COMMUNITY COLLEGE
OF THE AIR FORCE

STUDENT HANDBOOK
2017-2019

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THE FOREWORD …

T his *2017 - 2019 CCAF Student Handbook* is designed for you, the student. The primary aim of this handbook is to acquaint you with the Community College of the Air Force (CCAF) and help you understand the academic process during your pursuit of a CCAF Degree. In this Handbook, you will be able to learn the background of the CCAF: the history, the system, and the policies that are in place for this unique college that exists for the education and training of the Air Force Enlisted members. More importantly, you will find information about different Associate in Applied Science (AAS) degrees we offer. These programs are uniquely tailored to your Air Force Specialty Code.

There are education service offices/units at every base around the world to help you better understand the process if you need help. However, it should be your goal to become familiar with the *2017- 2019 CCAF Student Handbook* to understand its described procedures, and to stay apprised of current graduation requirements for your specific degree program. While the provisions of this handbook will normally apply, the college reserves the right to change any provision, including and not limited to academic requirements to graduate, without notice. Contact your education services office or a representative in the CCAF Academic Programs office for advisement and counseling that fits your program.

The Community College of the Air Force Administrative Center is located at Maxwell AFB, Alabama. It is an institution of higher learning dedicated to the enlisted members of the United States Air Force. The Community College of the Air Force is accredited through Air University by the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of (SACSCOC) (866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate in applied science degree.

The statements in this handbook are for information purposes only and are not to be considered as the basis of a contract between you and the Community College of the Air Force.

MESSAGE FROM THE COMMANDANT …

Welcome to the Community College of the Air Force! Our college is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force. We partner with over 110 affiliated Air Force schools, 256 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve more than 300,000 active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system.

We strive to meet the demands of the Air Force's increasingly expeditionary environment and at the same time help Airmen achieve their educational goals by capitalizing on job-related training and education as part of flexible degree completion programs.

On the following pages you'll find information about our degree programs, our certification and licensure programs, and our regional accreditation. So whether you're a prospective or current student, an education counselor, a recruiter, or a commander, we've designed this website to provide valuable information about higher education opportunities with CCAF.

Lt Col Nathan J. Leap

MESSAGE FROM THE VICE COMMANDANT …

Welcome to the Community College of the Air Force. Our team is proud to serve you as you leverage the greatest training in the world into academic credit and an associate of applied science degree in your Air Force Specialty. We look forward to continuing a relationship as you capitalize on your experience and training, in preparation for an outstanding career...and for life after. Our Air Force continues to develop and take on emerging and evolving missions, and the accredited education and training delivered through the Community College of the Air Force will ensure Airmen are always prepared for any challenge, no matter where in the world it arises.

CMSgt Rye T. Bavin

GENERAL INFORMATION...

The United States Air Force (USAF) has always recognized the positive effects of education on Air Force personnel and continually established various programs to meet the needs of the Air Force, its personnel and society as a whole. One of the most notable programs is the Community College of the Air Force (CCAF). The college is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving enlisted personnel. The college awards the associate in applied science degree (AAS) after a student successfully completes a degree program designed for an Air Force specialty.

The CCAF Mission

Offer and award job-related associate in applied science degrees and other academic credentials that enhance mission readiness, contribute to recruiting, assist in retention and support the career transitions and professional growth of Air Force enlisted corps.

The CCAF Vision for the future is to continue to be:

The community college of choice, providing a path to higher learning for those with a calling to serve.

Air Force Core Values
Integrity First • Service Before Self • Excellence in All We Do

Accreditation

The Community College of the Air Force is a part of Air University. Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award associate, master's, and doctor of philosophy degrees. Air University achieved regional accreditation in 2004. Previously, the Community College of the Air Force was separately accredited by SACSCOC from 1980-2004.

The History

The "Community College of the Air Force" concept evolved in the early 1970s as a means of gaining recognition for Air Force training. Led by General George B. Simler, commander of Air Training Command (ATC), Air Force visionaries recognized the need to enhance the skills of noncommissioned officers as technicians, leaders and citizens. Representatives of Air Training Command, Air University (AU) and the Air Force Academy held a series of conferences in 1971 to discuss the need for increased development of noncommissioned officers as managers of Air Force resources. The conferees recommended the founding of an Air Force community college and on 9 November 1971, General John D. Ryan, Air Force Chief of Staff, approved the establishment of the Community College of the Air Force. The Secretary of the Air Force approved the activation plan on 25 January 1972 and the college was established 1 April 1972 at Randolph AFB, Texas.

The seven major Air Force training schools—the five Air Force Schools of Applied Aerospace Sciences, the USAF School of Health Care Sciences and the USAF Security Service School—provided the technical portion of CCAF's credential when the college was activated. The program model combined the technical education offered by Air Force schools, a core of general education from accredited civilian institutions of higher education and management education from Air Force or civilian sources.

The college mailed its first official transcript on 9 November 1972 and issued its first credential, the Career Education Certificate, on 23 August 1973. As the college gained prestige, increasing numbers of enlisted people registered and more Air Force technical, special and professional schools joined the CCAF system. As a result, as many as 143 such schools have been affiliated with the college after meeting rigorous standards for participation. The SACS Commission on Occupational Education Institutions accredited the college on 12 December 1973.

By the mid-1970s, many civilian consultants were reporting that CCAF standards exceeded the minimum requirements of associate degree programs in civilian community colleges and the Air Force sought degree-granting authority for the college from Congress. President Gerald R. Ford signed Public Law 94-361 on 14 July 1976 authorizing the ATC commander to confer the associate degree.

A site review committee, composed of nationally recognized educators appointed by the US Office of Education (USOE), evaluated the college in October 1976. After favorable recommendations by the committee and successful public hearings in Washington D.C., the Commissioner of Education certified degree-granting authority in January 1977 before the USOE. Success of the effort can mainly be attributed to the testimony given in USOE hearings by Lieutenant General John Roberts, Chief Master Sergeant of the Air Force Thomas Barnes, Dr. Jerome Lysaught (chairman of the CCAF Advisory Committee) and Colonel Lyle Kaapke. The college awarded its first associate in applied science degrees in April 1977.

Since charter clarification in 1975 limited the Commission on Occupational Education Institutions to nondegree-granting institutions, the college immediately began the transition to the Southern Association of Colleges and Schools (SACS) Commission on Colleges. After CCAF underwent a rigorous self-study and met accreditation standards, the SACS Commission on Colleges accredited the college on 12 December 1980 to award the associate degree. During this accreditation process, the administrative offices relocated to their present site at Maxwell AFB, Alabama, on 1 April 1979. The SACS Commission on Colleges reaffirmed CCAF's accreditation on 9 December 1986.

On 1 July 1993, the Community College of the Air Force realigned under Air University, which became the educational component of the redesignated Air Education and Training Command. However, the commander of Air Education and Training Command (AETC) remained the degree-granting authority for the college until 28 October 2004. On that date, degree-granting authority changed to the Air University Commander when President Bush signed the Fiscal Year 2005 National Defense Authorization Act.

The college again underwent an extensive self-study and visits from SACSCOC reaffirmation teams during 1993-1996. Subsequently, on 25 June 1997 the SACSCOC reaffirmed CCAF's accreditation until the year 2006. The college participated in the Air University effort to gain regional accreditation by the SACSCOC. On 25 June 2004, SACSCOC notified Air University that their application for regional accreditation was approved, retroactive to 1 January 2004. From 2007-2009, CCAF participated in Air University's accreditation reaffirmation effort through SACSCOC. On 8 December 2009 SACSCOC announced the reaffirmation of Air University's accreditation for a 10-year period. CCAF is now accredited through Air University by the SACSCOC until 2019.

Over the years the college has grown both in numbers and recognition. With more than 270,000 registered students, the college is the largest multi-campus community college in the world. Its affiliated schools are located in 37 states, and 9 foreign locations. About 6,300 CCAF faculty members provide quality instruction for the personal and professional development of enlisted personnel. More than one million transcripts have been issued in the last 10 years. Since issuing its first degree in 1977, the college has awarded more than 490,000 associate in applied science degrees.

The System

Administrators, instructors, classrooms, laboratories, counselors and students are located throughout the world. What is often perceived as nontraditional about the college is its organization and administration that provide instruction at numerous locations because of the geographic dispersion of the students pursuing their Air Force occupations. Civilian collegiate institutions provide the course work to satisfy the General Education Requirement (GER) of the degree programs and also provide course work to satisfy Technical Education, and Leadership, Management and Military Studies (LMMS) requirements not completed at CCAF schools. Although this broad geographical separation is unusual, the college is organized into a single, highly effective educational system.

Administrative Center

Ryan Hall, CCAF Administrative Center
Maxwell AFB, Gunter Annex, Alabama

The administrative staff brings together all elements of the system under the matrix authority of Air Force Instruction 36-2648, *Community College of the Air Force*. The Community College of the Air Force was located at Randolph AFB, Texas, during 1 April 1972 - 15 January 1977; at Lackland AFB, Texas, during 16 January 1977 - 31 March 1979; at Maxwell AFB, Alabama, during 1 April 1979 - 4 November 2008; at Maxwell AFB, Gunter Annex, Alabama, since 5 November 2008.

Commandant

The CCAF commandant—chief executive officer with command authority—accomplishes the CCAF mission. The administrative staff translates system schools' curricula into semester-hour credit, develops course descriptors, designs and manages degree programs, maintains records of student achievement and progress toward degree completion, ensures system schools maintain standards required for accreditation, distributes official catalogs and other publications, and provides guidance to the worldwide network of counselors. The following have served as CCAF commanders/commandants:

Col John L. Phipps	1 April 1972
Col Lyle D. Kaapke	1 September 1975
Col Lyle E. Darrow	9 June 1980
Lt Col William E. Flinn, Jr. *(interim)*	16 August 1982
Col Rodney V. Cox, Jr.	19 October 1982
Col Russell A. Gregory	24 May 1988
Lt Col James L. Antenen *(interim)*	2 April 1992
Col Paul A. Reid	19 June 1992
Col Tamzy J. House	3 July 1996
Col James M. McBride	4 March 1999
Lt Col Jeffery K. Little *(interim)*	15 December 2001
Col Eric A. Ash	29 April 2002
Col Thomas D. Klincar	3 June 2005
Lt Col Raymond W. Staats	27 July 2007
Lt Col Timothy W. Albrecht	8 June 2009
Lt Col Jonathan T. Hamill	23 June 2011
Lt Col Michael J. Artelli	30 July 2013
Lt Col Nathan J. Leap	19 June 2015

Affiliated Schools

Air Force schools that provide occupational-related technical training and enlisted professional military education (EPME) may voluntarily affiliate and become part of the CCAF system. Course work offered by these affiliated schools may satisfy part or all of the technical education; leadership, management and military studies; and/or program elective requirements. Instructional programs are conducted in both distance learning and traditional learning environments. Each affiliated school is a component of a worldwide educational system.

Education Services

The Air Force provides academic and financial assistance advice and counseling to Airmen in planning and pursuing their educational goals. The Education and Training Section (E&TS), commonly known as Education Services Office, is located at each Air Force installation and is composed of professional educational administrators, guidance counselors, academic advisors, education technicians/specialists and proctored testing examiners.

E&TS personnel supporting active Air Force installations, CCAF advisors working with the Air National Guard (ANG) and training technicians assigned to the Air Force Reserve Command (AFRC) counsel students and serve as the direct link between students and the administrative center. These counselors guide students toward degree completion and work with civilian collegiate institutions to arrange for course offerings needed to satisfy CCAF AAS degree requirements.

