

**THE UNIVERSITY OF SOUTH CAROLINA**



# **GUIDELINES FOR ADVISING**

**For majors:**

**Bachelor of Arts in Liberal Studies**

9/3/08

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## **BACHELOR OF ARTS IN LIBERAL STUDIES**

### **Program Purpose**

The purpose of the Liberal Studies program is to provide a curriculum responsive to the educational needs of our state. Available to students on the University of South Carolina's regional campuses, this degree provides access to upper-level study in a range of liberal arts disciplines, fostering the ability to think critically, communicate effectively, solve problems, and interpret human experience. The goals of this program are to enhance students' intellectual and creative capacities and broaden their historical, ethical, social, and international perspectives. The program has been designed to allow the student some flexibility in designing the upper-level curricula based on previous studies and employment objectives.

The Bachelor of Arts in Liberal Studies is designed for students who want to pursue liberal studies without a major in a single discipline.

### **Objectives**

- To provide students with broad-based knowledge in the liberal arts that results in their becoming more articulate, analytical, historically informed, and well-rounded
- To prepare students to contribute to their work environments and the larger society and to grow personally and professionally throughout their careers
- To foster in students analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and ethics; and characteristics of leadership
- To meet academic needs of students who wish to pursue a baccalaureate degree in Liberal Studies and provide a solid foundation for those preparing to pursue further education
- To attract diverse, career-oriented students by making available curricula that correspond to employment opportunities and community needs

## **ACADEMIC ADVISING**

### **Philosophy and Goals**

The primary purposes of academic advising are

- to help students to develop suitable educational plans that are compatible with their career and life goals.
- to help students to clarify their career goals, to select appropriate courses, and to evaluate their progress toward established goals.
- to help students to develop the skills needed to be responsible and self-directed members of the University community.
- to help students to interpret institutional requirements.
- to make students aware of the educational resources available to them
- in the case of transfer students, to ease the transition to the student's new academic environment.
- to advocate for the student, as well as act as a liaison between the student and the larger University community.

### **Organization and Administration**

The Assistant Vice Provost for Extended University is responsible for the management of the BLS degree program. Primary advisement and oversight of the student's academic progress is the responsibility of the home campus.

**Home Campus:** Primary responsibility for advising resides with the student's home regional campus. BLS students have a primary advisor who assists in developing the Program of Study (academic plan), recommends acceptance of transfer credit, initiates the application process, monitors the student's progress toward fulfillment of degree requirements, and reviews the graduation application. The Campus Associate Dean for Academic Affairs is responsible for supervising, reviewing, and approving all of the above.

**Assistant Vice Provost for Extended University:** This office is responsible for coordinating advising activities, evaluating transfer credit, admitting students to the program, and final graduation approval.

**Support Services:** It is recognized that students may sometimes need special assistance, and advisors may recommend that students avail themselves of the services offered by one or more academic assistance programs. The BLS degree is designed for the students on the regional campuses; each home campus should have support services for their own students.

### **Expectations for Advisees and Advisors**

**Advisors:** The advisor serves as a resource for the advisee and should endeavor to assist the advisee to build a program of study consistent with the advisee's interests and educational goals, within the framework of applicable academic regulations. Additionally, advisors should urge advisees to familiarize themselves with the regulations and requirements of their degree program. The ultimate responsibility for making decisions about career goals and educational plans rests with the advisee. It is the responsibility of each advisee to understand and complete all requirements for the degree. The advisee, in consultation with the advisor, will construct a program of study. The primary advisor is responsible for assisting the advisee with the BLS application and

doing an initial evaluation of any transfer credits. The advisor should monitor the advisee's progress toward achievement of the desired degree and should move the advisee toward timely completion of the degree requirements. The primary advisor is also responsible for initially evaluating the application for graduation.

Finally, advisors should be sensitive to any special needs or concerns that an advisee may have and should familiarize themselves with the support services on campus to which such advisees might be referred.

## **ADMISSION AND GRADUATION STANDARDS**

Students may apply to the Bachelor of Arts in Liberal Studies Program after completion of at least 45 semester hours of accredited, college-level work. A minimum grade point average of 2.0 is required for admission and graduation.

A student who has been admitted to this Program must make satisfactory academic progress. In addition, students are subject to all University regulations governing probation, suspension, and readmission described in the University *Bulletin*.

All students must earn at least 30 USC hours after admission to this program. A minimum of 120 semester hours of accredited, college-level work must be presented to earn this degree. All major and cognate/minor courses must be passed with the grade of C or better.

