fKcc

Florida Keys Community College

Island Living, Island Learning

2009-2010
College Catalog

2008-09 College Catalog

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The College

A College for the Community

Spanning a length of 125 miles, Monroe County has a diverse population with changing needs. Florida Keys Community College is proud to meet those needs from Key Largo to Key West.

FKCC is the southernmost college in the continental United States and its main campus is located only minutes from downtown Key West. The Gulf of Mexico and the Atlantic Ocean with its living coral reef surround the main campus.

Since its establishment in 1965, FKCC has been offering Keys residents the opportunity for higher education with its Associate in Arts degree program, also known as the "University Transfer" degree. Additionally students prepare for careers with Associate in Science degrees in a variety of technical fields.

The balmy weather of the Florida Keys enables the college to offer year-round activities in scuba diving, and other water sports. The FKCC Dive Lagoon has been called one of the most beautiful in the world, and features an underwater classroom where students get an "up close and personal" look at sea life. Timbers from the world-famous "Atocha" treasure ship are on underwater display in the Lagoon for study.

There are three FKCC campus sites: the main campus in Key West, and two centers located in Marathon and Tavernier. All three provide a pleasant atmosphere where students can enjoy tropical island living while pursuing studies in higher education. The favorable student-faculty ratio promotes our commitment to developing the educational potential of each student.

History

In 1963, the Florida Legislature authorized the establishment of the Junior College District of Monroe County to be supported primarily by state funds. The first classes of the new college were held at the former Douglass High School in the fall of 1965 under the leadership of Dr. Merrill A. Symonds, the first president.

The college name was changed in 1968 to Florida Keys Junior College. That fall, the college moved to the new campus on Stock Island under the direction of Dr. John Sylvester Smith, who served as president from 1967-1979.

Florida Keys Community College became the official name of the college by action of the Board of Trustees in 1970, and it is now one of Florida's Great 28 community colleges.

Dr. William A. Seeker received his appointment as the third president of the college on July 1, 1979. He supervised the completion of the College's Tennessee Williams Fine Arts Center and presided over the gala opening of the center's new theater on January 24, 1980.

The 1980s ushered in new programs such as Diving Business Management, Small Business Management, and Emergency Medical Services, thus continuing the development of programs, facilities, and services which began at the inception of the college. Support programs and services for transfer and vocational students emerged more strongly. The Upper Keys Center in Tavernier and the Middle Keys Center in Marathon both saw expansion in enrollment and scope of offerings.

The 1990s saw many structural changes on campus. The Charlie Toppino Welding Technology Lab was completed, as well as the Ron Saunders Student Center and the Public Safety Building. Our new Scuba Dive Complex provides the much-needed space for our world famous Diving program. In 1997, the college unveiled its bright new $40 million campus named after the president who helped to garner legislative support and funding, Dr. William A. Seeker.   The new facilities feature spacious classrooms and modern

laboratories, an ideal setting for learning the careers and technologies of the 21st Century.

FKCC continues to expand its role in the community, and with it, its campus facilities. New in 2003, were the College's Marine Public Safety Annex and Hyperbaric Chambers as well as a newly renovated Photography Lab now located in Building B.

In July 2007, Dr. William A. Seeker retired after 28 years of service to the College and community, and received the honor of President Emeritus. He was replaced by Dr. Jill Landesberg-Boyle.

The College President and Board of Trustees

Dr. Jill Landesberg-Boyle
President

Dr. Jill Landesberg-Boyle first became interested in higher education while she was an undergraduate resident assistant at the University of Massachusetts, Amherst. Upon receiving her Bachelor of Science degree in Psychology, she assumed increasingly responsible leadership positions within the University's Department of Organizational Development. She has a Masters degree in Psychology and a Doctoriate degree in Educational Leadership. Most recently, she served as Vice President for Student Affairs at the Pennsylvania College of Technology.

District Board of Trustees

As set forth by State of Florida mandate, the community college shall be governed by a District Board of Trustees. Board members are appointed by the Governor of Florida.

Spencer Slate
Chair

Spencer is the owner of Captain Slate's Atlantis Dive Center in Key Largo since 1978. Spencer currently serves on the Board of Directors of the National Association of Underwater Instructors. He is also one of the founding members of the Keys Association of Dive Operations as well as a founding member of the Florida Association of Dive Operators and serves as their current president. He has also served on the Key Largo Chamber of Commerce Board of Directors for 24 years, serving as president for three of those terms. Spencer is a graduate of East Carolina University.

Kim Bassett
Vice-Chair

Kim Bassett is currently the CEO of Fishermen's Hospital in Marathon, Florida. She completed her Masters Degree in Business, with a Specialization in Health Administration from the University of Miami in 2003. She received her Bachelor's Degree in Nursing from Drury University in Springfield, Missouri in 1991. She is a Florida licensed Healthcare Risk Manager.

Prior to her appointment as CEO on October 1, 2005, she worked with the Lower Keys Medical Center (LKMC) in Key West, Florida for sixteen years, eleven as Chief Nursing Officer.

Mrs. Bassett is very active in the community, serving on many boards including the Florida Keys Community College, Area Health Education Center, Marathon Chamber of Commerce, and the United Way. She has served as a mentor for high school students and worked with the College Explorers Program. She is a member of the American College of Healthcare Executives, American Nurses Association and the Florida Nurses Association.

Dr. Antoinette Martin
Trustee

Dr. Antoinette Martin is a licensed psychologist, operating a private practice in Key West, where she provides outpatient therapy for adults, children, couples, and families. She was recently employed by Monroe County School District, treating local middle and high school students and their families. Raised in Key West, Martin has a Doctorate of Philosophy and a Masters of Arts in Psychology from Notre Dame and a Bachelor of Arts in Psychology from the University of Florida.

A former board member for the Domestic Abuse Shelter and current member of the Key West Chamber of Commerce, Martin actively volunteers her time serving the community through programs for disadvantaged youth, AYSO soccer, and church related activities. She also helped establish the "Why Try" program at Horace O'Bryant Middle School and Key West High School, which is designed to keep at-risk kids in school. Martin resides in Key West with her two daughters, ages 9 and 13.

Anne O'Bannon
Trustee

Anne O'Bannon is the producer and host of The Morning Mix radio show on WGMX FM, where she interviews guests of local, state, and national importance relative to issues affecting our community. Originally from Pennsylvania, O'Bannon enjoyed a successful career in technical sales support and corporate IT training, before moving to Key Colony Beach in 1990. O'Bannon also spent several years teaching computer applications classes to employees of numerous organizations and private businesses in Monroe County.

O'Bannon has passionately focused her energy on philanthropy and serving the community, since the sudden loss of her husband in 2005, for whom she founded "The Captain Bill O'Bannon Memorial Scholarship" to benefit marine business students at FKCC. Currently, she is the Chairman of the Monroe County Republican Executive Committee, a Greater Marathon Chamber of Commerce Ambassador, and a Marathon Yacht Club Rear Commodore, in addition to serving on several boards, including FKCC's Island Living Campus Housing Foundation, the Rotary Club of Marathon, and the City of Key Colony Beach Code Enforcement Board.

Edwin Scales
Trustee

Ed serves as General Counsel with Florida's Gray Robinson Firm, Florida Citrus Commission, as well as Historic Tours of America. He is a former City of Key West Commissioner and former City of Key West Planning Board Member. He was appointed to the FKCC Board of Trustees in 2004 and served as Chair from 2007 to 2009.

Mr. Scales has a Bachelor of Science in Telecommunications with Honors from the University

of Florida. He also holds a Juris Doctor from the University of Florida College of Law. Mr. Scales currently represents the 16th Judicial Circuit (i.e. Monroe County) with the Florida Bar, Board of Governors.

Mission and Goals

Mission Statement

Enriched by its unique island location, Florida Keys Community College provides student-center post-secondary degrees, life-long learning opportunities, and work force development initiative which enhance the educational, economic, recreational, and cultural environment of the Florida Keys.

Vision

The College will be the premier educational and cultural center of the Florida Keys.

Centers and Facilities

Main Campus, Key West, FL

Florida Keys Community College's main campus, the William A. Seeker Campus, is located in Key West at 5901 College Road. Construction of this campus was completed in 1997, making FKCC one of the most advanced, attractive educational facilities in the state. The main campus houses the following facilities:

The Marine Engineering, Management and Seamanship Center
This center houses one of the largest departments on campus, offering instruction in the repair of gas and diesel engines, welding, fiberglass boat building and repair and marina management.

The Charlie Toppino Welding Lab
This is a welding and metal workings facility for advanced instruction on marine welding, as well as creative welding design.

The Ron Saunders Student Center
This center houses the college cafeteria, a student lounge, meeting rooms, and the bookstore.

The Campus Cafe
Campus Cafe is located in the central part of our campus and benefits the students, staff and public. The cafe is owned and run by the Evans Family and their menu offers a large variety of choices with daily specials. The Cafe also offers catering service for both on and off the campus.

The Public Safety Building
This building is home to FKCC's Institute of Criminal Justice and the Diving Safety programs.

Sheriff Richard D. Roth Marine Public Safety Annex for Hyperbaric Training
Built in 2003, the Hyperbaric Chamber Building, houses two hyperbaric chambers used to teach diving rescue and hyperbaric medical technology.

Mario F. Mitchell Aquatic & Safety Center
This spacious facility is frequented by students and nearby high school swim team members who enjoy FKCC's Jr. Olympic-size pool and scuba diving complex.

The Clark Maxwell Jr. Marine Environmental Habitat and Observatory
Also known as "The Clark" this area features a scenic boardwalk over a mangrove fringed lagoon that leads to a classroom pavilion and touch tank stocked with varied marine life. This beautiful facility supports instruction in Marine Environmental Technology.

Spottswood and Saunders Memorial Garden
This memorial honors the two founding fathers of the college and their families: Senator John M. Spottswood and Representative Jack A. Saunders. Together, they introduced legislation in the Florida House and Senate to establish Florida Keys Community College.

Tennessee Williams Fine Arts Center
This Center houses the community's largest theater, the Tennessee Williams Theater, as well as the College's classrooms for the instruction of fine arts, ceramics, sculpture and mixed community chorus.

The Debbie Horan Plaza & Amphitheater
This wonderful ocean-side, outdoor venue is enjoyed by students and staff during lectures, concerts and other cultural educational activities.

Laboratories
Modern, spacious and well-equipped laboratories are provided for students in the areas of fine art, photography, biology, chemistry, computer science, environmental marine science, marine engineering, welding, physics, nursing, math, and reading. There are several laboratories to support either tutorial instruction or individualized learning.

Campus Store
The Campus Store, located in the Ron Saunders Student Center, will be operated by the college to serve the needs of the whole college community. We will stock school logo apparel and office supplies, nursing supplies, art supplies candy, cards. We will also have our own "dive shop". Textbooks can be ordered through www.universitybooksonline/fkcc.

All our course codes with the current books will be integrated into the website. You will be able to order new books, used books, and rent books. They also have a buy back program. We will have terminals inside the store to assist in the ordering process.

Learning Resources Center/Library
The Florida Keys Community College Library provides what you need to know, where and when you need it. The Key West campus has scholarly books and bestsellers, a prep lab with class related software, a student and community use computer lab, group study rooms and an art gallery. Students from all parts of the county can order books from our online catalog or from libraries around the world, or use databases to find full text articles from the library website at www.fkcc.edu.

In addition to providing the information you need, the FKCC library offers many different ways to help you learn how to use that information effectively. Take a credit course, visit the library with your class, or schedule an individual appointment. The library staff is always eager to help.

The Learning Resource Center also provides support for staff research needs and works with faculty to structure information skills instruction tailored to specific classroom needs.

Rules and Regulations

Student Records

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, student records at Florida Keys Community College, with the exception of directory information, are confidential and cannot be released except with the written permission of the student. All student records are open for inspection and review by the student unless she/he waives this right.

Directory information, which may be made public, includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students not wishing the dissemination of "directory information" without prior consent must sign a statement in the Office of Enrollment Services within one week after the close of registration each term.

The Director of Enrollment Services is the official custodian of records and is responsible for registration, transcript evaluation, student records, graduation certification, and the submission of necessary State and Federal reports on enrollment. Pertinent portions of the Family Educational Rights and Privacy Act are included in the Student Handbook.

Notice of Change

Notifications regarding change of address and change of name should be filed promptly in the Office of Enrollment Services.

Computer Lab Usage

I. Acceptance of Terms of Use
Florida Keys Community College (FKCC) is providing computer usage free of charge to FKCC faculty and staff, and currently enrolled FKCC students (referred to as "User") under these Terms of Use. By utilizing FKCC computing facilities and services, User is indicating agreement to be bound by these Terms of Use.

II. Modification of these Terms of Use
FKCC may modify these Terms of Use at any time at its sole discretion. FKCC will provide Users with reasonable notice of any such changes and continued use of the FKCC computer facilities will be conditioned upon each User's affirmative acceptance of any such changes.

III. Modification of FKCC Computing Services
FKCC may modify or discontinue computing services with or without notice to any User, without liability to any User or any third party.

IV. General Guidelines
(1) Only students enrolled in classes at FKCC for the current term are permitted to use the computer facilities.
(2) A current student identification card or class schedule is required to use the computer facility.
(3) Students are required to provide a data diskette while using the computer services. Permission will be denied to use the facility without the use of a diskette.
(4) No student work is to be saved or stored on the computer hard disk, even temporarily. Any work left on the hard disk can and will be deleted.
(5) No food, candy or drinks will be allowed in any computer facility or classroom. Absolutely NO exceptions will be permitted.

(6) The computer should not be turned on or off. Ask for assistance if needed.

V. Privacy
Although it is FKCC's policy to respect the privacy of Users, use of FKCC computing facilities is not private, and may be reviewed by system administrators as part of normal operations. FKCC implies no privacy or secrecy for those using FKCC computing services.

VI. Illegal Use
The FKCC computer facility and network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat or violates export control law.

VII. Time
Time limits of computer use can and will be set to accommodate the greatest number of students. Time limits will be posted and will be enforced when demand exceeds the available number of computers.

VIII. Printing
(1) Use Print View to view your output and make changes prior to printing your work.
(2) Multiple copies cannot be printed. If needed, please use a copier.
(3) Do not print materials from the Internet. If a copy is needed, download it to diskette.

IX. Hardware and Software
(1) Downloading of any software program from these systems will be in violation of copyright laws.
(2) Installing any software onto these systems is not permitted.
(3) Please do not bang, hit, move, connect or disconnect any hardware items. For assistance, ask the person on duty.
(4) Computers are to be used for schoolwork only.
(5) Please use only the software needed for your class and on which you have had training. Do not explore other software on these systems or on the Local Area Network.

X. DO NOT:
(1) Delete any software programs, files or directories/folders on these systems.
(2) Reconfigure any software programs installed on these systems.
(3) Create your own directories or folders.
(4) Change any Windows desktop settings.
(5) Attempt to fix problems on your own. Ask for help from the lab assistant on duty.

XI. Virus Detection and Removal
All FKCC computing facility computers have a virus checking software. Please scan your disks before and after using any FKCC computer. This will help detect and remove viruses before they can spread.

Internet Use

I. E-Mail
(1) Use of College e-mail

E-mail is the primary means for official communication within Florida Keys Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended to meet only the academic and administrative needs of the campus community, and will be used for College business (academic and administrative) only.

(2) Expectations for Use of College E-mail:

FKCC encourages and supports open access to electronic communication for the purposes of academic endeavor and college business, provided certain guidelines are observed:

Electronic communication

• will not be used for personal financial or commercial purposes;

• will not be used to impersonate another person or misrepresent authorization to act on behalf of the College or another person;

• will not be used to state or imply, without authorization, that a user speaks or acts on behalf of FKCC;

• will not be used as a conveyance of college trademarks or logos without authorization from the Director of Public Relations;

• will not be used to harass another person;

• will not be used to invade the privacy of others or make unauthorized use of their work;

• will not be used to send or create junk mail, SPAM, chain letters, computer viruses or hoaxes, or any other disruptive form of data;

• will not be used in violation of copyright laws;

• will not be used in violation with any state or federal laws;

Electronic forums, such as mail distribution lists, have expectations regarding subject area and appropriate etiquette for postings. Members of the FKCC community should be considerate of the expectations and sensitivities of others on the Inter/intra net when posting material for electronic distribution.

Public Records

Any information, including e-mail messages or other data, produced, transmitted, or received by FKCC employees "pursuant to law or ordinance or in connection with the transaction of official business" is defined as a public record by Florida Law, and is subject to the provisions of Chapter 119, Florida Statutes. Public records must be retained according to specific retention schedules, are subject to inspection and copying upon request by any member of the public (except as specifically exempted by law), and may not be deleted or destroyed except as authorized by law. Responsibility for adhering to public records requirements is the responsibility of each employee. Subject to public records law(s), FKCC supports each individual's right to private communication, and will take reasonable steps to ensure security of the network; however, FKCC cannot guarantee absolute privacy of electronic communication.

Mass E-mailing

E-mail directed to large groups – 10 or more (student populations, employee populations, etc.), must be approved by the sender's supervisor. The supervisor must approve content and the distribution list.

Privacy and Confidentiality

E-mail is not appropriate for transmitting sensitive or confidential information unless suitable precautions are met. Users should use extreme caution when sending e-mail and should never transmit sensitive information such as social security numbers.

(3) Student E-mail Policy:

E-mail is considered an official method for communicating with FKCC students. The College expects that e-mail communications will be received and read by students in a timely fashion. This policy establishes the College's expectations that Faculty and other staff may routinely communicate important information to students using the established FKCC mail system

All students enrolled at FKCC are provided an official FKCC student e-mail account. Students are expected to check their FKCC e-mail account on a frequent basis in order to remain informed of course-related communications. It is recommended that students check e-mail accounts daily. Students are responsible for the consequences of not reading course-related e-mail communications in a timely fashion.

All use of e-mail will be consistent with other FKCC policies, as previously stated, and as stated in the FKCC Student Handbook.

III. Chat Rooms
Chat room use is not permitted unless specifically indicated by an Instructor for classroom assignments.

IV. Game Playing
Game playing from any Internet site, including MOOs, MUDs, etc., is not permitted.

V. Downloading
Users are not permitted to download, for any reason, to the hard disk of any FKCC computer.

VI. Internet Browser Configurations
Users are not permitted to change or alter any Internet browser configuration settings.

Computer Policy

I. Indemnification
User agrees to indemnify and hold each of FKCC, their parents, subsidiaries, affiliates, officers, and employees, harmless from any claim or demand, including reasonable attorney's' fees, made by any third party due to or arising out of User's use of FKCC computing facility the violation of these Terms of Use by User, or the infringement by User or any other user of User's account, of any intellectual property or other right of any persons or entity.

II. Violation of Policies
Violation of these Terms of Use may result in temporary or permanent loss of access to any or all FKCC computing facilities and other disciplinary actions as appropriate.

III. Disclaimer of Warranties
(1) User expressly agrees that use of FKCC computing facilities is at User's sole risk. FKCC computing facilities are provided on an "as is" and "as available" basis. FKCC makes no warranty that FKCC computing facilities will meet User's requirements or that FKCC computing facilities services will be uninterrupted, timely, secure, or error free.

(2) User understands and agrees that any material and/or data downloaded or otherwise obtained through the use of FKCC computing facilities is at User's own discretion and risk and that User will be solely responsible for any damage to User's computer system or loss of data that results from the download of such material and/or data.

(3) FKCC makes no warranty regarding any goods or services purchased or obtained through FKCC computing facilities or any transaction entered into through the Internet.

(4) No advice or information, whether oral or written, obtained by User from FKCC or through FKCC computing facility shall create any warranty not expressly made herein.

