April 25, 2008

MEMORANDUM

TO: Dr. Douglas Estry, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies

FROM: Gillian Rice, Chairperson, University Committee on Curriculum (UCC)

RE: UCC Comprehensive Proposal – Proposal 4

Specify that at least 12 credits counted toward the requirements for a student’s minor must not be used to fulfill the requirements for the student’s major. Twelve credits must be unique to the student’s minor.

For Transmittal to the University Committee on Academic Policy (UCAP)

The request referenced above is being sent to you for action by the University Committee on Academic Policy (UCAP).

UCAP Response Requested:

Please ask the UCAP to consider the request referenced above at its first meeting in Fall 2008. Please mail the related materials referenced under the heading Attachments at the end of this memorandum to the members of the UCAP.

The University Committee on Curriculum (UCC) is requesting to specify that at least 12 credits counted toward the requirements for a student’s minor must not be used to fulfill the requirements for the student’s major. Twelve credits must be unique to the student’s minor. Specifically to:

- Specify that at least 12 credits counted towards the requirements for a student’s minor must not be used to fulfill the requirements for that student’s major.
  - Rationale:
    - The presence of a credential on a student’s transcript is an indication that specific, additional work was completed in the fulfillment of that academic program. This is the practice at Michigan State University, all schools in the CIO and most schools in the AAU.

UCAP Action Required:

Does the UCAP approve of the UCC’s recommendation to specify that at least 12 credits counted towards the requirements for a student’s minor must not be used to fulfill the requirements for that student’s major?

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

Thank you for your consideration.

Attachments:

1. Proposal 4 and attachments

Cc: Dr. Linda O. Stanford, Associate Provost for Academic Services

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Proposal 4:
Specify that at least 12 credits counted toward the requirements for a student's minor must not be used to fulfill the requirements for the student's major. 12 credits must be unique to the student's minor.

Current Policy / Practice:
There is currently no policy in place governing the number of credits that can be used to fulfill requirements both in the major and the minor.

Rationale for Change:
The presence of a credential on a student's transcript is an indication that specific, additional work was completed in the fulfillment of that academic program. This is the practice at Michigan State University, all schools in the CIC and most schools in the AAU.

Benefits of Adopting the Proposal:
Because there is no policy in place currently, there is a great deal of uncertainty on the part of students and advisers about whether or not requirements have been met with the courses a student has taken. Clarifying how courses are eligible to be applied to requirements will provide greater confidence to students and advisers that the student is making progress toward degree completion.

There is no upper limit on the number of credits that can be required for a minor and there is no proposal to require a maximum number. Specifying that a minimum number of credits be unique allows for greater flexibility for students pursuing a minor that requires more than the proposed minimum of 15 credits because they can reuse some courses applicable to both requirements.

Impact of the Proposal:
Given the proposed 12-credit allowance, this proposed change should have minimal impact on some students in existing minors. It depends on which major and which minor a student is pursuing. There is currently no policy in place governing the number of credits that can be used to fulfill requirements both in the major and the minor.

As a related item, if specializations are renamed as minors, students in those programs would also potentially be impacted. The negative impact on these programs would be minimal, however, given the way specializations were designed and evolved. Since specializations were conceived as interdisciplinary, the requirements for specializations already differ greatly from the requirements for a major. A transition period of two years could be enacted to limit the impact of this proposal on students currently pursuing a specialization.

Proposal 2 provides greater detail on renaming specializations as minors. Proposal 3 provides greater detail on defining "credits required for the major."
ENROLLMENT

ENROLLMENT

Enrollment is the selection of courses for a fall, spring, or summer schedule based on the student's Academic Progress Plan previously developed and continually reviewed with the academic adviser.

CLASSIFICATION OF STUDENTS

For purposes of enrollment and determining eligibility for certain student activities, a division of students by class is made by the Office of the Registrar at the end of each semester on the basis of the number of credits earned and according to the following schedule:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 28</td>
<td>Freshman</td>
</tr>
<tr>
<td>28 to 55</td>
<td>Sophomore</td>
</tr>
<tr>
<td>56 to 87</td>
<td>Junior</td>
</tr>
<tr>
<td>88 and above</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Students who have matriculated at Michigan State University and have achieved junior standing (56 semester credits) may not earn credits from two-year institutions.

Students who have matriculated at Michigan State University and have not yet achieved junior standing (56 semester credits) may earn credits from two-year institutions, up to the 56-semester credit limit.

REGISTRATION

Registration is the process of securing classes for which one has enrolled by payment of charges due. Completion of this process generates official University and class records for use by faculty and staff.

PERIOD COVERED BY REGISTRATION

Refer to the statement on Period Covered by Registration in The Academic Program section of this catalog.

SEMESTER CREDIT LOAD

All undergraduate programs of study require a minimum of 120 credits. Most programs are designed so that a student starting a program as a freshman may finish it in 8 semesters by satisfactorily completing an average of 15 credits a semester. In practice, students usually carry from 12 to 18 credits a semester depending on personal circumstances and the chosen program of study. Students with less than a 2.50 grade-point average (GPA) the preceding semester should not enroll for more than 15 or 16 credits except when required by the specific program. Only under unusual circumstances will a student be permitted to carry more than 20 credits.

A student with less than satisfactory academic performance may be required to take a reduced credit load as a condition of continued registration in the University.

