

**Community College
of the Air Force**

**2002-2004 CCAF
Student Handbook**

THE CCAF DIRECTORY ...

130 West Maxwell Boulevard

Maxwell AFB, Alabama 36112-6613

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Office	Symbol	Extension
Commander/President	CC	7847
Vice Commander/Executive Vice President	CV	7848
Academic Affairs	DF	2034
Academic Programs	DFA	2874
Institutional Effectiveness	DFC	2703
Campus Relations	DFCA	3710
Admissions & Registrar	DFR	3649
Admissions	DFRA	7064
Registrar Services	DFRS	8451
Technology Support	TS	6674
Distance Learning	TSD	8428
Network & Computer Support	TSM	6683
STARS Management & Maintenance	TSS	9286

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THE FOREWORD ...

CCAF Homepage

www.maxwell.af.mil/au/ccaf/

... for current policies and information.

This 2002-2004 *CCAF Student Handbook* is designed for you ... the student ... to become familiar with the Community College of the Air Force and its degree program. The Community College of the Air Force is located at Maxwell AFB, Alabama. It is an institution of higher learning dedicated to the enlisted member of the United States Air Force.

It is your responsibility to become familiar with the 2002-2004 *CCAF Student Handbook's* contents 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 any notice to you. Contact your education services office or a representative in the CCAF Academic Programs office to obtain current counseling support.

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.

The Community College of the Air Force is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate in applied science degree.

THE GENERAL INFORMATION ...



Welcome

As an institution of higher learning, the Community College of the Air Force has a stake in the job knowledge and performance of every enlisted person in the Air Force. The contributions made to this nation are dependent on our intellectual growth. We strongly believe in providing students a quality education and giving them the necessary tools to enter the workforce or to continue on toward other educational pursuits.

~Colonel Eric A. Ash

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 1 of more than 14 federally chartered degree-granting institutions; however, it is the only 2-year institution and the only one serving enlisted personnel. The college awards the associate in applied science degree after a student successfully completes a degree program designed for an Air Force specialty. The Community College of the Air Force is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate in applied science degree.

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 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 regionally 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

Community College of the Air Force Philosophy

The United States Air Force requires well-trained, educated and professional noncommissioned officers prepared to meet current and future leadership, managerial and technological challenges of an increasingly sophisticated and complex Air Force. We believe enlisted members of the Air Force are entitled to personal and professional growth through collegiate programs beneficial to the Air Force and the nation.

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, evaluated the college in October 1976. After favorable recommendations by the committee and successful public hearings in Washington DC, the Commissioner of Education certified degree-granting authority in January 1977. The college awarded its first associate in applied science degree 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 SACS Commission on Colleges. After CCAF underwent a rigorous self-study and met accreditation standards, the Commission of Colleges accredited the college on 12 December 1980 to award the associate in applied science degree.

During this accreditation process, the administrative offices relocated to their present site at Maxwell AFB effective 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 remained the degree-granting authority for the college.

The college again underwent an extensive self-study and visits from SACS reaffirmation teams during 1993-1996. Subsequently, on 25 June 1997 the Southern Association of Colleges and Schools reaffirmed CCAF's accreditation until the year 2006.

Over the years the college has grown both in numbers and recognition. With more than 373,000 registered students, the college is the largest multicampus community college in the world. Its affiliated schools are located in 34 states, the District of Columbia, 5 foreign locations and 1 territory. Nearly 6,500 CCAF faculty members provide quality instruction for the personal and professional development of enlisted personnel. More than 1 million transcripts have been issued in the last 10 years and in 1999-2000 CCAF students earned 1.53 million hours of college credit.

Since issuing its first degree in 1977, the college has awarded more than 212,000 associate in applied science degrees.

The System

Community College of the Air Force Building Named After General Simler

General George B. Simler, who died in September 1972, believed that the Air Force enlisted personnel would need improved educational programs to meet future technological and leadership challenges.

The Air Education and Training Command (AETC) commander confers the CCAF degree and co-chair the CCAF Board of Visitors, CCAF's governing board. Board members include select civilians from business, industry and higher education; the AETC and AU commanders; the president of the college; and the Chief Master Sergeant of the Air Force (CMSAF) and AETC Command Chief. 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 provides 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

The administrative staff, located at Maxwell AFB Alabama brings together all elements of the system under the matrix authority of Air Force Instruction 36-2304, *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, and Lackland AFB, Texas, during 16 January 1977-31 March 1979; and then at Maxwell AFB, Alabama, since 1 April 1979.



CCAF Administrative Center, Simler Hall
Oldest building on Maxwell AFB—constructed in 1928

Commander and President

The CCAF commander/president—chief executive officer with command authority—accomplishes the CCAF’s 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/presidents:

Air Force Vision

America’s Air Force: Global Vigilance, Reach and Power.

Colonel John L. Phipps	1 April 1972
Colonel Lyle D. Kaapke	1 September 1975
Colonel Lyle E. Darrow	9 June 1980
Lieutenant Colonel William E. Flinn, Jr.	16 August 1982
Colonel Rodney V. Cox, Jr.	19 October 1982
Colonel Russell A. Gregory	24 May 1988
Lieutenant Colonel James L. Antenen	2 April 1992
Colonel Paul A. Reid	19 June 1992
Colonel Tamzy J. House	3 July 1996
Colonel James M. McBride	4 March 1999
Lieutenant Colonel Jeffery K. Little	15 December 01
Colonel Eric A. Ash	29 April 2002

Affiliated Schools

Air Force schools that provide technical, and leadership, management and military studies education 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 advice and offers financial assistance to airmen in planning and pursuing their educational goals. Education services offices are composed of professional educational administrators, guidance counselors, education technicians and test examiners.

