

MICHIGAN STATE UNIVERSITY

February 2, 2015

MEMORANDUM

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

FROM: Dr. John Gaboury, Associate Provost for Academic Services

RE: Request to Change the Admission as a Junior in the College of
Communication Arts and Science to Admission to the College in the
College of Communication Arts and Sciences

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 UCUE alone will consider this request.

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. Request to Change the Admission as a Junior in the College of
Communication Arts and Sciences to Admission to the College in the
College of Communication Arts and Sciences and attachments.

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University Curriculum and Catalog

Hannah Admin. Building
426 Auditorium Road
Room 151A
East Lansing, MI 48824

517-355-8420
Fax: 517-353-1935

View a Program		Main Menu
Joy Speas, RO	Monday, 1/19/2015	
Program Name: Comm Arts & Sciences - Admission as a Junior Degree: BA Sequence Number: 2	Program Request ID: 2881	
Effective Dates: Fall 2015 - Open Status: Interim Initial Action: Change		
Requested Date: 12/6/2014 10:59:58 AM		
<p>1. Department/School/College: 10158 College of Communication Arts and Sciences</p> <p>2. Name of Program: Comm Arts & Sciences - Admission as a Junior <i>to the College</i></p> <p>3. Name of Degree: BA</p> <p>4. Type of Program: Major</p> <p>5. Effective Start Semester: Fall 2015</p> <p>6. Target student audience for the program: Students with 28-56 credits interested in CCAS Majors</p> <p>7. Enrollment: What is the expected enrollment per year: 350 What is the minimum enrollment acceptable: 0</p> <p>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.). none</p> <p>9. Projected Costs as compared to other programs in unit: Same</p> <p>10. Staff requirement: How many additional staff will be required: 0 Who will provide the primary instruction. Describe any external linkages(industry, government, etc.):</p> <p>11. Will additional equipment be required: Approximate cost: 0 Source of funding:</p> <p>12. Will additional library materials be required: Approximate cost: 0 Source of funding: na</p> <p>13. Will additional space be required: Type: Approximate amount: na</p> <p>14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript?:</p>		

No

15. Detailed Description:**Delete the following Catalogue Copy:****Undergraduate Programs****Hide Text**[Print this Section](#)

Students meeting the general requirements for admission as freshmen and sophomores to the university are enrolled in the Undergraduate University Division. Such students may declare a major preference in the College of Communication Arts and Sciences and be assigned an advisor from the college.

When students reach junior standing (56 credits), their academic records are evaluated to determine if they meet the requirements for admission into the college as a junior.

Students within the college are strongly encouraged to meet with their academic advisor before they enroll in courses. Students are encouraged to elect courses in the college consistent with the requirements of their majors and consistent with their academic and career goals.

Students who are enrolled in bachelor's degree programs in the college may elect the *Minor in Environmental and Sustainability Studies*. For additional information, refer to the statement on *Minor in Environmental and Sustainability Studies* in the *College of Natural Science* section of this catalog.

Students who are enrolled in bachelor's degree programs in the College of Communication Arts and Sciences may elect a *Specialization in Fiction Film Production*. For additional information, refer to the statement on *Specialization in Fiction Film Production* in the *Department of English* section of this catalog or contact the Department of English or the College of Communication Arts and Sciences.

Students who are enrolled in bachelor's degree programs in The Eli Broad College of Business, the College of Communication Arts and Sciences, and the College of Engineering may elect a *Specialization in Information Technology*. For additional information, refer to the statement on *Specialization in Information Technology* in *The Eli Broad College of Business* section of this catalog or contact The Eli Broad College of Business.

Admission as a Junior to the College of Communication Arts and Sciences

The number of students admitted as juniors to advertising, journalism, and retailing is limited. For additional information, refer to the statements on the Department of Advertising and Public Relations and the School of Journalism.

The minimal college criteria for admission as a junior to any of the majors in the college are:

1. Completion of at least 56 credits acceptable to the college.
2. An academic record in all work accepted by the college which at least meets the requirements of Academic Standing of Undergraduate Students. Included in this must be a grade-point average of not less than 2.00 in all courses taken in the College of Communication Arts and Sciences.
3. Acceptance as a major in a department or school of the college.

Graduation Requirements

1. The university requirements for the bachelor's degree as described in the Undergraduate Education section of this catalog.
2. A minimum of 60 credits in courses given outside the College of Communication Arts and Sciences.
3. The specific requirements of a major program, with no more than the maximum number of credits that is permitted in the major. (Refer to the statements for the academic units in the college that follow.)
4. A minimum grade-point average of 2.00 in courses taken in the student's major.
5. At least 40 credits in courses numbered at the 300 and 400 levels.

INSERT the following Catalogue Copy**Undergraduate Programs**

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Print this Section

Students meeting the general requirements for admission as freshmen and sophomores to the university are enrolled in the Undergraduate University Division. Such students may declare a major preference in the College of Communication Arts and Sciences and be assigned an advisor from the college.

When students reach sophomore standing (28 credits) their academic records are evaluated to determine if they meet the requirements for admission into the college.

Students within the college are strongly encouraged to meet with their academic advisor before they enroll in courses. Students are encouraged to elect courses in the college consistent with the requirements of their majors and consistent with their academic and career goals.