E&TS personnel also administer the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests and Excelsior College Examinations. CCAF advisors and training technicians coordinate with CCAF Education Services for ANG and AFRC personnel. The point of contact for ANG and AFRC affairs is CCAF Education Services (CCAF/DEAC), 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011; (334) 649-5021 or DSN 749-5021.

Air University Board of Visitors

The Air University Board of Visitors (BOV) is a public board chartered to provide independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Air University BOV, under the provisions of the Federal Advisory Committee Act (FACA) of 1972, as amended, shall provide the Secretary of the Air Force, through the Commander and President of Air University, independent advice and recommendations on matters pertaining to the educational, doctrinal, and research policies and activities of Air University. The Air University BOV's Community College of the Air Force (CCAF) subcommittee is charged to provide independent advice and recommendations to the Air University BOV on matters pertaining to technical applied sciences and undergraduate programs.

The Air University BOV membership is selected from experts in the fields of education, public service, business and industry, and defense. Members normally serve annually renewable terms (up to a maximum of eight years) as Special Government Employees (SGEs). Members are invited to serve on the board and subcommittees by the Air University Commander and President in the name of the Chief of Staff of the United States Air Force.

The board meets twice a year—in the spring and the fall, normally at Maxwell AFB, Alabama. Subcommittees meet annually and subcommittee chairs out-brief to the main board. The board presents a written report with its views and recommendations to the Air University Commander and President. This report is then presented to the Chief of Staff and Secretary of the United States Air Force.

The Air University BOV's Community College of the Air Force (CCAF) subcommittee is charged to provide independent advice and recommendations to the Air University BOV on matters pertaining to technical applied sciences and undergraduate programs. Current membership:

Chairman
Dr. Rufus Glasper
President & CEO,
The League for Innovation in the Community College
Chandler, AZ

Members:

Dr. Judith Bonner
Provost & Vice President
Mississippi State University
Starkville, MS

CMSAF Rodney McKinley, USAF Ret
CMSAF #15
Independent Consultant
Edmond, OK

Dr. Julia Crutchfield
Chief, Learning Officer
Hurlburt AFB, FL

Dr. Edward Hodge
Education Services Specialist
Randolph AFB, TX

The Advisory Bodies

In addition to the Air University Board of Visitors CCAF Subcommittee, the college attains advice and recommendations from two CCAF advisory panels.   All Advisory Panel members are Regular Government Employees (RGEs) and selected by CCAF from within the United States Air Force.

Affiliated Schools Advisory Panel (ASAP)

The ASAP provides a forum for addressing issues of mutual concern to both CCAF and affiliated schools. The ASAP meets annually to review policies, procedures, affiliation requirements and actions that concern CCAF affiliated schools. The ASAP consists of representatives from the CCAF staff; formal technical and specialized training schools; Enlisted Professional Military Education schools; command-sponsored schools, Headquarters Air Education and Training Command (AETC); and Title 10 representatives from the Air Force Reserve Command (AFRC) and Air National Guard (ANG).   The ASAP encourages schools to participate in CCAF and serves the best interests of students by ensuring support and compliance with regional accreditation requirements.

Education Services Advisory Panel (ESAP)

The ESAP provides a forum for addressing issues of mutual concern to both CCAF and the United States Air Force education services community. The ESAP meets annually to review and recommend actions concerning CCAF academic polices, administrative procedures and processes. Its primary focus when making recommendations is the student body. The ESAP advises the CCAF Commandant on issues of concern to students, education services, and AFRC and ANG training personnel; reviews CCAF academic policies and administrative procedures that affect off-campus Education and Training Staff (ET&S); and advises the CCAF Commandant on marketing methods that will enhance participation in the college. The ESAP consists of representatives from the CCAF staff, Headquarters USAF and major commands, base-level E&TS, and Title 10 ANG and AFRC participants.

CCAF Policy Council

Academic policies are developed by the Policy Council and endorsed by the AU Board of Visitors. The CCAF Policy Council is composed of representatives from all elements of the CCAF system. Chaired by the CCAF Dean of Academic Affairs, the policy council submits recommendations concerning academic policies, AAS degree programs, award of credit, academic standards, affiliation of Air Force schools and other policy matters through the CCAF Commandant to the Air University Board of Visitors CCAF Subcommittee for guidance and synchronicity. Students, faculty members, counselors, administrators and other interested personnel may submit suggestions to the CCAF Policy Council by writing to CCAF/DE, 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011.

CCAF Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is a two-year undergraduate degree similar to the Associate of Arts (AA) and the Associate of Science (AS) degree. Unlike AA and AS degrees, which are designed primarily as transfer degrees, the AAS degree is designed for students who intend to enter the workforce following graduation from their program. While some students who earn an AAS degree may transfer to a four-year college or university to pursue a bachelor's degree, some AAS courses are not granted transfer equivalency credit, nor will they fulfill the general education requirements of a bachelor's program. The AAS degree is designed for those students who plan to seek employment based upon the competencies and skills attained through these programs. While not designed to meet the needs of students who transfer to a four-year

institution, portions of the CCAF AAS degree and associated credit may transfer depending on the policies of the receiving college or university.

Student Learning Outcomes

All CCAF graduates will meet the following learning outcomes. These outcomes are the overarching outcomes encompassed in all 71 CCAF degree programs.

1. Graduates will demonstrate satisfactory knowledge and skills identified in the Career Field Education and Training Plan Specialty Training Standard for their career field.
2. Graduates will meet nationally-normed average scores for general education courses to include critical thinking, oral communication, written communication, reading, mathematics, humanities, and the social and natural sciences related to the Educational Testing Services Proficiency Profile.
3. Graduates will demonstrate proficiency in leadership, management, and military studies.

Entrance Requirements

Before enlisting in the United States Air Force, an individual completes the Armed Services Vocational Aptitude Battery (ASVAB) and meets standards in accordance to Air Force Recruiting Service Instruction 36-2001, *Recruiting Procedures for the Air Force*. Composite scores of the ASVAB indicate academic and career field aptitude. These scores help match the individual's aptitudes and abilities with Air Force career areas during initial assignment to a career field. The Air Force uses these scores as an indicator of the student's potential to make satisfactory progress in a career-related degree program.

Admission & Registration

When assigned to an Air Force occupational specialty, enlisted members are admitted to the college and registered in the CCAF AAS degree program designed for their Air Force specialty. This status does not change until the college receives formal academic notice or receives an official transcript showing completion of civilian college course work or national tests applicable to their degree program from an accredited institution. Once a civilian college course or national test is recorded, the student is identified as a participant.

An Air Force enlisted member in the Regular Active Air Force and Selected Reserve serving in the ANG, AFRC or as an Individual Mobilization Augmentee is eligible to pursue a CCAF AAS degree. A Reserve member must be in pay category A, B, E or J and be a unit member or regular participant in paid inactive duty training, unit training assemblies and annual training. Those classified with a PAS (Personnel Accounting Symbol) Code S7 (Inactive Reserve, IRR) cannot participate. Other US and international armed services enlisted members serving as CCAF instructors are also eligible to pursue the CCAF AAS degree.

Degree Program Eligibility

A student may register in an initial and subsequent degree program applicable to his or her primary, secondary, tertiary or fourth Air Force Specialty Code (AFSC), Special Duty Identifier (SDI), and/or Reporting Identifier (RI) as reflected on the current MilPDS Report on Individual Person (RIP). The student must be qualified to maintain the specialty and/or skill level per AFI 36-2101 requirements. Duty and Control specialties are not considered for degree program eligibility.

A student with a SDI and/or RI who is not applicable to a degree program may register in degree program applicable to his or her second or other AFSC reflected on the current MilPDS RIP and qualified to maintain the specialty and/or skill level per AFI 36-2101 requirements.

A student separated, retired or commissioned is not eligible to pursue a CCAF AAS degree and is withdrawn from the CCAF AAS degree program. An Airman who separates and joins the Active Reserve forces is automatically registered in the CCAF AAS degree program corresponding to their primary specialty.

Occupational specialty conversions or mergers may impact degree program eligibility when the converted or merged specialty is applicable to a different degree program. When this occurs, the formal training subject matter of the previous specialty may not be applicable to discipline of the CCAF AAS degree program which the converted or merged specialty is applicable to. Degree program eligibility is dependent on whether the student's converted or merged specialty requires completion of mandatory initial skills formal training for the new specialty. If completed formal training in the previous specialty applies to both degree programs, the student will choose to remain in the previous degree program during the period of enrollment or enroll (requested or 6-year roll) in the degree program which the converted or merged specialty is applicable to. With either degree, the student will have earned the specialty-related CCAF AAS degree.

Subsequent Degree

A student may register in a subsequent degree program applicable to his or her primary, secondary, tertiary or fourth Air Force Specialty Code (AFSC), Special Duty Identifier, or Reporting Identifier as reflected on the current MilPDS RIP. The student must be qualified to maintain the specialty and/or skill level per AFI 36-2101 requirements. A student will not be awarded a degree in a program previously designed for that specialty. A student registered in a subsequent degree program must earn and apply a minimum of 24 semester hours of unique (different) technical credit applicable to the degree discipline and not previously applied toward another degree—at least 12 semester hours must be CCAF credit.

Occupational specialty conversions or mergers may impact subsequent degree program eligibility. Subject matter of the previous specialty may not be applicable to discipline of the degree program which the converted or merged specialty is applicable to. Subsequent degree program eligibility is dependent on whether the student's converted or merged specialty requires completion of mandatory formal initial skills training for the new specialty.

If a student's converted or merged specialty is applicable to a different degree program, the student is eligible for both degrees provided the student completed mandatory initial skills formal training requirements for both specialties. If a student's converted or merged specialty is applicable to a different degree program, the student is not eligible for both degrees if the student does not complete initial skills formal training requirements for the new specialty.

Members holding a Chief Enlisted Manager (CEM) or superintendent-level position are not eligible to enroll in CCAF subsequent degree programs unless they also had completed formal specialty-related technical training in the specific specialty for the subsequent degree program. Some CEM and superintendent-level specialties extend from multiple specialties which qualify for different CCAF degree programs and may not have been trained, qualified, or worked in. In these cases, the members serve primarily as workforce managers. It is not appropriate to graduate students who have not worked in (career progression) the specialty, completed formal training for award of the specialty, nor completed formal technical training within the specialty designated for the degree program.

Degree Time Limit

Registration and enrollment in a degree program is limited to 6 years from date of registration. A student who is pursuing a first degree and does not graduate in the allotted time will automatically be moved to the degree program applicable to the primary occupational specialty and in the most current catalog. A student who does not

graduate within 6 years from the date of registration, and their primary specialty is not assigned to a specific degree program, will not be registered.   A student who is pursuing a subsequent CCAF AAS degree will be disenrolled at the 6th year date of registration.   A student desiring registration in another subsequent degree program may do so by submitting a Student Action Request through the E&TS or ANG/AFRC CCAF advisor.

The exception to the 6-year registration policy is the Instructor of Technology and Military Science (ITMS) degree program. A student registered in the ITMS degree program has 2 years from the registration date to graduate.   A student who does not graduate in the allotted time will be disenrolled. The student may re-register in the ITMS degree program provided he or she is assigned as a CCAF instructor, meets all other requirements for registration, and by following the Student Action Request procedures outlined above.

