

 UAEU	Undergraduate Programs Policies Manual	Policy Number	UP-02
		Effective Date	12-Aug-2018
	Subject Definitions of Academic Programs and their Constituent Parts	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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2. Definitions of Academic Programs and their Constituent Parts

Overview

Defines the key terms used within the design, approval and modification of academic programs.

Scope

Applies to all Colleges and Departments of the UAEU, except CMHS.

Objective

Guides faculty in identifying constituent parts of academic programs and incorporating these appropriately within proposals for new or modified academic programs. Defines terminology used within the Policies in this Manual.

Policy

Academic programs and their component parts shall be defined and described as follows.

1. **Academic Degree:** A title awarded in recognition of the recipient having satisfactorily completed a prescribed academic program of study. The University awards degrees at Bachelor, Master and Doctoral levels.
2. **Academic Program:** A set of courses and other study requirements that, on successful completion, lead to the award of an academic degree.
3. **Foundation Program:** A set of preliminary academic requirements that must be satisfied through exemption, course completion, or benchmark exams in order to be enrolled in an academic program.
4. **Bachelor Degree Program:** An academic program leading to a Baccalaureate degree, normally, spanning four years of study. In prescribed fields, such as engineering and veterinary medicine, Bachelor degree programs span up to five years of study.
5. **Bachelor-Master Program:** A program that comprises the requirements of both the Baccalaureate and Master Degrees. Baccalaureate degree-seeking students with high GPA can get pre-admitted in the Master Degree program and earn graduate credits while still fulfilling the requirements for the Bachelor Degree.
6. **General Education Program:** The General Education Program is a common set of courses within the academic programs. These required courses focus on different modes of reasoning, critical thinking and problem-solving skills, oral and written communication skills, and enable students to place their culture in a global context.
7. **Major:** A major is a specialization within an academic program. It comprises a set of mandatory and elective requirements and may include other experiences. It includes at least 30 credit hours. An undergraduate degree must include at least one major among other requirements.

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8. **Double Major:** An academic program that includes the requirements of two majors. The total number of credit hours of an academic program that includes a double major should not exceed the credit hour (CH) norm of other academic programs by more than nine (9) CH. Admission to an academic program containing a double major will be conditional on satisfaction of at least the normal requirements for each major and in certain circumstances may require demonstrated achievement at higher levels.

9. **Minor (Optional):** A minor is an area of specialized academic training, disciplinary or interdisciplinary in character, that is distinct from the major although it may be in a related field. Its mandatory and elective requirements are less than those for a major. It consists of 18 credit hours, at least nine (9) of which are upper-division work. Normally a minor will comprise courses that are established constituents of authorized majors.

10. **Concentration:** A concentration is a specialization within an academic program that allows closer study of a field contained in the overarching major. It includes at least 15 required credit hours as part of the major.

11. **Track:** Track is a term that describes at least nine (9) credit hours forming a constituent part of a major.

12. Successful completion of any of the above mentioned in items (7-11) is certified on both the graduation diploma and the transcript.