To: Richard Leeman, Faculty President

From: Kim Harris, Chair FAPSC

Date: November 2, 2018

Re: Motion to revise the Academic Policy concerning limit of 120 credit hours for majors

Appendices:

*Tracked Changes: UNC Charlotte Academic Policy – Majors; Baccalaureate Degree Requirements; Progression and Tuition Surcharge*

**Motion.** At our October 16, 2018 meeting, the Faculty Academic Policy and Standards Committee voted unanimously to recommend the revisions to the UNC Charlotte Academic Policy concerning the requirement that majors must be limited to 120 hours (excluding programs that have received a waiver). A version of the current policy with the tracked recommended changes is appended as a separate document.

**Justification**.

* The UNC Board of Governors requires that all degree programs offered by universities in the UNC system be limited to 120 credit hours. Programs that may need more hours due to accreditation requirements are allowed to request a waiver from their university’s Board of Trustees.
* Due to this requirement, the UNC Charlotte Academic Policy needs to modified in three places – the description of Majors, Baccalaureate Degree Requirements, and Progression and Tuition Surcharge.
* The committee felt that it was important to include the phrase that programs could request a waiver so that students did not think that ALL majors were limited to 120 hours with no exceptions.

<https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/definition-undergraduate-majors-minors>

UNC CHARLOTTE ACADEMIC POLICY: DEFINITION OF UNDERGRADUATE MAJORS, MINORS, CONCENTRATIONS, AND CERTIFICATES

### I. Introduction

There is no introduction for this policy.

### II. Policy Statement

**MAJOR**
A major represents a degree-seeking student's primary field of study.  A major is a structured plan of study requiring a minimum of 30 credit hours.  It must be feasible for students to complete degree requirements within 120 ~~128~~ credit hours (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees).  The major appears on the official transcript.

**MINOR**
A minor represents an optional, secondary field of study for a degree-seeking student; no student may declare a major and a minor in the same discipline.  A minor is a structured plan of study requiring a minimum of 15 credit hours and no more than 29 credit hours exclusive of student teaching.  A minor should require significant additional coursework beyond what is already required for a related major.  The minor appears on the official transcript.

**CONCENTRATION**
A concentration is a structured plan of study within a major.  The number of semester hours for a concentration varies, but is included within the semester hours for the major.  The concentration appears on the official transcript.

**CERTIFICATE**
An undergraduate certificate is a structured set of professionally oriented courses designed to provide recognition that the student has completed coursework in an applied area of focus.  For degree-seeking students, a certificate program may either complement or be concurrent with a traditional program of study.  The certificate appears on the official transcript.

**Note on terminology:**The following terms should not be used: "area of concentration (just use "concentation"), "track," "option," "specialty," "emphasis," or "focus."

**Required coursework:**  Requirements may include courses bearing the same code as a major or minor, courses offered by the same department but bearing a different code, or related coursework offered by other departments.

**Administration:**  Every major, minor, concentration, or certificate must be assigned to a responsible faculty group, most often a department.

III. Definitions

* **Certificate -**A structured set of professionally oriented courses in an applied area of focus.
* **Concentration -**A structured plan of study within a major.
* **Department –**A unit within a college representing a discipline.  For example, the Department of English is in the College of Liberal Arts & Sciences.
* **Major –**A student's primary field of study.
* **Minor –**A student's optional secondary field of study.

IV. Policy Contact(s)

* **Authority**: [Faculty Council](http://facultygovernance.uncc.edu/fc)[Faculty Academic Policy and Standards Committee]
* **Responsible Office**: [Office of the Provost and Vice Chancellor for Academic Affairs](https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/definition-undergraduate-majors-minors)
* **Additional Contact(s)**: [Office of the Registrar](http://registrar.uncc.edu/)

V. History

* **Revised:** October 24, 2013 [redefined majors, minors, and certificates; created definition of concentration]
* **Revised:** April 4, 1985
* **Approved**: April 21, 1983

VI. Related Policies, Procedures, and Resources

* [UNC Charlotte Academic Policy: Declaring Undergraduate Majors and Minors](https://provost.uncc.edu/policies-and-procedures/academic-policies-and-procedures/declaring-undergraduate-majors-and-minors)

VII. Frequently Asked Questions

* **Which students are covered under this policy?**
This policy applies to all undergraduate students at UNC Charlotte.
* **How many credit hours is an undergraduate certificate?**
Undergraduate certificates are generally between 12-15 credit hours total.
* **How many credit hours is an undergraduate concentration?**
Undergraduate concentrations are generally between 9-12 credit hours total.