Statute of Limitation

A student has 6 years from retirement, separation, or being commissioned to file for graduation if all requirements were completed prior to the date of separation, retirement, or commissioning. The student is only eligible for the degree that he or she was registered in at the time of separation. The student is ineligible for a subsequent degree.

Grading Policy

Academic performance of CCAF credit-awarding military courses are determined and reported by using a pass or fail system. A student successfully completing a CCAF credit-awarding military course is reported to the CCAF Registrar who records a grade of "P" (Pass) or "S" (Satisfactory). This grade of "P" or "S" equates to a grade of "C" or better.

All courses are taught at the collegiate level. CCAF affiliated schools employ a variety of instructional methods and assessment techniques designed to ensure successful achievement and attainment of desired learning outcomes. Course completion requirements, including grading standards, are provided to the student at the beginning of each course.

Award of Credit

A credit hour represents the amount of work (classroom lecture or laboratory) expected of students in order to achieve intended learning goals and outcomes verified by evidence of student's measured achievement. Faculty members evaluate and verify evidence of student achievement for all program outcomes. CCAF operates under the semester hour system and follows sound practices for determining the amount and level of credit awarded for credit-awarding military course. CCAF academic credit is a reasonable approximate of minimum amount of student work in accordance with commonly accepted practice in higher education. A contact hour is equivalent to 50 minutes of classroom or laboratory instruction. CCAF academic credit is awarded based on the following ratios: 15 contact hours of faculty instruction and written test/examinations equates to 1 semester hour; 30 contact hours of review theory, faculty-supervised laboratory, and performance-based evaluations equates to 1 semester hour; and 45 contact hours of supervised clinical laboratory equates to 1 semester hour.

Transfer Credit

Acceptance of credit in transfer practices shall be consistent with accepted practices of regionally accredited, degree-granting institutions of higher education. Credit accepted in transfer from non-regionally accredited institutions must also comply with transfer credit procedures for non-regionally accredited institutions as approved by the Air University Board of Visitors. The college accepts "in transfer" courses that meet the criteria in the **DEGREE PROGRAMS** section. Credit earned at accredited colleges and universities may be

accepted in transfer. CCAF determines the credit to be accepted in transfer from accredited, degree-granting institutions that do not record course completion in credit hours.

Courses completed at foreign institutions are considered on an individual basis when submitted with a course-by-course evaluation from a member of the American Association of Collegiate Registrars and Admissions Officers or National Association of Credential Evaluation Services.

The General Education Mobile (GEM) program connects CCAF students with online general education courses offered by regionally accredited colleges and universities. The Air University Associate-to-Baccalaureate Cooperative (AU-ABC) program connects CCAF graduates with online 4-year degree programs. The AU-ABC program includes postsecondary schools with regional accreditation and national accreditation through the Distance Education and Training Council.

Transcripts

All transcripts submitted from civilian institutions for credit transfer evaluation must be *official and in English*. CCAF will only accept transcripts sent from the institution directly to CCAF. CCAF does not accept transcripts marked "Issued to Student" or faxed copies.

Transcripts *are not* accepted if provided by students, counselors, recruiters, or any other third party.

CCAF cannot evaluate and interpret foreign academic credentials. A student must obtain an external (commercial) evaluation of course work taken at foreign institutions. Evaluations are not required for foreign institutions that hold acceptable accreditation and are listed in the *Accredited Institutions of Postsecondary Education*, published by the American Council on Education (ACE).

A student must request *two* official copies of their foreign transcript in English. One copy is evaluated by a foreign transcript evaluation service and one mailed directly to CCAF. Armed forces or general evaluations are not acceptable for this purpose. CCAF accepts a detailed, course-by-course evaluation of foreign documents from The American Association of Collegiate Registrars and Admissions Officers (AACRAO) or any National Association of Credentialed Evaluation Services (NACES) member. The student must pay all costs to obtain the evaluation. The student must request the course-by-course evaluation be sent directly to CCAF from the service conducting the foreign evaluation.

Quarter-Hour Conversion

CCAF operates on the semester-hour system. The student must be aware that course credit in transfer from an institution that operate under the quarter-hour system is not the same as a semester-hour and course credit value will be affected. All college transcripts using the quarter-hour system will be converted to semester-hour value before transcribing to a student record. The table below provides the quarter-hour conversion to semester-hour value:

Quarter Hours	Semester Hours		Quarter Hours	Semester Hours
1	.66		6	4.00
2	1.33		7	4.66
3	2.00		8	5.33
4	2.66		9	6.00
5	3.33		10	6.66

Civilian College Courses

Courses completed with a "C" or higher at accredited civilian institutions may be accepted in transfer for application to CCAF AAS degree programs. Grades of "D, F, C/D, I, or W" are not acceptable in transfer. Courses must be degree program-applicable and cannot duplicate credit previously applied from other sources.

Department of Defense & Other Service Schools

If the Department of Defense (DoD) and other service schools are accredited and issue a transcript, the college will consider accepting the credit in transfer. See the *Guide to the Evaluation of Educational Experiences in the Armed Services* (American Council on Education Guide) for credit information on other DoD courses that may apply to a CCAF AAS degree.

Many Air Force enlisted members attend Army, Navy and/or Department of Defense initial or advanced technical training courses instead of Air Force technical training courses. The college does not award resident credit for these courses since these schools are not part of the CCAF system. However, the college may award proficiency ("P") credit to Air Force enlisted members completing these courses. Proficiency credit is applied to a student's program after attaining the Journeyman (5 five skill-level).

A CCAF student completing training with another service may apply that credit toward a CCAF AAS degree if the training has an ACE credit recommendation. ACE credit-recommended courses must be degree program-applicable and not duplicate credit previously applied from other sources.

Some other service-specific courses do not have ACE credit recommendations due to the security classification of the course material. Unfortunately, these students will not have any ACE credit recommendations to record on the CCAF student record.

Regional and National Accreditation

Regional Accreditation
- ♦ U.S. is divided into 6 regions [8 accrediting commissions]
- ♦ 98 percent are degree-granting & nonprofit
- ♦ Entire institution is accredited [not specific programs]
- ♦ Most schools are "comprehensive"
- ♦ Credits are easier to transfer

National Accreditation
- ♦ Covers the entire country [versus a region]
- ♦ About 80 percent are proprietary schools [for-profit]
- ♦ 35 percent are degree-granting
- ♦ Accredits the entire institution, but school focus is narrower/more
- ♦ Specialized than schools with regional accreditation [many are
- ♦ "Single-purpose" and some are "faith-based" or concentrate on business or information technology]
- ♦ Credit transfer may be limited

Accreditation (regional or other) does NOT guarantee transfer of credit. Acceptance of credit is at the discretion of the receiving school.

CCAF accepts transfer credit from other regionally accredited schools and on a course-by-course basis from nationally accredited schools.

There are advantages and disadvantages for both regionally and nationally accredited schools. It is up to the student to determine which type of school is best for them. The facts for both types are readily available and speak for themselves. It is up to the student to understand what they're trying to achieve with their higher education. They need to consider both their short term and long term goals when looking over the facts for both types of schools…eventually deciding which school is best for meeting their own personal higher education needs.

American Council on Education Credit Recommendation

Credit may be awarded for some civilian training and courses completed at non-CCAF affiliated Department of Defense (DoD) schools. In cases where these institutions do not award credit for course completion nor offer transcripts, credit recommendations from the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* or the *National Guide to Educational Credit for Training Programs* may be used. ACE credit recommendations may apply toward the technical education, LMMS or program elective areas of degree programs. Courses must be program-applicable and not duplicate credit previously applied from other sources.   CCAF will only add ACE-recommended credit when a student is enrolled in a degree program and the credit can be applied toward degree requirements. CCAF will transcribe ACE-recommended credit from an official ACE Registry Transcript or Joint Service Transcript (JST).

Credit by Examination

A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credits may be applied for United States Armed Forces Institute (USAFI), the Defense Language Proficiency Test, DANTES Subject Standardized Test (DSST), College-Level Examination Program (CLEP), Excelsior College Exams (ECE) (formerly Regents and ACT/PEP) if the score meets the ACE-recommendation. Credit may be applied for examinations offered by once CCAF receives the original test score report from the administrating agency.

Official transcripts or score reports must be sent directly from the issuing agency to the CCAF Registrar. Examination results documented on other college or university transcripts which credit was used is not acceptable.

Professional Credential Credit

The term *"Credential"* refers to professional certifications, licensures or registries. CCAF AAS degree technical and/or program elective requirements may be satisfied by credit awarded for specific national professional credentials. Students are responsible for contacting their E&TS and provide copies of issued credentials and supporting documentation. Additional information concerning professional credentials is available on page 24.

A student holding a degree-relevant national professional credential should contact their E&TS to request official written verification be sent to CCAF Credentialing Programs, CCAF/DEAL, 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011. The credentialing agency will forward appropriate documentation to CCAF/DEAL for verification and loading of credential to student records.

Credentials must be current in order to be awarded CCAF technical credit. Airmen who have allowed an awarded credential(s) to expire or lapse are no longer certified or hold that credential. An expired credential

is no longer valid and the person may no longer exercise the privileges granted of that credential. CCAF will not load national professional credentials to student records and award technical credit if the credential has expired or lapsed.

To determine the professional credentials that can be used in a degree program, refer to the degree plans of this catalog. To obtain a listing of all national professional credentials approved by CCAF for award of credit visit http://www.airuniversity.af.mil/Barnes/CCAF/.

See the Professional Credentialing section for information on CCAF credentialing programs and the Air Force Credentialing On-Line (AF COOL).

Degree Program & Catalog Change

The college encourages a student to complete the program of initial registration; however, the student may request a change to another program when eligible. The Associate Dean of Academic Programs authorizes degree program changes. A student may also elect to move from the catalog of registration to the current catalog. In either case, the student is obligated to abide by all policies and program requirements of the catalog current on the date of the change.

Advanced Standing

A student attains advanced standing (registration status code 2 or 5) after completing 45 semester hours of degree-applicable course work and applying civilian course or test credit. At this point a counselor should provide special guidance to complete degree requirements.

Candidacy Status & Graduation

The CCAF counselor/advisor or training technician submits the *CCAF Student Action Request* to nominate the student as a degree candidate and notifies the student of candidacy status. A student is not considered for nomination as a degree candidate until the CCAF Administrative Center receives all required documentation, which includes the completed CCAF Student Action Request nominating the student for graduation, official civilian transcripts, military course completion certificates, and/or other source documents. CCAF Online services degree requirements must be *COMPLETED* and all transcripts must be *RECEIVED* at CCAF *PRIOR* to nomination. Students should consider the time necessary for course and/or examination score reporting and transit time for the college or university transcripts needed for credit in transfer decisions. After a student meets all requirements, the college notifies the student's nominating E&TS, or unit training office of degree completion. All degree requirements must be satisfied before separation, retirement or commissioning and a student must have been enrolled in a degree program before that date. The college has two graduating classes each year—April and October. Diplomas are mailed to the E&TS about one week before graduation.

Degree Nomination Cut-off Date

Nomination and required documentation must be received at CCAF on or before the first Friday in March and September to be in the respective graduating class. All documents and nominations after that date will be processed in the next graduating class. CCAF graduating classes are April and October for printing and shipment of diplomas.

Degree Award Date

The student's degree award date is the date the CCAF Administrative Center receives the completed, *CCAF Student Action Request*, nominating the student for graduation in a specific CCAF AAS degree program. The *CCAF Student Action Request* is submitted by E&TS counselors or advisors to the CCAF Administrative Center. All degree requirements must be completed and recorded to the CCAF student record prior to nomination. Students should consider the time necessary for course and/or examination score reporting and transit time for college or university transcripts needed for credit in transfer decisions. The degree award date is the date final documents are received by the CCAF administrative staff.