## **ADMISSION PROCEDURES**

Students who meet the semester hours and GPA requirements work with an advisor to develop a Program of Study (academic plan). This completed document is signed by the student and the advisor. It is then reviewed by the Campus Associate Dean for Academic Affairs, who may return it to the advisor and student if further development is needed. When it is approved, the Academic Dean signs it and forwards it, with a Change of School form and a certification letter from the campus financial aid officer, to the office of the Assistant Vice Provost for Extended University. This office notifies the student and the advisor of the student's acceptance and also communicates about specific requirements the student needs to meet to complete the degree.

## **GRADUATION APPLICATION PROCEDURES**

Following deadlines established by the office of the Vice Provost and the Office of the Registrar, the student completes a graduation application. The advisor verifies the student's fulfillment of graduation requirements and forwards the application to the Campus Associate Dean for Academic Affairs, who does the same. The application is then submitted to the office of the Vice Provost where it is ultimately approved or disapproved. A student whose application is disapproved must reapply for graduation in a subsequent term.

## **DEGREE REQUIREMENTS**

(see also *Program of Study* form)

### **Curriculum Overview (120 hours)**

The Bachelor of Arts with a major in Liberal Studies is designed for students who want to pursue liberal studies without a major in a single discipline.

**No course may count in more than one category.**

#### **1. GENERAL EDUCATION REQUIREMENTS (41-51 hours)**

**Writing (6)**

**Foreign Language (0-9)**

**Numerical and Analytical Reasoning (6-7)**

**Laboratory Sciences (8)**

**Liberal Arts (21)**

#### **2. MAJOR REQUIREMENTS (36 hours) select one option**

*Arts and Humanities Option*

*Science and Mathematics Option*

*Social and Behavioral Sciences Option*

**Three required courses**

#### **3. COGNATE (12 hours)**

#### **4. ELECTIVES (21-31 hours)**

The student's final 30 hours of credit must be taken at a USC campus. All courses (including correspondence, distance, internet, etc.) that originate on a USC campus meet this rule.

#### **1. GENERAL EDUCATION REQUIREMENTS (41-51 hours)**

##### **Writing (6)**

English 101 Composition (3 hrs)

English 102 Composition and Literature (3 hrs)

English 101 and 102 must each be passed with a grade of C or better. English 101 is prerequisite to English 102, and students must complete both English 101 and 102 (or equivalent) before taking any other English course.

Students who exempt English 101 and/or 102 without receiving credit toward graduation must enroll in 3 or 6 credits of English above the 100 level (University *Bulletin*).

##### **Foreign Language (0-9)**

Demonstration of proficiency in one foreign language equivalent to the minimal passing grade on the exit examination in the 122 course. Students can demonstrate this proficiency by successfully completing Phase II of the Proficiency Test or by successfully

completing the 122 course, including the exit exam administered as part of that course.

### **Numerical and Analytical Reasoning (6-7)**

(to be met in one of the following ways)

- 1) MATH 122 or 141 with either CSCE 101 or STAT 110 or PHIL 110 or
- 2) MATH 122 or 141 with **a higher level** math course such as MATH 170 or 172
- 3) CSCE 101 and CSCE 102; STAT 110 and STAT 201; Or PHIL 110 and PHIL 111

#### **Note:**

MATH 100, 101, and 102 may not be applied in any way toward degrees in Palmetto Programs. MATH 221 and 222, Basic Concepts of Elementary Mathematics I and II, are open only as electives.

### **Laboratory Sciences (8)**

Two laboratory courses selected from the following fields: astronomy, biology, chemistry, environmental studies, geology, marine science, physics.

The two courses need not be taken in the same field.

#### **Notes:**

1. Credit cannot be applied for both BIOL 110 and BIOL 120, 120L.
2. Pre-med students or those considering Biology as a cognate or minor should consider Biology 101 and 102.
3. Pre-med students or those considering Chemistry as a cognate or minor should consider CHEM 111 and 112.
4. Credit may not be applied for both PHYS 151 and 153 or for both PHYS 151 and 155.
5. Students considering Physics as a cognate or minor should consider PHYS 201, 201L, 202, 202L or 211, 211L, 212, 212L.

