

Process for New Program Initiatives and Program Modifications

Terms & Definitions

Program: A student's academic program refers to the courses that lead to a degree or certificate, including both required and elective courses, thus including the core and cognate of a major and any additional majors, minors, and/or concentrations. A program change or new program initiative may refer to a complete degree, or any portion of it: major, minor, and concentration.

Degree: A credential or an award recognized by the U.S. Department of Education that is conferred by Andrews University as official recognition of the successful completion of a program of study, and listed on student's diploma (i.e. AA, BA, MAT, EdS, DMin, PhD). (Associate = 62 credits, Bachelor's = 124 credits, Master's = 30+ credits, Education Specialist = 64 credits)

Major: A specified set of courses taken within a field of study, which provides the student with an in-depth understanding of the field (i.e. biology, music, religion). Undergraduate majors are typically 30-40 credits. Interdisciplinary majors may not exceed 60 credits.

Minor: A specified set of courses (18-22 credits; 18-24 credits for education) taken within a field of study, which provides the student with some understanding of the field (i.e. writing minor).

Concentration: A set of courses (12-20 credits) taken in a specialized area of focus within the major, and listed on student's transcript. "There must be faculty expertise in the area in which the emphasis [concentration] is offered." (2003 UGC Manual)

Cognate: Courses required for a major/professional program that are in a related discipline. Normally, cognate courses are offered in another department.

Option: An option is a group of electives within a major used to place emphasis on a particular area of study within that major. An option is not considered to be a separate curricular entity. While options may be mentioned in the bulletin, they are not recorded on the student's transcript. Control of what courses a student takes for an option is done by advising.

Track: A pathway whereby students complete a program of study, typically based on a student's educational background. For example, students with a previous credential in a related field may qualify for a track with a reduced number of courses/credits. Examples of tracks include MSW, DNP, DScPT. Note: students with a credential in an unrelated field may be required to take prerequisite courses. Prerequisites do not constitute a track, and do not count towards the credential.