

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED REGULATION REVISION

DATE: February 13, 2012

REGULATION CHAPTER NO.: Chapter 4

REGULATION CHAPTER TITLE: Academic Affairs

REGULATION TITLE AND NUMBER: 4.010 - Authorization of Program Majors, Minors, Other Academic Program Offerings and Off-Campus Programs.

SUMMARY OF REGULATION: This revision changes the title of the regulation to “Authorization of Academic Programs.” It adds language regarding the authorization of new academic programs, which was previously included in 4.005, “Authorization and Termination of Academic Programs.” The revision also deletes language pertaining to “Non-College Credit Programs” and “Off-Campus Academic Offerings.”

AUTHORITY FOR REGULATION: Section 7, Article IX, Florida Constitution and Board of Governors Regulations 1.001 and 8.011.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Cynthia Hughes Harris, Provost and Vice President for Academic Affairs.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Cynthia Hughes Harris, Provost and Vice President for Academic Affairs, 301 Foote-Hilyer Administration Center Tallahassee, Florida 32307 (850) 599-3276 (phone), (850) 561-2551 (fax), cindy.hughesharris@famuedu or Linda Barge-Miles, Assistant Vice President for Academic Affairs at linda.bargemiles@famuedu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of this new regulation follows:

**Regulations of
Florida A&M University**



4.010 Authorization of Academic Program Majors, Minors, Other Academic Program Offerings and Off-Campus Programs

In order to ensure the offering of programs of high quality that are aligned with the mission and goals of Florida A&M University and of the Board of Governors, and meet the needs of the citizens of Florida, the following criteria and guidelines for academic program authorization and termination are established.

1. Authorization of New Academic Degree Programs

- (a) Academic degree programs may be added for various reasons, including but not limited to emerging areas, market demand, a change in the strategic direction of the University, the discipline, or the profession. A recommendation for the addition of any academic degree program shall be reviewed by the faculty of the program involved; the administrative head of the unit, institute, school, or college in which the program is located; appropriate university committees, the Faculty Senate and the Provost. The Provost will forward a recommendation to the President, who will report to the Board of Trustees for action. The Board of Trustees has the responsibility for the addition of degree programs at the bachelor's, master's, advanced master's, and specialist degree programs and also the responsibility to recommend to the Board of Governors, the addition of professional and research doctoral programs.
- (b) The University will engage an external consultant to review all Doctoral degree program proposals. In reviewing new degree programs for approval, the Board of Trustees will consider the criteria specified by the Board of Governors and costs. If a proposed program duplicates another program already offered within the State University System (SUS), units seeking approval of the program must provide evidence of discussions held with the offering institution of the potential impact of the proposed program and reasons to substantiate duplication of the program.
- (c) In reviewing and approving new degree programs, the Board of Trustees shall determine the extent to which the proposed programs will contribute or further economic development within its local community as well as the State of Florida and its alignment with the Board of Governors Areas of Programmatic Strategic Emphasis.
- (d) The University will utilize the SUS degree proposal format for all new degree programs to ensure that the Board of Governors criteria are adequately addressed. The University will notify the Board of Governors, and the Southern Association of Colleges and Schools per substantive change requirements of approval of degree programs by the Board of Trustees.
- (e) The University shall adopt a formal process for determining which new programs the University will explore during the strategic plan cycle. Further, the University shall adopt a formal process for adding academic programs, which includes appropriate curriculum, financial, and administrative review. This process shall be reviewed by the Faculty Senate, and approved by the Provost and the President.

2. **Authorization of Other Academic Curricular Offerings**

The following sections outline the requirements and processes for establishing program majors, minors, concentrations and certificate programs.

