

USF Board of Trustees Regulations

NOTICE OF PROPOSED REGULATION AMENDMENTS DATE: APRIL 17, 2007

REGULATION TITLE & NUMBER:	USF 3-019 ASSOCIATE IN ARTS CERTIFICATE
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SUMMARY:

The proposed amendments to Regulation USF 3-019–Associate in Arts Certificate–require at least 20 of the last 30 credit hours or a total of 36 credit hours toward the Associate in Arts certificate to be completed at USF. This provision is in agreement with the requirements of Florida statute and Board of Governors regulations. The Academic Affairs Council and Undergraduate Studies have reviewed and approved the amendments to the regulation.

The full text of the Regulation follows this notice or you may contact Dee Brown at [USFLEGAL@ADMIN.USF.EDU](mailto:USFLEGAL@ADMIN.USF.EDU).

AUTHORITY TO ADOPT/AMEND/REPEAL: *1001.74(4), 1001.75, 1007.25FS., Article IX, Fla. Const. and Resolutions issued by the Florida Board of Governors.*

UNIVERSITY OFFICIAL INITIATING ADOPTION/AMENDMENT/REPEAL: Dr. W. Robert Sullins, Dean Undergraduate Studies, Dr. Renu Khator, Provost & Sr. V.P., Academic Affairs.

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](mailto:USFLEGAL@ADMIN.USF.EDU).

Proposed Amendments

USF ~~6C4~~-3-019 Associate in ~~of~~ Arts Certificate

Upon the student's successful completion of the minimum requirements for the Associate IN ~~OF~~ Arts Certificate, the University of South Florida (University/USF) will present the student who has properly made application with an appropriate CERTIFICATE.

(1) To receive the Associate in of Arts, the student must complete 60 hours of university credit; at least 20 of the last 30 credit hours or ~~twenty of the last thirty semester hours~~ a total of 36 credit hours must be completed ~~in residence~~ at USF. The minimum grade point average must be 2.0 based on work attempted at USF. In addition, a transfer student must have a GPA of 2.0 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions. Physical Education and military science credits do not count ~~within the 60 semester hours~~ toward the Associate in of Arts Certificate. ~~In addition,~~ All the students must present a score, passing score after August 1984, on the satisfy the General Education Requirements of USF, the College-Level Academic Skills Test and fulfill the writing and computation course requirements of Section 1008.29, F.S. and BOG adopted Regulation 6A-10.030, prior to receiving an Associate in of Arts Certificate. degree

(2) The Application Procedure for an Associate in of Arts Certificate form # USF-2075 Rev. 3/93, Eff. 9/93 can be obtained from the Center for Academic Advising in the Division of Undergraduate Studies prior to the application deadline. The deadline to apply for a certificate degree in each semester is stated in the Academic Calendar in the catalog.

(3) The Associate in of Arts Certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

(4) Final processing for the Associate in of Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work taken in that semester will be evaluated with respect to the requirements for the Associate in of Arts Certificate.

(5) Any incomplete grades shown on the permanent record of an Associate in of Arts applicant at the time grades are processed will be treated as an "F" in the calculation of grade point average.

(6) The General Education Distribution Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Distribution Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.

(7) ~~Residence~~ University of South Florida credit hours will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. ~~Where~~ The grades from these institutions (except those earned through the University of Florida Correspondence Division) are recorded on the permanent record at the USF, and included in the grade point average calculation ~~they~~ and will also be counted in the student's grade point average as work attempted at USF for the Associate in of Arts Certificate.

(8) An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.

(9) In approving any application for the Associate in of Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not

acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.

(10) All University of South Florida colleges with undergraduate programs will accept the Associate in of Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Distribution Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the College of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate in of Arts Certificate, but could be included as part of the General Education Distribution Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.

(11) The awarding of the Associate in of Arts Certificate is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.

(12) Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in of Arts Certificate prior to the completion of 90 credit semester hours.

*Specific Authority 1001.74, 1001.75, 1007.25, FS. Law Implemented: 1007.23, 1007.25, 1008.29, FS., Art. IX, Fla. Constitution and Resolutions issued by the FL Board of Governors. History—New 4-19-90, Amended 8-19-90, 10-27-92, 9-19-93, formerly 6C4-3.019 F.A.C.*