

**CHAPTER 6A-14
COMMUNITY COLLEGES**

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 6A-14.002 | Definitions |
| 6A-14.0061 | Campus, Center, Special Purpose Center and Instructional Site Designations |
| 6A-14.024 | Composition of Boards of Trustees |
| 6A-14.026 | Employment of a President |
| 6A-14.0261 | General Powers of the President |
| 6A-14.029 | Staff and Program Development |
| 6A-14.030 | Instruction and Awards in Florida College System Institutions |
| 6A-14.0301 | Withdrawal and Forgiveness |
| 6A-14.0302 | Credit for Military Service |
| 6A-14.0303 | General Education Core Course Options |
| 6A-14.031 | Acceleration Mechanisms for Program Completion (Repealed) |
| 6A-14.041 | Personnel Contracts |
| 6A-14.0411 | Employment Contracts for Full-Time Faculty |
| 6A-14.0432 | Military Leave |
| 6A-14.047 | Personnel Records |
| 6A-14.0491 | Instructional Personnel – Availability to Students |
| 6A-14.054 | Student Fees |
| 6A-14.0541 | Student Fee Refunds |
| 6A-14.0542 | Tuition Waiver for Classroom Teachers |
| 6A-14.057 | Student Activities |
| 6A-14.0571 | Religious Observance by Students |
| 6A-14.058 | Athletics |
| 6A-14.060 | Accountability Standards |
| 6A-14.063 | Accreditation (Repealed) |
| 6A-14.064 | College Credit Dual Enrollment |
| 6A-14.065 | Meta-Major Academic Pathways |
| 6A-14.0715 | Transfer of Funds |
| 6A-14.0716 | Community College Budgets |
| 6A-14.072 | Financial Records and Reports |
| 6A-14.0734 | Procurement Requirements |
| 6A-14.075 | Receipt, Deposit, and Withdrawal of Funds |
| 6A-14.076 | FTE Calculation for the Community College Program Fund |
| 6A-14.0764 | Capital Outlay and Debt Service |
| 6A-14.0765 | Investment of Funds |
| 6A-14.077 | Auxiliary Services and Enterprises and Undesignated Gifts |
| 6A-14.0914 | Dr. Philip Benjamin Matching Program for Community Colleges |
| 6A-14.092 | Textbook Affordability |
| 6A-14.095 | Site Determined Baccalaureate Access |
| <u>6A-14.099</u> | <u>Failure of Florida College System Administrator or Law Enforcement Agency to Report Child Abuse, Abandonment or Neglect</u> |

6A-14.002 Definitions.

(1) College personnel or employees means people employed by a community college district board of trustees.

(a) Administrative personnel means employees in positions designated by the board of trustees as administrative according to Community College Management Information System reporting requirements.

(b) Instructional personnel means employees in positions designated by the board of trustees as instructional according to

Community College Management Information System reporting requirements.

(c) Other personnel means employees other than those in paragraphs (1)(a) and (b) herein, and employees of other boards and agencies who have been assigned by their employers to serve the board of trustees.

(2) Commissioner means the Commissioner of Education.

(3) Chancellor means the Chancellor of the Division of Community Colleges.

(4) President means the president of a community college.

(5) College means a public educational institution operated by a community college district board of trustees and defined in Sections 1004.65(1), (3), (6)(a), 1000.04, 1000.21, 1012.01 and 1004.65, F.S.

Rulemaking Authority 1001.02(1), 1001.02(9), 1004.65 FS. Law Implemented 1001.02, 1001.03, 1001.64 FS. History—Formerly 6A-8.02, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 4-27-82, 7-26-84, Formerly 6A-14.02.

6A-14.0061 Campus, Center, Special Purpose Center and Instructional Site Designations.

The Division of Community Colleges shall receive proposals from local boards of trustees to establish campuses, centers, and special purpose centers, and shall recommend for or against the establishment of the requested site to the State Board of Education. The State Board of Education shall approve or disapprove the proposal for a new site. The following shall apply:

(1) A campus is an instructional and administrative unit of a community college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services and of institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) full-time equivalent students and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(2) A center is an instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Rule 6A-2.0010, F.A.C.

(3) A special purpose center is unit of a community college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration, and is in compliance with Rule 6A-2.0010, F.A.C.

(4) An instructional site is an instructional unit of a community college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.

(5) Proposals to establish campuses or centers shall document the following conditions:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) Expanded or new instructional services and support services are necessary to adequately serve the community college district.

(c) Existing campuses have at least three thousand (3,000) full-time equivalent students each, and projected enrollments are stable or increasing, when the proposal is to establish a campus.

(d) Facilities at existing campuses, as identified in the master plan of the community college, are substantially complete.

(e) Enrollment projections in the master plan of the community college are for at least one thousand (1,000) full-time equivalent students for a proposed campus or at least four hundred (400) for a proposed center. A proposed center to provide central administrative services for a community college shall be exempt from this enrollment condition.

(f) The proposed expansion is in conjunction with other educational agencies within the community college district and adjacent to the district.

(g) Alternatives to the proposed expansion were considered by the board of trustees.

(6) Proposals to establish a special purpose center shall document the following:

(a) The proposed expansion is part of and consistent with the master plan of the community college.

(b) The proposed services are necessary to adequately serve the community college district.

(c) Projected enrollments justify expansion.

(d) Projected facility needs justify expansion.

(e) Proposed expansion is in conjunction with the other educational agencies with the community college district.

(f) Alternatives were considered by the board of trustees.

(7) Exceptions to subsections (5) and (6) herein are authorized when justified in the judgment of the State Board of Education due to the nature of the services to be provided, the number and types of students to be served, the population to be served,

transportation problems, the availability of acceptable sites and facilities, urban density, energy conservation, or population shifts. Urban density refers to sites where no additional land is available to expand existing campuses and where the urban build-up limits any campus expansion.

(8) The Division of Community Colleges may use the services of the Office of Educational Facilities and of others to evaluate proposals and develop recommendations.

Rulemaking Authority 1001.02(1), (7)(e), 1013.36 FS. Law Implemented 1013.36, 1013.40 FS. History--New 2-27-84, Formerly 6H-1.40, Amended 6-22-87, Formerly 6H-1.040, Amended 8-18-04.

6A-14.024 Composition of Boards of Trustees.

(1) The number of trustees on community college boards of trustees shall be:

(a) One (1) county district boards – five (5) or seven (7) trustees as decided by the board.

(b) Two (2) county district boards – five (5) trustees from the county of location and four (4) from the cooperating county. However, if the county of location has more than five (5) times the population of the cooperating county as determined by the U.S. Census, there shall be three (3) trustees from the cooperating county.

(c) Three (3) and four (4) county district boards – three (3) trustees from the county of location and two (2) from each cooperating county.

(d) Five (5) county district boards – three (3) trustees from the county of location, two (2) from each of the two (2) more populous cooperating counties, and one (1) from each of the two (2) less populous cooperating counties.

(e) Six (6) county district boards – three (3) trustees from the county of location, two (2) from the most populous cooperating county, and one (1) from each of the remaining counties.

(2) Population shall be determined by the most recent population estimates published by the Legislative Office of Economic and Demographic Research.

(3) Notwithstanding (1), the number of trustees for the boards of trustees of the following community colleges shall be:

(a) South Florida Community College – four trustees from Highlands County, two trustees from Hardee County, and two from DeSoto County.

(b) Gulf Coast Community College – five trustees from Bay County, three trustees from Gulf County, and one trustee from Franklin County.

(c) Edison Community College – three trustees from Lee County, two trustees from Charlotte County, two trustees from Collier County, one trustee from Glades County, and one trustee from Hendry County.

(4) Trustees shall be appointed for terms of four (4) years and may be reappointed. Terms shall expire on May 31 of the year of expiration, or as soon thereafter as the successors shall be qualified to serve. Residential address shall determine a trustee's county of origin.

(5) In the event of a violation of this rule, adjustments shall be made immediately, except that the number of trustees from a county shall not be reduced until terms expire or resignations are tendered.

(6) When changes in board composition are required by law or by this rule the Governor shall stagger the length of terms of the board positions next in line for appointment in such a manner as to provide for future position expiration dates as equal in number as possible in each succeeding year for each county. In such cases, where eight or more trustee positions will exist in any college, then at least two terms will expire each year. Where less than eight trustee positions will exist, then at least one but not more than two trustee positions will expire each year.

(7) Community colleges shall annually report to the Chancellor the composition of their boards of trustees, including the name, residential address (with county), e-mail address, home and business telephone numbers, and end of term.

Rulemaking Authority 1001.02(1), (9), 1001.61(1) FS. Law Implemented 1001.61(1), Laws 1984 c. 84-336, 44 FS. History--Formerly 6A-8.06, Repromulgated 12-19-74, Amended 12-26-77, 7-26-84, 11-5-85, Formerly 6A-14.24, Amended 12-6-90, 7-20-04.

