

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 8890

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**PROCEDURE TITLE:** Degrees and Certificates

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.03, 1004.02, 1008.30 AND 1009.28

**BASED ON POLICY:** VIII-80 Graduation Requirements

**EFFECTIVE DATE:** November 6, 1981

**LAST REVISION DATE:** November 8, 2005

**LAST REVIEW DATE:** November 8, 2005

## **I. PURPOSE**

Miami Dade College 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 Rule 61-14.030).

## **II. PROCEDURE**

The Provost for Education's Office shall be responsible for ensuring that proposed curriculum meets appropriate Florida Department of Education and MDC specifications. Requests for new programs require approval of the College-wide Academic & Student Support Council (CASSC) and the Provost for Education. Confirmation of successful program completion is certified by the academic department and the Office of the Registrar. Certificates and degrees are awarded by MDC and issued by the Campus Registrar upon graduation. The student's transcript will reflect the program completion; no certificate or degree will be issued until satisfactory completion and demonstration of the attainment of predetermined and specified performance requirements

## **III. Miami Dade College Certificates and Degrees**

### **A. College Credit Certificate/Technical Certificate program**

A College Credit Certificate is a Technical Certificate program consisting of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an associate in science degree (AS) or an associate in applied science degree (AAS) program offered in the State of Florida and which prepares students for entry into employment (Florida Administrative Rule 6A-14.030 (4)).

**B. Vocational Credit Certificate/Career & Technical Certificate program-**

Miami Dade College provides programs of instruction consisting of non-college-level courses to prepare students for entry into employment. The courses are classified as postsecondary adult career and technical courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called technical credit. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements, and subject to Florida law and rule, the career and technical certificate shall be awarded. (Florida Administrative Rule 6A-14.030 (7)).

**C. Advanced Technical Certificate**

A certificate consisting of a program of instruction of nine (9) hours or more but less than forty-five (45) credit hours of college-level courses 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 planning program of study to supplement their associate degree (Florida Administrative Rule 6A-14.030 (6)).

**D. Associate in Science Degree**

Miami Dade College is authorized to provide programs of instruction consisting of college level courses to prepare for entry into employment. The courses shall be based in theory and of sufficient complexity, rigor, and theory to be college level. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. The associate in science degree shall be awarded upon satisfactory completion of a planned program of study comprised of the standard credit hour length established, including demonstration of the attainment of predetermined and specified performance requirements, and subject to Florida law and rule. Courses not accepted in the State University System shall not be included in the general education core required for the degree. The standard credit hour length of all associate in science degree programs shall be kept according to the Department of Education publication *A Florida Community College System Program Length Document* (Florida Administrative Rule 6A-14.030 (2)).

**E. Associate in Arts Degree**

Miami Dade College provides programs of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. The associate in arts degree shall be awarded upon satisfactory completion of a planned program of sixty (60) college credits, unless otherwise provided by Florida law, after demonstration of the attainment of predetermined and specified performance requirements. Courses not accepted in the State University System shall not be included in the sixty (60) credits required for the degree. (Florida Administrative Rule 6A-14.030 (1)).


**F. Associate in Applied Science Degree**

Miami Dade College is authorized to provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be based in theory and be of

sufficient complexity, rigor, and theory to be college level. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. The associate in applied science degree shall be awarded upon satisfactory completion of a planned program of study comprised of the standard credit hour length established, including demonstration of the attainment of predetermined and specified performance requirements, and subject to Florida law and rule. The standard credit hour length of all associate in applied science degree programs shall be kept according to the Department of Education publication *A Florida Community College System Program Length Document*. (Florida Administrative Rule 6A-14.030 (3)).

### **F. Baccalaureate Degree**

Miami Dade College is authorized to provide for the delivery of specified baccalaureate degree programs. The baccalaureate degree shall be awarded upon satisfactory completion and after demonstration of the attainment of predetermined and specified performance requirements of a planned program of study with a minimum of one hundred twenty (120) semester credit hours. Courses not accepted in the State University System shall not be included in the credits required for the degree.

	
	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>