

Proposal to Establish a Cross-Unit Co-Major at the University of Vermont

Approved by CAC 9.7.23. Approved by Faculty Senate 9.18.23. Approved by the Board of Trustees 10.21.23

Credential Definition:

Co-majors: A secondary cross-unit major that students can pursue which is noted on the undergraduate student's transcript as a "co-major".

Description: Students have a primary major in their home unit and must fulfill all degree requirements for their home unit and their primary major. Students can elect a co-major in another unit without having to pursue all the degree requirements in the other unit. This is what distinguishes a co-major from a dual degree. Co-major offerings must be approved by the Curricular Affairs Committee of the Faculty Senate and articulated through MOUs between participating units. The co-major would be listed on the student's transcript as an additional credential. Co-majors would be at least 30 credits and are recommended not to exceed 40 credits. Once a co-major has been approved through the University's curricular review processes, students can apply to add the co-major to their program of study through an advising process.

Co-Major Curricular Proposal Routing Process;

Co-Major Proposals would follow the routing system that proposals for substantial changes follow:

- a. Department or Program approval
- b. Unit Curriculum Committee approval (including all required College/School votes)
- c. Associate Dean or Dean approval (signed MOU)
- d. Provost approval
- e. 15 day circulation
- f. CAC approval
- g. Faculty Senate notification (no vote required)
- h. Board of Trustees notification (no vote required)

Co-majors are for existing majors only. If a unit desires a new major offering to be utilized as a co-major, they first must do a new program proposal for the new major.

Co-Major proposals must be approved no later than the March CAC meeting (first Thursday of the month) in order to be offered in the following year's catalog.

Curricular Proposals must address the following components and be accompanied by an MOU signed by the Deans of participating units. Please refer to the MOU document for additional information that must be addressed in addition to the items below:

- I. **Title of the Co-Major**, participating faculty, responsible academic unit(s), units to which the co-major are available, and description of the co-major as it would appear in the University Catalog (including number of credits a student could double-dip between their home college major, the co-major, a minor; also minimum number of credits towards the co-major that must be taken at UVM, etc.).
- II. **Rationale for the Undergraduate Co-Major**
 - a. **Philosophic Goals Statement**
 - b. **General and Specific Objectives.** Please make note of the following:
 - i. *What evidence do you have that there would be demand for this co-major?*
Possible sources of demand might include: survey of minors to see who would be interested in co-major if available, potential attractiveness of such a credential for employers, compelling integration/pairings with particular majors in other units.
 - ii. *Accessibility to students in partner units:* Would students in the units for which there is an MOU truly be able to fit in the co-major, alongside other graduation requirements?
- III. **Web page content** per standard template outlining required coursework. Please clearly indicate:
 - a. Number of credits required for the co-major (range of credits should be between 30-40)
 - b. Number of courses a student could double dip with their home college major, a minor, etc.
- IV. **Relationship to majors and minors offered currently**, particularly in two ways:
 - a. *Differentiation from existing majors:* How would the co-major differ (or not) from the existing major available to degree students in the major-granting unit?
 - b. *Fallback option if co-major is not completed:* If students are unable to complete the co-major, would the co-major credits help towards completion of a minor in the same field/discipline/area?
- V. **Relationship of this co-major to the current mission and long-range plans of:**
 - a. Participating departments, schools and colleges, and co-curricular units
 - b. The University
- VI. **Explain the anticipated effect of the co-major on enrollments.** List any required new courses or describe changes to existing courses.
- VII. **Evidence of communication with academic units likely to be involved or affected by the proposed co-major.** Indicate the effect (cost, enrollments, etc.) the co-major will have on other academic units. (Please make sure you also include the signed MOU articulation agreement).
- VIII. **Verification from the Registrar** that there is a banner code available to use to create the co-major curricular record.
- IX. **Assessment:** Please note that co-majors would be included the regular APR assessments of departments and programs. Please attest to that in your proposal.
- X. **Implementation**
 - a. Schedule: Proposed starting date

- b. Process for applying to add the co-major to the student's program of study.

The proposal should include the "[New Program Proposal Coversheet](#)" available on the Senate Curriculum Resources webpage.

A brief **abstract** must accompany the proposal, including essential information regarding the co-major.

The Chair of the Curricular Affairs Committee will e-mail the abstract of the proposal to all Faculty, Department Heads/Chairpersons, Academic Deans and the presidents of the Student Government Association.

The e-mail will indicate that the complete proposal is available at the Senate Office or on the Faculty Senate website. Comments are requested within 15 calendar days.