Academic Matters Council  
Wednesday, January 21, 2015


APPROVE MINUTES for December 3, 2014

ANNOUNCEMENTS

NEW BUSINESS

Ernest May distributed a Special Report of the Provost concerning the Establishment of a College of Information and Computer Sciences. The Council discussed the minimal extent of administrative changes involved, noted the strong support for the proposal from the Dean of the College of Natural Sciences as well as the Provost. It also discussed and was assured that plans to put it into operation with minimal disruption to students currently enrolled and who will be admitted for fall 2015.

Motion to endorse Special Report.  

OLD BUSINESS

SUBCOMMITTEE REPORTS:

COURSE (M.J. Peterson)

MJ reported that approximately 60 courses are waiting to be approved.

PROGRAM (Patrick Kelly)

Revision of the Minor in Hebrew. Addition to list of courses, up to two courses may be culture courses. This change is consistent with other language minors.  

POLICY (Pamela Marsh-Williams)

Application of Courses Towards Multiple Credentials (no substantive change from the previously reviewed document, just some further clarifications). After much discussion, wording was changed in the attached document to reflect comments in order to make clear:

No more than two courses used to fulfill the requirements of any one credential may be applied towards the fulfillment of another credential, wherein “credential” is defined as an academic degree program (major), minor, or certificate. One course may only be applied to two credentials.

In Figures 1 & 2, it was suggested that the colors match the courses to the credential where they originate.  

OTHER BUSINESS

NEXT MEETING: Wednesday February 4, 2015 @ 12:15 pm, Campus Center 804-808
I. BACKGROUND

This policy, to be added to the Academic Regulations, clarifies issues involving courses/credits being applied to multiple credentials, wherein “credential” is defined as an academic degree program (major), minor, or certificate. University graduation requirements, such as the 120 credit hours needed to receive the baccalaureate degree; School/College-level requirements, such as foreign language requirements; and requirements for the General Education curriculum are not included in this definition, as they are not independent credentials.

This policy addition is deemed necessary because of a lack of existing regulations and a changing campus environment. In the fall of 2008, the Faculty Senate approved the Supplemental Guidelines for Undergraduate Certificate Proposals (Sen. Doc. No. 09-018A). This document includes a provision limiting the application of courses between multiple certificates to two. At the time, certificates were almost exclusively pursued by non-matriculated students. Subsequently, certificates have become a popular credential for matriculated students to pursue simultaneously with their major. Departments have therefore attempted to develop certificate programs aimed at matriculated students, but without clear guidelines about the amount of overlap a certificate program may have with a major and how many overlapping courses may be applied to both.

Additionally, this policy clarifies questions arising from students pursuing minors that are closely related to their major.

This policy only affects undergraduate programs.

This policy aligns the University of Massachusetts Amherst with the majority of its peer institutions, which have similar regulations.

This policy was drafted by the Academic Matters Policy Subcommittee in close consultation with the University Registrar and the Vice Provost for Undergraduate and Continuing Education.

It was unanimously approved by the Academic Matters Council on October 15, 2014.

II. NEW POLICY: APPLICATION OF COURSES TOWARDS MULTIPLE CREDENTIALS

No more than two courses used to fulfill the requirements of any one credential may be applied towards the fulfillment of any other credential, wherein “credential” is defined as an academic degree program (major), minor, or certificate.

III. PRACTICAL APPLICATION

For example, a student may apply two courses used to fulfill major requirements towards the requirements of a minor or certificate (figure 1). In this instance, no additional courses used to fulfill either the minor/certificate or the major may be applied to any other credential. Alternatively, a student could apply one course used to fulfill major requirements towards a certificate and one course towards a minor (figure 2). In this instance, the student could apply one additional course towards both the minor and the certificate, as each of those credentials had not yet met the two-course limit via the application of courses from the major requirements. No additional courses used to fulfill the major requirements may be applied to any other credential, as two courses from the major requirements have already been applied to other credentials.
Figure 1:
This figure shows a hypothetical major and certificate combination in which two courses are applied to the requirements of both the major and the certificate. In this example, the certificate could also represent a minor.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Certificate Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 100</td>
<td>Anthropology 250</td>
</tr>
<tr>
<td>History 200</td>
<td>Political Science 325</td>
</tr>
<tr>
<td>History 250</td>
<td>Sociology 300</td>
</tr>
<tr>
<td>History 300</td>
<td></td>
</tr>
<tr>
<td>History 400</td>
<td></td>
</tr>
</tbody>
</table>

Figure 2:
This figure shows a hypothetical combination in which a student is pursuing a major, minor, and certificate that all entail some possibility of overlap. This student applies one course from the major to the minor (Bio 100) and an additional course from the major to the certificate (Chem 300). The student has then applied two courses from the major to other credentials, and can apply no additional courses to both the major and an additional credential. However, only one course from both the minor and certificate have been applied to additional credentials, so the student may apply one course to both the minor and the certificate (Bio 200).

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Minor Requirements</th>
<th>Certificate Req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 100</td>
<td></td>
<td>Food Science 250</td>
</tr>
<tr>
<td>Biology 200</td>
<td></td>
<td>Biology 225</td>
</tr>
<tr>
<td>Chemistry 300</td>
<td>Biology 225</td>
<td>Chemistry 300</td>
</tr>
<tr>
<td>Chemistry 350</td>
<td>Biology 300</td>
<td>Bio-Chem 325</td>
</tr>
<tr>
<td>Chemistry 400</td>
<td>Biology 325</td>
<td>Bio-Chem 350</td>
</tr>
</tbody>
</table>

IV. EXCEPTIONS

There are a few established exceptions to this rule, and they have explicit policies allowing for additional application of credits. These exceptions include: double majors, where a student simultaneously pursues a primary and secondary degree; transitional certificates, where some or all of the credits taken by a non-degree student prior to matriculation at the University may be applied to the specific degree program associated with that transitional certificate; and second bachelor’s degrees, in which students must complete at least 30 credits beyond those normally required for graduation in order to be awarded a second bachelor’s degree.
V. IMPLEMENTATION

Because the awarding of minors and certificates is administered at the department and/or program level, advisors within the departments or programs should communicate this regulation to students and ensure that no more than two courses are used to fulfill the requirements of more than one credential. Students pursuing credentials in multiple departments are responsible for ensuring that the requirements for each credential are met within the guidelines of this policy, at the risk of not being awarded one or more of the desired credentials. In cases of uncertainty, students should confirm their academic plans with the Associate Dean for Advising of the relevant College(s) or School(s).