Academic Program Definitions and Action Types

As of November 2021

Academic Program Definitions

An academic program is defined as any combination of courses and/or requirements leading to a degree or certificate, or to a major, co-major, minor or concentration.[1]

Degree – An award conferred by the Board of Trustees as official recognition of the completion of a prescribed course of study following matriculation. The degree conferred appears on the transcript and the diploma. The essential components of an undergraduate degree include major requirements and general education requirements and may also include school/college requirements, electives or a concentration. According to the Commonwealth of Pennsylvania, a bachelor's degree must be a minimum of 120 credits and, to be considered a Temple University four-year degree program, must be able to be completed in eight academic year semesters with no semesters of more than 18 credits and no required summer enrollment. A master's degree must be a minimum of 30 credits. Credits for a degree beyond a first professional or master's degree can be determined by the faculty and should reflect the recommendations of professional associations or national learned societies.

> *Example:* Bachelor of Arts (B.A), Master of Science (M.S.) or Juris Doctor (J.D.)

School or College – [See policy 01.20.03](#)

> *Example:* College of Liberal Arts

Academic Department – See policy 01.20.03

> *Example:* Department of Political Science

Academic Program/Major – A cohesive combination of courses including introductory, intermediate, and advanced coursework that designates a student's primary area of study. Academic programs may include required or optional concentrations. An undergraduate major is typically 36–76 credit hours of the total degree. Majors are designated on university transcripts when the degree is awarded.

> *Example:* Tourism and Hospitality Management

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[1] *Track* and *concentration* are the only approved terms for sub-specialization or sequence within a major; however, the preferred term is "concentration," as it is the field in Banner and the descriptor that is designated with the major when the degree is awarded.

Minor – A designated combination of courses in a discipline or area of study. Like the major, it is expected to have coherence and increasing sophistication. A minor is typically 18–24 credit hours (or approximately half of the major) and is outside of, but may complement, the discipline of a student's major. A school/college can determine if a minor is restricted to students in specific schools, colleges or majors and can include rules as to how certain courses can be used to meet requirements. Minors are designated on university transcripts when the degree is awarded.

> *Example:* Major: History / Minor: English

Concentration – A coordinated grouping of courses, typically 18–24 credits in an undergraduate program of study and 6–12 credits in a graduate program, representing a sub-specialization or emphasis within a major field available for students majoring in that discipline. Concentrations may be offered at the undergraduate, graduate, or professional level and can be required or optional. *Note:* Terms such as "option," "sequence" or "specialization" should no longer be used (even for academic advising or marketing purposes) to denote specializations within a major.

> *Example:* Major: Tourism and Hospitality Management, Concentration: Destination Management

Certificate[2] – A designated combination of courses in an area of study, typically requiring 9–15 credits. A certificate is outside of, but may complement, the discipline of a student's major. It may also be offered to non-degree seeking students. Certificates can be established at the undergraduate, graduate or professional level. A school/college can determine if a certificate is restricted to students in specific schools, colleges or majors and can include rules as to how certain courses can be used to meet requirements. For matriculated undergraduates, a certificate is designated on university transcripts when the degree is awarded. For graduate students, a certificate may be conferred upon completion and prior to degree conferral. For nonmatriculated students, the certificate is designated on university transcripts and conferred upon completion.

> *Example:* Certificate in Management Information Systems

Double Major[3] (across schools or colleges) - A student who meets the major requirements in two academic programs across two schools or colleges may declare, and have recorded on the transcript, a double major. The students must obtain prior approval from both schools and colleges. One major must be declared the primary major and degree type for the purpose of registration and degree requirements. Students who graduate with a double major across two schools/colleges are required to complete all university requirements and the requirements of both majors but only one set of collegial

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[2] The term "certification" may refer to a defined group of courses or an academic program leading to certification by an external agency. Temple University does not award certification or licensure. Eligibility for such certifications is not designated on university transcripts.

[3] Temple University does not award a triple major or dual degree at the undergraduate level.

requirements. Students are awarded one diploma which reflects the school or college associated with the primary major.

