

**Curricular Components Quick Reference**  
**Full policy available below.**

For Major without Emphases:	Minor	Certificate	Emphasis
<ul style="list-style-type: none"> <li>• 36 or more units.</li> <li>• 18 units of the required credit hours of a major must be unique to that major.</li> </ul>	<ul style="list-style-type: none"> <li>• 18 - 24 units</li> <li>• 12 units must be unique to that minor to differentiate it from other minors*.</li> <li>• You may use the same course or courses to satisfy requirements in both a major and a minor as long as no more than fifty percent of the units used to satisfy minor requirements are used to satisfy major requirements.</li> <li>• The minimum cumulative GPA for minor requirements completed at NAU is 2.00.</li> </ul>	<ul style="list-style-type: none"> <li>• 15 or more units.</li> <li>• 12 units must be unique to that certificate to differentiate it from other certificates.</li> <li>• 60% of the course work must be for letter grade. The minimum cumulative GPA for certificate requirements completed at NAU is 2.00.</li> <li>• Up to 40% of the course work may be university course lines.</li> <li>• 60% of the course work must be completed at NAU.</li> <li>• 60% of the course work must be upper division.</li> </ul>	<ul style="list-style-type: none"> <li>• 18 or more units</li> <li>• 15 units must be unique to that emphasis to differentiate it from other emphases.</li> <li>• Emphasis requirements can account for up to 60 percent of the total major requirements.</li> </ul>
<p>For Major with Emphases:</p> <ul style="list-style-type: none"> <li>• 42 or more units.</li> <li>• 18 units of the required credit hours of a major must be unique to that major.</li> <li>• 24 units of the major must be common to all plan/sub-plan combinations.</li> </ul>			

Must declare a major once 32 units of course work complete. If you transfer to Northern Arizona University with more than 32 units, you must declare a major before beginning your second term at NAU.

Requirements for Baccalaureate Degrees:

- A. All of Northern Arizona University's liberal studies, diversity, junior-level writing, and capstone requirements.
- B. All requirements for your specific academic plan(s).
- C. At least 30 units of upper-division courses, which may include transfer work.
- D. At least 30 units of coursework taken through Northern Arizona University, of which at least 18 must be upper-division courses (300 level or above). This requirement is not met by credit-by-exam, retro-credits, transfer coursework, etc.
- E. A cumulative grade point average of at least 2.0 on all work attempted at Northern Arizona University.

\* Uniqueness will be enforced at the student-level not the curricular-level, while encouraging departments to work toward unique requirements at the curricular level.

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## **Undergraduate Curriculum Definitions**

*(These details are not found in the catalog)*

Major (Plan level): A planned group of courses within a specific subject matter area containing 36 or more units. At least 18 required units of the major must be unique to that major to differentiate it from other majors. If there are not 18 units unique, the program will need to justify why the major is not conforming to this requirement in one of two ways:

1. The distinctiveness of the degree program must be evident through a well-articulated (1) Degree Program Purpose, (2) Degree Program Learning Outcomes, and (3) explanation for why the specified curriculum requirements are necessary for students to achieve the Degree Program Student Learning Outcomes as illustrated in the program's Curriculum Map/ Matrix and narrative describing the design of the degree program curriculum.
2. Degree programs can prohibit students from earning dual majors/dual degrees if the dual majors/dual degrees do not conform to this requirement. A prohibiting policy must be documented in the academic catalog for both majors/degrees.

Each discipline should offer only one major; unless there are distinct sub-disciplines that are organized as separate majors and there is sufficient student demand for the additional majors. Alternatively, specialized degree paths can be judiciously created through the use of emphases (sub-plans). To establish emphases, the major must have a 24 unit required core, that is common to all plan/sub-plan combinations and must have more than one emphasis. Major titles are listed on the diploma and the transcript.

### Emphasis (Sub-Plan Level)

In the context of a major plan, an emphasis is a planned group of courses from one or more subject matter areas, consisting of at least 18 units. At least 15 units of the emphasis must be unique to that emphasis to differentiate it from other emphases. Emphasis requirements can account for up to 60 percent of the total major requirements. Emphasis titles are listed on the diploma and the transcript.

### Other sub-sub groupings within the major

A major may also label smaller groupings of courses, 15 or fewer units, as concentrations within the major. Concentration titles are not listed on the diploma or transcript.

Minor (Plan level): A planned group of courses from one or more subject matter areas. Minors consist of at least 18 units and no more than 24 units and must be completed with a cumulative grade point average of at least 2.0. At least 12 units of the minor must be unique to that minor to differentiate it from other minors. Uniqueness will be enforced at the student-level, not the curricular level, while encouraging departments to work toward unique requirements at the curricular level. Minor titles are listed on the transcript, but are not listed on the diploma.

Certificate (Plan level): A planned group of courses within a single discipline or selected from among two or more related disciplines containing a minimum of 15 units. At least 12 units of the certificate must be unique to that certificate to differentiate it from other certificates. A certificate is best used when there is a compelling market-place need. Certificates are printed separate from the diploma. Certificate titles are listed on the transcript.

The following provisions must also be met for a certificate:

- at least 60% of the course work must be upper division,
- at least 60% of the course work must receive a letter grade (A,B,C,D,F) with a minimum cumulative GPA of 2.00 achieved in these courses,

- at least 60% of the course work must be resident credit (awarded by NAU),
- up to 40% of the course work may include individualized study courses such as Cooperative Education, Fieldwork Experience, Undergraduate Research, Independent Study and/or credit received through proficiency examinations acceptable to the unit awarding the certificate.

The chart below indicates how the 60%/40% ratio will be interpreted for 15-27 unit Certificates:

<u>Hours</u>	<u>60%</u>	<u>40%</u>	<u>Hours</u>	<u>60%</u>	<u>40%</u>
15	9	6	22	13	9
16	10	6	23	14	9
17	10	7	24	14	10
18	11	7	25	15	10
19	11	8	26	16	10
20	12	8	27	16	11
21	13	8			