

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

REGULATION NOTICE: PROPOSED AMENDED REGULATION

DATE: NOVEMBER 2, 2010

Regulation No: USF 3.007	TITLE: Degree Requirements: Baccalaureate/Undergraduate Degree
------------------------------------	--

Summary

Florida Board of Governors Regulation 1.001 (3-26-09) provides that each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors, (7-21-05). Such regulations must be consistent with law, and the regulations and strategic plan of the Board of Governors. The Regulation Development Procedure requires that the University Board of Trustees periodically review existing regulations to insure they are current and consistent.

USF Undergraduate Studies has reviewed USF Regulation 3.007- *Degree Requirements, Baccalaureate/Undergraduate*, and determined that revisions are necessary to update the regulation to comply with the BOG revised Regulation 6.017, *Criteria for Awarding the Baccalaureate Degree*.

The Board of Governors amended BOG Regulation 6.017, indicating that it was necessitated by the repeal of section 1008.29, Florida Statutes, relating to the College Level Academic Skills Test (CLAST) and the elimination of funding for the test.

The Florida Legislature amended section 1007.25, F.S. (General education courses; common prerequisites; and other degree requirements) to require that the State Board of Education, in conjunction with the Board of Governors, establish minimum scores on nationally standardized examinations and college courses that can be used to demonstrate the required college level academic skills necessary in awarding an associates or baccalaureate degree.

The proposed amendments to the regulation were reviewed by the Undergraduate Council (October 11, 2010) and the Academics & Campus Environment Advisory Council (October 25, 2010).

(End of Summary)

Proposed Amended Regulation follows:

USF3.007 Degree Requirements: Baccalaureate/Undergraduate

Substantial revisions were made to this Regulation:

A student is academically eligible to receive a Baccalaureate degree from individual institutions in the University of South Florida System (USF System) when a student completes the requirements of entities including (1) the Board of Governors, (2) the USF System, (3) the Program, College or Institution requirements, and (4) general academic approval of the University. The requirements are outlined in more detail below:

(1) Board of Governors (BOG) Basic Requirements: (established by Florida state law and the Board of Governors Regulation 6.017)

(a) Satisfactory completion of general education requirements consisting of a minimum of:

1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social sciences, humanities, and natural sciences, including six (6) semester hours of English coursework,
2. Six (6) semester hours of college-level writing skills through multiple assignments, and
3. Six (6) semester hours of mathematics coursework at the level of college algebra or higher.

(b) Satisfactory completion of the Florida College Level Academic Skills (CLAS) requirements or the following approved alternatives (as specified in BOG Regulation 6.017(1)(c), *previously* tested by the College-Level Academic Skills Test (CLAST) four-part subtests. These proficiencies may now be demonstrated as follows:

1. Earning a 2.5 grade point average in two (2) courses in each skill area in TABLE 1. Courses numbered 0XXX or X990 (i.e. remedial, independent study, or special topic) may not be considered.

<u>TABLE 1</u>	
<u>SKILL AREA</u>	<u>Required Combination of Courses</u>
<u>Reading, English Language, Essay</u>	<u>A combination of at least one (1) course with the ENC prefix and any other course that is designated as Gordon Rule</u> (i.e. class that meets the (1)(a)1. & 2. requirement above) writing course, excluding courses with the SPC prefix.
<u>Computation</u>	<u>Any combination of two (2) courses from the list below:</u> <ul style="list-style-type: none"> • <u>Any MAC course with the last three (3) digits of 102 or higher</u> • <u>MGFX106-Liberal Arts Mathematics I</u> • <u>MGFX107 – Liberal Arts Mathematics II</u> • <u>MGFX113-Topics in College Mathematics I</u> • <u>MGFX114-Topics in College Mathematics II</u> • <u>MGFX118-Mathematics for CLAST Review</u> • <u>Any MGF course with last three (3) digits of 202 or higher</u> • <u>Any Gordon Rule statistics course</u> • <u>Any mathematics course that has College Algebra (MACX105) as a prerequisite</u>

2. Credit by Exam Equivalencies Alternatives

Credits granted in accordance with the *Articulation Coordinating Committee Credit-By-Examination Equivalencies* may be substituted for the courses specified above. If a student earns credit for (2) two courses in each skill area meeting the above, the requirement will be considered to be met. If a student earns credit for one (1) course within the skill area list above, no grade will be assigned for that course. The 2.5 grade point calculation will be based only on the grade earned in the second course taken in order to meet the requirement (i.e. the grade in this course must equate to a 2.5 or higher).

