



**FINANCIAL
AID**

EDUCATIONAL SERVICES

EDUCATIONAL SERVICES DIVISION

ENSURING YOUR SUCCESS - Academic Advising

The success of each student is the top priority at IRSC. The Educational Services Division encompasses a variety of services to help students benefit from their college experiences from the first visit to the College to graduation. Services include: Student Advising, Educational Program Planning, Financial Aid, Veterans Affairs, Admissions and Records, Curriculum Support, Career and Transition Services, Student Disability Services, International Student Advising, and Student Success Services/Enrollment Center. These services ensure that each student's program of study will be uniquely suited to his/her interests and abilities.

After an initial counseling and program planning session with an academic advisor, students may register in person at any campus, online at www.irsc.edu or by phone to schedule classes that will meet degree requirements.

Continuous evaluation and updating of the curriculum ensures that the programs of study at IRSC are current and relevant, with courses that provide a firm foundation for career success and continued education. IRSC graduates are well-prepared for transition to upper-level programs, including the opportunity to earn a Bachelor's Degree at IRSC. To assist students planning to continue studies toward a Bachelor's Degree, the Educational Services Division evaluates university specifications for credit transfer and advises students on the courses available at IRSC that fulfill these requirements.

In addition to academic advisement and career counseling, the IRSC Health and Wellness Center, IRSC advisors and branch campuses have resource materials available to refer students in need of personal counseling to appropriate agencies within the four-county service district.

ADMISSIONS & PROCEDURES

ADMISSIONS - Associate, Certificate, Vocational Programs

Any person planning to enroll in Indian River State College Associate Degree, Certificate and/or Vocational programs should complete an IRSC Application for Admission and Statement of Residency. Applicants may complete this form online at www.irsc.edu.

1. Under the open-door admissions policy in effect at IRSC, students with one of the following educational credentials will be admitted to Associate Degree programs:
 - a standard high school diploma
 - a high school equivalency diploma (GED) as prescribed in Section 1003.435, Florida Statute
 - a high school Certificate of Completion as prescribed in Section 1003.433(2)(b) Florida Statute
 - previously demonstrated competency in college credit postsecondary coursework to include at least 30 semester hours or more of college credit with a minimum 2.0 cumulative GPA and college level placement scores on the SAT, ACT, or Florida College Entry-Level Placement Test (FCELPT).
 - Home-School Affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of Section 1002.41, Florida Statute.
2. According to state law, all degree-seeking students entering the Florida College System or State University System must be tested for placement purposes. The

Florida College Entry-Level Placement Test is administered by IRSC. Students who register for any mathematics, English, reading, or college level professional coursework, must have placement scores. Scores are valid for 2 years. Associate Degree-seeking students must begin college preparatory instruction (if required) once they enroll in more than 12 credits and must continuously enroll in at least one preparatory course each term until the requirement is met.

3. Degree-seeking students must submit official transcripts from high school and all post-secondary educational institutions attended to Admissions and Records. All students entering Selective Admissions Programs and/or students receiving financial aid must have their transcripts on file and evaluated prior to their first term of enrollment. All other degree-seeking applicants must complete their admissions and submit all transcripts by the established deadline for the term. The student is responsible for requesting official transcripts and paying related fees from the sending institution.
4. Academically superior students may be admitted to the IRSC Dual Enrollment program while still in high school after they have obtained the approval of their high school principal or others designated by their county's Superintendent of Schools. (See Dual Enrollment and Early Admissions on page 30).
5. Certain specialized programs, such as Health Sciences and Cosmetology, have additional requirements for admission and may have specific application deadlines. Applicants to the Selective Admissions programs should contact the appropriate department for further information.

Once a student's application has been processed, a notification letter of any missing documents will be sent. Students whose continued attendance is interrupted by four or more major terms will be required to submit an updated IRSC Application for Admission and Statement of Residency (students may complete this form online at www.irsc.edu) and are subject to the Admission Guidelines that are in effect at the time of re-entry. Admitted students will be assigned an advisor/counselor, who will assist the students in establishing and completing an academic plan.

PLACEMENT TESTING

Florida Statutes require that degree-seeking students take one of the approved placements tests prior to registration for classes. Students who present ACT scores of Reading 18, English 17, Math 19, or SAT scores of Verbal 440, Math 440 or higher, may be exempt from taking the Florida College Entry-Level Placement Test (FCELPT.) Currently, IRSC administers the FCELPT and the National ACT Exam. The FCELPT is offered daily at each campus. Photo identification is required. Testing schedules are available at all IRSC campuses.

CLASSIFICATION OF STUDENTS

Students may enroll at IRSC on a full-time or part-time basis. Students who enroll for 12 or more semester hours in the Fall and Spring Semester are classified as full-time, while those who enroll for fewer than 12 hours are part-time students. During the Summer Semesters, a student must be enrolled in 6 or more semester hours per term to be classified as a full-time student. For financial aid purposes, students must be enrolled in 12 credit hours each term to be considered full-time and 6 credit hours to be considered half-time. The number of semester hour credits earned determines

a student's classification. Freshmen have earned fewer than 30 semester hours; sophomores have earned at least 30 semester hours; juniors have earned at least 60 semester hours; seniors at least 90 semester hours.

ATTENDANCE

Regular class attendance is required at IRSC. Students are expected to adhere to the policies set by each instructor. Students who do not attend the first week of their class will be withdrawn and will receive a grade of 'W'. Attendance in online classes is verified by logging in through Angel. Students who receive financial aid or Veterans benefits should refer to the Financial Aid section of this catalog for further information on attendance.

ADMISSIONS – Baccalaureate Programs

Any person planning to enroll in Indian River State College Baccalaureate programs must complete the Application for Admission and Statement of Residency and pay the one-time \$30 non-refundable application fee. Students may complete this form online at www.irsc.edu. Admission is open to all applicants who meet the admission requirements. All applicants must provide official transcripts. Students must demonstrate successful completion of College Preparatory requirements in English, reading and math prior to admission into a Baccalaureate program.

BACHELOR OF APPLIED SCIENCE DEGREE in

ORGANIZATIONAL MANAGEMENT (B.A.S.)

Applications for IRSC's Bachelor of Applied Science Degree in Organizational Management program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.A.S. program in Organizational Management are:

1. Applicants for the Bachelor of Applied Science Degree in Organizational Management program must have earned an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) Degree (or equivalent) from a regionally accredited postsecondary institution.. Students wishing to pursue a Bachelor of Applied Science in Organizational Management with a major in either Health Care Management or Public Safety Administration must meet the admission requirement of those specialized tracks for acceptance into those concentration areas. Students with an Associate in Arts (A.A.) Degree (or equivalent) may be admitted to the B.A.S. program with the approval of the Assistant Dean of Business Technology. Those with A.A. degrees who have completed all core General Education requirements will be required to complete a total of eighteen (18) credits in an occupational/technical area (e.g., accounting technology, computer science, business, etc.) in lieu of the additional core General Education required of the A.S./A.A.S. graduate.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

BACHELOR OF APPLIED SCIENCE DEGREE IN DIGITAL MEDIA (B.A.S.)

