

September 24, 1980

TO: Faculty Senators
Vice-Presidents, Deans, Directors, Department
Chairpersons

FROM: Fred Standley, President
Faculty Senate

RE: Plan for Decisions and Actions Relative to Transition to
Semester System

The Steering Committee met yesterday with Dean Flory, Dean Johnson, Dr. Roeder, and Dr. Tinney concerning the large number of pending actions relative to the transition to the semester system. Consequently, we agreed to the following plan for expediting the decisions that need to be made by the Faculty Senate.

- October 15 3:35 p.m. Moore Aud.
Regular Senate Meeting
- October 22 3:35 p.m. Moore Aud.
Special Senate Meeting
Agenda: Liberal Studies Proposal
from Undergraduate Policy Committee
- October 29 3:35 p.m. Moore Aud.
Special Senate Meeting
Agenda: Policy Questions Relating
to Conversion: Undergraduate and Graduate
- November 5 3:35 p.m. Moore Aud.
Special Senate Meeting
(only if necessary to complete the work)
- November 19 3:35 p.m. Moore Aud.
Regular Senate Meeting
- December 3 3:35 p.m. Moore Auditorium
Regular Senate Meeting

You will find enclosed some information sheets regarding matters to be discussed and decided at the forthcoming meetings. Please read the sheets carefully before the meetings.

Important notes:

It is imperative that each academic unit complete the revision of its courses immediately and get them to the University Curriculum Committee quickly. The only exceptions are the courses for Basic Studies which can be submitted later because of pending Senate decisions, that is new courses to be developed for the program.

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September 24, 1980

M e m o r a n d u m

To: The Senate Steering Committee

From: The Ad Hoc Committee on Semester Conversion

I. The Committee meeting May 5, 1980 voted to recommend that the Senate grant authority to effect simple conversion of quarter hours to semester hours concerning:

- a. total hours allowed per term for Cooperative Education parallel plan (see page 19, 1980-1981 catalog)
- b. number of hours that may be earned by examination for credit towards Liberal Studies requirements and for credit towards meeting degree requirements (see page 34, 1980-1981 catalog)
- c. number of CLEP hours in each Liberal Studies area (see pages 35-36, 1980-1981 catalog)
- d. maximum number of CLEP hours to be accepted for transfer credit (see page 36, 1980-1981 catalog)
- e. minimum hours required for graduation (see page 46, 1980-1981 catalog)
- f. required number of hours in senior institution (see page 46, 1980-1981 catalog)
- g. requirement of hours for final hours in residence and maximum number of final hours to be allowed for completion by correspondence or residence at another accredited senior institution (see page 46, 1980-1981 catalog)
- h. number of hours required for admission to upper division status (see pages 44 and 45, 1980-1981 catalog)

- i. number of hours allowed for transfer credit for correspondence work (see pages 40 and 48, 1980-1981 catalog)
- j. number of hours allowed for transfer of Co-operative Education work (see page 40, 1980-1981 catalog)
- k. hours constituting academic load for full-time undergraduate student (see page 40, 1980-1981 catalog)
- l. hours constituting maximum load for student (see page 40, 1980-1981 catalog)
- m. hours constituting minimum and maximum load for student on academic probation (see page 44, 1980-1981 catalog)
- n. classification of students on basis of hours earned (see page 43, 1980-1981 catalog)
- o. number of hours (BA and BS degrees) required in courses numbered 3000 or above (see page 48, 1980-1981 catalog)
- p. number of hours of activity courses in physical education to count toward a degree (see page 48, 1980-1981 catalog)
- q. number of hours to complete satisfactorily in Written Communication (see Proficiency in English, page 48, 1980-1981 catalog)
- r. maximum number of hours graduate credit for courses taken as Special Student to be accepted for degree (see Special Student, page 56, 1980-1981 catalog)
- s. number of hours constituting full-time load for graduate students (see page 57, 1980-1981 catalog)
- t. number of hours graded S-U allowed for credit for master's degree (see page 57, 1980-1981 catalog)
- u. number of hours graded S-U allowed for credit for doctoral degree (see page 57, 1980-1981 catalog)