3. Placement Testing Alternatives

If the student may does not meet requirements offered in TABLE 1, the student may meet one or more skill area requirements by meeting or exceeding a corresponding examination score found in TABLE 2.

<i>TABLE 2</i>	
<u>SKILL AREA</u>	<u>Required Score on Examination</u>
<u>Reading</u>	<ul style="list-style-type: none"> • <u>500 or above on the SAT Reasoning Test Critical Reading portion taken after February 2005</u> • <u>500 (recentered score) or 421 (non-recentered score) or above on the Verbal section of the SAT I taken prior to March 2005</u> • <u>22 or above on the ACT program in Reading</u> • <u>20 or above on the Composite of the ACT taken prior to October 1989</u> • <u>93 or above on the ACCUPLACER Reading Comprehension Examination</u>
<u>English Language and Essay</u>	<ul style="list-style-type: none"> • <u>500 or above on the SAT Reasoning Test Writing portion taken after February 2005</u> • <u>500 (recentered score) or 421 (non-recentered score) or above on the Verbal section of the SAT I taken prior to March 2005</u> • <u>21 or above on the ACT program in English</u> • <u>21 or above on the ACT program in English/Writing (English with Essay Component)</u> • <u>20 or above on the Composite of the ACT taken prior to October 1989</u> • <u>105 or above on the ACCUPLACER Sentence Skills Examination</u>
<u>Computation</u>	<ul style="list-style-type: none"> • <u>500 or above on the SAT Reasoning Test Mathematics portion taken after February 2005</u> • <u>500 (recentered score) or 473 (non-recentered score) or above on the Mathematics section of the SAT I taken prior to March 2005</u> • <u>21 or above on the Enhanced ACT program in mathematics</u> • <u>21 or above on the ACT taken prior to October 1989</u> • <u>91 or above on the ACCUPLACER Elementary Algebra examination</u>

4. Waiver Alternatives. A student who is unable to meet the requirements in subsections (b)1., 2., or 3., may apply for and receive a waiver. The committee reviewing the request shall review the student's academic records and such other information as appropriate. If a waiver is approved, the student's transcript shall include a statement that the student did not meet the requirements of this

subsection and that a college academic skills waiver was granted. In addition, this waiver alternative requires that:

a. The student must have achieved a 2.0 grade point average in the coursework and demonstrated the specific skills in the subject area(s) for which the waiver is sought.

b. If the student has completed instructional programs for English as a second language or English as a foreign language with a minimum grade point average of 2.0 in all college credit courses in the skill area for which a waiver is being considered, and has met the requirements of Board of Governors Resolution adopting 6A-10.030 (Gordon Rule) for that area, then a waiver may be considered.

c. Any student with a documented specific learning disability (SLD) by the student disability office may apply for a waiver through the appropriate dean to a committee appointed by the USF System President (President) or chief academic office for special consideration. The student shall have the right to appeal the findings of the committee directly to the President or his or her designee.

d. Any other student, including those students with other documented disabilities, may apply for a waiver through a process determined by the USF System. The committee hearing these requests shall be chaired by the Provost or his or her designee and include four President-appointed members including a test administrator and three faculty members (one from an English Department, one from a Mathematics Department, and the third from a department other than English or Mathematics). Students with disabilities other than SLD should seek appropriate test and classroom accommodations prior to requesting waiver consideration. If the committee described above recommends by majority vote that a waiver be given for a specified skill area, such recommendation shall be accompanied by documentation that the student has acquired the skills to the level required and statements of explanation or justification to be considered by the President or his or her designee who then may approve or disapprove the recommendation.

5. Former CLAST Waivers

A student who is exempt from any of the CLAST subtests, has passed any of the CLAST subtests, or has had one or more of the CLAST subtests waived prior to July 1, 2009, will be deemed to have met the requirements of this subsection in those designated areas. A student transferring to a USF System Institution whose transcripts reflect that he/she has met, or have received a waiver of, any of the requirements in this subsection will be deemed to have satisfied the requirements in those designated areas.

