

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes for January 22, 2024

PRESENT: Ronald “Oscar” Bernard, Chair (NR), Adriana Uruena-Agnes, Vice Chair (AC), Catherine Belden (NR), Brendan Cook (AC), Allyson Duffy (NR), Alessio Gaspar (EN), Jocilyn Martinez (AC), Marc Lajeunesse (AC), Christine McGuire-Wolfe (PH), Bonita Pollock (LIB), Nasreen Sadeq (BC), Mike Sinclair (BU), Andrea Smith (BC), Ryan Toomey (EN), Erica Toothman (AC)

ABSENT: Michael Snipes (AC)

GUESTS/EX-OFFICIO: Candi Ashley (EU), Kyna Betancourt (US), Marie Bourgeois (PH), Joseph Boyd (ODS), Cynthia Brown Hernandez (APOR-ODS), Theresa Chisolm (Provost Office), Kaushik Dutta (BU), Mazhab (Mazi) Ferguson (OCE&P), Rebecca Gibbons (ODS), Timothy Greer (BU), Lorene Hall-Jennings (US), Irwin Katz (BU), Dirk Libaers (BU), Jennifer Lister (BC), Jackie Nelson (BU), Jong Chool Park (BU), Rosalia Parrino (USF Health), Ashley Reese (US), Melissa Rice (Grad Student-AC), Nicole Roberts (US), Robyn Tornay (RO), Amanda Tritsch (USF Health), Jeremy Turkall (USF Health), Sarah Van Ingen Lauer (EU)

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+1813-694-2079 United States, Tampa (Toll)
Phone Conference ID: 510 955 383#

Meeting Called to Order at 3:02 p.m. (EST).

1. Welcome and Announcements

Oscar Bernard welcomed everyone to the Undergraduate Council (UGC) meeting.

2. Approval of January 8, 2024 Undergraduate Council Meeting Minutes

The meeting minutes were approved as submitted (no revisions).

3. Informational Items

a. Reviewing Course Objectives – Oscar Bernard

Oscar discussed a handout regarding the course objectives section examples on the Curriculog proposal form. He advises that objective examples on the proposal form are not approvable by state requirements. Oscar noted that in the future, proposals with current objectives will not be approved by UGC.

b. Proposed Policy for Academic Offerings (Continued Discussion) – Kyna Betancourt

- i. Definition of certificates (Proposed wording) - At the request of UGC members, Kyna discussed the two versions of the proposed wording for the definition of undergraduate certificates, which were sent to UGC members prior to the meeting. Kyna advised that the reason to request overlap (one course) between a student’s certificate and major is due to a request for Muma College of Business, which is a model from Utah. Kyna notes that the majority of other SUS

- institutions do not allow overlap. Also, it was noted that most SUS institutions do not offer undergraduate certificates. This would be a USF policy change, which would be promulgated through USF General Counsel. It was recommended that exceptions to the new undergraduate certificate policy will have oversight by the UGC. Kyna agreed to draft a statement for the UGC recommended version regarding any exceptions made for interdisciplinary certificates, and that UGC would have oversight in those seeking exceptions from the nine (9) unique hours.
- ii. Review proposed draft of new policy with definitions - Kyna discussed a handout of the drafted policy for definitions for all undergraduate curricular offerings, which were sent to UGC members prior to the meeting. Kyna notes there is a USF Regulation 3.038 (Academic Curricular Offerings), where the terminology is vague and refers to a non-existent policy. She advises this update would clarify the types of offerings. Concentrations and certificates are examples of offerings needing clarification. Kyna notes this draft policy will go to Graduate Council, as this policy includes both undergraduate and graduate curricular offerings.
 - iii. Review proposed draft of USF Micro-Credentials policy – Kyna discussed draft of a new USF policy which originated from the State and BOG interest in micro-credentials versus a different type of curricular offering. Kyna advises that Micro-credentialing will not be managed by Undergraduate Studies. She notes it will be managed by a new USF office (Corporate Training and Professional Education), which will fall under Innovative Education. Kyna advises this draft policy will go to Graduate Council, as this is a new policy to be promulgated through USF’s General Counsel.
- c. Proposed draft of General Attendance policy – Kyna Betancourt discussed a new General Attendance Policy, which has been reviewed by Graduate Council and Athletics. Kyna also discussed this policy was not promulgated.

