9.7 Program requirements

The institution publishes requirements for its undergraduate, graduate, and post-baccalaureate professional programs, as applicable. The requirements conform to commonly accepted standards and practices for degree programs.

Compliance Judgment: In Compliance

Rationale

Publically Available Program Requirements. The University of South Carolina Aiken defines and publishes requirement for admissions, retention, and completion of all academic programs in the Academic Bulletin [1] and disseminates the Bulletin on the University website.[2] Program requirements are explained to undergraduate and graduate students by academic advisors who meet with them during priority registration periods. Curricular requirements for programs are also provided to students online as advisement check sheets via Degree works.[3] Some academic units also create program handbooks which are provide to students (e.g., Department of Communication [4], School of Nursing [5], and School of Education [6]). These handbooks provide guidance and information to students within the major to aid in successful retention, progression, and graduation.

Conformation with Accepted Standards and Practices. To ensure program requirements conform to commonly accepted standards and practices, program development or substantial modification of existing programs involves several steps including:

- Origination and approval by discipline faculty in consultation with senior administrators;
- Approval of the College Coordinating Council, if appropriate;
- Review by the Academic Council (deans & department chairs);
- Review by the University Planning Committee;

- Review and approval by the Courses and Curricula Committee for undergraduate issues;

- Review and approval by the Graduate Advisory Council for graduate issues;

- Review and approval by the USC Aiken Faculty Assembly;

- Review and approval by the USC Aiken Chancellor;

- Review and approval by the Academic Affairs Committee of the USC Board of Trustees;

- Review and approval by the USC Board of Trustees;

- Review by the state's Advisory Committee on Academic Programs;

- Review by the state's Committee on Academic Affairs and Licensing;

- Review and approval by the South Carolina Commission on Higher Education (SCCHE); and

- Review and approval by the Southern Association of Colleges and Schools, if required.

Each program proposal is carefully examined in terms of its content and requirements at several stages in this approval process. Discipline faculty will review the curriculum and requirements of programs offered at other institutions as well as new developments within their areas of expertise or in pedagogy as they develop a program proposal. The Courses and Curricula Committee ensures coherence of course sequencing during the initial program approval process. The South Carolina Advisory Committee on Academic Programs reviews academic proposals and provides advice to both the institution and the Committee on Academic Affairs and Licensing on program requirements. As illustrated with the BA (Music) proposal [7], new program proposals include any additional admissions requirements to those necessary for admissions to the university, curricular requirements, and required outcome assessments. Details regarding the internal and external review of proposed programs are more fully presented in the narrative response to Standard 9.1 – Program content. [8]

Requirements for Admissions to Programs. Most academic programs at USC Aiken use the criteria for admissions to the university specified in the narrative response

to Standard 10.5 – Admissions policies and practices.[9] Similarity in admissions criteria facilitate change of major as new students learn, discover, and develop new interests. When additional requirements for admissions to programs exist, they are clearly specified in the Academic Bulletin. For example, each of the three professional schools at USC Aiken require students to be admitted to program after completing courses in their first two years of study. The additional requirements are explicitly identified for the School of Business Administration [10], School of Education [11], and School of Nursing [12] in the Academic Bulletin.

Requirements for Retention within Programs. USC Aiken requires students to maintain an appropriate grade point average (GPA) and to make timely progress toward degree completion. The GPA thresholds for probation and suspension of undergraduate students vary depending upon how many institutional grade point hours have been completed as shown in Table 9.7-1. University-wide retention requirements are presented in the Academic Bulletin.[13]

Table 9.7-1. Probation and Suspension GPA Thresholds

GPA Hours Completed	Probation	Suspension
0-14	Below 1.2 GPA	Not applicable
15-30	Below 1.4 GPA	Below 1.0 GPA
31-45	Below 1.6 GPA	Below 1.4 GPA
46-89	Below 1.8 GPA	Below 1.6 GPA
90-105	Below 2.0 GPA	Below 1.8 GPA
106 or more	Not applicable	Below 2.0 GPA

Graduate degree programs have higher retention standards. Each of the graduate programs has requirements related to time for degree completion, thesis requirements, minimum credit hour requirements, minimum acceptable grade point average, standards for satisfactory academic progress, admission to candidacy, and qualifying examinations that candidates must pass. These requirements are presented for each graduate degree program in the Academic Bulletin and are more fully discussed in the narrative response to Standard 9.6 – Post-baccalaureate rigor and curriculum.[14]

Each of the three professional schools at USC Aiken sets retention standards for students within their programs. In addition to GPA expectations, student deportment plays an important role for retention in the professional schools. Retention criteria are explicitly identified for the School of Business Administration [15], School of Education [16], and School of Nursing [17] in the Academic Bulletin.