### **Liberal Arts (21)**

Fine Arts (3) - studio courses are acceptable as well as history and appreciation courses

History (3) - any history course is acceptable; 100-level courses are recommended

PHIL 102 (3)

Social/Behavioral Sciences (3) - from anthropology, criminal justice, economics, geography, political science, psychology, sociology

SPCH 140 (3)

Electives (6) - must include two disciplines from the liberal arts

These requirements are designed to prevent students from adopting too narrow an academic focus early in their academic careers, allow students to take basic coursework in preparation for their major, and to satisfy core university requirements. The general education requirements provide for the development of skills in analysis, synthesis, and evaluation essential to the understanding of intellectual ideas, the appreciation of the arts, the study of historical and cultural values, and competence in written and oral communication.

**Note:** Courses applied toward general education requirements cannot also be applied toward the major, minor, or cognate requirements.

## **2. THE MAJOR (36 hours)**

### **Required Courses**

All courses must be at the 300-level or above with at least 15 hours at the 400-level or above. All grades must be C or better.

The following three (3) courses are **required of all majors**:

PALM 493 South Carolina Studies (normally taken during junior year)

PALM 494 Internship (normally taken during junior or senior year)

UNIV P401P Senior Capstone Experience (taken during senior year)

The student's major will be chosen from one of the following three (3) options; each major area must have at least 12 hours.

#### *Arts and Humanities Option*

A minimum of 27 hours from two (2) of the following disciplines: art, English, history, languages, philosophy, religious studies, theatre (27 hours)

#### *Science and Mathematics Option*

A minimum of 27 hours from two (2) of the following disciplines: astronomy, biology, chemistry, environmental studies, geology, marine science, mathematics, physics, statistics (27 hours)

#### *Social and Behavioral Sciences Option*

A minimum of 27 hours from two (2) of the following disciplines: anthropology, criminal justice, economics, geography, political science, psychology, sociology (27 hours)

**Second Major.** A student may elect a second major.

1. The student must have received approval from the appropriate academic unit for a second major.
2. A second major eliminates the cognate requirement.

#### **Notes:**

1. A student earning the BLS degree must earn at least 24 hours of the 36 hours of upper-level course work for major credit (including the 3 required courses – 9 hours) at USC. Thus, a maximum of 12 hours of upper-level credit accepted in transfer can be applied to the major.
2. No more than a total of 6 hours of independent study courses can be applied to the major.

## **3. THE COGNATE (12 hours)**

A minimum of 12 hours of coursework at the 300 level or above from **one** of the following disciplines: anthropology, art, business, criminal justice, dance, economics,

education, English, geography, history, languages, mathematics, philosophy, political science, psychology, physical and/or biological sciences, religious studies, social work, sociology, theatre. The cognate cannot be a discipline included in the student's major option; cognate courses are designed to support the major. A maximum of 3 hours of transfer work may be applied to the cognate. (12 hours)

**Notes:**

1. Upon the recommendation of the advisor, and normally consistent with the guidelines on cognate-level courses established by the College of Arts and Sciences, there may be exceptions to the "300-level" rule.
2. All cognate courses must be passed with a grade of C or better.
3. No more than 6 hours of independent study can be applied to the cognate.

**4. ELECTIVES (21-31 hours)**

No courses of a remedial or developmental nature are acceptable as electives. As long as it is not developmental, any credit earned at USC (including RCAM courses that are not developmental) may be applied, but skill-acquiring and vocational courses taken at other institutions may not apply toward the degree. The pass-fail option is allowed for USC courses used for elective credit.

**Examples of INAPPLICABLE COURSES:**

- EDRD 100 Reading for Successful Learning
- ENGL 100 Basic Writing
- MATH 100 Introduction to Elementary Mathematics
- Secretarial skill courses such as typing, keyboarding, shorthand, dictation, transcription, word processing, and records control taken at other institutions
- Credits earned at other institutions with grades lower than C
- Credits earned at other institutions on a pass/fail basis
- Credits from two-year institutions that are not part of the college parallel program
- Course repetitions: Students may not apply the same course more than once to the minimum hours needed for graduation. In cases where a student repeats a course for which credit has already been earned (e.g., D in a required major course), credit for that course is applied only once to the number of hours applicable toward graduation.

**Notes:**

1. No more than a total of 3 credit hours of physical education activity courses (such as swimming, golf, weight training, tennis, etc.) may be applied. There are no restrictions on those physical education courses involving substantial content in pedagogy.
2. Credit for military experience may be considered on a case-by-case basis.
3. RCAM courses, if not developmental, are acceptable for elective credit.