

MICHIGAN STATE UNIVERSITY

April 25, 2008

MEMORANDUM

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

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

RE: UCC Comprehensive Proposal – Proposal 1

Enable departments to offer a minor in a field of study where no major is offered and eliminate the requirement that the minor must carry the same field-of-study name as the major.

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 the Fall of 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 enable departments to offer a minor in a field of study where no major is offered and eliminate the requirement that the minor must carry the same field-of-study name as the major. Specifically to:

- Remove the limitation that minors must carry the same field-of-study name as the major.
 - Rationale:
 - The current practice limits a department's ability to offer a minor, since it is not possible to offer a minor if no major is offered. There are a number of fields of study at Michigan State University that do not and will not offer a major, but where a minor is a desirable and appropriate academic offering.



UNIVERSITY CURRICULUM and CATALOG

Michigan State University
176 Administration Building
East Lansing, Michigan
48824-1046

PH: 517/355-8420
FAX: 517/353-1935

UCAP Action Required:

Does the UCAP approve of the UCC's recommendation to remove the limitation that minors must carry the same field-of-study name as the 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 1 and attachments

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

Proposal 1:

Enable departments to offer a minor in a field of study where no major is offered and eliminate the requirement that the minor must carry the same field-of-study name as the major.

Current Policy / Practice:

Minors are only able to be offered in fields of study where a major is currently offered and must carry the same name as the related major.

"Minors must carry the same name as the major." - Guidelines for Academic Minors, <http://www.reg.msu.edu/Read/UCC/minorguidelines.pdf>

Rationale for Change:

The current practice limits a department's ability to offer a minor, since it is not possible to offer a minor if no major is offered. There are a number of fields of study at Michigan State University that do not and will not offer a major, but where a minor is a desirable and appropriate academic offering.

Benefits of Adopting the Proposal:

Removing the limitation would allow departments to develop, propose, and offer minors in a wider variety of fields of study than currently possible, both in fields of study where no major exists as well as in fields of study where the name of the major is quite broad. For example, History might like to offer a Minor in Southeast Asian History in addition to a History Minor.

Impact of the Proposal:

There are no existing programs that would be negatively affected. Because of current policy, there have not been any minors proposed that do not carry the name of a major in the same field of study.

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:

Credits Earned	Class
less than 28	Freshman
28 to 55	Sophomore
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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

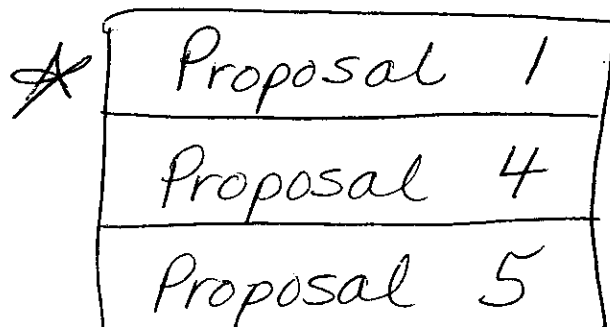
All undergraduate programs of study require a minimum of 120 credits. Most programs are designed so that a student starting a program as a freshman may finish it in 8 semesters by satisfactorily completing an average of 15 credits a semester. In practice, students usually carry from 12 to 18 credits 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 55 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.

At least 12 unique credits counted towards the requirements for the student's minor must not be used to fulfill the requirements for that student's major.

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.

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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

MICHIGAN STATE UNIVERSITY

April 25, 2008

MEMORANDUM

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

FROM: Gillian Bice, 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 CIC and most schools in the AAU.



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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."

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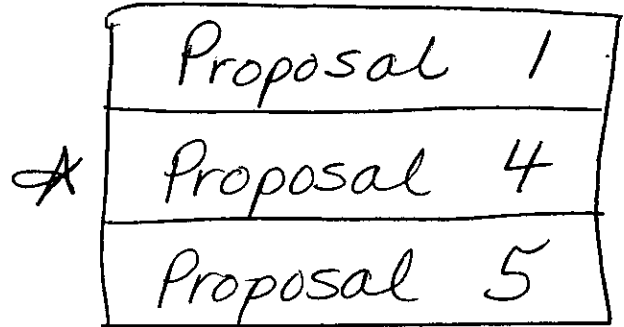
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PROCEDURES

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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.

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- 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

MICHIGAN STATE UNIVERSITY

April 25, 2008

MEMORANDUM

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

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

RE: UCC Comprehensive Proposal – Proposal 5

Establish that a student cannot pursue a minor when completing a major of the same name within a field-of-study.