(a) Program Major

- i. The concentration of coursework a program major offers allows students to gain a significant level of expertise in a discipline. A program major is an organized curriculum offered as a major area of study that is part of an approved or proposed degree program and does not constitute sufficient, distinct coursework, faculty, and instructional resources to be considered a separate degree program. A program major must be reasonably associated with the degree program under which it is offered and share common core or prerequisite courses with other majors within the same degree program. A program major will not be recognized as a stand alone degree program at the university, will not be included in the State University System Academic Degree Program Inventory, and will not be assigned a separate CIP Code, but will be subsumed under the CIP code of the degree program under which it resides.
- ii. A program major at the baccalaureate level consists of a minimum of 27 semester credit hours in the discipline. In order for majors within the same degree program to be established and qualify for a separate major code, they must differ from any other major by at least 15 semester hours of distinct coursework.
- iii. A program major/concentration/specialization at the master's level consists of a minimum of 18 semester credit hours of graduate level course work in the area of study.
- iv. A program major at the specialist level consists of a minimum of 18 semester credit hours of course work in the area of study and additional graduate level credit hours beyond a master's in the field as determined by the academic department.
- v. A program major/concentration/specialization at the doctoral level consists of a minimum of 24 semester hours of graduate level course work in the area of study. The number of credit hours that must be taken by a student transferring to FAMU with a master's degree from another institution will be determined by the faculty in the FAMU program.
- vi. Approval and Termination of Program Majors: New program majors will be approved using the university procedures which provide a format and process to be followed, including review by the college, school or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost reviews the proposal and makes a recommendation to the President, who is authorized to approve program majors. Program majors may be terminated with the same reviews and approvals that pertain to their implementation.

(b) Program Minor

- i. A program minor enables a student to develop a secondary level of expertise in an area of study in addition to his or her major program of study. The minor cannot be in the same area as the major program of study. A minor is an 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 or occupational goals. Such curricula offerings will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand alone academic program at the University.
- ii. A program minor at the baccalaureate level consists of a minimum of 15 and no more than 21 semester credit hours.

- iii. A program minor at the master's, specialist and doctoral level consists of a minimum of 12 and no more than 18 graduate semester credit hours of course work defined by one or more units in an academic unit outside of the major.
- iv. Approval and Termination of Program Minors: New program minors will be approved using the University procedures which provide a format and process to be followed, including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve program minors. Program minors may be terminated with the same reviews and approvals that pertain to their implementation-

(c) Program Concentrations, Areas of Emphasis, Tracks

- i. Concentrations, areas of emphasis, tracks, etc. are 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 or occupational goals. Such curricula offerings will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand alone academic program at the University. The preferred term at FAMU to describe such an element of a program is "concentration" although the terms "area of emphasis" or "track" may also be used.
- ii. A program concentration, at the undergraduate level, consists of 12- 15 semester credit hours of coursework in the discipline.
- iii. A program concentration/ major/specialization at the graduate level is a coherent program of study requiring depth of knowledge and represents a major portion of the graduate program. It consists of a minimum of 18 credit hours of course work in the area of study at the master's level and 24 credit hours of course work in the area of study at the doctoral level.
- iv. Approval and Termination of Program Concentrations, Areas of Emphasis, Tracks: New program concentrations, areas of emphasis or tracks will be approved using the University procedures which provide a format and process to be followed, including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve program concentrations, areas of emphasis and tracks; they may be terminated with the same reviews and approvals that pertain to their implementation-

(d) College Credit Certificate Programs

- i. College credit certificate programs consist of 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 upon completion. College credit certificate programs may consist of courses that are part of a degree program or distinct courses that are created outside of any degree program. Students currently enrolled in a baccalaureate program or who already possess a baccalaureate degree from an accredited institution, may pursue a college credit certificate at the undergraduate level. Individuals who possess a baccalaureate degree from an accredited institution may pursue post-baccalaureate certificate programs at the graduate level. Certificate programs will not be assigned a CIP Code and will not be included in the State University System Academic Degree Program Inventory as a stand-alone academic program at the University.
- ii. Certificate programs must consist of a minimum of 12 and no more than 15 semester hours of credit.
- iii. Approval and Termination of College Credit Certificate Programs: New certificate programs will be approved using the University procedures which provide a format and process to be followed,

including review by the school, college or institute curriculum committee, the Dean or Director, the Dean of Graduate Studies in the case of graduate programs, and the Faculty Senate. The Provost is authorized to approve certificate programs, and they may be terminated with the same reviews and approvals that pertain to their implementation.