Education services 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 Community College of the Air Force degree requirements.

Air Education & Training Command Vision

The first Command ...
Building quality airmen for
the world's most respected
aerospace force.

Education services 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 education services for ANG and AFRC personnel. The point of contact for ANG and AFRC affairs is CCAF/DFAC, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613; (334) 953-5800/6577 or DSN 493-5800/6577.

The Advisory Bodies

The college uses several advisory bodies with members from the CCAF system and appointed members from the civilian sector.

Affiliated Schools Advisory Panel—The panel provides a forum for addressing issues of mutual concern to both the Community College of the Air Force and the affiliated schools. The panel meets at least annually to review and recommend actions concerning CCAF affiliated school policies, administrative procedures and affiliation requirements; and encourages participation in the CCAF system. The panel consists of representatives from technical and specialized training, enlisted professional military education, command-sponsored schools, AFRC and ANG, and Headquarters AETC staff. The panel serves the best interests of CCAF students and protects the CCAF system by ensuring schools support affiliation requirements.

Education Services Advisory Panel—The panel is comprised of the CCAF dean of academic affairs; and education services advisor, Headquarters USAF and major command personnel; base-level education services personnel; and ANG and AFRC components. It provides a forum for addressing issues of mutual concern to both the Community College of the Air Force and the education services community, and its prime consideration is for the students when making its recommendations. The panel advises the CCAF president 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 centers; and advises the CCAF president on marketing methods that will encourage participation in the college.

Community College of the Air Force Vision

CCAF: The foremost occupational education institution—preparing the world’s best air and space enlisted leaders.

Policy Council—Academic policies are developed by the Policy Council and endorsed by the Board of Visitors. The Policy Council is composed of representatives from all elements of the CCAF system. Chaired by the dean of academic affairs, the Policy Council submits recommendations concerning academic policies, degree programs, award of credit, academic standards, affiliation of Air Force schools and other policy matters to the commander/president and Board of Visitors for guidance and concurrence. Students, faculty members, counselors, administrators and other interested personnel may submit suggestions to the Policy Council by writing to CCAF/DF, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613.

Board of Visitors—The BOV consists of civilian authorities appointed from education, industry and the professions by the Secretary of Defense—represents the public interest and serves jointly with the AETC commander as the CCAF governing board. The AETC commander, an ex officio member of the board, acts as co-chairman of the BOV, degree granting authority and commander of the majority of the technical and military training throughout the Air Force. Other ex officio members are the Air University commander, who hosts the college’s administrative center and provides guidance as both the commander of AU and the director of Air Force education represents the interests of the command; CCAF commander/president, who represents the interests of the institution; the Chief Master Sergeant of the Air Force, who represents the student body; and the AETC Command Chief Master Sergeant. Collectively the board reviews policies and operations at least twice a year. The Board of Visitors’ recommendations are forwarded to the Secretary of the Defense through the AETC commander and guide all CCAF actions.

The Policies

Entrance Requirements

Before enlisting in the Air Force, an individual completes the Armed Services Vocational Aptitude Battery (ASVAB) and meets the standards in AETC Instruction 36-2002, *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 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 career field, active duty, ANG and AFRC enlisted members are admitted to the college and registered in the 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. The student

declares all institutions attended for consideration of course credit acceptance in transfer if it applies to a degree program. Once a civilian college course or national test is recorded, the student is identified as a participant.

An individual with an Air Force reporting identifier and/or special duty identifier not in the DEGREE PROGRAMS section in the 2002-2004 *CCAF General Catalog* may register in programs related to their second or other Air Force specialty code (AFSC) reflected on the report on individual personnel (RIP).

Air Force Mission

To defend the United States through control and exploitation of air and space.

Degree Time Limit

Registration in all degree programs, except Instructor of Technology and Military Science, is limited to 6 years from date of registration. The student who is pursuing a first degree and does not complete it in the allotted time will automatically be moved to the primary occupational specialty degree program in the most current catalog. The student who is pursuing a subsequent CCAF degree will be disenrolled at the end of the allotted time. A student desiring registration in a subsequent degree program may do so by contacting their education services office and submitting an electronic request form through the Air Force Automated Education Management System (AFAEMS). ANG/AFRC personnel may submit an Air Force Form 968, Community College of the Air Force Action Request, through their ANG/AFRC CCAF advisor. A student enrolled in the Instructor of Technology and Military Science degree program has 2 years from the registration date to complete requirements. A student who does not complete the degree in the allotted time will be disenrolled. Any student wishing to reenroll may follow the procedures outlined above provided the student is still performing duty as a full-time CCAF instructor and meets all other requirements for registration.

Subsequent Degree

An airman may register in a subsequent degree program in his or her primary, secondary, tertiary or fourth AFSC (not duty/control) provided the airman has not been awarded a degree in a program designed for that AFSC. A student registered in a subsequent degree program must earn and apply a minimum of 24 semester hours of unique (different) technical credit—at least 12 semester hours must be CCAF credit.

Grading Policy

Academic performance is determined and reported by using a pass or fail system. A student successfully completing a course is reported to the registrar who records a grade of “S” (satisfactory) on the transcript. This equates to a grade of “C” or better.

