



**UNIVERSITY POLICY AC-13.03-09/23**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** Addition, Modification, and Deletion of Specializations, Minors, and Certificates

**RESPONSIBLE OFFICE:** Office of the Provost

**I. Purpose:**

The Florida Board of Governors (“BOG”) has given each university board of trustees the responsibility and authority to promulgate policies consistent with BOG Regulation 8.011 and applicable accreditation standards for the approval, implementation, and review of other types of academic curricular offerings as described in subsection (7) (a)-(d) of the Regulation. UWF Policy AC-03, New Academic Degree Program Approval, as it may be amended, contains definitions of a degree program and program major, which UWF refers to as a “specialization.” Such programs include minors, concentrations, areas of emphasis, tracks, college credit certificate programs, and non-college credit certificates. The following criteria and guidelines are for the addition, modification, and deletion of specializations, minors, and certificate programs at UWF.

**II. Definitions:**

College Credit Certificate Program – an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the University awards a certificate, diploma, or similar form of recognition upon completion. College credit certificate programs may consist of programs that are part of a degree program or distinct courses that are created outside of any degree program.

Graduate Certificate – Meets the definition of college credit certificate program and must be composed of at least 9 semester hours of graduate-level academic courses.

Non-College-Credit Certificate – An organized curriculum of study of any length that is offered for non-college credit (as measured through clock hours, continuing education units, competency exams, etc.), that leads to specific or educational goals, and for which the University awards a certificate or diploma upon completion.

Program Concentration, Area of Emphasis, Track or a similar curricular offering – Any organized curriculum that is offered as part of a degree program major, as defined in this Policy and enhances or complements the degree program in a manner that leads to specific educational or occupational

goals. Such a curricular offering shall be as defined by UWF within the credit-hour length set in accordance with BOG Regulation 8.011 and other applicational policies or regulations, except that the number of credit hours shall not equal or exceed the number of credit hours established for a program specialization at the same degree level. Concentrations, areas of emphasis, and tracks may not appear on the student's transcript or credential. These curricular offerings are offered to assist students in furthering their educational and career goals.

**Program Minor** – Any organized undergraduate curriculum, independent of the program specialization, that leads to the completion of specific educational or occupational goals. Minors are optional and may or may not appear on the student's transcript or credential. Students seeking a minor must be currently enrolled in an undergraduate specialization. Completion of a minor is noted on a transcript only upon completion of a baccalaureate degree. Undergraduate students may qualify for a minor by meeting specific departmental and/or college requirements. Specific requirements for the minor will be those listed in the academic programs section of the catalog that is in effect at the time the minor is declared. Students should consult the minor department for questions concerning course requirements. A minimum of 12 semester hours of upper-division work must be completed in the minor, of which 9 semester hours must be courses taken at UWF. Students must have a minimum GPA of 2.00 in all UWF courses used in the minor.

**Undergraduate Certificate** – Meets the definition of college credit certificate program and must be composed of at least 9 semester hours of undergraduate-level academic courses.

### **III. Policy:**

#### **A. Addition, Modification, and Deletion of Specializations and Minors**

The addition, modification, and deletion of specializations and minors are carried out through the faculty governance system supported by the UWF curriculum change request system. The University's curriculum change request system does not normally use the terminology "concentrations," "areas of emphasis," or "tracks."

#### **B. Addition, Modification, and Deletion of Certificates**

The addition, modification, and deletion of certificates are carried out through the faculty governance system supported by the UWF curriculum change request system.

#### **C. Request for Addition or Modification of a Certificate Program**

The sponsoring department(s) will initiate the request that will include as a minimum the following:

1. Certificate Title (appears on certificate and transcript);
2. Proposed effective date;
3. Department(s) and contact(s);
4. Certificate type – graduate, undergraduate, or continuing education;

- 5. Rationale including, as a minimum, university-wide implications of the program in terms of academic mission, need, quality, and resources;
- 6. Program level student learning outcomes and assessment plans;
- 7. Articulation, including, as a minimum, identification of academic units, programs, or courses outside the initiating department(s) that may be impacted;
- 8. Program description;
- 9. Program requirements including courses, minimum GPA requirements, prerequisite courses, and other similar applicable data; and
- 10. Admission requirements including grade point average, test scores, prerequisite courses, and other criteria including degrees, diplomas, and courses, if applicable

D. Development of Undergraduate and Graduate Certificates

These credit-bearing certificates will be developed by sponsoring academic departments.

E. Student Information on Credit-Bearing Certificates – Transfer Courses

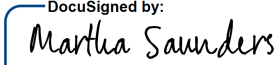
Upon approval of the head of the unit offering the certificate, students may transfer one course (normally 3 semester hours) with equivalent content from an institution that is accredited by an accrediting agency recognized by the United States Department of Education and delineated in University Regulation 3.033, Transfer of Credit, or must be a course with equivalent content from an institution meeting standards equivalent to those that are accredited by a regional or national accrediting agency recognized by the United States Department of Education. Course applicability will be determined by the offering department(s).

F. Records

It is the responsibility of the Office of the Registrar to maintain all student records associated with credit-bearing certificate programs. It is the responsibility of the Office of Continuing Education to maintain all student records associated non-credit certificate programs. Certain certificates may automatically be applied to student records where a student enrolls in the courses required for the certificate.

G. Program Changes Requiring Notification Only or Notification and Approval by the Institutional Accreditor

UWF will follow the appropriate procedures of the institutional accrediting agency when initiating and/or implementing substantive program changes.

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 Approved by: \_\_\_\_\_ Date: 09/12/2023  
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 Dr. Martha D. Saunders

**Authority:** BOG Regulation 8.011, Authorization of New Academic Degree Programs and Other Curricular Offerings

**Cross Ref.:** UWF Policy AC-03, New Academic Degree Program Approval

**History:** Adopted June 2008; revised April 2014 and September 2023

**Last Review:** September 2023