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 establish that a student cannot pursue a minor when completing a major of the same name within a field-of-study. Specifically to:

- Establish that a student cannot pursue a minor when completing a major of the same name within a field-of-study.
 - Rationale:
 - A minor at Michigan State University is defined as “a secondary field of study at the undergraduate level” (Academic Programs, p. 86). By definition, students should not be able to pursue a major and a minor in the same field of study. For example, a student with a History Major could not also pursue a History Minor.

UCAP Action Required:

Does the UCAP approve of the UCC's recommendation to establish that a student cannot pursue a minor when completing a major of the same name within a field-of-study?

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 5 and attachments

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

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48824-1046

PH: 517/355-8420
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Proposal 5:
Establish that students may not pursue a minor in the same field of study in which they are pursuing a major.

Current Policy / Practice:

There is currently no policy in place restricting a student's enrollment in both the major and minor in the same field of study.

Rationale for Change:

A minor at Michigan State University is defined as "a secondary field of study at the undergraduate level" (*Academic Programs*, p. 86). By definition, students should not be able to pursue a major and a minor in the same field of study. For example, a student with a History Major could not also pursue a History Minor.

Benefits of Adopting the Proposal:

Establishes a clear policy where there was none before, clarifying for students and advisers who is eligible to enroll in which programs.

Impact of the Proposal:

Students would not be able to enroll in a major and a minor in the same field of study. Minors are only conferred at the time of degree completion, so students who begin in a minor and decide to pursue an additional major or second degree in that field of study would be required to drop the minor in order to add the other program.

As a related item, if minors are able to be offered in fields of study that are related to the major, but do not carry the same field-of-study name as the major, it would be up to the academic unit offering the programs to determine whether or not students in the major should be allowed to pursue the minor. For example, if History were to offer a Minor in Southeast Asian History, it would be up to the History Department to determine whether or not students pursuing a History Major could also pursue the Minor in Southeast Asian History.

Proposal 1 provides greater detail on offering minors in a field of study that do not carry the same field-of-study name as the major.

Proposal 4 provides greater detail on the number of credits eligible to be counted toward the fulfillment of requirements in a major and a minor.

ENROLLMENT

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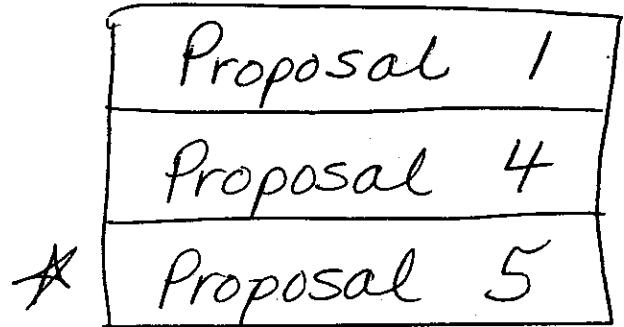
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SELECTING A MAJOR

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 55 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.~~

At least 12 unique credits counted towards the requirements for the student's minor must not be used to fulfill the requirement for that student's major.

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

MICHIGAN STATE UNIVERSITY

April 25, 2008

MEMORANDUM

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

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

RE: UCC Comprehensive Proposal – Proposal 6

Allow a maximum of 9 approved credits from the Undergraduate Level to be applied to a Linked Bachelor's - Master's degree program.

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 allow a maximum of 9 approved credits from the Undergraduate Level to be applied to a Linked Bachelor's - Master's degree program. Specifically to:

- Allow a maximum of 9 approved credits from the Undergraduate Level to be applied to a Linked Bachelor's - Master's degree program. This does not affect current approved master's programs. A specific request must be made by the administering unit and approved through academic governance for a new Linked Bachelor's – Master's degree program.
 - Rationale:
 - MSU's ability to compete with peer institutions nationally and internationally has been hampered by the University's inability to waive credits in order to allow linked Bachelor's - Master's programs to exist for highly qualified students in specific, approved programs. At least four schools in the CIC offer qualified students the ability to count approved undergraduate coursework in both the BA or BS degree program and the linked MA or MS degree program, reducing the number of unique credits required for the Master's program. MSU is losing desired Master's candidates to peer institutions that offer these programs, specifically in Engineering.



UNIVERSITY CURRICULUM and CATALOG

Michigan State University
176 Administration Building
East Lansing, Michigan
48824-1046

PH: 517/355-8420
FAX: 517/353-1935

UCAP Action Required:

Does the UCAP approve of the UCC's recommendation to allow a maximum of 9 approved credits from the Undergraduate Level to be applied to a Linked Bachelor's - Master's degree program?

