4.005 Authorization and Termination of Academic Programs

1. Authorization of New Academic Programs

(a) Academic degree programs may be added for various reasons, including but not limited to emerging areas, market demand, a change in the strategic direction of the University, the discipline, or the profession. A recommendation for the addition of any academic degree program shall be reviewed by the faculty of the program involved; the administrative head of the unit, institute, school, or college in which the program is located; appropriate university committees, the Faculty Senate and the Provost. The Provost will forward a recommendation to the President, who will report to the Board of Trustees for action. The Board of Trustees has the responsibility for the addition of degree programs at the bachelor’s, master’s, advanced master’s, and specialist degree programs and also the responsibility to recommend to the Board of Governors, the addition of professional and research doctoral programs.

(b) The University will engage an external consultant to review all Doctoral degree program proposals. In reviewing new degree programs for approval, the Board of Trustees will consider the criteria specified by the Board of Governors and costs. The University will utilize the SUS degree proposal format for all new degree programs to ensure that the Board of Governors criteria are adequately addressed. The University will notify the Board of Governors and the Southern Association of Colleges and Schools per substantive change requirements of approval of degree programs by the Board of Trustees.

(c) The addition of a major, minor, concentration, area of emphasis or track within an existing degree program must be reviewed by the faculty of the program in which the
addition will be housed, the administrative head of the unit, institute, school or college, the Faculty Senate, and approved by the Provost of the University.

(d) The University shall adopt a formal process for determining which new programs the University will explore during the strategic plan cycle. Further, the University shall adopt a formal process for adding academic programs, which includes appropriate curriculum, financial, and administrative review. This process shall be reviewed by the Faculty Senate, and approved by the Provost and the President.

(e) A copy of this policy shall be provided to the Board of Governors, Office of Academic and Student Affairs.

2. Termination of Academic Programs

(a) Programs may be terminated to ensure the efficient use of state resources and to maintain the quality and relevancy of academic programs offered within the University. Reasons for terminating 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 University.

2. The program is no longer aligned with the mission or strategic goals of the University, or is no longer aligned with strategic goals of the Board of Governors.

3. The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.

(b) A recommendation for the deletion of any academic degree program shall undergo a financial review and be reviewed by the faculty of the program involved; the administrative head of the unit, institute, school or college in which the program is located; the Faculty Senate; and the Provost. The Provost will forward a recommendation to the President, who will report to the Board of Trustees for action. The recommendation shall include a plan to accommodate any students who are currently active in a program that is scheduled to be terminated and to accommodate faculty and staff active in the program, as required by personnel regulations and the collective bargaining agreements. The
plan shall also include an evaluation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the students and faculty, and a recommendation for mitigation of potential negative impact.

(c) The Board of Trustees has the responsibility and authority to approve termination of degree programs at the bachelor’s, master’s, advanced master’s, and specialist level in accordance with BOG Regulation 6C-8.012 (1) and subsection (2). The University will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees decision to terminate a degree program, and also notify the Southern Association of Colleges and Schools, pursuant to requirements for substantive change.

(d) The Board of Trustees 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 6C-8.012 (1) and subsection (2). In its request for termination of a program the University 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.

(e) The deletion of a major, minor, concentration, area of emphasis or track within an existing degree program must be reviewed by the faculty of the program in which the offering is housed, the administrative head of the unit, institute, school or college, the Faculty Senate, and approved by the Provost of the University.

(f) A copy of this policy shall be provided to the Board of Governors, Office of Academic and Student Affairs.

4.006 Deletion of Courses.

(1) Florida A&M University, on a regular basis shall prepare a list of courses for deletion from the course inventory. The deletion list shall include:

   (a) Courses which have been approved for deletion by the appropriate University bodies; and

   (b) Courses which have not been offered during the preceding five academic years.

(2) If the University has reasonable cause for not having offered the course in the preceding five years and there is an expectation that the course will be offered in the following five years, then the course shall be removed from the deletion list.

(3) The University shall notify the Office of Statewide Course Numbering System to delete those courses remaining on the deletion list.

(4) The President of the University shall annually certify to the Board of Trustees that the University has complied with the requirements of Section 1007.24, Florida Statutes, as required by the State Board of Education Rule 6A-10.0331, F.A.C.

Specific Authority 1001.74 (4), FS. Law Implemented: 1001.74(7) and 1007.24, FS. History—New 1-23-92. Amended 12/07/06.
Regulation of

Florida A&M University

4.007 Addition of Courses

Florida A&M University shall develop procedures and criteria for adding courses to an academic program. All new courses shall be reviewed and approved by the faculty of the program involved, the administrative head of the unit, institute, school or college in which the academic program is located, and the university governing bodies. The University shall notify the appropriate state committee or office to add such courses to its inventory. The course shall then be reviewed by the Office of the State Course Numbering System, which will issue a course prefix and number.

