IMPORTANT POLICIES & PROCEDURES

INCOMING TRANSFER STUDENT - DEGREE SEEKING
During the first term of enrollment, applicants must provide official transcripts (sent directly to SCF) from each regionally accredited post-secondary institution previously attended. Hand-carried transcripts are not accepted for official transfer evaluations. Students who are eligible to receive financial aid need to submit all official transcripts prior to the first term of enrollment.

WITHDRAWAL POLICY
A withdrawal is a change in a student's course schedule where one or more courses are withdrawn prior to the end of the term. Withdrawn courses appear on the transcript as “W” or “WF” and are classified as attempts. No refunds are permitted for withdrawn courses. Students can withdraw from any or all courses without the academic penalty of a “WF” grade by the withdrawal deadline as listed in the academic calendar, College Catalog or on the SCF website. Students must take responsibility for initiating the withdrawal procedure through their SCFconnect account. For additional information, visit scf.edu/AcademicCalendar.

THIRD ATTEMPT
Florida Statute 1009.285 and Department of Education Rule 6C2-2.0241 effective Fall 1997 term requires that a student enrolled in the same undergraduate college credit course more than two times, shall pay fees at 100 percent of the full cost of instruction. That cost is equal to the nonresident fee established by individual colleges. In order to consistently administer this new requirement, colleges in Florida began “counting” student attempts beginning with the Fall 1997 term, regardless of the number of previous attempts. Note: Upon the third attempt of a credit course, a withdrawal will be recorded as a “WF” and calculated as an “F” in the student’s GPA. For additional information, visit scf.edu/Advising or the advising center.

GRADUATION
Students must apply for graduation in the educational records office by submitting an application for graduation form. The deadline is posted in the academic calendar in the College Catalog. The application form must be completed and signed by the student. Applications will not be accepted without payment of the required graduation fee.

EXCESS HOURS
Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state 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 percent 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 (120 hours x 115 percent).

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 state 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.

1. A total of 36 general education credit hours is required (Area I – V). A minimum of 24 hours is required in the elective area.

Notes:
- The A.A. degree requires a minimum of 60 credit hours.
- A.A.S./A.S. degree credit courses do not count toward the A.A. degree.
- General education courses must be passed with a grade of “C” or higher.
- Electives include courses not included in Areas I – V which may meet upper-division university requirements.

2. To review your progress toward your degree, review your CAPP degree audit and unofficial transcript via SCFconnect each term.

3. Courses may require placement test scores (less than two years old) or completion of prerequisite courses.

4. Check university websites for program requirements, including any foreign language requirements, at intended transfer institution. Florida State University System requirements also are available at www.facts.org.

5. Be sure to check course descriptions in the SCF Catalog. SCF catalogs are available online at scf.edu.

6. At least 25 percent of the hours of course credit required for the degree/certificate must be completed at SCF.

State College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call 404-679-4500 for questions about the accreditation of SCF. An equal access/equal opportunity institution.
### A.A. Degree Requirements

1. **General Education Courses**
   - International/Intercultural courses are required for graduation.
   - Gordon Rule writing courses are required for graduation.
   - Minimum 6 hours

2. **Area I**
   - Communications
   - 9 hours

3. **Area II**
   - Mathematics
   - 6 hours

4. **Area III**
   - Social Sciences
   - 6 hours

5. **Area IV**
   - Humanities
   - 6 hours

6. **Area V**
   - Natural Sciences
   - 6 hours

---

### 5 General Education Areas

#### AREA I: COMMUNICATIONS 9 hours

- ENC 1101 Written Communication I** 3
- ENC 1102 Written Communication II** 3
- SPC 1608 Fundamentals of Speech Commun. 3

#### AREA II: MATHEMATICS 6 hours*

- MNC 1105 College Algebra 3
- MNC 1114 Trigonometry 3
- MNC 1140 Pre-Calculus 3
- MNC 2147 Pre-Calculus/Trigonometry 4
- MNC 2233 Applied Calculus 3
- MNC 2311 Calculus with Analytic Geometry I 4
- MNC 2312 Calculus with Analytic Geometry II 4
- MNC 2313 Calculus with Analytic Geometry III 4
- MGD 2104 Discrete Mathematics 3
- MGP 2302 Differential Equations 3
- MSG 2103 Linear Algebra 3
- MGF 1106 Topics in Mathematics 3
- MGF 1107 Liberal Arts Mathematics 3
- STA 2023 Elementary Statistics 3

#### AREA III: SOCIAL SCIENCES 6 hours*

- AMH 1010 History of the United States I 3
- AMH 1020 History of the United States II 3
- EUH 1000 Western Civilization I 3
- EUH 1001 Western Civilization II 3

At least one course must be selected from category B or C.