All courses are taught at the collegiate level. 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.

Transfer Credit

The college accepts “in transfer” courses that meet the criteria in the DEGREE PROGRAMS section in the 2002-2004 *CCAF General Catalog*. Credit earned at accredited colleges and universities may be accepted in transfer. Courses completed at foreign institutions are considered on an individual basis when submitted with a course-by-course evaluation from a National Association of Credential Evaluation Services member.

Air Education & Training Command Mission

Recruit, train and educate quality people for our aerospace force and the nation.

Department of Defense & Other Service Schools

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 awards proficiency (P) credit to Air Force enlisted members completing these courses. Proficiency credit is applied to a student’s program after attaining the journeyman, five skill-level. Proficiency credit does not apply to the residency requirement.

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 courses that may apply to a CCAF degree.

Credit by Examination

A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by DANTES, CLEP, Excelsior College and the Defense Language Proficiency Test.

Certification, Licensure and/or Registry Credit

Degree requirements may be satisfied after verifying degree-relevant governmental and/or professional certification, licensure and/or registry. A student holding a degree-relevant certification, licensure and/or registry should contact the sponsoring agency, association or society to request official written verification be sent to CCAF/DFR, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613. Additional information on the Federal Aviation Administration Airframe and Powerplant certification is available on page 25.

Degree Program or Catalog Change

The college encourages a student to complete the program of initial registration; however, the student may request a change to another program for which 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) after completing 45 semester hours of degree-applicable course work and applying civilian course or test credit. At this point a counselor provides special guidance to complete degree requirements.

Waiver Process

A student desiring a waiver of academic policy and/or degree program requirement contacts the education services office or the ANG/AFRC CCAF advisor for guidance on how to submit a waiver request to the dean of academic affairs. Waivers will only be considered if approval of the waiver will make the student a degree candidate.

Candidacy Status and Graduation

The Academic Programs Division, or the student's counselor or advisor recommends candidacy status. Education services counselors, advisors or training technicians notify the student of candidacy status. After a student meets all requirements, the college notifies the student's current education services office, or nominating training or education service office of degree completion. All degree requirements must be satisfied before separation, retirement or commissioning. The college has two graduating classes each year—April and October. Diplomas are mailed to the education services offices about 1 week before graduation.

“No Fault” Exception

Ordinarily, to participate and graduate, a student must possess the required Air Force specialty code (AFSC). There is an exception when a student's specialty code is removed from his or her record because of mandatory retraining, career field consolidations or transition of a career field. To qualify for this exception ...

- ★ Conditions or circumstances must be beyond the student's control.
- ★ Student must be pursuing the degree at the time of AFSC loss.
- ★ The “no fault” exception request must be submitted to the administrative center within 1 year of removal of specialty code.
- ★ Degree requirements must be completed within 1 year.

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

Community College of the Air Force 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 of Air Force enlisted members.

- ★ Official Air Force Form 2096, Classification/On-The-Job Training Action, showing specialty code was once 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.

Mail the “no fault” exception request to CCAF/DFA, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613.

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 *washback*. A washback is reported to the registrar as a course graduate only after successfully completing the entire course. A student can withdraw from CCAF courses after getting permission from the affiliated school commander or designated representative.

Degree Program Withdrawal

An admitted and registered student who has separated, retired or 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 this action, contact your education services office/unit and complete an electronic request form through the Air Force Automated Education Management System (AFAEMS). (*Put a statement in Instructions.*) ANG/AFRC personnel may withdraw by submitting the Air Force Form 968, Community College of the Air Force Action Request, through their ANG/AFRC CCAF advisor. (*Put a statement in “Remarks,” complete and sign the Air Force Form 968.*)

THE EDUCATIONAL DOCUMENTS ...

Air Force Core Values

INTEGRITY FIRST

SERVICE BEFORE SELF

EXCELLENCE IN ALL WE DO

A student submits educational documents by contacting their education services office and completing an electronic request form through the Air Force Automated Education Management System (AFAEMS). For ANG/AFRC personnel, documentation is submitted by using the Air Force Form 968, Community College of the Air Force Action Request, through their ANG/AFRC CCAF advisor. To progress in a degree program, a student submits educational documentation reflecting course completion (transcripts) directly from the issuing institution or agency. In turn the institution or agency mails these documents directly to CCAF at the following address: CCAF/DFRS, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613.

Appropriate documents may include:

- ★ Official transcript from the Educational Testing Service reflecting CLEP or DANTES tests taken at a certified DANTES testing site.
- ★ Air Force Institute for Advanced Distributed Learning (formerly ECI) official transcript, showing semester-hour credits.
- ★ Foreign transcript with an external course-by-course evaluation from a National Association of Credential Evaluation Services member. Foreign transcripts must be in English or be accompanied by an English translation from the evaluation service.
- ★ Certificate or diploma from a CCAF course.
- ★ 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.

The Fraudulent Documents

The Admissions & Registrar Directorate and Academic Programs Division ensure the authenticity of each document. All fraudulent documents are given to the 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.”

The Document Process

When documents arrive at the administrative center, program managers assess progress toward degree requirements. After assessing the educational documents, they generate a progress report—a worksheet that is not an official record or transcript—reflecting credits applied toward degree program completion.

The Document Update

The college updates student records from educational documents submitted by the student. A student needs to update records no more than once a year unless applying for an Air Force commission, before separation or retirement, or when it may result in degree completion.