6A-14.026 Employment of a President.

Boards of trustees shall notify the State Board of Education of the appointment, suspension, or dismissal of presidents immediately upon such action. At the time the contract is issued, the board of trustees shall inform the president of duties and responsibilities, of the procedure by which performance shall be evaluated, and of the criteria for evaluation. The board shall evaluate the president annually. After completion of the evaluation and acceptance by the board of trustees, the notice of findings shall be submitted to the

Chancellor of the Division of Community Colleges for review.

Rulemaking Authority 1001.02(1), (4)(g), (7)(b), (9)(a), 1001.64(19) FS. Law Implemented 1001.64, 1001.64(18), (19), 1001.61 FS. History—Formerly 6A-8.30, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 7-26-84, Formerly 6A-14.26, Amended 7-20-04.

6A-14.0261 General Powers of the President.

The president shall:

- (1) Exercise general oversight of the college to determine needs and recommend improvements.
- (2) Advise and counsel the board of trustees and recommend board action.
- (3) Recommend and enforce rules of the board of trustees.
- (4) Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.
- (5) Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the board of trustees.
- (6) Delegate authority necessary to insure that laws and rules are executed efficiently.

Rulemaking Authority 1001.02(1), (9), 1001.65 FS. Law Implemented 1001.61, 1001.64 FS. History—Formerly 6A-8.77, Repromulgated 12-19-74, Amended 12-9-75, 12-26-77, 7-26-84, Formerly 6A-14.261.

6A-14.029 Staff and Program Development.

(1) Each community college shall adopt policies on staff and program development. Each community college shall identify within its annual operating budget funding to support staff and program development activities as defined herein, as well as activities to achieve its goals for implementation of its 1985-88 Educational Equity Act plan and other related EA/EO activities.

(2) Staff and program development plans and activities shall follow the definitions herein.

(a) Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all college employees.

(b) Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.

Rulemaking Authority 1001.02(1), (9)(d), 1001.64(18) FS. Law Implemented 1001.64(2), 1010.01, 1010.02, 1011.82(1) FS. History—Formerly 6A-8.761, Repromulgated 12-19-74, Amended 12-26-77, 7-2-79, 7-6-82, 3-8-83, 8-10-83, 7-26-84, 8-29-85, Formerly 6A-14.29, Amended 8-19-86, 9-16-87, 1-8-91, 7-30-91, 10-6-92, 9-5-93, 7-19-94, 8-28-95, 7-20-04.

6A-14.030 Instruction and Awards in Florida College System Institutions.

Florida College System institutions are authorized to provide instruction and to confer degrees, certificates, and diplomas only as prescribed herein. Any Florida College System institution degree program, certificate, or diploma program shall be offered at the standard credit hour length, established and approved by the State Board of Education. The courses within the programs identified in the subsections below shall be submitted to the Division of Accountability, Research, and Measurement in the Department of Education.

(1) Bachelor's degree. Each Florida College System institution is authorized to seek State Board of Education approval to provide programs of instruction consisting of upper division college credit courses as defined in subparagraph 6A-10.033(1)(a)2., F.A.C., to prepare for entry into employment, pursuant to Section 1007.33, F.S. The bachelor's degree shall be awarded upon satisfactory completion of a planned program of one hundred and twenty (120) college credits, unless otherwise approved by the State Board of Education, after demonstration of the attainment of predetermined and specified performance requirements. The bachelor's degree must include thirty-six (36) college credits of general education coursework and foreign language competence.

(2) Associate in arts degree. Each Florida College System institution shall provide the program of arts or general instruction consisting of lower division college credit courses as defined in subparagraph 6A-10.033(1)(a)1., F.A.C. The associate in arts degree is a transfer degree and a basis for admission to a bachelor's degree. The associate in arts degree shall be awarded upon satisfactory completion of a planned program of sixty (60) college credits after demonstration of the attainment of predetermined and specified performance requirements. The associate in arts degree must include thirty-six (36) college credits of general education coursework.

(3) Associate in science degree. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of lower division college credit courses as defined in subparagraph 6A-10.033(1)(a)2., F.A.C., to prepare for entry into employment. The associate in science degree is a transfer degree and a basis for admission to a related bachelor's degree. The associate in science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in science degree programs shall be maintained according to the Department of Education publication 2012-2013 – AS/AAS/CCC/ATD Program Length Document (<http://www.flrules.org/Gateway/reference.asp?No=Ref-02357>) available at <http://www.fldoe.org/workforce/dwdframe/> which is hereby incorporated herein by reference. Copies may be obtained through the Division of Florida Colleges, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The associate in science degree must include a minimum of fifteen (15) college credits of general education coursework.

(4) Associate in applied science degree. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of lower division college credit courses as defined in subparagraph 6A-10.033(1)(a)1., F.A.C., to prepare for entry into employment. The associate in applied science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in applied science degree programs shall be maintained according to the Department of Education publication 2012-2013 – AS/AAS/CCC/ATD Program Length Document available at <http://www.fldoe.org/workforce/dwdframe/>. The associate in applied science degree must include a minimum of fifteen (15) college credits of general education coursework.

(5) A Technical Certificate (College Credit Certificate). Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of less than sixty (60) college credits as defined in paragraph 6A-10.033(1)(a), F.A.C., which are part of an associate in science degree or an associate in applied science degree program and prepare students for entry into employment. The standard credit hour length of all technical certificate programs shall be maintained according to the Department of Education publication 2012-2013 – AS/AAS/CCC/ATD Program Length Document available at <http://www.fldoe.org/workforce/dwdframe/>.

(6) An Applied Technology Diploma. Each Florida College System institution is authorized to provide programs of career and technical instruction that are part of an associate in science degree or an associate in applied science degree, that are less than sixty (60) credit hours, and leads to employment in a specific occupation. An applied technology diploma program may consist of either clock hours or college credit as defined in paragraphs 6A-10.033(1)(a), (b), F.A.C. The standard credit hour length of all applied technology diploma programs shall be maintained according to the Department of Education publication 2012-2013 – AS/AAS/CCC/ATD Program Length Document available at <http://www.fldoe.org/workforce/dwdframe/>.

(7) An Advanced Technical Certificate. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of nine (9) hours or more but less than forty-five (45) college credits of lower division and/or upper division courses as defined in subparagraphs 6A-10.033(1)(a)1. and 2., F.A.C. Florida College System institutions offering advanced technical certificates with upper division courses must be approved to offer baccalaureate programs containing those courses. An advanced technical certificate may be awarded to students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized program of instruction to supplement their associate degree.

(8) Certificate of Professional Preparation. Each Florida College System institution is authorized to provide college-level professional instruction, consisting of not less than nine (9) and not more than thirty (30) college or institutional credits of courses and course equivalent modules as defined in paragraphs 6A-10.033(1)(a), (d), F.A.C., to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.

(9) Career and Technical Certificate. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of clock hour courses as defined in paragraph 6A-10.033(1)(b), F.A.C., to prepare for entry into employment. Upon satisfactory completion of a planned program of instruction, after the demonstration of the attainment of predetermined and specified performance requirements, the career and technical certificate shall be awarded. The standard clock hour length of all career and technical certificate programs shall be maintained according to the Department of Education publication 2012-2013 PSAV Program Length Document (<http://www.flrules.org/Gateway/reference.asp?No=Ref-02357>) available at

<http://www.fldoe.org/workforce/dwdframe/> which is hereby incorporated herein by reference in this rule. Copies may be obtained through the Division of Florida Colleges, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(10) Continuing Workforce Education. Each Florida College System institution may provide noncredit continuing workforce education instruction as defined in subsection 6A-10.033(2), F.A.C., tailored to individual needs and designed to improve job performance.

(11) High school diploma. Each Florida College System institution with responsibility for adult basic and adult secondary instruction, shall provide adult basic and adult secondary instruction as defined in Section 1004.02, F.S. Upon satisfactory completion of a planned high school program, after the demonstration of the attainment of predetermined and specified performance requirements, the high school diploma shall be awarded.

(12) Developmental instruction. Each Florida College System institution shall provide, according to the needs of its students, basic instruction to provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, F.A.C. Satisfactory completion of such instruction shall be recognized by the award of units of measure called developmental credit as defined in paragraph 6A-10.033(1)(c), F.A.C.

(13) English for Academic Purposes. Each Florida College System institution is authorized to provide, according to the needs of its students, instruction that provides English Language Learners with essential language and academic preparation necessary to enroll in college credit instruction in Communications. Satisfactory completion of such instruction shall be recognized by the award of units of measure called institutional credit (0100-0400 series pursuant to the Statewide Course Numbering System EAP taxonomy) or college credit (1500-1600 series pursuant to the Statewide Course Numbering System EAP taxonomy) as defined in paragraphs 6A-10.033(1)(a), (d), F.A.C.