Students should not assume CCAF AAS degree requirements are automatically completed upon successful completion of required courses via a civilian college or university or that this is the date they will be a CCAF graduate. The student must satisfy all requirements, up to and including nomination, for graduation before the close out of the member's Enlisted Performance Report (EPR). CCAF's policy is not to back date any student's graduation date to satisfy requirements for Senior Rater Endorsement, EPR, award packages, etc. Once a degree has been awarded, the degree title shall not be changed.

Combat Wounded, Ill or Injured Airmen (Wounded Warriors)

Combat wounded, ill, or injured Airmen who commenced but did not complete a CCAF AAS degree program and/or CCAF-awarded credentialing program may continue participation in their degree program and/or certification program after separation or retirement. To qualify, the member must have been awarded a 9W-series Reporting Identifier (RI) for combat-related injuries or illnesses as reflected in the Military Personnel Data System. Degree program participation is limited to the program of enrollment at the time of separation or retirement. These members will have 10 years from their separation or retirement date or from 30 December 2011 if they separated or retired between 12 September 2001 and 30 December 2011 to complete degree requirements.

Washback Policy

Every effort is made to ensure the student successfully completes CCAF courses by carefully designed teaching and learning activities, appropriate assessment and evaluation processes, and personal assistance. If all avenues are exhausted and academic achievement continues below acceptable limits, the student may, under some circumstances, repeat a portion or the entire course—this is called a *washback*. A washback is reported to the CCAF Registrar as a course graduate only after successfully completing the entire course. A student can withdraw from CCAF courses after obtaining permission from the affiliated school commander or designated representative.

Degree Program Withdrawal

An admitted and registered student who has separated, retired or been commissioned shall be withdrawn. Since participating in a degree program is voluntary, a student may formally request withdrawal from the degree program in which the student is registered. To request withdrawal from a degree program, the student must contact their E&TS or ANG/AFRC CCAF advisor.

Student Rights and Grievances

Any Air University student has rights to present a program-related grievance or to appeal adverse action taken against him/her to leadership using the channels outlined in AU Policy, Regarding Student Rights and Grievance and those supplemented by CCAF affiliated schools.

Degree Program Exception to Policy Process

Policies and program requirements are established for sound academic reasons. Occasionally *extenuating circumstances* arise that may warrant a waiver. Exception to policy requests are only considered if the student will be a degree candidate upon approval. Although it is impossible to describe all the reasons to request an exception to policy, the following are a few *invalid* reasons:

- Student believes similar exceptions have been approved in the past.

- Student needs 1 or 2 hours to become a candidate.

- Student will retire, separate or be commissioned shortly.

- Student did not know about a certain requirement.

- Student needs to be awarded the degree for EPR, promotion, or employment consideration.

Alone, without extenuating circumstances and justifications, none of these reasons are valid. Each request is evaluated on its own merit, independent of all other requests. The evaluation is based on the justification provided, coupled with the student's degree progress since degree program registration. To warrant approval, the exception to policy request *must prove* the student deserves consideration not normally afforded to other CCAF students, is an educationally sound action, does not violate SACSCOC accreditation principles and policies, and is consistent with standard procedures practiced at most accredited institutions of higher learning.

A student desiring an exception to academic policy and/or degree program requirements must initiate and coordinate the waiver request through the E&TS or the ANG/AFRC CCAF advisor. The E&TS or ANG/AFRC CCAF advisor provides guidance and submits a waiver request to the CCAF Dean of Academic Affairs. Exception to policies are considered only if approval of the exception will make the student a degree candidate. The Dean of Academic Affairs is the final authority for exceptions and waivers of academic policy.

CCAF does not have an exception to policy for CCAF-awarded credentialing programs. All published program requirements must be successfully completed. Requests to exception to policies will not be accepted and/or approved.

"No Fault" Exception

Degree program eligibility for enrollment and graduation requires the student to hold the required degree program-applicable occupational specialty (AFSC, Special Duty Identifier or Reporting Identifier) and specialty skill level. A no fault exception to policy may be considered for a student whose occupational specialty is removed from military records due to mandatory medical, retraining, or career field conversion/merger reasons. A student desiring a no fault exception to policy must contact the E&TS or the ANG/AFRC CCAF advisor for guidance on submitting a no fault exception request to the CCAF associate dean of academic programs. The associate dean of academic programs is the final authority for no fault exceptions of academic policy.

To qualify for no fault exception:

- ◆ Conditions or circumstances must be beyond the student's control.
- ◆ Student must be pursuing the degree applicable to the occupational specialty (AFSC, Special Duty Identifier or Reporting Identifier) at the time of loss of occupational specialty.
- ◆ The no fault exception request must be submitted to the CCAF Administrative Center within one year of removal of occupational specialty.

◆ The Journeyman (5 skill-level) or higher must have been attained prior to removal of the AFSC.

◆ Degree requirements must be completed within one year.

The no fault exception request must clearly explain conditions and/or circumstances that led to the removal of the occupational specialty code. Acceptable documents include:

♦ Official Air Force Form 2096, Classification/On-The-Job Training Action, showing AFSC (with awarded skill level), Special Duty Identifier or Reporting Identifier was held and date subsequently removed.

♦ Medical documents—physician's memo or diagnosis, stating the exact disqualifying medical reasons—or a memo from the student's commander explaining why disqualified or removed from the specialty code.

♦ Memo from the student, explaining the situation and requesting consideration of no fault exception.

The Educational Documents

It is the responsibility of admitted, registered and non-degree seeking students to provide the CCAF administrative center with their proper educational documentation.

To initiate a record update, students must contact the E&TS or ANG/AFRC CCAF advisor. To progress in a CCAF AAS degree program, students must submit educational documentation reflecting course completion. The issuing institution or agency must mail these documents directly to: CCAF/DESS, 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011. Appropriate documents may include:

◆ Official transcript of applicable course work completed at accredited postsecondary institutions. Transcripts must be official and provided directly from each civilian college or university attended. A college or university transcript reflecting in transfer courses and credits are not acceptable.

♦ Official transcript from the Educational Testing Service reflecting CLEP or DANTES tests taken at a certified DANTES testing site.

♦ Air Force Career Development Academy official transcript, showing semester-hour credits.

♦ Foreign transcript with an external course-by-course evaluation from American Association of Collegiate Registrars and Admission Officers or National Association of Credential Evaluation Services member. Foreign transcripts must be official and in English or accompanied by an English translation from the evaluation service.

♦ Request for Verification of Course Completion of an affiliated school course that was not added to the academic record.

♦ Official verification of professional certification, licensure, or registry.

Official verification of successfully completing a course conducted by or for US Government agencies for which the American Council on Education recommends credit.

Document Update

The college updates student records from educational documents submitted on behalf of the student. A student should not update records more than once a year unless applying for an Air Force commission, before separation or retirement, or when it may result in degree completion.

Fraudulent Documents

The Enrollment Management and Academic Programs Divisions ensure the authenticity of each document. All fraudulent documents are given to the CCAF registrar for appropriate action that can include disenrollment and/or legal action. A student disenrolled for fraud will have his or her transcript annotated with "student was disenrolled for submitting fraudulent documents."

Document Process

Documents are processed in the order of receipt. When documents arrive at the administrative center, and upon credits being posted to student records, program managers assess progress toward degree requirements.

Privacy Act

As a federal military education institution, AU must adhere to established federal and services policies and guidelines on records. Air University adheres to the guidelines of the Privacy Act of 1974 to protect the confidentially and integrity of student records. Though not mandated by law, AU also complies with the basic tenets of the Federal Family Educational Rights and Privacy Act (FERPA). However, the Department of Education, Family Policy compliance Office, views AU as a DOD Section 6 school that is solely funded by the DOD under 10 *United States Code (USC)* Section 2164, and is therefore exempt. The security and confidentiality of student records are central to the academic integrity of AU. AU is committed to protecting, to the maximum extent possible, the privacy rights of all students about whom it holds information, records, and files.

Information Release

A student may release information pertaining to his or her educational record to a third party by completing and submitting a release letter (with an original signature) to the college's registrar. These directives mentioned under "Privacy Act" specify that an educational record may not be released without the student's written consent specifying records to be released and to whom.

Transcript Request

CCAF transcripts are processed within two business days of request. Allow up to 15 days for receipt of mailed transcripts. CCAF provides several options for ordering official CCAF official. Electronics transcripts are not available at this time. All official CCAF transcripts are printed and mailed.

Option 1: Online Transcript Request

This option is only available if accessing from a secured .mil network. The official CCAF transcript is printed and mailed, free of charge, to the address of choice using the CCAF online transcript order form.

1. Access the Air Force Virtual Education Center (AFVEC) at https://afvec.langley.af.mil/afvec/Home.aspx.
2. Under "Self Service," select "CCAF Student Services." The user is directed to CCAF Online Services.
3. In the "Transcripts" tab, select "Order a Transcript" and complete the online form under Option 1.

Option 2: Written Transcript Request

This option is only available if a secured .mil network is not available. The official CCAF transcript is printed and mailed, free of charge, to the address of choice. Written transcript requests are processed in the order they are received. Written requests are normally processed 10-15 days after receipt.

1. Access the Air Force Virtual Education Center (AFVEC) at https://afvec.langley.af.mil/afvec/Home.aspx.

2. Under "Self Service," select "CCAF Student Services." The user is directed to CCAF Online Services.

3. In the "Transcripts" tab, select "Order a Transcript" and download the Transcript Request form. Follow the instructions provided.

4. Ensure all fields are completed and wet-sign the form. Digital signatures are not accepted. E-mailed, incomplete or illegible written requests are not accepted nor processed. Mail the form to the following address:

> CCAF/DESS
> 100 South Turner Blvd
> Maxwell AFB, Gunter Annex AL 36114-3011

Option 3: First Class Mail and Overnight order through Credentials Solutions

This option is handled by a third party vendor. CCAF official transcripts can be ordered through this site at any time and with mailing options via first class mail or Federal Express. The member is charged a nominal fee. These fees are not covered by the Air Force. Keep this processing time in mind if a deadline for enrollment, registration, job application, etc. is a concern.   To order an official CCAF transcript via this option visit: https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308.

Option 4: View unofficial transcript

This option is only available if accessing from a secured .mil network. The unofficial CCAF transcript may be viewed and printed.

1. Access the Air Force Virtual Education Center (AFVEC) at https://afvec.langley.af.mil/afvec/Home.aspx.

2. Under "Self Service," select "CCAF Student Services." The user is directed to CCAF Online Services.

3. In the "Transcripts" tab, select "Print Unofficial CCAF Transcript."

*Note: "The appearance of hyperlinks does not constitute endorsement by the U.S. Air Force of this Web site or the information, products, or services contained therein. The U.S. Air Force does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose for this U.S. Air Force Web site."

The Student

As a military member, the student abides by the *Uniform Code of Military Justice*. A student is briefed on the code upon initial entrance into active duty and periodically thereafter. A copy of this code is also available in the legal office on each Air Force installation. Additionally, a student must follow the standards of behavior established by the affiliated schools.

CCAF students are required, as a condition of good standing and continued enrollment, to conduct themselves in a manner that does not discredit the CCAF system. **Plagiarism, cheating, submitting fraudulent academic documentation and other forms of academic dishonesty are prohibited.** Any action punishable under the Uniform Code of Military Justice involving direct or indirect participation in, or support of, academic misconduct as determined by the Dean of Academic Affairs, may result in suspension and/or expulsion from CCAF.