Applications for IRSC's Bachelor of Applied Science Degree in Digital Media program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.A.S. program in Digital Media are:

1. Earned an Associate Degree (or equivalent) from a regionally accredited postsecondary institution. An A.S. Degree in Graphic Design or Digital Media is preferred.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

BACHELOR OF SCIENCE DEGREE IN EDUCATION (B.S.)

Applications for IRSC's Bachelor of Science Degree in Education programs are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. programs in Education programs are:

1. Earned an Associate in Arts Degree (or equivalent) from a regionally accredited postsecondary institution.
2. Completion of all lower-division state-mandated common prerequisites including the three (3) Education prerequisites: EDF 2005, EDF 2085 and EME 2040.
3. Earned an overall grade point average (GPA) of 2.5 in lower-division coursework.
4. Submission of a satisfactory brief narrative that includes a request for admission to the program, factors influencing the applicant's decision to teach, the applicant's philosophy of education, and previous teaching or related experiences which demonstrate the applicant's potential as an educator.
5. Demonstrate mastery of general knowledge by presenting passing scores on all portions of the General Knowledge (GK) test of the Florida Teacher Certification Exam.
6. Submission of written recommendations from three (3) individuals familiar with the applicant's academic work, personal character, and/or ability to work with children and/or youth.

Note: All students accepted into an Education Baccalaureate Degree program must pass a Level II background check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) prior to beginning any course with a field experience component. Background checks will be administered by the school district(s) where field experiences are to be conducted. Students who cannot obtain a satisfactory background check will be prohibited from registering for courses with a field experience component and may be dismissed from the Education program.

BACHELOR OF SCIENCE DEGREE IN NURSING (B.S.N.)

Requirements for admission to the Bachelor of Science in Nursing (B.S.N.) are:

1. Applicants must have completed an Associate in Science Degree in Nursing (or equivalent) from a regionally accredited postsecondary institution.
2. Applicants must have a 2.5 grade point average (GPA) on a 4.0 scale.
3. Applicants must have a valid Florida Registered Nurse license.
4. Applicants must demonstrate computer competency as required by IRSC.

BACHELOR OF SCIENCE DEGREE IN BIOLOGY (B.S.)

Applications for IRSC's Bachelor of Science Degree in Biology program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. program in Biology are:

1. Earned an Associate in Arts Degree (or equivalent) from a regionally accredited postsecondary institution.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.
3. Completion of all required common prerequisite courses (listed below) with a grade of "C" or higher

BSC 2010 - General Biology, BSC 2010L - General Biology Lab, BSC 2011 - General Biology II, BSC 2011L - General Biology II Lab, CHM 1045 - General Chemistry I, CHM 1045L - General Chemistry I Lab, CHM 1046 - General Chemistry II, CHM 1046L - General Chemistry II Lab, CHM 2210 - Organic Chemistry I, CHM 2210L - Organic Chemistry I Lab, CHM 2211 - Organic Chemistry II, CHM 2211L - Organic Chemistry II Lab, MAC 2311 - Calculus I, STA 2023 - Statistics

BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES (B.S.)

Applications for IRSC's Bachelor of Science Degree in Human Services program are accepted year-round, and students may start during any semester of the academic year. Requirements for admission to the B.S. program in Human Services are:

1. Earned an Associate Degree (or equivalent) from a regionally accredited postsecondary institution. An A.S. Degree in Human Services is preferred.
2. Earned an overall Grade Point Average (GPA) of 2.0 in lower-division coursework.

NON-DEGREE SEEKING BACCALAUREATE STUDENTS

Non-degree seeking students may register for certain upper-division courses for the purpose of personal or professional development without being admitted to a Baccalaureate Degree program. Non-degree seeking students must complete an IRSC Application for Admission and Residency Affidavit, pay the Baccalaureate application fee, submit transcripts documenting completion of an Associate Degree or higher, and demonstrate successful completion of College Preparatory requirements in English, reading and math prior to admission as a non-degree seeking Baccalaureate student. Enrollment will be on a space-available basis only. Upper-division credits earned as a non-degree seeking student may be applied toward a Baccalaureate Degree upon admission to a Baccalaureate Degree program. Additional academic program requirements or restrictions may apply. Consult with an IRSC advisor/counselor for additional information.

SPECIAL ADMISSIONS

ADMISSION TO HEALTH SCIENCE PROGRAMS

In addition to admission requirements for most of the programs at IRSC, the Health Sciences Division requires applicants to meet additional "Selective Admission" conditions. These include submission of a Health Sciences program application, payment of a \$30 nonrefundable/non transferable application fee for each program, appropriate academic preparation, and acceptable scores on various aptitude tests. Students who need refresher or remedial help before being accepted into the Health Science programs are referred to the Academic Support Center (ASC), where individualized instruction is available. Program information outlining the selective admission criteria is available from the IRSC website.

HIGH SCHOOL TRANSCRIPTS

The College accepts high school credentials in accordance with Florida Statutes and State Board of Education Rules. In alignment with F.S. 1003.428, a valid high school credential will be validated by submission of an official transcript from the awarding school that documents that the student successfully completed a variety of secondary courses over a specified period of dated enrollment such as semester periods, grade levels, or other defined dates that demonstrates student longitudinal engagement and course participation, and for which grades were assigned, successful completion or graduation is noted, and an official seal or signature is attested. The Student Services Review Committee will make the final determination for transcripts that are otherwise inconclusive.

DUAL ENROLLMENT

Dual Enrollment is defined as a student simultaneously earning high school credit toward a high school diploma along with college credit toward an Associate Degree or occupational credit toward a technical certificate. For information on additional requirements and opportunities, go to www.irsc.edu and click on Programs & Careers, High School/Dual Enrollment. Types of Dual Enrollment include:

1. **Academic** - Students in grades 9-12 may simultaneously earn high school credit toward a high school diploma and college credit toward an Associate or Baccalaureate Degree. Students may be part-time or full-time. To enroll in academic coursework, students must successfully complete an entry-level examination as required by Section 1008.30, Florida Statutes. For the purpose of this agreement, ACT, SAT, and/or FCELPT scores are acceptable.
2. **Career/Technical** - Students in grades 9-12 may simultaneously earn elective high school credit toward a high school diploma and career/technical credit toward an Associate Degree or Technical Certificate. Students may be part-time or full-time in career/technical Dual Enrollment.
3. **Early Admission** - Highly qualified high school students may enroll full-time in college, and simultaneously earn high school credits toward a high school diploma and college credit toward an Associate or Baccalaureate Degree. Students must have completed, prior to Early Admission, a minimum of six semesters of full-time secondary enrollment (grades 9-11). Eligibility criteria, as stated in paragraphs #1 and #2 above, also apply to Early Admission.

