

Policy Number: 2-201	Policy Name: Awarding of Degrees
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B. ACADEMIC PROGRAMS

2-201 Awarding of Degrees

- A. The universities shall award degrees to candidates who have completed all necessary course and curriculum requirements and other university or Board of Regent requirements. Universities may award the degrees at the conclusion of the summer session, the first semester, or the academic year.
- B. Diplomas issued by the universities shall bear the signatures of the president of the Board, the Governor of the state, the president of the university, and as determined by the university, other appropriate university officials, and shall be impressed with the seal of the university awarding the diploma.
- C. Facsimile signatures may be used for the names appearing on the diplomas; however, the university shall safeguard the diplomas to protect against the possible distribution to unqualified individuals.
- D. The universities may award honorary degrees in accordance with criteria and procedures developed by each university. Each university shall provide advance notice to the Board and the Executive Director of the names of the individuals who are to receive the degrees.

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2-202 Academic Degree Programs

A. Definition of Academic Degree Program

An academic degree program is a course of study with a prescribed set of requirements which a student must complete. It is identified by a specific degree title and a specific major subject matter area. The name of the major must reflect accurately the skills, competencies, and knowledge to be attained in the course of studies.

B. Minors

An institution may offer a minor in any subject matter area in which it has an approved degree program. However, any minor in a subject matter area for which there is no degree program must be approved by the Board before a university may announce or offer the minor.

C. Subspecializations

Within each academic degree program, the universities may offer subspecialties which may be called emphases, concentrations, specializations, or other appropriate terminology which indicates a subdivision of the major. Subspecializations may not be advertised in the catalog or in other university publications except as an area within an approved major. Subspecializations may not develop to the extent that they require students to complete more than 60 percent of the total number of credit hours required in courses in the major field of study.

D. Master's en route to a doctoral degree

An institution may confer, on an individual basis, a master's degree in any subject matter area in which it has an approved Ph.D. degree program, but for which there is no master's program. The master's degree will carry the same title as that of the Ph.D. program.

1. To be awarded the master's degree, a student must be enrolled in and in good academic standing in the corresponding Ph.D. program and meet the institution's requirements appropriate for a master's degree in the subject area.

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2. An institution may exercise this option only for students admitted directly to a Ph.D. program.

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2-203 Academic Degree Program Planning and Implementation

The establishment of any Academic Degree Program requires approval by the Academic Affairs Committee (“the Committee”) prior to announcement and implementation.

A. The Academic Strategic Plan

1. Annually each university shall present an academic strategic plan to the Academic Affairs Committee for review and for recommendation to the full Board for approval.
2. The academic strategic plan shall define the key academic initiatives planned by the institution and describe how they support both the university’s strategic plan and the strategic plan of the Arizona Board of Regents.
3. The academic strategic plan shall include an Academic Degree Program Inventory of all academic degree programs that are expected to be planned, implemented, merged with other programs or eliminated in the upcoming year. The plan will also address the actions completed from the previous year’s plan, specifically addressing programs that have been implemented and are enrolling students.

B. Implementation

1. A university may implement any program listed on the approved academic strategic plan that will not require additional state resources or a program fee for the initial three years of a new program.
2. An academic program that will require additional state resources or a program fee to implement must be submitted to the Committee for approval prior to advertising the program and enrolling students.

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3. After collective review by the Chief Academic Officers, a university may request authorization from the Academic Affairs Committee to implement, merge or eliminate a program not listed on the academic strategic plan.
4. The implementation proposal shall address the criteria provided in the implementation for new academic degree programs”, provided on the above website ([www. azregents.edu/faculty](http://www.azregents.edu/faculty)), including:
 - a. Purpose of the program
 - b. Relation to the university mission and strategic direction
 - c. Defined learning outcomes and a description of how those outcomes will be addressed
 - d. The state’s need for the program, including student demand
 - e. Analysis of similar programs offered in the state and region
 - f. Expected faculty and resource requirements
 - g. Financing and 3-year budget

5. Duplicative programs

Substantial justification is required for a request to implement a new program that duplicates a program offered by another Arizona public university. The Committee will consider the following criteria in reviewing a request for implementation for a new degree program that duplicates a degree program offered by another public university in Arizona.

