

MICHIGAN STATE UNIVERSITY

December 21, 2022

MEMORANDUM

TO: Dr. Mark Largent, Associate Provost for Undergraduate Education and
Dean of Undergraduate Studies

FROM: Joy Speas, University Curriculum Administrator

RE: Request to Add an Admission Requirement for the Bachelor of Science
Degree in Urban and Regional Planning

For Transmittal to the University Committee on Undergraduate
Education (UCUE)

The request referenced above is being sent to you for action by the University
Committee on Undergraduate Education (UCUE).

UCUE Response Requested:

Please ask the UCUE to consider the request referenced above. Please mail the
related materials referenced under the heading Attachments at the end of this
memorandum to the members of the UCUE.

The academic program and course requests referenced above will be included on the
agenda for the January 26, 2023 meeting of Subcommittee B, University Committee on
Curriculum (UCC). Requests that are approved by Subcommittee B on January 26 will
be before the Full Committee, UCC, for action on February 2, 2023. Requests that are
approved by the Full Committee on February 2 will be included in the February 21,
2023, Report of the UCC to the Faculty Senate.

If you have any questions about this memorandum or the attached materials, please call
me at 5-8420.

Thank you for your help.

Attachments:

1. Entry for the January 26, 2023 meeting of Subcommittee B.
2. Request for Changes in an Academic Program forms dated November
14, 2022: Bachelor of Science Degree in Urban and Regional Planning
and attachments.
3. Draft, of the work copy for the Academic Programs section of the University
catalog: Urban and Regional Planning, Bachelor of Science, pages 1 – 2 .

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University Curriculum and Catalog

Hannah Admin. Building
426 Auditorium Road
Suite 430
East Lansing, MI 48824

517-355-8420
Fax: 517-355-9601

COLLEGE OF SOCIAL SCIENCE

1. Request to change the requirements for the **Bachelor of Science** degree in **Urban and Regional Planning** in the School of Planning, Design and Construction. The University Committee on Undergraduate Education (UCUE) will consider this request at its January 5, 2023 meeting.

- a. Add the following **Admission** section:

Admission is competitive, and enrollment is limited for each entering class. The department accepts and reviews applications during the Spring semester of each year for admission into the UP core courses the following Fall.

All students interested in applying for admission as juniors to the bachelor's degree program in Urban and Regional Planning must:

1. complete UP 201 with a minimum grade of 2.0;
2. submit an application package that will include:
 - a. a resume;
 - b. an application form indicating intent to apply to the upper division of the urban and regional planning program for the upcoming academic year; and
 - c. an academic/career goals statement, which can be submitted in essay or video format.

Program faculty and academic staff determine admissions based on the applicants' qualifications and the program's enrollment capacity. Review committees will consider factors such as applicants':

1. previous work, service, and research experiences;
2. overall grade-point average and performance in UP 201;
3. motivation and goals relative to the major and potential career; and
4. factors such as ability to overcome adversity, perseverance, teamwork, and work ethic.

Admission decisions are made each year at the end of the Spring semester.

For additional information about admission criteria and procedures, students should contact the Urban and Regional Planning program in the School of Planning, Design and Construction.

- b. Under the heading **Requirements for the Bachelor of Science Degree in Urban and Regional Planning** make the following changes:

- (1) In item 2., replace paragraph three with the following:

The STEM requirement for the College of Social Science is met by completion of 6 credits from 3. c. below.

- (2) In item 3. a., delete the following course:

UP	400	Special Topics in Urban Planning	3
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- (3) In item 3. a., change the total credits from '35' to '32'.

- (4) Replace item 3. b. with the following:

Complete 6 credits of 400-level Urban and Regional Planning elective course work. Courses from 3. a. cannot be used to fulfill this requirement.