The following are ineligible to be counted as Dual Enrollment.

- A. Vocational preparatory instruction
- B. College preparatory instruction
- C. Other forms of pre-college instruction
- D. Physical education and recreational studies that focus on physical execution of skills rather than the intellectual attributes of an activity
- E. Private music lessons

TRANSIENT STUDENTS

Students attending other colleges or universities who wish to earn credits for transfer to those institutions may be admitted to IRSC as transient students. These students must present an official statement from the institution they have been attending which certifies the credits they earn at IRSC will be accepted as part of their academic

program. Transient students are not required to file transcripts of their previous college credits. Upon completion of a class, transient students may submit a transcript request online at www.irsc.edu to have their transcript sent to their home institution. In order for an IRSC transcript to be sent to another institution, a written request must be received by Admissions and Records. The Florida Web site www.FACTS.org contains an electronic version of the Transient Student Form. Check this site to determine if your school participates in the electronic transcript process.

TRANSFER COURSEWORK

Degree-seeking students must submit official transcripts from all previous postsecondary educational institutions to Admissions and Records during the first six weeks of the term of enrollment. The collegiate coursework must be relevant to the programs offered at IRSC, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in comparable IRSC courses. Coursework earned from non-regionally accredited institutions will be evaluated on a case by case basis. Upon evaluation, a degree audit will be mailed to the student reflecting courses accepted toward an IRSC degree.

IRSC accepts eligible credits of a grade of “D” or higher in all undergraduate courses. However, a grade of “C” is required for Gordon Rule courses and some prerequisite courses. Please consult an advisor/counselor for further clarification.

All credits attempted at IRSC, along with transfer credits from all other institutions attended, will be used to compute the student’s cumulative grade point average (GPA). Students must complete at least twenty-five percent (25%) of the program requirements for their certificate or degree at IRSC. Only courses with grades of A, B, C, D and S that are part of the degree will satisfy the residency requirement. College preparatory courses may not be used to fulfill the residency requirement. Courses that can be taken multiple times for credit can be used multiple times toward the residency requirement up to the number of times that they can be taken for credit. CLEP, AP, IB, PEP, and competency-validated credit will not be counted toward the residency requirement. Students should consult with their assigned advisor/counselor if they have any questions regarding transfer.

Transfer students with a last term below a 1.5 GPA will be admitted on an academic warning status. Students in this category should refer to the Academic Warning/ Probation/Suspension section of this catalog.

INTERNATIONAL STUDENTS (F1 Student Visa)

Foreign students desiring to attend IRSC should request the Foreign Student information packet, which includes the Foreign Student information brochure and Foreign Student application for admission. The student must then submit:

1. Completed Foreign Student application along with the \$30.00 application fee.
2. Official transcripts of completed high school and postsecondary work, including the dates of attendance, courses taken, and grades received. A notarized English translation must accompany the transcript. Both should be submitted with the application.
3. Official copy of scores attained on the Test of English as a Foreign Language (TOEFL). A minimum total paper-based score of 500 or a computer-based total

of 173 is required of foreign students whose native language is not English.

4. Documentation of medical insurance covering the periods of enrollment.

Foreign students will receive Form I-20 (Immigration Certificate of Acceptance) upon approval of the application.

INTERNATIONAL TRANSFER COURSEWORK

Students who have attended a postsecondary educational institution outside the United States must have their foreign academic credentials evaluated by **World Education Services, Inc.**, P.O. Box 745, Old Chelsea Station, New York, NY 10011, or **Josef Silney & Associates, Inc.**, 7101 S.W. 102 Avenue, Miami, FL 33173, or any current NACES member (<http://www.naces.org/members.htm>) and provide IRSC Admissions and Records with a course by course evaluation of the official translated transcripts from each institution attended. The student is responsible for evaluation fees and there is no guarantee that any coursework will transfer to IRSC.

RESIDENCY

Students shall be classified as residents or nonresidents for the purpose of assessing tuition at Indian River State College. A Florida resident for tuition purposes is a person, or a dependent person whose parent or legal guardian, has established and maintained a legal residence in Florida as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at Indian River State College. Living or attending school in Florida will not, in itself, establish legal residence for tuition purposes.

To qualify as a Florida resident for tuition purposes, the person, and, if the person is a dependent, his/her parent or legal guardian, must be a United States citizen or hold an eligible immigration status as defined by the Florida College System Residency Guidelines on Florida Residency for Tuition Purposes adopted October 27, 2010. All other persons are ineligible for consideration for classification as a Florida resident for tuition purposes.

Classification of residency for tuition purposes is defined by Florida Statute (2010) 1009.21 Determination of resident status for tuition purposes. Students shall be classified as residents or nonresidents for the purpose of assessing tuition in postsecondary educational programs offered by charter technical career centers or career centers operated by school districts, in community colleges and state universities.

(1) As used in this section, the term:

- (a) "Dependent child" means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the Federal Income Tax Code.
- (b) "Initial enrollment" means the first day of class at an institution of higher education.
- (c) "Institution of higher education" means any charter technical career center as defined in s.1002.34, career center operated by a school district as defined in s.1001.44, community college as defined in s.1000.21(3) or state university as defined in s. 1000.21(6).
- (d) "Legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is

occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17.

- (e) “Nonresident for tuition purposes” means a person who does not qualify for the in-state tuition rate.
 - (f) “Parent” means the natural or adoptive parent or legal guardian of a dependent child.
 - (g) “Resident for tuition purposes” means a person who qualifies as provided in this section for the in-state tuition rate.
- (2)(a) To qualify as a resident for tuition purposes:
1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education.
 2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (b) However, with respect to a dependent child living with an adult relative other than the child’s parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child’s initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child’s initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
- (c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
- (3)(a) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent’s legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.
- (b) Except as otherwise provided in this section, evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student’s initial enrollment in an institution of higher education.

