

# MICHIGAN STATE UNIVERSITY

January 3, 2006

## 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.



### OFFICE OF THE PROVOST

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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)

### **ADDITIONAL MAJOR**

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. 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.