- (5) Replace item 3. c. with the following:

Complete 12 credits in Science, Technology, Engineering, and Mathematics (STEM) courses from the following list of courses. Fulfillment of this requirement also meets the College of Social Science STEM Graduation Requirement for the Bachelor of Science degree.

ANP	203	Introduction to Archaeology	3
ANP	206	Introduction Physical Anthropology	3
CSS	101	Introduction to Crop Science	3
CSS	101L	Introduction to Crop Science Laboratory	1
CSS	210	Fundamentals of Soil Science	3
CSUS	200	Introduction to Sustainability	3
ENT	205	Pests, Society and Environment	3
EPI	390	Disease in Society: Introduction to Epidemiology and Public Health	4
FW	110	Conservation and Management of Marine Resources	3
GEO	203	Introduction to Meteorology	3
GEO	206	Physical Geography	3
GLG	201	The Dynamic Earth	4
PDC	403	Introduction to Domicology: Sustainable Built Environment	3

(6) Delete item 3. d.

Effective Fall 2023.



View a Program

Joy Speas, Office of the Registrar

Friday, 11/18/2022

Program Name: Urban and Regional Planning
Degree: BS Sequence Number: 6

Program Request ID: 4756

Effective Dates: Fall 2023 - Open Status: Interim Initial Action: Change

Requested Date: 5/27/2022 11:30:41 AM

1. Department/School/College:

10038116 School of Planning, Design and Construction

2. Name of Program:

Urban and Regional Planning

3. Name of Degree:

BS

4. Type of Program:

Major

5. Effective Start Semester:

Prev: Fall 2021

New: Fall 2023

6. Target student audience for the program:

ALL MSU undergraduates, especially URP majors

7. Enrollment:

What is the expected enrollment per year: 40

What is the minimum enrollment acceptable: 20

8. Source of budget for the program:

To align academic planning and curricular change, ALL requests for NEW funds must be included in the College's annual planning letter. Provost approval of new funds and the effective date for the new program must align. If funding is not approved, then the program request will not be forwarded to Faculty Senate.

Internal reallocation

If new funds, was this request included in the College's annual planning letter? Indicate yes or no. If no, then this is a department or college fund reallocation (If the program is implemented, no additional resources are required.).

9. Projected Costs as compared to other programs in unit:

Same

10. Staff requirement:

How many additional staff will be required: 0

Who will provide the primary instruction. Describe any external linkages(industry, government, etc.):

11. Will additional equipment be required:

Approximate cost: 0

Source of funding:

12. Will additional library materials be required:

Approximate cost: 0

Source of funding: Funding is not required

13. Will additional space be required:

Type: None

Approximate amount: Funding is not required

14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript?:

No

15. Detailed Description:

The undergraduate program in urban and regional planning provides students with a basic understanding of environment-, economy-, and society-related planning issues using scientific, social scientific, or humanistic approaches. Students will learn the history of urbanism, the theory and principles of urban design, and the relevant legal and administrative policies & procedures. Students study the techniques of survey and research used in the analysis of the structure and growth of urban areas. They are involved in written and graphic communication. They recognize the contributions made by other disciplines concerned with the study of urban development, including politics, law, economics, social aspects, pollution control, natural resources, and the interactions of human beings and nature. By developing systematic programs for the orderly and unified arrangement of urban physical structures, students focus their accumulated knowledge and skills on specific urban problems. The undergraduate program, which has been accredited by the Planning Accreditation Board, is designed to prepare majors to assume the responsibilities encountered in entry level professional planning practice.

Admission

Admission is competitive, and enrollment is limited for each entering class. The department accepts and reviews applications during the Spring semester of each year for admission into the UP core courses the following Fall.

All students interested in applying for admission as juniors to the bachelor's degree program in Urban and Regional Planning must:

1. Complete UP 201 with a minimum grade of 2.0;
2. Submit an application package that will include:
 - a. a resume;
 - b. an application form indicating intent to apply to the upper division of the URP program for the upcoming academic year; and
 - c. an academic/career goals statement, which can be submitted in essay or video format.