- (c) Each institution of higher education shall affirmatively determine that an applicant who has been granted admission to that institution shall affirmatively determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment. The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive. Residency documents are subject to Florida Division of Motor Vehicles of Florida Division of Elections verification.
1. The documents must include at least one of the following:
 - a. A Florida voter's registration card.
 - b. A Florida driver license.
 - c. A State of Florida identification card.
 - d. A Florida vehicle registration.
 - e. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
 - f. Proof of a homestead exemption in Florida.
 - g. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months.
 - h. Proof of permanent full-time employment in Florida (at least 30 hours per week for a 12-month period.)
 2. The documents may include one or more of the following:
 - a. A declaration of domicile in Florida.
 - b. A Florida professional or occupational license.
 - c. Florida incorporation.
 - d. A document evidencing family ties in Florida.
 - e. Proof of membership in a Florida-based charitable or professional organization.
 - f. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months or payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.
- (4) With respect to a dependent child, the legal residence of the dependent child's parent or parents is prima facie evidence of the dependent child's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. However, the legal residence of a dependent child's parent or parents who are domiciled outside this state is not prima facie evidence of the dependent child's legal residence if that dependent child has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.
- (5) In making a domiciliary determination related to the classification of a person as

a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

- (a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his or her legal residence in this state.
 - (b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.
 - (c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (6)(a) Except as otherwise provided in this section, a person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent presents a minimum of three (3) documents identified in Section. 1009.21(3)(c)1. or 1009.21(3)(c)2., F.S., that convincingly demonstrate the establishment of permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education. Documentation must demonstrate that the student, or if the student is a dependent, his or her parent, has maintained legal residence in Florida for at least twelve (12) consecutive months prior to his or her request for reclassification. The documentation must include at least one item from Section. 1009.21(3)(c)1., plus 2 additional documents from either Section. 1009.21(3)(c)1. or 1009.21(3)(c)2., F.S.
- (b) If a person who is a dependent child and his or her parent move to this state while such child is a high school student and the child graduates from a high school in this state, the child may become eligible for reclassification as a resident for tuition purposes when the parent submits evidence that the parent qualifies for permanent residency.
 - (c) If a person who is a dependent child and his or her parent move to this state after such child graduates from high school, the child may become eligible for reclassification as a resident for tuition purposes after the parent submits evidence that he or she has established legal residence in the state and has maintained legal residence in the state for at least 12 consecutive months.
 - (d) A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her

marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.

- (7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or, if a dependent child, by reason of his or her parent's or parents' serving, in the Armed Forces outside this state.
- (8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his or her resident tuition status because the person or, if he or she is a dependent child, the person's parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester of academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
- (9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his or her domicile in this state shall be permitted to reenroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his or her domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

Please consult the Admissions and Records Office for additional Florida statute exceptions regarding classification as a resident for tuition purposes.

A student who requests resident status but provides information of documentation that is inconsistent with other areas of his/her application may not meet the eligibility requirements for Florida residency for tuition purposes. In evaluating documentary evidence, there must be an absence of information that contradicts the student's claim of resident status. Possession of a legal tie to any other state (i.e., driver license, vehicle registration) may preclude a student from being classified as a Florida resident for tuition purposes.

A student who is otherwise unable to qualify for in-state classification by the guidelines set herein, may submit a petition to the Residency Appeals Committee in the Office of Admissions and Records. The student must include documentation evidencing the grounds on which the appeal for in-state classification is based. Petition forms are available at any campus. The Residency Appeals Committee will render a final residency determination in writing that includes the reason for the determination.

After a period of 24 months of non-enrollment, students will be required to apply for readmittance to the college and resubmit documentation for classification as a resident for tuition purposes.

An applicant should be aware that a false statement regarding residency status is punishable as a misdemeanor under Section 837.06, Florida Statutes.

CHANGE OF ADDRESS

Students may change their address at www.irsc.edu, by logging into MyIRSC. To ensure receipt of College correspondence and information distributions, and emergency notifications, it is important to keep contact information updated. Students should also be sure to activate their free student email account.

FEES

Every effort is made at IRSC to provide a high quality education at a reasonable cost. Many financial aid and scholarship programs are available to eligible students to assist with the financing of their college education at IRSC.

Up to 5% of each student's matriculation fee per credit hour is applied toward scholarships.

The fee schedule in effect at IRSC as of August, 2011, is listed below. These fees should be considered approximate cost estimates. All fees listed are subject to change at any point during the Catalog year.

Program	Florida Resident Matriculation	Non-Florida Resident Tuition
Baccalaureate	\$110.03/cr. hr.	\$509.53/cr. hr.
Advanced and Professional	\$99.22/cr. hr.	\$378.08/cr. hr.
Postsecondary Vocational	\$99.22/cr. hr.	\$378.08/cr. hr.
Educator Preparatory	\$99.22/cr. hr.	\$378.08/cr. hr.
College Preparatory	\$99.22/cr. hr.	\$378.08/cr. hr.
Postsecondary Adult Vocational	\$2.49/contact hr.	\$9.92/contact hr.
Continuing Workforce Education	\$8.00/contact hr.	\$16.00/contact hr.
Vocational Preparatory	\$30.00/term	\$120.00/term
Adult General Education	\$30.00/term	\$120.00/term
Recreational and Leisure Time	\$1.00/contact hr.	\$1.00/contact hr.
Fielden Institute	\$7.50/contact hr.	\$7.50/contact hr.

SPECIAL FEES

Special fees (non-refundable), in addition to matriculation, tuition, and registration:

Late Registration	\$30.00
Commencement (includes regalia)	\$50.00
Cosmetology and Barbering Graduation	\$20.00
Adult High School Graduation	\$20.00
Practical Nursing Graduation	\$20.00
Baccalaureate Application Fee	\$30.00
Culinary Institute of the Treasure Coast Application	\$30.00
Health Science Application	\$30.00
International Student Application	\$30.00
Internet Course	\$5.00/cr. or /30 clock hour
Fine Arts Scholarship Drug Test	\$35.00
Health Science Fee for Criminal Background Check/Drug Screening	\$100.00
Health Occupation Basic Entrance Test (HOBET)	\$20.00

Health Science Reasoning Test (HSRT)	\$10.00
Florida College Entry-Level Placement Test	\$10.00
One Subtest	\$10.00
General Education Development Test (GED)	\$56.00
Individual Subtest	\$12.00
National League of Nursing Exam	\$75.00
Competency Validated Credit - Service Fee	\$5.00/cr. or /30 clock hour
College Level Examination Program (CLEP)	\$15.00
Additional test fee will be charged by CLEP	
Interlibrary Loan Fees - Photocopied	\$.10/pg.
Parking Fines	\$10.00
Replacement Student I.D. Card	\$5.00
Replacement Radiation Monitor Badge	\$4.00
Replacement Radiation Monitor Ring	\$3.00
Basic Ability Test (Law Enforcement or Corrections)	\$40.00
Physical Ability Test (Criminal Justice)	\$20.00
Region XI Selection Center Phase 1	\$345.00
Region XI Selection Center Phase 2	\$105.00
Region XI Equivalency of training - Non-resident	\$200.00
Region XI Equivalency of training - Resident	\$100.00
Entry Level Firefighter test	\$40.00
Fingerprinting - Fire Academy and Equivalency of training	\$53.25
Dental Hygiene Instrument Kit and supplies	\$1,400.00
Distance Learning Testing Fee for non-IRSC Students	\$40.00/exam
Early Childhood Education Laboratory School:	
Application Fee (per student)	\$75.00
Before School Care 7:30 - 8:30 a.m. (per student, per week)	\$10.00
School Day 8:30 a.m. - 3:30 p.m. (per student, per week)	
1 year old class	\$145.00
2 year old class	\$125.00
3 year old class	\$115.00
4 year old class	\$70.00
After School Care 3:30 - 5:30 p.m. (per student, per week)	\$20.00

Additional fees may be charged for instruction incurring unusual costs and for special services to individuals or community or governmental agencies.

