Associate Provost
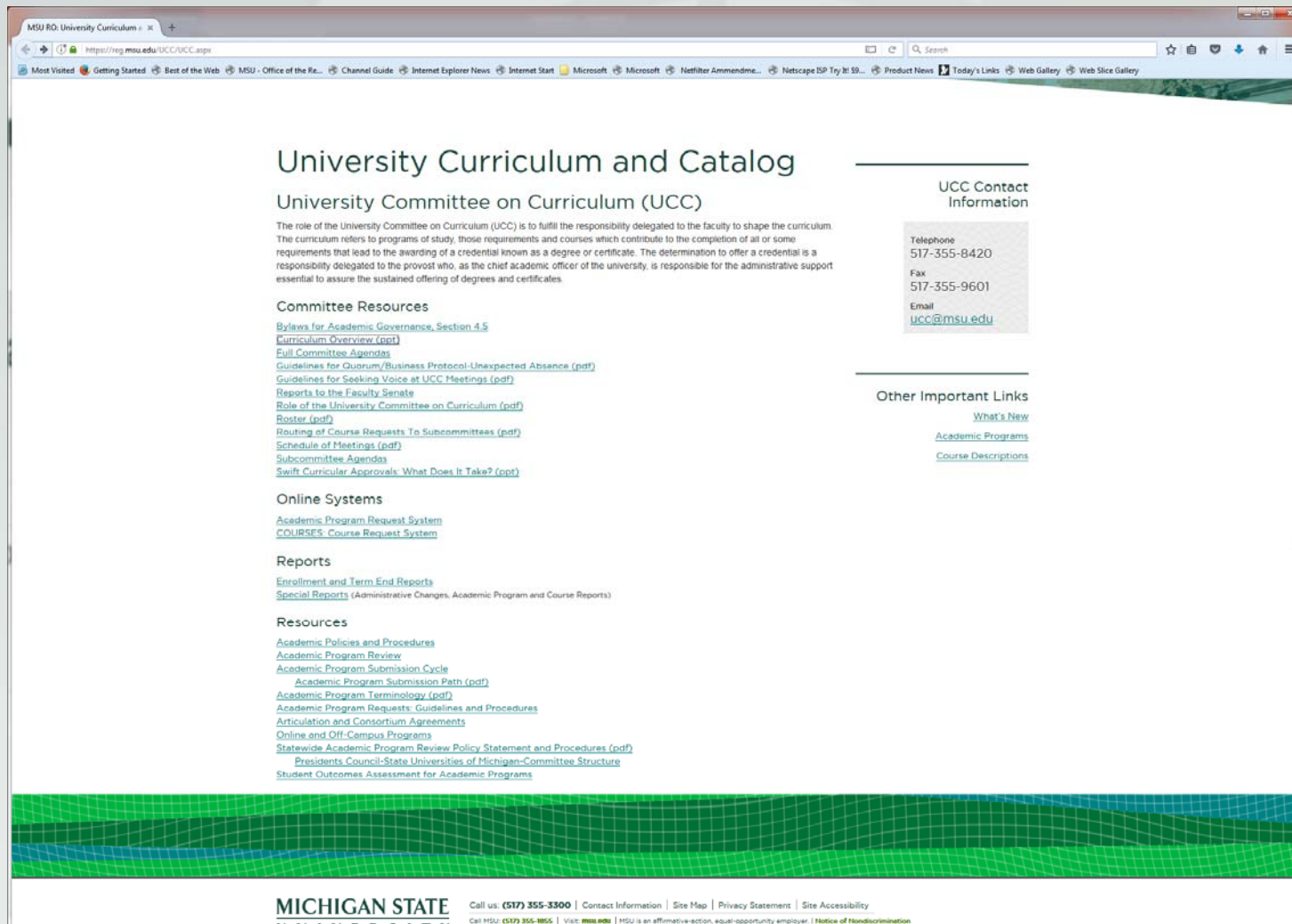# Academic Services, Enrollment Management, and Academic Initiatives

