

University of New Mexico

Curriculum Terminology Glossary

as of 3/30/04

Published definitions: Definitions that will be made available to students through the UNM Catalog and other print- and web-published materials.

Operational/policy definitions: Additional definitions that will be available to UNM faculty and staff for program development, advisement, and general reference purposes.

Certificate

Published Definition: In contrast to a professional development certificate, a certificate program is a prescribed course of studies approved through the University's curriculum approval process. A completed certificate appears on a student's transcript, but a diploma is not issued.

Operational/Policy Definition: In addition to the published definition, the operational definition includes the following:

1. The UNM Catalog contains information about certificate programs.
2. Approved transcribed certificates (at all levels) are associated with a CIP code and a UNM major.
3. Graduate certificates are approved by the New Mexico Commission on Higher Education (CHE) and the State Board of Finance.
4. Certificates at UNM branches are formal awards approved by the Office of the Associate Provost for Academic Affairs.

CIP Code

Operational/Policy Definition: The Classification of Instructional Programs (CIP) is used nationally to assure comparability of information among institutions of higher education. It allows the classification of instructional programs into broad academic categories.

Concentration

Published Definition: An approved set of courses WITHIN A MAJOR that define a specialty area or specific field of study. Unless specified by the unit offering the major, a concentration is not required.

Operational/Policy Definition: In addition to the published definition, the operational definition includes the following:

1. Former terms include degree track, emphasis, sub-field, area of special concentration, major areas, specialty/ specialized area, curriculum stream, option, disciplinary focus, individual specialization, area of study, etc.
2. Both new concentrations or changes to existing concentrations (by each degree level) must go through the curriculum approval process.
3. Only formally approved concentrations will appear in the UNM Catalog.
4. As UNM moves toward implementing the new Student Information System (SIS), CIP codes will be attached to all concentrations.
5. Concentrations are not currently transcribed, but concentrations will be transcribed when the new SIS is fully implemented. Once full implementation of the new SIS occurs, a statement about transcribing concentrations will be part of the published definition.
6. Once concentrations are transcribed, they WILL NOT be listed on a diploma.

Degree

Published Definition: A title that the University confers on a student who has satisfactorily completed a required program of study. Degree requirements are established by the University, colleges, and departments, and are approved by University faculty, administration, and the Board of Regents. UNM is authorized to award associate, baccalaureate, master's, 1st professional, and doctoral degrees.

Degree Title

Published Definition: The complete approved label of a degree program consisting of the degree designation and the degree major (e.g., Bachelor of Arts in History; Bachelor of Science in Chemistry). Some programs require the name of the major as part of the degree designation (e.g., Master of Architecture–MARCH, Master of Business Administration–MBA, Master of Science in Nursing–MSN).

Operational/Policy Definition: In addition to the published definition, the operational definition includes the following:

1. Graduate degrees are approved by the New Mexico Commission on Higher Education (CHE) and the State Board of Finance.

Diploma

Published Definition: An official document naming a degree that has been conferred by the University.

Emphasis

Published Definition: An approved subset of courses within a concentration. Emphases do not appear on a diploma or transcript. Unless specified by the unit offering the major and concentration, an emphasis is not required.

Operational/Policy Definition: In addition to the published definition, the operational definition includes the following:

1. Emphases go through the curriculum approval process.
2. Only emphases that have gone through the curriculum approval process will appear in the UNM Catalog.
3. Emphases do not have major codes or CIP codes attached to them.

Major

Published Definition: That part of a degree program consisting of a specified number of hours from a defined group of courses in a primary discipline or field. A completed major is shown on both a student's diploma and transcript.

Operational/Policy Definition: In addition to the published definition, the Operational definition includes the following:

1. A new major (by each degree level) must go through the curriculum approval process. In addition, graduate majors are approved by the New Mexico Commission on Higher Education (CHE) and the State Board of Finance.
2. Changes to an existing major must be accomplished in accordance with UNM's Curriculum Forms Process Manual. [NOTE: Web published documents will show a link to this document]
3. Every major will have a CIP code and a unique UNM major code attached to it
4. Only formally approved majors will appear in the UNM Catalog.

Minor

Published Definition: That part of a degree program in an approved secondary discipline or field OUTSIDE THE MAJOR. A minor requires fewer hours than a major. A completed minor is shown on a student's transcript but not on the diploma.

Operational/Policy Definition: In addition to the published definition, the Operational definition includes the following:

1. A minor is awarded only if approved by both the major and minor department and/or college.
2. A new minor (by each degree level) must go through the curriculum approval process.
3. Changes to an existing minor must be accomplished in accordance with UNM's Curriculum Forms Process Manual.

