

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	LEVEL CHANGES - COLLEGE CREDIT	10-0809	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-10.3 Student Registration	September 10, 2025	

Purpose

The purpose of this procedure is to describe the process at Florida State College at Jacksonville (FSCJ/College) for a level-change for college credit courses. Level-change is a faculty or student-initiated process to ensure that students are placed in the level of a subject area appropriate to the student's preparation and ability within that subject area. The purpose of the level-change procedure is primarily to enhance the student's ability to succeed and to administer applicable Rules of the District Board of Trustees (DBOT), the State Department of Education and Florida statute.

Procedure

A. Level Changes

1. A student in collaboration with a faculty member may be moved from one level of a course to another course level as deemed appropriate by the affected faculty members and the student, within the first week of the course. The add and drop will be processed by the appropriate administrative personnel in the respective department.
2. Students who are exempt from developmental education courses per Florida Statute may not be required to drop a credit-bearing course and enroll in developmental education.

REFERENCES: F.S. 1001.02, 1001.64, 1001.65, SBE Rule 6A-14.030

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Revision Date: May 20, 2003, July 23, 2015, December 11, 2019

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