(14) Lifelong learning instruction. Each Florida College System institution shall provide noncredit instructional activities as defined in subsection 6A-10.033(2), F.A.C., to address community social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens.

(15) Recreational and leisure time instruction. Each Florida College System institution shall provide noncredit instructional activities as defined in subsection 6A-10.033(2), F.A.C., to develop recreational or leisure time skills.

(16) These provisions shall not prevent Florida College System institutions from conferring honorary degrees, certificates, or diplomas, in accordance with the Florida College System board of trustees policy.

Rulemaking Authority 1001.02(1), (6)(c), (d), 1001.03(12), 1004.93, 1008.41 FS. Law Implemented 1001.02, 1001.03(12), 1004.02, 1004.91, 1004.93, 1008.41 FS. History—Formerly 6A-8.50, Repromulgated 12-19-74, Amended 8-27-84, 8-29-85, Formerly 6A-14.30, Amended 5-14-91, 11-10-92, 5-2-95, 2-13-96, 12-30-99, 5-3-01, 7-20-04, 6-20-07, 3-25-13.

6A-14.0301 Withdrawal and Forgiveness.

Community colleges shall adhere to the following procedures relating to student withdrawal from courses and to conditions under which forgiveness for grades earned will be granted to the student.

(1) Withdrawal.

(a) The student may withdraw without academic penalty from any course by the mid-point in the semester. Midpoint shall be defined as the point after which midterm assessments are completed, not to exceed 70 percent of the term. Withdrawals after that date would be granted only through established institutional 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.

(2) Forgiveness. Each college shall publish, in the catalog or student handbook, a statement which:

(a) Limits forgiveness to courses where D and F grades were earned.

(b) Limits to two (2) the number of times a course grade may be forgiven.

(c) Advises students regarding the potential impact of forgiven courses in the computation of a student's grade point average in transferring to other institutions, either public or private, and the need to consider the impact of retaking a course on their specific financial aid package.

(d) Courses may be repeated if they are designated as repeatable, such as choir, music, or journalism or are 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.

(3) Total attempts. A student may have only three (3) attempts per course including the original grade, repeat grades, and

withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

(4) The number of total attempts allowed per course may be restricted for students enrolled in limited enrollment programs. Notification of such restrictions must be provided to students in writing upon admission to the limited enrollment program.

(5) 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.

(6) Exceptions to the above provisions may be granted through an academic appeals process in accordance with the policies of the local board of trustees.

(7) Effective date. These procedures shall be implemented by the community college no later than the Fall 1997 academic term.

Rulemaking Authority 1001.02(1), (9) FS. Law Implemented 1001.02(9) FS. History—New 8-13-96, Amended 8-17-98, 1-23-00, 7-20-04.

6A-14.0302 Credit for Military Service.

(1) College Credit for Military Training and Education Courses. Each Florida College System institution board of trustees shall adopt a policy that enables students who are or were eligible members of the United States Armed Forces to earn appropriate credit for prior learning through military training, experience, and coursework.

(a) The policy shall include:

1. Specification that credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE).

2. Specification that if the course to which the military training or coursework is determined equivalent fulfills a general education or major course or degree program requirement, the credit will apply toward the award as such. Otherwise, credit will be granted to the extent elective credits are needed to fulfill program requirements.

3. A receiving Florida public postsecondary institution may accept in transfer any military credit that was previously evaluated and awarded by a Florida public postsecondary institution, and that is appropriate to the student's program of study.

(b) Credit awarded for military training and coursework shall be noted on the student's transcript.

(c) Each Florida College System institution shall display the policy on its website and within its catalog.

(2) Priority Course Registration for Veterans. Florida College System institutions that offer priority course registration for a segment of the student population shall provide priority course registration for each veteran of the United States Armed Forces who is receiving GI Bill educational benefits and for the spouse or dependent children of a veteran to whom the GI Bill education benefits have been transferred. In order to receive priority course registration privileges, the eligible veteran or spouse or dependent children must provide the Florida College System institution with a copy of the Certificate of Eligibility or other military documentation verifying eligibility for GI Bill education benefits.

Rulemaking Authority 1004.096 FS. Law Implemented 1004.096, 1004.075 FS. History—New 1-17-13.

6A-14.0303 General Education Core Course Options.

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

(a) Communication:

1. ENC X101 English Composition I; or

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

(b) Humanities:

1. ARH X000 Art Appreciation;

2. HUM X020 Introduction to Humanities;

3. LIT X000 Introduction to Literature;

4. MUL X010 Music Literature/Music Appreciation;

5. PHI X010 Introduction to Philosophy; or

6. THE X000 Theatre Appreciation.

(c) Mathematics:

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

(d) Natural Sciences:

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

(e) Social Sciences:

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

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

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

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

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

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

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

6A-14.031 Acceleration Mechanisms for Program Completion.

Rulemaking Authority 1001.02(1), (9), 1001.03 FS. Law Implemented 1007.22-.25 FS. History--Formerly 6A-8.59, Repromulgated 12-19-74, Amended 4-8-75, 7-26-84, Formerly 6A-14.31, Repealed 10-25-11.

6A-14.041 Personnel Contracts.

(1) Contract forms for college personnel shall be prescribed by the board of trustees.

(2) Periods of service. Full-time administrative personnel may be given multi-year contracts not to exceed three (3) years, but other contracts, except for the president, shall not exceed twelve (12) months.

(3) A contract shall not create the expectancy of employment beyond the term of the contract. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing.

Rulemaking Authority 1001.02(1), (9), 1001.64(18), 1012.83, 1012.855 FS. Law Implemented 1012.83 FS. History--Formerly 6A-8.31, Repromulgated 12-19-74, Amended 1-29-76, 12-26-77, 7-16-79, 1-6-83, 9-11-84, 11-5-85, Formerly 6A-14.41, Amended 12-25-86, 7-20-04.

Cf. Rules of the Department of Administration, Division of Retirement, Chapter 22B-2, F.A.C. – Creditable Service.

6A-14.0411 Employment Contracts for Full-Time Faculty.

(1) Each District Board of Trustees shall develop, maintain and distribute a policy governing the issuance of continuing contracts and other employment contracts for employees serving in a full-time faculty capacity as determined by the college. Such policy shall be consistent with this rule.

(2) In order to be eligible for a continuing contract, full-time faculty shall meet the following minimum requirements:

(a) Complete at least five (5) years of satisfactory service, based on the criteria set forth in subsection (3) below, in the same college, except as provided below, during a period not in excess of seven (7) years. In all cases, such service shall be continuous except for leave duly authorized and granted. The policy established by the district board of trustees may also consider satisfactory service in other institutions of higher learning for purposes of this section.

(b) Receive the recommendation of the president and approval by the board for a continuing contract based on successful performance of duties, demonstration of professional competence pursuant to policy adopted by the board in accordance with subsection (3) of this rule and the needs of the college.

(3) Each board of trustees, after receiving a recommendation from the president and ensuring that input has been received from the faculty, shall establish criteria which must be met by a full-time faculty member before a continuing contract may be awarded.

(a) Such criteria, shall include:

1. Quantifiable measured effectiveness in the performance of faculty duties;
2. Continuing professional development;
3. Currency and scope of subject matter knowledge;
4. Relevant feedback from students, faculty and employers of students;
5. Service to the department, college, and community; and,
6. Criteria determined by the board under subsection (8) of this rule.

(b) Such criteria may include:

1. Educational qualifications, efficiency, compatability, student learning outcomes, character;
2. Capacity to meet the educational needs of the community;
3. The length of time the duties and responsibility of this position are expected to be needed; and
4. Such other criteria as shall be included by the board.

(4) Each board may establish full-time faculty positions that are not eligible for continuing contract. Faculty hired in these positions may be awarded multiple year contracts, annual contracts, or contracts of less than one (1) year. Notwithstanding any provision in Rule 6A-14.041, F.A.C., no multiple year contracts may exceed three (3) years. Each board shall adopt policies addressing such positions and contracts.

(5) Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, except as provided in subsection (7) of this rule.

(6) In order to contribute to the continual growth and development of faculty, each board shall adopt policy requiring periodic post-award performance reviews for faculty under continuing contract. Periodic reviews of continuing contract faculty shall use the criteria under subsection (3) of this rule.

(7)(a) Each district board of trustees may, upon recommendation of the president, terminate a full-time faculty employee under continuing contract, or return the employee to an annual contract, for failure to meet post-award performance criteria, or, for cause in accordance with college policies and procedures upon recommendation by the president and approval by the board. The president or designee shall notify the full-time faculty employee in writing of the recommendation and shall afford the full-time faculty employee the right to formally challenge the action in accordance with the policies and procedures of the college. As an alternative to the hearing rights provided by college policies and procedures, the employee may request an administrative hearing in accordance with Chapter 120, F.S., by filing a petition with the board within twenty-one (21) days of receipt of the recommendation of the

president.

