Registrar's Office. Upon the student's request, transcripts will be reviewed for possible credit according to the recommendations of the American Council on Education (ACE).

### **Acceptance of Transfer Credits from Regionally Accredited Institutions**

All credits earned at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript). Courses will be equated to a similar course or an appropriate unclassified elective. For students pursuing a baccalaureate degree, all earned credits will be recorded at the appropriate level (i.e., freshman, sophomore, junior, or senior level).

### **Acceptance of Transfer Credits from Non-Regionally Accredited Institutions**

Florida SouthWestern State College may accept credits from institutions that are not regionally accredited in accordance with the State of Florida K-16 Articulation Agreement, which recognizes courses approved in connection with the Florida Department of Education Statewide Course Numbering System.

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon evaluation and recommendation from the Florida SouthWestern State College instructional department responsible for the course subject area(s). Credits awarded at institutions not regionally accredited may be accepted by Florida SouthWestern State College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study and course credit and level of instruction, resulting in student competencies that are at least equivalent to those of students enrolled in comparable instruction at Florida SouthWestern State College. The following factors will be considered in determining whether courses are transferable and, if so, how they will be recorded.

1. Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.;
2. Qualifications of the faculty member(s) providing the instruction;
3. Age of credits;
4. Recommendations through other established credit assessment bodies (e.g., ACE);
5. Institutional accreditation via other professional assessment/accrediting bodies (e.g., AMA, NLN, state agency);
6. Secondary documentation of course competencies (e.g., professional certification, standardized exam scores, etc.).

### **School of Education Bachelor Degree Programs**

Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education programs and may be required to submit additional documentation to support completion requirements.

### **College/University Transcripts from Outside the United States or U.S. Territories**

Students must have an English translation and course-by-course evaluation performed, at the students' expense, by a member of the National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org).

### **Recording Transfer Credits on the Student's Permanent Record (Transcript)**

While evaluating credits, Florida SouthWestern State College reserves the right to delay the recording of transfer credits on the student's permanent record. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

1. Florida SouthWestern State College residency requirement;
2. Successful completion of higher-level courses in the student's program of study;
3. Successful completion of subsequent courses in the subject/course sequence;
4. Demonstration of specific lab/clinical skills or other applied competencies;
5. Additional supplemental independent/directed study in the subject area;
6. Presentation of a portfolio of coursework substantiating the competencies;
7. Verification of faculty credentials at the transferring institution.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Credits recorded as transfer credits are not guaranteed to meet specific degree requirements for the student's program. The College may limit the number of transfer credits applicable towards the student's degree. Where appropriate, an equivalent Florida SouthWestern State College course number may also be indicated. When Florida SouthWestern State College does not offer an equivalent course or if the course differs substantively from the suggested Florida SouthWestern State College course, the transfer credits may be listed on the transcript as an elective course. Final determination of how transfer credits may apply to a specific degree program lies with the Academic Dean, in consultation with the Faculty Chair and Registrar.

### **Appeal of Transfer Credit Denial**

A student may appeal the denial of transfer credits by submitting a Course Re-evaluation Appeal to the Credit Review Committee. Credits in question will be reviewed by the Academic Dean and an area of experts from the instructional department normally responsible for the subject matter in question. Appeals must be accompanied by course descriptions, faculty credentials and syllabi. All decisions are forwarded to the student in writing via their FSW email account. Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside.

### **State University System Articulation Agreement**

Florida law provides that Associate in Arts degree graduates of a Florida community college must be granted admission to an upper-division program offered by a state university or college, unless that program has been designated limited access (see Transfer Guarantees below). If limited access minimum standards are not met, universities may deny both acceptance into the desired program and acceptance into the university. The law gives priority to community college Associate in Arts graduates over out-of-state students for admission to a state university. Florida community colleges have similar articulation agreements with the Independent Colleges and Universities of Florida (ICUF).

Effective Fall 2000, all graduates of an Associate in Science degree program listed in the Statewide Articulation Manual shall be granted admission into a corresponding baccalaureate program at the state universities or colleges, except for limited-access programs and those requiring specific grades in particular courses for admission. The Florida Department of Education stipulates that the integrity of the general education program will be recognized by all public institutions of higher education in Florida. Any questions about the general education program should be addressed to an Academic Advisor.

### **Transfer Guarantees**

Florida College System Associate in Arts graduates are guaranteed the following rights when transferring to a state university under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities or colleges, except to limited-access programs which have additional admission requirements.
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Transfer of equivalent courses under the Statewide Course Numbering System (SCNS).

4. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, Advanced Placement, Accelerated Programs, International Baccalaureate).
5. No additional general education core requirements.
6. Equal opportunity with native university students to enter limited-access programs.

The universities determine the courses and prerequisites that must be taken to receive a baccalaureate degree. Although all credits earned toward an Associate in Arts degree will transfer to a university, not all credits earned will meet program prerequisites or course requirements for a baccalaureate degree. Therefore, students must assume responsibility for knowing the course requirements of the intended program and taking the appropriate course(s) while pursuing the Associate in Arts degree.

## **Excess Hours**

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

Excess hours are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

## **Transfer Services**

Students who plan to transfer to an upper level college or university program are encouraged to consult with an Academic Advisor concerning transfer requirements. Students should also obtain a catalog and list of the requirements from the institution that they expect to attend. The Florida Academic Counseling and Tracking for Students (FACTS) program (available via [www.floridashines.org](http://www.floridashines.org)) offers a variety of student services and resources provided by the State of Florida and participating institutions. Students anticipating transfer should begin a preliminary application to the college of their choice in the Fall session of their sophomore year. Students who plan to transfer to Florida SouthWestern State College bachelor programs should meet with an Academic Advisor.

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## **POLICY #25**

### **TRANSFER OF CREDIT**

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At its discretion, a governing organization and/or nursing program may accept transfer credit for a course or courses completed in other postsecondary governing organizations when comparable in scope and content to the governing organization and/or nursing program's own coursework. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the nursing program into which the credit is to be transferred.

Accreditation of the governing organization and/or nursing program from which the student is seeking to transfer credits may be a consideration for credit transfer decisions; however, accreditation of the governing organization and/or nursing program from which the student is seeking to transfer credits may not be the sole basis for accepting or denying credit for transfer nor should it be represented as a requirement of the ACEN.

In evaluating credit earned by students for transfer, a governing organization and/or nursing program must adhere to the following:

- Have established appropriate criteria for the acceptance of transfer credits including, at a minimum, the currency, comparability, relevancy to degree and/or nursing program, calculation of credit (e.g., clock hours to semester or quarter hours), and grade earned for the course or courses to be transferred.
- Apply a systematic, consistent process for determining whether to accept credit earned at other governing organizations.
- Document in the permanent student record the basis on which the transfer credit was accepted and identification of the governing organization from which the credit was transferred.
- Publicly disclose a list of the institutions with which the governing organization has established articulation agreements.

The governing organization and/or nursing program must publish its transfer-of-credit policy, including clear communication of the criteria and process for evaluating and accepting credit for transfer earned at other governing organizations, in all documents (paper and electronic) that serve to inform the public.

[Policy #25 History](#)  
Revised April 2014  
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