



University Curriculum Committee Procedures

Title: Curriculum Procedures
Responsible Office: University Curriculum Committee
Date Approved by Faculty Senate and Academic Affairs Council: March 2022
UVU Web Host Page: https://www.uvu.edu/curriculumoffice/



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Courses that build upon one another may have similar CLOs but with higher level learning verbs—refer to *Bloom's Taxonomy*.

See Special Designation Requirements section for specific CLO requirements for GI, WE, and Honors.

Do not use the names of specific software or methodologies that may change. Substitute a specific name with a generic phrase; for example, “current software” or “current methodologies” instead.

Use standard punctuation.

Course Deletions

Remove course from all affiliated (course listing, matriculation, footnote, etc.) programs.

Remove course from all affiliated (pre- and corequisite or description) courses.

Program Curriculum Guidelines

Program Types

Institutional Certificate of Achievement (Designated as CP1 in CIM)

A certificate that may address varying needs, including workforce preparation, bridging student pathways from high school, specific areas of interest, or development of specialized skills. Not financial aid eligible.

Must be between 12 to 18 credits.

May contain upper and lower division courses (1000-4999).

Requires final approval from NWCCU.

CTE Certificate of Proficiency (Designated as CP2 in CIM)

A certificate of proficiency that prepares students for gainful employment in a recognized occupation, and that meets Perkins eligibility requirements and federal financial aid requirements. Does not require prerequisite courses, conditions, or degrees for admission to the program.

Must be between 16 to 29 credits.

May only contain lower division courses (1000–2999).

Requires final approval from NWCCU.

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Certificate of Proficiency (Designated as CP3 in CIM)

A certificate of proficiency that prepares students for an occupation. It does not require, but may include, general education courses. It consists entirely of undergraduate courses, but it does not require prerequisite courses, conditions, or degrees for admission to the program.

Must be between 16 to 29 credits.

May contain lower and upper division courses (1000–4999).

Requires final approval from the NWCCU.

Certificate of Completion

A certificate of completion that prepares students for an occupation. It requires a recognizable general education core in communication, computation, and human relations. The general education core may be embedded within program courses.

Must be between 30 to 33 credits.

Consists entirely of undergraduate courses (1000–4999) and has no prerequisite courses, conditions, or degrees required for admission to the program.

Requires final approval from NWCCU.

Diploma

Existing diplomas can be modified, but new diplomas will not be approved.

Must be 50 credit hours.

Associate of Art or Science (AA/AS Degrees)

Programs of study primarily intended to encourage exploration of academic options that provide a strong general education component and prepare students for upper-division work in baccalaureate programs or for employment and responsible citizenship.

Must be 60 credits. Exceeding 60 credits requires justification. May not exceed 63 credits.

Must contain same GE requirements as the BA/BS they stack into.

ONLY lower division courses are allowed (1000–2999).

May not have emphases.

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AA degrees must contain eight credits of the same foreign language.

An AA and an AS in the same program must have the same total number of credits. The only difference will be that an AA will contain foreign language credits.

With the exception of University Studies or college general associates, an AA/AS must have a required core (minimum of six credits) in addition to electives.

AA/AS degrees should be stackable with at least one BA/BS degree where applicable.

Requires final approval from NWCCU.

Associate of Applied Science (AAS)

Programs of study that include limited general education, course work in a subject, and are intended to prepare students for entry-level careers. An AAS is considered a terminal degree.

Must be 63 credits. Exceeding 63 credits (up to 69) requires justification.

General education requirements must include composition, computation, and human relations. Courses chosen should match BS degrees in departments where applicable.

May contain only lower division courses (1000-2999). Must not contain any upper division courses.

Requires final approval from NWCCU.

Specialized Associate Degrees.

Programs of study that include extensive specialized course work and are intended to prepare students to initiate upper-division work in a particular baccalaureate program.

Require a minimum of 68 and a maximum of 85 semester credit hours, which include a minimum of 28 semester credit hours of preparatory, specialized course work.

General education requirements may be less extensive than in AA or AS degrees.

Specialized associate degree programs must have formal, written articulation agreements for the courses transferring. In some cases, articulation may be systemwide.

Requires final approval from NWCCU.

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Pre-Major

Programs of study that include a set of courses designed to prepare students for upper-division work in a specific major. Pre-major courses in an AA or AS degree should be the same or similar to courses offered at four-year institutions as determined by the USHE major committees.

