

Associate Provost Academic Services, Enrollment Management, and Academic Initiatives

- Enrollment Management
- Admissions
- Financial Aid
- Office of the Registrar
- Student Information System (SIS)
- Curriculum
- Academic Policy
- Accreditation
- Summer Instructional Budget
- Commencement

Curriculum Overview

**Office of the Provost
University Curriculum and Catalog**

www.reg.msu.edu/ucc/ucc.asp

MSU RO: University Curriculum x

https://reg.msu.edu/UCC/UCC.aspx

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University Curriculum and Catalog

University Committee on Curriculum (UCC)

The role of the University Committee on Curriculum (UCC) is to fulfill the responsibility delegated to the faculty to shape the curriculum. The curriculum refers to programs of study, those requirements and courses which contribute to the completion of all or some requirements that lead to the awarding of a credential known as a degree or certificate. The determination to offer a credential is a responsibility delegated to the provost who, as the chief academic officer of the university, is responsible for the administrative support essential to assure the sustained offering of degrees and certificates.

Committee Resources

- [Bylaws for Academic Governance, Section 4.5](#)
- [Curriculum Overview \(ppt\)](#)
- [Full Committee Agendas](#)
- [Guidelines for Quorum/Business Protocol-Unexpected Absence \(pdf\)](#)
- [Guidelines for Seeking Voice at UCC Meetings \(pdf\)](#)
- [Reports to the Faculty Senate](#)
- [Role of the University Committee on Curriculum \(pdf\)](#)
- [Roster \(pdf\)](#)
- [Routing of Course Requests To Subcommittees \(pdf\)](#)
- [Schedule of Meetings \(pdf\)](#)
- [Subcommittee Agendas](#)
- [Swift Curricular Approvals: What Does It Take? \(ppt\)](#)

Online Systems

- [Academic Program Request System](#)
- [COURSES: Course Request System](#)

Reports

- [Enrollment and Term End Reports](#)
- [Special Reports](#) (Administrative Changes, Academic Program and Course Reports)

Resources

- [Academic Policies and Procedures](#)
- [Academic Program Review](#)
- [Academic Program Submission Cycle](#)
- [Academic Program Submission Path \(pdf\)](#)
- [Academic Program Terminology \(pdf\)](#)
- [Academic Program Requests: Guidelines and Procedures](#)
- [Articulation and Consortium Agreements](#)
- [Online and Off-Campus Programs](#)
- [Statewide Academic Program Review Policy Statement and Procedures \(pdf\)](#)
- [Presidents Council-State Universities of Michigan-Committee Structure](#)
- [Student Outcomes Assessment for Academic Programs](#)

UCC Contact Information

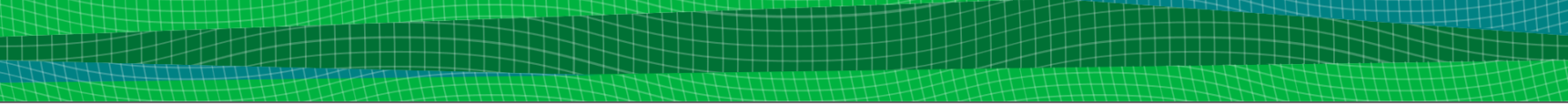
Telephone
517-355-8420

Fax
517-355-9601

Email
ucc@msu.edu

Other Important Links

- [What's New](#)
- [Academic Programs](#)
- [Course Descriptions](#)



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<https://reg.msu.edu/UCC/UCC>.

Michigan State University - Academic Program Terminology

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

Name	Definition	Transcriptable (noted on student's transcript)	Trackable in SIS (students can be located by program in the 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.	Complementary to the major.	Final approval is integral to the degree certification process.
MINORS						
Minor	A secondary field of study at the undergraduate level. Policy: 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.	Final approval is concurrent with the degree certification process.
GRADUATE SPECIALIZATIONS						
Specialization	An interdisciplinary program of thematically related courses. Guideline: 9 credits.	Yes	Yes	Students enrolled in any major unless specified.	Distinct from a major.	Final approval is concurrent with the degree certification process.
GRADUATE CERTIFICATES						
Type 1 Certification for . . .	Course work, specified professional training, skills, or competency levels.	Yes	Yes	Students enrolled in specific majors.	Directly related to a degree program as part of the degree program's requirements.	Final approval is integral to the degree certification process.
Type 2 Graduate Certificate Program in . . .	Course work, specified professional training, skills, or competency levels.	Yes	Yes	Students who meet specific admission criteria.	Distinct entity not related to a degree program.	Final approval is separate from or concurrent with the degree certification process.
Type 3 Academic Unit Certificate Program . . .	Course work, specified professional training, skills, or competency levels.	No	No	Students enrolled in any major unless specified.	Distinct entity not related to a degree program.	Final approval is granted by the academic unit.
Type 4 University Graduate Certification in . . .	Specified professional training, skills, or competency levels.	Yes	Yes	Students enrolled in specific majors.	Distinct entity not related to a degree program.	Final approval is recommended by the administering unit and The Graduate School and 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 a 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