<https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/baccalaureate-degree-requirements>

# **UNC CHARLOTTE ACADEMIC POLICY: BACCALAUREATE DEGREE REQUIREMENTS**

I. Introduction

All baccalaureate degrees require completion of 120 credit hours (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees), ~~and~~ including completion of the General Education requirements.  To graduate from the University of North Carolina at Charlotte, students must earn at least 25% of degree requirements at UNC Charlotte, including the last 12 credit hours of work in the major field and at least 6 credit hours of a minor at UNC Charlotte, must be in good academic standing, and must have earned a minimum grade point average of at least 2.0 in the major/minor.

II. Policy Statement

**CREDIT HOURS AND MAJOR**
All baccalaureate degrees require completion of 120 credit hours (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees), including all requirements for a major field of study. Specific requirements for degrees and programs are presented under the college and departmental sections of the Catalog.

**GENERAL EDUCATION**
All baccalaureate degrees require completion of a common set of General Education requirements.  Refer to the General Education Program section of the Undergraduate Catalog.

**RESIDENT REQUIREMENT**
To graduate, a student must earn at least 25% of baccalaureate degree requirements at UNC Charlotte, including the last 12 credit hours of work in the major field and at least 6 credit hours of any minor field of study.  Exceptions to these hour provisions may be made upon the recommendation of the student's major department and with the approval of the dean of the college of the student's major. (Please note:  earning 25% of the degree at UNC Charlotte cannot be waived due to Southern Association of Colleges and Schools accreditation standards.)

Coursework taken in residence shall be construed to mean work offered by UNC Charlotte and taken in courses on the UNC Charlotte campus or at an approved off-campus center.

**GRADE POINT AVERAGES**
To graduate, a student must be in good academic standing and have earned a grade point average of at least 2.0 and a grade point average of at least 2.0 in the major and in any minor.  Some programs require a higher grade point average.  Specific requirements for degrees and programs are presented under the college and departmental sections of the Undergraduate Catalog.

III. Definitions

* **Bachelor's degree or baccalaureate –**A post-secondary ~~The~~ degree ~~of bachelor of arts (B.A.) or bachelor of science (B.S.), typically~~ requiring 120 hours of specified course work (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees).  A bachelor’s degree is comprised of General Education courses, a major program(s), elective courses, and, in some cases, a minor program(s), and, in general, is completed in four years.
* **Catalog**– A resource of all academic policies and procedures, college and degree requirements, faculty, and course descriptions.  UNC Charlotte has both an Undergraduate Catalog and Graduate Catalog.
* **College** – An academic unit of the University.  Each of the seven discipline-based colleges at UNC Charlotte represents an organization of related departments.
* **Credit hour –** an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
	1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
	2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
* **Degree requirement –**A set of requirements, which a student must fulfill before he/she graduates.
* **Department –**A unit within a college representing a discipline.  For example, the Department of English is in the College of Liberal Arts & Sciences.
* **GPA (G**rade **P**oint **A**verage**) –**The grade point average for an undergraduate student is determined by adding all accumulated quality points together, and then dividing by the total number of GPA hours the student has attempted, excluding those for which the student received a grade of I, IP, W, WE, H, P, AU, or N.  In computing the grade point average, only those credits attempted at UNC Charlotte are included.  See the [GPA Calculator](http://registrar.uncc.edu/gpa-calculator).
* **Major –**The subject or area of study in which a student concentrates.
* **Minor –**The secondary field of study requiring fewer credits than the major.

IV. Policy Contact(s)

* **Authority**: [Faculty Council](http://facultygovernance.uncc.edu/fc)[Faculty Academic Policy and Standards Subcommittee]
* **Responsible Office**: [Office of the Provost and Vice Chancellor for Academic Affairs](https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/baccalaureate-degree-requirements)
* **Additional Contact(s)**: [Office of the Registrar](http://registrar.uncc.edu/)

V. History

* **Revised:**November 10, 2010
* **Revised:**January 14, 2016 [Changed language to accommodate new Academic Standing policy]
* **Revised:** October 19, 2017 [Changed "last 25% of degree requirements" to "at least 25% of degree requirements"]

VI. Related Policies, Procedures, and Resources

* [Academic Calendar](http://registrar.uncc.edu/calendar)
* [Academic Policy: Academic Standing](https://provost.uncc.edu/policies/academic-standing)
* [University Policy 409: Religious Accommodation for Students](http://legal.uncc.edu/policies/up-409)

VII. Frequently Asked Questions

* **Which students are covered under this policy?**This policy applies to all undergraduate students at UNC Charlotte

<https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/baccalaureate-degree-progression-and-tuition>

# **UNC CHARLOTTE ACADEMIC POLICY: BACCALAUREATE DEGREE PROGRESSION AND TUITION SURCHARGE**

### I. Introduction

All baccalaureate degrees require completion of 120 semester hours of credit (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees), including all requirements for a major field of study. Undergraduate students who attempt more than 140 credit hours (or more than 110% of the hours required to complete their baccalaureate degree program) are subject to a 50% tuition surcharge on the excess hours taken https://ninercentral.uncc.edu/billing-payments-refunds/tuition-and-fees/tuition-surcharge-waiver.