6. Updates or changes to State and BOG Requirements

The USF System must comply with any updates or changes to state mandates or BOG requirements. The USF System will incorporate those changes in this Regulation by technical amendment as quickly as possible. However, at all times, including what may be an interim processing time, students will be held to the most current standards established by the BOG or state law.

(2) USF System Requirements:

In addition to meeting Florida Board of Governors and/or state requirements, students must meet USF System requirements as follows:

(a) Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, only two (2) hours of which may be in physical education activity courses;

(b) A minimum adjusted grade point average (GPA) of 2.0 on all course work taken at the USF System Institution from which the degree is conferred and an overall 2.0 average on all college-level work attempted;

(c) Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by the institution and college offering the degree. The student's degree program will appear on the baccalaureate diploma. If a student satisfies all requirements for two (2) majors, including admission, prerequisite, core, etc., both degree programs may appear on the diploma;

(d) Completion of at least forty-eight (48) semester hours in courses numbered 3000 and above;

(e) Completion of at least thirty (30) of the last sixty (60) semester hours in residence (courses taken at the USF System Institution from which the degree is to be conferred). In cases of emergency, a maximum of six (6) hours of the final thirty (30) semester hours may be completed by correspondence or residence at another accredited senior institution with the approval of the academic dean. *Exceptions* to the residence rules in this paragraph may be made for students who are enrolled at other universities in USF-approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence;

(f) Students who have entered a university in the State of Florida University System with fewer than sixty (60) hours of credit are required to earn at least nine (9) hours prior to graduation by attendance in one or more summer terms at one of the eleven State of Florida senior institutions. This requirement may be waived in cases of unusual hardship to the individual. Students will be exempt from the Summer term requirement if they have earned nine (9) semester hours of credit through approved acceleration mechanisms as identified in Florida Statutes: Advanced Placement

(AP), International Baccalaureate (IB), Advanced International Certificate of Education Program (AICE), College-Level Examination Program (CLEP), and approved dual enrollment courses); and

(g) Satisfaction of the foreign-language admissions requirement by having two (2) sequential units of the same foreign language in high school, or eight (8) semester hours of the same foreign language in college, or documented equivalent proficiency.

(3) Program, College, or Institutional Requirements: All students must be aware of and satisfactorily complete any additional requirements that may be required by a specific program, college or institution from which they are graduating as set forth in handbook, catalogue, or other published criteria.

(4) General Academic Approval: Successful completion of academic coursework constituting the student's program of studies, minor, honors thesis, or certification examination does not guarantee award of the baccalaureate degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the baccalaureate degree or admission into a higher level degree program is warranted.

~~(1) The University has established basic requirements that all students must meet before graduation.~~

~~(2) While each college sets specific requirements for graduation, the basic University requirements must be met by every student upon whom a degree is conferred. These basic requirements specify that a student obtain at least 120 semester hours of credit with an overall 2.00 GPA, including a 2.00 GPA on all courses attempted at the University of South Florida in order to be eligible for graduation. The hours for a course that has been repeated may be counted only once toward this~~

minimum 120 semester hours of credit. At least 40 of the 120 semester hours must be for upper division level work, course number 3000 or above; 60 semester hours must be from a four-year institution.

(3) All students entering the University of South Florida with fewer than 60 semester hours of credit shall be required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer terms. The University may waive the application of this rule in cases of unusual hardship to the individual.

(4) In addition to specific requirements of their academic major and college, candidates must satisfy the University General Education and Exit Requirements. Candidates must be recommended for graduation by the dean of the college granting their degree and must have completed at least 30 semester hours of the last 60 semester hours of their undergraduate credit in USF courses. The approval of the dean of the college granting their degree must be secured for any transfer credits offered for any part of these last 60 semester hours.

(5) Approved exchange program students may take courses off-campus which will be considered as on-campus courses. Cooperative Education students, while on their training periods, will have any work taken at other institutions (approval having been given by University advisors) counted as residence work.