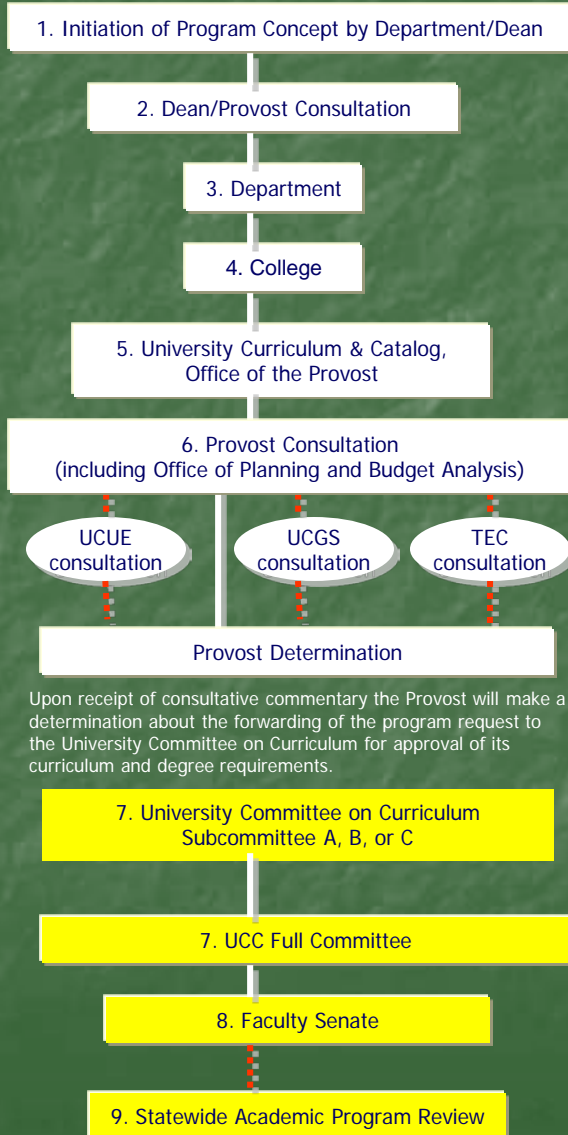
UCC 6/13

Path of Academic Program and Curricular Requests

Numbers on charts refer to the outlined procedural steps in each overview web document.

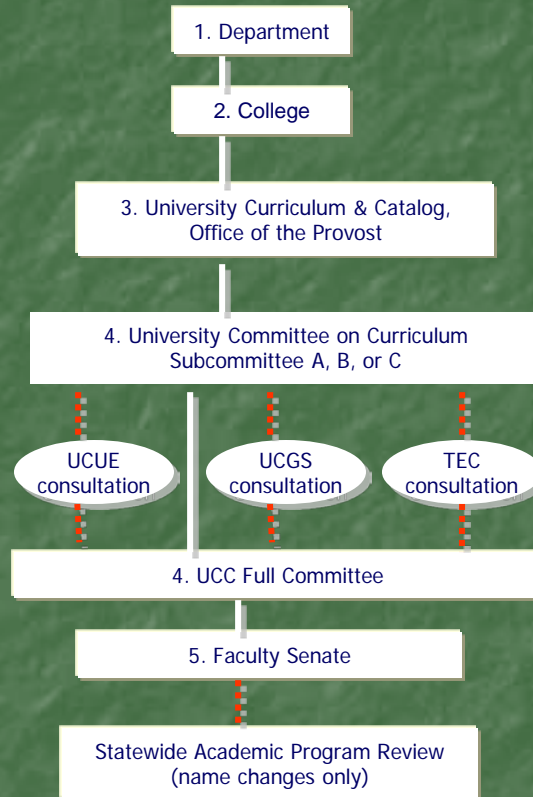
New Requests

(www.reg.msu.edu/Read/UCC/newoverview.pdf)



Change Requests

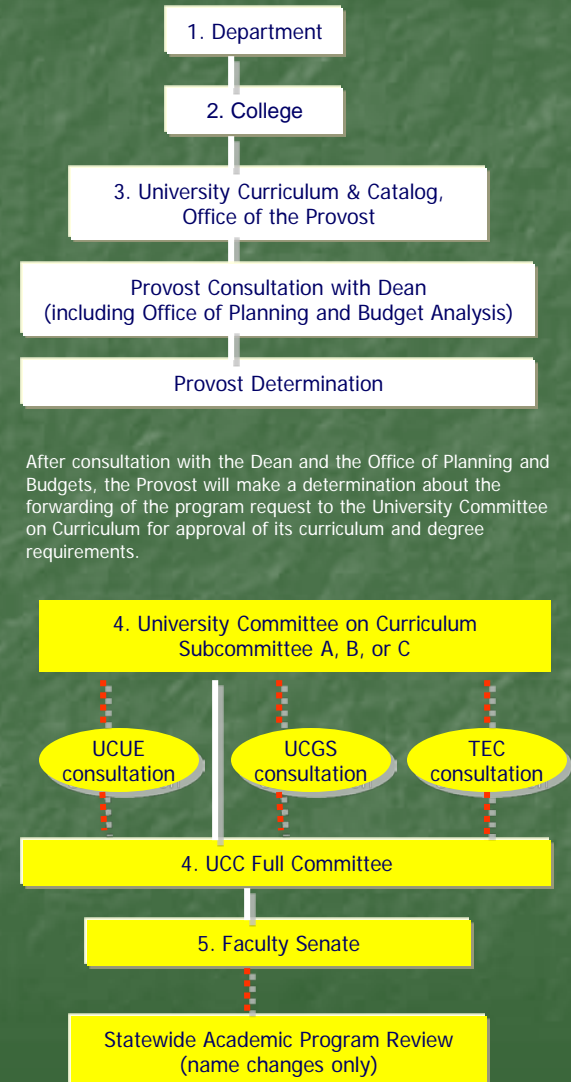
(www.reg.msu.edu/Read/UCC/changeoverview.pdf)



