

March 6, 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 Certificate Programs

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 concern is that the State Colleges are offering some of the same upper division courses that are offered at FAU. Having found nothing related to minimum or residency requirements for certificates in the catalog this is an opportunity ensure that something is in place for the future.

Because certificates are designed for the non-degree seeking community there is no official record at FAU (as non-degree) and therefore it cannot be ascertained that these students officially have any courses that they claim. The admissions office does not vouch / process any non-degree-seeking records and the registrar only posts transfer courses from degree seeking students. So, requiring less than 100% residency will allow more room for error. The College always has the flexibility, once a 100% residency rule is in place, to lower it on a case by case basis.

Certificates exist to serve the community and market our courses. The 100% residency rule accomplishes this in the least damaging way, while giving the college the ability to judge when it might makes sense to be flexible in appropriate cases.

The proposed changes to the catalog language appears 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** ~~ENC 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.

(ENC 3213 no longer a valid course for Business majors effective summer 2014.)

(RECOMMENDED catalog Update)

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Approved by:	Date:
Associate Dean, Student Academic Services: <u>Robert Hood</u>	<u>4/11/14</u>
College Curriculum Chair: <u>Stacy Walker</u>	<u>4/11/14</u>
College Dean: <u>Paul Hen</u>	<u>4.14.14</u>
UUPC Chair: <u>J. E. H.</u>	<u>4/15/14</u>
Undergraduate Studies Dean: <u>Elizabeth</u>	<u>4/22/14</u>
UFS President: _____	_____
Provost: _____	_____