

Curriculum Development: Definitions and Minimum Requirements

This document is intended to set out definitions and minimum requirements for curricular actions to assist academic units in their curricular processes.

Academic Organization	
Action Type: Any Academic Level: Any	Definition Creating, renaming, moving, merging or disestablishing an academic organization
	Minimum Requirements Proposals to implement a change to an academic organization, including moving a Department/School or changing the name of a College, Department or School must be preapproved on the Academic Plan.

Academic Organization Code	
Action Type: Change Academic Level: Any	Definition Moving an academic program to another academic organization, or within its current academic organization
	Minimum Requirements Proposals to move degree programs from one college/school to another must be pre-approved on the Academic Plan. A separate proposal must be submitted for each individual academic program in order to change its academic organization.

Admission Standards	
Applicable ASU Policy	ACD 305-03: Changes in Program or College Admission Standards
Action Type: Change Academic Level: Graduate	Changes are future effective-dated to align with the catalog cycle if they need to appear in Degree Search. By submission of the request for Graduate College review, the academic unit confirms that applicable materials such as the student handbook, program webpages or supplemental applications will be updated and impacted students or applicants will be notified as needed upon Graduate College approval.
Action Type: Change Academic Level: Undergraduate	Only applies to existing degree programs, including concentrations.

Campus Location	
<p>Action Type: Add or Remove Academic Level: Any</p>	<p>Additional approvals may be required for locations which have never offered ASU programs, including approval from ABOR and HLC.</p> <p>This is not intended for units seeking approval for digital immersion changes.</p> <p>Admission requirements remain the same unless an admission change is also requested (other forms are required for admission requirements changes).</p> <p>At least 80% of required courses for an academic program must be offered in-person at the request campus location for this request to be considered. The list of required courses not offered in-person at the requested campus location is required to be reviewed yearly.</p> <p>ASU Financial Aid and Scholarship Services must be notified if this program's coursework will be taught at a location that differs from what is listed currently AND at least 50% of the coursework will be provided at the new location. The location needs to appear in ASU's Financial Aid Program Participation Agreement so that aid can be disbursed to eligible students.</p>

Disestablish	
<p>Program Type: Any Academic Level: Any</p>	<p>The proposal form is to be used for proposed disestablishments included on the Academic Plan and for which the unit has received specific written approval from the Office of the University Provost to proceed with internal proposal development and review. The disestablishment may not be implemented until the Office of the University Provost notifies the academic unit that the disestablishment proposal has completed the approval process.</p> <p>Degree Search is our official record of the academic catalog. Therefore, all academic programs which are active and have students enrolled are required to be listed on Degree Search. Upon request (sent to curriculumplanning@asu.edu) by the Dean's Office, an academic program can be removed from the undergraduate or graduate application; however, the program will remain in Degree Search with the notation "ASU is not currently accepting applications for this program," until the approved effective date of the disestablishment.</p>

Establish – Certificate	
<p>Definition A certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be freestanding or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student’s academic experience or professional development, and it enables the university to respond to societal needs while promoting university cooperation with corporate, industrial and professional communities.</p>	
<p>Program Type: Certificate Academic Level: Graduate</p>	<p>Minimum Requirements Before academic units can advertise graduate certificates or include them in their offerings as described in the university catalogs, they must be recommended for approval by the University Graduate Council, Senate Curriculum and Academic Programs Committee, University Senate (2 readings), and approved by the Office of the University Provost.</p> <ul style="list-style-type: none"> • The minimum required total credit hours for a graduate certificate is 15 • Graduate certificates are not required to have a culminating experience. • A graduate certificate is offered by a single unit. If a graduate certificate consists of courses from more than one college, the approval of each college Dean is required.
<p>Program Type: Certificate Academic Level: Undergraduate</p>	<p>Minimum Requirements Individual undergraduate certificates may have additional requirements.</p> <ul style="list-style-type: none"> • Requires a minimum of 15 credit hours of which at least 12 credit hours must be upper division • Requires a minimum grade of “C” or better for all upper-division courses • Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language • Is cross disciplinary; or, <ul style="list-style-type: none"> ○ Certified by a professional or accredited organization/governmental agency; or, ○ Clearly leads to advanced specialization in a field; or, ○ Is granted to a program that does not currently have a major

