

Academic Approval Glossary

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Academic Career: Refers to undergraduate or graduate level.

Academic Group: One of the three Schools or Graduate Programs.

Academic Plan Type: Refers to the type of program being proposed. See Board Policy 4140 for requirements for different types of programs.

- **Certificate:** For graduate programs, A cluster of courses that concentrate on specific knowledge and/or skills aligned to an area of specialization or industry certification. These courses are available to non-degree seeking students; however, they may also be used toward the completion of a graduate degree. A certificate of advanced studies shall include a minimum of 9 credit hours.
- **Comprehensive Major:** An academic program that represents an expanded study of a discipline and leads to a degree. It may consist of a core and an option and ranges from at least 48 credit hours to no more than 57 credit hours.
- **Concentration:** A series of courses within a comprehensive major that, when combined with a core of courses, if required, leads to a degree. An option or concentration is a sub-specialty of a major and shall include at least 18 credit hours.
- **Endorsement:** A series of courses which leads to teacher certification in accordance with standards established by the Nebraska State Department of Education (NDE). The number of credit hours required to complete a field endorsement shall not exceed the minimum credit hours required by NDE by more than ten percent (10%) for endorsements with 50 or more minimum credit hours established. The number of credit hours required to complete a field endorsement with fewer than 50 minimum credit hours established, or a subject endorsement, shall not exceed the minimum credit hours required by NDE by more than twenty percent (20%).
- **Field Endorsement:** See Endorsement
- **Honors:** Program that does not lead to a major or degree.
- **Major:** An academic program that concentrates on an academic discipline and ranges from 30 to 36 credit hours. A subject major shall be combined with a minor or second major to lead to a degree.
- **Minor:** An academic program that concentrates on a subject but does not in itself lead to a degree. A minor shall range from 18 to 21 credit hours.
- **Second Major:** If selected, the student would need a primary major to graduate.
- **Specialization:** Do not use
- **Subject Endorsement:** See Endorsement

- **Supplemental Endorsement:** Requires student to have completed an Endorsement in order to graduate and obtain licensure.

Catalog/Course No: The number of the course as it appears in the catalog (e.g. 101, 401).

Consent: Refers to the use of access codes given by the department or faculty member to allow students to take the course.

Co-Requisite: Describes courses that must be taken at the same time as the proposed course.

Core: A cluster of courses in a comprehensive major that comprises the foundation for all options and shall include a minimum of 12 credit hours. A core leads to a degree when combined with an option/concentration.

Course Component: Includes the following. Talk with your Dean, VPAA or Registrar if you have questions. Generally, these influence loading for faculty members teaching the course.

- **Activity:** Instructor-facilitated course generally focused on “learning by doing” with significant student/instructor interaction. Musical or dance groups or fitness-related courses often are assigned this course component.
- **Directed Study:** Taken when the regular course was not/cannot be taken. These courses have already been established for each discipline.
- **Independent Study:** Carefully organized learning activity with instructor. These courses have already been established for each discipline.
- **Laboratory:** Additional classroom session(s) associated with a credit bearing course, often a lecture, which requires separate enrollment. Students participate in hands-on experiments or activities that illustrate or augment the material presented in the corresponding lecture or in their program overall.
- **Lecture:** Instructor-led course, usually credit-bearing. Most typical.
- **Lecture/Lab Combined:** Course where laboratory components are integrated with the lecture and students do not sign up for a separate lab section.
- **Practicum:** Credit-bearing courses designed to give students supervised and practical application of previously studied theory in a setting outside the classroom
- **Research:** A group of advanced students studying under a professor with each student doing original research and all exchanging results through reports and discussions.
- **Seminar:** An instructor-led course, usually credit-bearing, with a small number of students collectively exploring a topic or field of study.

Course Outcomes: The specific, measurable statements about what students will learn in the course.

Course Restrictions: Describes other limitations on a student's ability to take a course other than previous coursework. May include class standing or admission to particular programs.

Credits: Refers to the length of the course, according to Board and HLC policy. In general, *One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week is required for approximately fifteen (15) weeks for one (1) semester of credit. See Board Policy 4141 for complete details.*
Cross-Listed: A course that is offered by two different disciplines. Often interdisciplinary in nature. Faculty member should have qualifications to teach from both disciplines

Description: A short paragraph (3-4 sentences) that describes the course content and that will be consistently taught by all faculty who might teach the course.

Face to Face: The course is offered in a classroom at certain times each week.

Faculty Sponsor: The Faculty Senator from the School in which the proposal is made.

Grading Method: Includes Graded (A-F) or Credit/No Credit

Hybrid: The course uses a combination of in-class meetings and online work.

Online: The course is offered entirely online.

Pre-Requisite: Describes the limitations on student enrollment for a course based on previous courses the student has or has not taken.

Program Outcomes: Learning outcomes are specific statements of what students will be able to think, know, do, or feel because of a given educational experience. They more specifically define the goal and how they will be measured. A learning outcome consists of four components: Audience, Behavior, Condition, and Degree.

Program Title: The name of the program (e.g. Mathematics or Podiatry)

Program Type: Choose one of the types below:

- **BAS:** An academic program that ranges from 30 to 40 credit hours of coursework that will prepare individuals for management and/or leadership opportunities. The Bachelor of Applied Science degree shall include a minimum of 20 credit hours of upper division coursework.
- **BA:** This degree is awarded to Liberal Arts majors, but is also available for those majoring in other areas. In addition to general undergraduate degree requirements, candidates must complete the following requirements: Ten

(10) semester hours of a modern foreign language or upper division credit outside of the student's major, Six (6) semester hours of Mathematics or Psychology; Nine (9) semester hours from History 113, 114, 201, 202, or Sociology 201.

- **BS:** The academic award bestowed on an undergraduate student who completes 120 unduplicated credit hours and meets other academic requirements, including, but not limited to, sufficient credits in the major, general studies, upper division level courses, and a minimum grade point average overall and in the major. Bachelor of Arts and Bachelor of Science degrees shall include a minimum of 40 credit hours of upper division coursework.

Repeat for Credit: Select this option when the same course can be repeated by a student and counted towards graduation requirements. Proposer may specify that the course can be repeated only a certain number of times.

Subject Area: The discipline for the course (e.g. ART, MATH, EDUC).

Title of Course: The name of the course as it appears in the catalog (e.g. Introduction to Marketing)