Committee on Educational Policy
Undergraduate Program Definitions

The Committee on Educational Policy (CEP) recognizes the following academic programs and variants. Other terms for programs and variants will not be approved without separate CEP consultation.

Programs

1. Majors. Majors have clear educational objectives and distinct upper-division curricula leading to a Bachelor of Arts, Bachelor of Science, or Bachelor of Music. Majors include a senior capstone experience.
    a. Current majors require at least 8 upper-division courses, typically 10 or more.
    b. Majors include a senior capstone thesis or project, or a comprehensive examination (SCR 8.1.1). CEP strongly prefers capstone experiences, as discussed in its report on the matter).
    c. Majors appear on the diploma and transcript.

2. Combined majors. A combined major (SCR 10.4.6) is a merging of the objectives and curricula of two distinct majors by the relevant program faculties. The senior capstone should be tailored to the objectives of the combined major. Unlike double majors, combined majors do not provide as much academic training in either field as the given major, though usually require more academic training than either major individually. All requirements in a combined major, with the possible exception of the senior capstone, are present in at least one of the two majors.

3. Individual majors. Individual majors are student-initiated majors with distinct objectives from any existing major or combined major. They are overseen by a committee of faculty and approved on a case-by-case basis by CEP. (SCR 10.4.5 and guidelines. Individual majors with high levels of student interest should be considered for establishment as a major, combined major, minor, or concentration.

4. Double majors. Students may pursue a double-major in any pair of existing majors, but may not use identical upper-division courses to satisfy the requirements of multiple majors or minors unless the programs have requested, and CEP has approved, an exception or unless otherwise allowed for in SCR 10.4.7.

5. Minors. Minors have educational objectives and upper-division curricula, typically extending to the junior year of a related major.
    a. A minor is not a degree program, but an optional course of studies students may pursue, subject to CEP's time-to-degree policies, in addition to the primary major leading to the Bachelor's degree.
    b. Minors include substantial work in the discipline and at least 25 upper-division or graduate units, unless an exception is granted by CEP. Students may not

use identical upper-division courses to satisfy the requirements of multiple majors or minors unless the programs have requested, and CEP has approved, an exception. (SCR
10.4.4)

c. Minors do not appear on the diploma but appear on the transcript.

6. Intensive majors. Intensive majors include significantly more academic training than the associated standard major as a result of their differing educational objectives (for example, preparing students for graduate or professional school).

a. Intensive majors usually have the same entry requirements as the related major, though students who will not be able to complete the intensive major within CEP's time-to-degree policies must switch to the non-intensive major.

b. Intensive majors are listed in the degree and concentration chart.

c. Intensive major designations appear on the transcript but not the diploma, typically with the designation "Subject (Intensive Major)".

d. An Intensive Major is a degree program, and is neither a requirement nor a guarantee of Honors in the Major.

7. Concentrations. Concentrations are variations on a major or intensive major curriculum, and have related educational objectives and curricula.

a. Concentrations are listed in the degree and concentration chart.

b. Concentration designations do not appear on the diploma, but do appear on the transcript.

The literature concentrations are unique as concentrations that appear on the diploma. CEP regards the concentrations as 'distinctly different' according to the definition above, and would welcome a proposal to migrate these to a related group of majors, such as Literature: Germanic Emphasis; and Literature: Creative Writing. CEP will not approve any future concentrations for appearance on the diploma.

8. Certificates. Certificates are a collection of 2 or more courses with a concrete goal. Sample Certificate Program Proposal Criteria:

a. Collection of 2 or more courses (if new courses, proposal must be approved first then course approval process follows).
b. Comparable certificate of value at another institution or professional development
c. Student demand
d. Resources
e. Pathway sample for awarding of certificate
f. Impact on time to degree
g. Review with program statement for catalog
h. Appears in catalog but not on transcript

Sample Other non-degree curriculum Example: Multilingual Curriculum for International Students (MLC)

a. Justification or collection of courses for a specific purpose with a concrete goal
b. Dean support as well as resources if needed
c. Course sequencing including pre-requisites
d. Course constants that are shared in the collection
e. List courses with descriptions and have a visual diagram if possible
f. If proposed courses; submit course approval forms and syllabi with proposal, course approval process follows after approval of the non-degree program
g. Resource Implications
h. Assessment and learning outcomes for student work
i. Data on performance rate
j. Stakeholder/relevant party consultations
k. Sunset/review date
l. Appears in catalog(courses are part of student's transcript) and is reviewed during the catalog approval process
m. Required for graduation: optional

9. Contiguous Bachelor's/Master's Program. The five-year contiguous bachelor's/master's is a means by which an undergraduate may complete a bachelor's and master's degree in five years. The pathway enables well-prepared undergraduate students to complete specific upper division or graduate courses in the latter stages of their undergraduate degree and apply those courses toward a master's degree once admitted to the master's program. Please see Graduate Council Guidelines and the VPAA Policy or procedure.

