

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Approval of Non-Degree Academic Programs
FPU Policy Number: FPU-5.00012AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 5, 2018
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy governs the planning and approval process for non-degree granting academic programs as defined in section 7 of Florida Board of Governors Regulation 8.011 Authorization of New Degree Programs and Other Curricular Offerings to be offered at the University and is applicable to all individuals charged with planning and approving such programs.

B. POLICY STATEMENT:

The Board of Trustees, Administration, and Faculty of the University recognize that central to the university's mission to serve students through excellence in education is the ability to experiment with different curricular offerings as a way of meeting student demand, industry need, and capitalizing on institutional opportunities that grows out of faculty research and expertise.

In order to facilitate curricular flexibility and experimentation, the University's Board of Trustees delegates to the University Provost the final authority on the design, development, and process associated with approval of non-degree academic and curricular programs as defined in section C and subject to the procedures outlined in section D of this policy.

C. DEFINITIONS:

See BOG Regulation 8.011(7)

1. **Program Minor, Concentration, Area of Emphasis, Track, or a similar curricular offering** means any organized curriculum that is offered as part of a degree program and enhances or complements the degree to be awarded in a manner which leads to specific educational or occupational goals.
2. **College Credit Certificate Program** means an organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals, and for which the university awards a certificate, diploma, or similar form of recognition upon completion. College credit certificate programs may consist of courses that are part of a degree program or distinct courses that are created outside of any degree program. The number of credit hours for a college credit certificate program shall be set by the University in accordance with BOG Regulation 8.011.
3. **Non-College-Credit Certificate** means an organized curriculum of study of any length that is offered for non-college credit (as measured through clock hours, continuing education units, competency exams, etc.), that leads to specific educational or

occupational goals, and for which the university awards a certificate or diploma upon completion. The length of a non-college-credit certificate program shall be set by the University.

D. PROCEDURES:

The decision to develop curricular programs defined under this policy may originate with faculty and/or administration independently or in collaboration.

1. Rules and Proposal Approval Process for Concentrations, Areas of Emphasis, or Tracks:
 - a. All such programs labeled concentration, area of emphasis, or track will be developed as part of an existing degree program or as part of a newly proposed program.
 - b. All such constructs will be developed by the faculty with expertise in the field and submitted for review by the appropriate Academic Department for curriculum review.
 - c. Upon recommendation by the Academic Department's curriculum committee, the Department Chair may recommend the proposal to the Division Director, if applicable, or directly to the appropriate University Curriculum Committee (undergraduate or graduate).
 - d. The appropriate University Curriculum Committee (undergraduate or graduate) will review the proposal and make a recommendation to either the initiating Department, the Provost, or both.
 - e. The Provost will choose to accept (with or without modification), reject, or request resubmission, of the proposal from the initiating Department.
2. Proposal Approval Process for Program Minors, and College Credit Certificate Programs:
 - a. Any such programs may be created out of content in an existing degree program and offered as part of that program, created out of a combination of existing and new content, or out of entirely new content and offered independently of any existing program.
 - b. Such programs must not be offered to non-degree seeking students, unless created expressly as a continuing education program under supervision of the Provost's Office or designated administrative unit overseeing such programs and offerings.
 - c. The approval process for all such programs shall be the same as the process defined above in subparagraphs D(1)(b)-(e).
3. Proposal and Approval Process for Non-College-Credit Certificates:
 - a. Any such programs must be developed with administration and faculty, as appropriate, and designed for offer to unique populations (e.g. high school students, industry professionals) outside of the University's regular program of academic delivery.
 - b. Programs must be reviewed and approved by the Provost.

ACADEMIC POLICY APPROVAL

Academic Policy No.: _____AP

Initiating Authority

Date

Academic Policies Committee Chair

Date

Vice President of Academic Affairs

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

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OFFICE OF THE GENERAL COUNSEL