Requirements for Completion of Programs. As shown in Table 9.7-2, each USC Aiken program of study has a well-designed structure that is related to stated student learning outcomes. Curriculum maps indicate the relationship between expected outcomes and the curriculum. As indicated in the narrative response to Standard 9.2 – Program length [18], each baccalaureate degree program requires the completion of at least 120 semester credit hours of courses that fulfill general education, major, cognate, and elective requirements, and graduate programs include a minimum of 30 semester credit hours. Co-curricular activities associated with general education and the major are also clearly specified in the description of each program in the Academic Bulletin, links to which are presented in Table 9.7-2. The professional schools of Business Administration [15], Education [19], and Nursing [17] identify all additional requirements for successful completion of their respective programs. Students must demonstrate fulfilment of programmatic student learning outcomes through required assessment activities, details of which are provided in the narrative response to Standard 8.2.a – Student learning outcomes: Educational programs.[20]

Table 9.7-2. Program Requirements, Curriculum Maps, and Learning Outcomes

Program Requirements	Curriculum Maps & Learning Outcomes
Bachelor of Arts (Art) [21]	new program starting Fall 2020
Bachelor of Arts (Biology) [22]	BA (Biology) Map [23]
Bachelor of Arts (Chemistry) [24]	BA (Chemistry) Map [25]
Bachelor of Arts (Communication) [26]	BA (Communication) Map [27]

Table 9.7-2. Program Requirements, Curriculum Maps, and Learning Outcomes

Program Requirements	Curriculum Maps & Learning Outcomes
Bachelor of Arts (Communication) *online completion program* [26]	BA (Communication) Map [27]
Bachelor of Arts (Communication and Digital Arts) [28]	BA (Communication & Digital Arts) Map [29]
Bachelor of Arts (English) [30]	BA (English) Map [31]
Bachelor of Arts (Fine Arts) [32]	BA (Fine Arts) Map [33]
Bachelor of Arts (History) [34]	BA (History) Map [35]
Bachelor of Arts (Music) [36]	BA (Music) Map [37]
Bachelor of Arts (Political Science) [38]	BA (Political Science) Map [39]
Bachelor of Arts (Sociology) [40]	BA (Sociology) Map [41]
Bachelor of Arts in Education (Early Childhood Education) [42]	BAE (Early Childhood Education) Map [43]
Bachelor of Arts in Education (Early Childhood Education) *Salkehatchie Campus* [42]	BAE (Early Childhood Education) Map [43]
Bachelor of Arts in Education (Early Childhood Education) *Sumter Campus* [42]	BAE (Early Childhood Education) Map [43]
Bachelor of Arts in Education (Elementary Education) [44]	BAE (Elementary Education) Map [45]
Bachelor of Arts in Education (Elementary Education) *Salkehatchie Campus* [44]	BAE (Elementary Education) Map [45]
Bachelor of Arts in Education (Elementary Education) *Sumter Campus* [44]	BAE (Elementary Education) Map [45]
Bachelor of Arts in Education (Middle Level Education) [46]	BAE (Middle Level Education) Map [47]
Bachelor of Arts in Education (Secondary Education – Comprehensive Social Studies) [48]	BAE (Secondary Social Studies Education) Map [49]
Bachelor of Arts in Education (Secondary Education – English) [50]	BAE (Secondary English Education) Map [51]

Table 9.7-2. Program Requirements, Curriculum Maps, and Learning Outcomes

Program Requirements	Curriculum Maps & Learning Outcomes
Bachelor of Arts in Interdisciplinary Studies (Interdisciplinary Studies) [52]	BAIS (Interdisciplinary Studies) Map [53]
Bachelor of Arts in Special Education (Special Education) [54]	BASE (Special Education) Map [55]
Bachelor of Arts in Special Education (Special Education) *online completion program* [56]	BASE (Special Education) Map [55]
Bachelor of Fine Arts (Writing) [57]	BFA (Writing) Map [58]
Bachelor of Science (Applied Computer Science) [59]	BS (Applied Computer Science) Map [60]
Bachelor of Science (Applied Computer Science) *online completion program* [59]	BS (Applied Computer Science) Map [60]
Bachelor of Science (Applied Mathematics) [61]	BS (Applied Mathematics) Map [62]
Bachelor of Science (Biology) [63]	BS (Biology) Map [64]
Bachelor of Science (Chemistry) [65]	BS (Chemistry) Map [66]
Bachelor of Science (Clinical Laboratory Science) [67]	BS (Clinical Laboratory Science) Map [68]
Bachelor of Science (Earth Systems Science) [69]	new program starting Fall 2020
Bachelor of Science (Exercise and Sports Science) [70]	BS (Exercise and Sports Science) Map [71]
Bachelor of Science (Industrial Process Engineering) [72]	BS (Industrial Process Engineering) Map [73]
Bachelor of Science (Psychology) [74]	BS (Psychology) Map [75]
Bachelor of Science (Psychology) *online completion program* [74]	BS (Psychology) Map [75]
Bachelor of Science in Business Administration (Business Administration) [76]	BSBAdmin (Business Administration) Map [77]
Bachelor of Science in Business Administration (Business Administration) *Sumter campus* [76]	BSBAdmin (Business Administration) Map [77]