IV. Limitations of Liabilities

FKCC shall not be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or the inability to use FKCC computing facilities.

V. Applicable Law

These Terms of use shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to its conflict of laws provisions.

FKCC LIBRARY ACCEPTABLE INTERNET USE POLICY

I. Internet Use / Assistance

The Learning Resources Center / Library's Internet access is intended primarily as an information resource to support the educational and research needs of our community college students, faculty and staff. Access is granted to support the educational, cultural, social and community service programs of the College. We extend the privilege of access to our community borrowers when they become a library user according to our community borrower policy. FKCC students, faculty and staff retain first priority. FKCC Library Internet use in NOT allowed for commercial or illegal purposes.

Library staff is available to provide assistance with the use of the Library's computers. Staff may limit the amount of time spent in assisting a user in order to provide adequate support for all other Library services. Individuals requiring more training than staff can give are encouraged to schedule an appointment for further assistance.

II. Internet Content Responsibilities

The Internet is a global network of multimedia information with no central authority or governing body. The library can and does recommend interesting and useful internet sites and resources for our customers to explore. The primary gateway to recommended sites is through the FKCC library website. However, providing a link is not in any way means that we are responsible for the content of those sites.

Because the internet has no governing body, there may be material that is offensive to some customers. It is the customer's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate due to public terminal display. Accessing such sites may result in the revocation of computer privileges.

III. Time Limits

Time limits can and will be set to assure the greatest access for the greatest number of customers. Time limits will be enforced when demand exceeds the supply of work stations available. We have the right to change these time limits to allow the greatest access to the greatest number of customers.

IV. Printing

Printing from library computers is available via our pay per print system. Customers will need to purchase a pre-paid print card. The card costs $1.00 and each printed page costs .10 cents.

V. Downloading / Changing Configuration

Customers are NOT permitted to download any files to the hard drive on any library computer. Customers are NOT allowed to make permanent changes to browser configuration, or adding instant messaging, or other software. Downloading files to USB flash drives or disks is permitted. Users must supply flash drives and disks. If a customer does any of the above without permission from a library staff member, we have the right to deny further use of the computers.

VI. Wireless access

Wireless access is available in the library to those customers with lap tops. The College is not responsible for any lost files or damage done to non-college computer equipment.

COMMUNITY BORROWER COMPUTER USER AGREEMENT

The library computer lab is the only lab on campus with access to the public. The library lab is part of the college and students do have priority. The lab may be closed to the public while classes are taught and if all computers are taken, community member will be asked to allow students to use the computers. We do not take reservations for computers, but feel free to call the library at 809-3194 to check on computer availability.

Saving—Computer users are encouraged to save files to their USB flash drives. Files saved to the desktops will not be available for retrieval.

Printing – Customers will need to purchase a pre-paid print card. The card costs $1.00 and each printed page costs .10 cents.

Assistance-- Library staff is available to provide limited assistance in the use of the Library's computers. Staff may limit the amount of time spent in assisting a user in order to provide adequate support for all other Library services.

Individuals requiring more training than staff can give are encouraged to schedule an appointment for further assistance.

Do not download – software, audio files, or video files. We need to preserve our bandwidth for college purposes.

Do not display images or web pages that may be deemed offensive. These are public computers and all web pages that are accessed should be suitable for viewing by all members of the public.

Children under the age of 18 are not allowed to use the computers without the supervision of a parent or guardian and the permission of library staff.

Do not conduct business on the computers. These computers are state property and according to statue may not be used to advertise, sell or conduct any type of business. This includes eBay and online trading.

Do not disrupt the study or research of other patrons: Examples of disruptive behavior include, but are not limited to:

Excessive noise

Harassment of others

Behavior that disturbs other users or staff

Viewing inappropriate content on the Internet

Use of cell phones or other electrical equipment

Not adhering to the above violates FKCC procedure 92.10 and will result in the loss of computer privileges and non-refundable fees.

Directory of Departments

President's Office

Phone: (305) 809-3203

Provost

Faculty Issues, Instructional Issues, Programs of Study, Workforce Development, Curriculum Development

Phone: (305) 809-3189

Campus Store

School logo apparel and office supplies, nursing supplies, art supplies candy, cards. We will also have our own "dive shop". Textbooks can be ordered through www.universitybooksonline/fkcc.

Phone: (305) 809-3530
Website: www.universitybooksonline/fkcc

Campus Cafe

Phone: (305) 809-3272

Business Office

Pay tuition and fees. Collect loan checks.

Phone: (305) 809-3186

Facilities and Maintenance Services

Phone: (305) 809-3240

Financial and Business Services

Facilities and Auxiliary Services, Information Technology, Tennessee Williams Fine Arts Center, and Business Office

Phone: (305) 809-3141

Student Services

Academic Advising, Career Guidance, Disabled Student Services, Transfer Information, New Student Information, Orientation, VOICES (Student Newsletter), Student Activities, Student Government, Brain Bowl, Campus Clubs. Testing: CLAS Information, Placement Tests, CLEP Information and Administration, Credit-by-Institution Exam Information, Registration Bulletins for National Tests: ACT, GRE, LSAT, GMAT, AHPAT, PCAT, VCAT, and DANTES.

Phone: (305) 809-3196

Workforce Development and Continuing Education

Continuing Education, supplemental workforce training, English as a Second Language (non-credit); Workforce Testing: TEAS, TOEFL, CJBAT, LOEP, PEARSON Vue, Promissor, PAN, Florida Ready to Work, FELE, FTCE, and other test proctoring.

Phone: (305) 809-3238

Distance Learning

Online Courses, Web-Based Learning, Video Conferencing

Phone: (305) 809-3177

Disabled Student Services

Phone: (305) 809-3292

Enrollment Services

Transcript Requests, Grade Information, Register for Courses, Graduation Applications, Drop/Add/Withdraw Courses, Veterans Education Information, Name and Address Changes, Enrollment Verification, Student Records, Applications for Admissions, Residency Requirements, International Student Administration

Phone: (305) 809-3188

Financial Aid

Applications for Federal, State and Institutional Aid, Financial Aid Counseling, Student and Parent Federal Educational Loans, Outside Scholarship Listings, College Work Study, RAVE Program

Phone: (305) 809-3260

Florida Keys Educational Foundation

Resource Development, Scholarships, Program Enhancement.

Phone: (305) 809-3146

Human Resources

Employment--College Work Study and Student Assistants, Equity Compliances, Facility Issue, ADA Accommodations, Religious Observances, College Employee Related Issues, Discrimination/Harassment, Equity Compliance, Employee Grievances

Phone: (305) 809-3118

Institutional Effectiveness

Strategic Planning, Annual Unit Plans and Assessment, Divisional Summaries, Institutional Research and Surveys, General Education Assessment, Program Reviews.

Phone: (305) 809-3277

Library

Check out books; Inter-Library Loans, audio visual equipment, computer use, online resources

Phone: (305) 809-3194

Marketing and Recruitment

College Media, College Advertising, College Publications, Recruitment, and Student Housing

Phone: (305) 809-3281

Middle Keys Center

Academic Advising, Admissions, Course and Registration Information, Financial Aid Information, Placement and Other Testing, General College Information

Phone: (305) 743-2133

Fax: (305) 743-8235

900 Sombrero Beach Road
Marathon, FL 33050

Public Relations

College communications and media relations

Phone: (305) 809-531

Upper Keys Center

Academic Advising, Admissions, Course and Registration Information, Financial Aid Information, Placement and Other Testing, General College Information

Phone: (305) 852-8007

Fax: (305)852-8082

89951 US Highway 1
Tavernier, FL 33070
Located at Coral Shores High School

Admission Requirements

The "Open Door Policy" at Florida Keys Community College

Florida Keys Community College adheres to an "Open Door" admissions policy, which means that adult students may enter the college regardless of race, color, religion, gender, age, national origin, marital status or disability.

The "Open Door" concept indicates that we are truly interested in students and their educational experiences. Academic Advisors and Program Advisors are available during daytime and evening hours to assist students in planning their programs and to help lead them to success in college.

General Admission Requirements

All correspondence concerning admission should be addressed to the Office of Enrollment Services, Florida Keys Community College, 5901 College Rd., Key West, FL 33040. Students may enter in the fall, spring, or summer sessions. Prior to registering, a student must submit a completed application for admission and the non-refundable $30 application fee to the Office of Enrollment Services. This may be done online, in person or by mail.

Inactive Students

Students returning to FKCC after a two-year period of inactivity will be required to submit an updated application for admission. This includes updating residency information and providing documentation of residency.

Requirements for Degree-Seeking Students

All associate degree and certificate seeking students are required to satisfy college placement testing requirements. See entry assessment at FKCC for further information.

First Time in College Students:

1. Standard High School Diploma
An official high school transcript with graduation date must be received in the Office of Enrollment Services by the end of the first term of enrollment; otherwise the student will not be allowed to a register for subsequent terms.

2. High School Equivalency Diploma (GED)
Official transcript of the GED results must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms.

3. Home Education Graduate
Students must provide affidavits signed by a parent or legal guardian attesting that they have completed a home education program pursuant to the requirements in 1002.41 F.S. Signed affidavits must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms.

Transfer Students

Transfer students planning to earn a degree or certificate at Florida Keys Community College must submit official transcripts from all colleges or universities attended. Official transcripts from all colleges or universities attended must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms. The Office of Enrollment Services will evaluate transcripts. Generally, a course will be accepted if it parallels a course listed in this catalog. Credit will be allowed in courses with a grade of "D" or higher. However, a grade of "C" or higher must be earned in courses to be used to fulfill Gordon Rule requirements in Letters, Humanities, and Mathematics areas of the Associate in Arts degree. For degree seeking students, all lower division transfer credits will be recorded on the student's permanent record and will be included in the computation of the grade point average. Failure to report previous college level work attempted constitutes a falsification of application and subjects students to possible suspension, cancellation of registration, and/or cancellation of credits earned.

Non-High School Graduates

These students must successfully complete 12 hours of college credit courses with a "C" average (2.0 GPA). Prior to completion of the 12 credit hours, the student will be considered a non-degree seeking student. If the student fails to obtain the required 2.0 GPA in his/her first 12 hours, the student may continue as a non-degree seeking student subject to the Academic Probation and Suspension Policy of the College.

International Student Admissions

Florida Keys Community College is authorized under United States Federal Law, Immigration and Naturalization Act, Section 101(a)(1)(15)(f) (i) to enroll non-immigrant alien students.

Florida Keys Community College encourages the application for admission of students from other countries, who desire an opportunity for educational training and experiences available in the United States. The enrollment of international students enhances the college by providing cultural enrichment to Florida Keys Community College students, faculty, staff, and the community.

International students are required to meet all the admissions requirements outlined below. Application materials must be submitted to the Office of Enrollment Services at least two months prior to the start of the term in which the student wishes to enroll.

❏ Florida Keys Community College Application for Admission Form and non-refundable application fee.

❏ International Admissions fee.

❏ An official Test of English as a Foreign Language (TOEFL) report indicating a score of 500 or above (paper version) OR 173 or above (computer version) Or 61 or above (Internet based) OR an ELS Academic Report showing completion of level 109 and a Certificate of Proficiency from an ELS Language Center.

❏ Official evaluation of foreign transcripts.

❏ Supplemental Data Sheet

❏ International Student Statement of Finances.

❏ Proof of health insurance.

❏ Medical Treatment Release Form.

Prospective applicants should contact the FKCC Office of Enrollment Services for further information and forms.

Audit Students

Audit students are those students registered for a college course and not seeking college credit. Fees are the same for both credit and audit students. Audit students should be regular and punctual in attendance and should make regular class preparation. No tests or examinations are required in the class. A grade of "X", which carries no credit, will be entered on the college record. Audit students may not change to credit status once the last day to change courses for the term has passed (see the academic calendar for important dates). Students may not change to audit beyond the last day to withdraw from class.

Students Still in High School

Qualified high school students may attend Florida Keys Community College prior to their high school graduation. There are three types of enrollment available for high school students: dual enrollment, dual enrollment/dual credit, and early admissions.

In most cases, acceptance into these programs is based on the student having completed the ninth grade.

The applicant must have an approved Dual Enrollment Authorization Form from his/her high school.

Normally high school students may register for three to six credit hours during a semester. However, students who have fulfilled the majority of the requirements for their senior year may be permitted to register for up to twelve credit hours per semester, provided they have maintained a 3.0 G.P.A. for academic courses and 2.0 G.P.A. for vocational courses.

Dual enrollment students are those high school students enrolled in both high school and in FKCC college campus-based courses. Credits earned at FKCC are applicable to a college degree but not towards high school graduation.

Dual enrollment/dual credit students are those high school students enrolled in both high school and FKCC.   Credits earned at FKCC (normally in courses offered at the high school) are applicable to both a college degree and high school graduation.

Early admissions
Qualified high school students may attend FKCC in lieu of their junior and/or senior year in high school. Credits earned at FKCC are applicable to both a college degree and high school graduation. As in the case of Dual Enrollment/Dual Credit, students must have advance approval from the high school principal to participate in the program and to have their college credits apply toward high school graduation.

Nursing Program - Selective Admission Requirements

The Nursing Program admits a limited number of students. Class size is determined annually based on available faculty, funding and clinical practice resources. Consequently, admission to the nursing program is a selective process.

Acceptance to the program is based on meeting Nursing Program Admission requirements.

The Nursing Program does not keep a waiting list from year to year. For further information contact the FKCC Nursing Program (305) 809-3268. Nursing Program admission requirements are subject to change.

Institute of Criminal Justice – Admission Requirements for Basic Recruit Academies

The Institute of Criminal Justice has a separate application process for admission. Basic admission requirements for the Basic Law Enforcement Academy, Basic Corrections Academy and Cross-Over Academies are:

- Be at least 19 years of age

- Be a citizen of the United States

- Be a high school graduate or equivalent

- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement

- Have never received a dishonorable discharge from any Armed Forces of the United States

- Successfully pass a criminal history background check

- Successfully pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test (CJBAT)

Students interested in attending any of the Basic Recruit Academies must contact the Institute of Criminal Justice. Applications to attend the Basic Recruit Training are available at the Institute of Criminal Justice, Public Safety Building. Students may be required to undergo an oral interview with the Director, Institute of Criminal Justice or his/her designated representative. In addition, there is a non-refundable application fee. This fee covers the costs associated in processing fingerprints for a criminal history background check with Florida Department of Law Enforcement and the Federal Bureau of Investigations. Application to attend Basic Recruit

Training does not guarantee acceptance into a Basic Recruit Academy.

Requirements for Non-Degree Seeking Students

A student who does not desire to enroll as a degree-seeking student but would like to earn college credit may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or VA benefits. Courses completed by non-degree seeking students will be entered on their transcripts as credit courses, unless the student registers as auditing the courses.

Entry Assessment at FKCC

All new degree seeking students, and returning students who change to degree seeking status, must take an approved placement exam before registering for classes. Non-degree students are subject to placement test requirements if they wish to enroll in Communication, Humanities or Mathematics courses or any courses that require satisfactory placement test scores as a course prerequisite.

Students meeting the minimum scores required for each section of the test may enroll in college-level courses in those areas. Students must enroll in college preparatory courses in the areas in which the minimum scores are not met.

Results of this assessment are used in the academic advising process to help place students into proper levels of English, reading, and mathematics courses. Contact Student Services for testing schedule at (305) 809-3196

Students who can provide official ACT, SAT, or CPT scores taken within the past two years, or students who have already completed English (college prep or composition) and math (college prep or higher) at another college or university and have had their transcript(s) sent to FKCC are not required to take the placement test. Further information concerning the placement test is available from the Testing Office located in Student Services.

Entry Assessment for Non-Native Speakers of English

Instruction at FKCC is in the English language. Non-native speakers of English wishing to pursue a course of study for credit must demonstrate that they possess an adequate level of English proficiency.

Please contact the office of Continuing Education and Workforce Development, (305) 809-3238, for more information.

Advanced Placement Options

Acceleration of Degree Completion

Acceleration of degree completion can be achieved through national programs of credit by examinations, which include CLEP (College Level Examination Program), EXCELSIOR (formerly PEP and Regents) and DANTES (Defense Activity of Non-Traditional Education Support).

Credit is earned after the Director of Enrollment Services has evaluated the official score report and specifies the course for which credit is being offered. Students receive credit for courses, but not letter grades, and the earned credits are not computed in grade-point averages. Students may use CLEP, DANTES, and EXCELSIOR credit under the repeat course policy for "D" or "F" grades only; credit will not be awarded for courses in which you have earned a "C" or better. If you earn an acceptable score in a course in which you previously earned a "D" or "F", the credit will be recorded and the "D" or "F" no longer will be computed in your GPA; no letter grade or quality points will be assigned for the credit. Credits earned through CLEP, EXCELSIOR and DANTES do not satisfy FKCC's residency requirements for degree completion. For information regarding CLEP, please contact the Testing Coordinator at (305) 809-3196.

CLEP Examinations

The College-Level Examination Program, unlike Advanced Placement, is not built around a curriculum, but rather is designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. CLEP exams are developed by committees of college faculty who design questions based on what is typically covered in lower-level college courses and who set passing standards for the exams (scores are no longer based on studies of student performance in college courses). With the new computer-based tests, new questions are constantly being added, especially in rapidly changing fields such as Computer Science. The typical passing score on computer-based CLEP exams for general education purposes is 50, although paper and pencil versions will be different. More information about CLEP, including recent test information guides, can be found at www.collegeboard.com/student/testing/clep/prep.html.

Florida Keys Community College will award college credits for qualifying College-Level Examination Program (CLEP) examination scores per FAC 6A-10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

CLEP Examination	Score Required	Equivalent FKCC Course	Credit Hours
American Government	50	POS 1041	3
American Literature	50	AML 1000 *	3
Analyzing and Interpreting Literature	No direct equivalent	NA	NA
Calculus	50	MAC 1233 *	3
College Algebra	50	MAC 1105	3
College Mathematics	50	MGF 1106	3
English Composition with Essay	50	ENC 1101	3
English Literature	50	ENL 1000 *	3
Financial Accounting	50	ACG 1001 *	3
French Language	50	FRE 1120C	3
	62	FRE 1120C and FRE 1121C	4
Freshman Composition	No direct equivalent	NA	8
General Biology	50	BSC 1005	NA
General Chemistry	50	CHM 1020 *	3
German Language	50	GER 1120C *	3
	63	GER 1120C * and GER 1121C *	4

History of the United States I: Early Colonizations to 1877	50	AMH 2010	8
History of the United States II: 1865 to Present	50	AMH 2020	3
Human Growth and Development	50	DEP 2004	3
Humanities	50	HUM 2250	3
Information Systems and Computer Applications	50	CGS 1077 *	3
Introduction to Business Law	50	BUL 2241	3
Introduction to Educational Psychology	50	EDP 2002	3
Introductory Psychology	50	PSY 2012	3
Introductory Sociology	50	SYG 1000	3
Natural Science	No direct equivalent	NA	3
Precalculus	50	MAC 1140	NA
Principles of Macroeconomics	50	ECO 2013	3
Principles of Management	50	MAN 2021	3
Principles of Marketing	50	MAR 2011	3
Principles of Microeconomics	50	ECO 2023	3
Social Science and History	No direct equivalent	NA	3
Spanish Language	50	SPN 1120C	3
	63	SPN 1120C and SPN 1121C	NA
Western Civilization I: Ancient Near East to 1648	50	EUH 1000	4
Western Civilization II: 1648 to Present	50	EUH 1001	8
			3
			3
			3

* Not an FKCC course – see advisor for more information.