Program faculty and academic staff determine admissions based on the applicants' qualifications and the program's enrollment capacity. Review committees will consider factors such as applicants':

1. Previous work, service, and research experiences;
2. Overall GPA and performance in UP 201;
3. Motivation and goals relative to the major and potential career; and
4. Factors such as ability to overcome adversity, perseverance, teamwork, and work ethic.

Admission decisions are made each year at the end of the Spring semester.

For additional information about admission criteria and procedures, students should contact the Urban and Regional Planning program in the School of Planning, Design and Construction.

Requirements for the Bachelor of Science Degree in Urban and Regional Planning

1. The University requirements for bachelor's degrees as described in the Undergraduate Education (<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=110> (<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=110>)) section of this catalog; 120 credits, including general elective credits, are required for the Bachelor of Science degree in Urban and Regional Planning.

The University's Tier II writing requirement for the Urban and Regional Planning major is met by completing Urban Planning 365. That course is referenced in item 3. a. below.

The Experiential Learning requirement for the College of Social Science is met by completion of UP 494 referenced in item 3. a. below.

The STEM requirement for the College of Social Science is met by completion of 12 credits from 3. c. and 6 credits from 3. d. below.

2. The College of Social Science requirements for the Bachelor of Science degree.
3. The following requirements for the major:

- a. All of the following courses with a minimum grade of 2.0 in each course (3532 credits):

UP	201	Introduction to Urban and Regional Planning	4
UP	314	Methods of Investigation of Urban System	4
UP	353	Land Use Planning	4
UP	365	Planning Law and Ethics (W)	4
UP	400	Special Topics in Urban Planning	3
UP	424	Geographic Information Systems and Design Tools for Planning	3
UP	433	Introduction to Environmental Planning	4
UP	454	Local Economic Planning	3
UP	494	Planning Practicum	6

- b. ~~Complete 12 credits of 300-level or above Urban and Regional Planning electives from a set of approved courses planed in consultation with the program advisor. These credits may not be used to fulfill requirement 3. d. below. Complete 6 credits of 400-level Urban and Regional Planning elective coursework. Courses from 3.a. cannot be used to fulfill this requirement.~~
- c. ~~Complete 6 credits from the following to satisfy the STEM requirement for the College of Social Science. Complete 12 credits in Science, Technology, Engineering, and Mathematics (STEM) courses from the following list of courses: Fulfillment of this requirement also meets the College of Social Science STEM Graduation Requirement for Bachelor of Science Degree.~~

ANP	203	Introduction to Archaeology	3
ANP	206	Introduction to Physical Anthropology	3
GEM	141	General Chemistry	4
GMSE	201	Computational Modeling and Data Analysis I	4
GMSE	202	Computational Modeling and Data Analysis II	4
CSUS	200	Introduction to Sustainability	3
GSE	102	Algorithmic Thinking and Programming	3
GSE	231	Introduction to Programming I	4
CSS	101	Introduction to Crop Science	3
CSS	101L	Introduction to Crop Science Lab	1
CSS	210	Fundamentals of Soil Science	3
EGR	400	Introduction to Engineering Design	2
EGR	402	Introduction to Engineering Modeling	2
ENT	205	Pests, Society and Environment	3
EPI	390	Disease in Society: Introduction to Epidemiology and Public Health	4
FW	110	Conservation and Management of Marine Resources	3
GEO	203	Introduction to Meteorology	3
GEO	206	Physical Geography	3
GEO	302	Climates of the World	3
GLG	201	The Dynamic Earth	4
GLG	202	Geology of Michigan	3