- 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**

University Curriculum and Catalog Home Page

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

Academic Program Terminology

- https://reg.msu.edu/Read/UCC/terminology.pdf

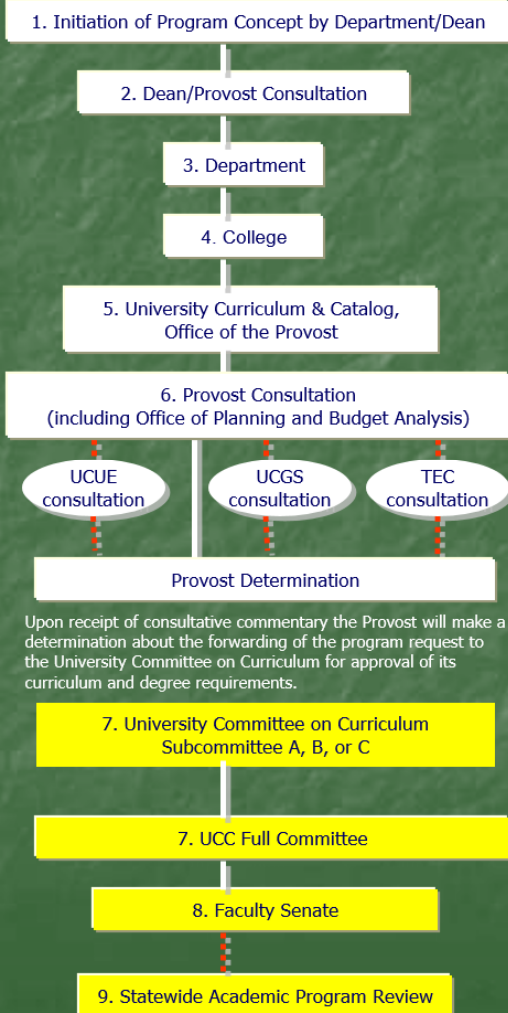## Michigan State University - Academic Program Terminology

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

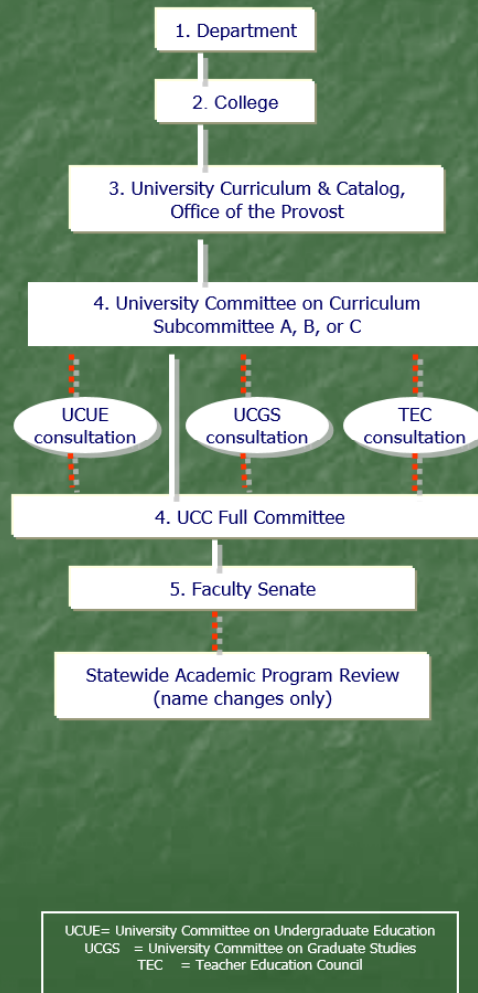| Name	Definition	Transcriptable (listed on student's transcript)	Trackable in SIS (students can be located by program in the Student Information System)	Eligibility	Relationship to major	Requires separate approval/certification
MAJORS						
Major	A primary field of study named as a specific degree program.	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

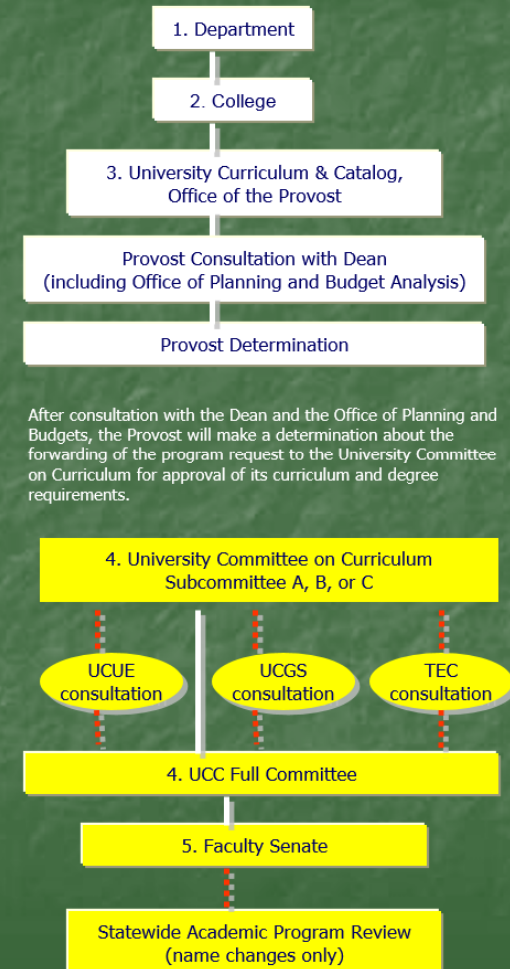Numbers on charts refer to the outlined procedural steps in each overview web document.