In accordance with state law, students who register for a college preparatory class or for a college credit class for the third time, may be assessed the full instructional cost.

Refer to the Course Description section of this catalog for lab fees, test fees and insurance fees assessed for individual courses.

EXCESS HOURS NOTIFICATION

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a Baccalaureate Degree at a Florida public university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 115%

of the hours required for a Baccalaureate Degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (115% times 120 hours).

All students whose educational plan may include earning a Bachelor's Degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a Florida public university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Please schedule an appointment with your advisor to create an academic plan that ensures you enroll only in courses needed for your program so that you can avoid extra costs when transferring to one of Florida's public universities.

SCHOLARSHIPS

The Indian River State College Foundation enhances access and quality of education for students by attracting and managing private contributions from individuals, corporations, and private foundations. The IRSC Foundation awards more than \$2.1 million in scholarships each year to assist students in gaining a college education. Various academic, cultural and discipline area scholarships are also available on a competitive basis, and many organizations throughout the community offer scholarships to students who plan to attend IRSC. Applications and information concerning scholarships can be obtained at the IRSC Foundation Web site at www.irscfoundation.org, or any of the four-county area high school guidance offices.

FINANCIAL AID

Indian River State College believes that no person should be denied a college education due to a lack of funds. The College and IRSC Foundation make available to eligible students a variety of scholarships, grants, work opportunities, and loans. Although students and their parents are expected to make every effort to meet the costs of education, many students do qualify for some form of scholarship or financial aid. Apply online at www.irsc.edu, and click on the Financial Aid link.

Federal and State financial aid programs are offered to eligible students at IRSC. These include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Scholarship Program
- Federal TEACH Grant
- Federal Work Study Program (FWSP)
- Federal Direct Student Loans

Applications and information on these programs are available to students through their high school guidance counselor, or the IRSC website. Since aid applications take 6 to 8 weeks to process, students are encouraged to apply early.

Federal Aid recipients must meet satisfactory academic progress guidelines and must achieve a 2.0 cumulative grade point average (GPA). Federal Financial Aid eligibility

requirements state that students can only receive financial aid for classes that are in their degree program (exception: up to 30 credits in remedial coursework will count for aid purposes).

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

There are three components to IRSC's Satisfactory Academic Progress Standards (SAP) for Financial Aid Recipients:

1. Aid recipients are expected to maintain a minimum cumulative 2.0 GPA for all classes attempted, including transfer credits.
2. Aid recipients must successfully complete 70% of all credits attempted, including transfer credits.
3. Aid recipients must complete their degree or certificate within a specified time-frame, based on enrollment status.

In general, students who have attempted more than 150% of their program of study will not be eligible to receive Financial Aid at IRSC, even if some of these credits were attempted at another institution. Some programs have specific higher credit limits. Certain financial aid programs may have more restrictive guidelines. More specific SAP guidelines may be obtained from the Financial Aid Office. It is the student's responsibility to be aware of, and to adhere to, all Satisfactory Academic Progress requirements for aid recipients.

FINANCIAL AID AND ATTENDANCE

Students at IRSC who receive any Federal Financial Aid, including Veterans benefits, are expected to attend all class sessions. Unavoidable absences should be discussed with instructors. Also, students funded by any of these programs must make Satisfactory Academic Progress to maintain their eligibility. Financial Aid and Veteran students should refer to IRSC's Standards of Satisfactory Academic Progress (available online). Students who are Financial Aid recipients who cease to attend classes are considered withdrawn for Financial Aid purposes. (See **Withdrawals - Refund of Title IV Funds**, below). Students who do not attend the first week of their class will be withdrawn, receive a grade of "W", and have their Financial Aid award adjusted as appropriate. Attendance in online classes is verified by logging in to that class.

WITHDRAWALS - REFUND OF TITLE IV FUNDS

Any student who withdraws and/or stops attending all of his/her classes prior to the 60% point of any term and has received any Federal funds will owe a repayment to the Financial Aid programs. Federal regulations prohibit a student who owes a refund from receiving any further Title IV Aid until this refund obligation has been paid.

Title IV Aid includes all Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended). The following IRSC Financial Aid sources are a part of the Title IV programs: Direct Student loans, Federal PLUS Loans, Federal Work-Study, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grants, and Federal TEACH Grant.

VETERANS/ELIGIBLE DEPENDENTS

Indian River State College is approved by the State Approving Agency for Veterans Training to provide training under the various education laws administered by the Department of Veterans Affairs. The new Post-911 G.I. Bill provides expanded

educational benefits for qualified veterans who have served in the military after September, 11, 2001. It is important that veterans/eligible dependents who plan to attend IRSC apply early through the Veterans Affairs Office on the IRSC Main Campus so that certification of eligibility may be obtained from the VA Regional Office. It is the individual's responsibility to make sure that he/she meets all of the eligibility requirements, and reads and understands the regulations and policies that govern the VA educational benefit program. Veterans/eligible dependents must enroll for at least 12* semester hours during the Fall and Spring Semesters, and for at least 6 semester hours during each of the Summer Sessions to receive educational benefits at the full-time rate. If fewer semester hours are attempted, monthly allotments are generally reduced proportionately.

Students receiving VA educational benefits must maintain a cumulative grade point average (CGPA) of 2.0 to continue their eligibility for benefits. If a student's CGPA falls below 2.0, the student will be given no more than two consecutive probationary periods to re-establish a 2.0 CGPA. A student's VA education benefits will be terminated if his/her CGPA remains less than 2.0 at the end of the second probationary period. Students may be recertified for VA education benefits when their CGPA reaches 2.0. The academic probation/suspension procedures indicated in this catalog refer to the continued enrollment in the College, not to continued eligibility for VA educational benefits. The VA benefit eligibility policy is consistent with the 2.0 cumulative GPA as required for graduation. Non-degree students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive educational benefits.

A veteran/eligible dependent's enrollment status is certified to the VA for each enrollment period the individual is enrolled. It is the individual's responsibility to report to the IRSC Veteran's Office all changes in the number of semester hours he/she is enrolled in or any other change in status. At least 45-60 days should be allowed for paperwork to be processed before an individual can expect his or her first benefit payment.

Students in vocational clock hour programs are expected to attend all class sessions. Students receiving VA educational benefits should note that excessive absences will result in termination of benefits. Absences totaling more than the equivalent of 10% of the total hours for the enrollment period will result in the student being terminated from receipt of VA educational benefits due to unsatisfactory attendance.