Table 9.7-2. Program Requirements, Curriculum Maps, and Learning Outcomes

Program Requirements	Curriculum Maps & Learning Outcomes
Bachelor of Science in Business Administration (Business Administration) *online completion program* [78]	BSBAdmin (Business Administration) Map [77]
Bachelor of Science in Education (Secondary Education – Biology) [79]	BSE (Secondary Science Education) Map [80]
Bachelor of Science in Education (Secondary Education – Chemistry) [81]	BSE (Secondary Science Education) Map [80]
Bachelor of Science in Education (Secondary Education – Mathematics) [82]	BSE (Secondary Mathematics Education) Map [83]
Bachelor of Science in Interdisciplinary Studies (Interdisciplinary Studies) [84]	BSIS (Interdisciplinary Studies) Map [85]
Bachelor of Science in Nursing (Nursing) [86]	BSN (Nursing) Map [87]
Bachelor of Science in Nursing (RN to BSN) *online completion program* [88]	BSN (Nursing) Map [87]
Bachelor of Science in Nursing (Nursing) *Sumter campus* [86]	BSN (Nursing) Map [87]
Bachelor of Science in Nursing (Nursing) *Union campus* [86]	BSN (Nursing) Map [87]
Master of Education (Educational Technology) *online program joint with USC Columbia* [89]	MEd (Educational Technology) Map [90]
Master of Education (Educator Leadership) *online program* [91]	MEd (Educator Leadership) Map [92]
Master of Science (Applied Clinical Psychology) [93]	MS (Applied Clinical Psychology) Map [94]
Master of Business Administration (Business Administration) *online program* [95]	MBA (Business Administration) Map [96]

Supporting Documentation

1.   USC Aiken Academic Bulletin

2.   Navigation to the Bulletin on the University website

3.   Example of an advisement check sheet via Degree works

4.   Department of Communication Handbook

5.   School of Nursing Handbook

6. School of Education Handbook

7. Example of a Proposal Review: BA (Music) Proposal

8. Narrative response to Standard 9.1 – Program content

9. Narrative response to Standard 10.5 – Admissions policies and practices

10. Admissions Requirements for the School of Business Administration

11. Admissions Requirements for the School of Education

12. Admissions Requirements for the School of Nursing

13. Academic Bulletin: Undergraduate Retention Requirements

14. Narrative response to Standard 9.6 – Post-baccalaureate rigor and curriculum

15. Retention & Completion Requirements for the School of Business Administration

16. Retention Requirements for the School of Education

17. Retention & Completion Requirements for the School of Nursing

18. Narrative response to Standard 9.2 – Program length

19. Completion Requirements for the School of Education

20. Narrative response to Standard 8.2.a – Student learning outcomes: Educational programs

21. Program Requirements: BA (Art)

22. Program Requirements: BA (Biology)

23. Curriculum Map & Learning Outcomes: BA (Biology)

24. Program Requirements: BA (Chemistry)

25. Curriculum Map & Learning Outcomes: BA (Chemistry)

26. Program Requirements: BA (Communication)

27. Curriculum Map & Learning Outcomes: BA (Communication)

28. Program Requirements: BA (Communication and Digital Arts)

29. Curriculum Map & Learning Outcomes: BA (Communication and Digital Arts)

30. Program Requirements: BA (English)

31. Curriculum Map & Learning Outcomes: BA (English)

32. Program Requirements: BA (Fine Arts)

33. Curriculum Map & Learning Outcomes: BA (Fine Arts)

34. Program Requirements: BA (History)

35. [Curriculum Map & Learning Outcomes: BA (History)](#)

36. [Program Requirements: BA (Music)](#)

37. [Curriculum Map & Learning Outcomes: BA (Music)](#)

