



Executive Policy Chapter: Chapter 5, Academic Affairs
Executive Policy: EP 5.205, Academic Programs Definitions and Guidelines ~~Minors and~~
~~Certificates~~
Effective Date: ~~November 2014~~ XXX 2022
Prior Dates Amended: March 1996, November 2014
Responsible Office: Office of the Vice President for Academic Strategy ~~Affairs~~
Governing Board of Regents Policy: RP 5.201 Instructional Programs
Review Date: ~~August 2018~~ XXX 2026

I. Purpose

- A. To establish definitions and broad guidelines for degrees, academic majors and minors, ~~and those certificate credentials, and concentration composed of credit courses that are conferred on the authority of the Chancellors.~~
- B. To identify campus responsibilities in the development of policies and practices designed to ~~ensure~~ ensure academic standards and consistent practice in the use of degrees, certificates, ~~and~~ academic minors, and concentrations.

II. Definitions

A. General Definitions

1. Degree: A degree is a type of credential that typically takes two or more years to complete.
2. Credential: A credential is a general term that can be used to describe a degree, certificate, or other form of institutional-based acknowledgment.
3. Concentration: A focus or specific area of emphasis within a specific academic major of an associate, baccalaureate or graduate degree. Must fit within the structure of the associate, baccalaureate or graduate degree and may not exceed the required number of credits for the degree. Should include a minimum of nine credits.
4. Academic Major: An area of inquiry that leads to a degree through coursework that represents cohesive and extensive study in a subject area in which a student develops depth of knowledge, competency, and understanding. It requires at least thirty credits. Majors beyond sixty credits require approval by the chief academic officer or their designee. Majors are identified with a CIP code in compliance with institutional and federal reporting requirements. A student may have more than one major.

5. Academic Minor: Recognition of work completed in select credit courses as a student's secondary declared academic field of study. Minors generally contain fifteen to eighteen hours of coursework with at least nine hours of upper-division coursework within or among Board-approved programs. An academic minor once declared shall be a part of a student's program of study. Community colleges do not use academic minors except for the Baccalaureate degree programs offered by community colleges.

B. Definition of Degrees

1. Associate Degree: The associate degree generally consists of sixty semester credits and provides students with skills and competencies essential to transfer to a baccalaureate-level program or for gainful employment in a career and/or technical education area. Any associate degree cannot go beyond sixty credits except with approval from the chief academic officer or their designee.
2. Baccalaureate Degree: There are a variety of baccalaureate degrees, which include the Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Fine Arts (BFA), Bachelor of Applied Science (BAS), among others. The baccalaureate degree generally consists of 120 semester credits and includes the completion of University-wide core requirements, individual college or school requirements, and an academic specialization comprising a major. Any baccalaureate degree cannot go beyond 120 credits except with approval from the chief academic officer or their designee.
3. Graduate Degree: An advanced academic degree in a specialized field of study pursued after one has obtained a baccalaureate degree. Included are various master's and doctoral degrees. May be pursued in conjunction or overlapping with a bachelor's degree in some cases.

C. Definition of Certificates

1. Certificate: A certificate is a type of credential that can be earned in less than two years. Community College policy defines certificates awarded by community colleges.
2. Graduate Certificate: Recognition of work completed in select credit courses taken within or among existing Board-authorized graduate degree programs.
3. Undergraduate Certificate: Recognition of work completed in select credit courses taken within or among existing Board-authorized undergraduate degree programs.
4. Standalone Certificate: Recognition of work completed in select courses not housed under an existing major or degree. May require Board approval if it requires significant resources.

~~A. Graduate Certificate: recognition of work completed in select credit courses taken within (or among) existing Board-authorized graduate degree programs.~~

~~B. Undergraduate Certificate: recognition of work completed in select credit courses taken within (or among) existing Board authorized undergraduate degree programs.~~

~~C. Academic Minor: recognition of work completed in select credit courses within a specific academic major. Academic minors do not stand alone. Therefore, campuses may recognize academic minors only in Board authorized baccalaureate degree programs.~~

~~D. Certificate of Achievement (CA): A college credential for students who have successfully completed designated medium-term career and technical education credit course sequences which provide them with entry level skills or job upgrading. These course sequences shall be at least twenty-four credit hours, but may not exceed fifty-one credit hours (unless external employment requirements exceed this number).~~

