

## USFSM Academic Programs Committee

### Definitions/Clarification of Terms

**References:** [USFSM Graduate Catalog](#)  
[Board of Governors Regulation C-8.011](#)  
[Authorization of New Degree Programs USF BOT Policy](#)  
[Statewide Articulation Manual](#)  
[6A-10.024 Articulation Agreement](#)

**College Credit Certificate Program:** 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 or diploma 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. The number of credit hours for College Credit Certificate Programs will be set by the individual University Board of Trustees within guidelines established by Board of Governors Regulation. 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.

**Concurrence/New Course:** The [Undergraduate Council](#) acknowledges that the interdisciplinary nature of contemporary scholarly research produces inevitable overlaps among subject domains and academic departments. However, in cases in which students or faculty might reasonably view a proposed course as within the subject domain of another department/college, that department/college should be asked to evaluate the proposed course. The question of needed concurrence should be addressed and a statement of concurrence from the other department/college should indicate that there is no objection to the new course proposal. Overall at least 80% of the new course description should be unique from similar courses.

**Cross-listing 4000/6000 Courses :** It is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose audiences, and the intention is to offer them at distinct levels.

**Degree Program:** an organized curriculum leading to a college degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a [Classification of Instructional Programs](#) (CIP) code by the National Center for Educational Statistics, or as demonstrated by similar programs existing at other colleges and universities, and having designated faculty and instructional resources. Each degree program will be assigned a CIP Code and included in the [State University System \(SUS\)](#) Academic Degree Program Inventory.

**Determining Course Numbers and Equivalencies:** The Statewide Course Numbering System determines course numbers and equivalencies. Information from detailed course descriptions and syllabi, prerequisites, intended students, level of complexity (introductory, intermediate, or advanced), content, depth, and detail with which content is treated in a course, and outcomes (level of operation of specific skills) contributes to the decision making process.

**General Education Core Curriculum:** required thirty-six (36) semester hours of communication, mathematics, social sciences, humanities, and natural sciences for students working toward a baccalaureate degree. After the university has published its general education core curriculum, the integrity of that curriculum shall be recognized by other public postsecondary institutions and may not require further such general education courses if a student has successfully completed the core curriculum.

**Program Major:** An organized curriculum offered as a major area of study that is part of an existing 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 assigned a Program Inventory, and will not be recognized as a stand along degree program at the university. The number of credit hours for a Program Major will be established by the university for each degree level.

**Program Minors, Concentrations, Areas of Emphasis, Tracks, Fields of Study:** 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 shall be defined by the individual University Board of Trustees, with the credit hour length set in accordance with university policy, except that 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 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.

**Concentrations:** a formal set of requirements for a degree/ certificate. The core requirements for the program need to be clearly indicated. Ex: everyone in the M.A. program in Sample Department/Program have to take the same common core requirements. They have 3 different Concentrations with each requiring a different set of coursework, but everyone in the MA takes the same core. The common set of requirements could be as small as a single credit hour course, but this is what differentiates the program as a whole, vs. the concentrations, etc. as subsets. Concentrations are noted on transcripts for undergraduate majors. Concentrations are noted on transcripts and diplomas for graduate majors.

**Areas of Emphasis/Track/Field of Study:** information subsets of a degree program. They are incorporated in to the total minimum hours. There are many programs that might have an area of emphasis, or a track, of field of study. All are an informal grouping of requirements within the degree program. None of these are noted on transcripts or diplomas.

**Substantive changes in courses:** Substantive course changes are defined as any modifications that impact the content or academic quality of the course or program at any USF institution. These changes include but are not limited to:

- Changes in content and/or objectives
- Changes in the level of the course
- Changes in course credit hours
- Changes in course prefix
- Changes in prerequisites and/or course descriptions
- Changes in course level within lower or upper level
- Changes in grading system from letter to S/U, or vice versa

**Non substantive changes in courses:** Non substantive changes are defined as administrative corrections or adjustments originating from the College that are considered not to impact the content or academic quality of the course or program. Changes originating from the Registrar, Office of Academic Affairs, or State and Florida Course Numbering System are administrative and require no Council action. Notification from the Office of Academic Affairs and/or Registrar's Office will be given to all affected parties