- a. The proposed program is consistent with the long-term mission and goals of the university proposing the program.
- b. The program instructional content and delivery mode respond to the demographic and geographic characteristics of the student demand (e.g., unmet needs, special student populations, distance learning options, etc.)
- c. The proposal should address options for course/program collaboration with the sister institution(s) offering the program.

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6. A university may not admit students to a new program approved for implementation by the committee until substantially all of the funds, as identified in the projected budget-are currently available from existing resources or firmly assured by legislative appropriations or other sources and are committed by the President for the support of the program.

C. Academic Degree Programs

Information on all campuses shall be included in the institution's academic strategic plan as described in 2-203.A.3.

1. All academic degree programs authorized by the Board for a specific university campus and reflected on the academic strategic plan may be offered by any other campus of that institution, subject to review by the Chief Academic Officers, if no additional state resources or program fee will be required for the initial three years of the program, prior to implementation.
 - a. An existing degree program that was not listed on the academic strategic plan may be offered by a campus of that institution subject to the review of the Chief Academic Officers and approval by the Executive Director prior to implementation.
 - b. Academic degree programs requested by a branch campus that are not authorized for the main campus must meet the requirements of subsections A and B of this Policy.
2. Any program that is going to be reflected in the budget process should be submitted to the committee early enough to allow time to evaluate the budgetary impact.

Policy Number: 2-204	Policy Name: Academic Program Changes	
Policy Revision Dates: 1/08, 4/03, 2/96, 11/91, 5/86, 3/85, 7/83,	Page 1	

2-204 Academic Program Changes

- A. The establishment of any academic degree program requires approval prior to announcement and implementation, as described in ABOR Policy 2-203 (Enrollment).
- B. The disestablishment of any academic degree program or the merger of two or more academic degree programs requires approval by the Academic Affairs Committee (the "Committee") prior to implementation.
- C. The following academic program changes must be reviewed collectively by the Chief Academic Officers and approved by the Executive Director of the Board prior to announcement and implementation:
 1. Change in the title of an academic degree program.
 2. Transfer of an academic degree program from one organization unit to another.
- D. The Executive Director shall submit to the Committee for approval any changes that the Executive Director deems to be of major significance authorized under ABOR Policy 2-204C (Academic Program Changes).
- E. The Executive Director shall report to the Committee all of the academic program changes authorized by the Executive Director. The agenda of the Committee meetings shall provide an opportunity for the Committee to discuss the report and to consider any recommendations.
- F. A university shall submit all proposed academic degree program changes on a standard request form to the Regents' Central Office for collective review by the Chief Academic Officers.

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- G. All information included in the university catalogs concerning academic degree programs and courses must be consistent with Board actions and policies.

Policy Number: 2-205	Policy Name: Off-Campus Courses and Programs
Policy Revision Dates: 8/04, 1/04, 1/03, 11/00, 2/88, 3/85, 9/84	Page 1

2-205 Off-Campus Courses and Programs

A. General Requirements - Credit Course Work

1. All off-campus graduate and undergraduate credit course work will meet the North Central Association of Colleges and Schools Higher Learning Commission Accreditation requirements including, where appropriate, current guidelines, principles and best practices for the provision of off-campus courses and programs.
2. Each university and its faculty through existed shared governance processes shall determine the academic units, personnel and processes through which board-approved programs are offered off campus.
3. The universities may offer off campus any upper division and graduate credit courses offered on campus. The universities may offer off campus any lower division credit courses that are not available in the course bank of the community college serving the county or that the community college chooses not to offer off campus. Lower division courses electronically delivered off campus are exempt from the provisions of this section.

B. General Requirements - Non-Credit Course Work

Non-credit courses are delivered by the universities on a self- supporting basis and do not require the expenditure or use of any state funds. The universities may offer non-credit courses at any appropriate location.

C. Reporting of Data

The universities shall report periodically on the courses and programs offered off campus in a format and on a schedule approved by the Executive Director.