Full Time Students
Students must carry at least 12 credits a semester in order to:

1. Participate in intercollegiate athletics.
2. Qualify for the Dean’s List for the semester.
3. Qualify for most scholarships, awards, and financial aids. Most of these are limited to undergraduate students carrying at least 12 credits a semester excluding credits for any course carried as a visitor. Students should determine the specific requirements from the appropriate agency or contact the Office of Financial Aid.
4. Be certified in full-time status to loan agencies and other external entities.

Students participating in authorized forty hour/week internships or cooperative work programs are considered full-time for all the purposes listed above.

SELECTING A MAJOR

A major is a primary field of study. Selection of a field of study as a major preference may be made at the time the application for admission is submitted. Any student entering the University with fewer than 56 credits may choose to enter without a major preference, No-Preference. A No-Preference student defers declaring a major preference or major until there has been an opportunity to sample courses from a variety of fields under special academic advising directed by a Student Affairs Office of the Undergraduate University Division. A major must be selected before junior standing (56 credits) is reached.

Certain academic programs which specify particular courses or sequences of courses during the first two years may require more than eight semesters for completion of the degree program.

CHANGING A MAJOR

FRESHMEN AND SOPHOMORES. Students (except James Madison, Lyman Briggs and Nursing students) with 56 or fewer credits initiate changes of major preference either in the office of the associate dean of the college major or in the appropriate Undergraduate University Division Student Affairs Office noted above.

JUNIORS AND SENIORS. A student wishing to change a major in one degree college to a major in another degree college (or within the same college) must initiate the change in the office of the associate dean of the college to which the student wishes to transfer.

The student must meet the requirements for graduation given in the catalog current at the time the change is effective. Twenty credits must be completed while enrolled in the major in the college in which the degree is to be earned.

SELECTING A MINOR

A minor is a secondary field of study at the undergraduate level. It is a coherent set of courses that provides students with an introduction to the breadth and in-depth knowledge of a field of study. Minors are supplementary to the student’s major and carry the same name as the major associated with that field of study. Minors are open to students who are not in majors in the field of study represented by the minor, and may be limited to students from particular majors or colleges. The minimum number of credits for a minor is fifteen. A student wishing to declare a minor must initiate the request with the unit responsible for the administration of the minor.

GUEST STATUS AT ANOTHER INSTITUTION

MSU students may attend other institutions as Guest Students or Non-matriculated Students for short periods, either during the regular academic year or in the summer, for the purpose of earning credit for transfer to Michigan State University.
Students planning to attend accredited Michigan institutions should use the Michigan Uniform Undergraduate Guest Application form available on the Web at www.reg.msu.edu. Students who wish to attend non-Michigan institutions should obtain application forms from the host institution. The completed form should be taken to the host school.

A student wishing to take courses at another institution should consult an academic adviser or the Transfer MSU course equivalency table on the Web at www.transfer.msu.edu to assure transferability.

A minimum of 2.0 must be earned in each course in order for the credit to be transferred to Michigan State University.

Michigan State University students beyond sophomore standing may not earn credit in two-year institutions for transfer to Michigan State.
POLICY AND PROCEDURES
FOR
MINORS
Michigan State University

Definition:
"A secondary field of study at the undergraduate level" – Academic Programs catalog

A Minor:
• is a coherent set of courses that provides students with an understanding of the central concepts of the field of inquiry;
• is an introduction to the breadth and in-depth knowledge of a field of inquiry, and must carry the same name as the major associated with that field of inquiry;
• is supplementary to the student’s major.

Target Student Audience:
The targeted audience for a minor:
• is students who are not majors in the field of study represented by the minor.
• may be students from a wide variety of majors.
• may be limited to students from particular majors or colleges.
• is students enrolled in undergraduate degree programs.

Credits and Requirements:
• The minimum number of credits for a minor is 15;
• At least 12 unique credits counted towards the requirements for a student’s minor must not be used to fulfill the requirements for that student’s major.

PROCEDURES

Transcriptability:
A minor is “transcriptable” (eligible to be listed on the student’s transcript).

Certification:
Consistent with other Association of American Universities (AAU) institutions, the Associate Dean of the college responsible for administering the minor will inform the Office of the Registrar when the student has completed the requirements for the degree program.

Relationship to Other Award Types:
What is the relationship between a major and a minor?
• A major and a minor are separate components in a student’s undergraduate degree program.
• All students are required to select a degree program in the major of their choice. A major is a primary field of study with its own set of requirements.
• A minor is a secondary field of study with its own set of requirements.

How is a minor different from a specialization?
• A specialization is an interdisciplinary program of thematically related courses separate from an academic major.

How is a minor different from a teaching minor?
• A disciplinary teaching minor consists of specific courses that fulfill the State Department of Education Standards for content suitable for preparation to teach the subject area and must be approved by the Michigan Department of Education as a program at MSU leading to teacher certification.

Request to Establish or Change a Minor:
Minors must be approved and/or changed via the academic governance system using the Request for a New Academic Program or Request for Changes in an Academic Program form.
• Each unit responsible for any course proposed in the minor must be given the opportunity to approve or not approve that inclusion in the minor.

Departments, schools, and colleges with administrative responsibility for offering degree programs may decide to offer a minor in a particular field.
• The department, school, or college may specify admission requirements for the minor.
• The minor must carry the same name as the major. For example, if there is a B.A. in Xology, then a Minor in Xology may exist.

More Information: See the University Curriculum and Catalog web page: www.reg.msu.edu/ucc/ucc.asp