### II. Policy Statement

**COURSE LOAD**

A course load of 15-18 hours constitutes a normal full semester load for undergraduates.  A student must complete 15-16 hours per semester to complete a bachelor's degree in four academic years.  Enrollment in more than 18 hours in a semester requires advance approval of the dean of the student's major college.  An undergraduate student enrolled in 12 or more hours is considered to be a full-time student and must pay full tuition and fees.

A standard load for an undergraduate student enrolled in a summer session is up to 7 credit hours.  Enrollment in more than 7 credit hours in a single summer session, or in concurrent summer sessions (e.g., a 10-week and a 5-week session), requires advance approval of the dean of the student’s major college.

The appropriate course load for an undergraduate student is dependent on two factors: scholastic ability as reflected by the student's academic history and available study time.  Successful academic achievement usually requires at least two hours of study per week outside of class for each credit hour in which the student is enrolled.  For example, enrollment in 16 credit hours would require minimally 32 hours of outside preparation per week.

**TUITION SURCHARGE**

UNC Charlotte follows regulations regarding Tuition Surcharge established by the State of North Carolina. These regulations change frequently. The current state policy can be found at <https://ninercentral.uncc.edu/billing-payments-refunds/tuition-and-fees/tuition-surcharge-waiver>.

**STUDENT CLASSIFICATION**
At the beginning of each semester, students working toward a bachelor's degree are classified on the basis of earned semester hours (also referred to as credit hours):

| **Classification** | **Earned Semester Hours** |
| --- | --- |
| FreshmanSophomoreJuniorSenior | 0-2930-5960-8990 or more |

III. Definitions

* **Bachelor's degree or baccalaureate –**The degree of bachelor of arts (B.A.) or bachelor of science (B.S.), ~~typically~~ requiring ~~a minimum of~~ 120 hours of specified course work (except for programs that have applied for and received a waiver to exceed 120 credit hours from the UNC Charlotte Board of Trustees).  A bachelor’s degree is comprised of General Education courses, a major program(s), elective courses, and, in some cases, a minor program(s), and, in general, is completed in four years.
* **Credit hour –** an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
	1. 750 minutes of classroom or direct faculty instruction and a minimum of 1500 minutes of out-of-class student work for one semester hour of credit; or
	2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
* **Semester or Term –**A period of study of approximately 15 weeks, usually half of the academic year (i.e., fall and spring semesters).  The fall semester begins in August and the spring semester begins in January at UNC Charlotte.  There are summer terms as well:  one ten-week and two five-week terms.
* **Tuition –** The amount of money that colleges charge for coursework and other instruction.  Tuition can vary widely between educational institutions, and does not cover fees, cost of books, and other materials.

IV. Policy Contact(s)

* **Authority**: [Faculty Council](http://facultygovernance.uncc.edu/fc) [Faculty Academic Policy and Standards Subcommittee]
* **Responsible Office**: [Office of the Provost and Vice Chancellor for Academic Affairs](https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/baccalaureate-degree-progression-and-tuition)
* **Additional Contact(s)**: [Office of the Registrar](http://registrar.uncc.edu/)

V. History

* **Approved:** July 10, 1980
* **Revised:** March 26, 2015 [Split off from [Academic Credit Hour Policy](https://provost.uncc.edu/policies/academic-credit-hour)]

VI. Related Policies, Procedures and Resources

* [UNC Charlotte Academic Policy: Academic Credit Hour](https://provost.uncc.edu/policies/academic-credit-hour)
* [Tuition Surcharge Frequently Asked Questions](https://ninercentral.uncc.edu/courses-registration/tuition-surcharge/tuition-surcharge-faqs)

VII. Frequently Asked Questions

* **Which students are covered under this policy?**
This policy applies to all undergraduate students at UNC Charlotte.
* **What is the difference between full time and part time?**
In the Fall and Spring semesters, undergraduate students are defined as full time at 12 hours, at half time at 6 hours, and less than half time below 6 hours. In the Summer terms, undergraduate students are defined as full time at