Policy Number: 2-206	Policy Name: Academic Credit
Policy Revision Dates: 8/05, 1/04, 7/86, 3/85	Page 1

2-206 Academic Credit

A. Definition of a Unit of Credit

An hour of work is the equivalent of fifty (50) minutes of classtime (often called a "contact hour") or sixty (60) minutes of independent study work. A minimum of forty-five (45) hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a one (1) -week period for every unit of credit given. During summer sessions, however, six (6) units of credit may be given over a five-week (5) period.

1. At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of thirty (30) hours of student homework is required for each unit of credit;
2. Workshops must involve a minimum of forty-five (45) hours for each unit of credit, including a minimum of fifteen (15) contact hours, with the balance of the requirement in homework;
3. Studios must involve at least thirty (30) contact hours and at least fifteen (15) hours of homework for each unit of credit;
4. Laboratory courses require a minimum of forty-five (45) contact hours per unit of credit;
5. Field trips will be counted hour-for-hour as laboratory meetings;
6. Each unit of internship or practicum must require a minimum of forty-five (45) clock hours of work; and
7. Music instruction and specialized types of music performance offerings must conform to the requirement for accreditation of the National Association of Schools of Music.
8. Off-campus courses, regardless of mode of delivery, may be assigned credit based on competencies or learning outcomes that are acquired through coursework and are equivalent to those of students in a traditional classroom setting. An equivalent of forty-

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five (45) hours of work by each student is required for each unit of credit.

B. Credit for Courses Developed Under Contract

Universities may contract with outside agencies for the development and/or delivery of training programs to agency employees. The normal contract provides reimbursement to the university for the cost incurred in the development and/or delivery of these courses to the employees of these contracting agencies. While many of the courses may be specifically tailored to the needs of the agency and delivered in a format different from that appropriate for credit course offerings, there may be circumstances under which courses developed in this way will be of such quality that students who successfully complete them may be awarded academic credit by a university. The following are guidelines for the awarding of credit in courses developed under contract to outside agencies.

1. The decision to award academic credit for a course developed under contract and the securing of approvals to award such credit must follow the same procedures as those for any other course developed in the university. The same approvals by curriculum and other committees in the university and from the Arizona Board of Regents are required as those for any other course.
2. A university cannot teach a course developed under contract with an outside agency using the title and number of a course which already exists in the university catalog.
3. A course developed under contract may not be offered for credit under "house numbers," in more than two (2) semesters. Afterward, the course must be subjected to university curriculum procedures applicable to new courses.
4. When a course is to be delivered under contract to an outside agency, the negotiations by the university for the delivery price should include the consideration of whether employees of the agency may receive credit for the course. If the university and the agency agree that agency employees may receive credit for the course, the cost of record keeping for these students, and any other

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costs specifically identified with the awarding of academic credit, must be included in the contract. Students who would not be charged for a university course because they are employees of an agency under contract with the university for delivery of the course cannot be charged extra for the course if they wish to receive credit for it.

5. The awarding of credit and assignment of grades for courses developed and/or offered under contract will be conducted in precisely the same way as for any other course offered by the university. The integrity of the academic processes shall not be compromised by the contractual origin or the nature of the course delivery mechanism.

Policy Number: 2-207	Policy Name: Academic Program Fields of Study
Policy Revision Dates: 2/88, 3/85	Page 1

2-207 Academic Program Fields of Study

A. Forestry and Range Management Programs

The Board recognizes forestry degree programs in Arizona only at Northern Arizona University, and range management degree programs only at the University of Arizona.

B. Reserve Officers Training Corps

Reserve officers training corps programs shall be offered on a voluntary basis at the universities.

C. Agriculture Programs

1. The University of Arizona, the state's land grant institution, shall offer the state's only production agriculture programs. Production agriculture is defined as that branch of agriculture dealing with the production of animals, plants, food or fibers.

Arizona State University shall emphasize agribusiness and environmental systems management programs, and shall concentrate its research activities in those areas rather than in production agriculture. Arizona State University shall be authorized to award only the following degree majors in agricultural areas for the bachelor of science and master of science degrees:

Agribusiness
Environmental Resources in Agriculture

2. If any production agriculture courses need to be delivered in Maricopa County, they shall be delivered by the University of Arizona through the Board's established policies for off-campus credit courses. Nothing in this recommendation shall be interpreted as authorizing the establishment of a University of Arizona branch campus in Maricopa County.