Advanced Placement Program

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical lower-level undergraduate courses. Exams are developed by committees of college and secondary faculty, and are given to test groups of students in actual college courses to determine appropriate passing scores. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available at apcentral.collegeboard.com.

Florida Keys Community College will award college credits for qualifying Advanced Placement (AP) examination scores per FAC 6A-10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

AP Examination	Score Required	Equivalent FKCC Course	Credit Hours
Art History	3	ARH 1000 *	3
	4 or higher	ARH 1050 and ARH 1051	6
Biology	3	BSC 1005	4
	4	BSC 1010 and BSC 1010L	4
	5	BSC 1010 and BSC 1010L BSC 1011 and BSC 1011L	8
Calculus AB	3 or higher	MAC 2311	4
Calculus BC	3	MAC 2311	4
	4 or higher	MAC 2311 and MAC 2312	8
Chemistry	3	CHM 1020C *	4
	4	CHM 1045 and CHM 1045L	4
	5	CHM 1045 and CHM 1045L CHM 1046 and CHM 1046L	8
Chinese Language and Culture	3	Interm Level Language *	3
	4 or higher	Interm Level Language *	6
Computer Science A	3 or higher	CGS 1075 *	3
Computer Science AB	3 or higher	CGS 1076 *	3
Economics: Macro	3 or higher	ECO 2013	3
Economics: Micro	3 or higher	ECO 2023	3
English Language and Composition	3	ENC 1101	3
	4 or higher	ENC 1101 and ENC 1102	6
English Literature and Composition	3	ENC 1101	3
	4 or higher	ENC 1101 and ENC 1102	6
Environmental Science	3 or higher	ISC 1051 *	3
European History	3	EUH 1009 *	3
	4 or higher	EUH 1000 and EUH 1001	6
French Language	3	FRE 1120C	4
	4 or higher	FRE1120C and FRE1121C *	8
French Literature	3	Introductory French Literature *	3
	4 or higher	Introductory French Literature *	6
German Language	3	GER 1120C *	4
	4 or higher	GER 1120C * and GER 1121C *	8
Government and Politics: Comparative	3 or higher	CPO 1001 *	3
Government and Politics: United States	3 or higher	POS 1041	3
Human Geography	3 or higher	GEO 1400 *	3
Italian Language and Culture	3	Interm Level Language *	3

AP Examination	Score Required	Equivalent FKCC Course	Credit Hours
	4 or higher	Interm Level Language *	6
Japanese Language and Culture	3	Interm Level Language *	3
	4 or higher	Interm Level Language *	6
Latin: Vergil	3 or higher	LNW 1321 *	3
Latin: Latin Literature	3 or higher	LNW 1700 *	3
Music Theory	3 or higher	MUT 1001	3
Physics B	3	PHY 1053C	4
	4 or higher	PHY 1053C and PHY 1054C	8
Physics C: Electricity/Magnetism	3	PHY 1054C	4
	4 or higher	PHY 2049C	5
Physics C: Mechanics	3	PHY 1053C	4
	4 or higher	PHY 2048C	5
Psychology	3 or higher	PSY 2012	3
Russian Language	3	Interm Level Language *	3
	4 or higher	Interm Level Language *	6
Spanish Language	3	SPN 2200C	4
	4 or higher	SPN 2200C and SPN 2201C	8
Spanish Literature	3	Introductory Spanish Literature *	3
	4 or higher	Introductory Spanish Literature *	6
Statistics	3 or higher	STA 2023	3
Studio Art: Drawing Portfolio	3 or higher	ART 1300C	3
Studio Art: 2-D Design Portfolio	3 or higher	ART 1201C	3
Studio Art:3-D Design Portfolio	3 or higher	ART 1203C	3
United States History	3	AMH 1000 *	3
	4 or higher	AMH 2010 and AMH 2020	6
World History	3 or higher	WOH 1022	3

* Not an FKCC course — see advisor for more information.

International Baccalaureate (IB) Program

The International Baccalaureate program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries' postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses, and students and teachers often choose topics within a fairly wide range. Students frequently conduct independent projects as part of the curriculum. Many subjects have both Standard Level and Higher Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student's work may be evaluated by a teacher in Singapore or vice-versa, and they often include substantial long-answer components or assessment of student research projects or portfolios. It may be helpful for

institutions to talk with the student or to see the student's projects in order to assign appropriate credit. Holders of IB Diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. Students may also be assessed in individual subjects without trying for the diploma. The credit-granting recommendations below give some additional weight to the performance of diploma holders because of the interdisciplinary rigor of the entire program. More information about the IB program is available at www.ibo.org.

Florida Keys Community College will award college credits for qualifying International Baccalaureate (IB) Diploma Program examination scores per FAC 6A.10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

IB Examination	IB Score of 4		IB Score of 5 - 7	
	Course	Credit	Course	Credit
Biology	BSC 1005	3	BSC 1005 & BSC 1010 & BSC 1010L	7
Business and Management	GEB 1011	3	GEB 1011 and Elective Credit	6
Chemistry	CHM 1020C*	3	CHM 1020C * & CHM 1045 & CHM 1045L	7
Computer Science	CGS 1078*	3	CGS 1078* & Computer Science Elective	6
Design Technology	ETI 1410*	3	ETI 1410* & Engineer Technology Elective	6
Economics	ECO 1000*	3	ECO 2013 & ECO 2023	6
Ecosystems and Societies	EVR 1017 *	3	EVR 1017 * & Environmental Studies Elective	6
English A1	ENC 1101	3	ENC 1101 & ENC 1102	6
Environmental Systems	ISC 1050*	3	ISC 1050* & Environmental Science Elective	6
Film Studies	FIL 1000	3	FIL 1000 & FIL 1002*	6
French	FRE 1120C	4	FRE 1120C & FRE 1121C	8
German	GER 1120C*	4	GER 1120C* & GER 1121C*	8
Spanish	SPN 1120C	4	SPN 1120C & SPN 1121C	8
Further Mathematics (Advanced Mathematics)	MHF 1202*	3	MHF 1202* & MHF 1209*	6
Geography	GEA 1000	3	GEA 1200* & GEO 1400*	6
History	WOH 1030*	3	WOH 1030* & History Elective	6
Information and Technology for a Global Society	Elective*	3	Elective*	6
Islamic History	Elective*	3	Elective*	6
Latin	LAT 1230*	3	LAT 1230* & Latin Elective	6
Math Methods	MAC 1105	3	MAC 1105 & MAC 1140*	6
Math Studies	MAT 1033	3	MAT 1033 & MGF 1106	6
Mathematics	MAC 1147*	3	MAC 1147* & MAC 1233*	6
Music	MUL 1010*	3	MUL 1010* & Elective	6
Philosophy	PHI 2010	3	PHI 2010 & Philosophy Elective	6
Physics	PHY 1020C*	3	PHY 1053 & PHY 1053L & PHY 1054 & PHY 1054L	8
Psychology	PSY 2012	3	PSY 2012 & Elective	6
Social Anthropology	ANT 1410	3	ANT 1410 & Elective	6
Theatre Arts	THE 1020*	3	THE 1020* & Elective	6
Visual Arts	ART 1012*	3	ART 1012* & Elective	6

* Not an FKCC course-see advisor for more information.

DANTES Subject Standardized Tests (DSST) Program

The DANTES Subject Standardized Tests (DSSTs) are designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Exams are developed by committees of college faculty. Norming forms of DSSTs are administered to college-level students who are completing courses for credit in various subjects. More information about DSSTs, including descriptions of test content and sample examination questions, is available at www.getcollegecredit.com/materials.htm.

Florida Keys Community College will award college credits for qualifying DANTES Subject Standardized Tests (DSST) examination scores per the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

DSST Examination	Passing Grade Required	Equivalent FKCC Course	Credits
A History of the Vietnam War	44	AMH 1059 *	3
Art of the Western World	48	ARH 1000 *	3
Astronomy	48	AST 1002	3
Business Law 2	44	BUL 2242	3
Business Math	48	QMB 1001	3
Criminal Justice	49	CCJ 1020	3
Environment and Humanity	46	EVR 1017 *	3
Ethics in America	46	PHI 1630 *	3

Foundations of Education	46	EDF 2002	3
Fundamental of College Algebra	47	MAC 1105	3
Fundamentals of Counseling	48	PCO 1202 *	3
General Anthropology	47	ANT 1000 *	3
Here's to Your Health	48	HSC 1100	3
Human Resources Management	46	MAN 1300	3
Human/Cultural Geography	48	GEO 1400 *	3
Introduction to Business	46	GEB 1011	3
Introduction to Computing	45	CGS 1000C	3
Introduction to Law Enforcement	45	CCJ 1000 *	3
Introduction to the Modern Middle East	47	ASH 1044 *	3
Introduction to World Religions	48	REL 2300	3
Management Information Systems	46	ISM 1000	3
Lifespan Developmental Psychology	46	DEP 2004	3
Money and Banking	48	BAN 1501 *	3
Organizational Behavior	48	INP 1002	3
Personal Finance	46	FIN 1100	3
Physical Geology	46	GLY 1000	3
Principles of Finance	46	FIN 1000	3
Principles of Financial Accounting	47	ACG 1001 *	3
Principles of Physical Science I	47	PSC 1341	3
Principles of Public Speaking	47	SPC 1608	3
Principles of Statistics	48	STA 1014 *	3
Principles of Supervision	46	MNA 1345 *	3
Rise and Fall of the Soviet Union	45	EUH 1066 *	3
Technical Writing	46	ENC 1210 *	3
The Civil War and Reconstruction	47	AMH 1056 *	3

* Not an FKCC course — see advisor for more information.

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations, including detailed test descriptions, can be found on-line at www. excelsior.edu.

Credit-By-Institutional Examination

A student may challenge the content of certain college and vocational (workforce development) credit courses and earn credit upon successful completion of an institutional exam. A student may not apply for

course credit through an FKCC institutional exam if a CLEP, EXCELSIOR or DANTES examination is available, unless that student is a Monroe County Tech-Prep student. Students should be aware that FKCC institutional exams may not be offered for certain courses due to the nature of a particular course's content.

To be eligible to take an institutional exam, the student must: (a) be currently enrolled in a credit course other than that being challenged or have completed prior credit course work at FKCC; (b) not have taken an institutional exam for the course at any previous time; (c) not previously taken the course at FKCC or through transfer credit; (d) obtain permission from the appropriate instructor and pay a pre-determined institutional exam fee at the Business Office.

A student who successfully completes an institutional exam with a score of 80% or higher (70% or higher for the NLN exam) will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course. For additional information contact the Testing Office in Student Services (305) 809-3196.

Military Credit

Degree-seeking students who wish to translate military service school credits into college credits may do so by submitting a SMART (Sailor/Marine), AARTS (Army), or Coast Guard transcript to the Office of Enrollment Services. More information on obtaining a SMART transcript can be found at smart.cnet.navy.mil. For information on obtaining an AARTS transcript go to aarts.army.mil. For information on obtaining a Coast Guard transcript go to www.uscg.mil/hq/cgi/forms.html

Fee Information

Application Fee

Each new applicant is charged a $30 application fee which covers the costs of handling the application. This is a one-time fee and covers all subsequent enrollments. This fee applies to credit and audit students, whether full-time or part-time, day or evening. The application fee is not refundable or transferable.

The international application fee is $50.00 in addition to the $30.00 FKCC application fee.

Matriculation and Tuition Fees

Required tuition fees are established by the Florida Keys Community College District Board of Trustees under State Board of Education regulations. In accordance with Florida statutes 1009.22 (5), 6% of tuition and matriculation fees is placed in a scholarship fund.

Florida Residents (matriculation fee) $89.23
Non-Florida Residents (matriculation fee and tuition) $313.37

No registration will be completed until all fees and prior financial obligations to the College have been paid in full. Students may not attend classes until this is accomplished. Personal checks, Visa, Master Card and American Express for the amount of fees due may be accepted.

Additionally, FKCC offers a Tuition Payment Plan for all students. For more details please visit our website at **www.fkcc.edu** and log into your student account or you can contact the Business Office at (305) 809-3186.

Resident Information and Requirements

All applicants for admission to Florida Keys Community College are required to complete a residency affidavit which is included as part of the application. If the applicant is a dependent, the affidavit must be signed by a parent or legal guardian. State regulations require that a tuition fee be paid in addition to the matriculation fee by all non-residents of the state of Florida.

The Florida law regarding residency for tuition purposes allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

To qualify as a resident for tuition purposes an applicant, or the dependent applicant's parent/legal guardian, must have established and maintained legal residence in Florida for at least 12 months prior to the first day of classes of the term for which residency status is sought. A copy of the student's most recent tax return or other documentation may be requested to establish dependence/independence.

In addition, every such applicant is required to make a statement as to his/her length of residence in the state and further establish that his/her presence or dependent's parents/legal guardian's presence in the state currently is, and during the requisite 12 month qualifying period was, for the purposes of maintaining a bona fide domicile, rather than a mere temporary residence or abode incidental to enrollment in Florida Keys Community College.

Residency is determined in accordance with Florida Statutes, Section 100921, which is subject to change each legislative session. Further explanation about residency guidelines can be obtained from www.facts.org. Specific statue language can be obtained from www.leg.state.fl.us/statutes.

Students must present two forms of approved documentation in order to prove Florida residency for tuition purposes, at the time of admission.

Exceptions
Florida Statutes, Section 1009.21 permits certain applicants who do not meet the 12-month legal residence requirements to be classified as Florida residents or "temporary residents" for tuition purposes. Documentation in support of the following exceptions is required at the time of admission. These exceptions and qualifications categories are as follows:

1. Dependent children residing continuously with a legal resident adult relative other than the parent for at least 5 years immediately prior to the first day of classes of the term which Florida residency is sought.

2. Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.

3. Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment-provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)

4. Active duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).

5. Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

6. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

7. Full time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).

8. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.

9. Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

10. Full time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job related law enforcement or corrections training.

11. McKnight Doctoral Fellows and Finalists who are United States citizens.

12. United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.

13. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

14. Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

15. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per s. 1009.988(2). (Pre-Paid ID Card Required).

16. Linkage Institute participants receiving partial or full exemptions from S 1009.21, FS, based on criteria approved by the Florida Department of Education per S. 288.8175, FS, which established linkage institutes between postsecondary institutions in this state and foreign countries.

Non-Citizen Exceptions
Residency rule 6A-10.044, FAC, and the BOG Residency Rule Resolution allow certain non-U.S. Citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. Provided that the non-U.S. citizen has proof of his or her permanent immigration status, he or she may be classified as a Florida resident 12 months from the time he or she established legal Florida residence for tuition purposes (e.g., 12 months from the time he or she purchases a Florida home, obtains a Florida driver's license, etc.).

Change in Residency Status

A student who applies to FKCC as a non-Florida resident and later becomes a Florida resident for tuition purposes must request a change in resident status prior to registering. Students must present two forms of approved documentation in order to change their residency status prior to the beginning of the term they are requesting the change. A Request for Change of Resident Status for Tuition Purposes form is available in the Office of Enrollment Services. Change in resident status is not retroactive.

Deferment of Fees for Qualified Veterans

Under the provisions of Florida Law, any eligible veteran or other person who wishes to pursue an approved program of education or training within the meaning of Chapter 34 or 35 Title 38 United States Code at any institution within the State University System or Community College System shall be allowed one (1) deferment for the payment of registration fees within any 12-month period. This is considered to be the 12-month period commencing on the first day of regular registration of the term for which the eligible veteran is requesting deferment.

No deferment can be longer than sixty (60) days or up to ten (10) days prior to the end of the term (last day of final examination) whichever is shorter. Failure to pay deferred fees when due will result in withdrawal from courses with the full fees still being owed. Full repayment is due whether or not the Veteran receives his/her VA benefits.

No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration.

Student Activity Fee

A fee equal to 10% of the matriculation fee is charged for student activity expenses.

Financial Aid Fee

A fee equal to 7% of the matriculation fee is charged for financial aid scholarships.

Other Student Fees

Non-Refundable Fees

The following non-refundable fees are applicable:

Application Fee: $30.00

International Admission Fee: $50.00

Credit or exemption by examination, per semester hour: $20.00

Credit by Institutional Exam (Nursing) per semester hour: $ 7.00

Graduation Fee*: $25.00

Transcript Fee: $10.00

Reinstatement Fee: $25.00

*This fee must be paid when submitting application for graduation.

Non-Credit Fees

For fees concerning Continuing Workforce Education, Lifelong Learning, and Recreation and Leisure, please contact the office of Workforce Development and Community Outreach at (305) 809-3238.

For fees concerning the Basic Law Enforcement Academy and Basic Corrections Academy, please contact the Institute of Criminal Justice at (305) 809-3200.

Refunds

A. Refunds of 100% will be made until the close of business on the last day of late registration as listed in the catalog (the date coincides with the last day to drop courses).

B. Students whose registration is canceled by official college action will be entitled to full refund of tuition and laboratory fees.

C. To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.

D. Students withdrawing from non-credit courses consisting of 3 or fewer class meetings must withdraw before the first class meeting to receive a 100% refund. If a non-credit course consists of more than 3 class meetings, the student must withdraw before the second class meeting to receive a full refund.

E. Students who register beyond the last day to change courses will not be eligible for a refund.

An official Add/Drop/Withdrawal form must be completed by students requesting a refund.

Exceptions to Established Refund Policy

Exceptions to the Refund or Withdrawal Policy may be authorized with sufficient documentation as follows:

Illness or accident of the student of such severity or duration that it would preclude a student from being able to complete current semester classes.

Death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student's ability to complete current semester classes.

Involuntary call to active military duty that would preclude the student from being able to complete the current semester classes.

Documented administrative error by the College.

Other emergency circumstances or extraordinary situation that may be approved by the Director of Student Services.

Other Refunds

Lab Fees
100% of the lab fee will be refunded through the date shown in the college catalog as the last day to change

courses. Thereafter, no refund of lab fees is authorized unless specifically authorized by the Director of Student Services.

Financial Aid Recipients

Financial Aid Repayment Policy applies to students who have received Federal, State or institutional financial aid and who withdraw from all their courses during the the term prior to completing 60% of the term. Students may have to restore all or a portion of their funds to the appropriate financial aid account. The student will be billed accordingly.

Universitybooksonline Refund Policy

Books can be returned within 30 days of the initial purchase date for a full refund. Books have to be in the original condition in which they were received. Your credit or debit card will be credited if that was how the original purchase was paid for. A check will be sent to you if that was the method of payment. Universitybooksonline.com/fkcc will refund the cost of your original shipping only if the reason for the return is due to their error.

A book can be returned for what ever reason, maybe you dropped a course after you ordered a book, maybe the course was canceled.

Shipping procedure for **Universitybooksonline.com/fkcc**

Please try to keep your original shipping peanuts from Universitybooks.com/fkcc.com as this will speed up the return process. If you have thrown away the packaging please use a strong box and do not use newspaper as a filler because it stains the cover of the books. Please enclose a copy of the original invoice and circle or highlight which books you are returning inside the box. If you no longer have the invoice, you can log onto universitybooksonline.com/fkcc and log on to you personal account, go to "order history" and print out your invoice. Please send your return through a shipping method that enables it to be tracked in case it is lost. The best methods are USPS certified mail,USPS priority mail or UPS. Please label the outside of the box with a label with your shipping address and your return address. The shipping address is: UniversityBooks Online. Com, Attn: Returns Department, 920 Savitt Place, Union, New Jersey 07083.

Student Financial Aid

Philosophy

Florida Keys Community College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. The Financial Aid Office operates with the utmost concern for the student. Students who qualify for financial aid can attend Florida Keys Community College with a variety of resources from institutional, state, federal, and other public and private agencies. All students interested in Financial Aid are encouraged to apply as early as possible and to contact the Financial Aid Office for assistance.

