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6Hx7-10.10 Requirements for Graduation and Issuance of Degrees, Diplomas and Certificates		October 18, 2023

Purpose

The purpose of this procedure is to outline requirements for receiving the bachelor of science and bachelor of applied science, associate in arts, associate in science, associate in applied science, college credit certificate (formerly known as technical certificate), advanced technical certificate, applied technology diploma, postsecondary career certificate or adult high school diploma.

Procedure

Students must complete graduation requirements for the appropriate award as approved by the Florida State College at Jacksonville (FSCJ) District Board of Trustees and any additional requirements as required by Florida statute or Florida State Board of Education rules.

A. College Credit programs

1. For each award, students must fulfill curriculum and academic requirements consisting of:
 - a. general education,
 - b. specific program courses,
 - c. elective courses,
 - d. applied learning experiences, if applicable
 - e. successfully achieving licensure, if applicable
 - f. foreign language per § 1007.262, F.S.
 - g. civic literacy, per § 1007.25, F.S.
 - h. state requirements for individual programs, if applicable
2. Curriculum requirements may be modified by approved course substitutions (as defined in APM 10-0504).
3. Hours for awards:
 - a. The associate in arts degree requires 60 credit hours applied to the degree.
 - b. The baccalaureate degree requires a minimum of 120 credit hours applied to the degree.
 - c. Associate in science and associate in applied science degrees require a minimum of 60 credit hours defined per program of study in state curriculum frameworks.
 - d. College credit certificates, advanced technical certificates and applied technology diplomas consist of 9 – 45 credit hours.
4. A student's graduation date will be the date of the end of the College term in which the student has fulfilled all academic requirements for the degree, certificate or diploma. Exceptions to this practice are handled on an individual basis by the FSCJ District Student Records Office.
5. The FSCJ District Student Records Office will designate on the associate in arts, associate in science, associate in applied science and the applied technology diplomas, Honors or High

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Honors, as determined by the student's cumulative grade point average at the end of the term the student graduates as follows:

Honors	3.50 – 3.74
High Honors	3.75 – 4.00

6. The FSCJ District Student Records Office will designate on the bachelor degrees, Latin honors, as determined by the student's cumulative grade point average at the end of the term the student graduates as follows:

Cum Laude	3.50 – 3.64
Magna Cum Laude	3.65 – 3.79
Summa Cum Laude	3.80 or higher

7. Grade point averages required for:


- Bachelor degrees is a cumulative 2.0 on a 4.0 point scale consisting of lower and upper level courses excluding developmental education courses,
- Associate in arts, associate in science and associate in applied science degrees is a cumulative 2.0 on a 4.0 point scale consisting of lower level courses excluding developmental education courses, and a 2.0 on a 4.0 point scale consisting of courses taken at FSCJ which apply to the program,
- College credit certificates, applied technical certificates and applied technical diplomas are a 2.0 on a 4.0 point scale consisting of courses taken at FSCJ which apply to the program.

8. All degrees, certificates and diplomas require a minimum of 25 percent of credits counting toward the degree be earned at FSCJ. Credit by examination and credit by portfolio development do not count toward this requirement.

9. Fulfill all obligations, financial or otherwise, to FSCJ.

B. Career Certificates

- Students must fulfill the specific curriculum and academic requirements as specified in the program of study.
- Curriculum requirements may be modified by approved course substitutions (as defined in APM 10-0504).
- For programs which require TABE or CASAS goals, non-exempt students must earn a score that meets or exceeds the program's exit requirement.

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4. A student's graduation date will be the date of the end of the College term in which the student has fulfilled all requirements for the certificate. Exceptions to this practice are handled on an individual basis by the FSCJ District Student Records Office.
5. All career certificates require a grade point average of 2.0 on a 4.0 point scale in courses which apply to the program.
6. A student must earn a minimum of 25 percent of all program hours counting towards the certificate from FSCJ. Credit by examination and credit by portfolio development do not count toward this requirement.
7. Fulfill all obligations, financial or otherwise, to FSCJ.

C. Adult Education Programs

1. Adult High School

- a. Complete requirements for adult high school students (per State Board Rule 6A-6.020) as specified in the Florida Course Code Directory and the Florida Department of Education (FLDOE) Adult High School Technical Assistance paper.
- b. Students enrolled in the Adult High School program must complete and earn a minimum of two (2) high school credits at FSCJ to meet graduation requirements (including increasing the student's grade point average and passing the state approved assessment) and receive a State of Florida standard diploma.

2. High School Equivalency

- a. Students enrolled in the High School Equivalency program must pass the full battery (Reasoning Through Language Arts, Mathematical Reasoning, Science and Social Studies) of the 2014 GED® test with the required minimum passing score of 580.

REFERENCES: F.S. 1001.64, 1004.65, 1004.68, 1004.91, 1007.262, 1011.82, SBE Rule 6A-6.020, 6A-10.040, 6A-14.030

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