Policy Number: 2-208	Policy Name: Academic Program Review	
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2-208 Academic Program Review

- A. The primary purposes of academic program review are:
1. To provide information that can be used by the university to strengthen and improve academic programs;
 2. To ensure effective use of state resources;
 3. To provide information for university and system-wide planning;
 4. To reduce unnecessary program duplication within and between universities and to eliminate unproductive programs;
 5. To provide information for use in university and Board evaluation of new program proposals, of budget requests and of capital project requests.
 6. To identify and provide special recognition for outstanding programs that have achieved national or international stature.
- B. Internal Program Review
1. Each university shall conduct a review of each program at least once every seven years.
 2. Although departments are the basic unit for review, it is expected that some programs will be reviewed at the college level or at the major level.
 3. Each university shall adopt program review policies that shall include at least the following provisions:
 - a. Each review will include a self-study conducted by administrators and faculty within the unit.

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- b. The review team will include external consultants who are selected through university policies and procedures designed to ensure maximum objectivity.
 - c. The review will include evaluation of all undergraduate and graduate degree programs offered by the unit.
 - d. The review will include an assessment of the adequacy of physical and fiscal resources available to the unit; the quality of the faculty and staff; research, and scholarly or creative activities; student performance; and outcomes of the program and an assessment of the level of the degree productivity.
 - e. The review will include an assessment of the unit's plans and performance related to diversity in the hiring of faculty and staff and to recruitment and retention of students from underrepresented groups.
 - f. For low productive degree programs with graduations below established thresholds, an evaluation will be conducted in accordance with the Board approved guidelines as set forth in a document entitled "A Methodology for Identifying Low Productive and Duplicative Programs" and reported to the Academic Affairs Committee. Except when a university recommends elimination of a program, it must provide the additional information specified in the approved methodology.
4. An accreditation review may be used to satisfy the requirements of this policy only if the review meets all of the criteria established by the Board and the university.
 5. Funding for the reviews shall be provided from the university's existing operating budget.
 6. Each university shall adopt policies and procedures for a systematic and comprehensive follow-up and monitoring of review recommendations.
 7. The results of the reviews shall be reported to the Academic Affairs

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Committee annually on a date and in a format determined by the executive director of the Board. The reports shall include specific plans to address deficiencies identified in the review. The Committee may request special follow-up reports on matters of major significance regarding the quality of the program.

8. A representative of the Board's Central Office or a member of the Academic Affairs Committee may observe at least one program review on each campus each year.

Policy Number: 2-209	Policy Name: Academic Course Numbering
Policy Revision Dates: 12/90, 10/88	Page 1

2-209 Academic Course Numbering

A. Lower Division course (numbered 100-299)

Lower division courses are primarily for freshmen and sophomores. Course numbered from 100 through 199 are primarily introductory and beginning courses. Courses numbered from 200 through 299 are introductory or intermediate-level courses. (See the university catalogs for additional detail.)

B. Upper Division Courses (numbered 300-499)

Upper division courses are primarily for juniors and seniors. Courses numbered from 300 through 399 are advanced/intermediate-level courses and are not available for graduate credit. Courses numbered 400 through 499 are advanced-level undergraduate courses but may be acceptable for graduate credit with prior approval as specified in the university catalogs. (See the university catalogs for additional detail.)

C. Graduate Courses (numbered 500-999)

Graduate-level courses are designed primarily for students admitted to graduate programs. Courses numbered from 500 through 599 are graduate courses which are open to advanced undergraduate students with prior approval as specified in the university catalogs. Courses numbered 600 through 699 are graduate courses which are no open to undergraduate students. Courses numbered 700 through 799 are available only to students admitted to doctoral programs or to selected professional graduate programs. Courses numbered 800 through 899 are non-undergraduate and non-graduate professional courses (e.g., Colleges of Medicine and Pharmacy courses at the University of Arizona). courses numbered 900 through 999 may be used for specialized graduate courses or individual study and are counted in the institution's FTE. (See the university catalogs for additional detail.)