

1 **Proposition:** 07-15/16

2 **Title:** A proposition to change Policy 6.82 to define the requirements and approvals
3 necessary for transcribed academic programs of study

4 **Proposition Sponsors:**

5 Gary Rayson, A&S

6 Stuart Munson-McGee, ACES

7 **Committee Assignment:** Long Range Planning

8 **Prior Approvals** (as appropriate):

9 Associate Deans Advisory Council: August 10, 2015

10 Academic Deans Council: October 27, 2015

11 **Proposition:**

12 To replace in its entirety the current Policy 6.82 Majors and Minors (see Appendix A)
13 with the proposed Policy 6.82 Degrees, Majors, Minors and Other Academic
14 Programs of Study and the associated Administrative Rules and Procedures (see
15 attached file). Since this is a complete replacement, a redlined version is not
16 provided.

17 Upon adoption, the revised Policy 6.82 will take precedence over any other portion of
18 the policy manual (see, for example Policy 6.05 Academic Units - Creating,
19 Reorganizing, Relocating, Eliminating) should there be a conflict in fact or intent.

20 **Rationale:**

21 The proposed revision to Policy 6.82 and the addition of the associated
22 Administrative Rules and Procedures provides for:

- 23 • Minimum requirements for any transcribed academic program of study (i.e.
24 degrees, majors, minors, concentrations, and certificates),
25 • Required approvals for creating new transcribed academic programs of study,
26 • Required approvals for modifying existing academic programs of study, and
27 • Requiring catalog descriptions make that clear to students that other program
28 descriptors (e.g. emphasis, focus, option, track, area, field, specialty, pathway,
29 and specialization) will not appear on their transcript.
30

31 This greatly expands and clarifies the current policy which provides descriptions only
32 of majors, supplementary majors and minors. The current policy also does not
33 include who must approve creation of new programs or changes to existing programs.
34 Current policy also does not indicate which terms will or won't appear on a student's
35 transcript while the proposed policy will clarify that.

36 **Appendices:**

37 Appendix A: Current Policy 6.82

38 Appendix B: Proposed Revised Section 6.82 of the NMSU Policy Manual

39 Appendix C: Administrative Rules and Procedures

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Appendix A

41 **Current Policy 6.82**

42 From <http://manual.nmsu.edu/files/2013/10/08.20.15-prov-modif-NMSU-PM1.pdf> on
43 9/28/2015

44 6.82 Majors and Minors

45 A. Majors: New majors, including those of associate degrees, are endorsed by the
46 Academic Deans Council, and then approved by the Faculty Senate and the Board
47 of Regents. A major is defined as a recognized area of study in which there is an
48 extensive and well-developed curriculum offered at the university, as well as
49 adequate library resources and support services. A major may include courses
50 from more than one department, but as a minimum it must consist of at least 24
51 credits in the major field, of which 18 credits must be upper-division courses. A
52 student may take a double major. In this case, the student must meet all of the
53 requirements in the catalog for each degree. Courses taken outside of the two
54 major fields may be used to fulfill the conditions of both degrees.

55 B. Supplementary Majors: In addition to a major, a student may elect to undertake a
56 supplementary major. The academic colleges offer supplementary majors in
57 areas where sufficient numbers of courses of a closely-related nature are
58 available so as to constitute a significant body of study. The minimum
59 requirements for a supplementary major are 24 credits taken from the catalog
60 listing for the field of study, of which 18 credits must be upper-division courses.

61 C. Minors: A student may also minor in a particular area. A minor is based on courses
62 that encompass a recognized field of study. As a minimum, a minor must consist
63 of 18 credits of course work, of which 9 credits are at the upper-division level.
64 Upon approval of the dean of the college, departments may offer a minor that
65 meets these requirements by describing it and receiving approval from the dean of
66 the college. Departments may require that certain courses be a part of a minor
67 and may exclude other courses. Acceptable minors are those listed in the catalog
68 for a department. If a particular minor is not offered by a department, a student
69 may petition for the recognition of that minor at the time of filing for a degree. If
70 the department and the college concerned approve, they will notify the student
71 and the registrar to that effect. Succeeding catalogs will then list that department
72 as offering the particular minor and the requirements that must be met.