Specific Authority: _1001.74(4), FS. Law Implemented: _1001.74(7), FS., History: New 12/07/06.
4.010 **Authorization of Program Majors, Minors, Other Academic Program Offerings and Off-Campus Programs**

In order to ensure the offering of programs of high quality that are aligned with the mission and goals of Florida A&M University and of the Board of Governors, and meet the needs of the citizens of Florida, the following criteria and guidelines for academic program authorization and termination are established.

(1) **Program Major**

(a) The concentration of coursework a program major offers allows students to gain a significant level of expertise in a discipline. A program major is an organized curriculum offered as a major area of study that is part of an approved or proposed degree program and does not constitute sufficient, distinct coursework, faculty, and instructional resources to be considered a separate degree program. A program major must be reasonably associated with the degree program under which it is offered and share common core or prerequisite courses with other majors within the same degree program. A program major will not be recognized as a stand-alone degree program at the university, will not be included in the State University System Academic Degree Program Inventory, and will not be assigned a separate CIP Code, but will be subsumed under the CIP code of the degree program under which it resides.

(b) A program major at the baccalaureate level consists of a minimum of 27 semester credit hours in the discipline. In order for majors within the same degree program to be established and qualify for a separate major code, they must differ from any other major by at least 15 semester hours of distinct coursework.

(c) A program major/concentration/specialization at the master’s level consists of a minimum of 18 semester credit hours of graduate level course work in the area of study.

(d) A program major at the specialist level consists of a minimum of 18 semester credit hours of course work in the area of study and additional graduate level credit hours beyond a master’s in the field as determined by the academic department.

(e) A program major/concentration/specialization at the doctoral level consists of a minimum of 24 semester hours of graduate level course work in the area of study. The number of credit hours that must be taken by a student transferring to FAMU with a master’s degree from another institution will be determined by the faculty in the FAMU program.
(f) Approval and Termination of Program Majors: New program majors will be approved using the university procedures which provide a format and process to be followed, including review by the college, school or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost reviews the proposal and makes a recommendation to the President, who is authorized to approve program majors. Program majors may be terminated with the same reviews and approvals that pertain to their implementation.

(2) Program Minor

(a) A program minor enables a student to develop a secondary level of expertise in an area of study in addition to his or her major program of study. The minor cannot be in the same area as the major program of study. A minor is an organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. Such curricula offerings will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand alone academic program at the University.

(b) A program minor at the baccalaureate level consists of a minimum of 15 and no more than 21 semester credit hours.

(c) A program minor at the master’s, specialist and doctoral level consists of a minimum of 12 and no more than 18 graduate semester credit hours of course work defined by one or more units in an academic unit outside of the major.

(d) Approval and Termination of Program Minors: New program minors will be approved using the University procedures which provide a format and process to be followed, including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve program minors. Program minors may be terminated with the same reviews and approvals that pertain to their implementation.

(3) Program Concentrations, Areas of Emphasis, Tracks

(a) Concentrations, areas of emphasis, tracks, etc. are any organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals. Such curricula offerings will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand alone academic program at the University. The preferred term at FAMU to describe such an element of a program is “concentration” although the terms “area of emphasis” or “track” may also be used.

(b) A program concentration, at the undergraduate level, consists of 12-15 semester credit hours of coursework in the discipline.

(c) A program concentration/ major/specialization at the graduate level is a coherent program of study requiring depth of knowledge and represents a major portion of the graduate
program. It consists of a minimum of 18 credit hours of course work in the area of study at the master’s level and 24 credit hours of course work in the area of study at the doctoral level.

(d) Approval and Termination of Program Concentrations, Areas of Emphasis, Tracks: New program concentrations, areas of emphasis or tracks will be approved using the University procedures which provide a format and process to be followed, including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve program concentrations, areas of emphasis and tracks; they may be terminated with the same reviews and approvals that pertain to their implementation.

(4) College Credit Certificate Programs

(a) College credit certificate programs consist of an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the University awards a certificate upon completion. College credit certificate programs may consist of courses that are part of a degree program or distinct courses that are created outside of any degree program. Students currently enrolled in a baccalaureate program or who already possess a baccalaureate degree from an accredited institution, may pursue a college credit certificate at the undergraduate level. Individuals who possess a baccalaureate degree from an accredited institution may pursue post-baccalaureate certificate programs at the graduate level. Certificate programs will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand alone academic program at the University.

(b) Certificate programs must consist of a minimum of 12 and no more than 15 semester hours of credit.

(c) Approval and Termination of College Credit Certificate Programs: New certificate programs will be approved using the University procedures which provide a format and process to be followed, including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve certificate programs, and they may be terminated with the same reviews and approvals that pertain to their implementation.

(5) Non-College Credit Certificate Programs

(a) Non-college credit programs leading to a certificate or diploma recognized as a credential for employment are offered through Division of Continuing Education.

(b) The originating academic unit will prepare a proposal (including a business plan), which has been approved by the academic dean.

(c) After acquiring the academic dean’s signature, the proposal will be submitted for review by the Council on Continuing Education.
(d) Where appropriate for quality assurance purposes, the proposal may be submitted for review and comment to an academic unit.

(e) If approved, the proposal will be presented by the administrator responsible for Continuing Education to the Provost, who may authorize implementation.