With the UGC review and support, Kyna advised that she would move forward with these draft policies. Kyna thanked the UGC for their time and efforts with these new policies.

4. Consent Agenda

1. [ADV 3101 Advertising Creativity](#) APPROVED
2. [ADV 4600 Advertising Management](#) APPROVED
3. [ECO 3203 Intermediate Macroeconomics](#) APPROVED
4. [EDE 4940 Internship – Elementary Education](#) APPROVED
5. [GEY 4507 Understanding Policies and Practices of the Health Care System](#) APPROVED
6. [GEY 4635 Business Management and the Longevity Economy](#) APPROVED
7. [GEY 4475 Program Evaluation in the Health Care System](#) APPROVED

8. [INR 4083 Conflict in the World](#) APPROVED
9. [ISM 4545 Big Data for AI and Analytics](#) APPROVED
10. [ISM 4641 Python for Business Analytics](#) APPROVED
11. [LAE 4311 Teaching Print and Multimodal Texts in Elementary Education](#) APPROVED
12. [MAD 4504 Theory of Computation](#) APPROVED
13. [MAD 4605 Introduction to Coding Theory](#) APPROVED
14. [MAE 4310 Teaching Elementary School Mathematics I](#) APPROVED
15. [MMC 4031C Student-Run Communications Agency](#) APPROVED
16. [PUR 3000 Principles of Public Relations](#) APPROVED
17. [PUR 4100 Writing for Public Relations](#) APPROVED
18. [RTV 3321 Electronic Field Production](#) APPROVED
19. [STA 3024 Introductory Statistics II](#) APPROVED
20. [Women's, Gender, and Sexuality Studies Minor](#) APPROVED

5. Old Business

Proposals (Proposals Under Review)

Curriculum Proposal – Pre-Proposal

[B.S. in Exercise Science and Kinesiology](#) (OSCAR BERNARD AND ALLYSON DUFFY) - APPROVED

New Course Proposals

1. [ACG 4843 Advanced Auditing - Regulation Technology and Analytics](#) (MIKE SINCLAIR) - APPROVED
2. [ACG 4848 Financial and Managerial Reporting with Data Analytics](#) (MIKE SINCLAIR) - APPROVED
3. [AFA 3353 Feminisms and Black Male Studies](#) (BRENDAN COOK) - TABLED
4. [CHM 4138 Mass Spectrometry](#) (ANDREA SMITH) - TABLED
5. [CHM 4251 Advanced Organometallic Chemistry](#) (ANDREA SMITH) - TABLED
6. [EML 4940 Industry Internship](#) (BONITA POLLOCK) - TABLED
7. [FIN 4770 Foundations of FinTech](#) (MIKE SNIPES) - TABLED
8. [HIM 4657 Electronic Health Records Foundations](#) (CATHERINE BELDEN) - APPROVED
9. [MAE 4353 Teaching Elementary School Mathematics III - STEM Integration](#) (ERICA TOOTHMAN) - APPROVED

10. [PHM 4120 Major Black Thinkers](#) (BRENDAN COOK) - **TABLED**
11. [RMI 4224 Property and Casualty Insurance Products](#) (ADRIANA URUENA-AGNES) - **TABLED**
12. [RMI 4226 Risk and Insurance Data Analytics](#) (ADRIANA URUENA-AGNES) - **TABLED**
13. [TAX 4402 Estate and Income Tax Planning for Financial Planners](#) (MIKE SINCLAIR) - **APPROVED**