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Appendix B

74 **Proposed Revised Section 6.82 of the NMSU Policy Manual**

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76 **6.82 Degrees, Majors, Minors and Other Academic Programs of Study**

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78 A. Policy Statement: The Board of Regents delegates authority to the Executive
79 Vice President and Provost to work in collaboration with the Faculty Senate and
80 other academic administrators to establish requirements for academic degrees,
81 certificates, and other credentials appropriate to the university mission.

82 B. Scope: This policy is applicable to all academic units within the NMSU system,
83 effective January 3, 2016.

84 C. Policy Administrator: The Executive Vice President and Provost administers this
85 policy.

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Appendix C

ADMINISTRATIVE RULES AND PROCEDURES

6.82 Degrees, Majors, Minors and Other Academic Programs of Study

PART 1: Introduction

The following Administrative Rules and Procedures are adopted pursuant to the authority granted in Regents' Policy 6.82. They establish the protocols by which degrees, majors, minors, and other academic programs of study shall be developed, reviewed and officially adopted.

PART 2: Recording of Academic Achievements on Official Transcript

- A. The following academic achievements shall be reported on the student's transcript: Degrees, Majors, Minors, Concentrations, Community College Certificates, and Graduate Certificates. These notations are in addition to graduation with honors designations that appear on transcripts.
- B. Other terms used to classify academic credentials shall not be reported on the student's transcript see Part 3, section K.

PART 3: Types of Academic Achievements/Minimum Credits Hour Requirements

- A. Degrees: An academic rank conferred by the university after successful completion of a required course of study or conferred as an honor on a distinguished individual. NMSU offers Associate, Baccalaureate, Master's and Doctoral degrees. A degree is indicated on the student's transcript.
- B. Associate Degree: NMSU awards both designated and undesignated associate degrees following completion of a minimum of 60 credits. Associate degrees are designed to prepare a student to transfer to a baccalaureate program and generally cover the first two years of a four year degree.
- C. Applied Associates Degree: Applied associate degrees are offered by the system's community colleges and designed for students moving directly to the workforce. These professional programs have a minimum of 60 credits.
- D. Baccalaureate Degree: A baccalaureate or bachelor's degree is designed to provide the student with a broad educational base as well as knowledge in a specific field. The baccalaureate degree requires coursework to satisfy the New Mexico Common Core requirements (35-36 credits), New Mexico State University's Viewing a Wider World requirements (6 credits), and the requirements of the major field of study (see section 2).

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- E. Master's Degree: A minimum of 30 semester graduate course credits is required for the master's degree. Master's programs involving a thesis include no more than six and no fewer than four credits of thesis. At least 15 credits for the master's degree must be for work in courses in the department in which the student was admitted.

- F. Doctoral Degree: The doctoral degree requires significant scholarly study beyond the master's. The individualized program of study is designed to meet the campus residency requirement and includes a minimum of 30 graduate course credits beyond the master's. If the Doctoral degree requires a dissertation, at least 18-credits of dissertation work must be included. The professional doctoral degree includes a practicum or special project that culminates in a written report which demonstrates a command of the relevant scholarly literature and links it to the specific clinical or practical experience.

- G. Majors: A major is a recognized area of study in which there is an extensive and well-developed curriculum offered at the university, as well as adequate library resources and support services. All majors are indicated on the student's transcript.
 - 1. Associate Major: An associate major, offered only by the system's Community Colleges, may include courses from more than one department, but as a minimum it must consist of at least 60 credits. Transfer degrees must include the New Mexico Common Core. Additional requirements may be imposed by the State of New Mexico and New Mexico State University as specified in the Community College's Catalog.

 - 2. Undergraduate Major: An undergraduate major may include courses from more than one department, but as a minimum it must consist of at least 24 credits within the major field, of which 18 credits must be upper-division courses. Additional requirements may be imposed by the State of New Mexico and New Mexico State University as specified in the Undergraduate Catalog.

