

Academic Policies Committee

Minutes

January 21, 2020

Minutes approved:

In attendance: Agnieszka Chwialkowska, Nancy Penco, Soo Moon, Viviene Wood (substitute for Emily McKendry-Smith), Carrie Carmack, Gavin Lee, Michael Hopper, Jairus-Joaquin Matthews, Jean Cook, Jill Drake, Josh Masters, Joe Fernander (substitute for Donna Haley), Ethel Santiago

The meeting began at 12:30 AM.

- I. Gavin Lee was elected a note-taker for the meeting.
- II. Approval of minutes
 - a. The minutes were unanimously approved.
- III. Embedded Certificates
 - a. Joe Fernander from the Registrar's office, discussed the key differences between the embedded and stand-alone certificates and discussed the rationale for introducing the policy.
 - i. Embedded Certificates: Embedded certificates are those certificates where the courses required to earn the certificate are embedded into a major or degree program and are only awarded at the completion of a specific degree program. These certificates are intended to encourage students to use the elective requirements in their degree program to form a coherent concentration of coursework in a specified area.
 - ii. Stand-Alone Certificates: Stand-alone certificates are those certificates that comprise a prescribed program of study that may or may not be associated with a degree, major or minor. These certificates represent a cohesive program of study of a smaller size than a degree program and provide more flexibility to those looking to pursue continued education, including a means for professionals to renew and retrain due to an ever-changing workforce.
 - iii. It was discussed that most USG institutions offer stand-alone certificates and that UWG does not receive the credit for embedded certificates as only stand-alone certificates are reported to USG. Introducing stand-alone certificates would help attract students who are not interested in pursuing an entire degree.

- iv. While each program sets its own guidelines, the new policy provides recommendations to be used when establishing or modifying certificates across UWG campus.
- b. Requirements for awarding embedded certificates were discussed.
1. Embedded certificates are not a stand-alone program; students must be enrolled in the major, minor, or degree program in which the certificate is embedded. Embedded certificates are only awarded in conjunction with the completion of a degree.
 2. Students are required to declare their intent to pursue an embedded certificate. Students must declare their intention to pursue an embedded certificate to the department that offers the certificate prior to or in conjunction with applying for graduation and should also notify their academic advisor to assure proper academic advising.
 3. Complete a minimum of 9 semester hours of required coursework for the approved embedded certificates.
 4. A minimum of 6 semester hours of the courses must be numbered 3000 and above.
 5. All credit-bearing courses applied towards the embedded certificate will also fulfill and share with any other requirement for the student's degree.
 6. Students must attain a minimum grade point average of 2.0 in courses used to satisfy the embedded certificate.
 7. In conjunction with a completed degree program, embedded certificates will be listed on the official academic transcript.
- c. Requirements for awarding stand-alone certificates were discussed.
1. Students must be admitted into a stand-alone certificate program by meeting the minimum requirements set forth by the certificate program.
 2. Students may enroll in conjunction with a degree program or as a non-degree seeking student.
 3. Unless otherwise stated in the certificate program of study, all courses applied towards the stand-alone certificate will also fulfill and share with any other requirement for the student's degree.
 4. Complete a minimum of 12 semester hours of required coursework for the approved certificate program.
 5. A minimum of 6 semester hours must be numbered 3000 and above.
 6. Students must attain a minimum grade point average of 2.0 in courses used to satisfy the certificate.
 7. Students are required to apply to graduate with stand-alone certificates through the Office of the Registrar and by the Graduation Application Deadlines outlined in this catalog. Students who are concurrently pursuing

a stand-alone certificate and a degree must apply to graduate at the same time as their degree. Students may graduate with their degree and re-admit as a non-degree seeking student to complete requirements for a stand-alone certificate.

8. Students who are awarded a stand-alone certificate will have their accomplishment noted on their official academic transcript and will receive a certificate of completion.
- d. **Corresponding changes to Specific Requirements for a Minor were discussed.** These changes are requested as there have been instances where students would like to minor in the same area they major in, for instance, Sociology major wanting to declare a Sociology minor. Currently, there is no policy that prohibits a student from doing so. In the past, students also tried to return to UWG only to earn a minor. The policy proposed below prohibits a student from earning a minor in, e.g. Film & Video production if they are seeking a Bachelor of Science in Mass Communications with a concentration in Film & Video production. Therefore, the modification aims at preventing the students from minoring in something that would involve coursework that is already applicable to their major. When the subject matter is sufficiently diverse as with different titles, the restriction does not apply. For instance, English majors may earn a minor in Creative Writing or Literature if they complete all major and minor requirements with the required number of hours without sharing courses between the major and minor.
- i. **Points 7-9 will be added to the existing policy:**
 7. Minors are not stand-alone programs and are only awarded in conjunction with an undergraduate degree. After graduation, students may not re-enroll to complete a minor without completing an additional undergraduate degree concurrently.
 8. Students may not seek a minor with the same title as their major or concentration.
 9. In conjunction with a completed undergraduate degree program, minors will be listed on the official academic transcript, but not the official diploma.
 - ii. **Point 4 which currently reads “Courses taken in Core Area F may also be counted” is to be modified to read “Courses taken in Core Area F, which are not in the major, may also be counted, in a minor.”** This update seeks to clarify the fact that courses used in Core F may be shared with courses required in the minor (per BOR Policy 2.3.1).
- e. **It was discussed that new graduate-level policies regarding stand-alone and embedded certificates will mimic the undergraduate-level policies.**
- f. **The issue of determining the associated fees have been discussed.**

- g. It was agreed that after the revision, the registrar will request feedback on the policy from the department chairs and advisors. After that, the item will be again discussed by the APC and voted on before being presented at the Faculty Senate where a registrar's representative will be present to explain any controversies related to the policy. The item was tabled for the next meeting.

The meeting adjourned at 1:45 AM.