

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	8890	PAGE 1 of 3
PROCEDURE TITLE:	Degrees and Certificates	
STATUTORY REFERENCE:	FLORIDA STATUTE 6A-14.030	
BASED ON POLICY:	VIII-80 Graduation Requirements	
EFFECTIVE DATE:	November 6, 1981	
LAST REVISION DATE:	October 18, 2023	
LAST REVIEW DATE:	October 18, 2023 ; February 12, 2024	

I. PURPOSE

Miami Dade College (MDC) is authorized to confer degrees, certificates, and diplomas only as prescribed herein. Any degree program, certificate, or diploma program shall be offered at the established standard credit hour length (Florida Administrative Code 6A-14.030).

II. PROCEDURE

The Office of the Executive Vice President and Provost is responsible for ensuring that the curriculum meets the Florida Department of Education (FLDOE) and MDC standards. Requests for new academic programs require the approval of the College Academic & Student Support Council (CASSC), the College Executive Committee and the MDC Board of Trustees. Confirmation of successful program completion is certified by the academic department or school, and the Office of the Registrar. Certificates, Associates, and Baccalaureate degrees are awarded by MDC and issued by the Campus Registrar upon graduation. The student transcript upon graduation reflects program completion; no certificate or degree will be issued until satisfactory completion and demonstration of the attainment of predetermined and specified performance requirements is certified.


III. Postsecondary Instructional Awards Definitions

1. **Bachelor's degree:** Miami Dade College (MDC) is authorized to seek State Board of Education (SBE) approval to provide programs of instruction consisting of upper division college credit courses to prepare for entry into employment, pursuant to Section 1007.33, F.S. The bachelor's degree shall be awarded upon satisfactory completion of a planned program of one hundred and twenty (120) college credits,

unless otherwise approved by the State Board of Education, after demonstration of the attainment of predetermined and specified performance requirements. The bachelor's degree must include thirty-six (36) college credits of general education coursework, foreign language and civic literacy competency met.

2. **Associate in Arts degree:** Miami Dade College (MDC) is authorized to provide the program of arts or general instruction consisting of lower division college credit courses. The associate in arts degree is a transfer degree and a basis for admission to a bachelor's degree. The associate in arts degree shall be awarded upon satisfactory completion of a planned program of sixty (60) college credits after demonstration of the attainment of predetermined and specified performance requirements. The associate in arts degree must include thirty-six (36) college credits of general education coursework, foreign language and civic literacy competency met.
3. **Associate in Science degree:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction consisting of lower division college credit courses to prepare for entry into employment. The associate in science degree is a transfer degree and a basis for admission to a related bachelor's degree. The associate in science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in science degree programs as defined in Rule 6A-6.0571, F.A.C. The associate in science degree must include a minimum of fifteen (15) college credits of general education coursework, foreign language and civic literacy competency met.
4. **Associate in Applied Science degree:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction consisting of lower division college credit courses to prepare for entry into employment. The associate in applied science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in applied science degree programs as defined in Rule 6A-6.0571, F.A.C. The associate in applied science degree must include a minimum of fifteen (15) college credits of general education coursework, foreign language and civic literacy competency met.
5. **College Credit Certificate:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction consisting of less than sixty (60) college credits which are part of an associate in science degree or an associate in applied science degree program and prepare students for entry into employment. The standard credit hour length of all technical certificate programs as defined in Rule 6A-6.0571, F.A.C.

6. **Applied Technology Diploma:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction that are part of an associate in science degree or an associate in applied science degree, that are less than sixty (60) credit hours, and lead to employment in a specific occupation. An applied technology diploma program may consist of either clock hours or college credit. The standard credit hour length of all applied technology diploma programs is defined in Rule 6A-6.0571, F.A.C.
7. **An Advanced Technical Certificate:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction consisting of nine (9) hours or more but less than forty-five (45) college credits of lower division and/or upper division courses. Florida College System institutions offering advanced technical certificates with upper division courses must be approved to offer baccalaureate programs containing those courses. An advanced technical certificate may be awarded to students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized program of instruction to supplement their associate degree.
8. **Certificate of Professional Preparation:** Miami Dade College (MDC) is authorized to provide college-level professional instruction, consisting of not less than nine (9) and not more than thirty (30) college or institutional credits of courses and course equivalent modules to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
9. **Career and Technical Certificate:** Miami Dade College (MDC) is authorized to provide programs of career and technical instruction consisting of clock hour courses to prepare for entry into employment. Upon satisfactory completion of a planned program of instruction, after the demonstration of the attainment of predetermined and specified performance requirements, the career and technical certificate shall be awarded. The standard clock hour length of all career and technical certificate programs are defined in Rule 6A-6.0571, F.A.C.

	02/12/2024
PRESIDENT	DATE