Pre-majors must follow statewide articulation agreements where such agreements have been formulated. When a pre-major affects students transferring from two-year institutions, sponsoring institutions should pursue formal articulation agreements and students should be clearly informed of the transferability of the courses taken in the pre-major at the two-year institution. Upon transfer, students should be able to complete the baccalaureate degree in two additional years of full-time study.

Requires final approval from NWCCU.

Bachelor (BA/BS)

Programs of study that include general education and major course work that prepares students for employment in a career field and responsible citizenship. Students can typically complete these degrees in four years of full-time study.

Must be 120 credits. Exceeding 120 credits (up to 126) requires justification.

Must contain at least 40 credits of upper division course work.

Must contain at least one GI course.

Must contain at least two WE courses.

Should have same GE as AA/AS.

BA degrees must contain 16 credits of the same foreign language.

A BA and a BS in the same program must have the same total number of credits. The only difference will be that a BA will contain foreign language credits while the BS contains 1000+ electives.

Bachelor's degrees must have a minimum of 33 discipline specific credits, with at least 18 of those being core requirements.

All emphases in a program must have the same number of total credits and may not contain more credits than the core.



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Emphases must have a specific core in them in addition to electives.

Requires final approval from NWCCU.

Professional Bachelor's Degree

Program of study that prepare students for a particular profession by emphasizing skills and practical analysis built upon theory and research and, most often, has specialized accreditation that sets acceptable practice standards.

Must have at least 120 credits. It may exceed the maximum of 126 credit hours to meet accreditation requirements. Professional degrees often lead to third-party licensure.

Must contain at least 40 credits of upper-division course work.

Must contain at least one GI course.

Must contain at least two WE courses.

Requires final approval from NWCCU.

Bachelor of Applied Science (BAS) Degree

Programs of study typically designed as completion programs that build upon a prerequisite core of learning acquired from previous educational attainment that may have occurred through a variety of programs, higher education institutions, or applied learning contexts. The degree focuses on workforce or other specific applied preparation, and links to industry or organizations where opportunities for applied learning are available to students and are integrated into program requirements. When a BAS program is designed to receive an AAS program as a stackable credential, students can typically complete the BAS within two years of full-time study beyond the AAS degree.

Must contain at least 40 credits of upper-division course work.

Must contain at least one GI course.

Must contain at least two WE courses.

Requires final approval through NWCCU.



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Endorsement (K-12)

A collection of courses built upon an approved teacher education program that prepares K-12 teachers or teacher candidates to meet specific area certification as established by the Utah State Board of Education.

Credits as determined by Utah State Board of Education.

Requires final approval through the BOT.

Minor

A grouping of related courses that are deemed to be a student's secondary field of academic concentration or specialization during undergraduate studies.

Usually 18 credits (can range from 16 to 24 credits with a minimum of 50% upper-division credit. Any minor over 24 credits requires justification.

Minors must be earned in conjunction with a BA/BS degree.

Requires final approval through the BOT.

Emphasis

Concentration areas within a degree.

All emphases associated with a bachelor's degree must have the same number of credits. Emphases should contain credits as needed but may not have more credits than the core of the bachelor's degree.

Requires final approval through the BOT.

Post-Baccalaureate (Graduate) Certificate

A program of study requiring less than 30 semester credit hours and composed of undergraduate and/or graduate courses. The program requires a bachelor degree for admission.

Graduate programs must be approved through university Graduate Council.

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Requires final approval through NWCCU.

Master of Arts (MA) and Master of Science (MS)

Graduate-level programs of study beyond a bachelor degree.

Requires a minimum of 30 and maximum of 36 semester credit hours of course work.

Graduate programs must be approved through university Graduate Council.

Requires final approval through NWCCU.

Professional Masters Degrees (i.e., Master of Business Administration [MBA] or Master of Social Work [MSW])

Graduate-level programs of study beyond a bachelor's degree that may require additional course work or projects.

May exceed the maximum of 36 semester credit hours to meet accreditation requirements.

Professional degrees often lead to third-party licensure.

Graduate programs must be approved through university Graduate Council.

Requires final approval through NWCCU.

Program Details

Program Proposals (formerly known as feasibility)

Any new program must have a program proposal and an executive summary approved at a yearly Institutional Review meeting. All programs should be reviewed together to allow for institutional prioritization. Programs that miss the yearly Institutional Review will be reviewed the following year. A reason for exception would be immediate local need. An exception may be requested through the Office of the Provost and must be approved by both the AAC and UCC.

Program Development Document (formerly known as R401)

Any new or deleted programs, or any existing programs with significant modifications (25% or more of changes from last accreditation visit) require a program development document.

See the curriculum website for the appropriate template for your program.

New programs are not to be modified until after their three-year review.