Community College of the Air Force Core Value

As an added value, the Community College of the Air Force believes in ...

GROWTH THROUGH
EDUCATION

The 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. The student needs to state what information can be provided and to whom the information can be released. The Federal Family Educational Rights and Privacy Act of 1974, 5 United States Code 301, 10 United States Code 8013 and Executive Order 9397 dictate the policy regarding release of student data. These directives specify that an educational record may not be released without the student's written consent specifying records to be released and to whom.

The Transcript Request

CCAF transcripts are provided free of charge. To request a transcript, you have three options. (1) You can visit an Air Force education center. They can order your transcript online and it will be mailed out the following business day. (2) You can order your own transcripts online from a military computer (.mil domain) at: <https://afvec.langley.af.mil/afvec>. Your transcript will be sent the next business day. (3) You can send a written request to CCAF/DFRS, 130 West Maxwell Boulevard, Maxwell AFB AL 36112-6613. Each request requires:

- ★ Requester's full name or former name, if appropriate.
- ★ Social security account number.
- ★ Current address with ZIP code.
- ★ Address with ZIP code to which transcript is to be sent.
- ★ Requester's signature to legally authorize release of transcript.

Transcripts sent directly to educational institutions will be certified as official by the CCAF registrar. A student may request an official transcript be sent to a base or unit education services center. Transcripts sent directly to students are unofficial and stamped "Issued to Student."

THE PROGRAM CODES ...



This table indicates degree program eligibility for Air Force occupational specialties, including Air Force Specialty Codes (AFSC), reporting identifiers (RI) and special duty identifiers (SDI). An individual at the superintendent or chief enlisted manager level or an individual 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.

AFSC	Program Title	Program Code	Branch	DSN
1A0X1	Aviation Operations	4VCB	DFAT	5937
1A1X1	Aviation Operations	4VCB	DFAT	5937
1A2X1	Aviation Operations	4VCB	DFAT	5937
1A3X1	Information Systems Technology	0IYY	DFAT	2043
1A4X1	Air and Space Operations Technology	4VAS	DFAT	2043
1A5X1	Information Systems Technology	0IYY	DFAT	2043
1A6X1	Aviation Operations	4VCB	DFAT	5937
1A7X1	Aviation Operations	4VCB	DFAT	5937
1A8XX	Communications Applications Technology	2IAL	DFAS	6449
1C0X1	Airport Resource Management	1AVY	DFAT	5938
1C0X2	Airport Resource Management	1AVY	DFAT	5938
1C1X1	Airway Science	4VEN	DFAT	5938
1C2X1	Airway Science	4VEN	DFAT	5938
1C3X1	Information Systems Technology	0IYY	DFAT	2043
1C4X1	Information Systems Technology	0IYY	DFAT	2043
1C5X1	Air and Space Operations Technology	4VAS	DFAT	2043
1C6X1	Air and Space Operations Technology	4VAS	DFAT	2043
1NXXX	Communications Applications Technology	2IAL	DFAS	6449
1S0X1	Safety	9IIY	DFAT	5937
1T0X1	Survival Instructor	2IBS	DFAT	5937
1T1X1	Aircrew Life Support	4VAT	DFAT	5937
1T2X1	Pararescue	7GDP	DFAT	5937
1W0X1	Weather Technology	8FYF	DFAT	5938
2A0XX	Avionic Systems Technology	4VHS	DFAT	5938
2A1XX	Avionic Systems Technology	4VHS	DFAT	5938
2A3X1	Avionic Systems Technology	4VHS	DFAT	5938
2A3X2	Avionic Systems Technology	4VHS	DFAT	5938
2A3X3	Aviation Maintenance Technology	4VAD	DFAT	5937
2A4XX	Avionic Systems Technology	4VHS	DFAT	5938

AFSC	Program Title	Program Code	Branch	DSN
2A5X1	Aviation Maintenance Technology	4VAD	DFAT	5937
2A5X2	Aviation Maintenance Technology	4VAD	DFAT	5937
2A5X3	Avionic Systems Technology	4VHS	DFAT	5938
2A6X1	Aviation Maintenance Technology	4VAD	DFAT	5937
2A6X2	Aerospace Ground Equipment Technology	4VAB	DFAT	5937
2A6X3	Aviation Maintenance Technology	4VAD	DFAT	5937
2A6X4	Aviation Maintenance Technology	4VAD	DFAT	5937
2A6X5	Aviation Maintenance Technology	4VAD	DFAT	5937
2A6X6	Aviation Maintenance Technology	4VAD	DFAT	5937
2A7X1	Metals Technology	4VLB	DFAT	5937
2A7X2	Nondestructive Testing Technology	4VXR	DFAT	5937
2A7X3	Aviation Maintenance Technology	4VAD	DFAT	5937
2A7X4	Survival Equipment	4VPF	DFAT	5937
2EXXX	Electronic Systems Technology	4VHP	DFAT	2043
2F0X1	Logistics	1AMY	DFAS	6449
2G0X1	Logistics	1AMY	DFAS	6449
2M0X1	Electronic Systems Technology	4VHP	DFAT	2043
2M0X2	Missile and Space Systems Maintenance	4VAK	DFAT	2043
2M0X3	Mechanical and Electrical Technology	4VGA	DFAS	6449
2P0X1	Electronic Systems Technology	4VHP	DFAT	2043
2RXXX	Maintenance Production Management	4VJG	DFAS	6449
2S0X1	Logistics	1AMY	DFAS	6449
2S0X2	Information Systems Technology	0IYY	DFAT	2043
2T0X1	Transportation	1ATY	DFAS	6449
2T1X1	Transportation	1ATY	DFAS	6449
2T2X1	Transportation	1ATY	DFAS	6449
2T3X0	Vehicle Maintenance	4VKC	DFAS	6449
2T3X1	Vehicle Maintenance	4VKC	DFAS	6449
2T3X2	Vehicle Maintenance	4VKC	DFAS	6449
2T3X4	Vehicle Maintenance	4VKC	DFAS	6449
2T3X5	Vehicle Maintenance	4VKC	DFAS	6449
2T3X7	Maintenance Production Management	4VJG	DFAS	6449
2W0X1	Munitions Systems Technology	4VRA	DFAT	5937
2W1X1	Aircraft Armament Systems Technology	4VRY	DFAT	5937
2W2X1	Munitions Systems Technology	4VRA	DFAT	5937
3A0X1	Information Management	1AUY	DFAS	6448
3C0X1	Information Systems Technology	0IYY	DFAT	2043
3C0X2	Computer Science Technology	0CYY	DFAT	2043
3C1XX	Information Systems Technology	0IYY	DFAT	2043

