

September 10, 2014

To: Paul Hart, Associate Dean College of Business Dean's Office
Rupert Rhodd, Associate Dean College of Business Student Academic Services

From: Ethlyn Williams, College of Business Undergraduate Council Chair,

Cc: Rebecca Green, Associate Director Undergraduate Academic Advising, College of Business

Re: Business Undergraduate Degree and General Business Undergraduate Major Requirements

I received a request from Rebecca Green, Associate Director Undergraduate Academic Advising, College of Business, to address the need to review residency requirements for College of Business Certificate Programs. There does not appear to be a rule on a minimum number of courses that must be taken at FAU for any of the certificates.

The proposed change is to have 100% of courses that count toward a certificate be taken at FAU. This change applies to all students (students who are business majors, non business majors, and the non-degree seeking community). Certificates exist to serve the community and market our courses. Requiring 100% residency increases the likelihood that the courses accepted for credit in the certificate program are those that meet FAU's academic standards and contain the content the College of Business desires (especially for transfer and non-residency degree seeking students). With the 100% residency rule in place the College of Business still maintains the flexibility to lower the requirement on a case by case basis if a petition is received.

The changes below include an update to the catalog language and reflect the 100% residency rule for certificates.

The current catalog entry and the proposed changes to the catalog language appear below (with recommended changes in yellow):

(CURRENT catalog Entry)

Residency Requirements

Those students who transfer from four-year colleges or universities will be required to earn at least 75 percent of their major courses at FAU. In addition, 50 percent of all required upper-division classes taught by the College of Business must be from FAU (at least 30 credits, including GEB 3213). Students must earn a minimum of 30 credits at FAU to earn a degree, and the last 30 upper-division credits must be earned at FAU. After matriculation into the College of Business, transient work is not permitted except in unusual circumstances. In these cases, an academic petition showing justification is required.

(RECOMMENDED catalog Update)

Residency Requirements

These Students who transfer from four-year colleges or universities will be are required to earn at least 75 percent of their major courses at FAU. In addition, 50 percent of all required upper-division classes taught by the College of Business must be from taken at FAU (at least 30 credits, including GEB 3213). Students must earn a minimum of 30 credits at FAU to earn a degree, and the last 30 upper-division credits must be earned at FAU. College of Business Certificates require that 100 percent of the courses for the certificate be taken at FAU. After matriculation into the College of Business, transient work is not permitted except in unusual circumstances. In these cases, an academic petition showing justification is required.

Approved by:	Date:
Associate Dean, Student Academic Services <u>Deputy Klodd</u>	<u>10/3/14</u>
College Curriculum Chair: <u>Ellyn Williams</u>	<u>10/3/14</u>
College Dean: <u>Paul Hays</u>	<u>10.3.14</u>
UUPC Chair: <u>Earl E. Bratt</u>	<u>10/3/14</u>
Undergraduate Studies Dean: <u>J E H</u>	<u>10/3/14</u>
UFS President: _____	_____
Provost: _____	_____