How to Apply

Students applying for any type of financial assistance (including scholarships) are required to file the Free Application for Federal Student Aid (FAFSA). This application is available in January for the next academic year and may be obtained from your high school guidance counselor or any college or university nation-wide. The

application may also be completed and submitted via the Internet at www.fafsa.ed.gov. All students who are filing for FAFSA should also complete the Florida Financial Aid Application at the following website: www. floridastudentfinancialaid.org

When completing the FAFSA, be sure to include Florida Keys Community College in the Information Release section of the form. Our Federal School Code is 001485.

Completed FAFSAs are submitted directly to the Federal central processing agency, which processes the application and then forwards the information to Florida Keys Community College and to you in the form of a Student Aid Report. Determination of eligibility for all forms of Title IV financial aid offered at Florida Keys Community College is determined by the Department of Education.

Florida Keys Community College will consider applications for financial aid at any time throughout the year but priority is given to processed applications received by the beginning of the applicable term. Please contact the Financial Aid Office for dates.

It is important to note that students must reapply each academic year for financial aid.

How Eligibility is Determined

After your application is processed and the information is received by Florida Keys Community College, the college determines your budget (an estimate of your expenses as a student at Florida Keys Community College), your family contribution (the amount your family can be expected to contribute toward those expenses) and your need (the maximum amount of financial aid for which you can qualify). Your family contribution is subtracted from your budget to determine your level of need.

If you apply for aid simultaneously at several colleges, your family contribution should remain the same at each institution. Your budget would vary, as would your need; the higher the budget the greater your need.

Students receiving any form of financial aid should report to the Financial Aid Office during the registration process.

Students holding an earned bachelor's degree from a U.S. college or university are eligible for loans and CWSP only, not federal grant money.

Student's that transfer to FKCC from another institution must submit their transfer work to Enrollment Services for processing. Transfer work must be evaluated to determine if the student is meeting basic federal requirements of a minimum cumulative GPA of 2.0 while completing 67% of courses attempted.

Reimbursement of Charges

Students that are deemed eligible after the normal registration period that have paid for their classes using some other means will be reimbursed for their educational expenses up to the amount of the award three weeks after the beginning of the term.

Grant Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have demonstrated exceptional financial need as determined by the results of the

FAFSA. The award amount at Florida Keys Community College is up to $500 per term. Priority is given to students with an Estimated Family Contribution (EFC) of zero who apply for financial aid early. Students must enroll for a minimum of six credit hours in order to qualify. FSEOG is awarded within two weeks after the close of our regular drop/add period of each term. Limited funding is available each year for this program, and funds are available on a first come first served basis. The award is in addition to the student's Pell Grant award.

Federal Pell Grant
The Federal Pell Grant is a need-based federal grant for students seeking their first undergraduate degree. Financial need is determined by the estimated family contribution (EFC) from the student's processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the EFC and enrollment status and award amounts may range from $304 to $5350. By Federal Regulation, all students who are enrolled and establish eligibility will be funded. Students may receive funding only for courses that are required for the program(s) of study and a maximum of 30 credit hours of required college-preparatory coursework. Students must be enrolled in a degree or certificate program. The final Pell award will be determined by the number of hours enrolled 3 weeks into the term. If a student's enrollment status changes before 60% of the term, the Student's Pell award will decrease accordingly. The student will then owe Florida Keys Community College for the dropped course(s) and any lab fee or book charges not covered by the adjusted Pell award. **All Pell students are advised to speak with a financial aid staff person prior to dropping a course.** All Pell recipients must submit an Attendance Verification Form prior to disbursement of any loan funds.

Academic Competitiveness Grant (ACG)
The Academic Competitiveness Grant is a federal grant program. The program was available for the first time for the 2007-08 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The high school graduation dates will update according to the current academic year. The grant will provide up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. The State of Florida Bright Futures Program is considered a rigorous high school program. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0 during their first year of college. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

If you can answer YES to all of the following questions, you may potentially be eligible to receive an Academic competitiveness Grant. See the Director of Financial Aid to determine final eligibility and disbursement.

1. Are you a U.S. Citizen?

2. Did you graduate from high school after January 1, 2005?

3. Are you eligible to receive a Pell Grant?

4. Will you be enrolled as a full-time first or second year student in a two-year or four-year degree program?

5. Did you complete a rigorous high program as determined by your state?

If you could not answer YES to all of the above questions, you do not qualify to receive an Academic Competitiveness Grant. However, you may still qualify to receive other types of federal student financial aid by applying with the Free Application for Federal Student Aid (FAFSA).

Florida Student Assistance Grant (FSAG)
FSAG is a need-based State of Florida program for students who meet Florida residency requirement. To qualify, you must be seeking your first undergraduate degree, be enrolled in an AA or AS degree program, qualify for a Pell grant, and be enrolled for a minimum of six credits per term. The amount awarded for part-

time, three quarter time, and full-time enrollment is determined by the State of Florida on an annual basis. FSAG is awarded by Florida Keys Community College within two weeks after the close of the regular drop/add period each term. Initial eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). The FSAG is in addition to the student's Pell Grant award.

Work Programs

Federal College Workstudy Program (CWS)
The College Work Study Program is a federal work program for students with financial need. You may be employed on one of our campuses, or as a reading tutor in a public school. As a work study employee, you may work from a minimum of eight hours per week to a maximum of 20 hours per week, and earn at least minimum wage up to the amount of your financial need. Actual job placement is dependent upon your educational objectives, prior work skills, and the availability of work-study positions. Eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), and you must be enrolled for a minimum of six credits per term. Students must request participation in the College Work Study Program through the Financial Aid Office.

Student Loans

All Florida Keys Community College Students are eligible to participate in the Federal Family education Loan Programs (FFELP). There are three categories of loans under the FFELP: Subsidized Stafford loans, Unsubsidized Stafford loans and the Parent Loan for Undergraduate Dependent Students (PLUS). All applicants must apply by completing the Free Application for Federal Student Aid (FAFSA). Students selected for FAFSA Verification are not eligible to apply of a loan until that process is completed. If you are interested in a loan, please go to WWW.FKCC.edu, select "Current Students", then select "Financial Aid", select the "Stafford Loan" link on the left hand side of the screen. **All loan recipients must submit an Attendance Verification Form prior to disbursement of any loan funds.** Please see the Financial Aid website for further detail.

Loan Programs

Subsidized Stafford Loan
The interest on all Federal Subsidized Stafford Loans is subsidized by the federal government as long as the student is enrolled in a minimum of six credits and not on financial aid suspension. **All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement.** Students with less than thirty credits at the time of application may borrow up to $2625 per year or the amount of unmet financial need, whichever is less. Students with more than thirty credits at the time of application may borrow up to $3500 per year or the amount of unmet financial need, whichever is less. **Repayment begins six months (grace period) after graduation, leaving school, or dropping below six credits during the term of disbursement.** The subsidized Stafford loan requires financial need as determined by the FAFSA.

Unsubsidized Stafford Loan
All students must first complete the FAFSA in order to determine if there is financial need. If there is not financial need, the student may apply for an unsubsidized Stafford loan. The government does NOT pay the interest during enrollment or during the grace period; interest will accrue on this loan while in school and during the grace period. **All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of sic credits at the time of disbursement.** The student must repay the loan and all accrued interest and current interest beginning six months after

graduation, leaving school, or dropping below six credits. Dependent students with less than thirty credits at the time of application may borrow up to $2625 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Students with thirty or more credits at the time of application may borrow up to $3500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Independent students may also borrow an additional $4000, not to exceed the cost of education less other financial aid.

Parent Loan for Undergraduate Dependent Students
Parents of dependent students may borrow on behalf of the student. Income is not considered, but a credit check is completed and the parent(s) may not have adverse credit. The student must first apply for other types of aid by completing the FAFSA. **All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement.** Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

Student Loan Receivables
Students eligible to receive a Federal Family Education Loan (with completed files and loan applications) will receive a deferment of the cost of tuition and fees only. **All book charges will be the responsibility of the student.** Upon receipt of the loan proceeds, the deferred tuition and fees will be paid and any remaining balance will be refunded to the student. The deferred tuition and fees will continue to be the responsibility of the student even if the loan proceeds do not arrive for any reason during the term. The student will not be allowed to register in future terms until the charges have been paid in full.

Scholarship Programs

Academic Excellence and Board of Trustees Scholarships
These two scholarships are offered to the senior classes of Monroe County high schools each year. These scholarships are awarded for one calendar year commencing August of the recipient's high school graduation year and ending August of the next year. The scholarship will be renewed the next calendar year if all guidelines have been met and funding allows. Academic Excellence scholarships are offered to the top 5% of the graduating class and Board of Trustee scholarships are application based. Monroe County seniors should consult their high school guidance counselors for application procedures. Must be a FLORIDA resident.

The First Generation in College Scholarship Program
The First Generation Scholarship Program is available to under graduate students who meet Florida residency requirement and whose parents have not earned baccalaureate degree, or any student who regularly resided with and received support from only one parent who did not complete a baccalaureate degree. Scholarships are awarded for Fall and Spring semesters, and students may apply with the Office of Financial Aid each semester. The application deadlines are: Fall Semester: June 8th, Spring Semester: October 20th. Awards are given according to credit enrollment status as follows:

• Full time students: $1,000 per semester

• 3/4 time students: $750 per semester

• 1/2 time students: $500 per semester

• 1/4 time students: $250 per semester

Students are selected by the First Generation in College Scholarship Committee based on certain award criteria. The award criteria and application may be accessed through the Florida Keys Community College

website. All applicants are required to submit the Free Application for Federal Student Aid (FAFSA).

Florida Bright Futures Scholarship Program
The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards are issued by the state of Florida directly to the eligible student. The program has three levels:

1. Florida Academic Scholars Award: This award pays $78 per credit hour and requires a 3.0 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

2. Florida Medallion Scholarship Award: This award pays $78 per credit hour and requires a 2.75 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

3. Florida Gold Seal Vocational Scholars Award: This award pays $59 per credit hour and requires and requires a 2.75 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

Renewal each year also requires completion of a least six credit hours of college-level coursework each term. Applications and eligibility criteria for each program are available from the high school guidance office or from the Florida Department of Education website: **www.floridastudentfinancialaid.org.**

Students that fail to meet renewal GPA have the ability to take summer classes to restore their eligibility. Please go to **www.floridastudentfinancialaid.org** for further information.

Other Scholarships
There are various private and foundation scholarships that may be used to attend Florida Keys Community College. If you are a recipient of a private scholarship(s), please contact the Financial Aid Office. If you are interested in Institutional scholarships please go to **www.fkcc.edu**, select CURRENT STUDENTS and then select the SCHOLARSHIPS link for further information.

Financial Aid Standards of Academic Progress

As part of the continued eligibility criteria for financial aid recipients, students must maintain satisfactory academic progress towards a specified degree established by Federal, State, and Institutional policies and regulations. Below are the three criteria used each term to determine financial aid status:

1. Incremental Measures of Satisfactory Academic Progress

Incremental progress measures the number of courses completed versus the number of courses enrolled per term. All withdrawals, repetitions, and remedial courses will be considered in the number of courses enrolled. An incomplete grade will not be counted as a completed course (it is the responsibility of the student to inform the financial aid office of any change to an incomplete grade). Non-credit courses will not be counted for federal financial aid. All financial aid recipients must complete 67% or 2/3rd of the courses they attempt. This measure is cumulative. For example, if a student is registered for three courses and successfully completes two, that student has satisfied the incremental progress measure by completing 67% of the courses. However, if a student is registered for two classes and only successfully completes one, that student has not satisfied the incremental progress measure since only 50% of the courses were successfully completed.

2. Qualitative Progress

Qualitative progress is the measure of the term grade point average. All financial aid recipients must earn a minimum CUMULATIVE term grade point average of 2.0. All remedial and college-level coursework completed in a term will be counted toward the term grade point average. Incomplete and failing

grades will be included in the calculation as zero point. All periods and courses in which the student did not receive financial aid funds will also be counted. Non-credit or continuing education course (including English as a Second Language) will not be counted toward the term grade point average for any federal student aid.

3.   Quantitative Progress

Federal Regulations require that "an undergraduate student must complete his or her program in a period no longer than 150% of the School's published program length" Therefore, per Federal Regulations, the quantitative progress is an evaluation of the total number of academic hours attempted. Students are allowed a maximum of 90 credit hours to earn a degree; this represents 150% of normal completion of 60 credit hours. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for Federal, State, or Institutional financial aid. All remedial and college-level course-work attempted at Florida Keys community college and earned credits from a previous institution will be included in the evaluation. Also included, are periods and courses in which the student did not receive financial aid. If a student changes their major, Florida Keys Community College will not include in the calculation of a student's quantitative progress the credits attempted and grades earned that do not count toward the student's new major.

Enrollment Status	Cumulative Percentage to Complete	Cumulative GPA	Maximum Load Hours
Full-time12 load hours or more	67%	2.0	90
3/4 time 9-11 load hours	67%	2.0	90
1/2 time 6-8 load hours	67%	2.0	90
Less than 1/2 time	67%	2.0	90

Financial Aid Probation

Realizing that a student's academic career may experience occasional hardships, a one-term probation is provided to those financial aid students who do not meet the satisfactory academic progress criteria. In order to be removed from Financial Aid Probation, the student must register for a minimum of six credits and receive a 2.0 or better term GPA. Should the student register for less than six credits, he/she will remain on probation until such time that they do so. In addition, should the student register for six credits and fail to achieve the required 2.0 term GPA, he/she will be placed on Financial Aid Suspension.

Financial Aid Suspension

Should the student fail to meet the requirements for reinstatement under Financial Aid Probation or make a 0.0 GPA for the term they will immediately enter into Financial Aid Suspension. At this point, all Federal, State and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. In order to be removed from Financial Aid Suspension, the student must register for a minimum of six credits at their own expense and receive a 2.0 or better term GPA. Should the student register for less than six credits, he/she will remain on suspension until such time that they complete a total of six (6) credits with at least a 2.0 GPA. Reinstatement will not be retroactive.

Appeal Process

Should the student feel that there are unusual circumstances related to their failure to meet the above satisfactory progress standards, they may appeal to the Financial Aid Appeal Committee for possible reinstatement. The Financial Aid Suspension Appeal form includes instructions on proper documentation and is available in the Financial Aid office at the Key West Main Campus.

A student may be granted one appeal during his/her educational career at FKCC. Any student wishing to appeal the decision of the Financial Aid Director may do so in writing to the Dean of Student Affairs.

All audited course-work (a grade of "X") will not be used in the determination of financial aid awards. In addition, enrolled students may not change their registration status to an audit once the financial aid has been determined.

Reasons for Scholarships or Grant Repayment

The following actions will require repayment of any grants or scholarships you have received including money that has been used for tuition/fees, books and supplies and living expenses.

1. You register for classes and you do not attend one or all of your class (es), and you do not   drop your class (es) during add/drop. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.

2. You register for a class and change from credit to audit. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.

3. You register for classes and drop all of your classes during add/drop, but you purchased books and/or supplies using a scholarship or grant and you did not return them to the bookstore. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.

4. You receive a grant or scholarship that required full-time attendance and you have a class cancelled, you never attend a class, or you change from credit to audit and your credit hours are less than 12. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.

5. You completely withdraw prior to completing 60 percent of a term and you received federal aid.

Students approved for financial aid must register for all classes that they intend to take for the term prior to the date that aid is disbursed to students. Students that fail to register by the disbursement date will not receive financial aid for the class(s) that are registered late.

Return of the Title IV Funds

The following rule applies only to those students who withdraw from ALL Classes.

If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from ALL classes prior to completing more than 60% of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion or all of the aid that you have received. In addition, if you STOP attending all of your classes prior to completing more than 60% of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be calculated based on 50% of the term completed, unless documentation of an academic related activity (defined by the instructor) is provided to the financial aid office, in which case your financial aid eligibility will be calculated using this later date.

The above rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. If the student finds that they are unable to complete all courses, every effort should be made to successfully complete at least one course. In so doing, the student will preserve the funds they have received. The student should work closely with their academic advisor to work out a course load that they can successfully complete each term.

Contact the Financial Aid Office **immediately** to learn how your withdrawal or lack of attendance could impact your financial aid. **Students will not be eligible to register for future terms until all financial obligations are paid in full.**

Title IV aid includes the following programs at FKCC:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Federal Academic Competiveness Grant (ACG)

Military Assistance

Veterans Education
Florida Keys Community College is approved for the training of entitled veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Senior Registration Specialist in the Office of Enrollment Services at (305) 809-3246.

Military Tuition Assistance
Active duty military personnel may be eligible to receive tuition assistance subsidized by the military. For full details students should contact their Military Education Office.

Student Services

Orientation

Each term the Student Services staff conducts an orientation program to help new students adjust quickly to the challenges and rewards of college life. Through the orientation program students learn about the campus, its many facilities and services. Orientation provides students with information about important college policies, procedures, and academic programs, as well as information about registering for classes. Students get a chance to meet other new students and to ask questions.

All new first-time-in-college students that are degree seeking must participate in a New Student Orientation within their first semester of enrollment. New students are strongly encouraged to avail themselves of the information and resources given at orientation. Students unable to attend on-campus orientation may access the orientation program online at **www.fkcc.edu**. Students may contact Student Services at 305-809-3196 for more information. Middle and Upper Keys students are encouraged to visit the Centers for information on services available in their area.

Registration

New students should apply for admission in advance of registration, if possible. Registration is on a first-come first served basis. For the best selection of class sections and times, you should plan to register as early as possible. All degree-seeking students should be sure to consult with their counselor or program advisor prior to registering in order to secure a signature on their course request forms. Middle and Upper Keys residents can contact their local center for information and assistance in these procedures. Registration is available online for returning students or for students that have an application for admission on file. Call the Office of Enrollment Services at (305) 809-3188 for information.

Academic Advising

Advisors are available in Student Services during day and evening hours to assist students with educational and career concerns. The advising staff can assist students with a variety of concerns including academic advisement, choice of major, career choice, professional preparation, general education requirements, catalog interpretation, withdrawal from college, and test interpretation.

Associate in Arts degree seeking students and those who are undecided about a program of study are encouraged to meet with an academic advisor. Students seeking an Associate in Science degree, Associate in Applied Science degree or a Certificate are assigned a Program Director/Advisor based upon their declared major field of study.

Each term, it is the student's responsibility to meet with an advisor or Program Director/Advisor, review his/her academic records, and choose courses designed to fulfill his/her stated objectives. This contact enables the Program Director/Advisor to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their Program Director/Advisor when encountering academic problems or when considering a change in their degree program. A.S. and A.A.S. students should be sure to get their advisor's signature on their course request form prior to registering each term.

Students planning to transfer to four-year colleges or universities should meet with an advisor early to explore major options and pre-professional requirements. Early planning will result in a smooth, efficient transition to a university. The common prerequisites manual, prepared specifically for community college students transferring to Florida's public universities, is available online at www.facts.org.

Career Planning Services

The choice of a career field is an important and difficult decision an individual must make. Career decisions should be based on a thorough knowledge of one's interests, skills, labor market information, and training programs. We are here to assist are available to help students achieve self-direction in career decision-making and planning. For assistance in identifying and achieving your career and educational goals, contact Nicole Gerrard at 305/809-3202 or email her at nicole.gerrard@fkcc.edu.

National Testing Program

FKCC serves as a center for the administration of specialized tests such as the Graduate Record Exam (GRE), the College-Level Examination Program (CLEP), the American College Testing Program (ACT), the Law School Admission Test (LSAT), DANTES Subject Standardized Tests (DSST's), and the Allied Health Profession Admission Test (AHPAT). Information and registration bulletins are available through the Testing Office located in Student Services.

