Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 19/02
Adding a Major or Minor to a Previously Awarded Degree Policy

Name of Council(s)/Committee(s):
Undergraduate Studies Council

Approval Date:
12 March 2019

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:
Create a policy and process for adding a newly created major or minor to a previously awarded degree.

Bruce Ferrin, Chair, Undergraduate Studies Council
Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Richard A. Gershon, WMU Faculty Senate President
Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Jennifer P. Bott, Provost and Vice President for Academic Affairs
Date

☐ Approve ☐ Disapprove ☐ Other Action
Comments:

Edward B. Montgomery, WMU President
Date
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Adding a Major or Minor to a Previously Awarded Degree Policy

RATIONALE
A formal policy regarding the addition of another major or minor to a previously awarded degree does not exist. The establishment of a clear policy would ensure consistency over time and throughout the University. Under the current practices, a student cannot add a major/minor that did not exist in the catalog at the time their WMU degree was awarded. The problem with the current practice is students are unable to return to WMU and add a newly created major or minor. An increasing number of students are attempting to add a major/minor to their previously awarded degree due to the creation of new majors and minors.

RECOMMENDATION
Create a policy and process for adding a newly created major or minor to a previously awarded degree.

PROPOSED LANGUAGE
Students wishing to add an additional major or minor to a previously awarded Western Michigan University degree must meet the following requirements:
1. Courses elected to satisfy requirements for the new major/minor were not used to satisfy requirements in the previous major/minor.
2. The major/minor being added is active at the time it is added to the degree.

Students wishing to add an additional baccalaureate degree must satisfy the second bachelor degree requirements.

PROCEDURES
- Banner would be updated to reflect the major/minor the student is pursuing.
- If the student is not in DegreeWorks, a paper major/minor slip must be completed by the department and forwarded to graduation auditing.
- Students will need to email graduation auditing to request the major/minor be added to their previously awarded degree and provide an expected date of completion. A new graduation application will not be required, nor will the student be charged a graduation auditing fee.
- The major/minor will be added to the student’s diploma and a comment will be noted on the student’s transcript.
- No degree is awarded; therefore, the student will not be permitted to participate in a commencement ceremony.