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 6 and attachments

Cc: Dr. Linda O. Stanford, Associate Provost for Academic Services
Dr. Karen Klomparens, Associate Provost for Graduate Education and Dean of The Graduate School

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Proposal 6:

Allow a maximum of 9 approved credits from the Undergraduate Level to be applied to a Linked Bachelor's - Master's degree program.

Current Policy / Practice:

"The minimum number of credits required for a Master's Degree program is 30 beyond the Bachelor's Degree. Some programs, however, have higher minimum credit requirements."

- *Academic Programs, Master's Degrees - Credit Requirements*

Rationale for Change:

MSU's ability to compete with peer institutions nationally and internationally has been hampered by the University's inability to waive credits in order to allow linked Bachelor's - Master's programs to exist for highly qualified students in specific, approved programs. At least four schools in the CIC offer qualified students the ability to count approved undergraduate coursework in both the BA or BS degree program and the linked MA or MS degree program, reducing the number of unique credits required for the Master's program.

MSU is losing desired Master's candidates to peer institutions that offer these programs, specifically in Engineering.

Benefits of Adopting the Proposal:

MSU would negate the competitive recruiting advantage currently held by other peer institutions. The proposal creates the opportunity for undergraduate students to engage with faculty research opportunities that begin in an undergraduate setting and continue through to a graduate program while reducing the time to complete the graduate degree.

MSU would provide an opportunity for academically strong, motivated students to complete a Master's degree in less time.

Impact of the Proposal:

No negative impact. Adopting this proposal would require a change to the long-standing policy of requiring 30 credits beyond the Bachelor's degree for a Master's degree.

Students accepted into linked Bachelor's and Master's degree programs would not be allowed to transfer additional credits from other institutions or from Lifelong Education. Only a maximum of 9 credits from the undergraduate degree program, either an MSU undergraduate degree or an external accredited institution's bachelor's degree, would be accepted toward the graduate degree program. Students must complete the undergraduate degree program prior to beginning the graduate degree program.

MASTER'S PROGRAMS

Graduate programs leading to a master's degree are offered by most colleges, departments and schools at Michigan State University. A student's program of study is administered by the officially designated unit and is subject to approval by the dean of the college. Some variations exist in the requirements of the several master's degree programs. It is important, therefore, for the student to become acquainted with all of the applicable University and unit requirements. The following description covers the all-University requirements, and most of the regulations, and will serve as a general guide.

★ Proposal 6
Proposal 12

Master's Degrees Granted at Michigan State University and Minimum Credit Requirements

Following is a list of titles of master's degrees granted at Michigan State University.

Master of Arts	M.A.
Master of Arts for Teachers	M.A.T.
Master of Business Administration	M.B.A.
Master of Fine Arts	M.F.A.
Master of International Planning Studies	M.I.P.S.
Master of Human Resources and Labor Relations	M.H.R.L.
Master of Music	M.Mus.
Master of Science in Nursing	M.S.N.
Master of Public Policy	M.P.P.
Master of Science	M.S.
Master of Social Work	M.S.W. I
Master of Social Work	M.S.W. II
Master in Urban and Regional Planning	M.U.R.P.

Credit Requirements

The minimum number of credits required for a master's degree program is 30 beyond the bachelor's degree. ~~Some programs, however, have higher minimum credit requirements. See the specific program sections in this publication.~~

Specific approved different

Residence

A minimum of 6 credits in the degree program must be earned in residence on campus, but many programs require more. Requests for waivers of this requirement must be submitted by the department or school responsible for the degree program to the appropriate college and then to the Dean of The Graduate School.

Certain off-campus and online master's programs do not require the minimum residence. Contact the department, school, or college offering a specific program for additional information.

Planning a Master's Program and the Appointment of an Academic Adviser

An academic adviser for each student is assigned by the responsible unit in which the student takes the major work. The adviser alone, or in consultation with the student's advisory committee, will assist the student in planning a program satisfactory to the needs of the student and acceptable to the responsible unit.

Changes in program plans may be made only with the approval of both the adviser and the responsible unit administrator, and, in some cases, the dean of the college.

Programs of Study

Two types of programs are available:

Plan A consisting of prescribed course work, research, thesis, and a final oral examination.

Plan B consisting of prescribed course work, without a thesis, and with a final examination or evaluation.