(b) Upon recommendation of the president, the board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of an institution's program, or restriction of the required duties of a position by the board. The board shall determine on the basis of the criteria set forth in subsections (2) and (3) of this rule, which full-time faculty employees to retain on a continuing contract and which shall be dismissed or returned to an annual contract. The decision of the board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the board shall be final.

(8) In addition, each district board of trustees, after receiving a recommendation from the president and ensuring that input has been received from the faculty, shall develop appropriate criteria to measure student success, which may include the following factors, as appropriate:

- (a) Demonstrated or documented learning gains;
- (b) Course completion rates;
- (c) Graduation and/or certification rates;
- (d) Continued success in subsequent and additional courses or educational pursuits;
- (e) Job placements in the appropriate field; and,
- (f) Other criteria as may be included in the policy approved by the board.

Such criteria shall be used, as appropriate, for the particular field of learning and the individual faculty member, as consideration in determining whether to grant a continuing contract pursuant to subsection (3) above. Such factors shall also be used, as relevant and appropriate to individual faculty members, in the review set forth in subsection (6) above.

(9) Any full-time faculty employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the college's administrative rules.

(10) In order to provide for a transition period for full-time faculty in the process of being considered for continuing contracts, each board may provide an exemption from the time requirements set forth in paragraph (2)(a) of this rule for full-time faculty being considered for an award of a continuing contract during the 2012-13, 2013-14 and the 2014-15 fiscal years. In addition, each board may provide credit for prior satisfactory years of service for purposes of determining eligibility for a continuing contract. In order to provide adequate time for boards of trustees to develop the criteria described in this Rule, the criteria set forth in subsections (3) and (6) of this rule shall apply beginning in the 2013-14 fiscal year.

Rulemaking Authority 1001.02(1), (6), 1012.83, 1012.855 FS. Law Implemented 1001.64(4), (18), 1012.83, 1012.855 FS. History—Formerly 6A-8.33, Repromulgated 12-19-74, Amended 12-9-75, 2-14-77, 12-26-77, 7-16-79, Formerly 6A-14.411, Amended 7-20-04, 4-23-13.

6A-14.0432 Military Leave.

(1) Leave shall be granted to employees who are ordered to:

(a) Federal active or inactive duty training due to membership in military reserves, including the National Guard. The first seventeen (17) days of such leave per year shall be with pay. Leave beyond the seventeen (17) days shall be without pay.

(b) State active duty due to membership in the Florida National Guard. Such leave not exceeding seventeen (17) days at any one time shall be with pay. Leave beyond the seventeen (17) days at one time shall be without pay.

(2) Leave granted to employees for extended active military service shall be according to Sections 115.09, 115.14 and 295.09, F.S.

Rulemaking Authority 115.09, 115.14, 295.09, 1001.02(1), (9), 1012.855 FS. Law Implemented 115.09, 115.14, 295.09 FS. History—Formerly 6A-8.7253, Repromulgated 12-19-74, Amended 3-11-85, 11-5-85, Formerly 6A-14.432.

6A-14.047 Personnel Records.

(1) Personnel records shall contain information for efficient personnel administration which shall include dates of appointment, periods of employment, contract status, duties performed, records of leave, and evidence of factors used to calculate salary, retirement system records, and related documentation as determined by the college.

(2) Limited access records about employee performance; investigations of employee misconduct; disciplinary proceedings; and grievance proceedings brought by an employee for enforcement of a collective bargaining agreement or contract shall be released only according to Section 1012.81, F.S.

(3) Personnel records and limited access files shall be maintained by custodians designated by the college president.

Rulemaking Authority 1001.02(1), 1012.81 FS. Law Implemented 1012.81 FS. History—Formerly 6A-8.751, Repromulgated 12-19-74, Amended 6-27-78, 12-19-84, Formerly 6A-14.47, Amended 7-20-04, 3-25-13.

6A-14.0491 Instructional Personnel – Availability to Students.

Each Florida College System institution board of trustees shall establish a policy on the availability of instructional personnel to students. The policy shall require full-time instructional faculty to schedule a minimum total of twenty-five hours per week for classroom contact hours and office hours as adjusted for assignments during non-traditional academic terms and non-traditional delivery. The policy shall require that the schedule of these hours to be publicly posted. Full-time instructional faculty shall be available to students during these posted hours according to the policy of the local board of trustees. Part-time faculty shall be available to students as prescribed by board policy.

Rulemaking Authority 1001.02(9), 1001.64(18) FS. Law Implemented 1001.64(18) FS. History—New 7-20-04.

6A-14.054 Student Fees.

Each board of trustees shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the boards.

(1) The percentage of the cost of education to be paid by students shall be computed annually from the Community College Program Fund by the Division of Community Colleges, on behalf of the State Board of Education, for three (3) categories of instructional classifications: advanced and professional, postsecondary vocational, and college preparatory. The cost of each category shall be calculated by applying the percentage factors from the most recent annual cost analysis of the general current fund to the Community College Program Fund of the prior year.

(2) Tuition fees shall be charged only for instruction provided by the college. Tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the college or through instruction or experience external to the college.

(3) Each board of trustees may allow a discount or charge a premium to tuition or out-of-state fees for the purpose of resource management. The resultant tuition and out-of-state fees shall be within the ranges specified in Section 1009.23(4), F.S.

(4) Recreational and leisure time instruction. Each board of trustees shall establish fees for recreational and leisure time instruction which generate annual revenue at least equal to the full cost of such instruction.

(5) Audit fees. Students who audit courses shall pay the same fees as required of students enrolled for credit.

(6) Each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

(7) Each board of trustees shall have the authority to negotiate tuition fees for courses and programs contracted by external agencies and companies which vary from the tuition fee provided for in this rule. Such negotiated fees may exceed the full cost of instruction. The courses and programs of instruction funded from these negotiated fees shall not be reported for state funding purposes.

(8) Veterans and other eligible students under Section 1001.27(2), F.S., shall receive, upon request, one (1) deferment per academic year for the payment of registration fees. Upon request, such persons shall receive an additional deferment each time there is a delay in receipt of such benefits. Such deferments shall be for sixty (60) days, except they shall not extend beyond the end of the term.

(9) When institutional, state, or federal financial aid other than veterans' benefits is delayed in being transmitted to students through circumstances beyond their control, registration fees may be deferred up to sixty (60) days, but not beyond the end of the term, unless the institutions, state, or federal rules or regulations require additional time, events, or documentation that cannot be completed within the prescribed sixty (60) day period. Failure to make timely application for such aid shall not be a reason for granting deferral. The deferment shall be in accordance with rules adopted by the board of trustees setting forth the conditions under which the deferment shall be granted. A list of persons for whom fees are deferred and the amount of fees deferred shall be maintained.

(10) When Florida Prepaid College Program benefits are delayed in being paid from the program to the community college through circumstances beyond the control of the student, registration fees covered by the benefits shall be deferred until the benefits

are paid. The community college shall notify the Division of Community Colleges if the benefits are not paid on a timely basis.

(11) When the college has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the board of trustees.

(12) Registration fees are defined as tuition, out-of-state, student financial aid, activity and service, capital improvement, laboratory, and all other fees collected during the registration process.

(13) When registration fees are waived by a board of trustees, a list of persons for whom fees are waived, documentation supporting the waivers, and the amount of fees waived shall be maintained.

Rulemaking Authority 1001.02(1), (9), 1001.64(4)(b), 1009.23(4), 1009.27 FS. Law Implemented 1001.02(9), 1001.64, 1004.93, 1007.271, 1009.23, 1009.27 FS. History—Formerly 6A-8.611, Repromulgated 12-19-74, Amended 4-8-75, 9-8-76, 1-10-77, 12-26-77, 9-6-78, 4-10-79, 7-2-79, 3-30-81, 7-16-81, 11-12-81, 8-16-82, 3-17-83, 12-20-83, 12-19-84, 5-14-85, 9-10-85, Formerly 6A-14.54, Amended 6-1-86, 11-13-86, 11-24-87, 9-14-88, 11-12-90, 7-1-92, 2-18-93, 2-16-94, 3-21-95, 3-20-96, 11-13-96, 7-20-04.

6A-14.0541 Student Fee Refunds.

Each community college board of trustees shall establish a rule for the refund of tuition, out-of-state fees, and other fees assessed pursuant to Rule 6A-14.054, F.A.C. Such rule shall include the following:

(1) A one hundred percent (100%) refund of tuition, out-of-state fees, and other fees when official drop notification is received and approved prior to the end of the college's published drop/add period.

(2) Criteria for refunds when a student drops a course due to circumstances determined by the college to be exceptional and beyond the control of the student which may include but not be limited to serious illness, death, involuntary call to active military duty, or other emergency circumstance or extraordinary situations identified by college rule.

