

Graduate Interdisciplinary Specializations and Minors

The Graduate Interdisciplinary Specialization involves cooperation and coordination of two or more graduate programs outside the student's major graduate program which work to develop an integrated, interdisciplinary course of study. The Graduate Interdisciplinary Minor is designated when an integrated, interdisciplinary course of study is developed but involves the cooperation and coordination of only two graduate programs, and one of those is within the student's major graduate program.

Any graduate student may enroll in an Interdisciplinary Specialization/Minor (subject to the rules of the participating programs offering the interdisciplinary specialization) and choose from a master list of required and/or elective courses that constitute the Specialization/Minor.

All academic aspects of the Graduate Interdisciplinary Specialization/Minor (e.g., admission criteria, program of study, examination requirements) are subject to approval by each of the participating graduate programs.

The Graduate Studies Committee from the student's home graduate program coordinates and implements rules and procedures relevant to the student's program. The Graduate Studies Committee Chair of the coordinating graduate program for the Interdisciplinary Specialization/Minor will report to the Graduate School and the home graduate program the student's completion of the Interdisciplinary Specialization/Minor. It is recommended that information regarding Interdisciplinary Specializations and Minors be included in the handbooks of all participating graduate programs.

The Graduate Interdisciplinary Specialization and Minor each require at least 14 but cannot require more than 23 hours of graduate-level course work. These hours must be in at least four different courses. At least 14 hours must be from outside the home graduate program but may include cross-listed courses. Enrollment in cross-listed courses that comprise this 14-hour minimum must be outside the home department.

The student must receive the grade of B (or better) or S in each course comprising the Interdisciplinary Specialization.

Graduate Interdisciplinary Specializations will be listed in the Graduate Bulletin.

The Graduate Interdisciplinary Specialization or Minor title will appear on the student's transcript.

Proposal

Graduate Studies Committees (GSCs) in conjunction with graduate faculty of the graduate programs involved develop and transmit the proposal for an Interdisciplinary Specialization/Minor. The title of the specialization and the associated requirements should be included. The proposal should contain the following elements:

- I. Designation of the Specialization/Minor, rationale for its development, and a brief description of its purpose, including anticipated benefits for participants.
- II. Description of the proposed curriculum for completion of the Specialization, including a master list of required and/or elective courses. At least 14 but not more than 23 hours of graduate-level course work is the requirement for a Graduate Interdisciplinary Specialization/Minor. These hours must include at least four different courses. At least 14 hours must be from outside the home graduate program but may include cross-listed courses. Enrollment in cross-listed courses that comprise this 14-hour minimum must be outside the home department.
 - A. Administrative arrangements for the proposed Specialization/Minor.

- B. Plans to enroll students and prospective enrollment.
 - C. Letter(s) of support from the participating deans.
- III. GSCs seek approval of the proposal through whatever procedures the graduate programs / departments / schools / colleges deem necessary.
 - IV. GSCs submit approved proposal and a letter of transmittal to the Graduate School for review and action. The letter should be signed by all the involved GSC chairs.
 - V. The Curriculum Committee of the Research and Graduate Council (RGC) reviews the proposal and makes a recommendation for action to the RGC.
 - VI. RGC acts on the proposal. If approved, the Graduate School notifies the Office of Academic Affairs of the approval subject to further review by CAA. Upon completion of the review process, OAA will inform the University Registrar of the approved Graduate Interdisciplinary Specialization/Minor so that the new designation will appear on the student's transcript.

Operating Procedures

Students wishing to pursue an official Graduate Interdisciplinary Specialization or Minor must follow the procedures for access outlined below.

- I. A student in conjunction with his or her advisor should determine the appropriateness of pursuing a Graduate Interdisciplinary Specialization or Minor and how best to incorporate it into the student's program of study.
- II. The student completes Graduate Interdisciplinary Specialization or Minor Program Form, including obtaining her/his advisor's signature, which serves as an application to enroll in an Interdisciplinary Specialization or Minor. The form can be obtained from any graduate program involved in offering the Specialization or Minor. The Graduate Interdisciplinary Specialization or Minor Program Form will list the required and/or elective courses the student must complete in order to obtain the Specialization or Minor.
- III. Copies of the completed Graduate Interdisciplinary Specialization or Minor Program Form are given to the Graduate School and the Graduate Studies Committee Chair from the student's home graduate program. The coordinating graduate program which offers the Specialization or Minor will keep the original copy on file.

Completed Graduate Interdisciplinary Specialization or Minor Program Forms can be turned in during the first two weeks of every semester.
- IV. Upon receipt of the completed Graduate Interdisciplinary Specialization or Minor Program Form, the GSC of the graduate program coordinating the Specialization or Minor will send the student an acknowledgment indicating whether or not the request is approved, with a copy being sent to the Graduate School and the student's home GSD.
- V. Upon receipt of the acknowledgment from the graduate program coordinating the Specialization or Minor, the Graduate School will send the student an acknowledgment letter/memo.
- VI. The student must adhere to the curriculum for the Graduate Interdisciplinary Specialization or Minor as indicated on the approved Graduate Interdisciplinary Specialization or Minor Program Form. If changes in the approved curriculum are necessary, the student must complete a new Graduate Interdisciplinary Specialization or Minor Program Form and once again obtain approval via Steps I – V above.

- VII. Upon application to graduate, the student must complete the Graduate Interdisciplinary Specialization or Minor Transcript Designation Form.
- VIII. The Graduate School will match the courses completed with those in the approved Graduate Interdisciplinary Specialization/Minor. Unapproved departures from the approved Graduate Interdisciplinary Specialization/Minor program could lead to a loss of transcript designation.
- IX. A review will be conducted by the Council on Research and Graduate Studies, in conjunction with the Council on Academic Affairs, of an approved Graduate Interdisciplinary Specialization/Minor five years after the program is first officially in place and periodically thereafter.

Approved by Council on Academic Affairs, 03/05/97

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Enrollment Limitation

This document describes procedures established by the Council on Academic Affairs to be followed when student demand for study in an academic area exceeds the capability of a department or college to teach all students wanting the program. In developing these procedures the council has assumed that the university is obligated to provide a certain level of access to courses and programs for its undergraduate students and that under this obligation the university will offer

- A sufficient number of courses so that undergraduate students can meet general education requirements.
- A sufficient number of entry-level prerequisite courses for each undergraduate major as well as a range of other courses that measure student ability and potential to perform well in each major.
- A sufficient number of courses that satisfy the basic requirements for each undergraduate major as well as a range of courses to satisfy elective requirements for each major.
- Courses required as a result of interdepartmental agreements.

The Office of Academic Affairs will inform the council on a quarterly basis of activities relating to enrollment problems in various units.

- I. Definition of Enrollment Limitation Plan: An Enrollment Limitation Plan (ELP) is the set of short-term guidelines that restrict access to a particular undergraduate major because of the inability of an academic unit to meet instructional demands using available resources in any acceptable instructional configuration. An ELP applies to undergraduate majors only.
- II. Procedure for establishing need for ELP: If a college judges that enrollment problems may require an ELP, the college must first work with the Office of Academic Affairs to evaluate the enrollments and resources, and to seek viable alternative ways of meeting the enrollment demand. If OAA in working with the college determines that no other viable alternative exists, then an ELP should be prepared and submitted to the Council on Academic Affairs.