

Bulletin Revision – Consistency Guidelines

(last updated 2/6/08)

Program Names

Program names are correctly and consistently presented. All program names match those approved by Academic Council and the Board of the Institutions of Higher Learning.

Order of degrees

The degree plans will be presented first alphabetically by college, then alphabetically by department, then alphabetically by degree plan within the department. The main listing of the degrees at the front of the bulletin and at the front of each college's section will mirror the order of the degree plans. Additionally, the new template clearly indicates the college and department of the degree.

GEC requirement identification

Requirements for the General Education Curriculum are clearly detailed by the categories and hour requirements for each specific degree plan. By creating headings for each GEC category, including Computer Competency, Writing-Intensive, Oral Communication, and Capstone, and by indicating which courses or courses in each degree plan meets each requirement, these requirements are clear for students, prospective students, advisors, and the University community. It also allows the GEC committee to have a clear list of the courses for which they should receive assessment plans and reports.

GEC options

Options to fulfill each GEC requirement within each program are listed under each category. Where programs limit the options to fulfill a requirement, such as requiring BSC 250/L and BSC 251/L for the Science, an asterisk is added to tell the student that other options exist to fulfill this GEC requirement, and that those can be found elsewhere in the bulletin.

Hours to Degree

Hours to Degree for each degree plan are validated to comply with the 124-hour to degree IHL mandate (or IHL-approved exception).

Standardization of the page

The template creates a standardized appearance and order for requirements and wording. This is intended to make the plans more readable and comparable for students, faculty, and staff. The following standards are in place:

The program name at the top of each degree plan: All emphases are included within parentheses (the words "emphasis" or "concentration" are not used). All degrees are included within parentheses.

Program name, emphasis, and degree are ALL CAPS.

PROGRAM NAME (EMPHASIS) (BX)

For plans with full listings of Science and/or Social Science options:

*This particular GEC course is required for this major.

◇ GEC restrictions apply; see page [XX](#).

For full description of the GEC, see page [XX](#).

For plans with limited GEC options:

*This particular GEC course is required for this major.

** These particular GEC courses are the available options for this major.

◇ GEC restrictions apply; see page [XX](#).

For full description of the GEC, see page [XX](#).

For all plans with all Science options listed:

BSC 103/L◇

For all plans with all Social Science and Science options listed:

GHY 101◇

GEC 02. Basic Science and Mathematics (11 hours minimum) - *unless PHY 201/L & PHY 202/L are not options*
Science Requirement (8 hours minimum) - unless PHY 201/L & PHY 202/L are not options

02. MAT 101 or higher Mathematics - *unless MAT 101 is specified as only option*

03. Select 2 courses; 1 History required: - *unless department specifically asked for* 03. Select both courses:

For all GEC categories 01. Select 1 course: is used as a line when options are given and/or options are limited. (i.e., even if there is only one course required, this line is used with a * next to the course to bring awareness to the GEC requirements.)

(Recommended) – is placed next to a GEC course that the department recommends

GEC 07. Writing-Intensive Requirement* (XXX)

01. XXX XXX (WI)

ENG 101 & ENG 102 prerequisites

GEC 09. Capstone Requirement* (XXX)

01. XXX XXX (Capstone)

Must be taken Senior Year; ENG 101 & ENG 102 prerequisites

For all Licensure programs:

GEC 06. Computer Competency Requirement*

01. Successful completion of the BTLE or IC3 certification.

For GEC categories 06-09 and especially for all programs that “farm-out” GEC 08, “or” is used if multiple courses are given (due to spacing):

GEC 08. Oral Communication Requirement* (3 hours)

01. Select 1 course:

SCM 111 or SCM 305 or SCM 320 or SCM 330

For GEC categories 06-09, an * is placed between the category name & the hour count.

For GEC categories 06-09, hour counts can be represented as:

(Major Area) – the course is included & hours are counted in the Major Area of Study Requirements. (Courses that are “in-house” and/or taught by the department should be counted in this manner.)

(3 hours) – the course adds 3 hours to the degree plan (WI, Computer, & Oral Comm courses that are “farmed” out should be counted in this manner.)

(Teacher Licensure) - the course is included & hours are counted in the Teacher Licensure Requirements

For GEC categories 06-09, if the requirement is fulfilled as a “farm-out” to another department, the hours are counted with the GEC heading.

- *** is used for BA or BSBA notations
- ◆ is used for Program Curriculum notations.
- + is used for Program Curriculum notations

All Course Listings are alphabetized and placed in numerical order, unless the department specifically asks for an exception.

All WI courses must have (WI) next to it (even courses that are not used to fulfill GEC 07)
All Capstone courses must have (Capstone) next to it

Order & Wording of DEG headings:

DEG 01. Bachelor of Arts Requirements (12 hours minimum) or DEG 01. BSBA Requirements (55 hours)

Because some plans use the foreign language leeway to meet the 124 hour requirement, it was decided to standardize the BA heading to 12 hours minimum.

foundation or pre-req requirements.

DEG 02. Major Area of Study Requirements (x hours)

DEG 03. Additional Requirements (x hours)

DEG 04. Teacher Licensure Requirements (x hours)

Certain classes are restricted; Gold Card required. See page [XX](#) for details.

DEG 05. Required Minor (18 hours)

01. Students must fulfill requirements to receive a minor in another discipline

*– minor is **ONLY** listed if it is required or if department specifically requests it as an optional statement*

DEG 06. Electives – hours are NOT listed unless the department specifically requests due to accreditation issues

01. Choose electives as needed [with adviser's approval]. *With or without [...], departments' choice*
(See Hours to Degree below.)

If hours need flexibility, use (x hours minimum)

Use “or” for long lists of courses if spacing is an issue. If space allows, use column format.

(LICENSURE) – is part of the degree name for all teacher licensure programs

HOURS TO DEGREE

1XX hours are needed to graduate with a BX in Xxxxxx with an emphasis in Xxxxxxxx. 62 hours must be earned in a senior college and 45 of these must be in courses numbered 300 or above. A student must earn his or her last 32 hours at The University of Southern Mississippi and at least 12 hours of resident credit in the major field of study at one of the campuses of the University.

For Licensure programs:

HOURS TO DEGREE

1XX hours are needed to graduate with a BX in Xxxxxx (Licensure). 62 hours must be earned in a senior college and 45 of these must be in courses numbered 300 or above. A student must earn his or her last 32 hours at The University of Southern Mississippi and at least 12 hours of resident credit in the major field of study at one of the campuses of the University.

Font sizes:

Spacing between header line and degree name - Times New Roman; 9 font

DEGREE NAME (EMPHASIS) (BX) - Goudy Old Style; 12 font

Degree Plan (DEGBX) – Times New Roman; 10 font

From Degree Plan (DEGBX) line to first line of both columns - Times New Roman; 9 font

GENERAL EDUCATION CURRICULUM & PROGRAM CURRICULUM - Goudy Old Style; 10 font

All Headings, Courses, and text – Times New Roman; 9 font

Spacing between all Headings – Times New Roman; 5 font

Spacing between last GEC line and Program Curriculum heading - Times New Roman; 9 font
