



PROGRAMS

PROGRAMS OF INSTRUCTION

The major programs of instruction available at Indian River State College are organized as follows:

- Bachelor of Science Degree
- Bachelor of Applied Science Degree
- Associate in Arts Degree
- Associate in Science Degree
- Associate in Applied Science
- Technical Certificate
- Advanced Technical Certificate
- Applied Technology Diploma
- Post Secondary Adult Vocational Certificate
- Adult Education
 - ◊ Adult High School
 - ◊ GED Preparation
 - ◊ Adult Basic Education, English as a Second Language

Indian River State College is on a semester schedule, Fall, Spring, Summer I and Summer II. This permits a student to enter IRSC at various times of the year and to complete the program in his/her own time frame.

VOCATIONAL PREPARATORY INSTRUCTION

Students who are enrolled in a post secondary adult vocational program greater than 180 clock hours must complete a basic skills examination within the first 6 weeks after admission to the program. The Test of Adult Basic Education (TABE) is administered by the Assessment Services Department at each IRSC campus. Students are encouraged to test prior to the beginning of their program. Minimum basic skills grade levels in mathematics and language must be met. Any student scoring below the acceptable levels must be provided with instruction to correct identified deficiencies. At the completion of preparatory instruction, the student will be retested.

COLLEGE PREPARATORY INSTRUCTION

Based on Florida College Entry-Level Placement Test scores, a student may be placed in college preparatory classes in English, mathematics, and/or reading. A student must progress from college preparatory to college level coursework within two attempts in each of the courses. The direct instructional cost will be charged to the student after the second attempt in each college preparatory course. Students with documented extenuating circumstances may file an appeal with the Assistant Dean of Educational Services or any Campus Provost for consideration and review. College preparatory courses may not be used to meet degree requirements. IRSC requires completion of SLS1101/Student Success for Associate in Arts Degree students who must take two or more college preparatory courses or whose College Placement Test indicates placement at a Level I College Preparatory Course. This course must be taken during the student's first semester at IRSC. College Preparatory courses can be taken while enrolled in SLS1101/Student Success. Alternative instructional opportunities are available for college preparatory instruction. See displays located at any IRSC campus registration office.

GENERAL EDUCATION REQUIREMENTS

Students pursuing Associate degrees satisfy General Education requirements by taking specified courses as well as courses which introduce the student to majors.

General Education courses, completed at the freshman and sophomore levels of college, teach students a broad base of knowledge, develop higher order thinking skills and are considered essential for effective participation of a citizen in the community. While providing these necessary common understandings, skills, and competencies, General Education also serves as a foundation for further studies. Therefore, a course of study should include appropriate academic subjects and supplementary activities to provide the student not only with a vocation, but with a better understanding of himself/herself and a higher regard for others. One important and specific way to realize this philosophy is to guarantee teaching of the highest caliber.

GENERAL EDUCATION LEARNING OUTCOMES

Through the General Education requirements within the Associate in Arts Degree, the student will be able to:

- communicate with clarity and precision
- use technology to acquire, organize, and convey information
- describe a wide range of global, social and cultural points of view and apply various perspectives to analyze human behavior
- develop awareness of diverse ethical perspectives
- understand and exhibit civic engagement and social responsibility
- apply critical thinking through problem-solving.

ELECTIVES

Electives are courses which complement or enhance the student's program of study. Specific electives may be required for upper-division transfer. IRSC's advisors/counselors can assist the student in selecting electives that fit their course of study.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

EXAMPLE OF COURSE IDENTIFIER

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

THE COURSE PREFIX

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

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

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

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of Florida's SCNS, specific disciplines or types of courses have been exempt from the guarantee of transfer for equivalent courses. These include varying topic courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course is question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

COURSES AT NON-REGIONALLY ACCREDITED INSTITUTIONS

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-Regionally Accredited Institutions" that contains a comprehensive listing of all non-public institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Curriculum Support Services Office at the IRSC Main Campus or the Florida Department of Education, Office of Articulation, 1401 Turlington Building Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System Office at (850) 245-0427, or via the Internet at <http://scns.fldoe.org>.

TIME-SHORTENED DEGREE OPPORTUNITIES

Credit may be awarded for students who participate in national testing programs. Florida Statutes, 240.4015, requires the Florida Articulation Coordinating Committee to establish passing scores and course and credit equivalents for College-Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB). Public community colleges and universities in Florida are required to award credit for these exams as approved and published by the Articulation Coordinating Committee. These standards can be located at www.facts.org/ or a student can consult with an advisor/counselor for information.