HNF	150	Introduction to Human Nutrition	3
MTH	124	Survey of Calculus I	3
MTH	132	Calculus I	3
PDC	403	Introduction to Domicology: Sustainable Built Environment	3
PHY	231	Introductory Physics I	3
PHY	251	Introductory Physics Laboratory I	4
PLB	105	Plant Biology	3
PLB	105L	Plant Biology Lab	4
STT	200	Statistical Methods	3
STT	201	Statistical Methods	4

d. Complete 6 credits from the following courses to satisfy the College of Social Science STEM requirement:

PDC	403	Introduction to Domicology: Sustainable Built Environment	3
PDC	491	Special Topics in Planning, Design and Construction	1-4

16. Are there admissions requirements for this program?:

Grade or grade-point average requirements and if so in which course(s), portfolio requirement, audition, essay, etc. If there are not admission requirements other than those required by the University policy indicate "none".

Prev: none

New: Our goal is to make the secondary admissions process as simple and transparent as possible. Our BSURP Program consists of 38 credits in Urban Planning (UP) coursework. The BSURP already requires all students to earn a 2.0 or higher grade in each of the UP-core courses (i.e.: UP201, UP314, UP353, UP365, UP424, UP433, UP454, and UP494) to graduate from the program. These factors, combined with the FTE requirement, forms the basis for our admission criteria below: 1. Students must earn 2.0 or higher in UP 201, our required, introductory Urban and Regional Planning course. 2. To enter the major and enroll for the required UP-core courses at the upper division, students must complete an admission application package that will include: a. a resume; b. an application form indicating intent to apply to the upper division of the URP program for the upcoming academic year; and c. an academic/career goals statement, which can be submitted in essay or video format. The number of available faculty will dictate the number of seats available for admission. The faculty will carry out the admission process as follows: 1. The faculty will review applications at the end of each Spring semester for admission in the subsequent Fall semester. 2. Review and evaluation of the applicants will follow PAB Accreditation Standard 2.A Student Quality, which states: "The Program shall admit students whose educational attainment, previous academic performance, work experience, aptitude, maturity, and motivation indicate potential for success in their studies and in professional practice". As such, the faculty will evaluate: a. previous work, service, and research experience; b. overall grades and performance in UP 201; c. motivation and goals relative to the major and potential career; and d. non-cognitive factors such as ability to overcome adversity, perseverance, teamwork, and work ethic. 3. The faculty will distribute admission

decisions at the end of the Spring semester prior to the start of the Summer semester.

4. Students admitted into the major will be eligible, as a cohort, to take core classes and be advised to enroll accordingly. The secondary-admission process will also serve as a point of assessment for the BSURP program. Faculty will assess the admission process to identify who our students are and why they chose the program. This will allow us to better plan our recruitment efforts and student success programming for the future. Additionally, the program will use the secondary-admission process to track the volume of that interest over time. If interest continues to grow beyond our program capacity, as determined by accreditation, we can use the data to advocate for more instructional resources to increase program capacity while still maintaining FTE ratios.

Communication and Support The School of Planning, Design and Construction (SPDC) already houses three other accredited undergraduate programs that are cohort-modeled with limited enrollment and secondary-admission processes. Prospective students are informed of all admissions processes on our School's website, on the transfer admission requirements page maintained by the Office of Admissions, and in all meetings with academic advisors and College recruitment staff prior to coming to MSU. As they matriculate to MSU, students are informed about admission requirements during New Student Orientation, during our Fall Welcome events, through in-class presentations, and through emails from and appointments with academic advisors. The SPDC Student Services office maintains lists of alternative major programs, provides alternative major advising, and supports parallel program planning to students both before and after admission decisions are rendered. Transfer students starting at MSU below junior status will not be adversely affected by these admission requirements. Transfer students who are coming in at junior status will be advised to transfer with credit equivalent to UP 201 and to apply for secondary admission along with our on-campus students. If transfer students do not have credit in UP 201, they would be required to take that course on campus and the advisors will work with them on fast-track options for secondary admission after their primary admission to MSU is complete. UP 201 is offered every semester (Fall, Spring and Summer). We maintain similar expectations for our three other limited enrollment programs with secondary admissions processes, and those transfer requirements are posted on the Office of Admissions Web site. Advisors in SPDC regularly talk with prospective transfer students about how to navigate our secondary admission processes. We network with admissions counselors working with transfer students to ensure they also understand how to talk about our admissions processes with students. We have historically provided advisors at feeder institutions with trainings/presentations on our secondary admissions processes and on how to advise students who intend to transfer into one of our programs. We will continue this pattern with the Urban and Regional Planning program, as well.

