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IX. TERMINATION AND SUSPENSION OF OTHER CURRICULAR OFFERINGS .......... 8
I. PURPOSE & INTENT:

The University of South Florida 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’s level for the University of South Florida (USF) 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 levels 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 (“USF”) 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 terms.

II. STATEMENT OF REGULATION:

The USF BOT is responsible for ensuring that USF 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.

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 USF 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:** Specific credential associated with a degree program and associated major(s), coded within the SIS and are recorded on both the transcript and the diploma. Examples at each level are shown below:

i. **Bachelor Level:** Bachelor of Arts (B.A.); Bachelor of Science (B.S.); Bachelor of Information Technology (B.S.I.T.); Bachelor of Social Work (B.S.W.), etc.

ii. **Master Level:** Master of Arts (M.A.); Master of Science (M.S.); Master of Arts in Teaching (M.A.T.), Master of Public Health (M.P.H.), Master of Public Administration (M.P.A.), etc.

iii. **Specialist Level:** Educational Specialist (Ed.S.), etc.

iv. **Research Doctoral Level:** Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), Doctor of Public Health (Dr.P.H.), etc.

v. **Professional Doctoral Level:** Doctor of Medicine (M.D.), Doctor of Physical Therapy (D.P.T.), Doctor of Pharmacy (Pharm.D.), Doctor of Nursing Practice (D.N.P.), etc.

D. **Concentration:** Any organized set of courses that is offered as part of a major and enhances or complements the major 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.: Specialized areas of study within a major or concentration that are less formal and not tracked in the SIS or on the transcript or 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 USF. 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. Data-driven recommendations regarding future degree programs are developed collaboratively by the Regional Chancellors, the College Deans, campus deans, and faculty on all campuses, and presented to the Provost & Executive Vice President for consideration of inclusion in the USF Master Academic Plan.

B. As established in BOG Regulation 8.011, USF, 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 annual Accountability Plan.

C. Prior to submission of a pre-proposal to the Council of Academic Vice Presidents, all USF approval processes must be followed, including review by the appropriate councils and committees of the Faculty Senate and the USF Academics and Campus Environment Council Advisory Committee (ACEAC).

D. Once included in the one-year category on the USF annual Accountability Plan a new degree proposal can be submitted and must be approved by the full USF BOT after review by the ACEAC 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.

E. As specified in BOG Regulation 8.011 the following criteria must be considered in the development and approval of new degree programs:

   i. Consistency of the program with the State University System Strategic Plan, the USF Strategic Plan with consideration of:

      1. Demonstrated need for program graduates;

      2. Demonstration that the program does not unnecessarily duplicate existing
SUS degree programs;
3. Sufficiency of sufficient financial planning and resources for implementation;
4. Sufficiency of projected benefit of the program to the University, local community and state; and
5. 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.

ii. Institutional Readiness, including demonstration of:
1. Ability to implement a high-quality program;
2. Curriculum appropriate for the discipline and program level;
3. Sufficient qualified faculty; and
4. Sufficient institutional resources.

F. 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, certificates and/or any other sub-curricular offerings (i.e., tracks, specializations, clusters), including changes to mode of delivery) USF will provide oversight through the appropriate councils of the Faculty Senate and the Office of the Provost & Executive Vice President through the Office of Decision Support’s Academic Planning and Institutional Effectiveness unit.

B. The Office of Decision Support’s Academic Planning and Institutional Effectiveness unit will support the appropriate articulation, communication, collaboration, and coordination across Colleges in the development of all curricular offerings through dissemination of a completed curriculum intent proposal to the members of the ACEAC and the Council of Deans. When concerns are identified through the review process the intent proposal will be referred to the Provost & Executive Vice President for a final determination.

C. If no concerns are raised by the end of a 14-day review period, the faculty proposer may move forward proposing the new curricular offering following their Department’s (or equivalent) and College’s curriculum processes, followed by the curriculum processes set forth by the councils and committees of the Faculty Senate.
D. An academic curricular offering, as identified in Section VI.A. will be included in the appropriate academic undergraduate/graduate catalog, and may be included in relevant websites and College/School/Department materials, only after approval by the appropriate councils and committees of the Faculty Senate.

E. The criteria specified in Section V. E. 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:

i. Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the University;

ii. Faculty or other resources are no longer sufficient to deliver a high-quality program;

iii. The program is no longer aligned with the mission or strategic goals of USF or the BOG;

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

v. 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 program 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 advisors 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 that wishes to terminate a program will prepare, in consultation with Office of Decision Support’s Academic Planning and Institutional Effectiveness unit, an “Academic Degree program Termination Form” that includes, at a minimum:

i. A justification for program termination;

ii. A plan to accommodate any students or faculty who are currently active in a program that is scheduled to be terminated;

iii. A plan to notify Florida College System (FCS) institutions that USF has begun the process of terminating a baccalaureate program so that FCS students may be advised appropriately; and
iv. 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 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 Provost & Executive Vice President for advancement to ACEAC, which may then recommend that the USF BOT (through ACE) either authorize termination (in the case of bachelor's, master's, and specialist's programs) or recommend that the BOG authorize termination (in the case of professional and doctoral programs).

D. Upon termination of a degree program, USF 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 who are already enrolled can continue to progress towards degree completion. A program’s temporary suspension for new enrollments can be removed by USF at any time and the program can begin accepting new enrollments, with notification to BOG staff.

B. When a College/Department decides to suspend a program, in consultation with Office of Decision Support’s Academic Planning and Institutional Effectiveness unit, it must submit a “Temporary Suspension of New Enrollments in an Academic Program Form” to the Office of the 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:

   i. Curriculum is being revised;
   
      ii. Key faculty member(s) have left the College and replacements are being recruited for the program;
   
      iii. Accreditation standards have changed;
   
      iv. The College is reprioritizing its resources and/or efforts; and
   
      v. Student demand for the program has diminished over time and the College 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 ninth (9th) term USF 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 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 policies prior to the start of the effective term.

IX. **TERMINATION or 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 Provost & Executive Vice President

B. For purposes of coordination across Colleges, the college proposing termination or suspension must notify the appropriate councils and committees of the Faculty Senate and ACEAC 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, Amended: 9-8-20 (technical).*

*Consolidation Amendments Effective: 7-1-20.*

*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.*