

W A S H I N G T O N
H I G H E R
E D U C A T I O N
C O O R D I N A T I N G B O A R D

March 2009

**HECB Program and Facility Approval Policies and Procedures
Glossary
Revised March 26, 2009**

Applied Baccalaureate Degree: An applied baccalaureate degree is an undergraduate degree offered in a field of study in an applied field that is designed to build upon an associate of applied science degree.

Branch Campus: See System Campus.

Center: A higher education center may be organized as a multi-institution teaching entity or as a single university/college enterprise. A higher education center will enroll students in multiple degree programs (two or more). Centers will range in size, typically enrolling between 150 and 1,500 students.

Certificate: Certificate programs offered by the four-year public colleges and universities are programs of study that normally require less than one-quarter of the credits required for a degree program at a similar level. Successful completion of the program results in a certificate. Certificate programs may also be non-credit. The HECB reviews certificate programs of a depth and/or length that approach or exceed the requirements of an undergraduate major or a master's degree. Baccalaureate level certificates of at least 45 quarter credits or 30 semester credits and graduate level certificates of at least 36 quarter credits or 24 semester credits which contain a recognizable body of instruction for which a certificate is awarded and transcribed are subject to review by the HECB.

Consolidation: The merger of two or more existing degree programs into a single degree program. The programs must be existing degree programs rather than existing options within degree programs. For purposes of the HECB Program and Facility Approval Policies and Procedures, consolidation of existing options into degree programs is treated as a type of conversion (see below).

Conversion: A conversion is a change of an existing option, specialization, or concentration within an approved degree program into a degree. It includes the merger of two or more existing options into a single degree.

Degree: Any designation, appellation, letters, or words including but not limited to “associate,” “bachelor,” “master,” “doctor,” or “fellow” which signify or purport to signify satisfactory completion of the requirements of an academic program of study beyond the secondary level.

Degree Program: A degree program is a set of educational requirements, identified jointly by the department or other degree-granting unit and the college or university, which leads to a degree. Baccalaureate program requirements usually involve a combination of general education courses, courses in the major field of study, and elective courses. Graduate program requirements involve intensive study in the major field, preparation in the use and conduct of research, and/or a field or internship experience; professional programs generally prepare individuals for professional fields (e.g., law, medicine).

Degree Title: A degree title is a full designation of the degree including **level** (bachelor, master, doctor), **type** (e.g., arts, science, fine arts, business administration), and **major** (e.g., mathematics, civil engineering, history). These distinctions are illustrated below. Each institution may have a different taxonomy of degree titles. However, for the activities outlined in these policies and procedures, these definitions of a degree title will be used.

<u>DEFINITION OF DEGREE TITLE</u>			
<u>Degree Designation</u>	<u>Level</u>	<u>Type</u>	<u>Major</u>
B.A. English	Bachelor	Arts	English
B.S. Chemistry	Bachelor	Science	Chemistry
B.F.A.	Bachelor	Fine Arts	Music
B.A.S.	Bachelor	Applied Science	Safety & Health Mngt.
M. Engineering	Master	Engineering	Electrical Engineering
M. Ed. Curriculum & Instr.	Master	Education	Curriculum & Instruction
M.B.A.	Master	Business Administration	Finance
Ph.D. Linguistics	Doctor	Philosophy	Linguistics

Eligible Program: an existing option, concentration, specialization or degree program which has enrolled and graduated students for at least five years.

Major: A major is that part of the curriculum in which a student concentrates on one subject or group of subjects and which comprises the largest number of units in any given discipline. Its contents are usually defined by one academic department but also may be defined jointly by two or more departments, as in the case of an interdisciplinary major.

“Major” Facilities: Major facilities are defined as those in excess of 6,000 square feet and/or with an annual lease cost in excess of \$60,000 and/or those with unimproved property of one-half acres or more.

New Degree: A new degree is any proposed degree that differs from any other offered by the proposing department or unit in one or more of the three degree title specifications (level, type,

or major). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval of the HECB. Though a program may not be new to the institution, if it is to be offered at a new location, it will be considered a new degree program to that location and will require HECB approval.