Credit for DANTE/DSST, or Excelsior (formerly Regents or PEP) will be considered on an individual basis and must be appropriately related to the student's current educational goals.

Credit awarded may not duplicate other credit and a student may not receive more than 45 semester hours credit through all examination programs.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Since many community college students are adults without an opportunity to enter an advanced placement program, but with broad and varied backgrounds, Indian River State College will consider results of the CLEP for credit by examination. This program, as described in CLEP's descriptive brochure, was developed "to provide a national program of examinations that can be used to evaluate nontraditional college level education, specifically including independent study and correspondence work." Information regarding CLEP Exams is available at <http://www.collegeboard.com/>.

To assist members of the community in taking advantage of this opportunity, IRSC functions as an area test center. Application to take the examination can be made directly to the Educational Services Division or any IRSC campus.

Official scores from Educational Testing Service must be presented to the Educational Services Office to have the credit applied to the student's program of study.

To receive the maximum benefits, it is suggested that students take advantage of this program prior to their initial registration.

DUAL ENROLLMENT

Dual Enrollment is defined as a student simultaneously earning receiving high

school credit toward a high school diploma, along with college credit toward an Associate Degree or credit toward a vocational certificate for an eligible course. For more information see page 30 in this catalog.

ADVANCED PLACEMENT (AP)

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Advanced Placement courses are extremely challenging and are designed to parallel typical lower-level undergraduate courses. More information about the Advanced Placement program, including descriptions of courses and sample examination questions, is available at:

www.collegeboard.com/ap.

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM CAMBRIDGE ADVANCED CERTIFICATE OF EDUCATION (AICE)

The International Baccalaureate and Cambridge AICE programs offer challenging curricula at high schools around the world and are designed to prepare students for exams leading to the award of college level coursework. Information about the IB program is available at <http://www.ibo.org/>. Information about the Cambridge AICE program is available at <http://www.cie.org.us/usa>.

AWARD OF CREDIT FOR TECHNICAL COMPETENCIES

IRSC may award credit for technical competencies when validated by IRSC faculty members for students who are enrolled in specific programs.

Procedures for award of credit for technical competencies are as follows:

1. Student makes a request in writing for specific course validation to the appropriate Department Chair. Support documents should be provided.
2. The Department Chair will arrange for validation of technical competencies by challenge exam or other methods.
3. The Department Chair will recommend to the appropriate Instructional Dean/Administrative Director the courses corresponding to the competencies validated.
4. The Instructional Dean/Administrative Director will then transmit recommendations to the Vice President of Applied Science and Technology for approval.
5. Once approved by the Vice President, the request will be forwarded to the Assistant Dean of Educational Services who will notify the student regarding the service fee and arrange to have credit placed on the student transcript. Student must pay a clerical service fee of \$5.00 per credit hour or per 30 clock hours.

NOTE: Evaluation and award of credit for programs with licensure or certification requirements may prohibit award of credit. In those cases, the student would be required to enroll in the appropriate coursework. Review of all prior training for Veteran students will be completed prior to their certification for any Veterans benefits.

DEFERRED CREDIT ENROLLMENT

An individual will be permitted, without formal admission, to register for college course work on a “deferred credit” basis. “Deferred credit” may become “standard college credit” if, and only if, the student is formally admitted and/or pursues a degree

program, and requests a change in the status of his/her “deferred credit” course work. The student will be responsible for seeking formal admission to the College when and if such action becomes warranted.

DIRECTED INDEPENDENT STUDY

Students must have the Vice President and Instructional Dean’s approval for independent study. The regular grading system applies to all independent study courses. Grades earned by independent study have the same status as those acquired through regular class attendance.

PROCEDURE FOR COMPLETION OF DIRECTED INDEPENDENT STUDY FORM

1. The student makes request of instructor to offer Directed Independent Study (DIS).
2. If the instructor agrees to administer the DIS, the instructor must completely fill in the contract form. Contracts will not be approved until all information is completed.
3. The contract is then forwarded to the Instructional Dean for approval. The Dean will determine the student’s eligibility to complete the course on an independent study basis. A minimum 2.0 cumulative grade point average is required for DIS study. The form then goes to the appropriate Vice President for approval.
4. If approved, the form is returned to the Instructional Dean’s office to enter the class and register the student.
5. The Dean’s office will email the approval of the DIS to the student and the instructor.
6. Student must pay for class within five days upon notification of approved DIS.