~~E. Certificate of Competence (CO): A community college credential for students who have successfully completed career technical education courses within a Board of Regents approved CTE program that have been identified as fulfilling an employable set of skills recognized by Business and Industry. Credit course sequences shall be at least four and less than twenty-four credit hours. Certificates of Competence may be awarded for successful completion of a sequence of non-credit Career and Technical Education instruction.~~

~~F. Academic Subject Certificate (ASC): A supplemental community college credential for students enrolled in an Associate in Arts program or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a focused, specific sequence of credit courses from the Associate in Arts (AA) curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least twelve credit hours. Exceptions involve new program development and are subject to the requirements of E5.201.~~

~~G. Advanced Professional Certificate (APC): A college credential for students who have successfully completed the associate level degree, or designated medium-term credit/non-credit career technical education courses, or the equivalent which has provided the student with skills and competencies for gainful employment beyond entry-level positions. The certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper division course level and contain at least eighteen and no more than thirty credit hours.~~

III. Executive Policy

A. Authority to create new degrees defined in this policy is described in EP 5.201.

B. Authority to confer degrees as defined in this policy is described in EP 5.101.

C. Degrees that exceed the generally accepted credit hours defined in this policy must be approved by the chief academic officer or their designee.

A. Academic Minors

- ~~1. Authority to recognize academic minors resides with the Chancellor of each campus offering baccalaureate degrees.~~
- ~~2. If recognized, academic minors exist in conjunction with academic majors and do not stand alone. Therefore, campuses may recognize academic minors only in Board-authorized baccalaureate degree programs.~~
- ~~3. Campuses choosing to recognize academic minors are responsible for establishing campus policy that includes, at minimum, the rationale for doing so and credit and grade-point requirements. Academic minors are not required for all degree programs on a campus offering minors.~~
- ~~4. Completion of academic minors is noted by the campuses on student transcripts.~~

~~B. Certificates~~

- ~~1. Authority to confer certificates in specific subject that represent recognition of work taken within (or among) existing Board-authorized academic programs resides with the Chancellor of each campus.~~
- ~~2. Campuses conferring certificates on the authority of the Chancellor are responsible for establishing campus policy and procedures specifying, at a minimum, administrative responsibilities, credit and grade-point requirements, and certificate format, acquisition and conferral.~~
- ~~3. Certificates are subject to Board and Executive Policy on the review of established programs (E5.202) either alone or as part of the BOR-approved program it is to which the certificates are subordinate.~~
- ~~4. Completion of certificates is noted by the campuses on student transcripts.~~

D. ~~C~~ Reporting Requirements

1. Campuses ~~will are to~~ maintain policies related to academic degrees, majors, minors, concentrations, and certificates.
2. Campuses ~~will are to~~ notify the Office of the Vice President for Academic StrategyAffairs of the approval of all new certificates, concentrations, and minors including documentation of ~~the~~ approval by the appropriate approving authority (e.g. Chancellor/Provost or Vice President for Community Colleges).
3. Campuses ~~will are to~~ provide an annually updated list of certificates, including effective date, to the Office of the Vice President for Academic StrategyAffairs ~~annually and.~~
4. Campuses will maintain an internal record of ~~baccalaureate~~those bachelor's programs offering minors, including effective date.
5. ~~4.~~The Office the Vice President for Academic StrategyAffairs is responsible for maintaining an annually updated listing of all University curricula including Board- and unitChancellor/-conferred credentials.

E.D. ProgramBanner Codes for ~~DegreesCertificates and Minors~~

1. IRAPO and Banner will develop procedures to create the necessary program, major, and subject codes in Banner.
2. Campuses will provide the necessary documents to facilitate this process.

3. The Office of the Vice President for Academic ~~StrategyAffairs~~ will work with campuses to ensure that new certificates are created in accordance with this policy.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of the Vice President for Academic ~~StrategyPlanning and Policy~~
Telephone: (808) 956-6897
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VI. References

~~RP 5.201 Instructional ProgramsNone~~
EP 5.201 Approval of New Academic Programs and Review of Provisional Academic Programs

Approved:

Signed ~~November 2014~~

David Lassner Date
President