

USF System USF USFSP USFSM

Number*: 3.038
Title: Academic Curricular Offerings
Responsible Office: Academic Affairs

Date of Origin: 6-8-17

Date Last Amended:

Date Last Reviewed:

*Regulation 3.038 was formerly known as Policy 10-036: Authorization of New Degree Programs and Policy 10-040: Termination of Degree Programs

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I. PURPOSE & INTENT:

The University of South Florida System Board of Trustees (USF BOT) has the responsibility and authority to approve new degree programs for implementation and to approve for termination, degree programs at the bachelor's, master's, and specialist level for each of the USF System's member institutions (University of South Florida (USF); University of South Florida St. Petersburg (USFSP); University of South Florida Sarasota Manatee (USFS-M)) in accordance with [Florida Board of Governors \(BOG\) Regulation 8.011](#) and [BOG Regulation 8.012](#).

The BOG has the authority to approve for implementation, new professional and research doctoral degree programs (see Section IV, A for definition). The USF BOT must approve new professional and research doctoral degree programs for submission to the BOG for authorization, in accordance with the criteria outlined in [BOG Regulation 8.011](#).

USF BOT has the responsibility and authority to recommend termination of degree programs at the professional and doctoral level to the Board of Governors in accordance with [BOG Regulation 8.012](#). In its request for termination of a program the University of South Florida System ("USF System") will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program. The USF BOT or the BOG, if applicable, must approve the termination prior to the start of the effective term.

II. STATEMENT OF REGULATION:

The USF BOT is responsible for ensuring that the USF System has policies consistent with [BOG Regulation 8.011](#) and with applicable accreditation standards for the approval, implementation, and review of curricular offerings other than degree programs as defined in Section IV, A-G below.

III. APPLICABILITY AND/OR AUTHORITY:

This Regulation is related to BOG Regulations [8.004](#), [8.011](#), [8.012](#), [8.013](#), and [8.014](#). Specifically, [BOG Regulation 8.012](#) states, "Each University Board of Trustee must adopt regulations for degree program termination that are consistent with this regulation, with copies provided to the Board of Governors, Office of Academic and Student Affairs."

IV. DEFINITION OF TERMS:

- A. Degree Program:** an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a [Classification of Instructional Programs \(CIP\) code by the National Center for Educational Statistics](#). Each degree program shall have designated faculty effort and instructional resources, and shall include at least one program major, but may have multiple majors. Each degree program is approved at only one degree level. Five degree levels are used in the SUS: Bachelor (B), Master (M), Specialist (S), Research Doctoral (R), and Professional Doctoral (P).
- B. Major:** An organized curriculum offered within a degree program. A major shall be reasonably associated with the academic discipline within the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. The major is the student's primary field of study. Although in some cases the major and the degree program names are synonymous, only the degree program shall be assigned a CIP Code and shall be included in the State University System Academic Degree Program Inventory. The number of credit hours for a major for each degree level shall be established by the USF System member institution in accordance with State regulations and SACSCOC minimum requirements. The degree program majors are coded within the student information system (SIS) and are recorded on both the transcript and the diploma.
- C. Degree (Degree Designator):** Specific credential associated with a degree program and associated major(s), coded within SIS and are recorded on both the transcript and the diploma. Examples at each level are shown below:
1. *Bachelor Level:* Bachelor of Arts (BA); Bachelor of Science (BS); Bachelor of Business Administration (BBA), Bachelor of Information Technology (BSIT); Bachelor of Social Work (BSW), etc.
 2. *Master Level:* Master of Arts (MA); Master of Science (MS); Master of Arts in Teaching (MAT), Master of Public Health (MPH), Master of Public Administration (MPA), [Educational Specialist \(Ed.S.\)](#), etc.
 3. *Research Doctoral Level:* Doctor of Philosophy (PhD), Doctor of Education (EdD), Doctor of Public Health (D_rPH), etc.
 4. *Professional Doctoral Level:* Doctor of Medicine (MD), Doctor of Physical Therapy (DPT), Doctor of Pharmacy (PharmD), Doctor of Nursing Practice (DNP), etc.
- D. Concentration:** Any organized set of courses that is offered as part of a major and enhances or complements the degree program to be awarded in a manner which leads to

specific educational or occupational goals, and/or from different disciplines that provide an interdisciplinary focus. Concentrations are defined by the University with the credit-hour length set in accordance with University policy, except that the number of credit hours shall not equal or exceed the number of credit hours established for a major at the same degree level. Each concentration is coded within the SIS and recorded on the transcript but are not on the diploma.