> *Example:* Major: Journalism and Major: Political Science

Double Major (within a single college) – A student who meets the major requirements of two academic programs within a single school/college may declare, and have recorded on the transcript, a double major. One major must be declared the primary major and degree type (when a college awards more than one degree type) for the purpose of registration and degree requirements. A school/college can determine if there are restrictions as to which programs can be a second major or as to how certain courses can be used to meet program requirements. Students who graduate with a double major within a school/college are required to complete university requirements, collegial requirements and the requirements of both programs.

> *Example:* Major: History and Major: English

Collegial Requirements – A set of courses or specific requirements as defined by the individual school or college that are a required component of a student's degree program.

> *Example:* Business Core within the Bachelor of Business Administration

Course – A course is a unique combination of subject code, number, title, credit hours, and other elements that may include terms offered, cross listed courses, contact hours, or pre- or co-requisites.

> *Example:* HIED 5301 (Planning and Assessment in Higher Education)

Academic Honors (Latin Honors) – Recognition of outstanding achievement by a degree recipient, according to standards established by the Board of Trustees and as noted on the diploma and transcript.

> *Example:* Cum Laude

Program Honors (Distinction in the Major) – Recognition of outstanding achievement by a degree recipient, according to standards established by the school, college or department and as noted only on the transcript.

> *Example:* Distinction in Biology

Dual Degree – Designated programs arranged between graduate and professional programs within or across schools and colleges. Students apply separately to and must be accepted by both programs. The curricula of dual degree programs are not integrated. Students complete all curricular requirements of each program. The programs may allow special coordination of scheduling or allocation of electives.

Upon successful completion of each component of the dual program, the students will receive the degree specific to that component. *Note:* With a properly executed agreement, a dual degree may exist between a Temple University school/college and another college or university.

> *Example:* M.D./Ph.D., M.D./M.P.H., J.D./M.B.A

Accelerated Program – [Designated programs](#) arranged between undergraduate and graduate or professional schools and colleges. Students apply separately to and must be accepted by both programs. Students complete the curricular requirements as defined by the dual degree or accelerated program. The programs may allow special coordination of scheduling or allocation of electives. Upon successful completion of each component of the dual program, the students will receive the degree specific to that component

> *Example:* B.S. in Chemistry + M.S. in Chemistry (4+1)

Joint Degree (between Temple University and another institution) – A program established, coordinated, and awarded jointly between a Temple University school/college and another college or university. The student would be awarded on diploma bearing the names of both institutions. Temple does not offer any joint degrees at this time.

Non-credit program – A non-credit bearing program offered by a school or college or academic program. Such a program may lead to the awarding of Continuing Education Units (CEU) by an outside agency. These programs do not involve for-credit courses.

> *Example:* Non-credit program in website design

Academic Action Types: Programs

The definitions below are a guide to the actions an academic unit can take regarding degree programs. All action types require submission of the form and appropriate approvals in the course and curriculum information management system (CIM). Requests to establish or rename units or programs also require a full proposal.

Semester start term (implementation) for academic actions are as follows:

Fall (next or future) only: establish (all program types), restructure, change in array and rename (all program types)

Fall (next or future) or Spring (next or future)[4]: terminate (all program types)[5]

Note: Terminations have a **last admit term** (after this term, a program is no longer open for admission), a **last term a student can move into the program** (via a change of program), and a **final graduation term** (after this term, a program is made inactive in Banner). In addition, the CIM form requires an **end term.** After this term, a program will no longer appear in the bulletin. *End term and last admit term should be the same.*

Establish – An action that creates a new degree, academic program (major) or other credential such as a concentration[6], minor or certificate. Proposals to establish an academic program must include rationale, impact on faculty and students, assessment information along with total number of credits, sequence of courses, location of the program, expected delivery method (such as fully online) and type of degree. See *Submission Guidelines to Establish, Terminate or Change an Academic Program* for information on how to develop a full proposal.

> *Example*: Establish a Bachelor of Arts in English

Terminate – An action that eliminates an existing degree, academic program (major), concentration, minor, or certificate.

> *Example:* Terminate the Bachelor of Arts in Latin

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[4] Note: A graduate program can request a summer admission term for when a newly admitted cohort begins instruction during one of the university's established summer semesters.

[5] Ideally, the termination term for a program should be for a future term. Programs should not be terminated if currently appearing on an open admissions application.

