

# Campus-Specific Credit Requirements for Undergraduate Degrees and Majors, Minors, and Certificates: Twin Cities, Crookston, Morris, Rochester

**Responsible University Officer(s):**

- Executive Vice President and Provost

**Policy Owner(s):**

- Vice Provost and Dean of Undergraduate Education

**Policy contact(s):**

- Jessica Kuecker Grotjohn

**Date Revised:**

Jul 14, 2016

**Effective Date:**

Apr 8, 2009

## Policy Statement

To receive an undergraduate degree, or to have a minor or certificate recorded on their transcript, students must complete a required minimum of their coursework from the campus that awards the degree, minor, or certificate (commonly referred to as “resident credit” or “credit in residence”).

Resident credit includes the traditional courses offered on the campus, as well as study-abroad credits earned through programs sponsored by the University of Minnesota campus, and credits earned in online courses offered by the University of Minnesota campus.

Students may earn a major and a minor from two different campuses. Students may earn a certificate from any certificate program to which they have been admitted on any campus.

A student may not complete more than one program (e.g. BA, BS, minor) in the same discipline. A given course may only count toward one major requirement.

Minimum requirements for credits in residence are as follows:

## Undergraduate (baccalaureate) degree

1. At least 30 semester credits.
2. At least 15 credits of the last 30 credits must be taken at a University of Minnesota campus.
3. At least half of upper-division (3xxx-level or higher) credits that satisfy major requirements (major requirements includes all courses required for the major, including courses in a subplan) must be taken at the campus in which the degree will be awarded.

## Undergraduate minor

Minors are available to students pursuing a degree at the University of Minnesota while certificates can be awarded to individuals not in a degree program. An individual may not come to the University to earn a standalone minor.

1. Undergraduate minors appear on the University of Minnesota Transcript and do not lead to a baccalaureate degree.
2. At least 3 upper-division credits that satisfy requirements for the minor at the campus that will award the minor
4. An undergraduate minor must include a minimum of 12 credits.

## Academic Undergraduate certificates

Academic undergraduate certificates approved by the Board of Regents and appearing on the University of Minnesota transcript must be proposed and approved pursuant to the Adding, Changing, or Discontinuing Academic Plans policy. Certificate programs do not lead to a baccalaureate or post-baccalaureate degree.

1. Undergraduate-level academic certificates must ensure students receive undergraduate-level academic training. The minimum criteria are:
  - 8 or more credits for certificates that require prior completion of a baccalaureate degree

- 14 or more credits for certificates that do not require prior completion of a baccalaureate degree.

~~5.2. At least 3 upper-division credits that satisfy requirements for the certificate at the campus that will award the certificate.~~

~~3. At least 60% of coursework required for the certificate must be taken at the University of Minnesota.~~

~~6.4. Crookston only: At least 50% of the course credits required for the certificate must be taken at the Crookston campus.~~

~~The Executive Vice President and Provost may, under extraordinary circumstances, waive the requirements in sections 2 through 5 above. The Chancellor for the Crookston campus may, under extraordinary circumstances, waive the requirement in section 6. The requirement in section 1 may not be waived.~~

~~Colleges or campuses may, with approval of the Executive Vice President and Provost or Chancellor, establish standards higher than those set in this policy for credits in residence. Students must be informed of such additional requirements.~~

## Exclusions

This policy is not applicable to the Duluth campus.

## Reason for Policy

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It is expected that students who graduate from the University will have completed a minimum amount of coursework from the University campus from which they are seeking to graduate. Similarly, it is expected that students who receive the notation of a minor or certificate on their transcript will have completed a minimum amount of coursework from the University campus awarding that minor or certificate. This requirement allows the faculty of each campus to ensure the student meets the campus and institutional standards of achievement.

This policy implements criteria and requirements for accreditation established by the Higher Learning Commission. To meet the standards for accreditation, each University of Minnesota campus must maintain structures or practices

that ensure the coherence and quality of the programs for which it awards a degree, including that at a minimum, 30 of the 120 credits earned for the bachelor's degree are earned at the campus itself.

## Procedures

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There are no procedures associated with this policy.

## Forms/Instructions

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There are no forms associated with this policy.

## Appendices

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There are no appendices associated with this policy.

## Frequently Asked Questions

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- [FAQ: Campus-Specific Credit Requirements for Undergraduate Degrees and Majors, Minors, and Certificates](#)

## Contacts

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## Definitions

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### Academic Certificate

A particular set of courses or coursework, approved by the Board of Regents, that typically addresses new knowledge or practice areas emerging from technological, social, or economic changes to which particular professions or occupations must adjust.

### **Academic Major**

A student's main field of specialization during the student's undergraduate or graduate studies. The major is recorded on the student's transcript.

### **Academic Minor**

A student's declared secondary field of study or specialization during the student's undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

### **Requirements for the major and minor**

The set of courses that constitute the program of study in a focused area for a particular degree program. These courses make up a portion of the University of Minnesota degree.

### Academic Certificate

~~A particular set of courses or coursework, approved by the Board of Regents, that typically addresses new knowledge or practice areas emerging from technological, social, or economic changes to which particular professions or occupations must adjust.~~

## Responsibilities

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### **Colleges or campuses**

- Follow minimum standards established in this policy.
- Prepare request to establish standard higher than those set in the policy. Communicate the new standards, if approved.

- Document and communicate all requirements for majors, minors, and certificates.
- Respond to petitions seeking waivers of collegiate or campus requirements regarding credits in residence.

### **Executive Vice President and Provost/Chancellor**

- Consider collegiate or campus requests on higher standards and communicate the decision.
- Respond to individual student requests for waivers of credits in residence requirements.

## **Related Information**

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- Administrative Policy: *Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree: Twin Cities, Crookston, Morris, Rochester*
- Administrative Policy: *Academic Unit Authority over the Curriculum and Major, Minor, and Certificate Requirements: Twin Cities, Crookston, Morris, Rochester*
- *Higher Learning Commission, Criteria and Requirements for Accreditation*

## **History**

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### **Amended:**

July 2016 - Comprehensive Review, Major Revision. 1. Expands title to include majors, minors, and certificates. Certificate requirements have been added. 2. Specifies that students can earn a certificate from any certificate program to which they have been admitted. 3. Incorporates the residency requirements for Crookston certificates.

### **Amended:**

October 2014 - Clarifications related to Higher Learning Commission accreditation requirements.

### **Amended:**

December 2009 - Policy now applies to Crookston.

### **Effective:**

April 2009