New Course – Tabled Courses

1. [BME 4101 Biomaterials Engineering](#) (ANDREA SMITH) – **APPROVED**
2. [BME 4550C Embedded Systems for Biomedical Engineers](#) (ANDREA SMITH) – **APPROVED**
3. [BME 4724 Biomedical Data Analysis](#) (MARC LAJEUNESSE) - **TABLED**
4. [CGN 4914 Advanced Undergraduate Research Experience](#) (ALESSIO GASPAR) - **TABLED**

6. New Business

New Course Proposals - (Proposals Needing Reviewer Assignment)

1. [CAI 3824 Artificial Intelligence and Analytics for Organizations](#) (ALESSIO GASPAR)
2. [CHM 4263 Advanced Organic Chemistry II Physical-Organic](#) (ALLYSON DUFFY)
3. [CHM 4714 Chemistry of Advanced Materials](#) (ERICA TOOTHMAN)
4. [CPO 3774 Cultures of Extremism](#) (ANDREA SMITH)
5. [EEL 4560 Radar Systems](#) (MIKE SNIPES)
6. [FIL 4882 Contemporary African American Filmmakers and Race](#) (JOCILYN MARTINEZ)
7. [FIN 4771 Programming for FinTech](#) (OSCAR BERNARD)
8. [FIN 4772 Big Data and Machine Learning in Finance](#) (OSCAR BERNARD)
9. [FIN 4773 Blockchain for Financial Services](#) (OSCAR BERNARD)
10. [ISM 2413 Introduction to Python for Business](#) (MIKE SINCLAIR)
11. [JOU 2327 Mobile Storytelling](#) (ANDREA SMITH)
12. [JOU 3110 Accountability Reporting and Fact Finding](#) (BONITA POLLOCK)
13. [LIS 4631 Health Information Sources](#) (CATHERINE BELDEN)
14. [MCB 4116 Bacterial Stress Responses](#) (CHRISTINE MCGUIRE-WOLFE)
15. [PHC 3225 Food Security Policy and Programs](#) (CATHERINE BELDEN)
16. [PSY 2023 Career Development in Psychology](#) (NASREEN SADEQ)
17. [PUR 3622 Social Media Strategy](#) (RYAN TOOMEY)

18. [PUR 4203 Ethics and Social Responsibility in Public Relations and Advertising](#) (RYAN TOOMEY)
19. [QMB 3302 Data Analytics for Business](#) (ALESSIO GASPAR)
20. [RTV 4229 Promotional Video Production](#) (BONITA POLLOCK)

Course Change Proposals - (Proposals Needing Reviewer Assignment)

1. [MAE 4326 Teaching Elementary School Mathematics II](#) (MIKE SINCLAIR)
2. [MCB 4115 Medical Bacteriology](#) (BONITA POLLOCK)

The meeting adjourned at 4:14p.m. (EST)

Next Meeting: Monday, February 12, 2024

Upcoming Undergraduate Council Meeting Schedule*

Spring 2024

1. February 12, 2024
2. February 26, 2024
3. March 11, 2024 (Tentative)
4. March 25, 2024
5. April 8, 2024
6. April 22, 2024

Fall 2024 (Tentative Schedule)

1. August 26, 2024
2. September 9, 2024
3. September 23, 2024
4. October 14, 2024
5. October 28, 2024
6. November 11, 2024
7. November 25, 2024

Spring 2025 (Tentative Schedule)

1. January 13, 2025
2. January 27, 2025
3. February 10, 2025
4. February 24, 2025
5. March 10, 2025
6. March 24, 2025
7. April 14, 2025
8. April 28, 2025

***All Undergraduate Council Meetings are scheduled to be held via Microsoft Teams**

Certificate Definitions

Certificate Definitions

Version 1: all credits must be unique

- **Undergraduate Academic Certificate:** An organized set of courses offered as a distinct area of study that leads to specific occupational goals (e.g., licensure). There must be documented evidence that the certificate leads to industry competencies. Academic Certificates should be a minimum of 9 credit hours and must be completed while the student is an enrolled degree-seeking undergraduate student. Undergraduate Academic Certificates may consist of courses that are part of a major or courses that are created outside of a major, but all credits counting towards the certificate must be unique to the certificate (i.e., a student cannot use the same course to meet both major and certificate requirements). All courses required for the completion of the Academic Certificate must be included in the total required credits (i.e., any course pre-requisites must be counted in the total number of credits required for the academic certificate). Academic Certificates are issued with full USF Seal and are included on the official student record and transcript.