Student Complaints

Each affiliate school maintains an adequate process for addressing student complaints. The policies and procedures are to provide a means to resolve legitimate student complaints quickly and at the most appropriate level of responsibility.

Feedback

Student participation is integral to the future development and continuous improvement of the college. This feedback is incorporated into every phase of CCAF's strategic planning process that continually impacts policies and procedures, course and program reviews, affiliated school operations and educational support services.

A student can offer feedback through a number of avenues. Some ways include classroom feedback; follow-up surveys by the schools, the college, the student leaders at each affiliated school; and the formal waiver review process. There are affiliated school representatives who also address student interests on the Policy Council, Affiliated Schools Advisory Panel and Education Services Advisory Panel.

A student may also provide feedback to the administrative center by visiting the CCAF homepage at http://www.airuniversity.af.mil/Barnes/CCAF/ and using the e-mail link or through the Air Force Virtual Education Center at https//afvec.langley.af.mil.

Student Conduct

CCAF students are required, as a condition of good standing and continued enrollment, to conduct themselves in a manner that does not discredit the CCAF system. Plagiarism, cheating, submitting fraudulent academic documentation and other forms of academic dishonesty are prohibited. Any action punishable under the Uniform Code of Military Justice involving direct or indirect participation in, or support of, academic misconduct as determined by the Dean of Academic Affairs, may result in suspension and/or expulsion from CCAF. CCAF's disciplinary action process is outlined in CCAF Instruction 33-8, *CCAF Review Board* and CCAF Instruction 33-9, *Administration of Altered Academic Documentation or Other Acts of Misconduct*.

Student Services

The Air Force recognizes off-duty activities as an essential part of the everyday life of its enlisted force and provides a variety of activities in which a student may participate. Activities include: bowling centers, chapels, clubs, family support centers, fitness centers, hobby shops, libraries, community centers, life skills centers, theaters and swimming pools.

DEGREE PROGRAMS …

This section contains the degree program requirements of the Community College of the Air Force. Degree programs are developed by Air Force technical experts, civilian or military consultants and reviewed by the Dean of Academic Affairs, Associate Dean of Academic Programs, Commandant, Policy Council and Air University Board of Visitors. CCAF AAS Degree Programs are developed for the *technical* disciplines of specific occupational specialties and designed to provide graduates with knowledge, skills and theoretical background for enhanced performance as technicians within the respective occupational specialty and noncommissioned officers

ASSOCIATE IN APPLIED SCIENCE DEGREE

The associate in applied science degree is offered in the following broad career areas:

♦ Aircraft & Missile Maintenance

♦ Allied Health

♦ Electronics & Telecommunications

♦ Logistics & Resources

♦ Public & Support Services

Degree Completion Requirements

A student must complete <u>all</u> degree requirements <u>before</u> separating, retiring or becoming a commissioned officer.

The associate in applied science degree consists of a minimum of 64 semester hours. Degree plan requirements are distributed as follows:

	Semester Hours
Technical Education	24
Leadership, Management & Military Studies	6
Physical Education	4
General Education	15*
Communication 6**	
**Written Communication 6	
or	
**Oral Communication 3	
and	
**Written Communication 3	
Mathematics 3	
Social Science 3	
Humanities 3	
Program Elective	15*
Total	**64**

*Note: The Paralegal degree requires 18 semester hours of general education (addition of a 3 semester hour general education elective) and 12 semester hours of program elective.

**Note: Students have the option to complete 6 semester hours of non-duplicative written communication or 3 semesters of written communication and 3 semester hours of oral communication.

Leadership, management and military studies; physical education; general education; and program elective requirements are standard for all programs. Exceptions may be required to satisfy certification or other programmatic recognition.

Skill Level Requirement

A student must hold at least the Journeyman (5 skill-level) in the appropriate AFSC at time of degree completion. The exception to holding the Journeyman level are students in occupational specialties that do not have Journeyman skill levels and Other Service Instructors.

Residency Requirement (16 semester hours)

A student must have a minimum of 16 semester hours of resident CCAF credit applied to his or her degree program to graduate. The 16 semester hours residency requirement is only satisfied by credit earned for coursework completed in a CCAF affiliated school or through CCAF Specialty Internship credit awarded for progression in an Air Force occupational specialty. Note: Proficiency "P" credit and physical education credit awarded for basic military training is not resident credit.

Technical Education Requirement (24 semester hours)

Twenty-four semester hours are required to fulfill the technical education requirement. Twelve semester hours must be applied from the technical core area with the remaining 12 applied from either the technical core or the technical elective areas. Refer to individual academic degree programs for specific technical education requirements. A student can check with the CCAF advisor/training technician for advice regarding specific degree requirements and information regarding transfer credit. Requests to substitute comparable courses or to exceed specified semester-hour values in any subject or course are approved by the Academic Programs Division. Office symbols and DSN

telephone numbers are listed on the Program Codes table starting on page **25**.

Technical education requirements are generally satisfied by entry-level and advanced degree-applicable courses at affiliated schools and through Specialty Internship credit. However, additional technical education requirements may be satisfied by application of courses accepted in transfer, testing credit, distance learning, or issued professional credentials.

The following are the criteria to apply courses accepted in transfer to the technical education requirement:

♦ Must be collegiate course work directly relevant to the discipline of the CCAF AAS degree.

♦ Must be from an accredited institution or a recognized candidate for accreditation.

♦ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Southern Association of Colleges and Schools Commission on Colleges.

♦ Must be listed and identified in the offering institution's general catalog.

♦ Must have been completed with the equivalent of a "C" grade or better.

♦ Must not be developmental, preparatory, remedial, refresher or review.

♦ Must not duplicate or significantly overlap another course or test applied to the degree program.

Leadership, Management & Military Studies Requirement
(6 semester hours)

The leadership, management and military studies (LMMS) requirement may be satisfied by applying enlisted professional military education, civilian courses accepted in transfer, and/or by testing credit. However, the preferred method of fulfilling the LMMS requirement is through completion of Airman Leadership School, NCO Academy and/or the Air Force Senior NCO Academy.

The following are the criteria to apply civilian courses to the LMMS requirement:

♦ Must be from an accredited institution or a recognized candidate for accreditation.

♦ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Southern Association of Colleges and Schools Commission on Colleges.

♦ Must be listed and identified in the offering institution's general catalog.

♦ Must emphasize the fundamentals of management and management of human resources. Examples of *acceptable* courses are Principles of Management, Personnel Management, Human Resource Management, Principles of Supervision and Organizational Behavior. Examples of *unacceptable* courses are Small Business Management, Managerial Accounting, Financial Management, Labor and Management Relations, Management Information Systems, and other specialized management and/or business courses.

♦ Must have been completed with the equivalent of a "C" grade or better.

♦ Must not be developmental, preparatory, remedial, refresher or review.

♦ Must not duplicate or significantly overlap another course or test applied to the degree program.

Physical Education Requirement
(4 semester hours)

Completing basic military training satisfies the 4-semester-hours physical education requirement. Civilian courses do not apply to this requirement.

General Education Requirement
(15 semester hours)

The general education requirement is satisfied by applying courses accepted in transfer or by testing credit. The following are the criteria to apply courses to the general education requirement:

♦ Must be from an accredited institution or a recognized candidate for accreditation.

♦ Must be taught by faculty who meet the minimum faculty professional preparation requirements of the Southern Association of Colleges and Schools Commission on Colleges.

♦ Must be listed and identified in the offering institution's general catalog as satisfying the institution's freshman and sophomore general education graduation requirement designed for transfer, Associate in Arts or Associate in Science degrees.

♦ Must have been completed with the equivalent of a "C" grade or better.

♦ Must not be developmental, preparatory, remedial, refresher or review.

♦ Must not duplicate or significantly overlap another course or test applied to the degree program.

♦ Must not be a special topic or problem, workshop, or similar course.

♦ Must not be narrowly focused on skills, techniques and procedures peculiar to a particular occupation.

Courses required to satisfy the general education requirement are as follows:

Written Communication..................................6

English composition. Applicable written communication courses must satisfy the delivering institution's writing and composition requirement for graduation. **Not acceptable courses** include business communication and technical writing. The student has the option to complete 6 semester hours of non-duplicative written communication (i.e., cannot be two [2] ENGL101 courses);

or

Oral Communication 3

Speech/Public Speaking. Courses that prepare students to present effective public speeches to persuade, debate or argue in a clear, concise and logical manner. Emphasis on organization and delivery of public speeches. **Not acceptable courses** include group and interpersonal communication

and

Written Communication 3

English composition.   Applicable written communication courses must satisfy the delivering institution's writing and composition requirement for graduation.   **Not acceptable courses** include business communication and technical writing.

Mathematics 3

Intermediate Algebra or a college-level mathematics. Three semester hours of mathematics are required for graduation. However, if an acceptable general education college-level mathematics course is applied as an applicable technical course, a natural science course may be substituted for mathematics. **Not acceptable courses** include: accounting; business, consumer, technical, or computer mathematics; beginning or elementary algebra; statistics (taught outside the mathematics department); history of mathematics; and mathematics for elementary and secondary teachers.

Social Science 3

Courses from the following disciplines are acceptable: anthropology, archaeology, culture, economics, geography, government, history, political science, psychology and sociology designed to impart knowledge, develop skills, and identify goals concerning elements and institutions of human society.

Humanities 3

Courses in fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy and religion are acceptable. **Not acceptable** include applied courses that teach how to play a musical instrument, perform a dance routine, sculpt or draw an art form and sign language.

General Education Goal and Learning Outcomes

The goal of the CCAF General Education requirement is to stimulate critical, innovative thinking and intellectual curiosity by providing graduates the foundational skills, knowledge and

attitudes expected of informed and responsible citizens. Graduates will integrate, synthesize and apply knowledge in mathematics, social sciences and humanities, written and/or communication.

Upon completion of this program, students will be able to:

1. Write with clarity and precision for diverse audiences and understand and interpret the written expression of others.
2. Organize and deliver oral presentations to persuade, debate, argue or inform in a clear, concise and logical manner (if students take the oral communication option).
3. Understand and apply mathematical concepts and reasoning in problem solving.
4. Appreciate and value human diversity, individual differences, societies and the many expressions of culture.
5. Apply critical thinking skills as versatile problem solvers with enhanced mental agility and adaptability.

Note: Degree-specific program goals and learning outcomes is also found in the Web version of the 2017-2019 CCAF General Catalog at http://www.airuniversity.af.mil/ Barnes/CCAF/ under the Degree Programs section.

Program Elective Requirement (15 semester hours)

The following will satisfy the program elective requirement:

♦ Courses applicable to the technical education, LMMS or general education requirements.

Natural science courses that meet the general education requirement application criteria. Courses in biological, physical and earth space science are acceptable. Appropriate natural

♦ science courses are freshman and sophomore courses that satisfy the delivering institution's natural science requirement for graduation. **Not acceptable** courses are science for elementary and secondary teachers, health, nutrition, and hygiene.

♦ Foreign language credit earned at the Defense Language Institute.

A maximum of 9 semester hours of CCAF degree-applicable technical course credit otherwise not applicable to the program of enrollment.