AFSC	Program Title	Program Code	Branch	DSN
3C2X1	Electronic Systems Technology	4VHP	DFAT	2043
3C3X1	Information Systems Technology	0IYY	DFAT	2043
3E0X1	Mechanical and Electrical Technology	4VGA	DFAS	6449
3E0X2	Mechanical and Electrical Technology	4VGA	DFAS	6449
3E1X1	Mechanical and Electrical Technology	4VGA	DFAS	6449
3E2X1	Construction Technology	4VEB	DFAS	6449
3E3X1	Construction Technology	4VEB	DFAS	6449
3E4X1	Ecological Controls	3AKY	DFAS	6449
3E4X2	Ecological Controls	3AKY	DFAS	6449
3E4X3	Ecological Controls	3AKY	DFAS	6449
3E5X1	Construction Technology	4VEB	DFAS	6449
3E6X1	Maintenance Production Management	4VJG	DFAS	6449
3E7X1	Fire Science	9IFY	DFAS	6449
3E8X1	Explosive Ordnance Disposal	4VRC	DFAS	6449
3E9X1	Disaster Preparedness	9IMY	DFAS	6449
3H0X1	Aerospace Historian	9DHK	DFAS	6449
3M0X1	Restaurant, Hotel and Fitness Management	1FRS	DFAS	6449
3N0XX	Public Affairs	2FDE	DFAS	6449
3N1X1	Music	2CHB	DFAS	6449
3N2X1	Music	2CHB	DFAS	6449
3P0X1	Criminal Justice	9IJY	DFAS	2737
3S0X1	Human Resource Management	1AOY	DFAS	6448
3S1X1	Social Services	9IKY	DFAS	6449
3S2X1	Education and Training Management	2BAC	DFAS	6448
3U0X1	Human Resource Management	1AOY	DFAS	6448
3VXXX	Audiovisual Production Services	2IAJ	DFAS	6447
4A0X1	Health Care Management	7GCY	DFAS	2737
4A1X1	Logistics	1AMY	DFAS	6449
4A2X1	Biomedical Equipment Technology	7GAA	DFAS	2737
4B0X1	Bioenvironmental Engineering Technology	7GAM	DFAS	2737
4C0X1	Mental Health Services	7GAP	DFAS	2737
4D0X1	Dietetics and Nutrition	7GAD	DFAS	2737
4E0X1	Public Health Technology	7ECY	DFAS	2737
4H0X1	Cardiopulmonary Laboratory Technology	7GDA	DFAS	2737
4J0X2	Physical Therapist Assistant	7GAI	DFAS	2737
4J0X2A	Allied Health Sciences	7GAL	DFAS	2737

AFSC	Program Title	Program Code	Branch	DSN
4M0X1	Aerospace Physiology Instructor	7GAN	DFAS	2737
4N0X1	Allied Health Sciences	7GAL	DFAS	2737
4N1X1	Surgical Services Technology	7GEA	DFAS	2737
4P0X1	Pharmacy Technology	7GAH	DFAS	2737
4R0X1A	Nuclear Medicine Technology	7ABJ	DFAS	2737
4R0X1B	Radiologic Technology	7GDH	DFAS	2737
4R0X1C	Radiologic Technology	7GDH	DFAS	2737
4T0X1	Medical Laboratory Technology	7GAF	DFAS	2737
4T0X2	Histologic Technology	7GAE	DFAS	2737
4T0X3	Medical Laboratory Technology	7GAF	DFAS	2737
4V0X1	Ophthalmic Technician	7GDI	DFAS	2737
4Y0X1	Dental Assisting	7GBC	DFAS	2737
4Y0X2	Dental Laboratory Technology	7GBB	DFAS	2737
5J0X1	Paralegal	1CAM	DFAS	6448
5R0X1	Social Services	9IKY	DFAS	6449
6C0X1	Contracts Management	1CAO	DFAS	6448
6F0X1	Financial Management	9GEC	DFAS	6448
7S0X1	Criminal Justice	9IJY	DFAS	2737
8A200	Restaurant, Hotel & Fitness Management	1FRS	DFAS	6449
8B000*	Education & Training Management	2BAC	DFAS	6449
8C000	Social Services	9IKY	DFAS	6449
8D000	Communications Applications Technology	2IAL	DFAS	6449
8F000	Human Resource Management	1AOY	DFAS	6448
8M000	Information Management	1AUY	DFAS	6448
8R000	Human Resource Management	1AOY	DFAS	6448
9L000	Communications Applications Technology	2IAL	DFAS	6449
9S100	Scientific Analysis Technology	4VES	DFAT	2043

* 8B100s must complete the Military Training Leader course to enroll in this program.