UCUE = University Committee on Undergraduate Education
UCGS = University Committee on Graduate Studies
TEC = Teacher Education Council

Change Requests with Funding Implications

(www.reg.msu.edu/Read/UCC/changeoverview.pdf)

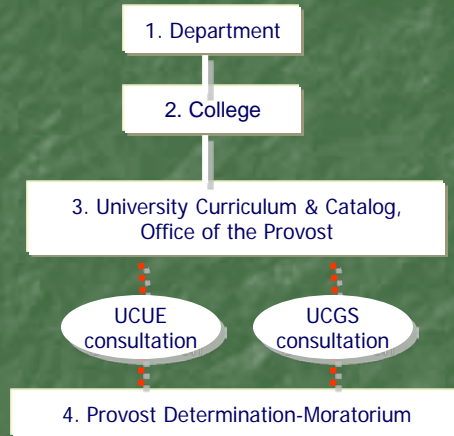


Path of Academic Program and Curricular Requests

Numbers on charts refer to the outlined procedural steps in each overview web document.

Moratorium Requests

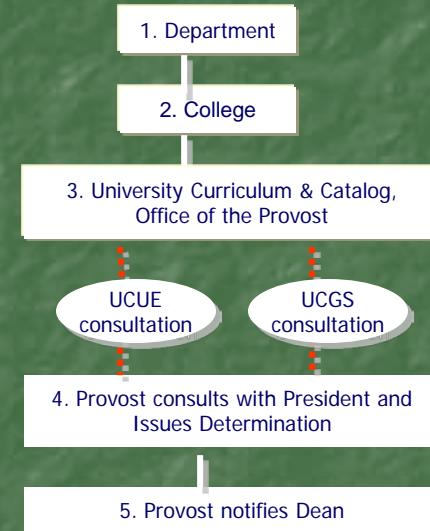
(www.reg.msu.edu/Read/UCC/moratoriumoverview.pdf)



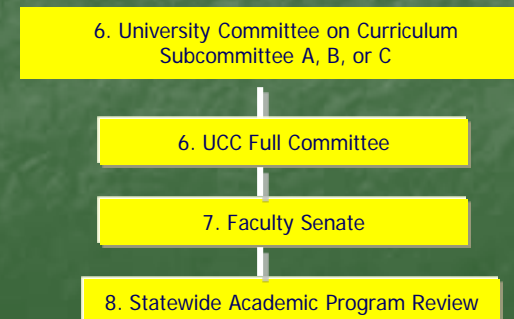
Discontinuation Requests

(www.reg.msu.edu/Read/UCC/discontinuationoverview.pdf)

Must be preceded by an approved moratorium.



If the Provost approves the discontinuation, the Provost sends a memorandum to the University Committee on Curriculum requesting action on the request to delete the program's curriculum, degree requirements, and specified courses.



UCUE = University Committee on Undergraduate Education
UCGS = University Committee on Graduate Studies
TEC = Teacher Education Council

Office of the Registrar

Primary Responsibilities

- Academic Records / Degree
- Compliance
- Fee Classification
- Student Athlete Certification
- Special Groups - Enrollment
- Transfer Credit
- Classroom Scheduling
- Curriculum
- Articulation/Consortium Agreements
- Customer Service
- Information Services and Data Systems

Classroom Scheduling and Enrollment

- University Classrooms scheduled by the RO
- Courses (sections) Scheduled

	Courses	Sections
Summer 2016	2,147	8,788
Fall 2016	4,362	14,821
Spring 2017	4,446	14,664

Office of Financial Aid

- Implementing new financial aid system for 2018 (Sigma's ProSAM)
- Move system from mainframe to servers
- Concurrently implementing a scholarship management system (Academic Works)

Note: This will expedite the identification and notification of awardees

Office of Financial Aid

- Located in 252 Student Services Building
- Coordinates processing of all need-based grants and merit-based scholarships
- Serve medical and law colleges
- Executive Director: Rick Shipman
- 2015-16: Offered \$1.3B to 49,436 applicants

2015-16 All Aid for All Students