Version 2: 3 credits can overlap

- **Undergraduate Academic Certificate:** An organized set of courses offered as a distinct area of study that leads to specific occupational goals (e.g., licensure). There must be documented evidence that the certificate leads to industry competencies. Academic Certificates should be a minimum of 9 credit hours and must be completed while the student is an enrolled degree-seeking undergraduate student. Undergraduate Academic Certificates may consist of courses that are part of a major or courses that are created outside of a major, but **all-at least 6** credits counting towards the certificate must be unique to the certificate (i.e., a student ~~cannot~~ can only use ~~the same one~~ course to meet both major and certificate requirements). All courses required for the completion of the Academic Certificate must be included in the total required credits (i.e., any course pre-requisites must be counted in the total number of credits required for the academic certificate). Academic Certificates are issued with full USF Seal and are included on the official student record and transcript.

Proposed Policy for Curricular Offerings

Instructions for Regulation and Policy Development Template

Use the Regulation and Policy Development Template below to draft or revise a Regulation or Policy.

Please use Garamond in 12 pt. font size. You are not limited to the spacing that appears on the form.

After review by the appropriate university offices, draft Regulations or Policies should be sent via email (as a Word document attachment) to:

regulationspolicies@usf.edu.

There should be clear indication in the transmittal that the draft Regulation or Policy has been reviewed and approved by its responsible office. If it is amended, the drafts submitted must include both a markup version and clean version. Regulations and Policies will be accepted only through electronic submission.

Please note that prior to December 1, 2015, Regulations and Policies have subject lines. All new Regulations and Policies after December 1, 2015 have a title only.

Please refer to [Policy 0-001 Regulation and Policy Development](#) for more information.

Regulation and Policy Development Template

Regulation or Policy Number (General Counsel use only): _____

Regulation or Policy Title: USF Policy on Curricular Offerings

Responsible Office: Academic Affairs/Undergraduate Studies

Responsible Executive: _____

I. PURPOSE & INTENT: In accordance with USF Regulation 3.038, USF must establish credit hours and other curricular requirements for academic offerings following State regulations and accreditation minimum requirements.

II. STATEMENT OF POLICY (Brief Summary of Regulation or Policy): This policy establishes credit hours and other curricular requirements for academic offerings at the University of South Florida following State regulations and accreditation minimum requirements. Additional information is also provided around the definition of a USF Micro-credential (in relation to USF Policy XXXX regarding micro-credentials at the University of South Florida).

III. APPLICABILITY AND/OR AUTHORITY (Only necessary if related to FL Statute, Board of Governors Regulation, etc.):

- USF Regulation 3.038
- USF Policy XXXX (new policy on Micro-credentials)

IV. DEFINITIONS OF TERMS:

- **For Credit Course / Curricular:** Course work that leads to academic credit as earned units towards a university conferred degree or certificate. These units or credits are contained on a student's official transcript. Can be undergraduate or graduate in nature.
- **Minor:** Undergraduate, degree-seeking students only. An academic minor is an optional complement to a bachelor's degree in a particular field, leading to specific educational goals. A minor should be a minimum of 12 credits, at least 6 of which must be exclusive to the minor and not count towards any other academic program in which the student is enrolled. 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. Minors should have at least 6 hours (two courses) required of all students. All courses required for completing the minor must be included in the total required credits (i.e., any course pre-requisites must be counted in the total number credits required for the minor).
- **Undergraduate Concentration:** Any organized set of courses that is offered as a subset of a major and enhances or complements the major to be awarded in a manner which leads to specific educational goals. Concentrations should be at least 9 credit hours in addition to major core requirements required of all students in a particular major regardless of concentration. Each concentration should have a required core of at least 3 hours. The total number of concentration credits should not exceed 50% of the total major hours.