THE PROGRAM CODES

The tables on the following pages indicate degree program eligibility for Air Force occupational specialties, including Air Force Specialty Codes (AFSC), Reporting Identifiers (RI) and Special Duty Identifiers (SDI). A student at the superintendent or chief enlisted manager level or a student with an SDI or RI not listed below may register in CCAF programs related to the second, third or fourth (not duty/control) Air Force occupational specialty code.

Specialty	Program Title	Program
1A0X1	Aviation Operations	4VCB
1A1X1	Aviation Operations	4VCB
1A2X1	Aviation Operations	4VCB
1A3X1	Air & Space Operations Technology	4VAS
1A6X1	Aviation Operations	4VCB
1A8XX	Intelligence Studies and Technology	9INZ
1A9X1	Aviation Operations	4VCB
1B4X1	Cybersecurity	0CYC
1C0X2	Aviation Management	1AVY
1C1X1	Air Traffic Operations and Management	2IAA
1C2X1	Strategic Operations Management	1BAA
1C3X1	Emergency Management	9IMY
1C4X1	Strategic Operations Management	1BAA
1C5X1	Air & Space Operations Technology	4VAS
1C6X1	Air & Space Operations Technology	4VAS
1C7X1	Aviation Management	1AVY
1C8X1	Electronic Systems Technology	4VHP
1C8X2	Electronic Systems Technology	4VHP
1NXXX	Intelligence Studies and Technology	9INZ
1P0X1	Aircrew Safety Systems Technology	4VAT
1S0X1	Occupational Safety	9IIY
1T0X1	Survival Instructor	2IBS
1T2X1	Personnel Recovery	7GDP
1U0X1	Air & Space Operations Technology	4VAS
1U1X1	Aviation Operations	4VCB
1W0X1	Meteorology	8FYY
1W0X2	Meteorology	8FYY
2A0X1	Avionic Systems Technology	4VHS
2A2XX	Avionic Systems Technology	4VHS
2A3X3	Aviation Maintenance Technology	4VAD
2A3X4	Avionic Systems Technology	4VHS

Specialty	Program Title	Code
2A3X5	Avionic Systems Technology	4VHS
2A3X7	Aviation Maintenance Technology	4VAD
2A3X8	Aviation Maintenance Technology	4VAD
2A5X1	Aviation Maintenance Technology	4VAD
2A5X2	Aviation Maintenance Technology	4VAD
2A5X3	Avionic Systems Technology	4VHS
2A5X4	Aviation Maintenance Technology	4VAD
2A6X1	Aviation Maintenance Technology	4VAD
2A6X2	Aerospace Ground Equipment Technology	4VAB
2A6X3	Aviation Maintenance Technology	4VAD
2A6X4	Aviation Maintenance Technology	4VAD
2A6X5	Aviation Maintenance Technology	4VAD
2A6X6	Aviation Maintenance Technology	4VAD
2A7X1	Metals Technology	4VLB
2A7X2	Nondestructive Testing Technology	4VXR
2A7X3	Aircraft Structural Maintenance Technology	4VAN
2A7X5	Aircraft Structural Maintenance Technology	4VAN
2A8XX	Avionic Systems Technology	4VHS
2A9XX	Avionic Systems Technology	4VHS
2F0X1	Logistics	1AMY
2G0X1	Logistics	1AMY
2M0X1	Electronic Systems Technology	4VHP
2M0X2	Missile & Space Systems Maintenance	4VAK
2M0X3	Mechanical & Electrical Technology	4VGA
2P0X1	Microprecision Technology	4VIA
2RXXX	Maintenance Production Management	4VJG
2S0X1	Logistics	1AMY
2T0X1	Transportation	1ATY
2T1X1	Transportation	1ATY
2T2X1	Transportation	1ATY
2T3X1	Vehicle Maintenance	4VKC
2T3X2	Vehicle Maintenance	4VKC
2T3X7	Maintenance Production Management	4VJG
2W0X1	Munitions Systems Technology	4VRA
2W1X1	Aircraft Armament Systems Technology	4VRY
2W2X1	Nuclear Weapons Systems Technology	4VHJ
3A1X1	Business Administration	1AUY
3D0X1	Business Administration	1AUY
3D0X2	Information Systems Technology	0IYY

Specialty	Program Title	Program
3D0X3	Information Systems Technology	0IYY
3D0X4	Computer Science Technology	0CYY
3D1X1	Information Systems Technology	0IYY
3D1X2	Information Systems Technology	0IYY
3D1X3	Electronic Systems Technology	4VHP
3D1X4	Information Systems Technology	0IYY
3D1X7	Electronic Systems Technology	4VHP
3E0X1	Mechanical & Electrical Technology	4VGA
3E0X2	Mechanical & Electrical Technology	4VGA
3E1X1	Mechanical & Electrical Technology	4VGA
3E2X1	Construction Technology	4VEB
3E3X1	Construction Technology	4VEB
3E4X1	Mechanical & Electrical Technology	4VGA
3E4X3	Entomology	3ALC
3E5X1	Construction Technology	4VEB
3E6X1	Maintenance Production Management	4VJG
3E7X1	Fire Science	9IFY
3E8X1	Explosive Ordnance Disposal	4VRC
3E9X1	Emergency Management	9IMY
3H0X1	Aerospace Historian	9DHK
3M0X1	Hospitality and Fitness Management	1FRS
3N0X2	Mass Communications	2FDE
3N0X5	Mass Communications	2FDE
3N1X1	Music	2CHB
3N2X1	Music	2CHB
3P0X1	Criminal Justice	9IJY
3S0X1	Human Resource Management	1AOY
3S1X1	Human Services	9IKY
3S2X1	Education & Training Management	2BAC
3S3X3	Management Engineering Technology	1AWY
4A0X1	Health Care Management	7GCY
4A1X1	Logistics	1AMY
4A2X1	Biomedical Equipment Technology	7GAA
4B0X1	Bioenvironmental Engineering Technology	7GAM
4C0X1	Mental Health Services	7GAP
4D0X1	Dietetics & Nutrition	7GAD
4E0X1	Public Health Technology	7ECY
4H0X1	Cardiopulmonary Laboratory Technology	7GDA

Specialty	Program Title	Program
4J0X2	Physical Therapist Assistant	7GAI
4J0X2A	Physical Therapist Assistant	7GAI
4M0X1	Aerospace Physiology Technology	7GAN
4N0X1	Practical Nursing Technology	7GAL
4N0X1B	Practical Nursing Technology	7GAL
4N0X1C	Practical Nursing Technology	7GAL
4N0X1F	Practical Nursing Technology	7GAL
4N1X1	Surgical Services Technology	7GEA
4N1X1B	Surgical Services Technology	7GEA
4N1X1C	Surgical Services Technology	7GEA
4N1X1D	Surgical Services Technology	7GEA
4P0X1	Pharmacy Technology	7GAH
4R0X1	Diagnostic Imaging Technology	7GDH
4R0X1A	Nuclear Medicine Technology	7ABJ
4R0X1B	Diagnostic Medical Sonography	7GDK
4R0X1C	Diagnostic Imaging Technology	7GDH
4T0X1	Medical Laboratory Technology	7GAF
4T0X2	Histologic Technology	7GAE
4V0X1	Ophthalmic Technician	7GDI
4V0X1S	Ophthalmic Technician	7GDI
4Y0X1	Dental Assisting	7GBC
4Y0X1	Dental Assisting	7GBC
4Y0X2	Dental Laboratory Technology	7GBB
5J0X1	Paralegal	1CAM
5R0X1	Human Services	9IKY
6C0X1	Contracts Management	1CAO
6F0X1	Financial Management	9GEC
7S0X1	Criminal Justice	9IJY
8A200	Hospitality and Fitness Management	1FRS
8B000	Education & Training Management	2BAC
8B100	Education & Training Management	2BAC
8C000	Human Services	9IKY
8D000	Intelligence Studies and Technology	9INZ
8F000	Human Resource Management	1AOY
8M000	Business Administration	1AUY
8P100	Business Administration	1AUY
8RXXX	Human Resource Management	1AOY
9L000	Intelligence Studies and Technology	9INZ
9S100	Scientific Analysis Technology	4VES

PROFESSIONAL CREDENTIALING…

C redentialing assists the professional development of our Airmen by broadening their knowledge and skills. Blending Air Force technical training and education with industry-based skill sets and professional credentialing processes benefits the Air Force by molding more diverse and qualified technicians to maintain critical and valuable national defense assets. Airmen benefit by being provided the education and credentials needed by highly technical Air Force career fields. Airmen will also possess highly valued skills needed by the industry when they transition from the Air Force. End result: the Air Force and industry benefit immensely by receiving highly trained, qualified, experienced and disciplined technicians – a valuable payback on investment. This section provides students with information concerning national professional credentialing opportunities related to their specific degree program and career field.

Some Air Force and civilian occupations have certain professional and technical standards. The process of meeting these standards and earning official recognition is referred to as *credentialing*. Governmental and private organizations set credentialing standards to ensure that individuals meet the standards for their profession. The term *"Credential"* refers to professional licensure or registry, or certification which documents an individual's level of competency and achievement in a specific profession.

There are two primary types of credentialing: *Licensure* and *Certification*.

Licensure is a credential normally issued by federal, state or local governmental agencies. A license is issued to individuals to practice in a specific occupation (i.e., medical license for doctors). Licenses are typically mandatory for employment in selected fields and federal or state laws or regulations define the standards that individuals must meet to become licensed.

Certification is a credential normally issued by non-governmental agencies, associations, schools or industry-supported companies. A certification is issued to individuals who meet specific education, experience and qualification requirements. These requirements are generally established by professional associations, industry or product-related organizations. Certification is typically an optional credential; although some state licensure boards and some employers may require a specific certification(s).

Credentialing is important to the Air Force and our Airmen for several reasons:

- Helps develop a more diversely skilled workforce

- Broadens professional development of our Airmen

- Validates professional knowledge and skills gained through Air Force technical education and training

- Helps prepare our Airmen meet mission challenges of the future

- CCAF awards collegiate credit to Airmen who possess certain national professional credentials that satisfy applicable technical education and program elective requirements

- Some civilian colleges and universities award credit toward academic degrees

- Saves Air Force tuition assistance funds toward degree program completion
- Prepares Airmen for transition to civilian life
  – Federal, state or local law may require specific credentials to perform some jobs
  – Employers may require a specific credential(s) as a prerequisite for employment or pay higher salaries to credentialed employees
  – Credentials may improve promotion potential
  – Credentials demonstrate to employers that Airmen are on par with their civilian peers

Airmen should consider pursing occupational-related credentials while serving in the Air Force to increase their Air Force occupational skills, broaden their professional development and be better prepared for transition.

Students interested in pursuing professional credentials should contact the credentialing agency for information on credentials, eligibility requirements and testing procedures. Graduates of CCAF degree programs or courses accredited by credentialing agencies should contact the credentialing agency for requirements and processes.

To support documentary evidence of training, skills and practical experience, students are highly encouraged to maintain records of all previous and current education, training and qualifications.

CCAF Credit

Students may earn CCAF collegiate credit for certain national professional credentials that are approved by CCAF to satisfy applicable technical education and program elective requirements.

National professional credentials must be current in order to be awarded CCAF technical credit. Airmen who have allowed his/her credential(s) to expire or elapse are no longer certified or hold that credential. An expired credential is no longer valid and the person may no longer exercise the privileges granted of that credential. CCAF will not load national professional credentials to student records and award technical credit if the credential has expired or lapsed.

Students are responsible for contacting their E&TS to submit verification letters to the credential issuing agency. The agency will forward appropriate documentation to DEAL for verification and loading of credential to student records.