Placement Testing

All new degree seeking students, and returning students who change to degree seeking status, must take an approved placement exam before registering for classes. The test includes mathematics, reading and English language skills.

Non-degree seeking students are subject to placement test requirements if they wish to enroll in a communication/humanities or mathematics course, or any other course that requires the placement test as a prerequisite.

Students meeting the minimum scores required for each section of the test may enroll in college-level courses in those areas. Students must enroll in college preparatory courses in the areas in which the minimum scores are not met. However, students shall be permitted to take courses concurrently in other curriculum areas for which they are qualified while enrolled in college preparatory instruction.

Results of the assessment are used as a guideline to assist advisors in placing students in appropriate courses ensuring their academic success. College preparatory courses do not carry college credit and, though included in SPA calculations, are not included in GPA calculations.

Students who can provide official ACT, SAT or Florida Placement Test scores, two years current, are not required to take the placement test. Students who present a college ready diploma or have already completed English (college prep or composition) and math (college prep or higher) courses at another college or university and have had their transcript(s) sent to FKCC are not required to take the placement test.

Test administrations are offered once a month with more frequent administrations scheduled prior to the beginning of each semester. Testing is available at the Key West campus, Middle Keys Center and Upper Keys Center.

Beginning with the fall 1998 semester, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

College Placement Test – Retest policy

Placement test scores are valid for two years. If you have not used those scores for course placement during that time, you will be required to take the test again.

A student must wait for at least 45 days to elapse before retesting on the CPT.

Students who have already begun any level of college preparatory instruction in a subject area may only be referred for retesting on an individual basis by the teaching faculty member.

After a two-year period, because scores are no longer valid for placement, students may retake the test.

An Advisor may grant permission for a retest due to extenuating circumstances.

Further information concerning the placement test is available from the Testing Office located in Student Services.

Office for Students with Disabilities

Florida Keys Community College is committed to providing full access to all programs, services and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973. Disabilities, as outlined in the ADA and by the College, may include specific learning disabilities, visual, hearing, speech, physical, and other disabilities determined by individual situations. The Office for Students with Disabilities assists the disabled student in all aspects of college life to ensure his/her educational experience is a successful one. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include, but are not limited to:

Assistance in admission and course registration

Information about and referrals to campus and community services

Auxiliary Learning Aids

Course substitutions

Auxiliary Learning Aids
The Auxiliary Learning Aids Program is designed to provide eligible disabled students enrolled in credit courses with the necessary equipment and/or staff so they can have full access to all programs, services and activities. Auxiliary Learning Aids may consist of adaptive devices and equipment such as:

- Enlargers
- Tape recorders
- Computers
- Assistive listening systems
- Modified or extended test taking
- Assistance by persons such as tutors, interpreters, readers and note takers

Course Substitutions
Florida Keys Community College has developed and implemented policies and procedures for providing reasonable course substitutions for qualified students with disabilities. Students who may be eligible for course substitutions include but are not limited to those with visual impairments, hearing impairments and specific learning disabilities. Students must provide documentation to substantiate that their inability to meet academic requirements is related to an eligible disability. Students should submit a written request to the office for Students with Disabilities, along with future education/career plans. The Coordinator will determine whether substitutions, as approved, will be accepted by the receiving institution and will contact the receiving institution to facilitate acceptance.

How to Obtain Services
The Office for Students with Disabilities facilitates accommodations with faculty and staff, and serves as an information resource to promote awareness and knowledge of disabilities. The student is responsible for self-identifying with the Office for Students with Disabilities. This voluntary declaration is independent from the admissions process itself. Once contact has been made with the Office for Students with Disabilities, the student is required to provide current (preferably, within the last three years) documentation from professionals who make such diagnoses.

Students are required to secure appropriate disability testing and documentation on their own. All disability records are treated as confidential and secured in the Office for Students with Disabilities. Once disability

testing information is received, appropriate services can begin. Students requiring assistance are encouraged to meet with the Coordinators for Students with Disabilities as soon as possible, ideally before registration.

For additional information, contact the Office for Students with Disabilities located on the Key West Campus, Office of Student Services. Students can make appointments with the Coordinators for Students with Disabilities by calling 305-809-3292.

RAVE Program - Renewing and Advancing through Vocational Education

The RAVE Program offers special support services to individuals enrolled in A.S. Degree, A.A.S. Degree, and Certificate Programs. Financial assistance for eligible students includes tuition, books, childcare and transportation assistance. Non-financial assistance includes personal and career counseling, information and referral service, and employment assistance.

- Eligible Students Include:
- Single Parents
- Displaced Homemakers
- Economically Disadvantaged
- Academically Disadvantaged
- Students with a Disability
- Limited English Speaking Students
- Non-Traditional Students

Stop by the Financial Aid Office for more information on the RAVE Program or call (305) 809-3523.

Medical Care

William A. Seeker/Key West Campus
Lower Florida Keys Health System, with its modern emergency facilities, is located immediately adjacent to the campus. The college does not operate any medical care facilities.

The procedure in the event of a medical emergency is as follows:
1) Call 911, if possible use office phone.
2) Inform instructor or administration on duty.

Middle Keys Center/Marathon Campus
The procedure in the event of a medical emergency is as follows:
1) Call 911, if possible use office phone.
2) Inform supervisor at the Center, Mr. Gary Martin.

Upper Keys Center/Coral Shores Campus
The procedure in the event of a medical emergency is as follows:
1) Call 911, if possible use office phone.
2) Inform supervisor at the Center, Mr. Gary Martin.

Transcript Information

The Office of Enrollment Services provides and maintains the necessary information and records essential to enable students to know their educational progress, and to supply this information to other institutions upon written request. Transcripts of permanent records at Florida Keys Community College will be furnished to other institutions or individuals upon the written request of the student. There is a $10.00 charge for official transcripts. Students may obtain their unofficial transcript by logging on to the FKCC website at www.fkcc.edu. Student records will not be released if the student has an outstanding indebtedness to the College.

Student Housing

The FKCC Student Outreach Office has compiled a list of available housing options. The office staff can assist students in finding roommates of similar study and lifestyle interests. There are even some employment opportunities that include housing. Contact our Student Outreach Office for assistance at (305) 809-3281.

Student Activities

A varied program of social and cultural activities is presented throughout the year. Campus activities include, but are not limited to, concerts, workshops, Term Kick-off events, and festivals. FKCC is currently a member of the Florida Community College Activities Association (FCCAA). FCCAA activities include participation in the Florida Community College "Brain Bowl" competition.

Through active memberships in a club or campus organization, students will have the opportunity to meet other students and work toward common goals and interests. In recent years, clubs have been organized around sporting interests, such as scuba diving; around academic programs, such as computers, nursing, science and marine technology; and around special interests, such as leadership, photography, ceramics and chorus to name a few.

Several campus organizations, including the Phi Theta Kappa Honor Society, the Florida Student Nurses Association, and Student Government are affiliates of their respective national and state organizations.

New clubs may be formed at any time with sufficient student interest. Please consult the Student Handbook, the Student Activities Handbook, or inquire in Student Services for more information concerning student organizations and activities.

College Reach-Out Program

The Florida Department of Education currently funds the College Reach-Out Program of Florida Keys Community College through a state-wide grant. The primary objective of the program is to strengthen the educational motivation and preparation of low-income, educationally at-risk students in grades 6 through 12. This is a proactive preventative program to reach students who have been identified by their teachers and school counselors as having the potential to succeed, but in need of outside direction. The program is committed to keeping these at-risk students out of trouble, away from drugs, maintaining good attendance, and developing good behavior and work habit skills at home and in the school setting. This population would be unlikely to seek admission to a college or university, during the academic year, students from Key West High School, Horace O'Bryant Middle School and Sugarloaf Middle School are provided with academic support in the school setting and enrichment activities on the FKCC campus. Programs also include motivational speakers, financial aid information, college tours, career information, tutoring, and homework assistance.

CROP offers select students the opportunity to spend two weeks in the summer on a college or university

campus.

For more information on the College Reach-Out Program, call (305) 809-3261.

Student Responsibilities

Student Responsibility

When a student registers at Florida Keys Community College, he/she agrees to accept the rules and regulations of the college. Rules may be changed as circumstances make change desirable or necessary. Prior notice of changes will not be given. All students are expected to observe the rules for the good of the college community.

Academic Freedom and Responsibility

Students are free to make reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion; but they are responsible for learning about the content of any course for which they're enrolled, without personal prejudice. Students are entitled to protection against improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures, consistent with the philosophy, purposes, and established policies of the college. A course grade is the final responsibility of the instructor. As a member of the college community, a student is expected to act responsibly in all areas of personal and social conduct. The College reserves the right to require the withdrawal of any student whose scholarship or deportment does not meet the standards of Florida Keys Community College.

Violations of the standards of conduct contained herein will, in most cases, be treated as college disciplinary matters. However, in certain situations, the application of civil and criminal law and/or the injunction process will be employed in order to preserve the system of order and freedom necessary for the maintenance of an educational environment. Any individual or group action which results in or threatens denial of any of the following may result in the application of civil or criminal law or in an injunction: freedom of access or movement; disruption of classes or activities; destruction or illegal occupation of college property; trespass; personal jeopardy to any member or guest of the College community.

Offenses involving the use or possession of firearms, lethal weapons, drugs and alcoholic beverages, although essentially civil matters which address themselves to the discretion of Local, State and Federal authorities, may subject the possessor or user to college discipline when such offenses and their effects adversely interfere with the well-being of, or reflect on, the College or members of the College community.

Academic Integrity

Florida Keys Community College is committed to academic integrity. As an institution of higher education we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end academic

integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student's own thoughts, research and self expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect essential to learning. Faculty will not tolerate academic dishonesty in any form, including but not limited to plagiarism, cheating, violation of copyright laws and misuse of college and personal computers. Some examples of cheating and/or plagiarism include but are not limited to, the following:

-Asking or giving another student information during a test

-Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test

-Using materials prohibited by the instructor during a test

-Impersonating another student or having another person assume one's identity

-Copying material exactly, paraphrasing or using an idea without proper citations

-Stealing an exam or possessing a stolen copy of an exam

-Submitting the same assignment to another class without permission of the instructor

-Inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member's discretion and each faculty member should state their policy on cheating in the syllabus for the class.

Class Attendance

Students are expected to attend all of their scheduled classes. The College reserves the right to address individual cases of non-attendance. Each instructor determines the effect of absences upon grades. Instructors will formulate an attendance policy and distribute this policy in writing during the first week of classes, consistant with college policy.

Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

In general, reasons that may be acceptable for absence from class include: illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays and participation in official college sponsored activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. The student may offer other sound reasons for consideration. The instructor may, at his or her discretion, require documentation from the student to determine the acceptability of an absence.

College Preparatory Program

Students who provide ACT, SAT, FCAT or CPT scores (two years current) below the scores required to enter college level courses must enroll in college preparatory courses. These courses include reading comprehension, communication skills, basic math and introduction to algebra. Enrollment in the preparatory

program is based on placement scores. Grades earned in college preparatory courses will not count toward graduation nor will they be calculated into the grade point average, however they are calculated in the SPA for financial aid purposes. Students are permitted to enroll in college preparatory instruction concurrently with credit instruction in courses for which they are qualified. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory course work:

1. College preparatory students who are deficient in mathematics may not enroll in any college-level mathematics courses or courses that require mathematics skills beyond the skill level of the student.

2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or humanities courses that meet the Gordon Rule requirements, or any course that requires communication skills beyond the skill level of the student.

3. College preparatory students who are deficient in all three areas may enroll in college-level courses such as college success courses or courses that are not dependent on college-level computation and communication skills.

College preparatory reading comprehension focuses on vocabulary development, literal reading skills, and basic critical reading. College preparatory communication skills emphasize grammar, punctuation, usage and basic elements of sentence style, the paragraph, and the essay. Basic math is designed to teach students arithmetic skills necessary for introduction to algebra. The topics include whole numbers, fractions, decimals, percents, measurements, area, perimeter, volume, operations with integers, simple equations, and formulas. Introduction to algebra follows basic math and is also a preparatory course. This course focuses on signed numbers, formulas, polynomials, rationales, radicals, factoring, and graphing. It provides the necessary foundation for intermediate algebra.

Students are allowed up to three attempts at each college preparatory course. Withdrawal from a college preparatory course after the last day to drop and receive a refund counts as an attempt. Since the state will fund only two college preparatory attempts, students will pay the full tuition cost, equal to out-of-state tuition, on the third attempt.

For more information regarding the college preparatory program, placement testing, test scores and/or placement, please contact your Advisor.

College Preparatory Rule

Rule 6A-10.0315(14) states that students enrolled in college preparatory courses may be permitted to take courses concurrently in other curriculum areas for which they are qualified. Students who test into college prep instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit course work OR students must maintain continuous enrollment in college preparatory course work each semester until the requirements are completed while performing satisfactorily in the degree earning course work. College preparatory students who are deficient in all three areas (reading, English and math) may enroll in college-level courses such as college success courses or courses that are not dependent on college-level computation and communication skills. Upon successful completion of remediation, students then qualify to enroll in college-level courses. For further information please contact your Advisor.

Withdrawal and Forgiveness Rule

The following procedures relate to student withdrawal from courses and to conditions under which forgiveness of grades earned will be granted to the student.

1. Withdrawal

a. The student may withdraw without academic penalty from any course by the 70 percent point in the semester. Withdrawals after that date will be granted only through approved college procedures.

b. The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

c. Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the academic calendar for appropriate date.)

d. Students who do not officially withdraw will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the academic calendar.

Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W" or "X" on the final roster. **IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OR CHANGE HIS OR HER REGISTRATION STATUS BY THE PUBLISHED DEADLINES.**

2. Grade Forgiveness

a. A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F").

b. Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript.

c. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average.

d. Students may not repeat a course to improve grade point average after the awarding of the Associate in Arts and/or the Associate in Science degrees and/or the Associate in Applied Science (per Articulation Agreement).

e. Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

f. Students receiving Federal Financial Aid cannot repeat a course where a grade of "C" or better has been earned, unless the catalog permits repeating a specific course for credit. A course in which a grade of "D" or "F" is received may be repeated one time.

g. Students receiving VA benefits should be aware that the Veterans Administration will not pay for a repeated course in which a grade of "D" or better has been earned, except where state rules require a minimum grade of "C".

3. Total Attempts

This policy applies to college-level and college preparatory courses taken for the first time beginning with Fall Semester 1997. Only Florida Keys Community College courses are counted in attempts. Repeatable courses, courses required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory

requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy.

A student can only repeat a course in which they have earned a grade of "D" or "F". A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, shall not be enrolled as audits.

Exceptions to Withdrawal and Forgiveness Rule

Exceptions to the withdrawal and forgiveness rule may be appealed through the Director of Student Services.

Grading

Grading

Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:

A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade points per semester hour
F	Failure	0 grade points per semester hour
FN	Failure for non attendance	0 grade points per semester hour
I	Incomplete	
W*	Withdrew from course	
X	Audit	
N**	No grade	
NR	Not reported by instructor	

*To receive a grade of "W", students must withdraw officially through the Office of Enrollment Services by completing and submitting the appropriate form prior to the announced deadline (see academic calendar). Students who do not officially withdraw will be assigned a grade by the instructor.

** Applicable to college preparatory courses.

An "I" becomes an "F" if the required work has not been completed within the time specified by the instructor. This deadline shall not exceed (4) four months from the completion of the term for which the incomplete was awarded. Grades of "D" may or may not be accepted by other institutions.

Grade Changes

Students who wish to dispute a grade should meet with the instructor of the course. If the instructor deems a grade change should be made, the instructor will complete the Report of Change of Grade form, giving a full explanation of the reasons for the change of grade. The time period in which any grade can be changed is one year from the posting of the grade. Exceptions must be approved by the Director of Student Services.

Grade Point Average

To rank individual students, scholastic attainment is computed in terms of the grade point average. This average is obtained by dividing the total number of quality points earned by the total number of GPA hours attempted. The final grade point average required for graduation is computed based on the summation of all the courses shown on transcripts from all institutions attended. When a student repeats a course, the most recent grade will be used to determine the grade point average. It is the responsibility of the student to keep informed of the accumulation of credit hours and grade point average. This information may be requested from the Office of Enrollment Services.

Final Grades

Students may view their final grades by logging on to the FKCC website at **www.fkcc.edu.** Final grade reports will not be mailed out to students.

Scholastic Honors

An honors list will be prepared at the end of each term, excluding summers. Students who earn a 3.8 or higher grade point average will be on the President's Honors List; students who earns a 3.5 or higher grade point average will be on the Dean's Honors List. Only full-time students are considered for these lists.

Academic Probation, Suspension, and Dismissal

To maintain satisfactory academic progress at Florida Keys Community College, students must achieve a minimum grade point average (GPA) of 2.0. Students who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation. Students who remain on academic probation for more than two consecutive terms will be placed on suspension. Students on suspension for more than one term will be placed on dismissal.

The purpose of probation, suspension, or dismissal is to identify students who have had academic difficulties in order to provide them with additional assistance toward achieving success in their college work. Students on probation, suspension, or dismissal will be required to obtain an academic advisor's approval before registering for courses for the following semester. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

Students will be removed from academic probation, suspension, or dismissal when their cumulative grade point average becomes 2.0 or greater.

Academic Amnesty

Academic Amnesty allows students with poor academic records to request that transfer or FKCC coursework that is ten calendar years or older be excluded from GPA calculations and in determining graduation eligibility. Academic Amnesty is a one-time non-reversible opportunity. Students who wish to apply for Academic Amnesty should first discuss the program with an Academic Advisor/Program Advisor.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades attempted when computing a GPA for admissions eligibility or for other purposes. Academic Amnesty has no effect on the student's financial aid award history. Academic Amnesty has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

VA Satisfactory Progress Policy

The Satisfactory Progress Average (SPA) is computed the same as the grade point average-(A=4), (B=3), (C=2), (D=1), (F=0) and (FN=0). I's, W's, N's, NR's and X's are not computed in the SPA. Using the quality point system, the SPA is computed by adding the total quality value of all courses and dividing by the number of credit hours attempted during a given term. The SPA is cumulative. It is computed at the end of each term. An SPA of 2.0 is satisfactory progress; less than 2.0 is unsatisfactory progress. Any veteran with a SPA of less than 2.0 will be placed on probation. A veteran will not be permitted more than two consecutive terms on probation. If during the second term on probation the student does not earn a 2.0 or higher cumulative GPA his/her benefits will be suspended.

Once the veteran has been terminated from receiving VA benefits due to unsatisfactory progress, the college will not recertify the veteran. He/she will be permitted to attend classes but will not receive benefits. A student may re-establish eligibility for VA benefits in accordance with regulations promulgated by the Veterans Administration.

Course Substitutions and Prerequisites

Course Substitutions

Course substitutions in degree programs may be approved. Application for a course substitution must be submitted no later than two days prior to the first day of classes of the appropriate term. The student may request a course substitution through an academic advisor or program advisor for one of the following reasons:

1. A different course better meets the student's educational objectives.
2. A required course is not scheduled during the student's last term before graduation.

Course substitutions require the written request of the student's academic advisor or program advisor. The advisor will forward the request to the appropriate College personnel and finalized by the Director of Enrollment Services/Registrar. Students will receive a copy of the course substitution for their personal records.

Note: For disabled students, see section on Course Substitutions under Office for Students with Disabilities.