 - 3. Graduate Major: A graduate major may include courses from more than one department, but as a minimum it must consist of at least 30 graduate course credits. Additional requirements may be imposed by the State of New Mexico and New Mexico State University as specified in the Graduate Catalog.

 - 4. Multiple Major: A student may earn multiple majors. In this case, the student must meet all of the requirements in the same catalog for each major. Courses taken outside of the major fields may be used to fulfill the conditions of any of the majors.

- 172 5. Supplemental Major: A supplemental major is designed to enhance a
173 student's primary major through interdisciplinary coursework in a closely
174 related field. The minimum requirements for an undergraduate
175 supplemental major are 24 credits taken from the catalog listing for the field
176 of study, of which at least 18 credits must be upper-division (300-499). Of
177 the 24 credits, up to 9 may be courses from the student's major course of
178 study.
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- 180 H. Minors: A minor is based on courses that encompass a recognized field of study
181 outside the student's major. Departments may require certain courses be a part
182 of a minor and may exclude other courses. Offered minors are listed in the
183 Undergraduate and Graduate Catalogs. A minor is indicated on the student's
184 transcript.
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- 186 1. Undergraduate Minor: At a minimum, an undergraduate minor must consist
187 of 18 credits of course work, of which 9 credits are at the upper-division
188 level.
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- 190 2. Graduate Minor: At a minimum, a graduate minor must consist of at least 9
191 course graduate credit hours.
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- 193 I. Concentration: A collection of coursework in an area that is part of a major (see
194 above) program of study. A minimum of 12 credits within the concentration are
195 required, although some majors may require more. At the baccalaureate level, at
196 least 9 of these 12 credits must be numbered 300 or above; at the graduate level
197 at least 9 of these 12 credits must be numbered 500 or above. A concentration
198 will be indicated on the student's transcript.
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- 200 J. Certificates
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- 202 1. Community College Certificates: A Community College may offer two types of
203 certificates: Certificate of Achievement and/or the Certificate of Completion.
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- 205 a. The Certificate of Achievement is a program of study less than 16 credits
206 and is not eligible for Federal financial aid. It must provide employment
207 related and/or career enhancing skills necessary to succeed in a job or a
208 chosen field of study. These courses can be a subset of those required for
209 a corresponding Certificate of Completion or Applied Associates Degree.
210 These certificates are recorded on the student's transcript.
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- 212 b. The Certificate of Completion requires a minimum of 16 credit hours
213 (other Title IV requirements must be met to be eligible for financial aid)
214 and has been approved through the academic review process described
215 below. These courses can be a subset of those required for a
216 corresponding Applied Associates Degree. These certificates are recorded
217 on the student's transcript.

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2. Graduate Certificate: Graduate certificate programs require 12-18 credit hours of course work that is interrelated and designed to develop a focused skill or area of expertise but do not culminate in awarding of a degree. Courses that comprise the graduate certificate must be regular approved courses offered by the University and must be numbered 450 or above. A graduate certificate is indicated on the student's transcript.

K. Other Non-Transcribed Terms:

Programs may use terms other than those provided in sections 1-5, above; however, such terms shall not be included on a student's transcript and catalog descriptions should make that clear to students. These include, but are not necessarily limited to, the following: Emphasis, Focus, Option, Track, Area, Field, Specialty, Pathway, and Specialization.

PART 3: Approval Process for New and Revised Curricular Credentials:

The matrix attached as Appendix 6.82.1 outlines the sequence of approvals required for each type of academic credential. New credentials must include a proposal form. Changes to existing credentials must include a curriculum change form. The latest version of each form is available from the Office of the Executive Vice President and Provost. (See website - provost.nmsu.edu)

All changes to current credentials must use these procedures. Examples include: name changes, offering more than 50% of a program in a new location, changing the Classification of Instruction Program (CIP) code, or moving a degree to an online only format.