#### CATEGORY B: POLITICAL SCIENCE/ECONOMICS

- CPO 2002 Comparative Government** 3
- ECO 2013 Principles of Macroeconomics** 3
- GEO 2000 World Regional Geography** 3
- INF 2002 International Relations** 3
- PSC 1041 American Government 3

#### CATEGORY C: SOCIAL & BEHAVIORAL SCIENCES

- AMH 1091 African-American History & Culture** 3
- ANT 2000 Introduction to Anthropology** 3
- ANT 2100 Introduction to Archaeology 3
- PSY 2012 General Psychology 3
- SYG 2000 General Sociology 3

#### AREA IV: HUMANITIES 6 hours*

Courses must be selected from two of the following categories.

** A. Literature

- AML 2010 American Literature I** 3
- AML 2020 American Literature II** 3
- AML 2600 African-American Literature** 3
- ENL 2010 English Literature I** 3
- ENL 2022 English Literature II** 3
- LIT 2012 The Novel** 3
- LIT 2020 The Short Story** 3
- LIT 2030 Introduction to Poetry** 3
- LIT 2090 Contemporary Literature** 3
- LIT 2110 World Literature I** 3
- LIT 2120 World Literature II** 3
- LIT 2310 Horror, Fantasy & Science Fiction** 3
- WTM 2150 Women in Literature** 3

** B. Art & Humanities

- ARH 2000 Art Appreciation** 3
- ARH 2010 Introduction to History of Art I** 3
- ARH 2051 Introduction to History of Art II** 3
- FIL 1030 History of Motion Pictures** 3
- HUM 2210 Intercultural Humanities I** 3
- HUM 2230 Intercultural Humanities II** 3
- HUM 2250 Intercultural Humanities III** 3
- HUM 2250 Intercultural Humanities III** 3
- MUH 2050 Folk/Trad. Music of World Cultures** 3
- MUH 2110 Intro. to Music History & Literature** 3
- MUS 2010 Music Appreciation** 3
- PSY 2010 Visual Literacy: Photography** 3
- TFL 2000 Theatre Appreciation** 3

** C. Philosophy & Religion

- PHI 2001 Introduction to Philosophy I** 3
- PHI 2002 Introduction to Philosophy II** 3
- PHI 2070 Introduction to Eastern Philosophy** 3
- PHI 2600 Applied Ethics 3
- PHI 2620 Environmental Ethics 3
- REL 2121 Religion in America** 3
- REL 2300 Introduction to World Religions** 3

#### AREA V: NATURAL SCIENCES 6 hours*

At least one science course with a lab (C) is recommended.

** A. Liberal Arts Track

- AST 1002 Descriptive Astronomy 3
- BSC 1005 Diversity of Life 3
- BSC 1007C Introduction to Biology 4
- BSC 1008 Human Body 3
- BSC 2082C Introduction to Anatomy 3
- CHM 1022C The Chemistry of Everyday Life 3
- CHM 1083C Chemistry for the Consumer 3
- GLE 2010 Physical Geology 3
- GLE 2100 Historical Geology 3
- GLE 2300 Women in Geology 3

** B. Professional Track

- ECO 1002C Introduction to Marine Biology 3
- OCE 1001 Introduction to Oceanography 3
- PSC 1121C Physical Sciences 3
- PSC 2101C Fundamentals of Biology I 5
- PSC 2111C Fundamentals of Biology II 5
- PSC 2086C Anatomy and Physiology I 4
- PSC 2088C Anatomy and Physiology II 4
- CHM 1025C Introductory Chemistry 5
- CHM 1032C Chemistry for Health Professionals 4
- CHM 2045C General Chemistry I 5
- CHM 2046C General Chemistry II 5
- CHM 2210C Organic Chemistry I 5
- CHM 2211C Organic Chemistry II 5
- MCB 2010C Microbiology 4
- PHY 2048C General Physics with Calculus I 5
- PHY 2049C General Physics with Calculus II 5
- PHY 2052C General Physics I 4
- PHY 2054C General Physics II 4

#### Hours remaining for Area V:

- **TOTAL NUMBER of completed A.A. General Ed. Requirements (36 hours)**

#### ELECTIVES 24 hours

Extra credit hours from A.A. Gen Ed and Area IV may be used to fulfill the A.A. elective 24-hour requirement. Must be A.A. designated courses.

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When registering for your final term, apply for graduation in the educational records office per academic calendar.

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*36 CREDIT MINIMUM (if needed)

Completing the minimum number of hours (6) in Areas II-V will not satisfy the 36 hour general education requirement.

One additional course chosen from Areas II-V may be needed to fulfill the requirement.