Prerequisites and Course Sequence

Students should make note of the prerequisites stated in the individual course descriptions in the catalog when scheduling courses. Program advisors are available to assist students to ensure that they meet degree or certificate program requirements. Students must obtain instructor permission to register for a course in which they have not met the prerequisites. This is done at the instructor's discretion and requires the completion of an Instructor Permission Form located in the Office of Enrollment Services. However, students who have been placed in college preparatory level courses must enroll in the required remedial course work. Students are urged to meet with an advisor on a regular basis to ensure they do not take unnecessary courses.

Graduation Requirements

Degrees

Florida Keys Community College offers programs of study leading to the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), the Associate in Applied Science (A.A.S.) degree, the Advanced Technical Diploma (ATD), or Certificate.

The **Associate in Arts (A.A.)** degree is awarded to the student who has successfully completed a planned program which includes not fewer than 36 semester hours of specified general education credits within a 60 semester hour program. It is recommended for students who plan to transfer to a university to pursue a baccalaureate degree.

The **Associate in Applied Science (A.A.S)** degree is awarded to students who have successfully completed a planned program of courses designed to prepare them to enter a specific employment field. It is not designed to transfer to four-year institutions.

The **Associate in Science (A.S.)** degree is awarded to students who successfully complete a planned program of courses designed to prepare them to enter a career with no further study required.

The **Certificate** and **Advanced Technical Diploma** is awarded to the student who has successfully completed a planned program of less than two years designed to give a specific skill in a chosen vocational or technical specialty.

General requirements for graduation from Florida Keys Community College must be met by all students seeking a degree or certificate. Students must complete at least 25% of semester credit hours through instruction at FKCC.

Continuous Enrollment

Responsibility for meeting the requirements of the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree or the Certificate, rests with the student. To maintain continuous enrollment for graduation purposes, a student must be enrolled in at least one class for both Terms I and II. If this enrollment is not maintained, the student has to meet the graduation requirements in effect at the time of completing their final course.

Associate in Arts Requirements

To qualify for the Associate in Arts degree, a student must:

Satisfy the College Level Academic Skills Requirement (after earning 18 college-level credit hours) or document satisfaction of the CLAS requirement by a State-approved alternative method;

Complete 60 semester hours of academic work-exclusive of courses numbered 3000 or above, nontransferable occupational courses, and basic physical education courses-in a planned program outlined in this catalog;

Complete an approved general education program of not fewer than 36 semester hours;

Achieve a grade point average of not less than 2.0 in all courses taken at Florida Keys Community College as well as on the summation of all courses attempted at all institutions attended.

The grade of "D" will be accepted for transfer to Florida four-year colleges and universities (provided the overall grade point average does not drop below the prescribed 2.0 level), and will count towards the baccalaureate in the same way as "D" grades obtained by students enrolled in the first two years of Florida's universities, i.e. credit required for the baccalaureate. However, it is at the discretion of the department or college of the university offering the major as to whether courses with "D" grades in the major may satisfy requirements in the major field.

Vocational Program Requirements (A.S., A.A.S, Certificate)

To qualify to complete a vocational program, a student must successfully complete a minimum of 60 semester hours in an Associate in Science or Associate in Applied Science degree program or a minimum of 30 semester hours in a Certificate Program, as specified in a prescribed program of study outlined in this catalog.

Military Contract for a Degree

Students currently on active military duty may "contract for a degree" through the Service Members Opportunity Colleges at Florida Keys Community College. The Director of Enrollment Services/Registrar will assist the service person in contracting for the degree. The contract will specify the course of study to be pursued and appropriate learning options. The College will continue to guide the service person's educational planning should it become necessary for the student to enroll in another institution. The service person will be permitted to transfer in reverse appropriate credits earned at other institutions. The service person must complete a minimum of 25% of the required work at FKCC. The appropriate degree or certificate will be awarded upon successful fulfillment of the contract.

Additional Graduation Requirements Include:

A cumulative quality point average of not less than 2.0 must be attained on all work attempted at all institutions attended and on all work attempted at Florida Keys Community College. When a student repeats a course, the most recent grade will be used to determine his/her quality point average.

An application for graduation must be submitted to the Enrollment Services Office before the published deadline (see the academic calendar). Commencement will be held once each year at the end of spring term II. All students planning to participate in the commencement ceremony must submit an application by the spring term II deadline. Those students who plan to complete graduation requirements during the summer term III may participate in the commencement ceremony if they apply for graduation by the spring term II deadline.

All financial or other obligations (including Admissions requirements) to the college must be satisfied.

Degree Termination

When the college feels that it is necessary to terminate a degree program due to low enrollment or other circumstances, the program advisor will notify the students enrolled in that program in writing of that decision. The following procedures must be adhered to in order for the student to be able to graduate from the terminated program:

The student must maintain continuous enrollment with the college.

Courses no longer offered by the college may be transferred in from other regionally accredited institutions.

All graduation check downs will be processed by the Director of Enrollment Services/Registrar.

Overview of Programs of Study

Prepare for University Transfer

A.A. Degree - 2 YRS
The Associate in Arts (A.A.) degree is also known as the University Transfer degree. Students pursuing Bachelor's degrees can be off to a great start with the A.A. degree, which is equivalent to the first two years of study at a university. Associate in Arts graduates are guaranteed admission to Florida's State University System in accordance with the "Student Bill of Rights" (State Board of Education Rule 6A-10.024).

Prepare For a Career

Post-Secondary Adult Vocational Training (P.S.A.V.) 1/2 – 1 YR
These are clock-hour based, non-credit programs that provide the student with broad entry-level skills in the chosen field of study. Many of these programs can apply toward an Associate in Applied Science degree.

Educator Preparation Institute (E.P.I.)
This unique 21-credit program will give you the knowledge and tools to obtain the Florida Professional Teaching Certificate. The EPI Teacher Preparation program is a competency-based program designed for career changers who would like to become certified teachers in Florida. This program helps qualified individuals who hold non-teacher education bachelor degrees obtain certification to teach grades k-12.

College Credit Certificate - 1 YR
Technical Certificates and Advanced Technical Diplomas (ATDs) are one-year (or less) programs which prepare you to enter the workforce in the following areas:

- Addiction Studies
- Business Administration—Small Business Management
- Certified Nursing Assistant (CNA)
- Marine Engineering/Marine Propulsion

Advanced Technical Diploma
This program is designed for persons involved in emergency care of the sick and injured. EMT program participants have included firefighters, law enforcement officers, volunteer rescue personnel, lifeguards and those wishing to enter the EMS profession at hospitals and other health care agencies.

- First Responder/Emergency Medical Technician

Associate in Applied Science (A.A.S.) - 2 YRS
These degrees are two-year programs composed of vocational and general education courses which prepare you for careers in the areas listed below:

- Business Administration
- Criminal Justice Technology/Corrections Track
- Criminal Justice Technology/Law Enforcement Track

Associate in Science (A.S.) - 2 YRS
These degrees are two-year programs composed of vocational and general education courses which prepare you for careers in the areas listed below. If your primary goal after graduation is to enter the workforce, but you think that in the future you may wish to continue your studies, this may be the degree for you.

- Computer Information Technology
- Computer Programming & Analysis
- Diving
- Early Childhood Education
- Marine Engineering
- Marine Environmental Technology
- Nursing (RN)

Associate in Arts Degree (A.A.) University Transfer

Florida Keys Community College's associate in arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Students spend the first two years at FKCC, where they prepare for hundreds of possible transfer majors, then their last two years at a university. During their two years at FKCC, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans a program of study around a planned major or career and the state university the student wants to attend. A student graduates with an A.A. degree from FKCC, transfers to a university, and earns a bachelor's degree in one of hundreds of different major areas available at the state universities. The A.A. degree requirements include:

- 36 credit hours of general education courses and

- 24 credit hours of elective course work

FKCC advisors can assist with course selection, or students can use the FACTS.org on-line system, as detailed in this catalog section.

Associate In Arts Degree Transfer Programs
State Universities in Florida offer more than 200 different majors that FKCC students can pursue. Before planning a major, students are advised to:

- speak with a FKCC advisor
- consult the catalog or the specific department at the university to which they plan to transfer to confirm which courses they should take at FKCC.

Guaranteed Transfer to the State University System
All Florida community college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system.

Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point

average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

Student Bill of Rights

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024). This "Student Bill of Rights" guarantees that an AA degree will transfer intact from any Florida Community College to any State University.

1. Admission to one of the eleven state universities, except to limited access programs*.

2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.

3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.

4. Transfer of equivalent courses under the Statewide Course Numbering System.

5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, EXCELSIOR, Dual Enrollment, Early Admission and International Baccalaureate).

6. No additional General Education core requirements.

7. Advance knowledge of selection criteria for limited access programs.

8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through their respective articulation officers.

Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.

Foreign Language Requirement

For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend. The eleven public universities in Florida have a transfer manual that lists common prerequisites for each university major. The manual, available on-line, recommends pre-professional courses that should be taken at the community college level in order to meet the requirements of these selective admissions programs. Also, some university programs require the second year of a modern foreign language for the baccalaureate degree. Students are advised to meet with an advisor to review these pre-professional requirements. Students should be aware that most university majors, i.e., business administration, engineering, computer science, pre-med programs, education, etc.., require specific courses to be taken at the community college as part of the A.A. degree, prior to applying to the university. Failure to meet a university's pre-professional requirements for a limited access program could delay a

student's admission to the program of his/her choice. The institution from which a person wishes to graduate makes the final decision on graduation requirements and the acceptance of transfer credits. Students are urged to allow themselves plenty of time and thought in which to plan the educational program that will guide the remainder of their lives and influence the quality of their living. Appointments to see an academic advisor at Florida Keys Community College for needed personal assessment and educational guidance should be made early and regularly.

ATTENTION A.A. STUDENTS: For additional information on transferring to a university, please make an appointment to see one of our academic advisors before the beginning of your second year at FKCC.

Letters/Humanities and Mathematics Course Requirements for the Associate in Arts Degree (The Gordon Rule)

In addition to tests that measure student achievement in college-level communication and computation skills, S.B.E. Rule 6A-10.30 (Gordon Rule) requires that other assessment procedures shall be measured by completion of coursework in letters and humanities and mathematics. For purposes of this rule, a grade of "C" or higher shall be considered successful completion. Prior to receipt of an Associate in Arts degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:

1. Twelve (12) semester hours of letters and humanities coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, a letters and humanities course is defined as any semester-length course within the general study area of letters and humanities in which the student must demonstrate college-level writing skills through multiple assignments. English Composition and courses that satisfy the writing requirement are listed in Area I Letters and Humanities.

2. Six (6) semester hours of mathematics course work at the level of college algebra or higher. Logic or statistics courses may be used to fulfill three (3) hours of the six (6) hour computation requirement when specified.

General Education Requirements for the Associate in Arts Degree (36 credits)

To earn an Associate in Arts degree, students must complete 36 credit hours of general education courses (Area I-VI) and 24 credit hours of elective course work (Area VII). Diversity courses can be found in Area I and Area IV. Area I and Area II courses are governed by the Gordon Rule.

Area I: Letters and Humanities (12 credits required)
A grade of "C" or higher is required in order to satisfy Gordon Rule requirements.

A. Letters (6 credits required)
The following courses each require 6000 words of composition and apply to the Gordon Rule Writing Requirement. ENC 1101 English Composition I (3) ENC 1102 English Composition II (3)

B. Humanities/Fine Arts (6 credits required).
The following courses each requires demonstration of college-level writing skills through multiple assignments and applies to the Gordon Rule Writing Requirement. Choose courses from two different clusters:

Cluster A - Literature AML 2020 American Literature (3)
ENL 2022 English Literature (3)
JOU 1100 Introduction to Journalism (3)
LIT 1352 Introduction to Minority Literature (3)
LIT 2000 Introduction to Literature (3)
LIT 2020 Introduction to Short Fiction (3)
LIT 2311 Survey of Science Fiction (3)
LIT 2380 Women in Literature (3)
SPT 1131 Introduction to Literature and Culture of Latin America (3)
SPW 1581 Visions of El Dorado (3)
SPW 1790 Introduction to Queer Latina(o) Literature (3)

Cluster B - Humanities/Fine Arts
ARH 1050 History of Art, Ancient-1400 (3)
ARH 1051 History of Art, 1400-Present (3)
FIL 1000 Introduction to Understanding Film (3)
HUM 1020 Introduction to Humanities (3)
HUM 2250 Humanities in the 20th Century (3)
HUM 2511 Humanities: Art and Music (3)
MUH 2011 Music Appreciation (3)
PGY 1000 History of Photography (3)

Cluster C - Philosophy
PHI 2010 Introduction to Philosophy (3)
PHI 2600 Introduction to Ethics (3)
PHM 2300 Political Philosophy (3)

Cluster D - Religion REL 2000 Introduction to Religion (3) REL 2202 Women in the Bible (3) REL 2210 Old Testament Survey (3) REL 2240 New Testament Survey (3) REL 2300 World Religion (3)

Cluster E - Creative Writing
CRW 1001 Creative Writing I (3)
CRW 1002 Creative Writing II (3)
CRW 1300 Beginning Poetry Writing (3)
CRW 2100 Beginning Fiction Writing (3)
CRW 2302 Intermediate Poetry Writing (3)

Area II: Mathematics (6 credits required)
A grade of "C" or higher is required in order to satisfy Gordon Rule requirements.
MAC 1105 College Algebra (3)
MAC 1114 Trigonometry (3)
MAC 2311 Calculus and Analytic Geometry I (4)
MAC 2312 Calculus and Analytic Geometry II (4)
MAC 2313 Calculus and Analytic Geometry III (4)
MGF 1106 Math for Liberal Arts I (3)
STA 2023 Introduction to Probability and Statistics (3)

Area III: Natural Science (6 credits required)
Choose one course from each cluster.

Cluster A - Biological Sciences
BSC 1005 Survey of Biological Science (3)
BSC 1010 Principles of Biology I (3)
BSC 1010L Principles of Biology I Lab (1)
BSC 1011 Principles of Biology II (3)
BSC 1011L Principles of Biology II Lab (1)
BSC 1020 Human Body (3)
BSC 1085 Anatomy & Physiology I (3)
BSC 1085L Anatomy & Physiology I Lab (1)
BSC 1086 Anatomy and Physiology II (3)
BSC 1086L Anatomy and Physiology II Lab (1)
BSC 2420 Genetic Engineering and Cloning (3)
MCB 2010 Microbiology (3)
MCB 2010L Microbiology Lab (1)
OCB 1000 Introduction to Marine Biology (3)
OCB 1130C Restoration of Marine Habitats (3)
OCB 2260C Monitoring and Assessment of Coral Reef Habitats (3)
PCB 2030 Environmental Biology (3)
PSB 2000 Brain and Mind (3)

Cluster B - Physical Sciences
AST 1002 Astronomy (3)
AST 2004 Stardust, Constellations and Einstein's TOE (3)
CHM 1045 General Chemistry I (3)
CHM 1045L General Chemistry I Lab (1)
CHM 1046 General Chemistry II (3)
CHM 1046L General Chemistry II Lab (1)
CHM 2210 Organic Chemistry I (3)
CHM 2210L Organic Chemistry I Lab (1)
CHM 2211 Organic Chemistry II (3)
CHM 2211L Organic Chemistry II Lab (1)
GLY 1000 Physical Geology (3)
MET 1010 Introduction to Meteorology (3)
OCE 1001 Introduction to Oceanography (3)
PHY 1053C General Physics I (4)
PHY 1054C General Physics II (4)
PHY 2048C Engineering Physics I (5)
PHY 2049C Engineering Physics II (5)
PSC 1341 Physical Science (3)
PSC 1515 Environmental Physical Science (3)

Area IV: Social/Behavioral Sciences (6 credits required)
Choose courses from two different clusters.

Cluster A - History

AMH 2010 History of United States to 1876 (3)
AMH 2020 History of United States 1876-1945 (3)
AMH 2030 Contemporary US History (3)
AMH 2090 Survey of American Women (3)
AMH 2091 Survey of African American History (3)

AMH 2097 Nationality, Race, and Ethnicity in the United States (3)
EUH 2032 European History: The Holocaust (3)
HIS 2071 Oral and Community History (3)
LAH 2020 Latin American Republics (3)
WOH 1012 World History I (3)
WOH 1022 World History II (3)

Cluster B - Anthropology/Sociology
ANT 1100 Introduction to Archaeology (3)
ANT 1159 Survey of Florida Pre-History (3)
ANT 1410 Introduction to Cultural Anthropology (3)
ANT 1511 Introduction to Physical Anthropology (3)
ANT 2310 Native American Cultures (3)
EDG 1301 Teaching Environmental Design (3)
EDG 2701 Teaching Diverse Populations (3)
SYG 1000 Introduction to Sociology (3)
SYG 2230 Race, Gender and Class (3)
SYG 2324 Drugs and Society (3)
SYG 2340 Human Sexuality (3)
SYG 2361 Dying, Death and Bereavement (3)
SYG 2430 Marriage and the Family (3)

Cluster C - Economics
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)

Cluster D - Western Civilization
EUH 1000 Western Civilization I (3)
EUH 1001 Western Civilization II (3)
Cluster E - Geography GEA 1000 World Geography (3)
GEA1210 Geography of US & Canada (3)

Cluster F - Political Science
INR 2001 Introduction to International Relations (3)
INR 2015 Introduction to International Studies (3)
POS 1001 Introduction to Political Science (3)
POS 1041 National Government (3)
POS 1112 State and Local Government (3)
POS 2621 Civil Rights and Liberties (3)

Cluster G - Psychology
DEP 2004 Human Growth and Development (3)
PSY 2012 General Psychology (3)
SOP 2002 Social Psychology (3)

Area V: Computer Literacy (3 credits required)
CGS 1000C Introduction to Computer Science (3)
CGS 1010 Computer Applications in Education (3)
CGS 1100 Introduction to Computer Applications (3)
COP 1220C C Programming (3) COP 1332 Visual Basic (4)
COP 2221 Intermediate Programming in C (3)

COP 2334C Object Oriented Programming in C++ (3)
COT 2002 Foundations of Computer Science (4)
EME 2040C Technology in Education (3)
LIS 1005 Electronic Access to Information (2)
LIS 2004 Introduction to Internet Research (1)

Area VI: Oral Communication (3 credits required)
SPC 1608 Introduction to Speech Communication (3)

Area VII: Electives (24 credits required)
This requirement may be met by selecting courses listed in the course description section of catalog. Do not choose courses that are not ordinarily counted in the AA degree. It is recommended that students select electives appropriate to their intended major.

Associate in Science Degrees (A.S.)

Computer Programming and Analysis

According to labor statistics, the top five fastest growing occupations are computer-related. This program is designed to develop competent information processing technicians seeking careers as computer programmers, systems analysts and related careers. Both technical and non-technical subjects are offered to broaden the individual's perspective and horizons in the field of computer science.