(3) Exceptions to the hundred percent (100%) refund provision in subsection (1) shall be made pursuant to federal rules for prorated refunds.

(4) Notwithstanding the provisions of subsection 6A-14.076(3), F.A.C., refunds made pursuant to subsections (2) and (3) shall not affect the calculation of full-time equivalent students.

Rulemaking Authority 1001.02(1), (9) FS. Law Implemented 1001.02(9), 1001.64, 1009.23, 1010.02 FS. History—New 3-24-92, Amended 5-16-94, 7-20-04.

6A-14.0542 Tuition Waiver for Classroom Teachers.

Pursuant to Section 1009.26(10), F.S., Florida colleges may waive tuition and associated matriculation fees for classroom teachers enrolled in courses approved by the Department of Education for up to six (6) college credit hours per term. The Department will implement the following approval process for the courses applicable to this waiver.

(1) The Department will identify course prefixes listed in the Statewide Course Numbering System established according to Section 1007.24, F.S., in the areas of special education, mathematics, and science. All undergraduate courses with levels 1 through 4 and designated by the identified prefixes will be eligible for the waiver.

(2) The Department will submit the proposed list of eligible prefixes and all requested updates to the Articulation Coordinating Committee established in Rule 6A-10.024, F.A.C. The initial list and all updates must be approved by the Articulation Coordinating Committee and the Department. A course prefix shall be approved if courses containing the prefix relate to special education, mathematics, or science at the undergraduate level.

(3) Upon approval of the list by the Articulation Coordinating Committee and the Department, the Department will publish the *Course Prefix Listing Approved for the Teacher Waiver*, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-00246>) 2011 which is hereby incorporated by reference in this rule and may be obtained at <http://www.fldoe.org/articulation/>. All undergraduate courses with levels 1 through 4 and designated by the identified prefixes will be eligible for the waiver.

(4) Any interested person may submit a request for modification of the *Course Prefix Listing Approved for the Teacher Waiver* by submitting a request in writing to: articulation@fldoe.org or Office of Articulation, 325 West Gaines Street, Tallahassee, Florida 32399.

Rulemaking Authority 1009.26(10) FS. Law Implemented 1009.26 FS. History—New 6-21-11.

6A-14.057 Student Activities.

(1) Expenditures from student activity and service fees shall be according to a budget prepared jointly by students and college staff and approved by the president. Each board of trustees shall adopt procedures for student participation in the development of the budget for expenditures funded from the student activity and service fee. Such procedures shall require the budget to be based upon an estimate of total funds generated from this fee as well as an estimate of funds carried forward from the prior year. All lawful expenditures which benefit the student body may be funded from the student activity and service fee fund if such expenditures are included in the approved budget for this fee. Non-religious and religious student organizations may participate without respect to viewpoint and whether or not officers are required to abide by a statement of orthodoxy or faith. Sponsors shall be appointed for student activities so financed.

(2) Student organizations not so financed may be permitted on campus with faculty or staff advisors and under rules of the board of trustees. A college as a service to the organizations, or if necessary for the protection of student members, may provide that organization funds be placed with the college business office, to be held in a custodial account and to be withdrawn and expended upon requisition according to the organization's approved budget.

Rulemaking Authority 1001.02(1), (9), 1009.23(7), 1010.02 FS. Law Implemented 1001.02(9)(e), 1001.64, 1009.23(7), 1010.02 FS. History—Formerly 6A-8.19, Repromulgated 12-19-74, Amended 12-26-77, 4-17-85, Formerly 6A-14.57, Amended 12-18-94, 6-24-03, 7-20-04.

6A-14.0571 Religious Observance by Students.

Each board of trustees shall adopt a policy to accommodate the religious observance of students pursuant to Section 1006.53, F.S.

(1) The policy shall provide for accommodation by providing for reasonable alternative means for students to carry out their responsibilities as students when their religious observance interferes with:

- (a) Admission and registration.
- (b) Attendance in class, class activities, examinations, and official ceremonies.
- (c) Classwork assignments.

(2) The policy shall provide for:

(a) Students to notify instructors in advance of absences to observe religious holy days in their own faith, and to be excused for such absences without penalty.

(b) Students to be held responsible for material covered during their absences, with reasonable time provided to complete make up assignments.

(c) Scheduling major class assignments, major examinations, and official ceremonies on other than major religious holy days whenever practicable.

(d) Students to seek redress when they believe they have been unreasonably denied educational benefits due to their religious beliefs or practices.

(3) The policy shall be made known to faculty and students by publication annually in the institution's handbook, manual, or other similar document regularly provided to faculty and students.

Rulemaking Authority 1006.53 FS. Law Implemented 1006.53 FS. History—New 7-17-89, Formerly 6H-1.043.

6A-14.058 Athletics.

Athletics are authorized student activities, and, if conducted, shall be consistent with the basic purposes of the Florida College System institution. Intercollegiate football shall not be conducted.

Rulemaking Authority 1001.02(1), (9), 1001.03 FS. Law Implemented 1001.02(9) FS. History—Formerly 6A-8.53, Repromulgated 12-19-74, Amended 3-13-85, Formerly 6A-14.58.

6A-14.060 Accountability Standards.

The standards herein provide a basis for quality improvement and for accountability. Each community college shall:

(1) Adopt and follow a periodic needs assessment process to determine the educational services needed within the community college district. The process shall use accurate and current information about the educational services which could be provided by the college pursuant to its purpose. Needs assessment shall be conducted in cooperation with other institutions and agencies serving the district.

(2) Provide a system to enable its students to set educational goals for themselves and to use its services to attain the goals. The system shall recognize that many students establish their goals without direct assistance from the institution. Consideration of student goals shall be an important part of the institutional planning process.

(3) Establish a process to select and retain employees who are successful in helping the college accomplish its purpose. The process shall involve selection, evaluation, development, and retention procedures related to successful performance of the responsibilities for which the personnel are employed.

(4) Provide equal access to and equal opportunity in employment, programs, and services without regard to race, color, age, national origin, religion, marital status, sex or disability.

(5) Develop a comprehensive, long-range program plan, including program and service priorities. Statements of expected outcomes shall be published, and facilities shall be used efficiently to achieve such outcomes. Periodic evaluations of programs and services shall use placement and follow-up data, shall determine whether expected outcomes are achieved, and shall be the basis for necessary improvements.

(6) Establish adequate and sound control of expenditures, efficient operations including energy conservation, and a budget process producing the greatest benefits to the service area. Efficiency is the economical use of resources to support programs. The emphasis is the operation of an effective program at a reasonable cost.

(7) Differentiate between the policy making responsibility of the board of trustees and the management responsibility of the president.

Rulemaking Authority 229.053(1), 240.325 FS. Law Implemented 240.311, 240.325 FS. History--Formerly 6A-8.40, Repromulgated 12-19-74, Amended 10-28-75, 12-26-77, 8-25-82, 10-12-82, 3-13-85, Formerly 6A-14.60, Amended 7-20-04.

6A-14.063 Accreditation.

Rulemaking Authority 229.053(1), 240.325 FS. Law Implemented 240.325, 240.349 FS. History--New 10-28-75, Amended 4-7-85, Formerly 6A-14.63, Repealed 8-2-04.

6A-14.064 College Credit Dual Enrollment.

(1) To be eligible to receive college credit through dual enrollment:

(a) Students must meet the grade point average (GPA) requirements, as specified in Section 1007.271, F.S., for the degree or certificate program selected. Procedures for determining exceptions to the GPA requirements on an individual student basis must be noted in the District Interinstitutional Articulation Agreement as required by Section 1007.235, F.S.

(b) Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

(c) For joint dual enrollment and Advanced Placement (AP) courses, as authorized in Section 1007.272, F.S., students must comply with the add/drop policies and deadlines of the postsecondary institution. A student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.

(d) In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial eligibility unless otherwise noted in the District Interinstitutional Articulation Agreement.

(e) Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in the District Interinstitutional Articulation Agreement.

(f) Districts and colleges may agree to extend dual enrollment participation in Student Life Skills (designated as SLS course prefix in the Statewide Course Numbering System) courses to students who do not meet the statutory eligibility requirements, if alternate eligibility requirements are delineated in the District Interinstitutional Articulation Agreement.

(g) In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.

(2) The following requirements shall apply to faculty providing instruction in college credit dual enrollment courses:

(a) All full-time or adjunct faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline, which is hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofacreditation.pdf>. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding credit shall ensure faculty teaching dual enrollment courses meet these qualifications.

(b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.

(c) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(d) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.

(e) The postsecondary institution shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.

(f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at that institution.

(g) The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the college's discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

(3) The following curriculum standards for content, syllabi, exams, and grades shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, sections 2.7.4 and 3.5.1, which are hereby incorporated by reference. The document may be accessed at <http://www.sacscoc.org/pdf/2010principlesofacreditation.pdf>. Assessments shall be provided to the high school campus dual enrollment course instructor by the college in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of one (1) year.