Some colleges, departments, and schools offer programs only under Plan A or only under Plan B. Unless such limitation is explicitly stated in the catalog description of a program, both Plan A and Plan B are available.

Course Work

Courses taken toward a master's degree should fit into a unified plan aimed at providing the student with both a comprehensive background and a depth of understanding in a major field. The number of course credits required in a major area is determined by each responsible unit. Some programs require a minor. Whether a minor area of study is required, optional, or not accepted toward a degree depends on the student's major program. In any case, the detailed course requirements are left to the judgment of the academic adviser and/or committee subject to the approval of the responsible unit administrator and the dean of the college. *More than half of the credits of the total required for a master's degree must be taken in courses at the 800 and 900 levels except as specifically exempted by the dean of the college.*

Research and Thesis Plan A

A *minimum* of 4 credits in master's thesis research (course number 899) is required; some programs require more. The thesis, an abstract of the thesis, and an abstract title page must be prepared in accordance with the specifications in *The Formatting Guide-Master's Theses and Doctoral Dissertations*, a handbook that is available, along with a packet of required forms relating to the thesis, from the Graduate School or from www.grad.msu.edu.

After the thesis adviser—and, if required by unit bylaws, members of the guidance or examination committee—indicate(s) that the thesis is acceptable for examination within the time frame determined by the department the semester in which graduation is anticipated, the student must submit copies of the thesis and abstract for distribution to the thesis adviser and other examiners. The thesis must be in completed form, with finished diagrams, etc. It must not, however, be bound. The oral examination in defense of the thesis must be scheduled within the time frame determined by the department the semester in which graduation is anticipated. After the examiners have reviewed and approved the thesis and voted to pass the student on the final oral examination in its defense, the student must incorporate into the thesis any recommended change(s) and corrections before presenting it to the thesis adviser for final review and signature of the bookplate. *Not later than the deadline date indicated by The Graduate School the semester in which graduation is expected*, the student must submit to the Graduate School a final unbound copy of the thesis, an additional copy of the abstract and the abstract title page, the signed bookplate, the microfilming and binding contract, and other forms required by and available from The Graduate School (grad.msu.edu/current/packet.htm). Some departments, schools, or colleges require additional copies of the

thesis, and it is the student's responsibility to provide such copies to them. In some colleges the master's thesis is first approved in the dean's office before the student submits it to The Graduate School for microfilming and binding.

All master's theses submitted to the Graduate School must be microfilmed. Michigan State University subscribes to the service offered by University Microfilms. One microfilm copy will be deposited in the University Library and will be available for interlibrary loan. The abstract will be published in *Master's Abstracts*, which will announce the availability of the thesis in film form. The microfilming and binding fee required of all master's students submitting theses, will cover the cost of the library microfilm copy, binding, and the publication and distribution of the abstract. The student may order additional bound copies for the department, the thesis director, or others through University Microfilms, or may make other arrangements for obtaining additional bound copies. The microfilming and binding contract, a list of local binderies, and further information may be obtained from the Graduate School.

An extra fee is charged if the thesis is to be copyrighted. Information about the amount of this fee and method of payment may be obtained from the Graduate School. Microfilming is considered by the University to be a form of publication. Publication by microfilm, however, does not preclude the printing of the thesis in whole or in part in a journal or monograph.

Refer to *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog for more information.

Examinations

Students in a **Plan A** master's degree program are required to pass an oral examination in defense of the thesis. However, students in certain programs are required to pass an oral examination that covers both a defense of the thesis and course work. *This examination must be scheduled within the time frame determined by the department the semester in which graduation is anticipated.* The examination for a Plan A master's degree is administered by an examining committee consisting of at least three Michigan State University regular faculty members (as defined in the *Faculty Handbook*).

"The 'regular faculty' of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the 'regular faculty.'"

An exception may be granted by the Dean of The Graduate School to allow a non-tenure stream faculty member or an Academic Specialist to serve on a master's student's examination committee as one of the three required faculty members or as the chairperson of a master's student's examination committee or as the thesis adviser. With the approval of the chairperson or director of the department or school, an exception may be granted to allow an Emeritus faculty member to serve as one of the three required faculty members on a master's student's examination committee; in addition, an Emeritus faculty member may continue to serve as the chairperson of an examination committee. At the discretion of the examining committee, the presentation and defense of the thesis may be open to members of the academic community. The thesis and the student's performance on the oral examination must be approved by a majority vote of the examining committee.

