

MICHIGAN STATE UNIVERSITY

September 26, 1997

MEMORANDUM (#AD/07/97-98)

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

FROM: Dr. Gerald D. Ludden, Chairperson, University Committee on Curriculum (UCC)

RE: Interdepartmental Courses: Definition and Procedures*

Preamble

Prior to 1982, there was no institutionally accepted definition of interdepartmental courses, nor any procedures related to such courses. The definition of interdepartmental courses and related procedures that were approved by the Full Committee, UCC, on February 4, 1982, follow.

Definition

An interdepartmental course meets the following criteria:

1. The subject matter of the course is common to two or more academic units (departments, schools, or colleges).
2. Faculty expertise in the subject matter is available in two or more academic units.
3. Two or more academic units participate in the administration of the course.
4. The subject matter is appropriate to each of the participating academic units and, therefore, in certifying the completion of academic program requirements, the course may be counted as a course offered by any one of the participating units.



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Procedures

The following procedures shall be utilized with reference to interdepartmental courses:

1. The primary administrative unit, as well as each of the other participating units, shall be identified at the time that a request for a new interdepartmental course is developed or at the time that a request for interdepartmental status for an existing course is developed.
2. The primary administrative unit shall be responsible for initiating a request for a new interdepartmental course, a request for interdepartmental status for an approved course, a request for changes in an approved interdepartmental course, or a request to delete an approved interdepartmental course.
3. Each of the types of requests noted in 2. above shall be approved by the chairperson of each of the participating academic units, the chairperson of the curriculum committee of each college, and the dean of each college.

4. The same course number shall be used to identify an interdepartmental course in all of the participating units.
5. In the Schedule of Courses, an interdepartmental course shall be included in the list of courses for each of the participating units, in accordance with its authorized semester(s) of offering. A student may enroll in the course in the nonprimary unit(s) only with the approval of the department(s).
6. In the Descriptions of Courses section of the University catalog, an interdepartmental course shall be included in the list of courses for each of the participating units. Complete information about the course shall be included in each list.
7. In the Academic Programs section of the University catalog, an interdepartmental course shall be identified by the course subject code of the primary administrative unit.
8. On student's academic records, an interdepartmental course shall be identified by the course subject code of the unit offering the course.

If in the judgment of the UCC a proposed course duplicates an approved course, the UCC may ask that the two units consider an interdepartmental course and identify the primary administrative unit. In the event that those units cannot agree on the primary administrative unit, the UCC shall request consultation with the Office of the Provost in order to resolve the issue.

*IMPORTANT NOTE: This memorandum is being issued as an update of the memorandum to Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors from Dr. Michael G. Schechter, Chairperson, University Committee on Curriculum (UCC), re Interdepartmental Courses: Definition and Procedures dated February 19, 1982 (3 pages).