- **Undergraduate Academic Certificate:** An organized set of courses offered as a distinct area of study that leads to specific occupational goals (e.g., licensure). There must be documented evidence that the certificate leads to industry competencies. Academic Certificates should be a minimum of 9 credit hours and must be completed while the student is an enrolled degree-seeking undergraduate student. Undergraduate Academic Certificates may consist of courses that are part of a major or courses that are created outside of a major, but all credits counting towards the certificate must be unique to the certificate (i.e., a student cannot use the same course to meet both major and certificate requirements). All courses required for the completion of the Academic Certificate must be included in the total required credits (i.e., any course pre-requisites must be counted in the total number of credits required for the academic certificate). Academic Certificates are issued with full USF Seal and are included on the official student record and transcript.
- **Non-Credit Course:** Course work that is offered by the university but is not applicable to a degree. Usually Continuing Education, vocational or training in nature. They are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, or develop personal interests. Federal Aid is not available for non-credit classes. Non-credit courses may be co-curricular, Continuing Education or used to help upskill or reskill the workforce.
 - **Certificates of completion:** Non-credit course work only. Certificate of completion are documents showing that a participant attended a non-credit course. This type of certificate is used to give to employers for the purpose of showing a person attended so they can obtain reimbursement. These are not considered USF Micro-credentials.
- **Co-Curricular:** Micro-credential/certificate that is stand alone, not formally part of a USF course, but may be taken in conjunction with a student's undergraduate / graduate course of study.
- **Graduate Certificates:** For credit graduate certificate issued with full USF Seal, on the academic record. These are not considered USF Micro-credentials.
- **Industry Certifications:** Noncredit course work issued by 3rd party, non-USF, entity upon successful completion and typically certified by the passing of an examination. Some Examples include SHRM, PMP. The industry certificate is considered a micro-credential by industry standards but not by USF policy since it is not issued by USF. These are not considered USF Micro-credentials.
- **Governmental or quasi-governmental certifications:** such as CPA, LMHT. Typically, the role that USF plays is offering course work (for credit) that students must have before they can sit for an exam. A micro-credential is not issued because the requisite course work would be on the student's official transcript and academic record. If a micro-credential or digital badge is issued it would be issued by governing body as their right but not by USF. These are not considered USF Micro-credentials.
- **USF Micro-credential:** a digital representation of a competency or skill that a learner can demonstrate; issued via a Credly Digital Badge. USF Micro-credentials can be earned through the Office of Corporate Training and Professional Education, The Bellini Center for Talent Development, Human Resources Office of Employee Success and others. All digital badges will be issued by the USF Office of Corporate Training and Professional Education /USF Office of Micro-credentials who will serve as the central administrative office representing the university. (LINK TO NEW USF Micro-credential policy)
 - **Non-Credit/Continuing Education Certificates:** Certificates issued via Digital Badge and issued by Innovative Education through the Office of Corporate Training registration services office in accordance with Academic Affairs policy referenced

through with BOG regulation 8.002 and only official micro credentials issued by USF. These are considered USF Micro-credentials.

- **Digital Badge** – Mechanism for issuing non-credit micro-credentials. At USF, digital badges are used to connote a non-credit certificate, CEU's, PDU's and official USF noncredit skill attainment. These digital badges use the Credly platform and are issued via Innovative Educations Office of Corporate training and Professional education registration services office. Currently they are issued for all of USF CTPE's offerings.

V. PROCESS STEPS/SPECIFIC PROVISIONS: Please refer to USF Regulation 3.038 for information regarding offering new curricular offerings. Please refer to USF Policy X.XXX for additional information on USF Micro-credentials.