YOU ... THE STUDENT ...

CCAF Motto

The foundation of
Liberty is Knowledge

As a military member, the student abides by the *Uniform Code of Military Justice*. An airman 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.

The 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. Also, the Chief Master Sergeant of the Air Force represents the student on the Board of Visitors.

A student may also provide feedback to the administrative center by visiting the CCAF homepage at www.au.af.mil/au/ccaf/ or sending an E-mail directly to an office.

The 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.

Bowling. Schedules provide for open bowling, league bowling and special tournaments.

Chapels. Protestant, Catholic, Jewish and other religious activities are available, including special programs such as choir, study groups, social functions and religious education.

Clubs. Enlisted clubs serve food and beverages and provide entertainment such as music, dances, floorshows, variety acts and television viewing.

The Community College of the Air Force, along with the United States Air Force Academy, is a federally chartered degree-granting institution.

Family Support Center. Services include but are not limited to transition assistance, job search, employment applications, interviewing, relocation assistance, resume writing, Air Force aid, personal financial management and counseling for military personnel and their families.

Fitness Center. Facilities are available for activities such as weight lifting, racquetball, handball, jogging, weight control, basketball, tennis, volleyball, softball and aerobics.

Hobby Shops. Facilities, equipment and instructors are available for those interested in automobile repair and maintenance, woodworking, ceramics, leatherwork, engraving, painting, electrical repair and photography.

Library. Reference books, journals, newspapers, recordings and tapes, and on-line services are available to support students.

Life Skills Center. Services include, but are not limited to, family advocacy, mental health and alcohol/drug abuse prevention and treatment on an inpatient, outpatient and group basis.

Recreation Center. Activities include table games, music listening, dancing, television viewing, tours, concerts, discussion groups, etc.

Swimming. Swimming instruction is a routine part of scheduled activities.

Theater. Current films are normally shown daily

THE DEGREE & CERTIFICATES ...

Air Force Tradition

The Air Force has a tradition of excellence and encourages education for enlisted personnel. Air Force high-tech jobs require a professional, well-trained force. The Community College of the Air Force meets its mission requirements and helps the students meet their personal goals to build a better future.

This section contains the degree program requirements of the Community College of the Air Force. Degree programs are developed by Air Force technical experts and civilian or military consultants, and reviewed by the Policy Council, dean of academic affairs, commander/president and Board of Visitors. The programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers.

Community College of the Air Force courses are subject to increases and decreases of credit-hour value. They are continually evaluated and revised, as necessary, to meet the immediate needs of the Air Force. The credit hours entered on the CCAF transcript reflect the value of the courses when they were completed. The transcript is the only official and reliable indicator of an airman's accomplishments in terms of courses completed and semester hours earned. Direct your questions regarding courses not listed in this handbook to CCAF/DFA, 130 West Maxwell Boulevard, Maxwell AFB, Alabama 36112-6613. Or call (334) 953-2874 or DSN 493-2874; or fax (334) 953-2980 or DSN 493-2980.

The Associate in Applied Science Degree

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

- ★ Aircraft and Missile Maintenance
- ★ Allied Health
- ★ Electronics and Telecommunications
- ★ Logistics and Resources
- ★ Public and Support Services

Degree Completion

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

	Semester Hours
Earn College Credit for Training	
Graduation from basic military training earns the students 4 semester hours and automatically registers them into a degree program designed specifically for their Air Force specialty.	
Technical Education	24
Leadership, Management & Military Studies	6
Physical Education	4
General Education	15
Oral Communication	3
Written Communication	3
Mathematics.....	3
Social Science.....	3
Humanities.....	3
Program Elective.....	15
Total	64

Leadership, management and military studies; physical education; general education; and program elective requirements are identical for all programs.

A student needs to hold the journeyman (5) level in the appropriate AFSC at time of program completion. Attaining the journeyman level is waived for a student in occupational specialties that do not have journeyman levels.

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

Residency

A student must have a minimum of 16 SHs of CCAF credit applied to his or her degree program to graduate. The 16-semester-hour residency requirement is only satisfied by credit earned for basic military training or coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupational specialty.

Technical Education (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 counselor or advisor 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

The Community College of the Air Force ...

Confers degrees to airmen in the active duty Air Force, Air National Guard and Air Force Reserve.

approved by the Academic Programs Division. Office symbols and DSN telephone numbers are listed on the Program Codes table starting on page 13.

Technical education requirements are generally satisfied by entry-level and advanced degree-applicable courses at affiliated schools and through internship. However, additional technical education requirements may be satisfied by application of courses accepted in transfer, testing credit, independent study or correspondence, certification, licensure, or registry.

The following are the criteria to apply courses accepted in transfer to the technical 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 Commission on Colleges of the Southern Association of Colleges and Schools.
- ★ Must be listed and identified in the offering institution's general catalog.
- ★ Must not be developmental, preparatory, remedial, refresher or review.
- ★ Must be collegiate course work relevant to the technical requirement.
- ★ Must have been completed with the equivalent of a "C" grade or better.
- ★ Must not duplicate or significantly overlap another course or test applied to the degree program.