Professional Development Certificate

Published Definition: A professional development certificate indicates completion of a set of credit or non-credit courses designed to provide participants an opportunity to develop or improve specific job-related knowledge and skills. Professional development certificates are issued by the unit offering the course/s rather than by the Office of the Registrar. Professional development certificates do not appear on university transcripts. Participation in professional development certificate courses may or may not require admission to the University.

Operational/Policy Definition: In addition to the published definition, the operational definition includes the following:

1. Professional development certificate programs are approved by the unit offering the course/s rather than through the University's formal curriculum approval process.
2. The UNM Catalog does not contain information about professional development certificate programs.
3. All published materials (print and electronic) must include the words "professional development certificate" wherever they are referenced. They cannot be referred to simply as "certificates," as this term is reserved for official certificate programs that go through the curriculum approval process.

Program Level

Published Definition: Program levels at UNM include the following: Certificate, Associate, Baccalaureate, 1st Professional, Graduate Certificate, Master's, and Doctorate.

Program of Study

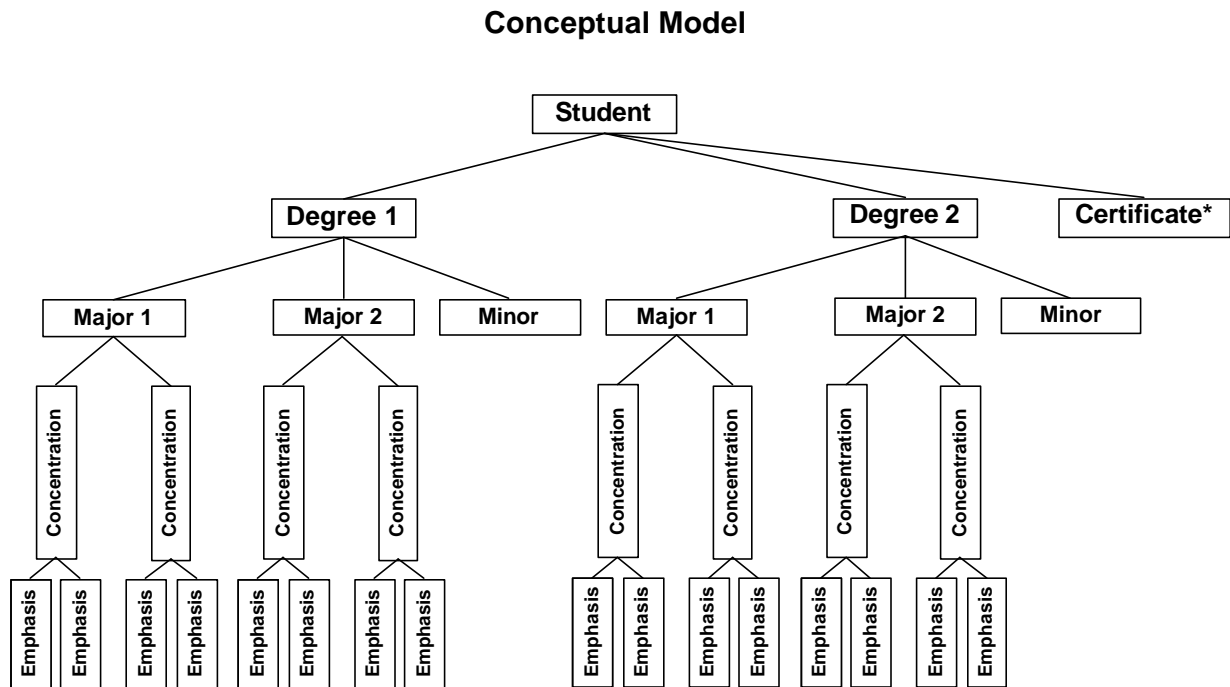
Published Definition: An approved course of study leading to a transcribed certificate or degree. A graduate-level program of study typically includes a capstone experience (e.g., thesis, dissertation, professional paper or project, comprehensive exam, etc.)

Transcript

Published Definition: A document that details the entire permanent academic record of a student at the University. An official transcript is a certified copy, for which a small fee is charged. An unofficial copy is available at no charge.

The following diagram should be included in the operational set of definitions:

Diagram of the relationship between majors, concentrations, emphases, minors, and certificates:



* There are three types of certificates: branch campus certificates, stand-alone certificates at the Main Campus, and certificates that are part of a graduate degree program.