

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA – 21/02**

**Creation of Transfer Minor Policy**

**Name of Council(s)/Committee(s):**

Transfer of Credits Committee

**Approval Date:**

11 February 2021

**Implementation Date:**

Upon Administrative Approval

**Responsible Office(s) and Responsible Enforcement Official(s):**

Registrar Office, Office of Admissions, Office of Student Transitions, Military and Veterans Affairs.

**RECOMMENDATION:**

The Transfer of Credit Subcommittee recommends the creation of a transfer minor to recognize knowledge in a specialized area for which WMU does not currently offer a major or minor.

Scott Hennessey

Feb. 11, 2021

Scott Hennessey, Chair, Transfer of Credits Committee

Date

Approve                       Disapprove                       Other Action

Comments:

Clifton Ealy, Jr.

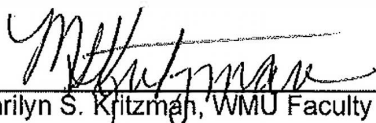
June 8, 2021

Clifton Ealy, Chair, Undergraduate Studies Council

Date

Approve                       Disapprove                       Other Action

Comments:



July 9, 2021

Marilyn S. Krizman, 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:



September 8, 2021

Edward B. Montgomery, WMU President

Date

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Faculty Senate  
Memorandum of Action**

**MOA – 21/02**

**Creation of Transfer Minor Policy**

**RECOMMENDATION**

The Transfer of Credit Subcommittee recommends the creation of a transfer minor to recognize knowledge in a specialized area for which WMU does not currently offer a major or minor.

**RATIONALE/PURPOSE**

Students who complete degrees from community colleges in areas that WMU does not have a related program are often unable to receive recognition for these courses. This policy seeks to provide, through signed articulation agreements with select community colleges, recognition of such courses by noting a "transfer minor" on the student's transcript. The establishment of this process would help recruit transfer students to WMU by acknowledging their coursework as well as assist graduating WMU students by highlighting this minor on their transcript. This policy will also serve to strengthen ties with the Kalamazoo community college partners by recognizing the coursework.

**STAKEHOLDERS**

The Office of Admissions, faculty, select Community Colleges, and Academic Advisors.

**HISTORY:**

- a) Effective date of current version: Unknown
- b) Date first adopted: Unknown
- c) Revision history: None
- d) Proposed date of next review: 04/08/2024

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**PROPOSED POLICY LANGUAGE**

Transfer minors including a minimum of 15 credit hours are developed through an articulation agreement with a community college. New transfer students and those already enrolled at WMU, if eligible, may have the transfer minor posted as a comment to their WMU transcript upon completion of the WMU degree.

A transfer minor is not considered part of the WMU degree and may not be used to satisfy WMU degree requirements. If a minor is created at WMU in the same field, the transfer minor will be discontinued from that point forward. Any transfer minors posted prior to the creation of the WMU minor will remain on the student's record.

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**STATEMENT OF POLICY**

This policy seeks to provide, through signed articulation agreements with select community colleges, recognition of such courses by noting a "transfer minor" on the student's transcript.

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