
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Undergraduate Programs Policies Manual	Policy Number	UP-02
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Definitions of Academic Programs and their Constituent Parts	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Page of this Policy	1 of 2

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.

- a) **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.
- b) **Academic Program:** A set of courses and other study requirements that, on successful completion, lead to the award of an academic degree.
- c) **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.
- d) **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.
- e) **BS-MS Program:** A program that comprises the requirements of both the Baccalaureate and Master's Degrees. Baccalaureate degree-seeking students with high GPA can get pre-admitted in the MSc Degree program and earn graduate credits while still fulfilling the requirements for the BSc Degree.
- f) **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.
- g) **Major:** A major is a specialization within an academic program. It comprises a set of mandatory and elective requirements and may include other experiences. An undergraduate degree must include at least one major among other requirements. Successful completion of the major is certified on the graduation diploma.
- h) **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

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be conditional on satisfaction of at least the normal requirements for each major and in certain circumstances may require demonstrated achievement at higher levels. Successful completion of the double major is certified on the graduation diploma with the names of both majors.

- i) **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. Successful completion of the minor is certified on the graduation transcript.
- j) **Track:** A track is a specialization within an academic program that allows closer study of a field contained in the overarching major. It includes at least 12 required credit hours as part of the major. Successful completion of the track is certified on the graduation transcript.
- k) **Option, or Concentration:** Option, and Concentration are terms that describe at least six (6) credit hours forming a constituent part of a major. There is no special mention of the terms on the graduation diploma or transcript.