Courses that are closely aligned by definition to the subject areas listed below may apply toward fulfilling specific technical elective requirements.

Algebra-Based Physics. Generally a sequence of courses for engineering students not pursuing a major or minor in physics or a technical program. Topics generally include mechanics, fluids, thermodynamics, wave motion, sound, light, electricity, magnetism, relativity, and atomic and nuclear structure. Prerequisites generally are high school algebra and trigonometry.

Calculus. Normally includes study of limits, continuity, derivatives, techniques of differentiation, curve sketching, integrals, fundamental theorem of calculus, exponential and logarithmic functions, basic techniques of integration, and applications of the integral.

Calculus-Based Physics. Generally a sequence of courses for engineering, physics and technical majors or minors. Topics usually include mechanics, fluids, thermodynamics, wave motion, sound, light, electricity, magnetism, relativity, and atomic and nuclear structure. Operational and mathematical analyses (differential and integral calculus) are stressed. Corequisite or prerequisite is calculus.

Tuition Assistance

The Community College of the Air Force accepts credit in transfer for courses completed at accredited civilian colleges and universities. And remember the Air Force may pay up to 75 percent of the tuition for classes taken during off-duty time.

College Algebra. Normally includes, but is not limited to, the real number system, functions and relations, binomial theorem, matrices and determinants, logarithms, equations, sequences and series, and mathematical induction. Prerequisite is generally 2 years of high school algebra or its equivalent.

Computer Science. Hands-on use of computers in today's work environment. Use of desktop computers; concepts of mainframe computers; techniques of word processing, databases and spreadsheets; development of programming skills in Ada, Basic, FORTRAN, etc; concerns of virus prevention and detection; and data security. Computer history, hardware design, computer maintenance and management of computer systems are not acceptable.

General Biology. Normally includes study of fundamental principles of living organisms. Includes cell or subcellular structure, reproduction, heredity and development.

General Chemistry. Normally includes study of composition, structure, properties of and changes in matter, and accompanying energy phenomena as well as fundamental laws and theories including atomic and molecular structure.

General Psychology. Introduction to the major areas of psychology. Normally includes history of psychology, factors in development of the individual, human capacities and abilities, emotions and their control, and the learning process.

General Sociology. Introduction to the major areas of sociology. Normally includes nature and meaning of culture, social control and deviance, groups and associations, social institutions, social processes, ethnic relations, and social change. Emphasis is on man as a participant in society.

Human Anatomy and Physiology. Normally includes study of digestive, metabolic, nervous, muscular, endocrine, respiratory, circulatory and reproductive systems; and their application to health and hygiene.

Statistics. Basic statistical theory and application. Topics normally include descriptive statistics, probability, binomial and normal distributions, hypothesis testing, confidence intervals, correlation and simple regression, and nonparametric methods.

Technical Math. Normally includes study of applied mathematics that relates to problem solving and applications in a related technology. The level of difficulty must be equal to or higher than college algebra, trigonometry or calculus.

Trigonometry. Normally includes study of analytical trigonometry and applications to include trigonometric functions, solution of triangles and trigonometric form of complex numbers.

High-Tech Skills Pay Off

Taking advantage of the opportunities to obtain an associate degree while in the Air Force pays off for a lifetime.

Leadership, Management & Military Studies

(6 semester hours)

The leadership, management and military studies (LMMS) requirement may be satisfied by applying professional military education, civilian courses accepted in transfer and/or by testing credit. However, the preferred method of completing leadership, management and military studies is through attending an airman leadership school, the Air Force 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 Commission on Colleges of the Southern Association of Colleges and Schools.
- ★ Must be listed and identified in the offering institution's general catalog.
- ★ Must not be developmental, preparatory, remedial, refresher or review.
- ★ 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, and other specialized management and/or business courses.
- ★ Must have been completed with the equivalent of a "C" grade or better.
- ★ Must not duplicate or significantly overlap another course or test applied to the degree program.

Physical Education (4 semester hours)

PHE 1000. Completing basic military training satisfies the 4-semester-hour physical education requirement. Civilian courses do not apply to this requirement.

General Education (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:

The Community College of the Air Force ...

Strives to enhance the technical, leadership, management and military skills of its students.

- ★ Must not be developmental, preparatory, remedial, refresher or review.
- ★ 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 Commission on Colleges of the Southern Association of Colleges and Schools.
- ★ 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.
- ★ Must have been completed with the equivalent of a “C” grade or better.
- ★ 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:

Oral Communication.....3

Speech. Courses that prepare the student to organize oral presentations to persuade, debate, argue or inform in a clear, concise and logical manner. Emphasis must be on content and delivery. Group and interpersonal communication courses are not acceptable.

Written Communication.....3

English composition. Applicable communication courses must satisfy the delivering institution’s writing and composition requirement for graduation. Higher-level writing and composition courses may be applied as a program elective.

Total Force Equal Opportunity

The Community College of the Air Force offers enlisted members of the Air National Guard and Air Force Reserve the same credit for military and technical training as the active duty enlisted members.

Mathematics.....3

Intermediate algebra or a college-level mathematics course that satisfies the delivering institution’s mathematics requirement for graduation. Courses such as accounting, business mathematics, computer mathematics, statistics (taught outside the mathematics department), history of mathematics, and mathematics for elementary and secondary teachers are not applicable. Three semester hours of mathematics are required for graduation. However, if an acceptable mathematics course is applied as a technical or program elective, a natural science course may be substituted for mathematics.

