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| <b>Title: Current and Discontinued Academic Program Terminology</b> | <b>Policy No: 4.1</b>   |
| <b>Category: Academic Standards and Accreditation</b>               | <b>Effective: Fall 2000</b><br><b>Effective with revisions: Fall 2004</b> |

**Policy Statement:** The UCO community will use a standard set of academic program terminology.

OSRHE, BOROC, and UCO policies and procedures will be followed in creating, modifying, and deleting all academic offerings and listings, i.e., transcripts, university and departmental publications, advisement materials, and brochures.

After graduation the degree is listed above the name of the program-major on the student's UCO transcript.

A “concentration” is an internal processing term used to designate a group of courses for the purpose of degree audit only and does not appear on the student’s transcript.

**Background:** UCO previously used the terms major and option for program and major. (OSRHE II - 2 - 18) (See <http://www.ucok.edu/academicaffairs/aapolicymanual> and select terminology.)

“Specialization,” “track”, and “area of emphasis” were previously used to describe groupings of courses that did not appear on the transcript. The only UCO credentialing references to be used are those approved degrees, programs, majors, minors, and certificates.

**Purpose:** Standardize UCO terminology and operational procedures regarding academic offerings from UCO. This standardization will facilitate accurate communication in the academic community and provide consistency with OSRHE policies and definitions. (OSRHE II - 2 - 18)

**Implementation:** Fall Semester 2000

**Coordinating Offices:**

**Academic Affairs Point-of-Contact:** Assistant Vice President for Academic Affairs - Policy and Curriculum

**Policy approved by the Vice President for Academic Affairs on July 20, 2000.**

**Policy revision approved by the Provost and Vice President for Academic Affairs on November 1, 2004.**

**Key Words: Program, Major, Concentration, Specialization, Track, Area of Emphasis, Terminology**