- E. Minor:** Undergraduate Only. An academic minor is an optional complement to a bachelor's degree in a particular field, leading to specific educational goals. It requires approximately one-half the upper-level credits required for a major in that field. The department may require the same admission or retention standards as required for the major. Minors are coded within the SIS and recorded on the transcript and the diploma.
- F. Track, Specialization, Cluster, etc.:** Areas of study within a major or concentration that are less formal and not tracked in the student's record in the SIS or on the diploma.
- G. Certificate:** An organized set of courses offered as a distinct area of study that leads to specific educational or occupational goals. Certificates may consist of courses that are part of a major or courses that are created outside of a major. The number of credit hours for a certificate shall be set by the each of the USF System member institutions. Certificates are coded within the SIS. Certificates are recorded on the transcript. A certificate of completion is awarded, not a diploma.

V. NEW DEGREE PROGRAMS – DEVELOPMENT AND APPROVAL:

- A.** As established in [BOG Regulation 8.011](#), the USF System, on behalf of its member institutions, shall submit a new academic degree program pre-proposal for review by the academic program coordination work group established by the Council of Academic Vice Presidents pursuant to [BOG Regulation 8.004](#) in order to facilitate collaboration, articulation, and coordination of new academic degree programs across the State University System (SUS). This action must be taken prior to a new degree program under consideration being moved into the one-year category on the USF System annual work plan.
- B.** Prior to submission of a pre-proposal to the Council of Academic Vice Presidents, all USF System approval processes must be followed, including review by the appropriate councils and committees of the Faculty Senate in each USF System member institution and the USF System Academic Program Advisory Committee (APAC).
- C.** Once included in the one-year category on the USF System annual work plan a full proposal can be submitted and must be approved by the full USF BOT after review by the APAC and the USF BOT Committee on Academics and Campus Environment

(BOT/ACE), and after all other processes have been followed, including review by the appropriate councils and committees of the Faculty Senates of each USF System member institution.

- D.** As specified in [BOG Regulation 8.011](#) the following criteria must be considered in the development and approval of new degree programs:
- 1.** Consistency of the program with the State University System Strategic Plan, the USF System Strategic Plan and the strategic plans of each of its member intuitions (USF, USFSP, USFS-M), with consideration of:
 - i.** Demonstrated need for program graduates
 - ii.** Demonstration that the program does not unnecessarily duplicate existing SUS degree programs
 - iii.** Sufficiency of sufficient financial planning and resources for implementation
 - iv.** Sufficiency of projected benefit of the program to the University, Local Community and State
 - v.** Maintenance of access and articulation for all programs within the SUS and the Florida College System (FCS) for baccalaureate degree programs, with notification throughout the SUS and FCS as designated by the BOG.
 - 2.** Institutional Readiness, including demonstration of:
 - i.** Ability to implement a high-quality program
 - ii.** Curriculum appropriate for the discipline and program level
 - iii.** Sufficient qualified faculty
 - iv.** Sufficient institutional resources
- E.** [Section 1007.25, Florida Statutes](#) require that baccalaureate degrees not exceed 120 credit hours in length unless approved to do so by the Board of Governors. Approval to exceed 120 credit hours to degree applies to the degree program and each of its majors as defined in [BOG Regulation 8.011](#). Refer to [BOG Regulation 8.014](#) for additional information regarding the criteria and process for approval of baccalaureate degree programs to exceed the statutory limit.

VI. OTHER ACADEMIC CURRICULAR OFFERINGS – DEVELOPMENT AND APPROVAL:

- A. For academic curricular offerings other than a new degree program (majors, minors, concentrations, tracks, specializations, clusters, certificates and/or any other sub-curricular offerings, including changes to mode of delivery) each USF System member institution will provide oversight and local approval processes will be followed.
- B. APAC processes will ensure appropriate articulation, communication, collaboration, and coordination in the development of all curricular offerings through review of a *curriculum intent proposal*. When concerns are identified by APAC the *intent proposal* will be referred to the USF System Academic Leadership Council (SALC) for final determination.
- C. An academic curricular offering, as identified in Section VI,A will be included in the appropriate academic student undergraduate/graduate catalog, and may be included in relevant websites and College/School/Department materials, only after consideration of the intent proposal as specified in Section VI,B and approval by the appropriate councils and committees of the Faculty Senate of the USF System member institution proposing the curriculum offering.
- D. The criteria specified in Section V,D must be considered in the development and in all levels of approval for all academic curricular offerings.

