

*The Green Book* should be used for student planning for completion of academic programs during the transition from quarters to semesters. It should be used in conjunction with the *Descriptions of Courses 1990-91* for information on quarter system courses, and *Academic Programs 1989-91* for information on quarter system degree requirements. Both of these will be published in revised versions for the semester system.

Appendix E of *The Green Book* contains all courses submitted by academic units prior to August 15, 1991. Courses which have not been approved by the University Committee on Curriculum are marked with an asterisk and are therefore subject to change. Courses without an asterisk have been approved by the University Committee on Curriculum, but may not have been approved by the Academic Council. Updated descriptions of courses are available to the University community on a "Courses" bulletin board on the Computer Lab E-Mail system, EMC2.

Semester academic program requirements, available from college and department offices in Fall 1991, may not have been approved by the University Committee on Curriculum and Academic Council. Approved versions will be available from colleges and departments following Academic Council approval.

Although semester courses and degree requirements are not in final form, they are useful for planning student programs.

Michigan State University reserves the right to make changes in its academic programs, policies, rules and regulations. Every effort will be made to give as much advance notice as possible.



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## Semester Transition Terms

### **Academic Program**

An academic program is a major, thematic, or specialization.

### **Academic Program Completion Course**

A temporary, special course that units may offer so that students can complete a degree requirement by enrolling in part of a semester course. These courses will be numbered 197, 297, 397, 497.

### **Academic Program Completion Guidelines (APCOGs)**

An academic unit's guidelines for how Transition Students will complete degree requirements using quarter and semester courses.

### **Alias Course**

A quarter course which is similar in content and objectives to a semester course.

### **Completion Formulas**

Formulas for calculating a student's remaining requirements in the semester system. They are part of APCOGs.

### **Credit Conversion**

Process of converting quarter credits to semester credits. Basically, semester credits are calculated by multiplying quarter credits by 2/3.

### **Individual Completion Plan**

A detailed plan for an individual Transition Student for completion of degree requirements.

### **Option Q**

An APCOG for completing unfulfilled quarter system requirements with semester credits and courses. Each academic program has determined which Transition Students are eligible to choose Option Q.

### **Option S**

An APCOG indicating how quarter courses and credits will be applied to semester system requirements. All Transition Students are eligible to choose Option S.

### **Tier I Writing Courses**

Initial course of the University Writing Requirement, usually taken during the freshman year. Tier I courses are offered primarily by the Department of American Thought and Language.

### **Tier II Writing Courses**

Second stage of the University Writing Requirement, usually taken in the sophomore, junior, or senior year. Courses approved for the Tier II requirement are usually offered in the department/school of the student's major.

### **Transition Student**

Students who started at MSU on the quarter system and who will continue their studies on the semester system.



## Semester Transition Fall 1992

Michigan State University will convert from the quarter system to the semester system in Fall 1992. The first day of classes on the semester system will be September 2, 1992.

For the students, faculty, and staff at MSU, the shift to semesters means many important changes:

- New semester courses will replace all of the quarter courses in Fall 1992. Some semester courses will be similar to former quarter courses, while others will be new or will combine the content of two or more quarter courses. The content of some quarter courses may be dropped completely.
- New University-level graduation requirements for both undergraduate and graduate students will go into effect for new students admitted in Fall 1992 and thereafter.
- There will also be new college and departmental degree requirements for all major programs.
- New programs in Integrative Studies and Writing will replace the current General Education program.
- The academic year will start earlier in the Fall and end earlier in the Spring.

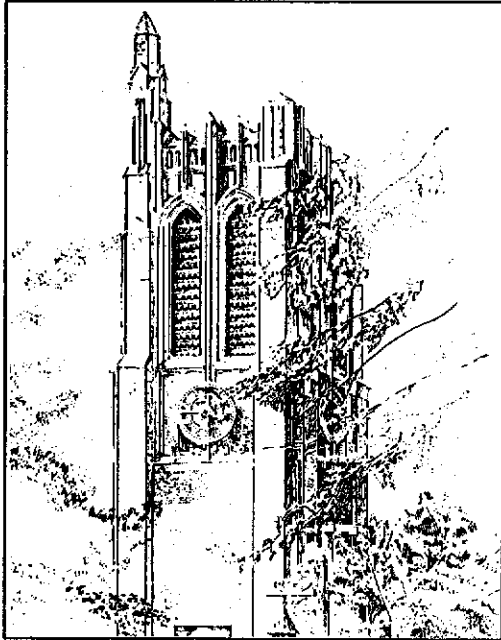
**The semester transition will not affect those students who will finish their degree programs on the quarter system before Fall 1992.**

### Transition Students

*The Green Book* is directed at "Transition Students," those who started at MSU on the quarter system and who will continue their studies on the semester system. The conversion to semesters will have its greatest impact on Transition Students:

- Transition Students will complete their degrees in one of two ways: some students will use quarter courses and new semester courses to complete quarter system degree requirements ("Option Q"); others will apply their quarter courses and new semester courses to the new semester requirements ("Option S").
- Transition Students will fulfill any General Education requirements that they do not complete on the quarter system with new Integrative Studies and Writing courses.