Social Science.....3

Courses from the following disciplines are acceptable: anthropology, archaeology, 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.

Humanities3

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

Program Elective (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. Such courses as science for elementary and secondary teachers, health, nutrition, and hygiene are not acceptable.
- ★ Foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test.
- ★ A maximum of 6 SHs of CCAF degree-applicable technical course credit otherwise not applicable to the program of enrollment.

The Certifications

Occupational Instructor Certification

The Community College of the Air Force offers the Occupational Instructor Certification (OIC) Program for qualified instructors currently teaching at CCAF affiliated schools. The purpose of the certification is to recognize the excellent instructor qualification training provided to prepare instructors to teach CCAF courses and to formally acknowledge instructor experience. Qualified officer, enlisted, civilian and other service instructors are eligible for this certification. To qualify for the occupational instructor certification, the nominee needs to ...

Double Value

An associate in applied science degree from the Community College of the Air Force increases the member's value to the Air Force as well as to the civilian employer!

- ★ Be a full-time instructor currently teaching a CCAF course at an affiliated school at the time of nomination.
- ★ Have at least 2 years teaching experience as a CCAF instructor from date of teaching practicum completion.
- ★ Hold an associate or higher degree from an accredited institution.
- ★ Have completed an instructor methodology course of at least 3 semester hours.
- ★ Have completed a teaching practicum of at least 5 semester hours.
- ★ Hold the journeyman 5-skill level or fully qualified equivalent.
- ★ Be recommended for certification by the affiliated school commander, commandant or professional military education flight chief.

Air Force Airframe & Powerplant Certification Program

In 1998 the Department of Defense (DoD) embarked on an initiative to streamline and improve the Airframe & Powerplant (A&P) certification process. This initiative is for military aircraft maintenance technicians (AMT) who are eligible to pursue A&P certification based on training and experience per Federal Aviation Regulation (FAR) Part 65. As a result, DoD established the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) to standardize the certification process for the military and provide direction and resources necessary to fill the gaps within military training and experience. The college was selected to administer and manage this program.

For more information, contact CCAF at DSN 493-5938 or visit CCAF at <http://www.maxwell.af.mil/au/ccaf/faa.htm> and the JSAMTCC at <http://www.maxwell.af.mil/au/ccaf/jsamtcc/index.htm>. These web sites contain:

The Community College of the Air Force ...

- ★ A&P program instructions.
 - ★ Qualification training plan for all career fields with step-by-procedures to obtain certification.
 - ★ Computer-based training modules and information.
 - ★ Specialty training course information.
 - ★ Authorized designated maintenance examiner listing.
 - ★ Aviation information.
- ★ Is the world's largest school.
 - ★ Awards Associate in Applied Science degree in a variety of programs.
 - ★ Confers degrees to airmen in the active duty Air Force, Air National Guard and Air Force Reserve.
 - ★ Strives to enhance the technical, leadership, management and military skills of its students.

Students are encouraged to maintain their education and training records, maintenance experience and qualifications. After completing the requirements, the student mails a copy of the Qualification Training Plan to CCAF program manager for evaluation. If eligible, CCAF issues a Certificate of Eligibility and FAA Form 8610-2, Airman Certificate and/or Rating Application to be presented to the FAA Flight Standards District Office safety inspector for testing authorization.

FAA Certification Credit

The Community College of the Air Force awards 30 SHs for the Federal Aviation Administration (FAA) Airframe *and* Powerplant certification and 18 SHs for the FAA Airframe *or* Powerplant certification. This credit may be awarded to students if the credit applies to the technical requirement and is needed to complete the program requirements. Refer to the applicable degree program for the maximum semester hours that may apply to fulfill technical core or elective requirements. A student currently possessing FAA certification who desires credit toward an applicable degree program can contact the education services office for procedures. Forward a written request, using the "Request for Verification of Certification" memo provided by the college, to FAA Airman Certification Branch AFS 760, PO Box 25082, Oklahoma City, Oklahoma 73125-4940. Only certified written verification from the FAA is accepted by CCAF.

THE TERMS & ACRONYMS ...

ACE, American Council on Education

AETC, Air Education and Training Command

AFAEMS, Air Force Automated Education Management System

AFVEC, Air Force Virtual Education Center

AFOSH, Air Force Occupational Safety and Health

AFRC, Air Force Reserve Command

AFSC, Air Force specialty code

Air Force specialty codes 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).

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.

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.

A&P, Airframe and Powerplant

AMT, aircraft maintenance technician

ATC, Air Training Command

AU, Air University

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

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

CCAF, Community College of the Air Force at Maxwell AFB, Alabama, is an institution of higher learning dedicated to the enlisted members of the United States Air Force. The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree in applied science degree.

CLEP, College-Level Examination Program

Commander/president, 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

FAA, Federal Aviation Administration

FAR, Federal Aviation Regulation

GER, general education requirement

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.

JSAMTCC, Joint Service Aviation Maintenance Technician Certification Council

LMMS, leadership, management and military studies

MWR, morale, welfare and recreation

NCO, noncommissioned officer

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

OIC, occupational instructor certification

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

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.

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.

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

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

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

RIP, report on individual personnel

SACS, Southern Association of Colleges and Schools

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

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

SH, semester hour

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.