UNIVERSITY POLICY AC-13.02-04/14

Policy Title: Addition, Modification, and Deletion of Specializations, Minors, and Certificates

Originator: Dr. George Ellenberg, Vice Provost

Responsible Office: Office of the Provost

Reason for Policy/Purpose:

The Florida Board of Governors 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 defined in (7) (a)-(c). 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.

Who Does this Govern and Who Needs to Know this Policy?

All faculty and administrators charged with planning and approving UWF specializations, minors, and certificates.

Definition of Terms:

Program Specializations and Minors:

Any organized curriculum that is offered as part of an individual student's degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational and occupational goals. With respect to minors and specializations, the number of credit hours must not equal or exceed the number of credit hours established for a program major at the same degree level. Such curricular offerings are not assigned a CIP Code and are not included in the State University System Academic Degree Inventory as a stand-alone academic program at UWF.

Students seeking a minor must be currently enrolled in an undergraduate major. 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.
Certificates:

A focused collection of courses that, when completed, afford the student a record of coherent academic accomplishment in a given discipline or set of related disciplines. The curriculum for certificates is structured to address particular needs for professional advancement, career transition, practical skill training, and personal development and, thus, the curriculum may represent a more practice-oriented subset of an existing discipline. Certificates are not designed to replace existing degree programs or minors, but they may serve as means of attracting individuals to a formal degree program and a certificate may be a sought after credential. While the courses comprising a certificate may be used as evidence in support of a student's application for admission to an undergraduate or graduate degree program, completion of the certificate itself is not considered to be a prerequisite and does not guarantee admission to any degree program. Certificates differ from undergraduate minors in their specificity of topics and in their focus on non-degree seeking students. Certificates may be offered at the undergraduate, graduate, or non-academic (continuing education) levels.

Undergraduate Certificates:

Composed of at least 9 semester hours of undergraduate-level academic courses. A high school diploma or its equivalent is required for admission to an undergraduate certificate program.

Graduate Certificates:

Composed of at least 9 semester hours of graduate-level academic courses. Offering departments should consider that only 12 semester hours of graduate credit taken while in a non-degree status may be applied toward a graduate degree at UWF. An earned baccalaureate degree is required from an institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education or from an institution meeting standards equivalent to those which are accredited by a regional or national accrediting agency recognized by the United States Department of Education.

Continuing Education Certificates:

Composed of non-credit continuing education courses that have been deliberately selected, structured, or sequenced to provide either a comprehensive overview of a field of study or an in-depth understanding of a particular subject. The Division of Continuing Education and the academic department sponsoring the certificate (if applicable) will set the minimum admission requirements that may be appropriate for a particular certificate.

Policy Statement:

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 also carried out through the faculty governance system supported by the UWF curriculum change request system.

1. 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:

   - Certificate Title (appears on certificate and transcript)
   - Proposed effective date
   - Department(s) and contact(s)
   - Certificate type- graduate, undergraduate, or continuing education
   - Rationale including, as a minimum, university-wide implications of the program in terms of academic mission, need, quality, and resources
   - Program outcomes- program level student learning outcomes and assessment plans.
   - Articulation, including, as a minimum, identification of academic units, programs, or courses outside the initiating department(s) that may be impacted
   - Program description
   - Program requirements including courses. Departments should include minimum GPA requirements, etc., if applicable
   - Admission requirements including grade point average, test scores, prerequisite courses, and other criteria including degrees, diplomas, and courses, if applicable.

2. Development of Undergraduate and Graduate Certificates: These credit-bearing certificates will be developed by sponsoring academic departments. Upon request by the sponsoring department, Continuing Education may provide assistance in determining the need and potential support for a certificate along with development of a marketing plan for those certificates being offered through Continuing Education.

3. Program Review: The Registrar will provide an annual summary report for each credit-bearing certificate to the department offering the certificate, Provost, college dean, and Faculty Senate. All credit-bearing certificates will be reviewed thoroughly during the regular program review of the department offering the certificate. Continuing Education will provide an annual summary report for each non-credit certificate to the department offering the certificate (if applicable), the Provost, Associate Provost for Academic Innovation, college dean, and Faculty Senate.

4. Student Information on Credit-Bearing Certificates:

   a. Concurrent Enrollment: Students who are currently enrolled as degree seeking students at the University and who wish to pursue simultaneously a certificate must inform the chairperson of their
major department and follow the application process developed by the office of the Provost, including any applicable fee payments, for the certificate. Upon approval of the head of the unit offering the certificate, applicable courses taken at UWF prior to applying to a certificate program may be applied to a certificate.

b. 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 fully accredited by a regional or national accrediting agency recognized by the United States Department of Education or must be a course with equivalent content from an institution meeting standards equivalent to those which 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).

C. 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 with non-credit certificate programs.

D. Program Changes Requiring Notification Only or Notification and Approval by SACSCOC: UWF will follow the procedures of the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) when initiating and/or implementing substantive program changes.

Authority and Related Documents:

Florida BOG Regulation 8.011.

APPROVED: Dr. Judith A. Bense, President Date: 4/7/14

History: Revised April 2014; adopted June 2008.