Establish – Concentration	
<p>Definition: A concentration is a formalized selection of courses within a major. Concentrations are distinguished from more informal academic distinctions such as emphases, tracks, foci or options by assignment of a plan code for reporting purposes and appearance on the ASU transcript.</p>	
<p>Program Type: Concentration Academic Level: Graduate</p>	<p>Graduate concentrations indicate the fulfillment of a designated, specialized course of study, which qualifies the student with skills and training in one highly concentrated area of the major.</p> <p>Minimum Requirements Before academic units can advertise graduate concentrations or include them in their offerings as described in the university catalogs, they must be recommended for approval by the University Graduate Council, Senate Curriculum and Academic Programs Committee and approved by the Office of the University Provost.</p> <ul style="list-style-type: none"> • The average graduate concentration is a minimum of 3 to 5 courses (9-20 credit hours) in addition to the major's required core. • A concentration is offered by a single unit and is intended exclusively for students pursuing a particular major. If a concentration consists of courses from more than one college, the approval of each college Dean is required.
<p>Program Type: Concentration Academic Level: Undergraduate</p>	<p>Minimum Requirements Before academic units can advertise undergraduate concentrations or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and approved by the Office of the University Provost.</p> <ul style="list-style-type: none"> • A concentration requires a minimum of 15 credit hours, of which at least nine credit hours must be upper division. Specialized concentrations (e.g., Bachelor of Science in Interdisciplinary Studies concentrations) may have additional or different requirements. • A concentration is offered by a single unit and is intended exclusively for students pursuing a particular major. If a concentration consists of courses from more than one college, the approval of each college Dean is required.

Establish – Concurrent	
<p>Definition: Concurrent degree programs are specially designed academic programs which provide high-achieving students the opportunity to complete two distinct but complementary degrees at the same time.</p>	
<p>Program Type: Concurrent Academic Level: Graduate</p>	<p>Minimum Requirements A student may pursue concurrent master's, doctoral or master's-doctoral degrees with prior written approval from the head of the academic unit for each degree program and the Graduate College, provided the degree programs are graduate-level and in different academic areas. A separate online application is required for each degree program. When a concurrent program is offered by more than one college or school, students will be enrolled in both colleges/schools and will be subject to the requirements of each college and school in regards to program fee and academic standing rules.</p>
	<p>Master's Concurrent Combination A maximum of 20 percent of the minimum total credit hours for the completion of both degrees may be common hours shared between the Plans of Study. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate College has formally approved coordinated degree programs.</p> <p>Coursework common to both programs must constitute a well-planned and meaningful part of each of the programs and may only include coursework completed after admission to both degree programs. In all cases, the guidelines below must be followed:</p> <ol style="list-style-type: none"> 1. Continuous enrollment: The student must maintain continuous enrollment or submit a Leave of Absence form. A Graduate College approved Leave of Absence request applies to both degree programs. 2. Transfer credit from another institution: Graduate credit transferred from another institution may be applied toward only one degree program. 3. Culminating experiences: Culminating experiences (e.g. capstone courses, theses, applied projects, portfolios) and comprehensive examinations cannot be shared between concurrent degree programs. 4. Time limit for degree completion: The six-year maximum time limit for completing degree requirements and graduation apply to each concurrent degree individually.
	<p>Doctoral and Master's-Doctoral Concurrent Combination A maximum of 12 credit hours may be common hours shared between the Plans of Study. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate College has formally approved coordinated degree programs.</p> <p>Coursework common to both programs must constitute a well-planned and meaningful part of each of the programs and may only include coursework completed after admission to both degree programs. In all cases, the guidelines below must be followed:</p>