A final examination or evaluation is required for students in a **Plan B** master's degree program with the following exceptions: the Plan B programs of study that lead to the Master of Business Administration degree, the Master of Labor Relations and Human Resources degree, the Master of Social Work degree, and the Accounting degree. The examination or evaluation is adminis-

tered in accordance with department or school and college rules by a committee consisting of at least two Michigan State University regular faculty members (as defined in the *Faculty Handbook*.

"The 'regular faculty' of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the 'regular faculty.'"

An exception may be granted by the Dean of The Graduate School to allow a non-tenure stream faculty member or an Academic Specialist to serve on a master's student's committee as one of the two required faculty members or as the chairperson of a master's student's committee. With the approval of the chairperson or director of the department or school, an exception may be granted to allow an Emeritus faculty member to serve as one of the two required faculty members on a master's student's committee; in addition, an Emeritus faculty member may continue to serve as a chairperson of a committee. In the event of significant discrepancy between the two assessments, the unit chair or coordinator would arrange for a third assessment to break the tie. The content and format of the examination or evaluation are specified by the department or school and college.

For both **Plan A** and **Plan B**, the student must be registered during the semester in which the examination or evaluation is administered (see *Maximum and Minimum Credits*). This requirement may be waived by the Dean of The Graduate School upon request of the chair or director of the academic unit, if the examination is administered during the summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered.

Academic Standards

Michigan State University is committed to high academic standards and expects all graduate students to excel in their particular majors.

A 3.00 cumulative grade-point average for all courses counting toward the master's degree is the minimum University standard; however, colleges, departments, or schools may establish a higher minimum standard.

Each college and department or school determines whether the minimum standards must be attained at the completion of a certain number of credits or by a specified interval after the student's first enrollment in the degree program. Some colleges, departments, and schools will not permit a student to remain in a program if there is an accumulation of more than a specified number of graduate credits with lower than a 3.0 grade even though the cumulative grade-point average is 3.00. A student who fails to meet the standards set by the University, college, and department or school will not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the college, department, or school.

Transfer Credits

As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program from other accredited institutions or international institutions of similar quality, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The department or school chairperson or director and dean must grant approval. Only courses in which at least a 3.0 grade or its equivalent was re-

ceived will be considered for transfer. Exceptions to this policy (at least a 2.0 grade) have been granted for the dual degree programs between MSU and the Michigan State University College of Law.

Some colleges with programs that require more than 30 credits for the degree may accept more than 9 credits in transfer, but not more than one-fourth of the total number of credits required for the master's degree may be accepted in transfer.

See *Credits in the General Information, Policies, Procedures and Regulations* section of this catalog for additional information.

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Off-Campus Work

Credit for courses taken at Michigan State University off-campus instructional centers is of equal value to credit for on-campus courses. However, for the master's degree at least 6 credits must be earned in residence on the East Lansing campus or at approved Michigan State University instructional sites (e.g. Dubai), although some programs may require more. A student who plans to take off-campus courses should discuss the possibilities of acceptance of such work toward the degree with the academic adviser, department or school chairperson or director, or dean. Such approval should be obtained before enrolling in an off-campus course, just as is done for an on-campus course.

Online Learning

The University offers selected degree programs (primarily, professional master's degree programs), certificate programs, and individual courses online. All University regulations, policies, and procedures described in this catalog that apply to on-campus programs also apply to online programs, unless specified otherwise.

MSU courses offered online are considered on-campus courses. Applicability of specific online MSU courses is determined by the requirements of specific programs.

For more information about online learning, visit the Web at www.online-continued.msu.edu/.

Time Limit

Unless otherwise specified, the time limit for the completion of the requirements for the master's degree is five calendar years from the date of enrollment in the first course included for degree certification. The colleges of Arts and Letters, Human Medicine, Natural Science, Nursing, Osteopathic Medicine, Social Science, and Veterinary Medicine permit six years with the following exception: the time limit for the completion of the Master of Fine Arts degree in the College of Arts and Letters is nine years.

Michigan State University must reserve the right to modify or eliminate programs that are described in this publication. In the event such an action is taken, students affected will be advised by their units of the options available to them to complete their degrees. Every reasonable effort will be made to permit students to complete these programs or similar programs.

REQUIREMENTS FOR A SECOND, JOINT, OR DUAL MASTER'S DEGREE

A candidate for a second master's degree, or for joint or dual master's degrees, from Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the first master's degree program to the second or from one master's program to another. These 9 credits must have been earned within the time limitations of the college concerned. Credits used to satisfy the requirements of one master's degree may not be used to satisfy the residency requirements of another master's degree.