(b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other postsecondary courses at the postsecondary institution with the same course prefix and number. The postsecondary institution will advise the school district of instructional material requirements as soon as that information becomes available, but no later than one term prior to a course being offered.

(c) Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe postsecondary institution procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.

(d) Policies relating to dual enrollment course withdrawals and repeats shall be determined by the college and must be clearly delineated in the District Interinstitutional Articulation Agreement.

(4) The following environmental standards shall apply to college credit dual enrollment:

(a) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.

(b) Dual enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, F.S.

(c) A formalized process between the high school counselor and the college must be delineated in the District Interinstitutional Articulation Agreement for informing students and parents or guardians of college course-level expectations, including, but not limited to the following:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.

2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.

3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

4. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

5. The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website FACTS.org, as required by Section 1003.413(3)(i), F.S., to minimize enrollment in a random selection of college courses.

(5) The following accountability and assessment standards shall apply to college credit dual enrollment:

(a) Postsecondary institutions shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) High schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the college and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the college president, and the Department of Education.

Rulemaking Authority 1001.02(2), (6), 1007.271(3), (9) FS. Law Implemented 1007.271 FS. History--New 6-22-10.

6A-14.065 Meta-Major Academic Pathways.

(1) The following meta-major academic pathways are established for the purposes of advising Florida College System associate degree seeking students of the gateway courses that are aligned with their intended academic and career goals.

(a) Arts, humanities, communication and design.

(b) Business.

(c) Education.

(d) Health sciences.

(e) Industry/manufacturing and construction.

- (f) Public Safety.
- (g) Science, technology, engineering, and mathematics.
- (h) Social and behavioral sciences and human services.

(2) Students shall be advised of the academic pathway that correlates with their selected meta-major to include gateway courses that are appropriate to the student's intended program of study.

(a) English Composition I, ENC X101, is the gateway course for all meta-major academic pathways.

(b) The gateway courses for mathematics are aligned with the meta-major academic pathway.

1. The gateway courses for business are College Algebra, MAC X105, or Elementary Statistics, STA X023.

2. The gateway courses for science, technology, engineering, and mathematics is College Algebra, MAC X105.

3. The gateway courses for all other meta-major academic pathways identified in subsection (1) of this rule are College Algebra, MAC X105, Liberal Arts Mathematics I, MGF X106, Liberal Arts Mathematics II, MGF X107, or Elementary Statistics, STA X023.

(3) Meta-major academic pathways must be a component of each Florida College System institution's approved comprehensive advising plan pursuant to Section 1008.30(6)(a), F.S., for entering, first-time-in-college students.

Rulemaking Authority 1001.02, 1008.30(5) FS. Law Implemented 1008.30 FS. History—New 10-22-13.

6A-14.0715 Transfer of Funds.

Transfer of funds from the debt service funds to other funds is not authorized. Transfer of funds from the unexpended plant fund to other funds is not authorized except when approved by the State Board of Education to return funds temporarily advanced to encumber projects authorized and budgeted to be funded from state allocations of construction funds including proceeds from the sale of bonds in accordance with Article XII, Section 9(d), Florida Constitution. Such funds shall be returned the same fiscal year the funds against which the advance was made are received.

Rulemaking Authority 1001.02(9)(f),(g), 1010.02 FS. Law Implemented 1001.02, 1010.02 FS. History—Formerly 6A-8.15, Repromulgated 12-19-74, Amended 12-26-77, 3-8-83, 4-30-85, Formerly 6A-14.715.

6A-14.0716 Community College Budgets.

Each fiscal year, each community college shall prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. Two copies of the budget approved by the board of trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. The original or facsimile signature of the president on both copies shall certify board approval.

(1) The Chancellor, as designee of the Commissioner of Education, shall approve the operating budget for each community college after an examination for completeness, correctness, conformity with law and State Board of Education rules, and preparation according to accepted accounting standards. Anticipated budgeted revenues shall be reasonable and transfers from general current funds shall not handicap current operations. A contingency reserve is authorized in the general current fund.

(2) Until a budget is approved, ordinary expenses may be paid at the same monthly rate as budgeted for the preceding year.

(3) Boards of trustees are authorized to amend budgets. Amended budgets are required to be in compliance with laws, rules and accepted educational accounting standards. Boards of trustees may, by rule, delegate authority for approval of budget amendments except as provided in subparagraphs (3)(b)1. and 2., of this rule.

(a) Budget amendments approved pursuant to the authority granted in this subsection may reallocate funds between organizational units of a fund and between general ledger object and class codes.

(b) The following budget amendments require approval by the chancellor:

1. Transfer of funds from the Current Unrestricted Fund.

2. Amendments which cause the unencumbered fund balance to be inconsistent with the statutory guidelines specified in Section 1011.84(3)(e), F.S.

(c) Overdrafts shall not be created in any fund or depository account.

(d) Salary deductions shall be made as required by law or as authorized by the board of trustees and approved in writing by the employee, and shall be remitted promptly.

(4) Each fiscal year, as a part of the official budget, each community college board of trustees shall adopt a capital outlay budget for the capital outlay needs of the college for the entire fiscal year. This budget shall designate the proposed capital outlay expenditures by project for the year from all fund sources. Separate project accounts shall be kept in the Unexpended Plant Fund for

all capital outlay projects.

Rulemaking Authority 1001.02(1), (9), 1011.01, 1011.30 FS. Law Implemented 1010.01, 1010.02, 1011.30, 1011.84, 1013.61 FS. History—New 9-30-96, Amended 7-20-04, 6-20-07.

6A-14.072 Financial Records and Reports.

(1) Each community college shall keep financial records according to the Department of Education publication, “Accounting Manual for Florida’s Public Community Colleges, 2007,” incorporated herein by reference. Copies may be obtained through the Division of Community Colleges, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(2) Enrollment related financial records shall be kept for all instruction so as to facilitate verification, confirmation, and comparison.

(3) If financial reports are not received from a community college when due, the Chancellor, as delegate of the Commissioner of Education, may withhold apportionments of state funds to the college until the reports are received.

Rulemaking Authority 1001.02(1), (9), 1010.01(1) FS. Law Implemented 1001.02(9), 1010.01 FS. History—Formerly 6A-8.11, Repromulgated 12-19-74, Amended 12-26-77, 7-2-79, 5-14-85, Formerly 6A-14.72, Amended 11-12-91, 7-7-92, 2-16-94, 12-18-94, 11-27-95, 11-13-96, 12-9-97, 5-18-99, 2-29-00, 7-30-01, 5-19-03, 7-20-04, 6-20-07.

6A-14.0734 Procurement Requirements.

(1) Colleges shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources, when purchasing services or commodities exceeding the amount as specified in Section 287.017, F.S., for Category Three. Solicitations of competitive offers are defined as:

(a) “Competitive sealed bids”, “competitive sealed proposals” or “competitive sealed replies”, means the process of receiving competitive offers transmitted by secured electronic means or written bids, proposals, or replies.

(b) “Competitive solicitations” or “solicitations” means an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

Boards of trustees may adopt smaller amounts beyond which to require the solicitation of competitive offers. The college president or designee reserves the right to reject any or all offers submitted in response to the college’s solicitation, and/or solicit new offers as deemed in the college’s best interest. When accepting responsive offers to the college’s solicitations, colleges shall accept the lowest or best responsive offer. If other than the lowest or best offer meeting specifications is accepted, the college shall maintain a public record of the justification. Recommendation for awards not exceeding the Category Five threshold as specified in Section 287.017, F.S., may be approved or rejected by the president or a designee if such authority is delegated in policy adopted by the board of trustees. Recommendation for awards exceeding the Category Five threshold as specified in Section 287.017, F.S., shall be approved or rejected by the board of trustees.

(2) Exceptions to the requirement to solicit competitive offers are:

(a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.

(b) Library books, reference books, periodicals, and other library materials and supplies.

(c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or buying cooperatives.

(d) Food.

(e) Services or commodities available only from a single or sole source.

(f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.

(g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college’s information technology plan.

(h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.

(i) Items for resale.

(3) The college president or designee, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected

circumstance in accordance with rules established by the local board of trustees.

(4) When a board of trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the college may purchase such products or service under the best terms it can negotiate.

Rulemaking Authority 1001.02(1), (9) FS. Law Implemented 1001.02(9), 1010.01, 1010.02 FS. History—Formerly 6A-8.121, Repromulgated 12-19-74, Amended 12-26-77, 6-12-83, 6-27-85, Formerly 6A-14.734, Amended 9-30-86, 11-12-91, 12-18-94, 6-18-96, 2-10-99, 7-20-04, 6-20-07.

6A-14.075 Receipt, Deposit, and Withdrawal of Funds.