HISTORY (To the extent available changes must be listed sequentially, including edits and reviews):

Issued:

Revised:

Edited:

Reviewed:

APPENDICES (Legislative Authority for Regulations Only):

APPROVAL & SIGNATURE AUTHORITY:

For Regulations: Final Approval is by Board of Trustees (BOT) action and the date of the actual BOT vote is the effective date. General Counsel will fill in the effective date on the final Regulation.

For Policies: Final Approval is by Vice President & President signature. General Counsel will secure these signatures and note the effective date on the final Policy.

Proposed Policy for General Attendance

Instructions for Regulation and Policy Development Template

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Please refer to [Policy 0-001 Regulation and Policy Development](#) for more information.

Regulation and Policy Development Template

Regulation or Policy Number (General Counsel use only): _____

Regulation or Policy Title: General Attendance

Responsible Office: Academic Affairs

Responsible Executive: Undergraduate Studies

I. PURPOSE & INTENT: The purpose of this policy is to provide guidance on general student attendance at the University of South Florida. This policy is intended to protect students who have excused absences while enforcing the expectation that students attend class as scheduled.

II. STATEMENT OF REGULATION/POLICY: Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in situ (e.g., discussions, group activities, and some labs), instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

III. DEFINITIONS OF TERMS:

- **Scheduled absence:** involves time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and University-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences.
- **Unscheduled absence:** involves unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.
- **University Sponsored Event:** musical and/or theatrical performances, athletic competitions for University teams (practice is not considered competition), University sponsored field trips (e.g., USF Day at the Capital), any other event that is accompanied by evidence of University support via an official letter or memo. Participation in a University student organization event is not necessarily a University Sponsored Event and should be left to the discretion of the faculty member whether to consider that as an excused absence.

IV. PROCESS STEPS/SPECIFIC PROVISIONS:

- **Early Notification for University Sponsored Event:** It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of university activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class and notifying individual instructors of these conflicts, especially for conflicts with scheduled examinations.

Please note that a general schedule for a team or ensemble does not satisfy this notification requirement. Students should provide instructors with addenda (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) that result in new conflicts as soon as they are available. Directors and advisors of university activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

- **Excused Absences and Make-up Work:** Students must notify their instructors of scheduled absences (for approved reasons as noted above) at the beginning of each academic term. Pointing out specific conflicts with scheduled examinations or other scheduled assignments/activities should be part of this notification. In the event of an emergency unscheduled absence (as described above), students must contact their instructors as soon as possible and provide documentation if required.

If an excused absence coincides with an examination, the student:

1. Will be given a reasonable opportunity to make up the exam, or
2. Will not have that work averaged into the student's grade, as agreed to between the student and the instructor.

Counting the missed examination as a lowest score to be dropped at the end of the term does not constitute a reasonable opportunity. If an excused absence coincides with other graded work (e.g., homework collection, quizzes, presentations, activities, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade, at the discretion of the instructor.

As noted above, however, an instructor may determine that excessive absences (whether excused or not) may threaten or preclude a student's successful completion of a course. Similarly, making up work for unexcused absences may be allowed or declined entirely at the discretion of the instructor.

- **Documented Jury Duty:** The university respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

- **Documented Medical Attention for Illness:** Students are excused for absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from

undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact their College by the deadline to drop a course. After the drop deadline, students may submit an *Academic Regulations Committee (ARC) Petition* to drop or withdraw for medical reasons.

HISTORY (To the extent available changes must be listed sequentially, including edits and reviews):

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Revised:

Edited:

Reviewed:

APPENDICES (Legislative Authority for Regulations Only):

APPROVAL & SIGNATURE AUTHORITY:

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For Policies: Final Approval is by Vice President & President signature. General Counsel will secure these signatures and note the effective date on the final Policy.

Proposed Policy for Microcredentials

Instructions for Regulation and Policy Development Template

Use the Regulation and Policy Development Template below to draft or revise a Regulation or Policy.

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Please refer to [Policy 0-001 Regulation and Policy Development](#) for more information.

