

4.2.2 Undergraduate Completion Requirements

4.2.2/1 of 9 Sequence of Courses

Presentation of Findings

Each degree program at Old Dominion University has an appropriate sequence of courses leading to the degree. The sequence of courses is governed by a system of prerequisites / corequisites and advisement by faculty. The prerequisites/corequisites for each course are found in the "Courses of Instruction" section of the Old Dominion University Catalog. They are listed following the course number, title, and credit hours and preceding the course description. Sequencing of courses within the major is determined by the program.

At Old Dominion University, "All degree-status undergraduate students are required to have an academic or faculty advisor approve their courses of study prior to each registration" (Old Dominion University Catalog, p. 35). This process is administered using blocks on registration that must be removed by the adviser before the student is allowed to register.

The system of prerequisites and the advising process ensure that an appropriate sequence of courses leads to the degree in each program.

4.2.2/2 of 9 Published Degree Requirements

The specific requirements for all baccalaureate degrees are published and explained by the colleges granting the degrees in the Old Dominion University Catalog. The degree requirements specify the credits needed in general education courses, core college courses, major courses, and elective courses. The Old Dominion University Catalog is available on the University's Web Site and to the students free of charge at the bookstore. Departments also publish curriculum sheets for each of their programs. These are available through departments and advisers. The TELETECHNET degree programs also have electronic advising sheets available through site directors.

The requirements for each degree offered by Old Dominion University are published and readily available.

4.2.2/3 of 9 Requirements and Specifics of Degree Programs

Total credits, including the general education requirements, credits for majors, and electives are specified by program faculty when the degree program is initiated. The policies and procedures for program approval are established by the Council of Higher Education as part of its effort "to promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the state of Virginia" (Code of Virginia). These policies and procedures are intended "to provide a systematic process for planning and initiating new academic programs" (Curriculum Development and Change Policies and Procedures Manual). In order that appropriate faculty consideration be given to the instructional program, curricular matters that are to be considered at the university level, for example degree program proposals, are examined at the department and college levels by appropriate faculty groups. Recommendations of these groups are forwarded with the proposal for consideration by the Faculty Senate or the central administration.

All baccalaureate degrees require a minimum of 120 semester hours. The number and distribution of general education credits, the number of credits to be earned in the major or area of concentration, the number of electives, standards for satisfactory progress, and

other degree requirements are specified in the Old Dominion University Catalog. A minimum overall grade point average of C (grade point average of 2.00) must be made in all courses taken, and an overall grade point average of at least 2.00 must be attained in the major except in those programs requiring a grade point average above 2.00. In addition, many educational programs undergo peer review through national accreditation procedures which are recognized by the Council on Higher Education Accreditation (CHEA). In many of these programs, the standards are higher: e.g., in several Health Science programs, students must earn a grade of C or higher in all major courses. The list of accrediting agencies is found in the Old Dominion University Catalog (p. 4).

The degree requirements are appropriate and fully specified.

**4.2.2/4 of 9
Basic Core of
General Education
Courses**

The basic core of general education courses for undergraduate programs is specified in the Old Dominion University Catalog. Requirements entail 32 to 54 credit hours of lower-division courses, depending on major, along with 6 to 12 hours of upper-division courses. Courses that satisfy the General Education requirements are listed in the Old Dominion University Catalog (p. 49). The lower-division requirements include 6 hours of written communication, 3 hours of oral communication, 3 hours of mathematics, 0-6 hours of foreign language, 3 hours of computer skills, 3 hours of fine and performing arts, 3-6 hours of history, 3 hours of literature, 3 hours of philosophy, 11-12 hours of natural science and technology, and 3-6 hours of social science. The Transfer Policies for General Education Requirements are also described in the Old Dominion University Catalog (p. 44). The upper-division general education requirement can be satisfied via three options. Option A is an approved minor, second degree, or second major. Option B involves advanced study in a focus-area cluster (nine hours). Option C is an international certificate. These options are outlined in the Old Dominion University Catalog (pp. 46-48).

Old Dominion University's undergraduate degree programs contain a basic core of general education courses. This core of courses is based on specific goals for general education established by the University community.

**4.2.2/5 of 9
Competence in
Reading, Writing,
Oral
Communication,
Mathematics, and
Computers.**

Old Dominion University requires that all graduates of degree programs be competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Passing grades in required general education courses in each of these areas demonstrate competency. In addition, the University has undergraduate writing program requirements that are described fully in the Old Dominion University Catalog (p. 37). These include the following:

Entrance Examination - Writing Sample Placement Test (WSPT). All incoming students will be tested for proficiency in writing. The test results determine the appropriate writing course for each first-year student. A passing score on the Writing Sample Placement Test (WSPT) is a prerequisite for registration in English 110C, English Composition.

All entering undergraduate students, including transfer students (with or without credit for freshman composition, ENGL 110C), must pass the WSPT. Transfer students with credit for English 110C will not lose that credit.

A student who has not passed the WSPT may not register for a second semester at the University until a plan to correct writing deficiencies, approved by the Director of the

Writing Center, is in place. A student who has not passed the WSPT after two semesters as a degree-seeking student at the University will not be permitted to register until the test is passed. A passing score on the WSPT is a prerequisite to registration for the Exit Examination of Writing Proficiency.