Boards of trustees shall provide for the receipt, deposit and withdrawal of all funds received by the community college consistent with the following provisions.

(1) One or more qualified public depositories, as required by Section 136.01, F.S., and defined by Section 280.02, F.S., shall be designated by the board of trustees for the deposit of all funds of the board in accounts in the name of the board of trustees.

(2) All funds received by a community college from all sources shall be deposited intact in a designated depository as soon as practicable and a record shall be kept to identify the payer, the amount, and the purpose. Funds received from federal sources shall be accounted for separately, but may be deposited in a bank account with other college funds except when the terms of such receipt require a separate depository account. Direct support organizations of community colleges may separately receive and deposit appropriations per Sections 1011.85(8)-(10), F.S., and cash donations pursuant to Section 1004.70, F.S.

(3) Depository withdrawals shall be on numerically controlled checks signed by two (2) persons authorized by the board of trustees and bonded. Transfers of funds by electronic, telephonic, or other medium shall be according to rules of the board of trustees, shall provide adequate internal controls, and shall be confirmed in writing and signed by the designee of the board.

Rulemaking Authority 1001.02(1), (9) FS. Law Implemented 1010.01, 1010.02 FS. History—Formerly 6A-8.131, Repromulgated 12-19-74, Amended 5-14-85, Formerly 6A-14.75, Amended 7-20-04.

6A-14.076 FTE Calculation for the Community College Program Fund.

(1) The number of full-time equivalent students for the community college program fund is the college credits for which students register divided by thirty (30) or as otherwise specified by law. The number of hours for non-college credit instruction for which students register is nine hundred (900) contact hours or as otherwise provided by law.

(2) A student is registered in instruction that is subject to tuition, out-of-state fees upon payment, waiver, or deferment of the fees, pursuant to law and rule, and the recording of the transaction. A student is registered in instruction that is not subject to matriculation and tuition fees when the institution records the enrollment.

(3) When any fee refund results from a withdrawn registration, the credits or hours of instruction shall not be included in the calculation of full-time equivalent students.

Rulemaking Authority 1001.02(1), (9), 1010.58(1) FS. Law Implemented 1010.01, 1010.02, 1010.58 FS. History—Formerly 6A-8.172, Repromulgated 12-19-74, Amended 12-26-77, 7-9-81, 8-29-85, Formerly 6A-14.76, Amended 6-1-86, 9-20-04.

6A-14.0764 Capital Outlay and Debt Service.

Pursuant to Section 9(d), Article XII, of the State Constitution, capital outlay and debt service funds shall be computed in accordance with Sections 1011.84 and 1010.58, F.S. The number of full-time equivalent students for capital outlay and debt service funding is the college credits and college preparatory credits for which students register divided by thirty (30) plus the hours of instruction for which students register in other instruction divided by eight hundred ten (810).

Rulemaking Authority 1001.02(1), (9), 1011.84(2) FS. Law Implemented 1010.01, 1010.02, 1010.58, 1011.84 FS. History—Formerly 6A-8.175, Repromulgated 12-19-74, Amended 6-27-85, Formerly 6A-14.764.

6A-14.0765 Investment of Funds.

The investment of funds by community colleges shall be in accordance with the classification of funds in the accounting manual incorporated in Rule 6A-14.072, F.A.C.

(1) Current funds, plant funds, and agency funds may be invested as authorized in Section 218.415, F.S.

(2) Boards of trustees shall have authority to designate that funds due it be placed for investment in its account with the State Board of Administration investment pool or other authorized State investment pool account, rather than be deposited, and the board

of trustees may direct those persons having money due to the board of trustees to pay such funds to the authorized State investment pool to make authorized investments for its accounts.

(3) Loan, endowment, annuity, and life income funds may be invested in securities in which the State Board of Administration is authorized to invest retirement funds pursuant to Section 215.47, F.S. To make such investments, the board of trustees shall adopt and adhere to an investment plan as described in Section 215.475, F.S. The investment plan shall be submitted to the State Board of Administration for review and comment. The college shall make all records of the entire investment operation available to the Auditor General for annual audit. Loan, endowment, annuity, and life income funds also may be invested pursuant to subsection (1) herein.

Rulemaking Authority 1001.02(1), (9) FS. Law Implemented 1010.01, 1010.02 FS. History—Formerly 6A-8.14, Repromulgated 12-19-74, Amended 12-26-77, 5-14-85, Formerly 6A-14.765, Amended 8-29-89, 4-30-93, 8-28-95, 6-18-96, 7-20-04.

6A-14.077 Auxiliary Services and Enterprises and Undesignated Gifts.

Boards of trustees may operate or contract for auxiliary services and enterprises as defined in the accounting manual incorporated in Rule 6A-14.072, F.A.C., and may use funds generated from auxiliary operations and contracts and from undesignated gifts as provided herein.

(1) Auxiliary funds and undesignated gifts shall be spent according to rules of the board of trustees for the benefit of the college.

(a) The board of trustees may authorize a portion of such funds to be disbursed at the discretion of the president for: promotion and public relations and hospitality of business guests of the college. Hospitality expenditure shall not exceed one percent of the prior year total expenditures in the current unrestricted fund.

(b) The board of trustees may authorize other uses of such funds for the benefit of the college through its rules or by special action of the board.

(2) Funds used for purposes under subsection (1) of this rule shall be transferred to the appropriate fund of the community college and included in the appropriate budget.

Rulemaking Authority 1001.02(1), (9), 1010.08 FS. Law Implemented 1010.08 FS. History—Formerly 6A-8.18, Repromulgated 12-19-74, Amended 6-27-85, Formerly 6A-14.77, Amended 7-20-04.

6A-14.0914 Dr. Philip Benjamin Matching Program for Community Colleges.

(1) Alignment with College Mission. Prior to receipt of state appropriations for this program, each community college board of trustees receiving state appropriations under this program shall approve each gift to ensure alignment with the unique mission of the community college.

(2) Eligibility.

(a) Contributions which have been approved by the board of trustees must have been received by February 1. Contributions are defined as “an unconditional transfer of cash or other assets to an entity in a voluntary nonreciprocal transfer by another entity.” Exchange transactions, in which each party receives goods or services of approximately equal value, are not contributions.

(b) For the purpose of Section 1011.85(6), F.S., “local funds” are defined as contributions from local government.

(c) Auxiliary funds are not contributions and are not eligible to be matched.

(d) The direct support organization must be in current compliance with Section 1004.70(6), F.S., regarding annual financial audits and their submission.

(3) Contributions. Contributions must be in cash defined as follows:

(a) Cash includes currency on hand, demand deposits with financial institutions, and other deposit accounts with similar characteristics (that is, the ability to deposit additional funds at any time and withdraw funds at any time without prior notice or penalty).

(b) All other types of contributions such as pledges that have not been paid, equipment, land, buildings, and art, must be converted to cash in order to be used for matching purposes.

(4) Unmatched Contributions. Contributions received in prior years that remain unmatched may be submitted for matching if evidence can be provided that the funds have not been matched previously.

(5) Certification Process.

(a) Community college foundations requesting state appropriations under this program shall certify in an annual report to the State Board of Education the eligible cash contributions received by February 1 and previously unmatched by the state. Designations shall be included in the report identifying which funds are carry-forward and which are new contributions.

(b) Use designations shall be included in the report certifying the following uses:

1. Scholarships, student loans, or need-based grants – one hundred (100) percent state match,
2. First Generation in College Scholarships – one hundred (100) percent state match.
3. Other Eligible Uses – Match four (4) dollars state funds to six (6) dollars contributed funds.

(c) Certification form must include a statement of alignment with the college mission.

(d) As specified in Section 1011.85(4)(c), F.S., the audit for each foundation receiving state funds from this program must include a certification of accuracy in the amount reported for matching funds.

(6) Expenditures. Uses of proceeds under this program shall be in accordance with Section 1011.85(11), F.S. A foundation may spend the contributions after the use is approved by their board of trustees and before the state matching funds are receipted.

(7) Expenditure Report. Section 1011.85(4)(b), F.S. requires the colleges to submit to the State Board of Education an annual expenditure report tracking the use of all matching funds. The Community College Office of Budget and Financial Services annually provides the format for submission of this expenditure report.

Rulemaking Authority 1011.85 FS. Law Implemented 1011.85 FS. History--New 8-20-07.

6A-14.092 Textbook Affordability.

Pursuant to Section 1004.085, F.S., institutions within the Florida College System shall:

(1) Adopt textbooks no later than forty-five (45) days prior to the first day of classes to allow sufficient lead time to bookstores to work with publishers so as to confirm availability of the requested materials and to ensure maximum availability of used books. Where courses are added after this forty-five (45) day deadline, textbooks for such courses shall be adopted as soon as is feasible to ensure sufficient lead time.