(6) Off-Campus Academic Offerings

(a) Florida A&M University may offer courses and degree programs at locations other than the main campus, in accordance with state regulations that provide for the University offering programs and services throughout the state. Off-campus offerings may be implemented using the following process:

1. Departments and colleges will prepare a proposal for review by the appropriate program, department, and college committees.

2. All proposals will then be advanced to the Council on Continuing Education (CCE) for review and recommendation to the administrator responsible for continuing education. The Continuing Education Administrator will make a recommendation to the Provost for final implementation authorization.

3. Colleges are required annually to review off-campus programs offered outside the FAMU main campus for quality and sustainability.

4. Complete degree programs or substantially complete degree programs, having designated faculty lines with independent curricula decision-making authority, designated facilities and instructional resources, and a designated student body may not be implemented at a branch campus or other subsidiary instructional location unless approved by the University Board of Trustees regardless as to whether the University already has authority to offer the degree program. This requirement applies to programs offered in foreign countries as well. Each such program must meet the Board of Governors new degree program approval criteria and follow the same approval process as other new program offerings at the University.

(b) Degree programs that are already authorized to be offered by the University, and do not fall under paragraph “4” above, must comply with paragraphs “1” through “3”.

(c) If a new degree program that is not currently authorized to be offered is being proposed for an off-campus site, then the policy and procedures for new degree programs as well as the above-listed items must be followed.

(d) A Substantive Change Proposal must be submitted for approval to the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) at least six months prior to implementation by University administration if students can earn 50% or more credits toward the degree through the proposed off-campus degree program. If students can earn 25% to 49% of the degree through the proposed off-campus program, SACS must be notified prior to implementation.
(7) Degree Programs

Approval and termination of degree programs are addressed in University Regulation 4.005.

4.101 Grading Policies

The University supports its grading system which is based upon the integrity of a grade earned in a course. The University Registrar is the official custodian of student grades and is responsible for recording approved grade change requests.

(A) Assignment of Grades

1. Grades are assigned at the end of the term in which the student was registered for the course.
2. Due to extenuating circumstances beyond the control of the student, a grade of "I" may only be assigned if the student is passing the course, but has not completed all of the required work by the end of the term. Grades of "I" may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.
3. A student receiving an "I" grade should not re-enroll in the course until after the "I" grade has been permanently changed to a letter grade.

(B) Change of Grade

Changes of grades may only be accomplished under special circumstances and are governed by the following guidelines:

1. Grade changes pertaining to a grade of "I" must be submitted by the end of the next term in which the student is enrolled or within one (1) calendar year from the end of the term during which the "I" was issued, whichever comes first. An "I" grade that is not changed by the specified time will revert to an "F".
2. All grade changes resulting from a grade appeal must be submitted within one semester of the issuance of the grade.
3. Any other grade changes must be made within one semester of when the grade was initially assigned.

Specific Authority 1001.74(4), FS. Law Implemented 1001.74, FS. History: New 12/07/06.

Coding: Strikeovers indicate deletions; underlinings indicate additions.
4.102 Graduation

Only students who have completed or are expected to complete all degree requirements of their major by the end of the enrolled term will be permitted to participate in the Graduation Ceremony.

Specific Authority: 1001.74(4), FS. Law Implemented: ___ 1001.74, FS _____________
History: New - 12/07/06.
4.103 Mandatory student advisement and graduation audit

All enrolled students must consult with an assigned academic advisor at least once every semester after enrolling at the university. All students, who have earned 90 or more semester credit hours, must see an academic advisor for a mandatory graduation audit. After the audit, the academic advisor shall place written documentation in the student’s file. At a minimum, this documentation shall include a report of all satisfied and outstanding degree requirements (including General Education and CLAST) and the curriculum that governs the student’s program of study.

Specific Authority 1001.74 FS. Law Implemented 1001.74(10) FS., History–New 10-1-75, Formerly 6C3-4.04 and 6C3-4.004. Amended 12/07/06.
4.104 Academic Honors

(1) Honor Roll. The Honor Roll listing shall include those students who are enrolled full-time in college-level degree credit earning courses, who have attained a 3.0 or above semester grade point average (GPA), and whose cumulative GPA is 2.5 or above.

(2) Dean’s List. The Dean’s list shall include those students who are enrolled full-time in college-level degree credit earning courses, who have attained a 3.5 or above semester GPA and whose cumulative GPA is 3.0 or above.

(3) President’s List. The President’s list shall include those students who are enrolled full-time in college-level degree credit earning courses, who have attained a perfect 4.0 semester GPA, and whose cumulative GPA is 3.5 or above. A student may appear on only one of the academic honors list each semester.

(4) Eligibility for Academic Honors. Only undergraduate students are eligible for academic honors. A student may appear on only one of the academic honors listing each semester.

(5) Ineligibility for Academic Honors. A student who receives a “U” during the semester is not eligible to receive an academic honor.

Specific Authority: 1001.74, FS. Law Implemented: 1001.74, FS. History: New 12/07/06.