Exit Examination of Writing Proficiency. All students following undergraduate degree programs, including students acquiring a second baccalaureate degree, must pass the University's Exit Examination of Writing Proficiency. The test is administered under the auspices of the Exit Exam Coordinator. The test is given eleven times during the year (3rd Saturday of every month except for December). Students are strongly advised to take the exam in the junior year so that if they need assistance with improving their writing skills, they can be advised of services available to help them attain writing proficiency prior to the anticipated date of graduation. A fact sheet on the Exit Examination of Writing Proficiency is available at the Writing Center and in all academic department offices. Registration sessions and exam dates are listed in the semester's Old Dominion University Schedule of Classes (p.11).

In summary, Old Dominion University requires that graduates be competent in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers. These requirements are satisfied through the general education core and the writing sample and proficiency examinations.

**4.2.2/6 of 9
Majors Defined**

The Old Dominion University Catalog clearly defines majors and minors while outlining the number of credits required for these. Each undergraduate student selects a major department or option at the appropriate time in his or her curriculum. In consultation with the head of his or her major department or a designee, the student selects the courses for the major. At least 12 hours of upper-level course work in the department of the declared major must be taken at Old Dominion University in resident or extension study.

In addition to the completion of courses in the area of the major field, a candidate for a baccalaureate degree may complete a minor. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater career opportunities to the student upon graduation, or to provide recognition of study in a second academic area. Completion of a University-approved minor will meet the upper-division General Education Requirements. For completion of a minor, an undergraduate student must have a minimum grade point average of 2.00 in all courses taken toward the minor. A minimum of six hours in upper-level courses in the minor requirement must be taken in residency. Minimum requirements for the establishment of a minor are the completion of 12 credit hours at the advanced level (300-400) in a field of study.

Old Dominion University explicitly defines majors and the associated requirements in the Old Dominion University Catalog.

**4.2.2/7 of 9
Prerequisites**

An adequate number of course hours with prerequisites is required in courses above the elementary level. The Old Dominion University Catalog lists prerequisites for all courses at the 300 to 400 level.

**4.2.2/8 of 9
Instruction by the
Institution**

For degree completion, at least 25 percent of semester credit hours must be earned through instruction at Old Dominion University. The University policy is stated in the Old Dominion University Catalog (p. 44).

4.2.2/9 of 9

**Remedial Courses
for Credit**

Old Dominion University is not authorized to offer remedial courses for degree credit. However, its Academic Skills Program offers developmental courses to students who need supplemental work in preparation for subsequent courses in writing and mathematics. Credit for these courses does not count towards the fulfillment of degree requirements (Old Dominion University Catalog, p. 13).

Conclusion

The University is in compliance with the SACS criteria for undergraduate completion requirements.

Recommendations/ Suggestions

None

**Must Statement Compliance Table
4.2.2 Undergraduate Completion Requirements**

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
4.2.2/1 of 9. In each degree program, there must be an appropriate sequence of courses leading to the degree.	Compliance	4.2.2/01:01 Old Dominion University Catalog Courses of Instruction, pp. 209-296.
4.2.2/2 of 9. An Institution must publish the requirements for each degree it awards.	Compliance	4.2.2/02:01 Old Dominion University Catalog Requirements for Degrees, pp. 65-205. 4.2.2/02:02 Old Dominion University Homepage: http://web.odu.edu
4.2.2/3 of 9. The requirements must be appropriate to the degree offered and must specify the total credits, the number and distribution of general education credits, the number of credits to be earned in the major or area of concentration, the number of electives, standards for satisfactory progress, and other degree requirements.	Compliance	4.2.2/03:01 Old Dominion University Catalog Requirements for Degrees, pp. 65-205. 4.2.2/03:02 Faculty Handbook: Curricular Information, pp. 216-217. 4.2.2/03:03 Old Dominion University Homepage: http://web.odu.edu
4.2.2/4 of 9. Undergraduate degree programs must contain a basic core of general education courses. A minimum of 30 semester hours for baccalaureate programs are required for degree completion. The core must include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.	Compliance	4.2.2/04:01 Old Dominion University Catalog Requirements for Degrees, pp. 44-51. 4.2.2/04:02 Old Dominion University Homepage: http://web.odu.edu

<p>4.2.2/5 of 9. The institution must demonstrate that graduates of degree programs are competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.</p>	Compliance	<p>4.2.2/05:01 Old Dominion University Catalog Academic Information, p. 37.</p> <p>4.2.2/05:02 Old Dominion University Catalog Requirements for Degrees, pp. 44-51</p> <p>4.2.2/05:03 Old Dominion University Schedule of Classes (published each semester), p. 11.</p>
<p>4.2.2/6 of 9. An institution must clearly define what is meant by a major or an area of concentration and must state the number of credits required for each.</p>	Compliance	<p>4.2.2/06:01 Old Dominion University Catalog Requirements for Degrees, pp. 48-51.</p> <p>4.2.2/06:02 Old Dominion University Catalog Requirements for Degrees, pp. 65-205.</p>
<p>4.2.2/7 of 9. An adequate number of hours with appropriate prerequisites must be required in courses above the elementary level.</p>	Compliance	<p>4.2.2/07:01 Old Dominion University Catalog Courses of Instruction, pp. 209-296.</p>
<p>4.2.2/8 of 9. For degree completion, at least 25 percent of semester credit hours must be earned through instruction by the institution awarding the degree.</p>	Compliance	<p>4.2.2/08:01 Old Dominion University Catalog Requirements for Degrees, p. 44.</p>
<p>4.2.2/9 of 9. All courses, other than those identified by the institution as developmental/remedial, offered by an institution for credit must be acceptable as requirements or electives applicable to at least one of its own degree or certificate programs or must be clearly identified on transcripts as not applicable to any of the institution's own degree or certificate programs.</p>	Compliance	