To determine the professional credentials that can be used in a degree program, refer to the degree plans of this catalog. To obtain a listing of all national professional credentials that are approved by CCAF for award of credit, visit Professional Certifications at http://www.airuniversity.af.mil/Barnes/CCAF/.

Contact your base E&TS for procedures to apply professional credentials to your CCAF academic record. Professional credentials must be validated.

Exception to Policy Process

CCAF does not have a waiver policy for CCAF-awarded credentialing programs. All published program requirements must be successfully completed. Exception to policy requests will not be accepted.

AIR FORCE CREDENTIALING OPPORTUNITIES ON-LINE (AF COOL)…

A F COOL is a valuable resource for enlisted Airmen. The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force enlisted occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, specialty-related national professional credentials, credentialing agencies, and professional organizations. AF COOL includes information such as:

- Background information about civilian credentials, including eligibility requirements and resources to prepare for an exam.

- Identify credentials relevant to an AFSC, Special Duty Identifier (SDI), and Reporting Identifier (RI).

- Learn how to fill gaps between Air Force training, experience, and civilian credentialing requirements.

- Information on AF COOL funding opportunities to pay for credentialing coursework, textbooks, exams, associated fees, and recertification.

- Resources available to Airmen that can help them gain civilian job credentials.

For information concerning national professional credentials applicable to specific occupational specialties, visit the AF COOL website at https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx.

The AF COOL Program Office is the focal point for the AF COOL program and can be contacted at DSN 749-5115 or (334) 649-5115; E-mail ccaf.cool@us.af.mil.

JOINT SERVICE AVIATION MAINTENANCE TECHNICIAN CERTIFICATION COUNCIL…

T he Department of Defense (DoD) established the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) to serve as the functional advisory body to each respective United States military service's aircraft maintenance division and the HQ Federal Aviation Administration (FAA).

The JSAMTCC is the military focal point for *FAA Aviation Mechanic - Airframe and Powerplant (A&P) Certification*. Other JSAMTCC responsibilities include: ensuring FAA's continued recognition of formal military aviation maintenance technical training and practical experience; maintaining DoD continuity with HQ FAA; managing and administering the joint-service A&P Certification Program; identifying and recommending qualified and eligible active duty, guard and reserve component personnel of the US Armed Forces to the FAA for the FAA Mechanic Certificate with Airframe and/or Powerplant ratings; and providing resources to assist technicians in meeting FAA eligibility requirements.

Resources provided in the Joint-service A&P Certification Program are designed to fill the gaps between military education, training and experience, and civil aviation industry standards.

The JSAMTCC also reviews aircraft maintenance technician training and practical experience from a FAA perspective, providing a unified assessment and recommendations to each military service and the FAA. For more information concerning the JSAMTCC, contact CCAF/DEAL at DSN 749-5020 or (334) 649-5020. Or visit http://www.airuniversity.af.mil/Barnes/CCAF/ or E-mail ccaf.faa@us.af.mil.

AIR FORCE AIRFRAME AND POWERPLANT CERTIFICATION PROGRAM…

C CAF continuously strives to increase and broaden the skills, knowledge and experiences of enlisted Airmen. The Air Force Airframe and Powerplant (A&P) Certification Program is one such effort designed to enhance professional development and skills of aircraft maintenance technicians.

The Air Force A&P Certification Program is offered to active duty, guard and reserve enlisted Airmen in select aircraft maintenance AFSCs. The program directly supports the mission of CCAF in that FAA credentialed technicians help enhance combat readiness, contributes to recruiting, assists in retention of highly skilled technicians and supports the career transition of enlisted Airmen. Furthermore, the program helps develop a more well-rounded and diverse Air Force aircraft maintenance professional.

The Air Force A&P Certification Program was developed by the Department of Defense (DoD) to streamline and improve the *FAA Aviation Mechanic – A&P Certification* process for the military. The program provides aircraft maintenance technicians the opportunity to pursue *FAA Aviation Mechanic - A&P Certification* based on training, education and practical experience as specified in Title 14, Code of Federal Regulations (CFR), Part 65.77-*Certification: Airmen Other Than Flight Crew Members*; Subpart D - Mechanics. Completing the program requirements detailed in the Air Force A&P Certification Program Qualification Training Package (QTP) will fill gaps in training and experience, ensuring technicians meet CFR Part 65.77 eligibility requirements.

Upon successful completion of the Air Force A&P Certification Program, CCAF will issue a CG-G-EAE-4 Form, *Certificate of Eligibility* and FAA Form 8610-2, *Airman Certificate and/or Rating Application*. These documents qualify the Airmen for written and oral/practical exams without the need to seek authorization from the FAA Flight Standards District Office (FSDO).

Students are encouraged to maintain copies of past and present Career Field Education and Training Plans (CFETP), training certificates and other pertinent job qualification and training records, both military and civilian.

Eligibility: Active duty, guard and reserve technicians who possess at least a 5-skill level in one of the following aircraft maintenance AFSCs are eligible to enroll:

2A0X1, 2A090, 2A2X1, 2A2X2, 2A2X3, 2A3X3, 2A3X4, 2A3X5, 2A3X7, 2A3X8, 2A390, 2A300, 2A5X1, 2A5X2, 2A5X3, 2A5X4, 2A590, 2A500, 2A6X1, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except AGE), 2A7X1, 2A7X2, 2A7X3, 2A7X5, 2A790, 2A8X1, 2A8X2, 2A9X1, 2A9X2, and 2A9X3.

- Technicians who cross-trained out of aircraft maintenance are eligible to enroll provided they were awarded the 5-skill level in a AF A&P Program eligible aircraft maintenance AFSC prior to cross-training and have not been out of the aircraft maintenance AFSC more than 2 years.

- Once an individual retires, separates or is commissioned, they are no longer eligible to participate in the Air Force A&P Certification Program.

The Air Force A&P Certification Program is managed and administered by the CCAF Credentialing Programs Flight. For more information: http://www.airuniversity.af.mil/Barnes/CCAF/ or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.faa@us.af.mil.

FAA CERTIFICATION CREDIT

CCAF awards 30 semester hours for the *FAA Aviation Mechanic - A&P Certification* and 18 semester hours for the *FAA Aviation Mechanic - Airframe or Powerplant Certification*. This credit is awarded to students enrolled in a CCAF degree program which accepts certification credit toward the program's technical education requirement. Refer to the applicable degree program for the maximum semester hours that may be used to satisfy technical education requirements.

Students possessing FAA certification should contact the base education center for procedures to report certification to CCAF/DEAL.
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PROFESSIONAL MANAGER CERTIFICATION PROGRAM …

CCAF offers the Professional Manager Certification (PMC) Program to qualified Senior Noncommissioned Officers (SNCO). The PMC is a professional credential that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

Eligibility: The PMC is primarily designed for Air Force SNCOs; however, enlisted Airmen (i.e. MSgt selects) who meet all program requirements are eligible. Once members retire, separate or are commissioned, they are no longer eligible for the PMC. The awarded PMC is recorded on the official CCAF academic record and transcript.

The PMC Program is managed and administered by the CCAF Credentialing Programs Flight. For more information, visit http://www.airuniversity.af.mil/Barnes/CCAF/ or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@us.af.mil.

CCAF INSTRUCTOR CERTIFICATION PROGRAM…

CAF offers the CCAF Instructor Certification (CIC) Program for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

The CIC Program is a three-level program consisting of three specific levels of achievement.

- CIC-I: designed to formally recognize individuals as a qualified CCAF instructor and their professional accomplishment.

- CIC-II: designed to formally recognize the instructor's advanced professional accomplishment beyond the CIC-I.

- CIC-III: designed to formally recognize the instructor's advanced professional accomplishment beyond the CIC-II or Occupational Instructor Certification (OIC).

Eligibility: Qualified CCAF instructors who meet CIC Program requirements are eligible. Once an instructor leaves CCAF instructor duty, they are no longer eligible for the CIC.

- A qualified instructor is a CCAF instructor who has completed the CCAF faculty development program and is assigned to a CCAF affiliated school teaching a CCAF course. The instructor may be an officer, enlisted, civil service, contractor, other-service, or foreign-service member.

- Instructor Assistants, Student Instructors, Guest Lecturers, Subject-Matter Experts, Speakers of Opportunity, approved EQILD instructors and instructors who do not teach a CCAF course are not eligible.

The awarded CIC is recorded on the instructor's official CCAF academic record and CCAF transcript.

The CIC Program replaced the CCAF Occupational Instructor Certification (OIC) Program, which officially closed on 1 January 2011.

The CIC program is managed and administered by the CCAF Credentialing Programs Flight. To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG) or visit http://www.airuniversity.af.mil/Barnes/CCAF/ or contact CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@us.af.mil.

CIVILIAN TEACHER CERTIFICATION

VOCATIONAL INSTRUCTOR CERTIFICATION

Individuals interested in teaching at a vocational school or community college should contact the applicable state board of education to determine qualification and certification requirements. For more information, visit http://www.ed.gov/about/contacts/state/index.html?src=ln.

FLORIDA PROFESSIONAL EDUCATOR CERTIFICATION

Florida Statute 1012.56 allows CCAF instructors to meet some of Florida's K-12 certification requirements. The statute enables instructors to meet Florida's general knowledge, and professional preparation and teacher competence requirements if the individual:

- Taught fulltime for at least two semesters at an accredited college that awards at least an associate degree (CCAF);

- Submits Letter of Verification provided by CCAF;

- Holds at least a bachelor's degree; and

- Passes one of Florida's subject knowledge exams.

Contact the CCAF Credentialing Programs Flight to obtain a Letter of Verification. CCAF cannot provide a Letter of Verification for individuals have never been a CCAF instructor.

Florida Statute 1012.56 provides easier transition for CCAF instructors into a second career as a K-12 teacher in Florida. For more information, contact the Florida Troops to Teachers program manager at 1-888-358-7667 or (850) 245-5023 or e-mail troopstoteachers@fau.edu.

TROOPS TO TEACHERS PROGRAM

The DANTES Troops-to-Teachers Program provides a Referral Assistance and Placement service to military personnel interested in beginning a second career as a teacher in public education. The DANTES Troops-to-Teachers office will help applicants identify teacher certification requirements, programs leading to certification, financial assistance and employment opportunities. Individuals considering teaching in the public education system upon retirement or separation should contact Troops-To-Teachers at DSN 922-1111 or (800) 231-6242. Individuals may also visit http://www.dantes.doded.mil/Sub%20Pages/TTT/TTT_Main.html.

INSTRUCTIONAL SYSTEMS DEVELOPMENT CERTIFICATION Program ….

CAF offers the Instructional Systems Development (ISD) Certification for qualified course/curriculum developers, writers and managers who are formally assigned to affiliated schools to develop/write and manage CCAF collegiate-level credit awarding courses. The ISD Certification is a professional credential that recognizes the course/curriculum developer/writer's or manager's extensive training, education, qualifications and experience required to develop/write and manage CCAF courses.

The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development.

> **Eligibility:** Qualified officer, enlisted, civilian and other service curriculum writers and managers are eligible for the ISD Certification. Once an individual leaves curriculum writer or manager duty, they are no longer eligible for the ISD Certification.

The awarded ISD certification is recorded on the official CCAF academic record and CCAF transcript.

The ISD Certification Program is managed and administered by the CCAF Credentialing Programs Flight. To obtain more information and program procedures, refer to the CCAF Campus Affiliations Policies and Procedures Guidelines (PPG): http://www.airuniversity.af.mil/Barnes/CCAF/ or contact the CCAF/DEAL at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@us.af.mil.

