Date: March 4, 2015

To: David M. Speak
Chair, Academic Senate

Copy: Provost
Cabinet
Deans
AVP’s

From: Soraya M. Coley, Ph.D.
President

Subject: Response to AS-2465-145 - Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model

I am pleased to approve the guidelines for baccalaureate degree programs under the semester calendar. The guidelines will become effective in fall 2018 when the campus transitions to the semester calendar.

I ask Associate Provost Claudia Pinter-Lucke to post these guidelines on the web, to disseminate them to the academic departments and colleges, and to share them with representatives in the other divisions.

RECOMMENDATION

The Academic Senate has made the following recommendations to the 7 points outlined in the original referral AP-001-145 Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model (these points are contained in the background section).

(1) That all 4-year undergraduate degrees shall be comprised of no more than 120 units (except for programs granted an exemption by the Chancellor’s Office in accordance with Title 5; e.g., Bachelor of Fine Arts, Bachelor of Architecture) and that the total degree units will be made up of GE units, major units and unrestricted electives. Major units may include “double counted” units (see section 4), these units will be counted only once in the 120-unit total. All degree programs will be approved via the Cal Poly Pomona Academic Senate, the President or their delegate, and the chancellor’s office. All options, emphases, certificates, and minors will be approved via the Cal Poly Pomona Academic Senate and the President or their delegate.
AS-2465-145/AP, Definitions and Guidelines for Undergraduate Degree Programs
for the Semester Model

(2) That the distinction between core and support courses be removed and that the term "Major courses" be used to refer to the courses formerly called "core" and "support" courses under the quarter system.*

(3) That the major GPA for undergraduates be based on the entirety of major courses. (This does not include unrestricted electives or General Education courses that are not double-counted.)

(4) That General Education is intended to provide breadth but may include courses that are foundational to a major, therefore programs will be allowed to double-count courses for both general education and the major, with the restriction that they may double-count no more than 9 units of courses offered by their major discipline (as indicated by the major prefix). Double-counting of courses outside the major discipline (prefixes that are not the major prefix) is allowed. For example, a student majoring in Geography would only be able to double count 9 units of coursework with the prefix GEO, but that same student would not be limited as to how many units of coursework with other prefixes could be double counted (ANT, BIO, MAT, etc.).

(5) That undergraduate programs will be structured according to the following guidelines:

a. All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses.'**

b. Options: a formal, focused collection of courses separate from the core courses, comprising 9 or more units, with at least 9 units unique to each option's requirements.

i. The one exception to 5b is that a program with may offer a "general option" that is not limited to any specialization and is intended to allow students to sample courses from multiple options. This option does not have to differ from the other options by the 9-unit minimum.

ii. Options can be formally declared at time of Admission or change of major, are tracked in PeopleSoft, and appear on transcripts and diplomas. Students may declare more than one option within a major, subject to the same unit limitations as for double majors (see president’s response to AS-2422-123/AP Policy that Allows for Minors and Double Majors). It is up to individual programs to determine whether students in the major shall be allowed to declare more than one option.

c. Emphases: a collection of courses advisory in nature; Emphases are not formally declared, are not tracked in PeopleSoft, and do not appear on transcripts or diplomas.

(6) That undergraduate minors be defined as a formal collection of courses in a discipline or field other than a student’s major (or option, in the case of the College of Business Administration). A minor shall have a minimum of 18 units and a maximum of 36 units, of
which at least 9 units must be upper division. Minors may be declared at any time in a student’s career, are tracked in PeopleSoft, and appear on diplomas and transcripts. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct.

(7) That the following two terms be adopted:

*Majors courses* – the now combined set of courses that were previously called core courses and support courses under the quarter structure. See recommendation #2 above.

**Core courses** – The set of common courses required for all students in a major (12 unit minimum). See recommendation #5a above.

(8) Exemptions, for any numerical restrictions, may be granted (via the ordinary referral process) in the case of programs needing to satisfy accreditation or teaching credential requirements.

Major Units + Unrestricted Electives + GE = Double Counting = 120 Units