New Degree Program: A new degree program is any proposed degree program that differs from any other offered by the proposing department or unit in one or more of the three degree title specifications (level, type, or major). A program leading to a new degree (as defined above), even if constituted entirely of existing courses, requires review and approval of the HECB. An area of study that is one-half or more of the total credits needed at the upper-division (e.g. 45 or more quarter credits or 30 or more semester credits) or one-half or more of the credits needed for a graduate program (including thesis, professional project, clinical, internship, or dissertation credits) will generally be considered a new Major and thus would require HECB approval. Though a program may not be new to the institution, if it is to be offered at a new location, it will be considered a new degree program to that location and will require HECB approval.

Definitions of the degree programs that fall under this policy are as follows:

- The degree or certificate program is a course of study with a prescribed set of requirements, which a student must complete. It is identified by a specific degree title and a specialized body of knowledge reflected normally as a major subject matter area. The name of the degree major or certificate must reflect accurately the skills, competencies, and knowledge to be attained in the course of study.
- A baccalaureate degree program normally represents about four years of full-time college study (no fewer than 120 semester or 180 quarter credits) or its equivalent in depth and quality of learning experience.
- A credit-based certificate program reviewed by the HECB is of a depth and/or length that approaches or exceeds the requirements of an undergraduate major or a Masters degree. Baccalaureate level certificates of at least 45 quarter credits or 30 semester credits and graduate level certificates of at least 36 quarter credits or 24 semester credits which contain a recognizable body of instruction for which a certificate is awarded and transcribed are subject to review by the HECB.
- A master's degree program normally represents about one to two years of full time post-baccalaureate study (no fewer than 24 semester hours or 36 quarter hours beyond a bachelor's degree) or its equivalent in depth and quality. Some degrees emphasize research while others emphasize practical application of knowledge in the field. A professional master's program normally requires up to two years or the equivalent of coursework beyond the baccalaureate level.
- A doctoral degree program normally requires three years or more of graduate level coursework. Some degrees emphasize research and require an original research thesis or project. A professional doctoral degree emphasizes application of knowledge in the field.

NOI – Notification of Intent: A Notification of Intent is a summary document used to describe an institution's intent to start or extend a program. A *Planning NOI* is used to alert the HECB and interested parties that an institution intends to begin planning a new degree

program. A *Location NOI* is used to notify the HECB of an institution's intent to extend an existing degree program to another location. In either case, the NOI is subject to board approval.

Off-campus Degree Program: An off-campus degree program is a degree program offered away from the main or branch campus of the institution (in-state, out-of-state, or in another country) and may be in-person or telecommunicated instruction.

Off-campus Facility Acquisition: The acquisition of real property "beyond the boundaries of the existing main campus."

Off-campus Instruction: Instruction offered away from the main or branch campus of the institution (in-state, out-of-state, or in another country) and may be in-person or telecommunicated.

Option, Specialization, or Concentration: An option, specialization, or concentration within a degree program is an area of study that is generally less than one-half of the total credits needed for the upper-division major or graduate program. It may also be referred to as a concentration, specialization, area of emphasis, track, or minor. It can generally be distinguished from a new degree in that full designation of the degree title – including level, type, and major – does not change when a new option is added.

Program and Facility Inventory (PFI): The PFI is a statewide Web-accessible database of higher education programs. It includes all college-level programs approved for veteran's benefits from the two- and four-year institutions, programs from the degree-authorized institutions, and programs approved by the HECB and State Board for Community and Technical Colleges for operation in Washington.

State and Regional Needs Assessment: The State and Regional Needs Assessment is a publication produced every two years by the HECB in collaboration with other state agencies. It includes projections of public/private capacity for degrees and programs and student, employer, and community demand for postsecondary education and degrees in the state. The assessment considers overall system needs and regional and programmatic needs.

System Campus: A system campus or new four-year college or university must be authorized by the Legislature and would be authorized to offer major areas of study and levels and types of degrees as outlined in said legislation. The branch campuses of the research universities are classified by the HECB as system campuses.

Sunset Program Period: New degree planning authority sunsets two years from receiving "permission to develop" status. Once program planning authority sunsets, the institution must submit a new Planning NOI before developing a program proposal. Program approval authority sunsets three years after receiving approval from the board. Once program approval authority sunsets, an institution must submit a new Planning NOI for review and, if approved, may submit an updated program proposal for review by the board. If program implementation is

delayed for only a short time, the institution may request an extension of program approval for up to one year.

Teaching Site: A teaching site may be a temporary or pilot instructional site, or an instructional site dedicated to a limited number of degree or certificate program offerings and/or students. Typically, a teaching site would enroll fewer than 150 students in less than three distinct degree programs.