(2) Pursuant to Section 1004.085(3), F.S., for those classes added after the thirty (30) day notification deadline, institutions shall post textbook information on their websites immediately as such information becomes available.

(3) Collect and maintain, before textbook adoption is finalized, written or electronically transmitted certifications from course instructors attesting:

(a) That all textbooks and other instructional items ordered will be used, particularly each individual item sold as part of a bundled package, and

(b) The extent to which a new edition differs significantly and substantively from earlier versions, and the value of changing to a new edition.

(4) Provide assistance as requested by the statewide textbook affordability workgroup established by the Department of Education to recommend policies and strategies that address the availability of required textbooks to students otherwise unable to afford the cost. The workgroup shall consist of nine representatives from institutions within the Florida College System chosen based on variable student enrollment (small and large student populations), geographic location (north, central and south) and economic status of student body (high population receiving need-based financial aid). A report shall be submitted by the workgroup to the State Board of Education by December 1, 2009, that identifies the policies.

Rulemaking Authority 1004.085(3), (4) FS. Law Implemented 1004.085 FS. History--New 2-25-09.

6A-14.095 Site Determined Baccalaureate Access.

(1) Purpose. This rule implements a uniform approval process for new baccalaureate degree programs proposed by Florida College System institutions, in accordance with Section 1007.33, F.S.

(2) Definitions. For the purposes of this rule, the following definitions shall be used.

(a) “College” means an institution within The Florida College System.

(b) “SACS” means the Southern Association of Colleges and Schools Commission on Colleges.

(c) “Division” means the Division of Florida Colleges.

(d) “Board of trustees” means a Florida College System institution board of trustees.

(3) Letter of intent. The following requirements shall apply to the letter of intent that is required pursuant to Section 1007.33(5)(a), F.S.

(a) The required components of the letter of intent, as approved by the board of trustees, are:

1. The name of the program;
2. The type of degree to be conferred under the program;
3. A brief description of the program;
4. Key skills expected of graduates;
5. A description of the career path or potential employment opportunities for graduates of the program;
6. A summary of discussions with the state university in the Florida college's service district and other public and nonpublic postsecondary institutions in the region regarding evidence of need, demand, and economic impact;
7. The workforce demand and unmet need for graduates of the program to include evidence from entities independent of the institution;
8. Expected term and year of the first upper division enrollment in the proposed program; and
9. A description of funds available for program startup costs, including promised support from local businesses and industries.

(b) The letter of intent will remain valid for two (2) years from its receipt by the Division.

(c) If the complete proposal is not received within two (2) years of receipt of the letter of intent, the college must submit a new letter of intent to the Division, to be subject to the same procedures as outlined in Sections 1007.33(5)(a)-(b), F.S., before an initial degree proposal may be submitted to the Division.

(4) Proposals for a baccalaureate degree Colleges seeking consideration of approval by the State Board of Education for a new baccalaureate degree proposal must complete and submit the Baccalaureate Proposal Approval Application BAAC-01 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01597>), which is hereby incorporated by reference in this rule to become effective September 2012. A copy of the form may be found at http://www.fldoe.org/cc/students/bach_degree.asp, or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.

(5) Alternative proposals and objections by a Florida state university or regionally accredited private college or university. Alternative proposals must be submitted to the Chancellor of the Florida College System and must address all criteria specified in Section 1007.33(5)(c), F.S., and specifically include a calculation of the total tuition and fees for a student starting as a first-time, freshman student in the program and a calculation of the total tuition and fees for completing the last two (2) years of the program. Both calculations must be based on the total hours required for the baccalaureate degree. A state university or regionally accredited private college or university may also submit an objection to a proposed new program to the Division, pursuant to Section 1007.33(5)(b), F.S. State universities have sixty (60) days following the receipt of the Letter of Intent to submit alternative proposals and objections. Subsequent to the sixty (60) day submission window for state universities, regionally accredited private colleges have thirty (30) days to submit alternative proposals and objections.

(6) Proposal Review/Approval Process.

(a) Upon receipt of a proposal, the Division shall review the proposal to determine compliance with criteria in Section 1007.33(5)(d), F.S. The proposal shall also include:

1. Evidence of collaboration via internal and external planning processes or meetings that include need, demand, regional capacity, and impact discussions with postsecondary institutions in regional proximity to the college.
2. An analysis of data and a description of the employment gap between the number of job openings and the number of graduates in the discipline area in that service region, which demonstrate demand and unmet need for graduates of the program.
3. A description of both existing and planned facilities, equipment, library/media, and academic resources needed for the program demonstrating physical capacity to support the program.
4. An enrollment projection and funding requirements for the program, including start-up costs, required faculty salaries, library resources, facility renovations/remodeling, and other anticipated operational costs to develop and maintain the program over a four-year period. Supplemental funding from outside sources should be included in a budget plan within the proposal.
5. The program curriculum, including course numbers and titles, credit hours and established or proposed common course prerequisites demonstrating comprehensive academic content and adherence to general education courses, common prerequisites and other degree requirements as outlined in Section 1007.25, F.S.

(b) The Division shall forward the final proposal to the Commissioner of Education with a written analysis, which the Commissioner shall consider in his recommendation to the State Board of Education.

(7) Adding or modifying concentration(s) to an existing baccalaureate degree program. A college seeking approval by the State Board of Education to add or modify a concentration to an existing baccalaureate degree program must submit the Application to

Add or Modify Concentration(s) to an Existing Baccalaureate Degree Program, Form BAAC-02 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01597>), which is hereby incorporated by reference in this rule to become effective September 2012. A copy of the form may be found at http://www.fldoe.org/cc/students/bach_degree.asp or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.

(a) The application may be submitted to the Division at any time following approval of the program by the State Board of Education and shall include:

1. A description of the approved program and any existing concentrations, including the degree type and program title;
2. The internal and external planning process;
3. Workforce need and demand; and
4. Academic content of the proposed concentration(s) or the proposed modification(s).

(b) The Division shall forward the application to the Commissioner of Education with a written analysis, which the Commissioner shall consider in his recommendation to the State Board of Education.

(8) The timely submission of an annual baccalaureate performance accountability report as prescribed in Section 1007.33(5)(h), F.S., and referenced as a compliance review in the format prescribed by the Division. The template, Annual Baccalaureate Performance Accountability Report Template, BAAC-03 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01597>), effective September 2012, is hereby incorporated by reference and may be accessed at http://www.fldoe.org/cc/students/bach_degree.asp or by writing to the Division at 325 West Gaines Street, Suite 1544, Tallahassee, Florida 32399.

Rulemaking Authority 1001.02, 1007.33(6) FS. Law Implemented 1007.33, 1008.32 FS. History—New 8-8-10, Amended 9-16-12.

6A-14.099 Failure of Florida College System Administrator or Law Enforcement Agency to Report Child Abuse, Abandonment or Neglect.

(1) Definitions. For purposes of this section:

(a) The terms “abuse,” “abandonment,” and “neglect” shall have the same meaning as in Section 39.01, F.S.

(b) The term “Administrator” means high level personnel who have been assigned the responsibilities of college-wide or campus-wide academic or administrative functions, such as: college presidents, campus presidents, provosts, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, chief human resource officer, deans, chief of police, campus safety officer, equal opportunity programs director, intercollegiate athletics director, internal auditor, Title IX coordinator and college compliance officer.

(c) The term “college” means a Florida College System institution.

(d) The term “Law Enforcement Agency” means the unit of the college which is vested with the authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the state.

(e) The term “State Board” means the State Board of Education.

(2) Investigation of an Allegation of a Failure to Report.

(a) Upon receipt of a credible allegation that a college Administrator or Law Enforcement Agency knowingly and willfully failed to report information of known or suspected child abuse, abandonment, or neglect as required by Section 39.205, F.S., the Florida Department of Education’s Office of Inspector General shall conduct an investigation to determine if sufficient evidence exists to support the allegation and the assessment of the \$1 million fine pursuant to Section 39.205, F.S.

(b) The Inspector General shall submit the investigatory findings to the Chair of the college’s District Board of Trustees or the Chair’s designee, and the college shall have twenty (20) business days after receipt to submit a written response to the Inspector General. The Inspector General shall provide a rebuttal, if any, to the college within twenty (20) business days after receipt of the college’s response. The college’s response and the Inspector General’s rebuttal to the response, if any, shall be included in the final investigative report presented to the State Board and the Chair of the college’s District Board of Trustees.

(3) Action by the State Board. The State Board shall issue a written order determining whether or not to assess the \$1 million fine against the college pursuant to Section 39.205, F.S.

(4) Additional Proceedings. Within twenty-one (21) business days after receipt of the State Board’s written order, the college may file a petition challenging the State Board of Education’s determination in an administrative proceeding conducted pursuant to Section 120.57, F.S.

Rulemaking Authority 39.205(10), 1001.02(1) FS. Law Implemented 39.205 FS. History—New 3-5-14.