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** Peer Advising Assistant Date
** Advisor Date

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**Notes:**
- Courses count toward the international/intercultural requirement.
- Courses count toward the Gordon Rule writing requirement.
### A.A. Degree Requirements

+ International-Intercultural courses required for graduation (Minimum 6 hours)

General Education courses marked (**) are Gordon Rule writing courses. **Courses count toward the Gordon Rule writing requirement.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MAC 2311</td>
<td>Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus with Analytic Geometry III</td>
<td>4</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Topics in Mathematics</td>
<td>3</td>
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<tr>
<td>MGF 1107</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>General Statistics</td>
<td>3</td>
</tr>
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</table>

### 5 General Education Areas

#### AREA I

**COMMUNICATIONS** 9 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication II**</td>
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<tr>
<td>ENC 1102</td>
<td>Written Communication II*</td>
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<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Commun.</td>
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#### AREA II

**MATHEMATICS** 6 hours*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MVC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MVC 1140</td>
<td>Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MVC 2147</td>
<td>Precalculus Algebra/Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MVC 2233</td>
<td>Applied Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MVC 2311</td>
<td>Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MVC 2312</td>
<td>Calculus with Analytic Geometry II</td>
<td>4</td>
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<td>MGF 1106</td>
<td>Topics in Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### AREA III

**SOCIAL SCIENCES** 6 hours*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AMH 1010</td>
<td>History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>AMH 1020</td>
<td>History of the United States II</td>
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</tr>
<tr>
<td>EUH 1000</td>
<td>Western Civilization I</td>
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</tr>
<tr>
<td>EUH 1001</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

At least one course must be selected from category B or C

**B. Political Science/Economics**

- CPO 2002 Comparative Government
- ECO 2013 Principles of Macroeconomics
- GEA 2000 World Regional Geography
- INF 2002 International Relations

**C. Social & Behavioral Sciences**

<table>
<thead>
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<th>Course Title</th>
<th>Hours</th>
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<td>African-American History &amp; Culture</td>
<td>3</td>
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<td>ANT 2000</td>
<td>Introduction to Anthropology**</td>
<td>3</td>
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<tr>
<td>ANT 2100</td>
<td>Introduction to Archaeology</td>
<td>3</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SYG 2000</td>
<td>General Sociology</td>
<td>3</td>
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### AREA IV

**HUMANITIES** 6 hours*

<table>
<thead>
<tr>
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</thead>
<tbody>
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<td>ARH 2000</td>
<td>Art Appreciation+</td>
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</tr>
<tr>
<td>ARH 2050</td>
<td>Introduction to History of Art II**</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Introduction to History of Art III**</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1030</td>
<td>History of Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>Intercultural Humanities I**</td>
<td>3</td>
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<tr>
<td>HUM 2230</td>
<td>Intercultural Humanities II**</td>
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<tr>
<td>HUM 2250</td>
<td>Intercultural History I+</td>
<td>3</td>
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<tr>
<td>MUH 2050</td>
<td>Folk/Trad. Music of World Cultures**</td>
<td>3</td>
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<tr>
<td>MUH 2110</td>
<td>Intro. to Music History &amp; Literature**</td>
<td>3</td>
</tr>
<tr>
<td>MUL 2010</td>
<td>Music Appreciation+</td>
<td>3</td>
</tr>
<tr>
<td>PVD 2101C</td>
<td>Visual Literacy: Photography**</td>
<td>3</td>
</tr>
<tr>
<td>THE 2000</td>
<td>Theatre Appreciation**</td>
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**C. Philosophy & Religion**

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<tbody>
<tr>
<td>PHI 2001</td>
<td>Introduction to Philosophy I</td>
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<tr>
<td>PHI 2002</td>
<td>Introduction to Philosophy II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2070</td>
<td>Introduction to Eastern Philosophy**</td>
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<td>PHI 2600</td>
<td>Applied Ethics</td>
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<tr>
<td>PHI 2620</td>
<td>Environmental Ethics</td>
<td>3</td>
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<tr>
<td>REL 2121</td>
<td>Religion in America**</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Introduction to World Religions**</td>
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</tbody>
</table>

### AREA V

**NATURAL SCIENCES** 6 hours*

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BSC 2010C</td>
<td>Fundamentals of Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2011C</td>
<td>Fundamentals of Biology II</td>
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<tr>
<td>BSC 2086C</td>
<td>Anatomy and Physiology I</td>
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<td>BSC 2086C</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>CHM 1025C</td>
<td>Introductory Chemistry</td>
<td>3</td>
</tr>
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<td>CHM 1032C</td>
<td>Chemistry for Healthcare Professionals</td>
<td>3</td>
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<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
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</tr>
<tr>
<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
<td>3</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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<td>PHY 2048C</td>
<td>General Physics with Calculus I</td>
<td>4</td>
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<tr>
<td>PHY 2049C</td>
<td>General Physics with Calculus II</td>
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<tr>
<td>PHY 2052C</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2054C</td>
<td>General Physics II</td>
<td>4</td>
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</table>

### ELECTIVES

**24 hours**

ELECTIVES are courses from A.A. Gen Ed. and must be used to fulfill the A.A. elective 24-hour requirement. **Courses count toward the International/Intercultural requirement.**

### TOTAL NUMBER of completed A.A. General Ed. Requirements (36 hours)

**Hours remaining for Area IV:**

**12 hours**

### TOTAL NUMBER of completed A.A. General Ed. Requirements (36 hours)

**Hours remaining for Electives:**

**6 hours**

### *36 CREDIT MINIMUM (if needed)**

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