

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

MOA – 25/10

**Establish Minimum Undergraduate Credits in a Major or Minor Earned at WMU**

**RECOMMENDATION**

The Undergraduate Studies Council and the International Education Council recommends the creation of a policy that establishes a minimum number of undergraduate credit hours a student must earn at WMU toward a major(s) and/or minor(s).

**RATIONALE/PURPOSE**

At the graduate level, MOA-02/02b: Transfer of Credit into a Master's Program states that *"A student enrolled in a master's program must complete a minimum of 24 semester hours at Western Michigan University."* No policy exists at the undergraduate level. However, the College of Arts and Sciences (CAS) has established a college level policy such that students in a major or minor in CAS *"must earn a minimum of nine (9) credit hours toward their major and at least six (6) credit hours toward their minor from the degree-granting unit at WMU."* Except for students in the College of Arts and Sciences, conceivably, a student could transfer all credit hours to complete an entire major or minor, thus not being required to take any major or minor courses at WMU and still be awarded a WMU degree.

Per MOA-25/04: Revise the Undergraduate Catalog-Academic Regulation-Course Grades and Grading System Credit/No Credit Policy to Allow CR/NC for Courses Taken at an Approved International Institution, study abroad credits cannot count toward major or minor credit hours. Because students cannot use study abroad credits as part of their major or minor, many students do not take advantage of the opportunities to study abroad.

Creation of this policy allows students to count some transfer and study abroad credits toward their major and/or minor, but could not complete their major and/or minor without some courses at WMU. It is anticipated that this policy will reduce time-to-graduation and allow more students to experience studying outside of the United States, making them global citizens.

Additionally, credits earned through Prior Learning Assessment (PLA) cannot be used in these minimums because they were not truly completed at WMU.

**RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):**

Directors of Advising  
Registrar's Office

**STAKEHOLDERS**

WMU students, faculty and staff

**HISTORY:**

- a) Effective date of current version: fall 2026
- b) Date first adopted: fall 2025
- c) Revision history: N/A
- d) Proposed date of next review: fall 2029

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**PROPOSED POLICY**

Transfer and Study Abroad Credits into Undergraduate Major or Minor

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## **POLICY LANGUAGE**

An undergraduate student can apply transfer credits and study abroad credits toward their major(s) or minor requirements. However, a student must earn a minimum of nine (9) credit hours toward their major and a minimum of six (6) credit hours toward their minor from the degree-granting unit at WMU that are not transfer or study abroad credits. These credits cannot be earned through prior learning.

## **POLICY DETAILS**

WMU faculty and academic advisors and graduation auditors are responsible for monitoring this policy. An announcement of this policy will be emailed University-wide via the Faculty Senate's Snapshot email Newsletter.

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## **RELATED PROCEDURES AND GUIDELINES**

From the College of Arts & Sciences information in the 2025-26 Undergraduate Catalog.

Any student completing a major or minor from the College of Arts and Sciences must earn a minimum of nine (9) credit hours toward their major and at least six (6) credit hours toward their minor from the degree-granting unit at WMU. Academic units within the college may set higher credit hour minima for their programs. Please consult the appropriate program for details.

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## **RELATED POLICIES**

[MOA 02/02b](#)

[MOA-25/04](#)

## **KEY DEFINITIONS/GLOSSARY**

### **Major**

A major is the primary field of study for an undergraduate or graduate student. Undergraduate majors must have at least 24 credit hours.

*(MOA 23/01)*

### **Minor**

Undergraduate programs of 15 or more credit hours of courses representing a student's secondary field of study.

*(MOA 23/01)*

### **Transfer credit**

Credit earned at another accredited higher education institution and accepted towards a Western Michigan University degree. Grades earned at another institution do not transfer and hence do not affect the WMU GPA.