



*University Community (faculty, undergraduate students and University Undergraduate School administration)*

| <b>SUBJECT (R*)</b>               | <b>EFFECTIVE DATE (R*)</b> | <b>POLICY NUMBER (O*)</b> |
|-----------------------------------|----------------------------|---------------------------|
| AWARD OF ASSOCIATE OF ARTS DEGREE | June 29, 1994              | 340.060                   |

**POLICY STATEMENT (R\*)**

**Certification:**

Certification by the Dean of Undergraduate Education that all requirements for the degree have been met.

**Credit Hour and Residency Requirements:**

Successful completion of at least 60 semester hours of credit with the required grade point average, of which at least the last 20 hours of credit must be completed at the University. Exceptions must be made in advance by the Dean of Undergraduate Education and may not exceed three semester hours of credit.

**University Curriculum Requirements:**

Completion of the Lower Division Core Curriculum.

**Grade Point Average Requirements:**

A cumulative grade point average (GPA) of 2.0 or higher for courses taken at the University.

**State University System (SUS) Requirements:**

Completion of the University's Core Curriculum requirements and presentation of passing scores on all four subtests of the College-Level Academic Skills Test (CLAST).

**Other:**

Students who receive an associate of arts degree and are not enrolled in at least one course at the University for the period of one year must apply for readmission to the University if they wish to obtain a baccalaureate degree. Students who do not intend to transfer to another university should not request an associate of arts degree. The degree will not be awarded after completion of the baccalaureate degree.

**REASON FOR POLICY (O\*)**

To state the minimum University requirements for awarding, and procedures for receiving, an associate of arts degree.

**RELATED INFORMATION (O\*)**

**AUTHORITY/SOURCE:**

Florida Administrative Code, 6C8-3.011  
Provost and Vice President for Academic Affairs  
Council of Deans  
Faculty Senate  
University Registrar

**PROCEDURES (O\*)**

When a student has completed the requirements for an associate of arts degree and wishes to have it recorded on the student's grade transcript, the student must obtain an Application for Associate of Arts Degree from the Office of the Registrar, have it signed by the Director of the Academic Advising Center in the Office of Undergraduate Education and return the signed Application to the Office of the Registrar.

The Office of the Registrar prepares all necessary forms and sends them to the Office of Undergraduate Education for review and certification of completion. The Office of Undergraduate Education will advise the Office of the Registrar whether or not all requirements have been met.

If all requirements have been met, the student's grade transcript will indicate that the student has been awarded an associate of arts degree. No diploma is given for an associate of arts degree. If the Office of Undergraduate Education determines that all requirements for the degree have not been met, the application procedure must be repeated after successful completion of all requirements.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Undergraduate Education  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Undergraduate Education  
Florida International University  
11200 S.W. Eighth Street, PC 245  
Miami, Florida 33199  
Telephone Number: 305-348-2800

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For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

**\*R = Required \*O = Optional**