ACADEMIC WARNING/PROBATION/SUSPENSION

Standards of Academic Progress will be calculated based upon the student's term grade point average at the end of each semester. All students whose term grade point average is below a 1.5 will be placed on academic warning for the next semester in which they enroll and may enroll for a maximum of 15 credit hours. Students whose term GPA remains below a 1.5 at the end of the warning semester will be placed on probation for the next semester in which they enroll and may enroll for a maximum of 12 credit hours. At the end of the probation period students whose term GPA remains below a 1.5 will be placed on suspension. Suspension is action taken by the College to suspend a student due to poor academic progress. Students on suspension will not be permitted to enroll in classes until they apply for reinstatement by meeting with an

*Subject to change by the United States Department of Veterans Affairs of the Veterans Administration.

advisor/counselor. If the appeal is approved, the student will be readmitted for one additional probationary semester to obtain a term GPA of 1.5 or above. During this reinstatement semester, the student may enroll for a maximum of 12 credit hours.

This Academic Warning/Probation/Suspension Policy is also applicable to transfer students. Therefore, it is possible for a transfer student to enter IRSC under first-term academic warning status.

COLLECTION POLICY

A student with an outstanding financial obligation will have his/her grades, transcripts, and registration withheld until the outstanding balance is paid in full. An outstanding balance could consist of a returned check, deferment, fee deficiency, financial aid over award, or other financial obligation. The College will make every effort to notify the student of the obligation. It is the student's responsibility to make sure the College has the correct mailing information. If the student does not respond, the College reserves the right to send all accounts deemed delinquent to an external collection service. The College will attempt to notify all students before this action is taken. However, once an account is submitted, all collection costs will be added to the outstanding balance of the delinquent account. The student will be responsible for all collection costs incurred.

REFUNDS

A full (100%) refund of matriculation, tuition and other fees will be granted to a student only under the following circumstances:

1. A student officially drops a class prior to the published add/drop deadline for the regular term.
2. A student officially drops a Special Registration class prior to the published drop deadline. A Special Registration class is defined as a class with beginning and ending dates that do not coincide with the beginning and ending dates published for the regular term.
3. A student is registered for a class that is cancelled by the College.
4. A student is called to active military duty and officially withdraws from classes. The student must present his or her formal "Orders to Report for Duty."

A student receiving financial aid may receive refunds based on the Federal refund regulations.

Other than the four conditions stipulated above, the only other refund requests considered by the College will be those where there are documented, extraordinary circumstances absolutely beyond the student's control. Students who believe their situation qualifies for consideration and review have one year from the date of withdrawal to submit a *Withdrawal with a Refund Request* and any pertinent documentation to the relevant Provost or Dean. The Provost or Dean will then make their recommendation to their respective Vice President.

The process of refunding fees for classes begins as soon as possible following the published Drop/Add deadline for that term and continues on a periodic basis for the remainder of that term. Any monies owed to the College by a student will be deducted before a refund is issued. Refunds will be mailed 2 - 4 weeks after the Drop/Add period ends.

Individuals can refer to the District Board of Trustees Policy Manual, 6Hx11-7.14, for

detailed information regarding student refunds.

REGISTRATION

Registration for classes can be completed online at www.irsc.edu or at any IRSC campus. Students may also use online or phone registration to drop and add classes, or pay tuition. Students must have a current application for admission on file, a valid major code, and no outstanding holds in order to register. Registration is not complete until all fees are paid. Although classes may be scheduled in advance, that schedule is not effective until all fees are paid. Registration deadlines are noted in the Academic Calendar near the front of this catalog.

DROP/ADD PROCEDURES

The Drop/Add period is noted in the Academic Calendar near the front of this catalog, and is printed on the student's schedule for each class. State regulations prohibit IRSC from allowing registration changes after the deadline for Drop/Add has passed. It is the student's responsibility to make sure all fees are paid by the Drop/Add deadline. Students who wish to change their class schedule during this period can do so online at www.irsc.edu or via the Call Center (1-866-792-4772) or at any IRSC campus. Students must officially drop classes from their schedule, regardless of their Financial Aid status.

WITHDRAWAL AND FORGIVENESS POLICY

A student may repeat a college credit course in which a grade of D, F, I, U, or W was earned two additional times for a total of three attempts. Grade forgiveness means that the student's grade point average will be calculated based upon the final grade earned in the course, provided it is not a W. If a student repeats a course resulting in a withdrawal, then the grade earned in the previous attempt will be used in the GPA calculation. Federal Financial Aid rules do not use grade forgiveness in Standards of Academic Progress.

Withdrawals of any kind, including Instructor Withdrawals, are not permitted for the student's third attempt in a course. Courses taken at institutions other than IRSC will not be counted as attempts.

Students who take a college credit course for the third time will be assessed full instructional costs. Students with extenuating circumstances may appeal the full instructional costs. If approved, the student will be assessed at the regular tuition rate.

WITHDRAWAL PROCEDURES

Students must consider that withdrawal from courses will negatively impact them from an educational and financial standpoint. Students who accrue excess hours in earning a degree may be subject to paying non-resident fees at a Florida public university. Bright Futures Scholarship students are required to re-pay the tuition for any course withdrawal. It is imperative that students discuss any intent to withdraw from a course with their advisor/counselor and instructor in order to avoid negative repercussions. Students may withdraw from any class and have a "W" recorded provided certain conditions are met:

1. Individual class withdrawals must occur before the deadline noted in the Academic Calendar in the front of this catalog.

2. Withdrawals from Special Registration classes must be completed prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates for the regular term.
3. A total withdrawal from all classes must occur before the deadline noted in the Academic Calendar in the front of this catalog. Official withdrawal forms are available at any IRSC campus.
4. Withdrawals may not be completed for the third attempt in any college credit course. See the Withdrawal and Grade Forgiveness Policy noted in the previous section.
5. Withdrawals may be done online at www.irsc.edu or in person at any IRSC campus. The withdrawal date is the date the withdrawal form or web entry is submitted.
6. Students who do not attend class and who do not officially withdraw may receive a failing or unsatisfactory grade.
7. **Financial Aid and Veteran students** should refer to IRSC's Standards of Satisfactory Academic Progress (available in the Financial Aid Office) and also to the Financial Aid section of this catalog for information regarding the return of Title IV funds.

GRADING SYSTEM

At the end of each term, students may access their grades online at www.irsc.edu. In addition, students may assess their academic progress and status each semester by obtaining an online degree audit via www.irsc.edu.

