



UAR NUMBER: 143.01

TITLE: Program Length, Curriculum Guidelines and Approval Process

ORIGINATOR(S):

Associate Provost for Undergraduate Education & Student Success

INITIAL ADOPTION: 4/14/20

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY STAFF STUDENTS VENDORS OTHER (SPECIFY):

PURPOSE:

To establish curricular standards and approval processes.

SCOPE:

All undergraduate and graduate academic programs in all departments

DESCRIPTION (INCLUDE DEFINITIONS):

Morehead State University ensures that all undergraduate and graduate curriculum, including all related courses and documents, adheres to the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In addition, the institution complies with the academic programs policy statements of the Kentucky Council on Postsecondary Education and academic regulations of the Commonwealth of Kentucky.

Curriculum Length and Standards for Academic Programs

Credit Hour Requirements by Level of Academic Programs

KRS 164.2951 encourages public postsecondary institutions in Kentucky to limit the credit-hour requirements to 60 credit hours for associate of science or associate of arts degree programs, and to 120 credit hours for bachelor degree programs, except in situations where the quality and content of the program would be negatively impacted or discipline-specific accreditation standards cannot otherwise be met. University programs that propose longer lengths must offer compelling rationale for doing so, such as requirements of an accrediting body or certification authority, during the curriculum planning and approval process.

Program length - The credit hour requirements for each degree level are:

- All associate's degrees require a minimum of 60 credit hours
- All bachelor's degrees require a minimum of 120 credit hours
 - o Within the 120 hour requirement, all bachelor's degrees, except for the Bachelor of University Studies (BUS), require students to complete either a program of study known as an Area (48-hour minimum) or the combination of a Major of at least 30 hours and a Minor of at least 21 hours. General education requirements also must be completed, as well as free electives (as necessary to earn up to 120 hours). Forty-two of the hours required for the bachelor's degree must be completed at the upper-division level.
 - o BUS candidates must complete the minimum general education requirements as well as a minimum of 120 hours. Forty-two of the hours required for the bachelor's degree must be completed at the upper-division level.
- All master's degrees require a minimum of 30 graduate credit hours
- Education specialist degrees require a minimum of 60 graduate credit hours
- Doctoral degrees in education require a minimum of 60 graduate credit hours beyond the master's degree.

Program length is monitored through institutional curriculum committees and the Office of Undergraduate Education & Student Success or the Graduate School, respectively, with additional oversight by the Kentucky Council on Postsecondary Education. Annual undergraduate and graduate catalogs document program length.

Second degree hour requirements and conditions

Students earning a second associate's degree must complete at least 15 approved new hours from Morehead State University (MSU), including one semester of coursework preceding graduation, with at least 9 of the 15 hours earned in courses in a different associate degree program than the first degree. In addition, the student must earn a minimum 2.0 grade point average for all coursework presented to complete the first and second associate degrees, in all coursework completed at Morehead State university.

APPROVED BY:

VICE PRESIDENT:



DATE:

6/3/2020

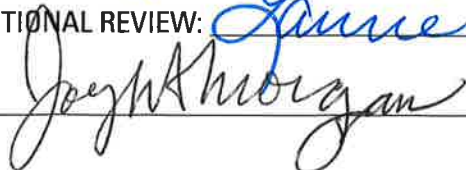
APPROPRIATE INSTITUTIONAL REVIEW:



DATE:

6-1-20

PRESIDENT:



DATE:

6-3-20

DESCRIPTION (CONTINUED):

Students who wish to receive two bachelor's degrees simultaneously must satisfactorily complete the regularly prescribed requirements of both degree programs, and a minimum of 30 new credit hours in residence for the second degree must be completed. For example, if the first degree requires 120 credit hours, a total of 150 hours must be completed. In this way, excessive double counting of credits is avoided and the integrity of each degree is maintained. No more than two bachelor's degrees may be awarded simultaneously.

For students completing a second bachelor's degree (i.e., not simultaneously), at least 30 credit hours must be earned from Morehead State University, with the last 15 hours preceding graduation earned from MSU as well. In addition, at least 50% of the hours required for the major or area for baccalaureate students must be credit earned from MSU. The student must earn a minimum of 2.0 grade point average for all coursework presented to complete the second degree, including all coursework in the major/area and minor, and in all coursework at Morehead State University. In extenuating circumstances, students may appeal the requirement of the last 15 hours (or last semester of coursework) preceding graduation being completed at Morehead State University by submitting the Last 15 Hour Waiver Request Form to the Registrar for consideration.

