



Executive Policy Chapter: Chapter 5, Academic Affairs
Executive Policy: EP 5.205, Degrees, Academic Minors and Certificates, and Concentrations/Specializations
Effective Date: November 2014
Prior Dates Amended: March 1996, XXX 2021
Responsible Office: Office of the Vice President for Academic StrategyAffairs
Governing Board of Regents Policy: RP 5.201 Instructional Programs
Review Date: August 2018XXX 2026

I. Purpose

- A. To establish definitions and broad guidelines for degrees, academic minors, and those certificate credentials, and concentrations/specializations 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 assure academic standards and consistent practice in the use of degrees, certificates, and academic minors, and concentrations/specializations.

II. Definitions

- A. Associate's Degree: The Associate's degree consists of 60 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.
- B. Bachelor of Arts, Science, and others: The Bachelor's degree 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.
- C. Graduate Degrees: An advanced academic degree in a specialized field of study pursued after one has obtained a Bachelor's degree. Included are various Master's and Doctoral degrees.
- D.A. Graduate Certificate: Recognition of work completed in select credit courses taken within (or among) existing Board-authorized graduate degree programs.
- E. B. Undergraduate Certificate: Recognition of work completed in select credit courses taken within (or among) existing Board-authorized undergraduate degree programs.
- F.C. 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 a specific academic major. ~~Academic minors do not stand alone. Therefore, campuses may recognize academic minors only in Board-authorized baccalaureate degree programs.~~

~~G.D.~~ Certificate of Achievement (CA): A community 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).

~~H.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.

~~I.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 EP 5.201.

~~J.G.~~ Advanced Professional Certificate (APC): A community 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.

~~K. Concentration/specialization: A focus or specific area of emphasis within a specific academic major. The concentration/specialization is completed as part of the academic major and does not require additional credits.~~

~~L. Microcredential: A credential issued by the University that attests to the acquisition of a skill or competency that may be aligned with one or more courses. Microcredentials may be combined to create minors or majors.~~

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. If degrees exceed the generally accepted credit hours defined in this policy, approval must be sought by the Vice President for Academic Strategy or, if delegated, to Chancellor/Provost.

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 are to maintain policies related to academic minors, concentrations/specializations, and certificates.
2. Campuses are to notify the Office of the Vice President for Academic StrategyAffairs of the approval of all new certificates, concentrations/specializations, and minors including documentation of the approval by the Chancellor.
3. Campuses are to provide an updated list of certificates including effective date to the Office of the Vice President for Academic StrategyAffairs annually and maintain an internal record of those bachelor's programs offering minors including effective date.
4. The Office the Vice President for Academic StrategyAffairs is responsible for maintaining an annually updated listing of all University curricula including Board- and Chancellor--conferred credentials.

E.D. Program Codes for DegreesCertificates and Minors

1. IRAP~~O~~ 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 ~~Strategy~~Affairs 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 ~~Strategy~~Planning and Policy

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VI. References

None

Approved:

Signed ~~November~~2014

David Lassner Date
President