

January 3, 2011

Dear Faculty:

It has been brought to the attention of the Academic Standards Committee that minimum grade standards for courses required **in** or **for** undergraduate majors and/or minors are being interpreted inconsistently. According to the current undergraduate catalog, "... a student must maintain a minimum cumulative grade-point average of 2.00 and receive grades of C- or better in all courses required for the major and minor." It is not always clear to which courses this standard applies. For example, courses listed as "Related Requirements", "also required in General Education" and "Additional Requirements", etc., are assumed to carry a C- minimum grade requirement by some programs but merely a passing grade by other programs.

To address this problem, the Committee is proposing a set of consistent catalogue terminology to be adopted by all departments. *The Committee would like to stress that this endeavor is intended for clarification and transparency purposes only and is not seeking to alter or impose changes in curriculum*.*

The Committee proposes the use of the three distinct terms "Requisite Courses", "Required Courses", and "Related Courses". These terms will be defined as follows:

Requisite: those courses typically **in** the major or minor, offered by the department owning the major; minimum grade of C- required

Required: those courses typically **in** the major or minor, but offered by another department; minimum grade of C- required

Related: those courses not typically **in** the major or minor but required **for** the major or minor; no minimum grade required

All majors and minors will have Requisite courses but not necessarily Required Courses or Related Courses. Note that this does not affect majors/minors/programs/degrees which currently maintain higher minimum grade standards.

The following is a hypothetical major and the grouping of its coursework according to the above three categories:

Dental Hygiene Major

| Requisite Courses | Required Courses | Related Courses |
|-------------------|------------------|-----------------|
| DH 100 | BMS 100 | COMM 115 |
| DH 101 | CHEM 100 | CS 100 |
| DH 102 | | |
| DH 200 | | |
| DH 300 | | |
| DH 400 | | |

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We request that _____ be completed and returned to (James Mulrooney at _____ with _____ in the subject line) by _____, for inclusion in the 2011-2013 course catalogue.

Please note that in order to maintain consistency, two sections of the catalogue will need to be changed as follows (regarding double-counting and graduation standards):

“A maximum of 8 credits in the study area portion and a maximum of 8 credits in the skill area portion of the general education program may be fulfilled by ***Requisite Courses in the major and/or minor*** that are designated as applicable to general education, with no more than 8 credits total from any one field of study.”

“For graduation a student must maintain a minimum cumulative grade-point average of 2.00 and receive grades of C- or better in all ***Requisite and Required Courses required in the major and minor***, with a minimum cumulative grade-point average of 2.00 in the ***Requisite Courses in the major and minor***, and complete a minimum of 122 or 130 credits, depending on one's major.”

*the committee feels that one added consequence of these changes will be more effective and consistent advising across campus, especially in respect to the assignment of courses for incoming transfer students.