The following grading system is used:

- A Excellent (4 grade points per semester hour)
- B Good (3 grade points per semester hour)
- C Average (2 grade points per semester hour)
- D Poor (1 grade point per semester hour)
- F Failure (no grade points)
- *I Incomplete (no grade points)
- S Satisfactory (no grade points)
- U Unsatisfactory (no grade points)
- W Withdrawn (no grade points)
- NR Not Reported (no grade points)

Some courses require a grade of "C" or better for graduation. To verify which courses require a "C", contact an advisor/counselor. *An incomplete grade (I), for which coursework is not completed within a year, will be converted to an "F" or a "U", depending upon the grading method of class.

Given appropriate advisement, a student may take a course for "S" (Satisfactory) or "U" (Unsatisfactory) graded credit and count it towards their program. Courses taken for "S" or "U" graded credit will not convert to any other type of grade.

The student's grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted.

GRADE DISPUTES

Criteria for final grade determination and assignments are the prerogative of the instructor of record for all College courses. Therefore, only the primary instructor

can change the final grade assigned to the student. If a student does not accept the instructor's explanation of the final grade determination, or contacting the instructor is no longer possible, then the student is entitled to appeal a final grade to the Academic Review Committee.

Students who wish to appeal their assigned grade to the Academic Review Committee, must submit their request in writing to the Vice President of Academic Affairs. A formal meeting will then be scheduled to review the student's case, review any pertinent documentation, and make an objective determination regarding the student's final grade. After the review is completed, the Academic Review Committee will make a recommendation to the College President who will notify the student in writing of the College's final decision.

TRANSCRIPTS

Students may access their unofficial transcript or submit a request for an official transcript online at www.irsc.edu. Written requests for official transcripts may also be submitted to the Office of Admissions and Records or at any IRSC campus. No transcripts will be released until all obligations to the College are satisfied. Contact the Office of Admissions and Records for further information.

PRESIDENT'S LIST

The President's List is posted at the end of the Fall and Spring Semesters. All students who have completed a minimum of 15 semester hours or more with the letter grade of "A" and a semester GPA of 4.0 will be eligible. Courses with an S/U grading method are not eligible.

DEAN'S LIST

The Dean's List is posted at the end of each semester. To be eligible for this honor, students must have completed 12 or more semester hours. Students must also maintain a GPA of 3.5 or higher with no grade lower than a "C." Courses with an S/U grading method are not eligible. For Summer Sessions, six (6) or more semester hours must be completed.

HONORS PROGRAM

The Honors Program at Indian River State College provides students with the opportunity to expand their academic horizon and enter into a shared inquiry that leads them to further develop their intellectual capacities.

A prospective Honors student must:

- have an ACT composite score of 26 or higher, an SAT combined score of 1100 or higher, OR
- have a cumulative College grade point average of 3.3 or higher, with a minimum of 12 credit hours excluding college preparatory courses, OR
- have a combined College Placement Test Score of 280 or above.

Requirements

Students must successfully complete all degree requirements, Service Learning and Honors designated credit courses, including IDS 1110: The Pursuit of Knowledge. They are expected to attend Fine Arts performances, participate in campus activities such as Brain Bowl and CCG, and are encouraged to participate in IRSC Study Abroad.

Honors Diploma - In addition to or as part of the degree requirements:

- 24 hours of Honors designated credit
- 45 hours of documented Service Learning
- An acceptable Honors Capstone Project
- Cumulative GPA of 3.5

Honors Certificate - In addition to or as a part of the degree requirements:

- 15 hours of Honors designated credit
- 15 hours of documented Service Learning
- Cumulative GPA of 3.5

Honors credit may be earned by completing the Honors Interdisciplinary Seminar, completing the Honors Capstone Project, and completing other Honors designated course work. Students interested in the Honors Program may contact the Assistant Dean of Communications & Social Sciences for application information.

SERVICE LEARNING

Service Learning is an instructional method that uses experiential education to assist students in acquiring a deeper understanding of and appreciation for underlying concepts, ideas, and principles associated with the course of study, while also promoting and strengthening the idea of democratic citizenship. In Service Learning, experiential learning is not just learning by doing. It combines direct, hands-on experience with guided reflections and analysis of what is being done, how the student is responding to the experience, what the student feels are the good and the bad aspects of the experience, how the student would change the learning process and environment, what the student has learned about the mission and infrastructure of the agency he or she is working with, and what the student sees as his or her responsibility and future role in the community.

ACADEMIC AWARDS

Graduating students' academic achievements are recognized during the Spring or Fall Commencement Ceremony as follows:

- GPA of 3.85 to 4.00 - Graduated with Highest Honors (Summa Cum Laude)
- GPA of 3.70 to 3.84 - Graduated with High Honors (Magna Cum Laude)
- GPA of 3.50 to 3.69 - Graduated with Honors (Cum Laude)

Students who earn academic honors will have their transcripts so designated. Computation of Academic Awards for the Baccalaureate Degree is based on all coursework attempted (excluding college preparatory). Computation of Academic Awards for the Associate in Arts Degree is based on all coursework attempted (excluding college preparatory and those occupational courses that may not be counted toward an A.A. Degree). For the Associate in Science and the Associate in Applied Science degrees, Academic Awards are based on all coursework attempted (excluding college preparatory). For all degrees, undergraduate coursework attempted at other postsecondary institutions will also be used in this computation.

ACCESS TO EDUCATIONAL RECORDS

Every student has certain rights regarding access to his/her own educational records and the disclosure of information from those records to others. The rights of IRSC students are clearly specified and protected by law as stated in two District Board of Trustees Rules: 6Hx11-7.31 *Student Records* and 6Hx11-7.32 *Student Directory Information*.

Board Rule 6Hx11-7.31, *Student Records*, states:

The College maintains student records in accordance with federal and state law, Florida Statutes, and State Board of Education Rules. Such records are confidential and exempt from F.S. 119.07(1) and are open to inspection only as provided in F.S. 288.075 and AP-7.31, Procedure for Accessing Student Records.

In compliance with federal law and Florida Statute, directory information may be released under the conditions set forth in Board Policy, 6Hx11-7.32.

Board Rule 6Hx11-7.32, *Student Directory Information*, states: Pursuant to Florida Statute, 1002.21 and 1002.22 and the Family Educational Rights and Privacy Act (FERPA), the College may publish and release general public directory information relating to students.

Student directory information includes a student's name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of College attendance, degrees, awards, and scholarships received, and the most recent previous educational agency or institution attended by the student. Directory information will be subject to release in accordance with F.S. 1002.21 and 1002.22, and Federal Regulation 34CFR Part 99. In conjunction with United States Code (U.S.C.) Title 10 Section 983, also referred to as the Solomon Amendment, IRSC is authorized to release directory information to official United States military recruiters upon written request.

Students who wish to prevent the disclosure of their directory information must submit a written notice to the Office of Admissions and Records. Such written notice shall be maintained in the student's file and remain in force until rescinded in writing. All other student record information shall be considered limited access information in accordance with the statute.