- v. number of hours enrollment required for eligibility for out-of-state tuition waiver (see page 59, 1980-1981 catalog)
- w. number of hours required for thesis-type program for master's degree (see page 60, 1980-1981 catalog)
- x. number of graduate hours allowed credit of transfer residence courses (see page 60, 1980-1981 catalog)
- y. number of hours earned by special students, undergraduate, which requires achievement and maintenance of 2.0 (C) average and number of hours earned as special student (classification 6) which may be applied toward an undergraduate degree (see attachment on Special Students)

II. The Committee meeting May 5, 1980 voted to indicate to the Senate the following policies which will require Senate consideration and action in the conversion to the semester system:

- a. maximum credit hours for each full co-op work assignment and for each part-time co-op work assignment (see page 19, 1980-1981 catalog)
- b. credit hours allowed in CEEB Advanced Placement Program (see pages 34 and 35, 1980-1981 catalog)
- c. credit hours for short courses (see page 40, 1980-1981 catalog)
- d. time allowed for changes in schedule (see page 41, 1980-1981 catalog)
- e. policies regarding academic warning, retention, probation, and dismissal of undergraduate students (see pages 43 and 44, 1980-1981 catalog)
- f. requirements for granting Associate in Arts certificate (see page 45, 1980-1981 catalog)
- g. policies regarding eligibility for transfer from Basic Studies to upper division program (see page 45, 1980-1981 catalog)

Memorandum to The Senate Steering Committee
from The Ad Hoc Committee on Semester Conversion
September 24, 1980

Page 4

- h. special University-wide requirements for the Bachelor of Arts degree (see page 46, 1980-1981 catalog)
- i. hours required and distribution of hours required in Liberal Studies (see attached Liberal Studies proposal)
- j. policy concerning student who has attempted a certain number of hours without fulfilling requirements for transfer from Basic Studies (see page 49, 1980-1981 catalog)
- k. policies regarding transfer students in relation to retention, dismissal and readmission (see page 52, 1980-1981 catalog)
- l. definition of provisional graduate student and policies relating (see page 55, 1980-1981 catalog)
- m. policies concerning retention, probation, and dismissal of graduate students (see page 58, 1980-1981 catalog)

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September 24, 1980

TO: Members of the Faculty Senate, Deans, and Department Chairpersons
FROM: Martin Roeder for the Undergraduate Policy Committee

In accordance with the instructions from the Senate, the Undergraduate Policy Committee has reviewed all suggestions, criticisms and comments submitted to us, has revised its program and once again circulated its draft for comments, and has voted to submit the following proposal to the Faculty Senate at its October meeting.

We recommend to the Senate the adoption of the following procedures, requirements and strictures, as the proposal for the Liberal Studies Program to go into effect on August 31, 1981:

All courses submitted for approval through the college or school curriculum committees, which are intended to meet requirements for the liberal studies program, should be forwarded to the appropriate screening committees, which will forward them to the Undergraduate Policy Committee with recommendations. These screening committees will submit to the Undergraduate Policy Committee specific criteria by which courses will be judged for appropriateness for inclusion into the program. When these criteria have been approved by the Undergraduate Policy Committee they will be submitted to the Faculty Senate for final approval.

In Areas II and III (Humanities and History) the courses should be submitted to the Humanities area (curriculum) committee of the College of Arts and Sciences.

In Area IV (Social Science) courses should be submitted to the area (curriculum) committee of the College of Social Sciences.

In Area V (Natural Sciences) courses should be submitted to the Natural Science area (curriculum) committee of the College of Arts and Sciences.

In Area VI (Fine and Performing Arts) courses should be submitted to a joint committee of the Schools of Music, Visual Arts, Theater and the Program in Dance.

Requirements for the Program in Liberal Studies:

Area I. Communications. All students must complete (or be exempted from with credit) at least nine hours in Communications, including two semesters of English Composition and one semester of Mathematics. All students who are not exempted from some portion of the Composition requirement must enroll for the first course during their first term on campus, and continue the program until satisfactory completion is achieved. Students should register for and complete Mathematics as soon as possible in their college careers. (See note 1. below.)

Area II. Humanities: Nine semester hours minimum, composed of three courses, one of which must emphasize literature, and which must include courses from at least two departments or programs. (N.B. see stricture 3 below.)

Area III. History: At least six semester hours, including completion of a sequence in the area of history, which exposes the student to a reasonably long span of time and which relates the past to the present.