EXTENDED COURSE LOAD

Students may take up to 19 semester credits during Fall or Spring semester (12 semester credits during Summer semesters). Academically superior students with a 3.0 or higher cumulative grade point average and an academic record that reflects successful full-time enrollment may file an appeal to take additional credits.

ADULT EDUCATION

ADULT HIGH SCHOOL

IRSC provides an Adult High School Program. Students may earn high school credits through open-entry, open-exit, competency-based instruction.

Students may earn an Indian River State College high school diploma by meeting the standards set by the State of Florida for high school graduation.

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program offers English language and literacy courses to a variety of immigrant groups at many locations throughout the four-county area. Two literacy levels provide basic literacy skills in the student’s native language and in English, respectively, while six (6) ESL levels, ranging from Beginning to Advanced, address a broad spectrum of workforce competencies as well as English language skills. Students may also study Citizenship to prepare to take the Immigration and Naturalization Service U.S. Citizenship examination.

ADULT BASIC EDUCATION

The Adult Basic Education (ABE) Program exists for students who have less than a high school education or who need to review the basics before continuing with their education. The courses in this program will start the student on a path to the GED high school equivalency exam and diploma.

GENERAL EDUCATION DEVELOPMENT

The General Education Development (GED) program provides individuals the opportunity to review high school subjects in preparation for the high school equivalency examination. Language, literature, mathematics, science, and social science are reviewed through competency-based instruction. Upon successful completion of the GED exam, students are issued a high school diploma from the Florida State Department of Education.

CAREER DEVELOPMENT PROGRAM

Since 1979, women and men throughout the Research Coast have participated in the services provided through the Career Development Program. The program was established to assist people in obtaining the skills and confidence necessary when entering the workforce or returning to school.

The Career Development Program includes the Professional Career Program, one credit self-enrichment classes, the Displaced Homemaker Program and the Equity for Non-Traditional Careers Program. The aim of the program is to assist individuals by providing information on alternatives available to them at the College and in the community so that they can achieve their potential. Some of the services offered are: referrals, career counseling, financial aid information, tuition assistance, and the 24 college-credit Professional Career Program in Business Management.

The Equity for Non-Traditional Career Program provides tuition assistance to individuals in the greatest financial need who are seeking the necessary education to pursue high-wage, non-traditional occupations. Women and men seeking non-traditional occupation degree programs or vocational certificate programs may benefit from this program. The Displaced Homemaker Program assists women and men who meet the Florida statute requirements and may be eligible for funding for tuition, books, and other services necessary to become self-sufficient. One of the criteria is that the student must be at least 35 years of age to qualify. The Displaced Homemaker and Equity counselors create an informal partnership with the students as advocates and mentors to promote success in reaching education and career goals

PROFESSIONAL CAREER PROGRAM

The three-semester Professional Career Program is designed to enhance the job skills and education of women and men in order to improve their potential for job satisfaction and promotion. Program participants completing the 24-credit hour curriculum are awarded a Technical Certificate in Business Management, which may transfer towards the A.A.S. Degree in Business and provide a foundation for the Bachelor of Applied Science Degree in Organizational Management. To accommodate the working student, classes are held one night a week and on Saturdays. The program is a joint effort of the Career Development Program and the Business Management Department.

FARMWORKER JOBS AND EDUCATION PROGRAM

The Farmworker Jobs and Education Program at Indian River State College (IRSC) began in 1973. It is funded through the Florida Department of Education by a grant from the U.S. Department of Labor. For unemployed or underemployed farmworkers and their dependents who qualify, the program provides training and necessary supportive services so that they may obtain a full-time, year-round unsubsidized job at minimum wage or above. A planned program of vocational and on-the-job training, work experience, job placement assistance, and basic and/or remedial education – including GED, English as a Second Language (ESL) – is provided to each participant as needed.

Eligibility for participation in the program is limited to migrant and seasonal farmworkers and/or their dependents who meet the following criteria:

1. Have been identified as a member of a family that receives public assistance or whose annual family income does not exceed either 70% of the lower-living standard income level, or the poverty level.
2. During any consecutive 12-month period within the 24-month period preceding their application for enrollment:
 - a. received at least 50% of their total earned income or have been employed at least 50% of their total work time in farmwork; been employed at least 25 days in farmwork or earned at least \$800 a year in farmwork. Farmwork must be on a seasonal basis, that is, without a constant year-round salary;
 - b. be a citizen of the United States, Permanent Resident Alien, or other Alien who has been permitted to accept permanent employment in the United States by the Immigration and Naturalization Service.

The Farmworker Jobs and Education Program can also provide tuition funds to participants who qualify.