The Family Educational Rights and Privacy Act further states that when a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Therefore, all students who enroll in IRSC are protected by FERPA and shall have the following rights:

1. The right to inspect and review their education records maintained by IRSC. Copies of records are not provided unless, for reasons such as great distance, it is impossible for students to review their records.
2. The right to request correction to their records which they believe to be inaccurate or misleading. If IRSC makes a determination not to amend the record, students then have the right to a formal hearing. After the hearing, if IRSC still decides not to amend the record, students have the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to limit disclosure of personally identifiable information. Written permission is required to release personally identifiable information from their education records. Written permission shall include the student's signature, written or electronic, where authentication of the electronic signature is validated by use of the student's personal PIN. However, FERPA allows disclosure of those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials defined as instructional, support, or administrative within an educational agency or institution who have a legitimate educational interest;
 - Information designated as directory information;
 - Other schools to which a student seeks or intends to enroll;
 - Appropriate parties in connection with enrollment and degree verifications;
 - Authorized representatives of federal, state or local educational authorities;
 - Appropriate parties in connection with financial aid records;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate parties, including parents, where a significant threat to the health or safety of a student, or other individual exists; and
 - Disclosure to a parent of a student under the age of 21 concerning violation of laws or policies regarding the use or possession of alcohol or a controlled substance.
4. The right to file a complaint with the Department of Education concerning an alleged failure by IRSC to comply with FERPA regulations.

In addition to the exceptions noted herein for release of personally identifiable information, parents may obtain non-directory information in compliance with a subpoena or at the discretion of the institution if one of the following conditions has been met:

1. Student completion of a Release of Records authorization form available at any IRSC campus.
2. Submission of evidence that the parent declares the student as a dependent on his or her most recent Federal Income Tax form.

Questions regarding this annual notification of student FERPA rights may be directed to the Office of Admissions and Records at 772-462-7460.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Admissions Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to the federal reporting requirements, the public school system in Florida

uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant's project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED, FTCE, ACT, CLEP, HOBET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax

reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

GRADUATION/DEGREE AUDIT

APPLYING FOR GRADUATION

Students nearing completion of required courses for their degree program should contact any IRSC campus and request a degree audit or electronically print their Degree Audit through the Florida Academic Counseling and Tracking for Students (FACTS) at www.facts.org. The student should review the Degree Audit with an advisor/counselor and submit a Graduation Application for preliminary approval. The application for graduation must be signed by an advisor/counselor.

COMMUNICATIONS AND COMPUTATION REQUIREMENT (GORDON RULE)

The Gordon Rule requires that prior to receipt of an A.A. Degree from a public community college or university, or prior to entry into the upper division of a public university, a student shall successfully complete the following:

Six (6) credits of English and six (6) credits of Humanities courses in which the student will demonstrate college-level writing skills through multiple assignments.

Mathematics (College Algebra Level or higher)..... 6 credits

To meet the requirements of the Communications and Computation Requirement (Gordon Rule), all IRSC A.A. Degree-seeking students will complete:

ENC 1101 English Composition I 3 credits

and will select one from the following:

ENC 1102 English Composition II 3 credits

ENC 1107 Advanced College Writing3 credits

ENC 2210 Technical Communications 3 credits

AML 2010 American Literature to 18653 credits

AML 2020 American Literature after 1865 3 credits

ENL 2012 English Literature to 1798..... 3 credits

ENL 2022 English Literature after 1798 3 credits

LIN 2670 Linguistics and English Grammar 3 credits

LIT 2030 Introduction to Poetry 3 credits

LIT 2110 World Literature: Homer-Renaissance..... 3 credits

LIT 2120 World Literature: Renaissance-Present 3 credits

Students will select two of the following Humanities courses demonstrating college-level writing skills through multiple assignments:

AML 2010 American Literature to 1865 3 credits

AML 2020 American Literature after 1865 3 credits

ARH 1000 Art Appreciation..... 3 credits

ARH 2050 History of Art (Prehistoric through Gothic)..... 3 credits

ARH 2051 History of Art (Renaissance through Modern)..... 3 credits

ENC 2133 Research Writing 3 credits

ENG 1123 History of Film I 3 credits

ENG 1124 History of Film II 3 credits

ENL 2012 English Literature to 1798..... 3 credits

ENL	2022	English Literature after 1798.....	3 credits
HUM	1233	Humanities Literature: Baroque to Present	3 credits
HUM	1533	Humanities Philosophy	3 credits
HUM	1541	Humanities Literature.....	3 credits
HUM	2512	Humanities Fine Arts	3 credits
IDS	1110	The Pursuit of Knowledge.....	3 credits
IDS	1955	Interdisciplinary Study Abroad	3 credits
ISC	2133	Scientific Entrepreneurship.....	3 credits
LIT	2110	World Literature: Homer-Renaissance.....	3 credits
LIT	2120	World Literature: Renaissance-Present	3 credits
MUL	2010	Survey of Music Literature.....	3 credits
MUL	2012	Survey of Music Literature-Musical Theater.....	3 credits
MUY	2100	Humanities: Music & Music Therapy	3 credits
ORI	1001	Oral Interpretation.....	3 credits
PHH	2060	History of Philosophy: Ancient and Medieval	3 credits
PHH	2403	History of Philosophy: Modern	3 credits
PHH	2603	History of Philosophy: Contemporary.....	3 credits
PHI	1002	Philosophical Practice.....	3 credits
PHI	1010	Introduction to Philosophy.....	3 credits
PHI	1103	Critical and Creative Thinking	3 credits
PHI	1112	Digital Media and Critical Thinking.....	3 credits
PHI	1635	Ethical Issues in Health Care	3 credits
PHI	1801	Philosophy of Art	3 credits
PHI	2620	Environmental Ethics	3 credits
PHI	2623	Journalism Ethics.....	3 credits
PHI	2630	Introduction to Ethics.....	3 credits
REL	1300	Introduction to World Religions.....	3 credits
SPC	1608	Introduction to Speech Communication.....	3 credits
THE	1000	Introduction to Theatre (Drama)	3 credits
THE	2300	Survey of Dramatic Literature	3 credits
TPP	1110	Acting	3 credits

Students will also complete the following:

MAC	1105	College Algebra	3 credits
and/or			
MGF	2106	Mathematics for Liberal Arts I.....	3 credits
and/or higher level mathematics.			

For the purpose of this rule, a grade of “C” or higher shall be considered successful completion.

COMMENCEMENT

Graduation from college is a noteworthy event, and IRSC holds a Commencement Ceremony at the end of both the Spring and Fall semesters to mark this milestone. Degrees are awarded by the College President and graduates are welcome to participate. The deadlines to apply are listed in the Academic Calendars at the front of this Catalog. A nominal fee covers the cost of all graduation regalia. Diplomas will be mailed to graduates from the Admissions and Records Department after final grades are submitted and degrees are posted on the student’s transcript.