Regulation and Policy Development Template

Regulation or Policy Number (General Counsel use only): _____

Regulation or Policy Title: USF Policy on Microcredentials

Responsible Office: Academic Affairs/Innovative Education's Office of
Corporate Training and Professional Education

I. PURPOSE & INTENT: Pursuant to **BOG Regulation 8.002**, The USF Office of Microcredentials (a partnership between **USF Innovative Education** and the USF Office of Corporate Training and Professional Education) is the only office that can issue official USF microcredentials. USF entities may develop microcredentials that document learner achievement in competencies needed for post-graduate success, re-skilling, or up-skilling and or general workforce development. If Departments/ Colleges/ Schools/ Centers/ Units wish to develop microcredentials, the USF Office of Microcredentials will facilitate this process in accordance with specified guidelines.

II. STATEMENT OF POLICY (Brief Summary of Regulation or Policy): Microcredentials will be awarded centrally to ensure quality assurance by the USF Office of Microcredentials. All non-credit microcredentials will have to meet the criteria as set forth by this policy.

III. APPLICABILITY AND/OR AUTHORITY (Only necessary if related to FL Statute, Board of Governors Regulation, etc.):

IV. DEFINITIONS OF TERMS:

- **USF Microcredential:** a digital representation of a competency or skill that a learner can demonstrate. USF Microcredentials can be earned through many different avenues at USF. All digital badges will be issued by the USF Office of Microcredentials, who will serve as the central administrative office representing the university.
- **Non-Credit/Continuing Education Certificates:** Certificates issued via Digital Badge and issued by the USF Office of Microcredentials registration services in accordance with Academic Affairs policy referenced through with BOG regulation 8.002 and only official micro credentials issued by USF. These are considered USF Microcredentials.
- **Digital Badge** – Mechanism for issuing non-credit microcredentials. At USF, digital badges are used to connote a non-credit certificate, CEU's, PDU's and official USF noncredit skill attainment. These digital badges use the Credly platform and are issued via the USF Office of Microcredentials registration services. Currently they are issued for all of USF CTPE's offerings.

V. PROCESS STEPS/SPECIFIC PROVISIONS: All official USF microcredentials will be

awarded centrally to ensure quality assurance by the USF Office of Microcredentials. All non-credit microcredentials will have to meet these criteria:

- a. Competency-based: competencies are discrete sets of knowledge, skills, and abilities. Competency-based microcredentials signal that a learner has demonstrated the specified knowledge, skills, and abilities at an appropriate level of rigor, aligned to appropriate assessments.
- b. Rigorous: to be determined by the USF Office of Microcredentials as set forth by standards that include, but are not limited to, an appropriate knowledge check, project or assessment, that is embedded in the course or workshop to demonstrate mastery of a particular set of knowledge or skills.
- c. Aligned to Industry/Post-Graduation needs: proposed microcredentials should align to competencies required for learners to be successful in the workplace and/or in a post-graduate degree program or academic setting or aligned to Industry need or career including the ability to upskill or reskill
- d. Stackable and Portable: To the extent possible, microcredentials should be designed as a pathway to career progression and show value as a workforce skill. A USF microcredential will only be issued if it is recognized as valuable to industry, community or university partners or can be tied to a work-force related skill. All microcredentials will be portable and be able to be displayed digitally. In situations that allow, credentials should be stackable, and an overarching microcredential can be used to signify a mastery of a set of related skills or program related or affiliated courses.

HISTORY (To the extent available changes must be listed sequentially, including edits and reviews):
Issued:
Revised:
Edited:
Reviewed:

APPENDICES (Legislative Authority for Regulations Only):

APPROVAL & SIGNATURE AUTHORITY:

For Regulations: Final Approval is by Board of Trustees (BOT) action and the date of the actual BOT vote is the effective date. General Counsel will fill in the effective date on the final Regulation.

For Policies: Final Approval is by Vice President & President signature. General Counsel will secure these signatures and note the effective date on the final Policy.