	<ol style="list-style-type: none"> 1. Continuous enrollment: The student must maintain continuous enrollment or submit a Leave of Absence form. A Graduate College approved Leave of Absence request applies to both degree programs. 2. Previous master's degree credit or transferred credit from another institution: 30 credit hours allowed from a previously awarded master's degree may only be applied to one of the doctoral programs and graduate credit transferred from another institution may be applied toward one degree program only. 3. Culminating experiences: Culminating experiences (e.g. master's capstone course, thesis, applied project, etc. and doctoral dissertation, prospectus, and others) and comprehensive examinations cannot be shared between concurrent degree programs. 4. Time limit for degree completion: The six-year maximum time limit for completing degree requirements and graduation applies to the master's degree. The ten-year maximum time limit for completing degree requirements and five-year limit after comprehensive exams applies to the doctoral degree.
<p>Program Type: Concurrent Academic Level: Undergraduate</p>	<p>Minimum requirements Students can choose to create their own concurrent degree combination to match their interests by working with their academic advisor during or after their first semester of study. Specific combinations of degrees may be deemed inappropriate due to a high volume of overlap in curriculum.</p> <p>Students must meet minimum admission standards for both programs and be accepted individually by both colleges.</p> <p>Concurrent programs with integrated major maps are no longer offered.</p>

Establish – Degree	
Applicable ASU Policy	ACD 305-01: Planning and Seeking Approval of New Degree Programs
Program Type: Degree Academic Level: Graduate and Undergraduate	The proposal form is to be used for proposed establishments included on the Academic Plan and for which the unit has received specific written approval from the Office of the University Provost to proceed with internal proposal development and review. A new program may not be implemented until the Office of the University Provost notifies the academic unit that the program may be offered.
Program Type: Degree Academic Level: Master's degree	Minimum Requirements Individual master's degrees may have additional requirements. A master's degree requires: <ul style="list-style-type: none"> • a minimum of 30 credit hours of graduate-level coursework, including a culminating experience • culminating experience may be a written comprehensive examination, a capstone course, an applied project, a written portfolio, a thesis, or equivalent
Program Type: Degree Academic Level: Doctoral degree	Minimum Requirements Individual doctoral degrees may have additional requirements. A doctoral degree requires: <ul style="list-style-type: none"> • a minimum of 84 credit hours of graduate-level coursework and a written comprehensive examination • a foreign language examination, oral comprehensive examination, dissertation or equivalent, or any combination of such may be required in addition to coursework and written examination requirements. • a written comprehensive examination and prospectus (research proposal) is required for all programs requiring a dissertation
Program Type: Degree Academic Level: BAS	Minimum Requirements A Bachelor of Applied Science degree must require a minimum of 60 total credit hours, including 45 upper-division credit hours.
Program Type: Degree Academic Level: Undergraduate all except BAS or AA	Minimum Requirements A bachelor's degree of any type other than a BAS must require a minimum of 120 credit hours, of which 45 credit hours must be in upper-division courses.
Program Type: Degree Academic Level: AA	Minimum Requirements An associate degree requires a minimum of 60 credit hours.

Establish – Dual	
<p>Definition: A dual degree is an offering that is both internal and external to ASU. The student pursues two degrees simultaneously, one with ASU and one with an external institution.</p>	
<p>Program Type: International Dual Degree Academic Level: Graduate and Undergraduate</p>	<p>Minimum Requirements A General Collaboration Agreement must exist between ASU and the partner institution prior to proposing a dual degree. A separate admissions application is required for the degree program at ASU and the degree program at the partner institution.</p> <p>At minimum, 51% of the total credit hours required for the ASU degree must be completed at ASU.</p> <p>Coursework common to both programs must constitute a well-planned and meaningful part of each of the programs. In all cases, the guidelines below must be followed:</p> <ol style="list-style-type: none"> 1. Official transcripts of earned coursework from partner institution must be provided to Admission Services so that shared credits may be applied to the ASU degree. 2. The student and/or department is responsible for requesting ASU transcripts as needed for home institutional credit including any cost associated with the request. 3. Undergraduate: All articulation must be facilitated through ASU's Academic Transfer Credit Solutions. 4. Graduate: All articulation must be evaluated by faculty unit and graduate admissions. 5. Credit conversion for articulated courses must follow the ABOR standard definition of a unit of credit. 6. All ASU degree requirements must be met before the awarding of the ASU degree. <p>When a dual program is offered between ASU and an international partner school, students will be subject to the requirements of each college and school in regards to tuition, program fees and academic standing rules.</p>