VII. DEGREE PROGRAM TERMINATION:

- A. Pursuant to [BOG Regulation 8.012](#), reasons for terminating degree programs may include but are not limited to the following:
 - 1. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the Institution.
 - 2. Faculty or other resources are no longer sufficient to deliver a high-quality program.
 - 3. The program is no longer aligned with the mission or strategic goals of the USF System and its member institutions (USF, USFSP, USFS-M) or the BOG.
 - 4. The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.
 - 5. Colleges and departments wishing to terminate degree programs will make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of

study or professional careers. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty or professional counselors regarding suitable options including transfer to comparable programs. Arrangements should be made to reassign faculty and staff or assist them in locating other employment.

- B. A college or department in any of the USF System member institutions that wishes to terminate a program will prepare a *termination proposal* that includes, at a minimum:
 - 1. A justification for program termination;
 - 2. A plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated;
 - 3. A plan to notify Florida College System (FCS) institutions that the USF System member institution has begun the process of terminating a baccalaureate program so that FCS students may be advised appropriately; and
 - 4. A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.
- C. College Deans in USF in Tampa or the Regional Vice Chancellor from USFSP or USFS-M will submit proposals for degree program terminations to the appropriate faculty council for approval. Once faculty council approval is obtained, proposals will be forwarded to the institutional chief academic officer for advancement to the APAC, which may then recommend that the USF BOT (through ACE) either authorize termination (in the case of bachelor's, master's, and specialist programs) or recommend that the BOG authorize termination (in the case of professional and doctoral programs).
- D. Upon termination of a degree program, the USF System will notify the BOG, Office of Academic and Student Affairs within four weeks of the USF BOT decision.

VIII. TEMPORARY SUSPENSION OF NEW ENROLLMENTS IN AN ACADEMIC DEGREE PROGRAM:

- A. A degree program that is temporarily suspended for new enrollments remains an active program in the State University System Academic Degree Program Inventory. Students that are already enrolled can continue to progress towards degree completion. A program's temporary suspension for new enrollments can be removed by the USF

System, on behalf of its member institutions, at any time and the program can begin accepting new enrollments, with notification to BOG staff.

- B. When a USF System member institution decides to suspend a program, it must submit a “*Request for Temporary Suspension of New Enrollments in an Academic Program*” form to the Office of the USF System Provost & Executive Vice President for forwarding to BOG staff to note the change to the State University System Academic Degree Program Inventory and the Statewide Articulation Manual. Reasons for suspending programs may include but are not limited to the following:
 - 1. Curriculum is being revised;
 - 2. Key faculty member(s) have left the USF System member institution and replacements are being recruited for the program;
 - 3. Accreditation standards have changed;
 - 4. The USF System member institution is reprioritizing its resources and/or efforts;
 - 5. Student demand for the program has diminished over time and the USF System member institution is re-evaluating the viability of the program.
- C. A program can be temporarily suspended for new enrollments for up to 9 consecutive terms, including summer. At the end of the 9th term the USF System, on behalf of each of its member institutions, must notify the Board of Governors’ office on the desired course of action for the program; and
- D. A plan to notify Florida College System (FCS) institutions that USF System member institution has begun the process of temporary suspension of new enrollments in a baccalaureate program so that FCS students may be advised appropriately. Temporary suspensions of degree programs must be approved in accordance with USF System and its member institution policies prior to the start of the effective term.

IX. TERMINATION AND SUSPENSION OF OTHER CURRICULAR OFFERINGS:

- A. For termination and suspension of other curricular offerings, the College/Department must follow the established process as determined by protocols set forth by the Chief Academic Officer of the USF System member institution.
- B. For purposes of coordination across the USF System, a member institution must notify APAC a minimum of 6 months prior to the termination and/or suspension of other curricular offerings.

Authority: Art. IX, Sec. 7, Fla. Constitution, Florida Board of Governors Regulations 8.004, 8.011, 8.012, 8.013, and 8.014.

History: New (BOT approval) 6-8-17.

Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.