[6] "Track" and "concentration" are the only approved terms for sub-specialization or sequence within a major; however, the preferred term is "concentration," as it is the field in Banner and the descriptor that is designated with the major when the degree is awarded.

Change in Array of Courses – An action that changes the sequence or content of an academic program (major) or collegial requirements, including the array of required or elective courses in the program. The total credits for the major/program may change but the total number of required credits for the degree remains the same. *A change in array also includes a proposal to change the mode of delivery from an in-person to an online program or vice versa.* Upon review, a change of array proposal may be considered a restructuring if the program is significantly altered.

> *Example:* Change in array of courses for the Master of Education in Higher Education (program replacing two required courses with elective options)

Restructure – An action that changes the total number of credits required <u>for the degree.</u> A proposal to change only the required number of credits for the academic program/major and not the degree is typically considered a change in array.

> *Example***:** Restructure the Bachelor of Business Administration (total credits for the degree increasing from 120 to 123)

Rename – An action that alters only the name of an existing school/college, academic department or academic program. *Note:* When presented to the Board of Trustees, a renaming may be considered the termination of an existing program and the establishment of the program under the new name.

> *Example:* Rename the Department of Advertising as the Department of Advertising and Public Relations.

Reorganization – An action to reorganize academic departments and degree programs within a school or college. Such a proposal may also include an action to rename a department and also typically requires a transfer or redesignation of tenure.

> **Example:** Move the degree programs in athletic training from the Department of Kinesiology to the Department of Health and Rehabilitation Sciences.

> **Added**

Transfer of program (one unit to another) – An action to move an academic program from one school to another or from one department to another within a school or college. This action typically also requires a transfer or redesignation of tenure.

> *Example: Transfer the Certificate in Play Therapy from the School of Social Work to University College.*

Transfer of Tenure – movement of a faculty member(s) from one existing department to another or to a renamed department

Example: Transfer of Tenure of faculty members in the formerly named Department of Advertising to the renamed Department of Advertising and Public Relations

Redesignation of Tenure: Process of redesignating the tenure of faculty to a renamed school or college

Example: Redesignation of faculty in the formerly named School of Communication and Theater to the newly named Lew Klein College of Media and Communication

Abeyance – Decision to temporarily halt admission to an academic program. Upon approval the program is removed from the online application and no students are admitted to the program for the defined terms of the abeyance period.

Example: Place the Certificate in Community Arts in abeyance for fall 2021. No students may be enrolled in this program.

Academic Action Types: Courses

The definitions below are a guide to the actions an academic unit can take regarding courses. All action types require submission of the form and appropriate approvals in the course and curriculum information management system (CIM). Actions to establish a course also require a sample syllabus, developed in compliance with the course syllabi policy.

Establish – An action that creates a new course. Proposals to establish a new course must include subject, course number, course title, course description, number of credits, schedule type, prerequisites (if applicable), registration restrictions (if applicable), default grade mode, repeatability rules, etc. Additionally, student learning goals must be included as well as a sample syllabus.

Revise – An action that changes specific data elements of a course, such as the title, course description, prerequisite, co-requisite, credit hours, course level, course attributes (honors, general education, writing intensive), etc. Routine updating of readings and materials are not considered to be a course revision; however, significant changes to the content or scope of the course or changes that will impact other courses or programs for which the revised course is a requirement, co-requisite, or prerequisite may require additional review. *Note:* Offering courses or programs at a non-Temple location requires approval of or notification to Middle States. If the course is being offered on a non-Temple campus, please contact Jodi Levine Laufgraben (jodih@temple.edu) with the name and address of the location and what is being offered at the site.

Terminate – An action that inactivates an existing course. A terminated course can no longer be scheduled. The course, however, is not removed from any system. If the course is a requirement, co-requisite or prerequisite within any academic program, additional review may be needed and a proposal to change the array of courses may be required.

Renumber: An action that changes the original course's number and/or subject code. The action to renumber a course involves two course proposals: one to establish the new course number and the other to terminate the original course number. Typically, a renumbered course lists the original course as its equivalent for grade replacement purposes. Note: a course termination proposal can be submitted after the course establish proposal, depending on timing. For example, if the old course number is scheduled one final time in the upcoming term.

Note: Changing the campus location or the instructional method (i.e., online versus in-person) occurs at the section level and does not require a CIM submission.