10. Area studies. Area studies are catalog listings for areas of undergraduate study that do not have an associated bachelor or graduate program, but may have an associated minor program. They form an important resource for students by providing course and faculty information pertinent to the area.

a. Area studies must have an associated administrative unit for coordination of catalog copy. This unit may or may not appear in the catalog copy. If there is an associated minor, the advising office must be specified.
b. Area studies sections begin with a description of the area.
c. If a minor exists, the section continues with a clear statement of minor requirements
d. Area studies have an affiliated group of faculty and a faculty lead. These faculty members are listed in the catalog in paragraph form to assist students in finding out more information about the area.
e. Area studies sections may list related courses in the catalog, also in paragraph form.
f. Area studies may be listed in the catalog and in admissions materials.
g. Area studies may not indicate the existence of any specific individual major curriculum, but may refer students interested in developing an individual major to the faculty affiliated with the area.

11. Honors. Honors are recognitions of academic excellence in a specific degree program or in overall academic performance.

a. Honors and Highest Honors in the major appear on the diploma and in the transcript (SCR 11.1).
b. College Honors reflect overall merit in all academic work and appear on the diploma and in the transcript (SCR 11.2).
c. Colleges and Programs that elect to award Honors must provide such criteria to CEP for its review and approval (SCR11.3).
d. The term Comprehensive Honors, sometimes used as a means of recognizing accomplishments of non-thesis majors, should be withdrawn from use.
e. The notation "University Honors, (Summa/Magna) cum Laude" (as appropriate) appears on the diploma and on the transcript (SCR 11.5)
f. Dean's Honors are listed on student transcripts (SCR 11.6)
g. Any student who has a reportable disciplinary sanction for a violation of academic integrity policies may be ineligible for any honors designation, at the discretion of the agency that awards the designation (SCR 11.7).

Establishment

1. Majors.
   For the establishment of a new major see VPAA Policy.

2. Non-degree programs, minors, certificates, and concentrations.
   For establishment and discontinuance of these program variations follow guidelines maintained by the VPAA and approved by CEP with input from CPB.

3. Double majors.
   Double majors do not require the approval of any parties, though students must be able to complete planned double majors within CEP's time-to-degree policies.

4. Individual majors.
   Individual majors are approved by CEP according to its policies.

5. Contiguous Bachelor's/Master's Program.

The five-year contiguous bachelor's/master's is a means by which an undergraduate may complete a bachelor's and master's degree in five years. The pathway enables well-prepared undergraduate students to complete specific upper division or graduate courses in the latter stages of their undergraduate degree and apply those courses toward a master's degree once admitted to the master's program. Please see Graduate Council Guidelines and the VPAA policy for procedure.

6. Area studies.
   Area studies are renewed every two years as part of the catalog copy process. Catalog copy is routed through the hosting unit and division to CEP for approval. An updated cover letter is always required, and should address the issues of keeping the faculty and, if present, course listing up-to-date.

7. Honors in the Major and College Honors.
   Submit a statement of criteria and request for use to CEP for approval.

Review

1. Majors, combined majors, minors, and intensive majors, concentrations, general education emphases, and bachelor/graduate programs.
   All academic programs are reviewed during the appropriate external review. Units should consider the configuration of programs, discussing the objectives and numbers of students pursing each option, and discuss as appropriate any possible reconfiguration of the programs. Other non-degree programs will be reviewed annually during the established program statement review process.

2. Area studies.
   Area studies are reviewed every two years by the program faculty and the administrative home for updating, revision, and continued inclusion in the catalog.

3. Honors.
   Criteria for honors should be included in the self-study material for academic program review.

Disestablishment

The disestablishment of any academic program or non-degree program requires the process found in the VPAA's policy.

Approved by the Committee on Educational Policy on April 15, 2009 and revised November 10, 2015, May 31, 2016, October 19, 2017, February 23, 2018, and July 3, 2018.