April 20, 2006

MEMORANDUM

To: MSU Academic Council
From: Ralph Putnam
Chair, University Committee on Academic Policy

RE: Additional Major – Proposed Policy Change

Current policy allows students currently pursuing a bachelor’s degree to obtain an additional major by completing the requirements for that major. Many students who have already completed an MSU bachelor’s degree want to complete the requirements for an additional major without having to complete the requirements for an additional bachelor’s degree. For example, a student may graduate in May and want to complete the requirements for an additional major during the subsequent summer or academic year. Under current policy, colleges grant requests to allow post-baccalaureate students to pursue additional majors. Registration for these students requires overrides by the colleges.

At the request of the Linda Stanford, Assistant Provost for Academic Services, UCAP considered this policy and recommends changing it so that students already holding bachelor’s degree from MSU may pursue additional majors. This policy change and has been reviewed and enforced by University Committee on Curriculum (UCC), Executive Committee of Academic Council (ECAC) and the Provost.

Motion for Academic Council:

Academic Council endorses changing the policy regarding additional majors as follows (inserted text underlined):

With the permission of the relevant department and college, a student who is enrolled in or has completed a Michigan State University bachelor’s degree program may elect to complete the requirements for an additional major.

Background Information: Current Policy

Current policy from Academic Programs:

ADDITIONAL MAJOR

With the permission of the relevant department and college, a student who is enrolled in a bachelor’s degree program may elect to complete the requirements for an additional major. An additional major may be completed within the number of credits required for the student’s bachelor’s degree program or with only such
additional credits necessary to satisfy the requirements for the additional major. The additional major consists of the specified requirements of the major and, where required, of the college.

A student who is interested in completing an additional major should contact the department that administers the intended additional major. The department completes a REQUEST FOR PERMISSION TO COMPLETE AN ADDITIONAL MAJOR form.

The completion of the additional major will be noted on the student's final transcript. Only the primary major of the student's bachelor's degree program will be designated on the student's diploma.
March 3, 2006

To: Jon Sticklen, Chairperson, ECAC
Ralph Putnam, Chairperson, UCAP

From: Michael G. Schechter, Chairperson, UCC

Re: Proposed Policy Change Relating to Additional Major

The Full Committee of the UCC met today and wholeheartedly and unanimously endorsed UCAP’s recommendation of February 16, 2006 changing the policy relating to students already holding a bachelor’s degree to obtain an additional major from MSU.

C: Julie Harrison
Jackie Wright
Joy Speas
Linda Stanford
June Youatt
February 20, 2006

MEMORANDUM

TO: Jon Sticklen, Chairperson
Executive Committee on Academic Council

FROM: Kim A. Wilcox, Provost

SUBJECT: Additional Major – Proposed Policy Change

Attached you will find a memorandum from the Ralph Putnam, chairperson of the University Committee on Academic Policy, requesting a change to the current policy to allow students who already hold a bachelor’s degree to obtain an additional major.

I endorse the proposed changes to the policy and forward the request for the consideration of the Executive Committee of Academic Council.

c: Julie Harrison
   Linda Stanford
   June Youatt
   Robin Pline

Ca2.20a
February 17, 2006

MEMORANDUM

To: Dr. Kim Wilcox, Provost

From: Ralph Putnam, Chair, UCAP

RE: Additional Major – Proposed Policy Change

In a memorandum to you dated February 1, 2006, I conveyed UCAP’s recommendation to approve a proposal to change current policy to allow students who already hold a bachelor’s degree to obtain an additional major. Since that time concerns about the language of the proposed policy change have been raised. Specifically, the proposed policy contains the following sentence (with proposed new language in bold):

With the permission of the relevant department and college, a student who is enrolled in or has completed a bachelor’s degree program may elect to complete the requirements for an additional major.

When UCAP considered this policy change, we assumed that the bachelor’s degree would have been completed at MSU. The proposed language, however, leaves open the possibility of degree holders from other institutions completing additional majors at MSU. UCAP discussed this issue at our February 16, 2006, meeting and recommends the following language for the revised policy:

With the permission of the relevant department and college, a student who is enrolled in or has completed a Michigan State University bachelor’s degree program may elect to complete the requirements for an additional major.

CC: Julie Harrison
    Jon Sticklin
    Linda Stanford
    June Youatt
    Robin Pline

MSU is an affirmative-action, equal opportunity institution.
MEMORANDUM

To: June Youatt, Assistant Provost for Undergraduate Education and Dean of Undergraduate Studies
Fr: Linda O. Stanford, Assistant Provost for Academic Services
Re: Additional Major – Request for Discussion Regarding a Proposed Policy Change

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

Please ask the UCAP to consider the request referenced above at its meeting on January 19, 2006.

Proposal:
To change the current policy to allow students who already hold a bachelor's degree to obtain an additional major.

- The current policy states that a student can only obtain an additional major while a bachelor's degree is being pursued.

Rationale:
Many students want to pursue an additional major without pursuing an additional degree.

- Requests are being granted by colleges to allow the additional major for post-baccalaureate students.
- Additional majors do not permit registration without an override. The associate dean gives a student permission to pursue an additional major after having received a bachelor's degree by adding the additional major code for the student in SIS and then by changing the "permit registration" flag to a 'Y' to permit registration.

The current policy dates from a time when the Request for Permission to Complete an Additional Major form was required to enable the Office of the Registrar to update the Student Information System (SIS).

- Colleges can add majors in SIS. The form is no longer required.

Proposed Revised Text:

- Insert: "or has completed" (see attached text)