

Official Memorandum of Action – MOA-15/07 Transfer Students and 60 Credit Hour Minimum

Name of Council/Committee
Transfer of Credit Committee
Undergraduate Studies Council

Approval Dates
5 May 2015
22 May and 13 October 2015

RECOMMENDATION:

**Implementation Date
Upon Administrative Approval**

The Transfer of Credit Committee and the Undergraduate Studies Council recommend revision of the following requirement for undergraduates under Graduation Requirements, General Requirements, Bachelor's Degree, #9. in the *Undergraduate Catalog*:

Current Catalog Language

Students transferring from a two-year community or junior college must complete a minimum of one-half of the academic work required at an accredited four-year, degree-granting institution.

Proposed Catalog Language

Students transferring from a ~~two-year community college~~ **an accredited two-year institution** must complete a minimum of 60 credit hours of the academic work required at an accredited four-year, degree-granting institution. Exceptions to this policy, for specific programs, can be approved only if there is a formal Memorandum of Understanding and articulation agreement, **as approved by the Faculty Senate Undergraduate Studies Council**, between Western Michigan University and the participating accredited two-year institution.

5 May 2015
David Reinhold, Chair, Transfer of Credit Committee *Date*

13 Oct. 2015
Marilyn S. Kritzman, Chair, Undergraduate Studies Council *Date*

Approve Disapprove Return to council/committee
Comments:

C. Dennis Simpson, Faculty Senate President *Date*

Approve Disapprove Other action
Comments:

Timothy J. Greene, Provost and Vice President for Academic Affairs *Date*

Approve Disapprove Other action
Comments:

John M. Dunn, WMU President *Date*

Graduation Requirements

When a student satisfactorily completes all academic requirements for a degree, fulfills all financial and legal obligations to the University, and meets all relevant processing deadlines, the student is eligible for graduation and to receive the appropriate degree. An eligible student may graduate at the end of a semester or a session—in December, April, June, or August; however, a Commencement Ceremony is held only following Fall, Spring and Summer I terms.

Applications for a graduation audit to determine the student's eligibility for graduation are available in the College Advising Offices. Major slips, minor slips, and curriculum guides also must be secured from the appropriate advisor(s) and submitted along with the application to the Registrar's Office. The deadlines for submitting the application are listed below.

The graduation audit, initiated by the submission of the Application for a Graduation Audit form, is a process by which a student's academic record is examined to make sure all University obligations and all academic requirements for the degree have been met. The audit is conducted by a graduation auditor in the Registrar's Office, and its outcome depends greatly on the completeness and appropriateness of the materials contained in the student's academic record.

Graduation Application Deadlines

Fall Semester Graduation (December) – August 1
Spring Semester Graduation (April) – December 1
Summer I Session Graduation (June) – February 1
Summer II Session Graduation (August) – February 1

Graduation Fee - A \$45 fee will be applied to the student account when the application is submitted to the Registrar's Office.

Final Date for Completion of Work

All work taken either on or off the campus must be completed by graduation day. Students who fail to meet academic standards or complete all degree requirements will be removed from graduation lists automatically. Such students will be placed in the class of the succeeding semester or session *only* after they change their graduation date with the Registrar's Office, assuming requirements can then be met. No fee is charged for submitting a Change of Graduation Date form. The graduation auditor will not automatically move the student to another graduation class. *Under no circumstances* will any student be graduated with a class if his/her academic record does not show complete fulfillment of all requirements within 30 days after the established commencement date.

Graduation Requirements

General Requirements, Bachelor's Degree

Any curriculum leading to a bachelor's degree consists of at least 122 hours of credit. The student must meet the following requirements or their equivalent.

1. The requirements in at least one of the University approved curricula must be fulfilled before graduation.
2. The student must complete a major with a minimum of 24 hours and, if required by the curriculum, a minor with a minimum of 15 hours. Specific departmental major and minor requirements may exceed these minimums; please refer to the departmental sections in this catalog that identify the specific major or minor requirements. Students interested in the elementary and secondary education curricula should refer to both the departmental sections and to the College of Education and Human Development section that list the major and minor requirements for elementary and secondary teaching curricula. *Courses elected to satisfy requirements in one major and/or minor may not be counted again to satisfy requirements in another major and/or minor.* Some students may be excused from the requirement of declaring a regular major and/or minor field if they satisfy the requirements of their curriculum as set forth in the catalog, or that curriculum as modified by substitutions approved through normal channels.

3. Each student must complete the required General Education program. Students who are graduating with an Associate of Science degree from Michigan **accredited** two-year colleges **institution** and start WMU prior to Fall 2014, are signatory to the Michigan Transfer Agreement, will automatically have fulfilled the first and second year General Education requirements. General Education requirements of two courses at the junior and senior levels will continue to be required.
4. A minimum grade point average of 2.0 must be obtained in any major or minor(s) presented for graduation. Individual colleges, departments, or programs may have additional University approved requirements including a higher minimum grade point average.
5. A student must also have an overall University grade point average of 2.0 or higher to graduate. If a student fails to meet minimum University academic standards, he/she is placed on academic probation or is dismissed.
6. Each student will fulfill all requirements of the Intellectual Skills Development Program as outlined in this section.
7. Minimum residence requirements. All candidates must present a minimum of 30 hours through Western Michigan University. Ten of the last 30 hours must be taken through Western Michigan University. Correspondence credit and credit by examination may not be used to satisfy any of the minimum requirements. Individual colleges and departments may have additional residency requirements.
8. A maximum of 8 hours of general physical education (PEGN) courses may be counted toward graduation.
9. Students transferring from a ~~two-year community or junior college~~ **an accredited two-year institution** must complete a minimum of ~~one-half~~ **60 credit hours** of the academic work required at an accredited four-year, degree-granting institution. **Exceptions to this policy, for specific programs, can be approved only if there is a formal Memorandum of Understanding and articulation agreement, as approved by the Faculty Senate Undergraduate Studies Council, between Western Michigan University and the participating accredited two-year institution.**
10. Students may graduate under the WMU catalog in effect at the time of their initial registration or any succeeding catalog providing the catalog is not more than ten years old upon the completion of requirements for graduation. Students who have been gone from the University for ten years or more must enter the University under the catalog in effect at the time of re-entry. *For exception, see special policy under "Graduation Requirements-Bachelor of Science in Engineering" listed in the College of Engineering and Applied Sciences section of this catalog.*
11. In cooperation with ~~community colleges~~ **accredited two-year institution**, a student who transfers to Western Michigan University within three years upon leaving the ~~community college~~ **accredited two-year institution** may elect to graduate under the WMU catalog in effect at the time of the initial registration at the **accredited** two-year institution.