

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Establishment of Undergraduate Pre-Majors

### **University Procedure #217**

#### **Section 1. Purpose**

The purpose of this procedure is to articulate the criteria and process for establishment of an undergraduate pre-major. The goal is to enhance student advising and ensure data integrity through consistency and formalization of the process by which pre-majors may be created.

#### **Section 2. Authority**

This procedure is issued pursuant to authority granted under the Rules and Regulations of the Minnesota State Colleges and Universities (MnSCU).

#### **Section 3. Effective Date**

This procedure shall become effective upon signature by the president and shall remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

Responsibility for implementation of this procedure is assigned to the Provost and Vice President for Academic Affairs.

#### **Section 5. Procedure**

- A. Related policies that may apply include:
- Policy 2020 Baccalaureate Degree Requirements, Modification of Student Degree Programs, and Graduation Requirements.
  - Procedure #2xx Undergraduate Program Declaration.
- B. Departments with MnSCU-approved majors that have one or more of the following characteristics may request establishment of a pre-major:
1. The major requires completion of prerequisite course(s) before a student can be accepted into the major.
  2. The major requires a minimum GPA for acceptance into the major.
  3. Students must meet some other clearly established requirement (e.g., licensure, field experience) before acceptance into the major.

- C. To request establishment of a pre-major, the department must document the way(s) in which the major meets one or more of the characteristics and develop a DARS program for the pre-major.
- D. Pre-major requests require review and approval by the college dean.
- E. Pre-major requests approved by the college dean must be forwarded, along with the DARS pre-major program, to the Registrar.
- F. The Registrar will:
  - 1. Implement the pre-major.
  - 2. Create an ISRS code for the pre-major and program the DARS pre-major.
  - 3. Notify Institutional Research, IT, the department chair, and the dean that the request has been approved and implemented.

### **Section 6. Exceptions**

Exceptions to this procedure require approval from the Provost and Vice President for Academic Affairs.

### **Section 7. Review**

This procedure will be reviewed and modified as appropriate.

### **Section 8. Signatures**

Issued on this day, September 7, 2011.



Gary Seiler, Interim Provost and Vice President for Academic Affairs



Sue K. Hammersmith, President