

# MICHIGAN STATE UNIVERSITY

August 10, 2007

## MEMORANDUM

TO: Deans, Directors and Chairpersons;  
Associate and Assistant Deans

FROM: Dr. Linda O. Stanford, Associate Provost for Academic Services

RE: Degree Programs  
(1) Elimination of Options  
(2) Availability of Choice to List Concentrations  
on the Michigan State University Transcript

At its April 26, 2007 meeting, the University Committee on Curriculum (UCC) approved a request from its Policy Subcommittee to eliminate Options and to allow Concentrations to be transcriptable.

The following rationale was considered:

- Provide departments and colleges with the opportunity to request the listing of a concentration on the Michigan State University transcript on a program-by-program basis.
- Simplify the terminology MSU uses to describe attributes of academic programs.
- Eliminate the confusion between an option and a concentration.

### Programs with Options:

No academic programs will be affected adversely. All departments and colleges that currently offer options were consulted and they indicated a willingness to request that any existent options be changed to a concentration, a minor, or a specialization. The affected units agreed to process a request through the Academic Programs online system, via the RO Online Forms Menu.

### Programs with Concentrations:

Units responsible for academic programs that include concentrations within their majors may choose to process a request to have these concentrations transcribed by using the Academic Programs online system. These requests will be routed through academic governance for review and approval.

### Questions:

Specific processing questions may be directed to Joy Speas, University Curriculum Administrator, at [jspeas@msu.edu](mailto:jspeas@msu.edu) or 355-8420.

### Academic Program Terminology Link:

<http://www.reg.msu.edu/Read/UCC/terminology.pdf>

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