38. [Program Requirements: BA (Political Science)](#)

39. [Curriculum Map & Learning Outcomes: BA (Political Science)](#)

40. [Program Requirements: BA (Sociology)](#)

41. [Curriculum Map & Learning Outcomes: BA (Sociology)](#)

42. [Program Requirements: BAE (Early Childhood Education)](#)

43. [Curriculum Map & Learning Outcomes: BAE (Early Childhood Education)](#)

44. [Program Requirements: BAE (Elementary Education)](#)

45. [Curriculum Map & Learning Outcomes: BAE (Elementary Education)](#)

46. [Program Requirements: BAE (Middle Level Education)](#)

47. [Curriculum Map & Learning Outcomes: BAE (Middle Level Education)](#)

48. [Program Requirements: BAE (Secondary Social Studies Education)](#)

49. [Curriculum Map & Learning Outcomes: BAE (Secondary Social Studies Education)](#)

50. [Program Requirements: BAE (Secondary English Education)](#)

51. [Curriculum Map & Learning Outcomes: BAE (Secondary English Education)](#)

52. [Program Requirements: BAIS (Interdisciplinary Studies)](#)

53. [Curriculum Map & Learning Outcomes: BAIS (Interdisciplinary Studies)](#)

54. [Program Requirements: BASE (Special Education)](#)

55. [Curriculum Map & Learning Outcomes: BASE (Special Education)](#)

56. [Program Requirements: BASE (Special Education) *online completion*](#)

57. [Program Requirements: BFA (Writing)](#)

58. [Curriculum Map & Learning Outcomes: BFA (Writing)](#)

59. [Program Requirements: BS (Applied Computer Science)](#)

60. [Curriculum Map & Learning Outcomes: BS (Applied Computer Science)](#)

61. [Program Requirements: BS (Applied Mathematics)](#)

62. [Curriculum Map & Learning Outcomes: BS (Applied Mathematics)](#)

63. [Program Requirements: BS (Biology)](#)

64. [Curriculum Map & Learning Outcomes: BS (Biology)](#)

65. [Program Requirements: BS (Chemistry)](#)

66. [Curriculum Map & Learning Outcomes: BS (Chemistry)](#)

67. [Program Requirements: BS (Clinical Laboratory Science)](#)

68. [Curriculum Map & Learning Outcomes: BS (Clinical Laboratory Science)](#)

69. [Program Requirements: BS (Earth Systems Science)](#)

70. [Program Requirements: BS (Exercise and Sports Science)](#)

71. [Curriculum Map & Learning Outcomes: BS (Exercise and Sports Science)](#)

72. [Program Requirements: BS (Industrial Process Engineering)](#)

73. [Curriculum Map & Learning Outcomes: BS (Industrial Process Engineering)](#)

74. [Program Requirements: BS (Psychology)](#)

75. [Curriculum Map & Learning Outcomes: BS (Psychology)](#)

76. [Program Requirements: BSBAdmin (Business Administration)](#)

77. [Curriculum Map & Learning Outcomes: BSBAdmin (Business Administration)](#)

78. [Program Requirements: BSBAdmin (Business Administration) *online completion*](#)

79. [Program Requirements: BSE (Secondary Biology Education)](#)

80. [Curriculum Map & Learning Outcomes: BSE (Secondary Science Education)](#)

81. [Program Requirements: BSE (Secondary Chemistry Education)](#)

82. [Program Requirements: BSE (Secondary Mathematics Education)](#)

83. [Curriculum Map & Learning Outcomes: BSE (Secondary Mathematics Education)](#)

84. [Program Requirements: BSIS (Interdisciplinary Studies)](#)

85. [Curriculum Map & Learning Outcomes: BSIS (Interdisciplinary Studies)](#)

86. [Program Requirements: BSN (Nursing)](#)

87. [Curriculum Map & Learning Outcomes: BSN (Nursing)](#)

88. [Program Requirements: BSN (Nursing) *online completion*](#)

89. [Program Requirements: MEd (Educational Technology)](#)

90. [Curriculum Map & Learning Outcomes: MEd (Educational Technology)](#)

91. [Program Requirements: MEd (Educator Leadership)](#)

92. [Curriculum Map & Learning Outcomes: MEd (Educator Leadership)](#)

93. [Program Requirements: MS (Applied Clinical Psychology)](#)

94.   Curriculum Map & Learning Outcomes: MS (Applied Clinical Psychology)

95.   Program Requirements: MBA (Business Administration)

96.   Curriculum Map & Learning Outcomes: MBA (Business Administration)