General Education Requirements (18 credits required)
ENC 1101 English Composition I (3)
MAC 1105 College Algebra (3)
SPC 1608 Introduction to Speech Communication (3)
STA 2023 Introduction to Probability and Statistics 1 (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)
ACG 2021 Financial Accounting (3)
BUL 2241 Business Law 1 (3)
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)
Any SBM or MAN (3)

Core Requirements (24 credits)
CDA 1500 Data Communications (1)
CGS 1000C Introduction to Computer Science (3)
CIS 2321C System Analysis and design (3)
COP 1220C C Programming (3)
COP 2221 Intermediate Programming in C (4)
COP 2800 Introduction to Java Programming (3)
OR
COP 2805 Advanced Java Programming (3)
COT 2002 Foundations Of Computer Science (4)
CTS ---- Microcomputer Software (3)

Electives/ Required (12 credits)
ACG 2071 Managerial Accounting (3)
CDA 1522 Local Area Networking (3)
CGS 1550 Introduction to the World Wide Web (3)
CGS 1555 Introduction to the Internet (3)
CGS 2820 Web Authoring – HTML (3)
CIS 1940 Special Topics in Computer & Information Science (3)
COP 1170C BASIC Programming (3)
COP 1210C Pascal Programming (3)
COP 1332 Visual BASIC (4)
COP 2120C COBOL I (3)
COP 2121C COBOL II (3)
COP 2334 Object Oriented in C++ (3)
COP 2800 Intro. to Java Programming (3)
COP 2805 Advanced Java Programming (3)
Any GRA 1100-2144 (3)
Free elective (3)

Total Credits Required: 63

Computer Information Technology

This program is designed to prepare students for a job as an information technologist. The exponential growth in informational technology has impacted the business world profoundly. The classification of information as a major asset in the business world has become a universal practice. Organizations are constantly seeking qualified students with an information system major. The completion of the degree will lead to an entry-level position as a networking specialist, database developer, website designer, or junior system analyst. To earn the degree, the student must finish 63 credits. There are 15 credits general educational requirements and 48 credits core requirements.

General Education Requirements (15 credits)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)

Any course from Humanities/Fine Arts (Area I, Section B) (ARH 1050 or ARH 1051 Recommended) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (48 Credits)
CDA 1522 Local Area Networking (3)
CGS 1000C Introduction to Computer Science (3)
CGS 1100 Introduction to Computer Applications (3)
CGS 1550 Introduction to the World Wide Web (3)
CGS 1810 Microcomputer Help Desk 1 (4)
CGS 2540 Introduction to Database Management (3)
CGS 2820 Web Authoring-HTML (3)
CIS 1940 Special Topics in Computer Information Systems (3)
CIS 2321C Systems Analysis and Design (3)
Any COP course (3)
CTS 1261C MicroSoft Excel (3)
CTS 2101 MicroSoft Windows (3)
Free Elective (3)

Select 8 credits from the following:
ACG BUL CGS CIS COP COT ECO GRA LIS MAC MAN MAT

Total Credits Required: 63

Diving Business and Technology

Completion of this degree will prepare students to develop, operate, and manage diving businesses such as diving operations, retail sales and rentals, equipment repair, and scuba instruction. Graduates also will be qualified to work as dive technicians for research programs, underwater inspection and maintenance, and the operation and maintenance of diving facilities and hyperbaric chambers. A variety of certifications are available through agencies such as DAN, IANTD, NAUI and PADI.

General Education Requirements (15 credits)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (SYG 1000 Recommended) (3)

Core Requirements (47 credits required)
Required (41 Hours)
CTS 2750C Microsoft Works (3)
EMS 2081C Scuba Rescue and Emergency Medicine (3)
EOC 2711 Diving Technology (4)
EOC 2713C Nitrox and Computer Diving (3)
EOC 2714C Recompression Chamber Operations (2)
GEB 1011 Introduction to Business (3)
MKA 2621 The Business of Diving (3)
MTE 1052 2 & 4-Cycle Outboard Engine Theory (3)
MTE 1730 Scuba Equipment, Maintenance & Repair (2)
MTE 1811 Basic Seamanship (3)
OCB 1000 Introduction to Marine Biology (3)
PEN 2137C Advanced Scuba Diving (3)
PEQ 1137C Divemaster (3)
PGY 1245C Underwater Photography (3)

Choose 6 credits from the following courses:
EMS 1344 Aquatic 1st Aid/CPR/O2 (1)
EMS 2345 Diving Medical Technician (3)
EOC 1720 Nitrox in the Working Divers Environment (1)
EOC 1721 Chamber Operations in the Work Diving Environment (1)
EOC 2710 Public Safety Diving (5)
EOC 2712 Introduction to Surface Air Supplied Diving (3)
EOC 2715 Diving Safety (1)
EOC 2716 Diving Safety Refresher (4)
EOC 2717 Diving Safety Inspector (3)
EOC 2719 Surface Air Supplied Work Diving Techniques (4)
ISC 1142C Science of Underwater Performance (3)
ISC 2132 Basic Research Diving (4)
MTE 2732C Advanced Diving Equipment Maintenance and Repair (4)
PEN 1136C Scuba Diving (2)
PEQ 1136C Scuba Instructor Training (4)
PEQ 2132C Scuba Instructor Crossover (3)
PGY 2247C Advanced Underwater Photography (4)

Total Credits Required: 62

Early Childhood Education

This degree is designed for students who plan to work in an Early Childhood center, become a Childcare Center Director, or work in the field of Early Intervention

General Education Requirements (18 credits)
ENC 1101 English Composition (3)
Choose one of the following math courses:
MAC 1105 College Algebra (3)
MAC 1114 Trigonometry (3)
MAC 2311 Calculus and Analytical Geometry I (4)
MAC 2312 Calculus and Analytical Geometry II (4)
MAC 2313 Calculus and Analytical Geometry III (4)
MGF 1106 Math for Liberal Arts I (3)
STA 2023 Introduction to Probabilities & Statistics I (3)

SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Natural Science (Area III) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Degree Requirements (33 Credits)
CHD 1220 Introduction to Child Development (3)
CHD 1320 Curriculum Planning for Early Childhood (3)
CHD 1331 Creative Experiences for Young Children (3)
CHD 1334 Children's Literature and Language Arts (3)
CHD 1338 Math and Science for the Young Child (3)
CHD 1940 Observation and Evaluation (3)
CHD 2441 Advanced Practicum (3)
EEC 1000 Foundations in Early Childhood Education (3)
EEC 1603 Positive Child Guidance (3)
EEX 2013 Special Needs in Early Childhood Education (3)
HUN 1410 Health, Safety, and Nutrition for the Young Child (3)

Professional Core Electives (12 Credits, Choose Four Courses)
CGS 1100 Introduction to Computer Applications (3)
CHD 1120 Infant and Toddler Development (3)
DEP 2002 Child Development (3)
EDF 2005 Introduction to Education (3)
EDG 2701 Teaching Diverse Populations (3)
EEC 1003 Introduction to School Age Care (3)
EEC 2002 Operation of an Early Childhood Facility (3)
EME 2040C Technology in Education (3)

Total Credits Required: 63

Marine Engineering

This program is designed to prepare individuals as technicians capable of troubleshooting and servicing all makes and models of marine engines and equipment. Students will learn skills in maintaining and repairing mechanical, electrical, hydraulic and pneumatic systems used in pleasure and commercial craft. All phases of marine servicing instruction follow manufacturer and industry standards. Prepare for expanding job opportunities in a Marine Advanced Technology Education (MATE) Center. Florida Keys Community College is an **Institution Member, American Welding Society**.

General Education Requirements (15 credits)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (42 credits)
CGS 1000C Introduction to Computer Science (3)
CTS 2750C Microsoft Works (3)
GEB 1011 Introduction to Business (3)
MTE 1001C Marine Diesel Engine Overhaul (3)
MTE 1053C 2 & 4-Cycle Outboard Repair & Maintenance (3)
MTE 1183C Marine Engine Installation & Repowering Procedures (3)
MTE 1301 Fiberglass Theory (3)
MTE 1400C Applied Marine Electricity (3)
MTE 1651C Gas & Electric Welding (3)
MTE 1811 Basic Seamanship (3)
MTE 2062 Marine Corrosion and Corrosion Prevention (2)
MTE 2234C Marine Gearcase, Outdrives & Transmission Systems (4)
MTE 2541C Marine Auxiliary Equipment Servicing (3)
OCB 1000 Introduction to Marine Biology (3)

Areas of Specialization/Choose one:

Gasoline Engines (9 credits)
MTE 1166C Marine Ignition & Fuel Systems (3)
MTE 2054C Marine 4-Cycle Stern Drive Inboard Engines (3)
MTE 2072C Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines (9 Credits)
MTE 1056C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C Diesel Fuel Injection Systems (3)

Fiberglass (9 Credits)
MTE 1300C Introduction to Fiberglass Boat Manufacturing. (5)
MTE 1302 Advance Fiberglass Boat & Accessory Construction (4)

Total Credits Required: 66

Marine Environmental Technology

This degree is designed to prepare students with the skills necessary to work in most marine research laboratory facilities which focus on pollution investigation, ecotourism, environmental mitigation, water quality management and mariculture (farming the sea). A steering committee comprised of employers in marine related industries and governmental agencies make sure that FKCC students learn the skills necessary to meet the environmental demands of the 21st Century. Students in this program will have the opportunity to study the marine sciences in a unique classroom setting: the Florida Keys, which is home to one of the world's most fascinating marine resources, the living Coral Reef.

General Education Requirements (15 credits)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (45 credits)
BSC 1010 Principles of Biology I (3)
BSC 1010L Principles of Biology I Lab (1)
BUL 2241 Business Law I (3)
CTS 2750C Microsoft Works (3)
ISC 2132 Basic Research Diving (4)
MCB 2010 Microbiology (3)
AND
MCB 2010L Microbiology Lab (1)
OR
OCB 2721C Survey of Mariculture (4)
MTE 1052C 2- & 4-Cycle Outboard Engine Theory (3)
MTE 1811 Basic Seamanship (2)
OCB 1000 Introduction to Marine Biology (3)
OCB 2102C Marine Data Collection (4)
OCE 1001 Intro to Oceanography (3)
PCB 2030 Environmental Biology (3)
PEN 2137C Advanced Scuba Diving (3)
PGY 1245C Underwater Photography (3)
SBM 1--- Any two Small Business Management Courses (2)

Total Credits Required: 60

Nursing (RN)

Approved by the Florida State Board of Nursing, this program is designed to prepare men and women to function with intellectual and technical competence as registered nurses. The instructional staff is dedicated to helping students to achieve individual academic success and enter the field of nursing as competent clinicians. The Associate in Science Degree in Nursing is awarded upon completion of the twenty-two month generic RN program. The graduate then becomes eligible to take the NCLEX-RN for licensure to practice as a Registered Nurse.

Admission
The A.S. in Nursing is a limited access program and has Selective Admission Requirements. The exact deadlines are determined each year. LPN's may challenge the first semester of nursing course work and enter the RN program in January if space is available.

Course Failure and Readmission
Nursing students must have a grade of "C" or higher in all required courses. If a student fails the Nursing Program, the student may be readmitted to the program one time upon meeting the terms of re-admission and the recommendation of the Director of Health Professions, pending vacancies in the program. The terms of readmission will be determined on a case-by-case basis.

The Director of Health Professions reserves the right to recommend student withdrawal from the Nursing Program.

General Education Requirements (27 credits)
BSC 1085 Anatomy & Physiology I (3)
BSC 1085L Anatomy & Physiology I Lab (1)
BSC 1086 Anatomy & Physiology II (3)
BSC 1086L Anatomy & Physiology II Lab (1)
DEP 2004 Human Growth and Development (3)
ENC 1101 English Composition I (3)
MCB 2010 Microbiology (3)
MCB 2010L Microbiology Lab (1)
PSY 2012 General Psychology (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (PHI 2600 Introduction to Ethics Recommended) (3)

Core Requirements (45 credits)
NUR 1020C Nursing Fundamentals (7)
NUR 1142 Pharmacology in Nursing (2)
NUR 1192 Nursing Nutrition (2)
NUR 1211C Clinical Nursing I (8)
NUR 1520C Nursing in Mental Health (6)
NUR 2213C Clinical Nursing II (8)
NUR 2462C Maternal Child Health (8)
NUR 2811L Clinical Nursing III (2)
NUR 2820 Nursing Seminar (2)

Total Credits Required: 72

Associate in Applied Science Degrees (A.A.S.)

Business Administration

This is the largest career opportunity sector in the nation. New jobs continue to open in management, marketing, personal selling, accounting, and financial management services. Salaries are expected to remain above average in all positions. This is a golden age for new venture formation: more small businesses are being created now than at any other time in history. Students who can master management judgment, initiative, critical reasoning skills and communications ability will be in demand throughout their working lives. This program teaches the student to work in management in virtually ANY organization, whether in the private, public, or service sectors. Students electing a financial management focus prepare for a career in banking, loan services, and investment services. Students electing an accounting focus learn to manage the books of any organization, and begin studies that can eventually lead to a career as a Certified Public Accountant. The Small Business Management focus gives students the unique skills critical to entrepreneurial success.

General Education Requirements (15 credits)
ENC 1101 English Composition I (3)
MGF 1106 Mathematics for Liberal Arts I (3)
OR
MAC 1105 College Algebra (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)
Core Requirements (24 credits) ACG 2021 Financial Accounting (3)
BUL 2241 Business Law I (3)
CTS ---- Microcomputer Software (3)
ECO 2013 Macroeconomics (3)
FIN 1001 Principles of Finance (3)
GEB 1011 Introduction to Business (3)
MAR 2011 Principles of Marketing (3)
PHI 1103 Critical Thinking (3)
OR
STA 2023 Introduction to Probability & Statistics I (3)

Electives (6 credits)

Select One of the Four Areas of Focus Below:

General Business Focus (19 credits)
BUL 2242 Business Law 2 (3)
ECO 2023 Microeconomics (3)
MAN 2021 Management Concepts (3)
Electives ACG BUL CGS COP CTS MKA REE SBM (10)

Financial Management Focus (19 credits)
ACG 2071 Managerial Accounting (3)
BUL 2242 Business Law 2 (3)
CTS 1261C Microsoft Excel (3)
ECO 2023 Microeconomics (3)
MAN 2021 Management Concepts (3)

Electives CGS COP CTS MKA REE SBM (4)

Small Business Management Focus (19 credits)
SBM 2000 Small Business Management (3)
Electives ACG BUL CGS COP CTS MKA REE (3)
SBM Electives from SBM one-credit courses (13)

Accounting Focus (19 credits)
ACG 2071 Managerial Accounting (3)
BUL 2242 Business Law 2 (3)
SBM 1111 Recordkeeping in Small Business (1)
Electives BAN ECO FIN MAN MKA SBM (12)

Total Credits Required: 64

Criminal Justice Technology (Law Enforcement Track)

For more than 20 years, FKCC has provided police and correctional officers with training and certification needed for employment. The Basic Law Enforcement Academy is offered through FKCC's Institute of Criminal Justice, which is housed at the Public Safety Building. Completion of the Basic Law Enforcement Academy earns students 34 credits which they can apply towards the A.A.S. degree. Students must apply through the Institute of Criminal Justice and meet all program requirements. Permission from the Director of FKCC's Institute of Criminal Justice is required for program admission. Students must successfully complete the Basic Law Enforcement Academy, meet requirements to receive a certificate, and successfully pass the State Law Enforcement Certification Examination before credit hours can be earned. Credit will only be given to applicants who have taken and passed the State Certification Exam in 1993 or later.

General Education Requirements (15 credits)
ENC 1101 English Composition I (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Mathematics for Liberal Arts I (3)
OR
STA 2023 Introduction to Probability and Statistics I (3)
PSY 2012 General Psychology (3)
SPC 1608 Introduction to Speech Communications (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)

Part A - Core Requirements (15 credits)
CCJ 1020 Introduction to the Criminal Justice System (3)
CGS 1000C Introduction to Computer Science (3)
ENC 1102 English Composition II (3)
SYG 1000 Introduction to Sociology (3)
Any course from Natural Science (Area III, Part B) (3)

Part B - Basic Law Enforcement Academy Program Requirements (equivalent to 34 credits)

Total Credits Required: 64

Criminal Justice Technology Corrections Track

For more than 20 years, FKCC has provided police and correctional officers with training and certification needed for employment. The Corrections Basic Academy is offered through FKCC's Institute of Criminal Justice, which is housed at the Public Safety Building. Completion of the Corrections Basic Academy earns students 28 credits which they can apply towards the A.A.S. degree. Students must apply through the Institute of Criminal Justice and meet all program requirements. Permission from the Director of FKCC's Institute of Criminal Justice is required for program admission. Students must successfully complete the Corrections Basic Academy, meet requirements to receive a certificate, and successfully pass the State Corrections Certification Examination before credit hours can be earned. Credit will only be given to applicants who have taken and passed the State Certification Exam in 1993 or later.

General Education Requirements (15 credits)
ENC 1101 English Composition I (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Mathematics for Liberal Arts I (3)
OR
STA 2023 Introduction to Probability and Statistics I (3)
PSY 2012 General Psychology (3)
SPC 1608 Introduction to Speech Communications (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)

Part A - Core Requirements (21 credits)
CCJ 1020 Introduction to the Criminal Justice System (3)
CGS 1000C Introduction to Computer Science (3)
CJT 2100 Criminal Investigations (3)
ENC 1102 English Composition II (3)
SYG 1000 Introduction to Sociology (3)
Any course from Social/Behavioral Science (Area IV) (3)
Any course from Natural Science (Area III) (3)

Part B Corrections Basic Academy Program Requirements (equivalent to 28 credits)

Total credits required: 65

Vocational Certificates

Addictions Studies

These courses are designed for those who are interested in attaining certification from the Florida Certification Board to be Addictions Counselors or for those who have an interest in the addictions or mental health fields. There are no prerequisites for the courses. They are open to anyone, whether or not they wish to seek certification. These courses provide the necessary education hours to apply for the FCB exam to become a Certified Addictions Professional (CAP) or a Certified Associate Addictions Professional (CAAP). Hours are divided into counseling and addictions hours. Florida Keys Community College will award certificates of completion to those students who complete 30-credit hours in the program. For those seeking certification, the HIV and Ethics courses are required. The FCB written certification exam may be taken after completion of education hours and one year experience in the mental health or addictions field. Volunteer work may be

counted. Students may select specific courses of interest to meet the required education hours for the FCB. Please note that the college does not give the state exam or the certification. Both are given by the Florida Certification Board.

Prerequisite Courses for Those Seeking FCB Certification (6 credits required)
HUS 1400 Introduction to Chemical Dependency (2)
HUS 1480 HIV and the Substance Abuser (1)
 HUS 1500 Ethics for Addictions Counselors (3)

Career Pathway Courses (33 credits required)
HUS 1007 Introduction to Certified Addictions Professional Process (1)
HUS 1337 Overview of Client Screening, Intake, Diagnostic Assessment and Orientation (1)
HUS 1348 Overview of the Criminal Justice Approach to Chemical Dependency (1)
HUS 1400 Introduction to Chemical Dependency (2)
HUS 1415 Case Management in Human Services (3)
HUS 1421 Assessment and Treatment Planning in Addictions (2)
HUS 1422 Communication Skills Using Therapeutic Communication in Chemical Dependency (1)
HUS 1423 Group Counseling in Substance Abuse (2)
HUS 1424 Counseling the Chemically Dependent I (2)
HUS 1426 Counseling the Chemically Dependent II (2)
HUS 1443 Family Counseling in Addictions (1)
HUS 1444 Co-dependency (1)
HUS 1450 Dual Diagnosis - Substance Abuse and Other Mental Disorders (1)
HUS 1470 Addictions Counseling and the Law (1)
HUS 1480 HIV and the Substance Abuser (1)
HUS 1481 Multicultural Counseling in Addictions Counseling (1)
HUS 1681 Pharmacology of Drugs of Abuse (2)
HUS 2019 Stress Management (2)
HUS 2303 Counseling Theory (3)
HUS 2320 Introduction to Crisis Intervention (3)
HUS 2460 Relapse Prevention (1)
HUS 2482 Issues of Intimacy/Sexuality in Addictions Counseling (1)
HUS 2930 Course Review and Exam Preparation (1)

Total Credits Required: 39

Small Business Management
This program is designed to provide individuals with the skills and knowledge necessary to start, operate, maintain, and improve their own firm. Entrepreneurs face unique challenges; some 70% see their ventures fail by the third year. This program, therefore, trains participants to be expert generalists, competitive, creative, and flexible enough to succeed in a volatile market. The schedule and duration of this certificate program are tailored to the demands of business employees and owners. Participants are expected to apply small business techniques in both hypothetical and real operations. Certificate courses can be applied to the AAS Business Administration degree program.