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

1. Initiation of Program Concept by Department/Dean

2. Dean/Provost Consultation

3. Department

4. College

5. University Curriculum & Catalog, Office of the Provost

6. Provost Consultation (including Office of Planning and Budget Analysis)

- UCUE consultation
- UCGS consultation
- TEC consultation

Provost Determination

Upon receipt of consultative commentary the Provost will make a determination about the forwarding of the program request to the University Committee on Curriculum for approval of its curriculum and degree requirements.

7. University Committee on Curriculum Subcommittee A, B, or C

7. UCC Full Committee

8. Faculty Senate

9. Statewide Academic Program Review

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

1. Department

2. College

3. University Curriculum & Catalog, Office of the Provost

4. University Committee on Curriculum Subcommittee A, B, or C

- UCUE consultation
- UCGS consultation
- TEC consultation

4. UCC Full Committee

5. Faculty Senate

Statewide Academic Program Review (name changes only)

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)

1. Department

2. College

3. University Curriculum & Catalog, Office of the Provost

Provost Consultation with Dean (including Office of Planning and Budget Analysis)

Provost Determination

After consultation with the Dean and the Office of Planning and Budgets, the Provost will make a determination about the forwarding of the program request to the University Committee on Curriculum for approval of its curriculum and degree requirements.

4. University Committee on Curriculum Subcommittee A, B, or C

- UCUE consultation
- UCGS consultation
- TEC consultation

4. UCC Full Committee

5. Faculty Senate

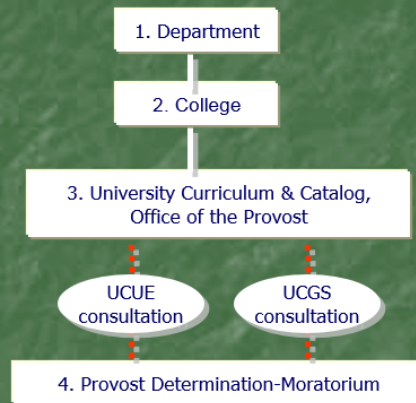Statewide Academic Program Review (name changes only)

Path of Academic Program and Curricular Requests (continued)

Numbers on charts refer to the outlined procedural steps in each overview web document.
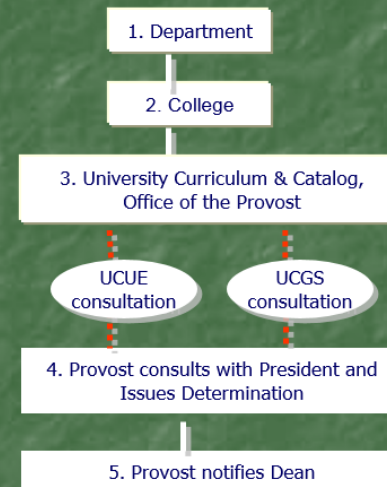
Moratorium Requests
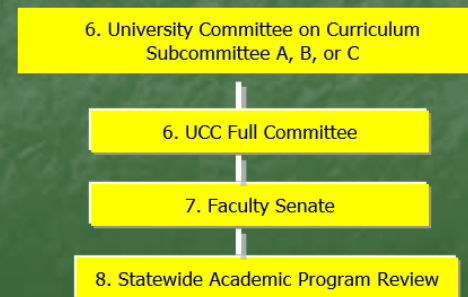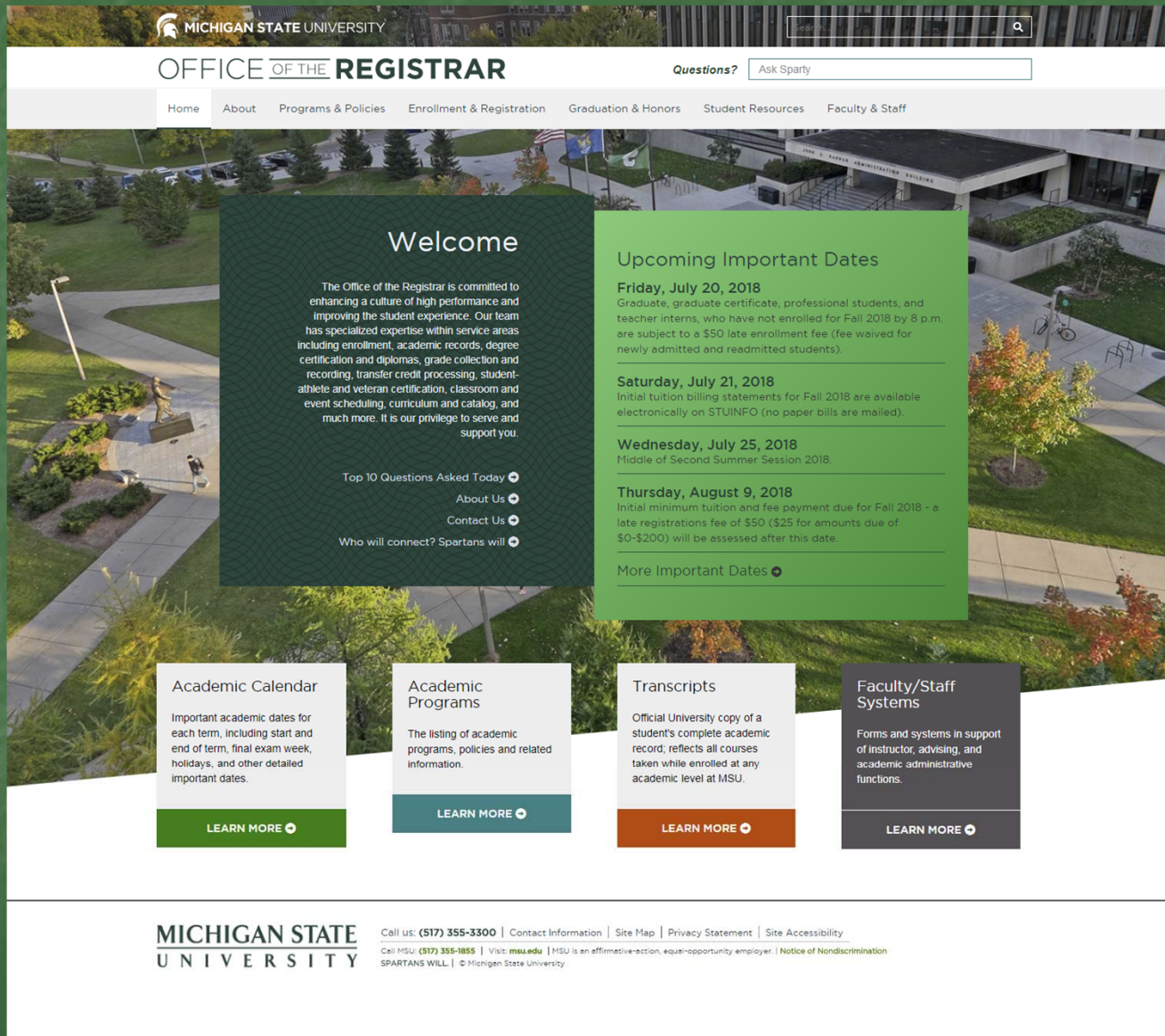(www.reg.msu.edu/Read/UCC/moratoriumoverview.pdf)