Establish – Joint	
<p>Definition: Internal to the university, joint programs are a single program of study, offered by two colleges and provide opportunities for students to take advantage of the academic strengths of two academic units. Upon graduation, students are awarded one degree and one diploma conferred by both colleges. Both colleges will appear on the transcript and the diploma.</p>	
<p>Program Type: Joint Any Academic Level: Graduate and Undergraduate</p>	<p>Minimum Requirements In a joint program, students will be enrolled in both colleges/schools and will be subject to the requirements of each college and school in regards to orientation, program fee and academic standing rules.</p>

Establish – Minor	
Applicable ASU Policy	ACD 305-12: Regulations for Undergraduate Academic Minors
<p>Definition: A minor is an approved, coherent focus of academic study in a single discipline, other than the student’s major, involving substantially fewer hours of credit than a corresponding major. Certain major and minor combinations may be deemed inappropriate by either the college or department of the major or minor. Inappropriate combinations include, but would not be limited to, ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student’s major.</p>	
<p>Program Type: Minor Academic Level: Undergraduate</p>	<p>Minimum Requirements Individual undergraduate minors may have additional requirements. A minor:</p> <ul style="list-style-type: none"> • Requires a minimum of 15 credit hours, of which at least nine credit hours must be upper division • Is not intended for students pursuing a major in the department which offers the minor

Establish – New Offering of a Degree	
<p>Definition: A new offering of an existing degree allows a new college or school to confer an existing degree. Example: a new offering of the English BA or MA degree.</p>	
<p>Program Type: New Offering of an Existing Degree Academic Level: Graduate or Undergraduate</p>	<p>This template is to be used to create a new offering of an existing degree. Academic Plan approval is required. The template is to be used only by programs that have received specific written approval from the Provost’s office to proceed with request to establish a new offering of an existing degree. It must undergo all internal university review and approval steps including those at the unit, college and university levels. A program may not be implemented until the Provost’s Office (or the Graduate College) notifies the academic unit that the program may be offered.</p>

Establish – New Offering of a Concentration	
<p>Definition: A new offering of an existing concentration allows a new college or school to confer an existing concentration. Example: a new offering of the English (Literature) BA degree.</p>	
<p>Program Type: New Offering of an Existing Concentration Academic Level: Graduate or Undergraduate</p>	<p>Academic Plan approval is required. This template is to be used only by programs that have received specific written approval from the Provost’s office to proceed with request to establish a new offering of an existing degree. It must undergo all internal university review and approval steps including those at the unit, college and university levels. A program may not be implemented until the Provost’s Office (or the Graduate College) notifies the academic unit that the program may be offered.</p>

Prefix	
Applicable ASU Policy	ACD 305-13: Establishing New Course Prefixes
Action Type: Any Academic Level: Any	<p>A new prefix may not be implemented or advertised until the Office of the University Provost notifies the academic unit of approval.</p> <p>Distinctive course prefixes are appropriate to set off the course offerings of one university academic program from others. It is not necessary that the program constitute a formal major or minor, but the prefix should correspond to an element of ASU’s curriculum that is administered by a formal programmatic entity, which might be an academic unit, an interdisciplinary faculty, or a college or other unit. Responsibility for administration of courses that are listed under the prefix must be clearly established — that is, responsibility for scheduling classes, assuring the quality of the coursework, ensuring the submission of grade reports, and maintaining student records.</p>

Program Name	
Action Type: Change Academic Level: Any	<p>Minimum Requirements</p> <p>Name changes must be approved on the Academic Plan before submission of the form.</p> <p>A separate proposal must be submitted for each individual name change. The name change may not be implemented until the Office of the University Provost notifies the academic unit that the name change proposal has completed the approval process.</p> <ol style="list-style-type: none"> 1. Name changes can only be implemented so as to be effective for a fall semester. 2. All existing and continuing students will be moved to the new name. 3. Students who complete the degree requirements prior to the fall effective date graduate under the old name.