Students who are enrolled in bachelor's degree programs in the college may elect to enroll in any of the following:

- *Minor in Environmental and Sustainability Studies.* For additional information, refer to the statement on *Minor in Environmental and Sustainability Studies* in the *College of Natural Science* section of this catalog.
- *Fiction Filmmaking Minor.* For additional information, refer to the statement on *Fiction Filmmaking Minor* the *Department of English* section of this catalog or contact the Department of English or the College of Communication Arts and Sciences.
- *Information Technology Minor.* For additional information, refer to the statement on *Information Technology Minor* in *The Eli Broad College of Business* section of this catalog or contact The Eli Broad College of Business or the College of Communication Arts and Sciences..

Admission to the College of Communication Arts and Sciences

The number of students admitted to advertising and journalism is limited. For additional information, refer to the statements on the Department of Advertising and Public Relations and the School of Journalism.

The minimal college criteria for admission to any of the majors in the college are:

1. Completion of at least 28 credits acceptable to the college.
2. An academic record in all work accepted by the college which at least meets the requirements of Academic Standing of Undergraduate Students. Included in this must be a grade-point average of not less than 2.00 in all courses taken in the College of Communication Arts and Sciences.
3. Acceptance as a major in a department or school of the college.

Graduation Requirements

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2. A minimum of 60 credits in courses given outside the College of Communication Arts and Sciences.
3. The specific requirements of a major program, with no more than the maximum number of credits that is permitted in the major. (Refer to the statements for the academic units in the college that follow.)
4. A minimum grade-point average of 2.00 in courses taken in the student's major.
5. At least 40 credits in courses numbered at the 300 and 400 levels.

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".

The College level requirement is an academic record in all work accepted by the college which at least meets the requirements of Academic Standing of Undergraduate Students. Included in this must be a grade-point average of not less than 2.00 in all courses taken in the College of Communication Arts and Sciences. JRN and ADV have additional requirements listed below: For ADV, the requirements are students must complete Advertising 205, and Psychology 101 with a combined minimum grade-point average of 2.00. For JRN the requirements are completion of Journalism 108 and 200 with a minimum combined 2.5 grade-point average and a minimum grade of 2.0 in each course.

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

Align College language with the Univeristy shift to allow for admitting students as sophomores.

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

Students who are between 28 and 56 credis at the end of Fall 15

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

no negative impact

Describe impact and explain what accommodations will be made: students not eligible to admit can remain a preference student until 56 credits,

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

The shift to allow sophomores that are ready to be admitted to the college will help to connect these students to their academic home earlier.

DEPARTMENT LEVEL APPROVAL STATUS

Approved: College of Communication Arts and Sciences
1/16/2015 10:55:14 AM by Ann Hoffman for Steve Lacy, Acting Dean

Comments: CAC Approval 1/16/15

COLLEGE LEVEL APPROVAL STATUS

Approved: College of Communication Arts and Sciences
1/16/2015 10:55:50 AM by Ann Hoffman for Steve Lacy, Acting Dean

View a Program		Main Menu
Joy Speas, RO		Monday, 1/19/2015
Program Name: Comm Arts & Sciences - Admission as a Junior Degree: BS Sequence Number: 2		Program Request ID: 2890
Effective Dates: Fall 2015 - Open Status: Interim Initial Action: Change		
Requested Date: 12/16/2014 8:46:36 AM		
<p>1. Department/School/College: 10158 College of Communication Arts and Sciences</p> <p>2. Name of Program: Comm Arts & Sciences - Admission as a Junior <i>to the College</i></p> <p>3. Name of Degree: BS</p> <p>4. Type of Program: Major</p> <p>5. Effective Start Semester: Fall 2015</p> <p>6. Target student audience for the program: Students with 28-56 credits interested in CCAS Majors</p> <p>7. Enrollment: What is the expected enrollment per year: 100 What is the minimum enrollment acceptable: 0</p> <p>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.). NA</p> <p>9. Projected Costs as compared to other programs in unit: Same</p> <p>10. Staff requirement: How many additional staff will be required: 0 Who will provide the primary instruction. Describe any external linkages(industry, government, etc.):</p> <p>11. Will additional equipment be required: Approximate cost: 0 Source of funding:</p> <p>12. Will additional library materials be required: Approximate cost: 0 Source of funding: NA</p> <p>13. Will additional space be required: Type: Approximate amount: NA</p> <p>14. If the program requirements contain a named concentration, do you wish for the concentration to be noted on the student's transcript?:</p>		

No

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When students reach junior standing (56 credits), their academic records are evaluated to determine if they meet the requirements for admission into the college as a junior.

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Admission as a Junior to the College of Communication Arts and Sciences

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The shift to allow sophomores that are ready to be admitted to the college will help to connect these students to their academic home earlier.

DEPARTMENT LEVEL APPROVAL STATUS

Approved: College of Communication Arts and Sciences
1/16/2015 10:56:34 AM by Ann Hoffman for Steve Lacy, Acting Dean

COLLEGE LEVEL APPROVAL STATUS

Approved: College of Communication Arts and Sciences
1/16/2015 10:56:47 AM by Ann Hoffman for Steve Lacy, Acting Dean

UNDERGRADUATE PROGRAMS

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Sophomore

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Minor

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