To complete a second master's degree, a student must meet Graduate School admission and candidacy requirements as well as departmental candidacy requirements, and must complete a minimum of 15 semester hours of University residence credit in approved courses (although additional courses may be necessary to meet degree requirements). In addition, the student must meet all departmental exit criteria. It should be noted that:

- 1) graduate students may transfer no more than 9 hours from a regionally accredited institution toward a master's or education specialist degree, or no more than 18 post-master's hours from a regionally accredited institution toward the Doctor of Education degree.
- 2) for any graduate degree or non-degree certification, at least 50% of coursework required within a graduate program must be earned through instruction at Morehead State University.

Curricular Requirements

In order to demonstrate coherence, academic programs offered at Morehead State University must:

- 1) represent a field of study appropriate to higher education as indicated by the United States Department of Education Classification of Instructional Programs (CIP) taxonomy for postsecondary disciplines
- 2) be compatible with the stated mission and goals of the institution
- 3) emphasize both breadth and depth of student learning
- 4) be designed with a sequences of courses that
 - a. fosters the development of stated program competencies (see UAR 109),
 - b. increases knowledge integration, and
 - c. develops skills of analysis and inquiry.

Additionally, graduate programs and courses also must:

- 1) be progressively more advanced in academic content,
- 2) support independent research and professional practice to a greater extent than undergraduate programs and courses in the same field, and
- 3) demand greater rigor and higher-order learning than their undergraduate counterparts.

DESCRIPTION (CONTINUED):

Curriculum design of an academic program should include a minimum of 50% of the program's credit hours that are common to all students in the program. In other words, students enrolled in a program (or CIP code), regardless of track, must share a common core of coursework equaling at least 50% of the overall program's hours. Programs may allow student choice in the selection of courses beyond the core, in the form of other program requirements, program electives, or in groups of track-related courses, in order to allow students flexibility in preparation for post-graduation goals or interest.

In order to demonstrate program coherence, academic programs align course learning objectives to overall program competencies and illustrate how competencies are introduced, reinforced, and mastered through appropriate course sequencing across the curriculum. Documentation of course to competency alignment and knowledge/skill scaffolding through course sequencing will be maintained by the Office of Undergraduate Education & Student Success for undergraduate programs and the Graduate School for graduate programs.

Curriculum Development and Approval Process for Academic Programs

The curriculum for each program is designed by faculty and approved through a multi-layer faculty governance process to ensure that it meets the institution's high standards for quality. Administrative oversight for the curriculum review and approval process is provided by the Associate Provost for Undergraduate Education & Student Success in the case of undergraduate curriculum, and by the Associate Provost for Research and Dean of the Graduate School in the case of graduate curriculum.

Courses and programs (or changes thereto) are initiated by faculty. The faculty submits the course/program proposal to be reviewed/approved by various curriculum committees and in the following order:

- 1) Department/School (i.e., a departmental/school undergraduate or graduate curriculum committee as appropriate, and if approved, the Chair/Associate Dean);
- 2) College (i.e., a college-level undergraduate or graduate curriculum committee as appropriate, and if approved, the Dean);
- 3) Teacher Education Council (only if related to teacher preparation);
- 4) A university curriculum committee (i.e., Undergraduate Curriculum Committee in the case of undergraduate programs, or the Graduate Committee in the case of graduate programs); and
- 5) The Provost, who maintains ultimate responsibility for academic affairs at the institution.

When the faculty considers adding new programs or closing programs, additional review is conducted by the President, the Board of Regents, Kentucky Council on Postsecondary Education, the Education Professional Standards Board (in cases in which the program is related to teacher preparation), and SACSCOC.

The curriculum cycle runs January to December each year. After approval, new curriculum information (including information about new curriculum or curriculum changes, or revised catalog language) appears in the next academic catalog published after the end of the curriculum cycle. Similarly, programs or courses that are deleted through the above process will be removed from the next catalog published after the end of the curriculum cycle.