(6) In order to graduate from the University of South Florida, each student shall meet all of the graduation requirements specified in the University of South Florida catalog of his/her choice, including all Board of Regents' rules and Legislative policies and law.

(a) A degree seeking student may choose any University of South Florida catalog published during his/her continuous enrollment. Students who have transferred from a public institution of higher education in Florida to the University of South Florida are treated the same as native students. At the University of South Florida continuous enrollment is defined as completing a minimum of two

~~semesters as a degree seeking student per academic year at USF, Fall, Spring, Summer, inclusive of receipt of grades for courses, including W's through time of graduation. Therefore, students cannot choose a University of South Florida catalog published prior to or during an academic year in which they did not maintain continuous enrollment.~~

~~(b) Each University of South Florida catalog is considered to be published during the academic year printed on the title page.~~

~~(c) If the student cannot meet all of the graduation requirements specified in the University of South Florida catalog of his/her choice due to decisions and changes by the University in policy matters, course offerings, etc., appropriate substitutions will be determined by the chairperson of the department or program of the student's academic major.~~

~~(d) University policies are subject to change and apply to all students regardless of their choice of University of South Florida catalog. If the student's graduation requirements are affected by change in University policy, appropriate arrangements will be made to preclude penalization of the student.~~

~~(e) While every effort will be made to give each student appropriate advice in meeting academic major and graduation requirements, the final responsibility for meeting these rests with the student. Students should study the University of South Florida catalog carefully and seek advice when in doubt. In any case, the appropriate dean or his/her representative should be consulted when 90 semester hours are completed to be certain that program plans are complete.~~

~~(7) University Liberal Arts Requirements consist of General Education Requirements and Exit Requirements. These requirements may be satisfied over the four-year period by the completion of 36 semester hours of General Education Requirements and 9 semester hours of Exit Requirements.~~

~~(a) The General Education Requirements consist of:~~

~~1. English Composition — Freshman English (ENC 1101 and ENC 1102) — 6 semester hours.~~

~~2. Quantitative Methods — 6 semester hours — students should refer to the current University of~~

South Florida catalog for specific courses.

3. Natural Sciences — 6 semester hours — students should refer to the current University of South Florida catalog for specific courses.

4. Social Sciences — 6 semester hours — students should refer to the current University of South Florida catalog for specific courses.

5. Historical Perspectives — 6 semester hours — students should refer to the current University of South Florida catalog for specific courses.

6. Fine Arts — 3 semester hours — students should refer to the current University of South Florida catalog for specific courses.

7. African, Latin American, Middle Eastern, or Asian Perspectives — 3 semester hours — students should refer to the current University of South Florida catalog for specific courses.

(b) Exit Requirements consists of Major Works and Major Issues — 6 semester hours, Literature and Writing — 3 semester hours — students should refer to the current University of South Florida catalog for specific courses.

(c) All A.A. degree holders from Florida public community colleges will be considered as having met only the General Education Requirements and not the Exit Requirements and 60 semester hours of work will be transferred. The determination of the prerequisites for a given academic program will remain the prerogative of the college in which the student is majoring.

(d) Courses required for a student's major program will not be counted in the total of the 36 semester hours of General Education.

1. Specialization. These are courses required to give the student academic concentration and baccalaureate identification such as Math, Accounting, Psychology, etc.

2. Supporting or Related. These courses may be prerequisites to the specialization courses, or they may support specialized courses by giving preparation or breadth to the area of specialization.

~~These courses are often referred to as college or program core courses.~~

~~3. Program Electives. These are usually a broad band of courses offered by the college offering the academic major to further enrich the student in the general academic field in which he/she has chosen to major.~~

~~(c) No more than 8 semester hours in a single department may be counted toward distribution requirements for any area.~~

~~(f) A student may appeal to the Coordinator of Advising in his/her college for exceptions to these prefixes or courses prior to registration in such courses.~~

~~(g) A student must check with his/her college to be sure he/she is meeting liberal arts requirements and special certification or accreditation requirements where appropriate.~~

~~(8) Degree Completion for Early Admissions of Medical or Dental Schools. Students who are admitted to a medical or dental school after completing their junior year at the University of South Florida may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Natural Sciences subject to the following conditions:~~