5 Timeline Explanation The URP faculty intend to carry out admission reviews every Spring semester for students to begin the upper-division course sequence the following Fall semester (i.e., UP 353 is a fall course). Prior to admission as a junior, students will be required to take UP 201. To remain connected with the program before entering the upper division, students will have the option to take non-core UP courses (12 credits required) to meet major requirements, in addition to any courses toward minor, College, and University requirements, including free electives. Upon admission to the upper-division of the BSURP program, students will proceed as a cohort, completing the remaining UP-core courses together over a two-year period. This timeline and cohort model is on par with the three other limited enrollment programs within SPDC, so it will fit in administratively with our unit calendar and

School-wide communications. Beyond its administrative consistency for our School, Spring admission will also allow us to better manage our program's cohort model, which maximizes the number of students we can admit and graduate. Additionally, one major admission cycle per cohort allows us to distribute the level of competition for seats within each cohort more evenly so that some students are not adversely disadvantaged due to the timing in which they enroll in UP 201. This timeline is particularly important for a program like URP, which has long been a major students discover after spending 1-1.5 years at MSU.

17. Type(s) of change(s):

requirements for admission as a junior, changes to College of Social Science STEM requirement, updated electives language

18. Students who will be affected by the proposed changes:

Urban and Regional Planning students starting in Fall 2023 or later

19. Will the proposed change(s) have a negative impact on students? If so, which ones?:

n/a

Describe impact and explain what accommodations will be made: advisor and faculty will work with students to make sure no disruptions

20. Reason(s) for change(s):

Adjusting student to instructor ratios to remain in line with accreditation requirements. Updating STEM curriculum to fall within College of Social Science guidelines.

DEPARTMENT LEVEL APPROVAL STATUS

Approved: School of Planning, Design and Construction
10/17/2022 9:19:16 PM by Jennifer Petzko

SIGNOFFS STATUS

Signed Off: College of Engineering
10/27/2022 12:23:22 PM by Amanda Idema for Adam Alessio, Interim Chairperson

Signed Off: Department of Anthropology
10/28/2022 3:34:39 PM by Todd Fenton for Todd Fenton, Chairperson

Signed Off: Department of Chemistry
10/28/2022 9:16:34 AM by Sheba Onchiri for Timothy H. Warren, Chairperson

Signed Off: Department of Community Sustainability
10/26/2022 12:40:21 PM by Jeane Stebleton for Rebecca Jordan, Chairperson

Signed Off: College of Natural Science

11/2/2022 7:53:13 AM by Lynmarie Posey

Signed Off: Department of Earth and Environmental Sciences
10/28/2022 4:07:02 PM by Susannah Dorfman for Jeffrey Freymueller, Chairperson

Signed Off: Department of Entomology
10/31/2022 8:29:07 AM by Heather Lenartson-Kluge for Hannah Joy Burrack, Chairperson

Signed Off: Department of Epidemiology and Biostatistics
10/24/2022 11:18:21 AM by Stacy Hollon for Dawn P. Misra, Chairperson

Signed Off: Department of Food Science and Human Nutrition
10/26/2022 3:35:27 PM by Les Bouquin for Leslie Bourquin, Chairperson

Signed Off: Department of Geography, Environment, and Spatial Sciences
10/26/2022 4:02:50 PM by Ryan Shadbolt for Ashton Shortridge, Chairperson

Comments: Approved by GEO 2022-10-26 RPS

No Response by: Department of Mathematics

Signed Off: Department of Physics and Astronomy
10/26/2022 3:21:04 PM by Stuart Tessmer for Stephen E. Zepf, Chairperson

No Response by: Department of Statistics and Probability

COLLEGE LEVEL APPROVAL STATUS

Approved: College of Social Science
11/14/2022 8:53:00 AM by Joy Pond for Brent Donnellan, Associate Dean

Comments: System timed out before collecting last 2 signatures. Email from Joy Speas said to go ahead and approve.