1. Department

2. College

3. University Curriculum & Catalog, Office of the Provost

UCUE consultation

UCGS consultation

4. Provost Determination-Moratorium

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

Must be preceded by an approved moratorium.

1. Department

2. College

3. University Curriculum & Catalog, Office of the Provost

UCUE consultation

UCGS consultation

4. Provost consults with President and Issues Determination

5. Provost notifies Dean

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.

6. University Committee on Curriculum Subcommittee A, B, or C

6. UCC Full Committee

7. Faculty Senate

8. Statewide Academic Program Review

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 Certification
- Student Transcripts
- In-State Student Fee Classification
- Student Athlete and Veteran Certification
- Special Groups - Enrollment
- Transfer Credit
- Classroom Scheduling
- Curriculum Processing
- Articulation/Consortium Agreements
- Information Services and Data Systems

Office of the Registrar Website

Office of the Registrar Forms Menu

- Administrative Actions (e.g. Grade Changes)
- Instructor Systems
- Readmissions
- Transfer Credit Evaluations

Office of the Registrar Instructor Systems Menu

- Academic Dishonesty

- Class Lists

- Email Students

- Enhancing Academic Success Early (EASE) Reports

- Grades

- Textbooks

- Out of State Learning Experience

Classroom Scheduling and Enrollment

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

	Courses	Sections	Enrollment
Summer 2017	2,106	8,334	51,631
Fall 2017	4,155	13,602	208,256
Spring 2018	4,191	13,345	197,489

Office of Financial Aid

- Located in 252 Student Services Building
- Coordinates processing of all need-based grants, merit-based scholarships and loans
- Serves medical and law colleges
- Executive Director: Rick Shipman

- 2018-19: Offered $832M to 45,983 applicants

Office of Financial Aid
(continued)

- New financial aid system implemented for 2018
- Moves system from mainframe to servers
- Also implemented AcademicWorks, a scholarship management system
- Expedites student scholarship search, departmental awarding and awardee notification
- Already in used by 10 pilot units and more are added each month

Aid Distribution @MSU

2016-17 - All Aid for All Students

$3,584,441

$281,444,372

$321,200,156

$90,160,424

- Work Study (1%)
- Student Loans (46%)
- Parent Loans (13%)
- Scholarships/Grants (40%)

Total = $696,389,393