3. Continuing Education Programs

If a new degree program is offered only through continuing education, there should be an adequate rationale for doing so, in accordance with Board of Governors Regulations. Programs offered through continuing education are governed by BOG Regulation 8.002 on Continuing Education.

4. A copy of this regulation shall be made available to the Board of Governors, Office of Academic and Student Affairs.

(5) Non-College Credit Programs

~~(a) Non-college credit programs are offered through the Division of Continuing Education. The Division has the responsibility for ensuring that non-credit programs sponsored by the University are conducted in accordance with the laws, rules, regulations, and policies of the State of Florida and the University.~~

~~i. Any non-credit program, conference, workshop, symposium or related educational event which is sponsored in whole or in part by Florida A&M University, which involves the expenditure of University funds or resources, and/or the use of the University's name as sponsor, co-sponsor, or host is required to receive approval through the Division of Continuing Education.~~

~~ii. Appropriate provisions must be made to finance the program from funds generated by the program as a self-supporting activity.~~

~~iii. All registration fees or other income collected as payment for development of or participation in non-credit educational activities shall be deposited into the Continuing Education Auxiliary Fund.~~

~~iv. The Division of Continuing Education is authorized to charge a maximum of 25% of revenues for administrative services provided to facilitate the implementation of programs.~~

~~(b) The originating academic unit will prepare a proposal (including a business plan), in coordination with the Division of Continuing Education. The originating unit will be responsible for satisfying all accreditation requirements, if any, prior to submission of the proposal to the Division of Continuing Education.~~

~~(c) After acquiring the signature of the academic dean or director, the originating academic or administrative unit will submit the proposal, through the Division of Continuing Education, to the Continuing Education Advisory Council for review and recommendation.~~

~~(d) Where appropriate for quality assurance purposes, the proposal may be submitted for review and comment to an academic unit.~~

~~(e) If recommended for approval, the proposal will be presented by the administrator responsible for Continuing Education to the Provost, who may authorize implementation.~~

(6) Off-Campus Academic Offerings

~~(a) Florida A&M University may offer courses and degree programs at locations other than the main campus, in accordance with state regulations that provide for the University offering programs and services throughout the state. Off-campus offerings may be implemented using the following process:~~

~~1. Departments and colleges will prepare a proposal for review by the appropriate program, department, and college committees.~~

~~2. All proposals will then be advanced to the Council on Continuing Education (CCE) for review and recommendation to the administrator responsible for continuing education. The Continuing~~

~~Education Administrator will make a recommendation to the Provost for final implementation authorization.~~

~~3. Colleges are required annually to review off campus programs offered outside the FAMU main campus for quality and sustainability.~~

~~4. Complete degree programs or substantially complete degree programs, having designated faculty lines with independent curricula decision making authority, designated facilities and instructional resources, and a designated student body may not be implemented at a branch campus or other subsidiary instructional location unless approved by the University Board of Trustees regardless as to whether the University already has authority to offer the degree program. This requirement applies to programs offered in foreign countries as well. Each such program must meet the Board of Governors new degree program approval criteria and follow the same approval process as other new program offerings at the University.~~

~~(b) Degree programs that are already authorized to be offered by the University, and do not fall under paragraph "4" above, must comply with paragraphs "1" through "3".~~

~~(c) If a new degree program that is not currently authorized to be offered is being proposed for an off campus site, then the policy and procedures for new degree programs as well as the above listed items must be followed.~~

~~(d) A Substantive Change Proposal must be submitted for approval to the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) at least six months prior to implementation by University administration if students can earn 50% or more credits toward the degree through the proposed off-campus degree program. If students can earn 25% to 49% of the degree through the proposed off-campus program, SACS must be notified prior to implementation.~~

(7) Degree Programs

Approval and termination of degree programs are addressed in University Regulation 4.005.

Specific Authority: Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001, 1001.74(4), FS. Law Implemented Board of Governors Resolution Adopted January 7, 2003, 1001.74(7), FS. History-New 2-29-08; Amended; Amended - -12.