MTH and STT courses were deleted

Call us: (517) 355-3300

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URBAN AND REGIONAL PLANNING

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2. The College of Social Science requirements for the Bachelor of Science degree.

The Experiential Learning requirement for the College of Social Science is met by completion of UP 494 referenced in item 3. a. below.

The STEM requirement for the College of Social Science is met by completion of 6 credits from 3. c. and 6 credits from 3. d. below.

3. The following requirements for the major:

CREDITS

a. All of the following courses with a minimum grade of 2.0 in each course (35 credits): 32

UP 201	Introduction to Urban and Regional Planning	4
UP 314	Methods for Investigation of Urban Systems	4
UP 353	Land Use Planning	4
UP 365	Planning Law and Ethics (W)	4
UP 400	Special Topics in Urban Planning	3
UP 424	Geographic Information Systems and Design Tools for Planning	3
UP 433	Introduction to Environmental Planning	4
UP 454	Local Economic Planning	3
UP 494	Planning Practicum	6

b. Complete 12 credits of 300-level or above Urban and Regional Planning electives from a set of approved courses planned in consultation with the program advisor. These credits may not be used to fulfill requirement 3. d. below.

c. Complete 6 credits from the following to satisfy the STEM requirement for the College of Social Science.

ANP 206	Introduction to Physical Anthropology	3
CEM 141	General Chemistry	4
CMSE201	Computational Modeling and Data Analysis I	4
CMSE202	Computational Modeling and Data Analysis II	4

Complete 6 credits of 400-level Urban and Regional Planning elective course work. Courses from 3.a. cannot be used to fulfill this requirement.

Complete 12 credits in Science, Technology, Engineering, and Mathematics (STEM) courses from the following list of courses. Fulfillment of this requirement also meets the College of Social Science STEM Graduation Requirement for the Bachelor of Science degree.

ANP 203 Introduction to Archeology 3

CSUS200	Introduction to Sustainability	3	
CSE 102	Algorithmic Thinking and Programming	3	
CSE 231	Introduction to Programming I	4	
EGR 100	Introduction to Engineering Design	2	
EGR 102	Introduction to Engineering Modeling	2	
ENT 205	Pests, Society and Environment	3	
EPI 390	Disease in Society: Introduction to Epidemiology and Public Health	4	<div style="border: 1px solid red; padding: 2px;">FW 110 Conservation and Management of Marine Resources 3</div>
GEO 203	Introduction to Meteorology	3	
GEO 206	Physical Geography	3	
GEO 302	Climates of the World	3	
GeG 201	The Dynamic Earth	4	<div style="border: 1px solid red; padding: 2px;">PDC 403 Introduction to Domicology: Sustainable Built Environment 3</div>
GeG 202	Geology of Michigan	3	
HNF 150	Introduction to Human Nutrition	3	
MTH 124	Survey of Calculus I	3	
MTH 132	Calculus I	3	
PHY 231	Introductory Physics I	3	
PHY 251	Introductory Physics Laboratory I	1	
STT 200	Statistical Methods	3	
STT 201	Statistical Methods	4	
d. Complete 6 credits from the following courses to satisfy the College of Social Science STEM requirement:			
PDC 403	Introduction to Domicology: Sustainable Built Environment	3	
PDC 491	Special Topics in Planning, Design and Construction	1 to 4	