University Campus

This chart outlines the approval sequence for various University credentials

New programs

| Approval Body | Baccalaureate Degree | Masters Degree | Doctoral Degree | Undergraduate Major | Graduate Major | Supplemental Major | Undergraduate Minor | Graduate Minor | Concentration | Graduate Certificate |
|----------------------------------|----------------------|----------------|-----------------|---------------------|----------------|--------------------|---------------------|----------------|---------------|----------------------|
| Departmental Faculty | X | X | X | X | X | X | X | X | X | X |
| Department Head | X | X | X | X | X | X | X | X | X | X |
| College Curriculum Committee | X | X | X | X | X | X | | | | X |
| Academic Dean | X | X | X | X | X | X | X | X | X | X |
| Graduate Dean | | X | X | | X | | | X | X" | X |
| Associate Deans Academic Council | X | X | X | X | X | X | | | X | |
| Academic Deans Council | X | X | X | X | X | X | | | X | |
| Faculty Senate | X | X | X | X | X | X | | | | X |
| Provost | X | X | X | X | X | X | | | | X |
| President | X | X | X | X | X | X | | | | |
| Board of Regents | X | X | X | X | X | X | | | | |
| NM Council of Graduate Deans | | X | X | | | | | | | X* |
| NM Higher Education Dept. | X | X | X | X | | | | | | X |
| NM State Board of Finance | | X | X | | | | | | | X* |
| Higher Learning Commission | X | X | X | X | | | | | | |

Curriculum Changes

| Approval Body | Baccalaureate | Masters | Doctorate | Undergraduate Major | Graduate Major | Supplemental Major | Undergraduate Minor | Graduate Minor | Concentration | Graduate Certificate |
|----------------------------------|---------------|-----------|-----------|---------------------|----------------|--------------------|---------------------|----------------|---------------|----------------------|
| Departmental Faculty | X | X | X | X | X | X | X | X | X | X |
| Department Head | X | X | X | X | X | X | X | X | X | X |
| College Curriculum Committee | | | | | | X | | | | |
| Academic Dean | X | X | X | X | X | X | X | X | X | X |
| Graduate Dean | | X | X | | X | | | X | | X |
| Associate Deans Academic Council | | | | | | | | | X | |
| Academic Deans Council | | | | | | | | | X | |
| Faculty Senate | | | | | | | | | | |
| Provost | X | X | X | X | X | X | | | | |
| NM Higher Education Dept. | if needed | if needed | if needed | if needed | | | | | | |
| Higher Learning Commission | if needed | if needed | if needed | if needed | | | | | | |

* = if additional resources are needed, " if it is a graduate concentration

Community College Campuses

This chart outlines the approval sequence for various Community College credentials

New programs

| Approval Body | Applied Associate Degree | Associate Degree | Associate Major | Certificate* | | | |
|----------------------------------|--------------------------|------------------|-----------------|--------------|--|--|--|
| Departmental Faculty | X | X | X | X | | | |
| Department Head | X | X | X | X | | | |
| College Curriculum Committee | X | X | X | X | | | |
| Academic Dean | X | X | X | X | | | |
| CC Academic VP | X | X | X | X | | | |
| CC President | X | X | X | X | | | |
| CC System Academic Committee | X | X | X | X | | | |
| Associate Deans Academic Council | | X | X | | | | |
| NM Higher Education Dept. | X | X | X | X | | | |
| Higher Learning Comission | X | X | X | X | | | |

Curriculum Changes

| Approval Body | Applied Associate | Associate | Associate Major | Certificate* | | | |
|----------------------------------|-------------------|-----------|-----------------|--------------|--|--|--|
| Departmental Faculty | X | X | X | X | | | |
| Department Head | X | X | X | X | | | |
| College Curriculum Committee | X | X | X | | | | |
| Academic Dean | X | X | X | X | | | |
| CC Academic VP | X | X | X | X | | | |
| CC President | | | | | | | |
| CC System Academic Committee | X | X | X | X | | | |
| Associate Deans Academic Council | | | | | | | |
| NM Higher Education Dept. | if needed | if needed | if needed | | | | |
| Higher Learning Comission | if needed | if needed | if needed | | | | |

*Financial Aid reviews for Title IV eligibility