~~(a) Transfer of a minimum of 30 semester hours of science courses from an approved medical or dental school.~~

~~(b) Interdisciplinary Natural Sciences academic majors at the University of South Florida must fulfill the following minimum requirements:~~

~~1. 90 credit hours with at least a "C" average (2.0) in those credit hours completed at the University of South Florida.~~

~~2. Completion of a sequence of courses constituting a major program with courses in a department of concentration and supporting courses in related departments. In this major program there must be a 2.0 grade point ratio in the department of concentration, and also a 2.0 grade point ratio in the entire sequence of courses in the major program. S/U grades are not permitted in the major~~

~~program requirements except for courses designated S/U only. For a more detailed description of the major program requirements, consult the appropriate departmental requirements.~~

~~(9) Double Undergraduate Major. Students may elect to graduate with two academic majors. In that event, they must apply independently to each college and be assigned an advisor in each discipline. The student must meet all requirements of each academic major separately and must be certified for graduation by the appropriate dean(s).~~

~~(10) Second Undergraduate Major. A student who wishes to work for a second academic major, after receipt of a baccalaureate degree, must apply through the Office of Admissions and meet the academic major requirements as determined by the University of South Florida catalog. Exceptions to this rule are students who have already been accepted for a "Double Undergraduate Major" but graduate with only one academic major. After acceptance by the appropriate college and proof of completion, the student's "permanent academic record" will be posted accordingly. Students who complete the requirements for a second academic major must be aware that they will not receive a second degree.~~

~~(11) Two Degrees. A student at the University of South Florida may receive two baccalaureate degrees provided he/she meets the University's graduation requirements; a minimum of 30 semester hours must be earned in on-campus undergraduate courses to apply to the second degree; the student must meet the requirements of the colleges awarding the degrees and the residency requirement.~~

~~(12) Second Baccalaureate Degree (first received at another institution). Students already graduated from accredited four-year institutions who apply for admission to work toward another undergraduate degree must meet the University's regular graduation requirements, including the 9 semester hours of Exit Requirements. A minimum of 30 semester hours must be earned in USF courses to apply toward his/her degree, and the student must meet the requirements of the college~~

awarding the degree and the residency requirement.

(13) Procedures:

(a) Applying for Degree. Application must be made prior to the deadline as stated in the current University of South Florida catalog for accepting Application for Degree for the academic term the student expects to complete requirements. The Application for Bachelor's Degree form #USF 2075b Rev. 3/95, Eff. 7/95 incorporated by reference herein is available through the college and after completion is to be filed at the Office of the Registrar.

(b) Withdrawal of Application for Degree. Application submitted may be withdrawn through the sixth week of the academic term upon receipt of written notification by the Office of Records and Registration. A student may not reinstate his/her application once it has been withdrawn. After the sixth week, application may be withdrawn through the college with its approval.

(c) If a student has been denied graduation, or if his/her application has been withdrawn, he/she must submit another Application for Degree the academic term he/she is ready to complete his/her requirements.

(d) A student may receive a second or replacement diploma, provided he/she makes payment of a \$5.00 fee to defray cost of reorder and resources are available to process the order.

(14) A student may enroll in a baccalaureate degree program while enrolled in or after graduation from a five-year Master's Degree program. In consultation with an advisor in the five-year program and an advisor in the baccalaureate level program and with the approval of the college dean(s) offering the programs the student is required to complete the following:

(a) Satisfied degree requirements for the five-year Master's Degree program;

(b) Satisfied requirements for the baccalaureate level program.

Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulations 1.001, 6.017; 1007.25, F.S.

History—New 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, Amended 4-19-90, 8-19-90, 12-2-92, 8-

10-93, 7-17-94, 7-20-95., Formerly 6C4-3.007, F.A.C., Amended XX-XX-10.

AUTHORITY TO ADOPT/AMEND/REPEAL: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.017.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS: Ralph Wilcox, Provost and Executive Vice President.

**WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION
MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF
THIS NOTICE TO:**

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida System
4202 East Fowler Avenue, Suite ADM 250
Tampa, FL 33620-6250
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: USFLEGAL@ADMIN.USF.EDU