

**ACADEMIC PROGRAMS:
REQUESTING a CHANGE in a DEGREE PROGRAM
(Major, Minor, Specialization, Graduate Certificate)**

Overview

When one or more of the following conditions prevail, a Request for **Changes** in an Academic Program form should be completed:

- a. changes in an existing curriculum and/or major code.
- b. a request for total credits beyond 120 or beyond current maximum.
- c. an addition of or a change in admission or retention criteria.
- d. an alteration of existing Michigan State University policy.
- e. all other changes in requirements.

Procedures for Requesting a CHANGE in an Academic Degree Program

1. Development, Consideration and Approval by the Unit Proposing the Permanent Change.

The instructional unit is responsible for developing the changes in the program.

Submit the Request for a Change in an Academic Program form available at:
<http://www.reg.msu.edu/Forms/FormsMenu.asp>.

Step-by-step instructions for completing this form are available at:
<http://www.reg.msu.edu/Read/UCC/programchangeinstructions.pdf>.

2. Consideration and Approval of the Dean(s) and College Curriculum Committee(s).

When the instructional unit has completed its development of the request for changes, it must be submitted for consideration and approval by the College Curriculum Committee and the Dean.

3. University Curriculum and Catalog, Office of the Provost.

Upon receipt, the University Curriculum and Catalog Office routes the request for consultation to the appropriate academic governance committee, i.e. the University Committee on Undergraduate Education (UCUE) for undergraduate programs or the University Committee on Graduate Studies (UCGS) for graduate programs and, as appropriate, the Teacher Education Council for teacher certification programs.

4. Approval by the University Committee on Curriculum.

All curricular and degree requirement requests must be approved by the University Committee on Curriculum.

5. Consideration and Approval by the Faculty Senate.

The "Report of the UCC to the Faculty Senate" must be submitted for consideration and approval by the Faculty Senate.

All original Request for Changes in an Academic Program forms are filed in the University Curriculum and Catalog Office. A list of *approved* new requests is available at: <http://www.reg.msu.edu/ucc/whatsnew.asp>.