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Students in any master's program may apply a maximum of 9 credits earned through any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution. Each program may determine if courses are appropriate for the master's program and may allow fewer than 9 credits to be applied to the specific master's program. Specific approved master's programs have been approved for more than 9 credits.

Insert ②

DRAFT

REQUIREMENTS FOR A JOINT MASTER'S DEGREE AND MEDICAL DEGREE

A student who is enrolled in a graduate–professional program in MSU's College of Human, Osteopathic, or Veterinary Medicine, and who is also enrolled in a master's degree program at Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the graduate–professional program to the master's degree program, as well. These credits must have been earned within the time limit for completing the master's degree program in which the student is enrolled.

EDUCATIONAL SPECIALIST PROGRAM

For information about the Educational Specialist program, refer to the *Educational Specialist* statement in the College of Education section of this catalog.

REQUIREMENTS FOR A LINKED BACHELOR'S - MASTER'S DEGREE

A candidate for a Linked Bachelor's - Master's Degree from Michigan State University may request the application of up to 9 credits toward the master's program for qualifying 400-level and above course work taken at the undergraduate level at Michigan State University or an external accredited institution. The number of approved credits, not to exceed 9, are applied toward the credit requirement of the master's degree. Credits applied to the Linked Bachelor's - Master's Program are not eligible to be applied to any other graduate degree program.

Michigan State University Academic Program Taxonomy and Terminology

DRAFT

This taxonomy and terminology is used to describe majors, minors, specializations, graduate certificates, teacher certification and sub-categories within them as noted.

	Definition	Transcriptable (listed on student's transcript)	Trackable in SIS (Student Information System)	Eligibility	Relationship to major	Requires separate approval/certification
MAJORS						
Major	A primary field of study named as a specific degree program.	Yes	Yes	Students who select and meet specific admission criteria for a field of study as a major preference.	N/A	Final approval is integral to the degree certification process.
Concentration	A set of disciplinary or interdisciplinary courses within a major.	Yes, if requested, by program.	Yes	Students enrolled in specific majors.	Available for majors that provide multiple paths to completion.	Final approval is integral to the degree certification process.
Cognate	A set of related disciplinary or interdisciplinary courses.	No	No	Students enrolled in specific majors.	Requirement complementary to the major.	Final approval is integral to the degree certification process.
MINORS						
Minor	A secondary field of study at the undergraduate level (minimum of 15 credits)	Yes	Yes	Students who select and meet specific admission criteria for a field of study as a secondary preference.	Coherent set of courses supplementary to the major. <u>Proposed: Twelve credits must be unique.</u>	Final approval is concurrent with the degree certification process.
SPECIALIZATIONS						
Specialization	An interdisciplinary program of thematically related courses. Guideline: 12 to 18 credits.	Yes	Yes	Students enrolled in any major unless specified.	Distinct from an academic major.	Final approval is concurrent with the degree certification process.
PROPOSED GRADUATE CERTIFICATES						
Type 1 Certification for . . .	A set of course work in selected fields directly related to a degree program as part of the degree program's requirements.	Yes	Yes	Students enrolled in specific majors.	Integral to an academic major.	Final approval is integral to the degree certification process.
Type 2 Graduate Certificate Program in . . .	A set of course work in selected fields as a distinct entity not related to a degree program.	Yes	Yes	Students who meet specific admission criteria.	Distinct from an academic major.	Final approval is separate from the degree certification process.
Type 3 Academic Unit Certificate Program . . .	A set of course work in selected fields as a distinct entity not related to a degree program.	No	No	Students enrolled in any major unless specified.	Distinct from an academic major.	Final approval is granted by the academic unit.
Type 4 University Graduate Certification . . .	A set of course work in selected fields as a distinct entity not related to a degree program.	Yes	Yes	Students enrolled in specific majors.	Distinct from an academic major.	Final approval is separate from the degree certification process.
TEACHER CERTIFICATION						
Area of Emphasis (Exclusively for Teacher Certification Programs)	A set of disciplinary or interdisciplinary courses.	Yes	Yes	Students enrolled in specific majors.	Integral to an academic major.	Final approval is integral to the degree certification process.
Teaching Minor (Exclusively for Teacher Certification Programs)	A group of single subject or group subject courses required by the State of Michigan.	Yes	Yes	Students admitted to teacher certification programs.	Teaching Minors are available for elementary and/or secondary certification. Certain teaching minors are only available for specified majors.	Yes