Core Requirements (12 credits required)
SBM 1001 Franchising (1)
SBM 1101 Organization of the Small Business (1)
SBM 1102 Time Management for Entrepreneurs (1)

SBM 1103 Buying and Selling the Small Business (1)
SBM 1110 Books and Records Management in the Small Business (1)
SBM 1121 Financing the Small Business (1)
SBM 1122 Pricing and Income in the Small Business (1)
SBM 1123 Cost Control in the Small Business (1)
SBM 1131 Insurance Needs and Risk Management in Small Business (1)
SBM 1132 Taxing the Small Business (1)
SBM 1141 Working With the Public (1)
SBM 1142 Advertising, Marketing and Promotion in the Small Business (1)
SBM 1143 Effective Selling in Small Business (1)
SBM 1151 Human Relations and Hiring Practices (1)
SBM 1161 Regulations and Legal Problems in Small Business (1)
SBM 1171 Computers for the Small Business (1)

Electives (18 credits required)
ACG 2021 Financial Accounting (3)
BUL 2241 Business Law I (3)
BUL 2242 Business Law II (3)
CGS 1000C Introduction to Computer Science (3)
CTS ---- Microcomputer Software (3)
FIN 1000 Principles of Finance (3)
GEB 1011 Introduction to Business (3)
HUM 1020 Introduction to Humanities (3)
MAR 2011 Principles of Marketing (3)
MKA 1021 Salesmanship (3)
SBM 2000 Small Business Management (3)
STA 2023 Introduction to Probability & Statistics I (3)

XXX 2949 Cooperative Education (3)

Total Credits Required: 30

Educator Preparation Institute (EPI)

This alternative certification for teacher preparation is an intensive 21-credit competency-based program. It is designed for individuals with a bachelor's degree (non-education major). The program will give students the knowledge and tools to become a certified Florida Teacher. Students are required to demonstrate mastery of the Florida Educator Accomplished Practices (FEAPs), create an online E-Portfolio through Live Text, inc. and exhibit the disposition to be an effective teacher. The program adheres to rigorous standards that include a field experience in which EPI students teach their subject in a K - 12 classroom.

Module1-The Instructional Process
EPI 001 Classroom Management (3)
EPI 002 Instructional Strategies (3)
EPI 003 Technology (3)
EPI 004 Teaching and Learning Process (3)

Module 2-Reading Fundamentals
EPI 0010 Foundations of Research-Based Practices in Reading (3)

Module 3- The Teaching Profession

EPI 0020 Professional Foundations (2)
EPI 0940 Field Experience (1)
Module 4-Diversity in the Classroom EPI 0030 Diversity (2)
EPI 0945 Field Experience (1)

Total Credits Required: 21

Marine Engineering (Marine Propulsion)

This program is designed for those students who want training in marine gasoline and diesel engines without immediately pursuing the Associate in Science degree. The certificate is issued by the Marine Engineering Department and attests to the completion of the courses outlined below. These courses may also apply to the A.S. degree in Marine Engineering if a student later decides on that option. Program duration is one (1) calendar year.

Gasoline Engines (9 credits required)
MTE 1053C 2 & 4-Cycle Outboard Engine Repair & Maintenance (3)
MTE 1166C Marine Ignition and Fuel Systems (3)
MTE 2072C Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines (12 credits required)
MTE 1001C Marine Diesel Engine Overhaul (3)
MTE 1056C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C Diesel Fuel Injection Systems (3)

Program Core (Choose 4)
MTE 1183C Marine Engine Installation and Repowering Procedures (3)
MTE 1400C Applied Marine Electricity (3)
MTE 1651C Gas & Electric Welding (3)
MTE 2054C Marine 4-Cycle Stern Drive Inboard Engines (3)
MTE 2062 Marine Corrosion and Corrosion Prevention (2)
MTE 2234C Marine Gearcase, Outdrives and Transmission System (4)

Total Credits Required: 32/34

Optional Factory Certifications:

Bombardier/Evinrude Marine:

Evinrude E-Tec Outboards
Evinrude E-Tech V Models

Mercury Marine:

Propeller 1
Corrosion 1
Hydraulics
Smart Craft 1
Fuels and Lubes
Fuel II
Electrical II
Navigating DDT
Outboard Rigging
Mercruiser EFI System

State of Florida :

Safe Boating
Livery Certification

Other Optional Certifications:

USCG Captains License
American Welding Society, Welding Certifications
FKCC Welding Certification

Advanced Technical Diploma

First Responder / Emergency Medical Technician (EMT)

This program is designed for persons involved in emergency care of the sick and injured. EMT program participants have included firefighters, law enforcement officers, volunteer rescue personnel, lifeguards and those wishing to enter the EMS profession at hospitals and other health care agencies. Graduates may find employment in agencies such as city/county EMS systems, private ambulance services, hospitals, clinics, physician/doctor offices, laboratories, dialysis centers, paid and/or volunteer fire departments, air ambulance services, home health care agencies and hyperbaric chambers.

FIRST SEMESTER – TERM I (Aug. – Dec.)
EMS 1059C First Responder for Medical Professional (4)
EMS 1059C *may be substituted with another 4-credit college course if the EMS program coordinator waives this requirement.*

SECOND SEMESTER – TERM II (Jan. – May)
EMS 1159C Emergency Medical Technician (11)

Total Credits Required: 15

Post Secondary Adult Vocational Training

Criminal Justice Technology Basic Law Enforcement (BLE) Academy

Law Enforcement Officer Basic Recruit Training (Basic Law Enforcement Academy/ Minimum Standards)

This program is the 770 hour Florida Law Enforcement Basic Recruit Training Course and meets the training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of these courses is required to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:

1. Compliance with the statutory requirements for law enforcement officers as set forth in Florida Statutes, Chapter 943 (943.13).

2. Sponsorship by a Florida Law Enforcement Agency OR

3. Successful completion of the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.

4. Pass criminal history background check (fingerprints).

5. Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses offered:
CJK 0007 Introduction to Law Enforcement (11 hr.)
CJK 0008 Legal (69 hr.)
CJK 0011 Human Issues (40 hr.)
CJK 0017 Communications (76 hr.)
CJK 0020 CMS Law Enforcement Vehicle Operations (48 hr.)
CJK 0031 CMS 1st aid for Criminal Justice Officers (40 hr.)
CJK 0040 CMS Criminal Justice Firearms (80 hr.)
CJK 0051 CMS Criminal Justice Defense Tactics (80 hr.)
CJK 0061 Patrol I (58 hr.) CJK 0062 Patrol II (40 hr.)
CJK 0071 Criminal Investigations (56 hr.)
CJK 0076 Crime Scene Investigations (24 hr.)
CJK 0081 Traffic Stops (48 hr.)
CJK 0086 Traffic Crash Investigations (32 hr.)
CJK 0096 Criminal Justice Officer Physical Fitness Training (60 hr.)
CJK 0422 Dart Firing Stun Gun (8 hr.)

TOTAL: 770 Hours

Criminal Justice Technology Correctional Basic Recruit Training Academy

Correctional Officer Basic Recruit Training (Minimum Standards) This is the 552-hour Corrections Academy and meets the basic training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required to take the State Corrections Officer Certification Examination.

Entrance Requirements:

1. Compliance with the statutory requirements for correctional officers as set forth in Florida Statutes, Chapter 943 (943.13).

2. Sponsorship by a Florida correctional facility OR

3. Successful completion of the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.

4. Pass criminal history background check (fingerprints).

5. Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses Offered:
CJD 0741 Emergency Preparedness (26 hr.)
CJD 0750 Interpersonal Skills 2 (50 hr.)
CJD 0752 Correctional Operations (64 hr.)
CJD 0770 Criminal Justice Legal 1 (46 hr.)
CJD 0771 Criminal Justice Legal 2 (22 hr.)
CJD 0772 Criminal Justice Communications (42 hr.)
CJD 0773 Interpersonal Skills I (62 hr.)
CJK 0031 CMS 1st Aid for Criminal Justice Officers (40 hr.)
CJK 0040 CMS Criminal Justice Firearms (80 hr.)
CJK 0051 CMS Criminal Justice Defensive Tactics (80 hr.)
CJK 0095 CMS Criminal Justice Special Topics (20 hr.)
CJK 0280 Criminal Justice Officer Physical Fitness Training (40 hr.)

TOTAL : 552 Hours

Criminal Justice Technology Crossover Correctional to Law Enforcement Academy

This program is the 457-hour Crossover Corrections to Law Enforcement Academy and meets the basic minimum requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required for Certified Corrections Officers to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:

1. Florida Department of Law Enforcement Certified Corrections Officer OR

2. Successful completion of a Basic Corrections Academy and passed the State Officer Certification Examination within four years for the discipline the officer is moving from.

3. Sponsorship by a Florida Law Enforcement Agency or correctional facility OR

4. Successfully complete the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.

5. If not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (finger prints).

6. Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses Offered: (Effective April 1, 2008)
CJK 0020 CMS Law Enforcement Vehicle Operations (48 hrs.)
CJK 0061 Patrol I (58 hrs.) CJK 0062 Patrol II (40 hrs.)
CJK 0071 Criminal Investigations (56 hrs.)
CJK 0076 Crime Scene Investigations (24 hrs.)
CJK 0081 Traffic Stops (48 hrs.)
CJK 0086 Traffic Crash Investigations (32 hrs.)
CJK 0212 Crossover Correctional to Law Enforcement CMS High Liability (8 hrs.)
CJK 0221 Correctional Crossover to Law Enforcement Introduction and Legal (47 hrs.)
CJK 0222 Correctional Crossover to Law Enforcement Communications (56 hrs.)
CJK 0223 Correctional Crossover to Law Enforcement Human Issues (32 hrs.)
CJK 0422 Dart Firing Stungun (8 hrs.)

TOTAL: 457 Hours

Crossover CMS Law Enforcement to Correctional Academy

This is the 199-hour Crossover Law Enforcement to Corrections Academy and meets the basic minimum requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required for Certified Law Enforcement Officers to be eligible take the State Corrections Officer Certification Examination.

Entrance requirements:

1. Certified Florida Law Enforcement Officer

2. Successful completion of a Basic Law Enforcement Academy

3. Sponsorship by a Florida Law Enforcement Agency or correctional facility OR

4. Successfully complete the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.

5. If not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (finger prints).

6. Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses offered: (Effective April 1, 2008)
CJD 0741 Emergency Preparedness (26 hrs.)
CJD 0750 Interpersonal Skills 2 (50 hrs.)
CJD 0752 Correctional Operations (64 hrs.)
CJK 0204 Law Enforcement Crossover to Correctional Introduction (59 hrs.)

TOTAL: 199 Hours

Law Enforcement Auxiliary Officer Academy

This program is the 319 hour Auxiliary Officer training program and meets the training requirements of the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement. This Auxiliary Basic Recruit Training Program trains applicants for employment or appointment by criminal justice agencies to assist or aid full-time or part-time officers.

Entrance requirements:

1. Compliance with the statutory requirements for Auxiliary Law Enforcement Officer as set forth in Florida Statute Chapter 943 (943.13)

2. Sponsorship by a Florida Law Enforcement Agency or

3. Successful completion of the application process and acceptance by Director, Institute of Criminal Justice, Florida Keys Community College

4. Pass a criminal history background check

5. Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses offered: (Effective April 1, 2008)
CJK 0020 CMS Criminal Justice Vehicle Operations (48 hrs.)
CJK 0031 CMS First Aid for Criminal Justice Officers (40 hrs.)
CJK 0040 CMS Criminal Justice Firearms (80 hrs.)
CJK 0051 CMS Criminal Justice Defensive Tactics (80 hrs.)
CJK 0240 Law Enforcement Auxiliary Introduction (27 hrs.)
CJK 0241 Law Enforcement Auxiliary Patrol and Traffic (19 hrs)
CJK 0242 Law Enforcement Auxiliary Investigations (17 hrs.)
CJK 0422 Dart Firing Stun Gun (8 hrs.)

TOTAL: 319 Hours

Specialized Areas

Workforce Development and Continuing Education

The Workforce Development and Continuing Education Office offers a wide range of non-credit classes and seminars designed to help the individual fulfill his or her potential, both personally and professionally. Programs and classes are held throughout Monroe County at three different convenient locations; Coral Shores High School at the Upper Keys Center, Marathon High School at the Middle Keys Center and in Key West on the main campus as well as at business sites. Customized non-credit training programs tailored to meet the specific needs of business, industry and/or government organizations may be held on-site at any

business in Monroe County or any of the FKCC campuses. Classes meet for various lengths of time and are scheduled on both weekdays and weekends, for the convenience of students. A variety of classes are also offered for professional growth to prepare, update or refine participants' employment skills. Registration is available by telephone or walk-in and pre-registration is required as classes may be limited in size. For more information or a schedule of classes please call the Workforce Development and Continuing Education Office at (305) 809-3238.

Virtual Campus/Distance Learning

The term "virtual campus" at FKCC refers to the method of instruction delivered through technologies such as computers, video/DVD, and the Internet. Virtual Campus courses are offered in a manner so the student and the instructor do not have to be in the same place at the same time in order for teaching and learning to occur. Through the use of technology, students can fit classes into their busy home and/or work schedules. Online, hybrid and correspondence courses allow you to participate from your home at a time that is convenient for you.

Types of Virtual Campus Courses:

Online courses can be taken with few or no on-campus visits and use one or many different types of technology for remote delivery of course materials. This may include, but is not limited to, Desire2Learn, the World Wide Web, newsgroups, and listservs.

Blended (or Hybrid) courses are a combination of web-based and face-to-face classroom courses, with the mix of online to on-campus activities determined by the instructor. Blended courses have a definite on-campus meeting schedule, in addition to any online activities.

Video Conference courses are a method of distance learning which is helpful for students who are able to meet at the same time but are unable to meet in the same place. Courses taught via our compressed video network are two-way real-time video and audio, also known as interactive television. Classes and programs taught via video conferencing can be received by and sent from any of our three campuses.

General Course Information

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and by thirty-three participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and

the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization. The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic

titles, is referred to as the "SCNS Taxonomy." Descriptions of the content of the courses are referred to as "course equivalency profiles."

Example of Course Identifier
The table below shows the course identifier construction for SYG 1010 Social Problems

Prefix	Level Code (1st digit)	Century Digit (2nd digit)	Decade Digit (3rd digit)	Unit Digit (4th digit)	Lab Code
SYG	**1**	**0**	**1**	**0**	
Sociology General	Freshman level at this institution	Entry level General Sociology	Survey Course	Social Problems	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.) For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses "SYG _010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems." In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place. Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states: Any student who 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 shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

1. Courses in the X900-X999 series (e.g., ART 2905)

2. Internships, practical, clinical experiences, and study abroad courses

3. Performance or studio courses in Art, Dance, Theater, and Music

4. Skills courses in Criminal Justice

5. Graduate courses

6. Courses not offered by the receiving institution.

7. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course.

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Cheryl Malsheimer (cheryl.malsheimer@fkcc.edu) in the FKCC Office of Enrollment Services or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, FL 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System Office at (850) 245-0427.

Prerequisite Test Score Requirements

PREREQUISITE DEFINITIONS
Florida College Entrance Level Placement Test

Test Code	Test Name		Placement	
CPTR	College Placement Test	*Reading*	83 & above	No Preparatory Course Required
			82 - 61	REA 0003C-Reading II
			60 - 30	REA 0002C-Reading I
			29 & below	See Counselor or Testing Coordinator for more information
CPTL	College Placement Test	*Language Sentences*	83 & above	No Preparatory Course Required
			82 & below	ENC 0020-Communication Skills
CPTA	College Placement Test	*Arithmetic*	57 & above	None or QMB 1001; MTB 1350
			56 & below	MAT 0002-Basic Arithmetic
CPTE	College Placement Test	*Elementary Algebra*	98 & above	MAC 1105; MGF 1106; MAC 1114
			72 - 97	MAT 1033; STA 2023; PHI 2100
			71 & below	MAT 0024

ACT

Test Code	Test Name		Placement	
A03	ACT Verbal	*Reading*	18 & above	No Preparatory Course Required
			17 & below	REA 0002C-Reading I & REA 0003C-Reading II
A01	ACT Verbal	*English*	17 & above	No Preparatory Course Required
			16 & below	ENC 0020-Communication Skills
A02	ACT Math	*Arithmetic*	21 & above	MAC 1105; MGF 1106; MAC 1114
			19 - 20	MAT 1033; STA 2023; PHI 2100
			17 - 18	MAT 0024
			16 & below	MAT 0002

SAT

Test Code	Test Name	Placement	
S01	Reading And English (Verbal Score)	440 & above	No Preparatory Course Required
		439 & below	REA 0002C-Reading I REA 0003C-Reading II & ENC 0020-Communication Skills
S02	Mathematics	480 & above	MAC 1105; MGF 1106; MAC 1114
		479- 440	MAT 1033; STA 2023; PHI 2100
		439 - 400	MAT 0024
		399 & below	MAT 0002

Grade 10 FCAT

Test Code	Test Name	Placement	
	Grade 10 FCAT Reading	Level 4 & 5 (355-500 scale score)	ENC 1101
	Grade 10 FCAT Math	Level 5 (375-500 scale score)	MAC 1105

ACT			
Test Code	**Test Name**	**Placement**	
A03	ACT Verbal *Reading*	18 & above	No Preparatory Course Required
		17 & below	REA 0002C-Reading I & REA 0003C-Reading II
A01	ACT Verbal *English*	17 & above	No Preparatory course Required
		16 & below	ENC0020-Communication Skills
A02	ACT Math *Arithmetic*	21 & above	MAC 1105, MGF 1106; MAC 1114
		19-20	MAT 1033; STA 2023; PHI 2100
		17-18	MAT 0024
		16 & below	MAT 0002

SAT			
Test Code	**Test Name**	**Placement**	
S01	Reading and English *(verbal score)*	440 & above	No Preparatory Course Required
		439 & below	REA 0002C-Reading I REA 0003C-Reading II & ENC 0020-Communication Skills
S02	Mathematics	480 & above	MAC 1105; MGF 1106; MAC 1114
		440-479	MAT 1033; STA 2023; PHI 2100
		400-439	MAT 0024
		399 & below	MAT 0002

Credit Courses

Not all of the courses herein listed are offered every semester, depending on the demand and program needs. Some courses may be offered in a distance learning format. Fees may apply to these courses. Consult the course schedule for current offerings and fees.

The number in parentheses, following the course title, indicates the number of credits for successful complete=ion of the course. The number of hours refers to the number of class hours to be scheduled each week.

Cooperative Education Training Assignments in major areas of study are available to students who qualify. 2949 (Cooperative Education) may be repeated a maxium of two (2) semesters.

Directed Individual Study is available to students in each major discipline. Permission of the instructor and departmentchairman is necessay to enter a DIS courses. The numbers for Directed Individual Study are 1905 and 2905.

Students must obtain instructor's permission to register for a course in which they have not met the prerequisites. This is done at the instructor's discretion and requires the completion of an instructor permission form located in the Enrollment Services Office. Students who have been placed in college preparatory level courses must enroll in the required remedial course work.

Click the link below to view catalog course descriptions in a new browser window. When you are finished searching course descriptions, close the window to return to the catalog website.

Click here for course descriptions…

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.