Affiliated Schools …

T he affiliated schools of the Community College of the Air Force are responsible for developing, validating and delivering CCAF courses. Their courses are subject to increases and decreases in credit-hour value based on revisions and evaluations designed to meet the immediate needs of the Air Force. The credit hours for CCAF courses entered on the student transcript reflect the semester hour value of the courses when they were completed.

Becoming an affiliated school and part of the CCAF system is a voluntary process. Air Force schools interested in affiliating with the Community College of the Air Force should write CCAF/DECA, 100 South Turner Boulevard, Maxwell AFB, Gunter Annex, Alabama 36114-3011; call 334-649-5069, DSN 749-5069; or Fax DSN 749-5105.

Airman Leadership School
97th Operations Group
Altus AFB, Oklahoma

Airman Leadership School
Andersen AFB, Guam

Airman Leadership School
Andrews AFB, Maryland

Airman Leadership School
Aviano AB, Italy

Airman Leadership School
Barksdale AFB, Louisiana

Airman Leadership School
1st Reconnaissance Squadron
9th Munitions Squadron
Beale AFB, California

Airman Leadership School
Buckley AFB, Colorado

Airman Leadership School
Cannon AFB, New Mexico

Airman Leadership School
Charleston AFB, South Carolina

Airman Leadership School
55th Electronic Combat Group
Davis-Monthan AFB, Arizona

Airman Leadership School
436th Operations Group
Dover AFB, Delaware

Airman Leadership School
436th Training Squadron
Dyess AFB, Texas

Airman Leadership School
Edwards AFB, California

Airman Leadership School
Eglin AFB, Florida

Airman Leadership School
Eielson AFB, Alaska

Airman Leadership School
Ellsworth AFB, South Dakota

Airman Leadership School *and*
  NCO Academy
Elmendorf AFB, Alaska

Airman Leadership School
20th AF ICBM Center of Excellence
F. E. Warren AFB, Wyoming

Airman Leadership School
Fairchild AFB, Washington

193rd Engineering Installation Sq (ANG)
Fort Indiantown Gap, Pennsylvania

Airman Leadership School
Fort Meade, Maryland

Medical Education & Training Campus
Fort Sam Houston, Texas

AF Office of Special Investigations Academy
Glynco, Georgia

Airman Leadership School
17th Training Group
Goodfellow AFB, Texas

Airman Leadership School
Grand Forks AFB, North Dakota

Airman Leadership School
Hanscom AFB, Massachusetts

Airman Leadership School *and*
  NCO Academy
Hickam AFB, Hawaii

Airman Leadership School
Hill AFB, Utah

Airman Leadership School
49th Operations Group
Holloman AFB, New Mexico

AF Special Operations Air Warfare Center
Airman Leadership School
39th Information Operations Squadron
505th Training Squadron
Hurlburt AFB, Florida

Airman Leadership School
Incirlik AB, Turkey

Airman Leadership School *and*
   NCO Academy
18th Logistics Readiness Squadron
Kadena AB, Okinawa, Japan

NCO Academy
Kapaun AS, Germany

Airman Leadership School
81st Training Group
85th Engineering Installation Squadron
Keesler AFB, Mississippi

Airman Leadership School
58th Special Operations Wing
Kirtland AFB, New Mexico

Airman Leadership School
Langley AFB, Virginia

Airman Leadership School
189th Air National Guard
314th Operations Group
Little Rock AFB, Arkansas

Airman Leadership School
Luke AFB, Arizona

Airman Leadership School
MacDill AFB, Florida

Airman Leadership School
Malmstrom AFB, Montana

160th Attack Squadron
March AFB, California

Air Force Judge Advocate General School
Airman Leadership School
Eaker College for Professional Development
Maxwell AFB, Alabama

Barnes Center for Enlisted Education
   USAF First Sergeant Academy
Maxwell AFB, Gunter Annex, Alabama

Airman Leadership School
McChord AFB, Washington

Airman Leadership School
McConnell AFB, Kansas

IG Brown TEC/PCE
McGhee Tyson (ANGB), Tennessee

Airman Leadership School
USAF Expeditionary Operations School
305th Operations Group
Joint Base McGuire-Dix-Lakehurst, New Jersey

Airman Leadership School
Minot AFB, North Dakota

Airman Leadership School
Misawa AB, Japan

Airman Leadership School
Moody AFB, Georgia

Airman Leadership School
Mountain Home AFB, Idaho

Airman Leadership School
Nellis AFB, Nevada

Airman Leadership School
Offutt AFB, Nebraska

Airman Leadership School
Osan AFB, Korea

Airman Leadership School
Patrick AFB, Florida

Airman Leadership School
NCO Academy
Peterson AFB, Colorado

607th Air Control Squadron (ANG)
Phoenix, Arizona

Airman Leadership School
Pope AFB, North Carolina

Airman Leadership School
RAF Feltwell, United Kingdom

Airman Leadership School
Ramstein AB, Germany

558th Flying Training Squadron
Randolph AFB, Texas

Airman Leadership School
Robins AFB, Georgia

Airman Leadership School
37th Training Group
356th Airlift Squadron
737th Training Group
937th Training Group
Joint Base San Antonio, Texas

Airman Leadership School
Scott AFB, Illinois

Airman Leadership School
Seymour Johnson AFB, North Carolina

Airman Leadership School
Shaw AFB, South Carolina

Airman Leadership School
82nd Training Wing
Sheppard AFB, Texas

Airman Leadership School
AF Forces Transportation Training Center-Europe
Spangdahlem AB, Germany

AATTC Air National Guard
St. Joseph, Missouri

108th Attack Squadron
Syracuse ANGB, New York

Airman Leadership School
552nd Operation Group
Tinker AFB, Oklahoma

Airman Leadership School
60th Operations Group
Travis AFB, California

Airman Leadership School
Tyndall AFB, Florida

Airman Leadership School
381st Training Group
Vandenberg AFB, California

Airman Leadership School
Whiteman AFB, Missouri

Airman Leadership School
USAF School of Aerospace Medicine
Wright-Patterson AFB, Ohio

Airman Leadership School
Yokota AB, Japan

TERMS & ACRONYMS …

AA, Associate of Arts

AAS, Associate in Applied Science Degree

A&P, Airframe and Powerplant

ACE, American Council on Education

AETC, Air Education and Training Command

AF COOL, Air Force Credentialing On-Line

AFOSH, Air Force Occupational Safety and Health

AFRC, Air Force Reserve Command

AFSC, Air Force specialty code

Air Force Specialty is a group of related Air Force occupations that require common qualifications and are identified by title and code, the Air Force specialty code.

Air Force Specialty Codes (AFSC) are alphanumeric identifiers of occupational specialties of airmen and their skill levels: unskilled (1 level), apprentice (3 level), journeyman (5 level), craftsman (7 level) or superintendent (9 level).

Airman refers to both male and female enlisted personnel.

ANG, Air National Guard

APD, Acquisition Professional Development

Armed Services Vocational Aptitude Battery (ASVAB) consists of prerequisite tests for USAF enlistment and is a factor in occupational assignment.

ASAP,

ATC, Air Training Command

AU, Air University

AU-ABC, Air University Associate-to-Baccalaureate Cooperative

Board of Visitors (BOV) collectively reviews policies and operations that are forwarded to the Secretary of the Defense through the AETC commander, and guides CCAF actions.

Candidates for graduation are students who—before commissioning, retiring or separating—have completed all requirements for their degree program, submitted final documents to the college and been recommended for award of the associate in applied science degree.

Catalog of registration is the edition of the catalog current at the time students register or to which they are subsequently moved when granted a program or catalog change or when they do not complete their degree within 6 years of date of registration.

CCAF courses are Air Force courses taught in affiliated schools.

CCAF degree-applicable courses may be applied toward the technical core, technical elective, LMMS or program elective portion of CCAF associate degree programs or toward certifications.

CCAF nondegree-applicable courses may be applied toward certification but are not applicable to the degree program.

CCAF permanent record is the official record of each student who completes an Air Force course for which the college awards credit applied toward degree completion.

CCAF, Community College of the Air Force

CERT, Credentialing and Education Research Tool

CLEP, College-Level Examination Program

Commandant is the chief executive officer with command authority.

DANTES, Defense Activity for Non-Traditional Education Support

Degree award date is the date Admissions & Registrar Directorate receives the degree completion documents or the date a manual review by CCAF administrative staff reveals a student has completed all degree requirements.

Disenrollment applies to a student who was withdrawn from a degree program for cause.

DoD, Department of Defense

E&TS, Education & Training Section

ESAP, Education Services Advisory Panel

FAA, Federal Aviation Administration

FAR, Federal Aviation Regulation

FCC, Federal Communications Commission

FEMA, Federal Emergency Management Agency

GER, general education requirement

ICC, International Certification Commission

Internship is a performance-based and documented system that may include a correspondence course; documented on-the-job training; and a closed book, proctored examination, all based on an Air Force specialty.

ISD, Instructional Systems Development

ITMS, Instructor of Technology and Military Science

JSAMTCC, Joint Service Aviation Maintenance Technician Certification Council

JST, Joint Service Transcript

LMMS, leadership, management and military studies

NCO, noncommissioned officer

Occupational specialty codes are alphanumeric identifiers of Air Force enlisted occupation0al specialties. There are three types of occupational specialty codes—Air Force specialty code, special duty identifier and reporting identifier.

OIC, occupational instructor certification

OJT, on-the-job training

OSHA, Occupational Safety and Health Administration

PMC, Professional Manager Certification Program

Policy Council is a governing body that develops academic policies that are endorsed by the Board of Visitors. The council is composed of representatives from all elements of the CCAF system.

Primary Air Force specialty code (PAFSC) is what CCAF uses to determine degree program eligibility.

Proficiency (P) credit is awarded to Air Force enlisted personnel who have completed tri-service or Department of Defense initial skills technical training and demonstrate journeyman level competency.

Program managers are occupational specialists who evaluate permanent student records and progress reports, review courses from affiliated schools, develop degree programs relevant to occupational specialties and work with education services personnel in advising students.

Programmatic accreditation is official recognition by national professional organizations in such fields as business, health, law and engineering and provides quality assurance concerning educational preparation of members of a profession or occupation.

Progress report (PR) is an internal worksheet reflecting a student's record, including credits applied toward degree completion and cannot be used as an official education record.

Registered student is an individual currently registered in a CCAF degree program.

Reporting identifier (RI) is an alphanumeric occupational specialty code for an enlisted occupational specialty not included in the AFSC structure.

Residency is the requirement that at least 16 semester hours of CCAF credit be applied toward a CCAF degree.

RIP, report on individual personnel

SACS, Southern Association of Colleges and Schools

Separated student is an individual who has been withdrawn from a degree program due to commissioning, retirement or separation.

SH, semester hour

Special duty identifier (SDI) is an alphanumeric occupational specialty code assigned to Airmen who, on a semi-permanent or permanent duty basis, perform tasks that do not provide a normal career progression pattern and are unrelated to any Air Force specialty.

Subsequent degree is a CCAF degree earned after award of the first CCAF degree.

Technical core are those courses directly related to a student's field of study.

Technical elective is a course that is beneficial but not essential toward a student's field of study.

Transcript is the official educational record of a student.

USAF, United States Air Force

Withdrawn applies to a student who has been removed from active student status because of administrative reasons or a personal request.