~~Area IV. Social Science: A minimum of nine semester hours including three courses from at least two departments or programs. Courses approved for the area should provide analytical precision and rigor, must isolate fundamental and recurrent phenomena, provide a frame of thought and generate logically consistent generalizations about the way in which social forces operate and relate to each other. (N.B. see stricture 3 below.)~~

Area V. Natural Science: A minimum of ten semester hours including three courses, one of which must have a scheduled laboratory, in at least two departments or programs. At least one of the courses must be in the fundamental physical sciences.

Area VI. Arts: A minimum of three semester hours in a course in the history or appreciation of a visual or performing art.

Note 1. Area I. The program should lead to competency in the areas of reading-listening, speaking-writing and computation; following the preliminary recommendations of the State Task Force on Essential Academic Skills, which will be submitted to the Department of Education and the Cabinet during the coming year.

STRICTURES:

1. No department or program may submit more than four courses which may be approved for inclusion in the Liberal Studies program. (Laboratory and composition courses shall not be counted against this maximum.)
2. No course taken may be applied to more than one area of the program.
3. During satisfaction of the program requirements the student must take at least one course which emphasizes ethical or social values.

The program suggested above comprises a minimum of 46 semester hours, an increase of 3 semester hours above that required on the trimester program in Liberal Studies. It amounts to 38.3% of the hours required for graduation on the semester system.

September 24, 1980

Special (Non-degree Seeking) Students (adopted by University Senate,
March 12, 1980)

Registration

Registration as a Special Student is open to any high school graduate--classification 6--for undergraduate coursework and to any post-baccalaureate student--classification 7--provided the student is not on academic dismissal from this or any institution. Persons without a high school diploma may register with the permission of the Office of Current Records.

Registration is on a space available basis. Instructions for registration will be available each term in the Office of Current Records and Registration. Because of excess demand for some graduate courses (e.g., Business courses), Special Students may be enrolled in such courses only with the permission of the Graduate Office of that particular unit.

By Federal Regulations, Foreign nationals on a student visa (F-1) may not use the Special Student status. All other foreign nationals, whether intending degree or non-degree work, must obtain permission from the Graduate and International Admissions Office, 303 Dodd Hall, prior to registering as a special student.

Proof of Previous Education

Official transcripts of all previous high school or college level education must be submitted to the Office of Current Records and Registration within the first term of Special Student enrollment at The Florida State University. Failure to submit such records prior to the registration period for the second term will result in the loss of registration privilege until such documents are received.

Academic Progress

Academic rules governing regular students (e.g., drop/add, withdrawal, grading policies) apply as well to Special Students with the following exceptions:

1. Special Students may enroll for fewer than 12 hours (underload) without permission.
2. In place of the retention schedule system for regular students, Special Students must meet the following requirements: "After earning 15 hours, undergraduate Special Students--classification 6 and classification 7-- must have achieved and must maintain a 2.0 (C) average in all courses attempted."

3. Failure to achieve or maintain the appropriate grade point average will result in a loss of registration privilege.
4. Special Students may register for any course or courses on an S/U basis. Special Students selecting courses for enrichment or other reasons where grades are not essential are advised to register on an S/U basis or on an audit basis.

Reclassification from Classification 6 to Regular Undergraduate Student Status

~~Request for change to Regular Student status from classification 6~~
(Undergraduate Special Student) is processed through the undergraduate admissions office via standard admissions procedures and requires approval of the appropriate Dean. Note that the 30-day deadline for admissions applies to all reclassification requests.

Work taken as a Special Student carries no degree credit. Up to 15 credit hours earned in classification 6 may be applied toward an undergraduate degree with approval of the appropriate Dean at the time of reclassification.

A classification 6 student who has previously been denied regular admission to the University must earn a minimum of 15 hours credit prior to reapplication.

Reclassification from Classification 7 to Regular Graduate Student Status

Request for change to Regular Student status from classification 7 (post-baccalaureate Special Student) is processed through the graduate admissions office via standard admissions procedures and requires approval of the appropriate Department Chairperson and Dean. Note that the 30-day deadline for admission applies to all reclassification requests.

Work taken as a Special Student carries no degree credit. Up to 12 credit hours earned in classification 7 may be applied toward a graduate degree with approval of the appropriate Department Chairperson and Dean at the time of reclassification provided that a grade of B (3.0) or better has been achieved.