

## University of Vermont Co-Major MOU Components

**Each proposal must address each of the following items in an articulated agreement signed by the Deans of the participating units.** The unit proposing the co-major, after receiving approval from their curriculum committee for their co-major proposal will work with their Associate Dean to develop the MOU draft. This agreement accompanied by the curricular proposal can then be shared with Associate Deans and curriculum committees of other units who may be interested in making the co-major available to their students. The latter does not “approve” the proposal for the co-major itself; that is the purview of the home unit to set their curriculum. Each other unit only gets to decide if they want to make it available to their students which will be documented through signatures on the MOU by Associate Deans or Deans of the participating units.

1. **Advising:** Establish advising processes to guide students through co-majors. Specifically, provide answers to the following questions:
  - o How will home units manage/assign advising for students pursuing co-majors?
  - o How will units hosting co-majors assign faculty advising for the major?
  - o How will students be coded to get access to courses reserved for majors? (I.e., will the SOC restrictions that limit certain courses to “ARTS, ARTH majors/minors only” be expanded to include an Art co-major, if one was offered?)
  - o How will units ensure that students taking on a co-major will not fall afoul of SFS rules which cut off financial aid once a student has achieved graduation requirements?
2. **Graduation certification:** Attest that units hosting the co-major will be responsible for certifying completion of co-major requirements for graduation, and for approving any course substitutions for the co-major.
3. **Scholarship:** Identify if there are scholarships available to co-majors or would there be restrictions to co-major access to scholarships within a college
4. **Applications:** Identify which unit will be responsible for managing application process and adding co-major to banner.
5. **Moving between units:** Describe the process for students switching majors or transferring to another unit. Indicate whether there are any limitations on timing of when those switches can be accommodated.
6. **Returning students:** Identify whether a student who graduates without finishing the co-major but wants to return to complete it would be able to do so.
  - o Will there be time limitations to permit this, such as ‘must return within five years of graduating’?
  - o What would the request process be?
  - o Would the unit owning the co-major approve/process the readmission?
7. **Budgets:** Address any budgetary implications including resources needed related to staffing courses, increased enrollments in courses, additional advising support

**If you are proposing a co-major available to CAS students, please also address the following items in your articulation agreement:**

- a. Will need to have CAS approval that the co-major would allow students to fall into the 84-credit hour rule for CAS credits.
- b. Will need to ensure that the co-major is a suitable option students can use to fulfill the requirement for a minor.