*Beaumont Tower*

## **Section 1: Introduction**

This is the comprehensive guide and reference to the semester transition. It contains information specific to semester transition issues as well as information similar to that found in *Descriptions of Courses and Academic Programs*. *The Green Book* will serve as a temporary version of these publications until their official versions are published.

### **FAIRNESS TO TRANSITION STUDENTS**

The guiding principle of semester conversion at MSU is one of fairness to Transition Students:

*Students who are making normal progress toward a degree shall not be*

*disadvantaged by the conversion to the semester calendar. The total number of semester credits required of an individual Transition Student should not exceed two-thirds of the remaining number of quarter credits needed to graduate. Transition Students should not have to remain in school beyond the year they could have graduated if MSU had remained on quarters.*

Semester conversion has been carefully planned to help students through the transition and to prevent problems from developing which might hinder student progress.

### **TRANSITION STUDENT RESPONSIBILITIES**

While the University is doing everything it can to make sure that students are not disadvantaged by the transition



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to semesters, Transition Students must also take the responsibility to learn how the transition affects their own academic programs and to make decisions about course enrollment that best serve their interests. Students who fail to meet this responsibility may experience problems.

*In addition to using The Green Book, all Transition Students should:*

- Obtain, read, and use the Academic Program Completion Guidelines (APCOG) for their majors. The APCOGs may be obtained from either the student's major department or college.
- Contact their departments to determine how transition advising for their majors will be conducted. Advisers will work with students to develop Individual Completion Plans covering the quarter courses to be taken during the 1991-92 academic year as well as the semester courses to be taken in 1992 and later.
- Follow the Individual Completion Plans developed with advisers and based on the Academic Program Completion Guidelines (APCOGs) for their majors.
- Follow the general course enrollment and program completion advice provided by advisers and *The Green Book*.
- Read the *State News* for information on semester transition topics. This may be contained in feature stories or in "The Big Switch" semester updates which appear on a regular basis.

Transition Students who have any questions or concerns about the semester transition should contact their advisers or major departments.

## SEMESTER COURSES AND THEIR RELATIONSHIP TO QUARTER COURSES

Since Transition Students must use semester courses to finish programs started on the quarter system, it is important for them to understand the relationship between semester courses and quarter courses. In particular, Transition Students need to understand what the "alias course" relationship and the "academic program completion course" are. Also, Transition Students should realize that some quarter courses may not be repeatable on the semester system.

**Alias Courses** — Most semester courses have a predecessor under the quarter system. Thus, most quarter courses are "alias" to semester courses. A quarter course is the alias of the semester course which incorporates the content and objectives of the quarter course in whole or in substantial part. In other words, a new semester course is very similar to its alias quarter course. Some semester courses will have more than one quarter course alias. Some quarter courses are not an alias to semester courses.

Because of the similarity, students will not usually be able to enroll in a semester course if they have a non-repeatable grade (2.0 and higher) in the alias quarter course. Students who have a repeatable grade (1.5 and lower, No Credit, No Grade) in an alias quarter course, however, may enroll in the corresponding semester course to repeat the alias quarter course.

The alias course(s) for semester courses are listed in the course descriptions in Appendix E.

**Academic Program Completion Courses** — Some Transition Students may need only part of a semester course to complete their degree requirements. One instance in which this may



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occur is when a three-course sequence on quarters becomes a two-course sequence on semesters; and when the material covered in the third term of the quarter sequence comprises only part of the second semester course. A student may need only the third quarter course to complete a requirement, in which case the student needs only part of the second semester course.

Academic Program Completion Courses allow students to enroll for that part of a semester course needed to fulfill degree requirements. This enrollment will be for fewer credits than is given for the semester course. The courses will be numbered 197, 297, 397, 497.

Academic units may schedule special completion sections of courses if they expect that a large number of students will need a completion course. These sections will be listed in the Schedule Book for Fall 1992.

Students may request a completion course that is not scheduled if it is approved as necessary for the student's degree program by the student's adviser. A form to request this sort of course will be available from advisers. Enrollment must be approved by the instructor of the course and the chairperson of the department offering the course.

Academic units are not obligated to offer a completion course in every conceivable case. If units do not offer a completion course option, they will make available other ways of completing requirements which do not oblige students to repeat course material or enroll for unnecessary credits.

Academic Program Completion Courses may not be used to repeat quarter courses.

Consult your adviser for further details about Academic Program Completion Courses.

**Repeating Quarter Courses on the Semester System** — A Transition Student who receives a repeatable grade in a quarter course may repeat that course on the semester system by taking the semester course which has the relevant quarter course as its alias.

It is important for Transition Students to understand that some quarter courses may not be repeatable on the semester system. The content of some quarter courses may be dropped completely on the semester system or may be dispersed among several semester courses. In other words, these courses will not be alias to any semester courses.

Appendix C lists those quarter courses which will not be alias to semester courses. Academic units may offer students other means of repeating these courses on semesters, but they are not obligated to do so.

Transition Students should make every effort to avoid receiving repeatable grades in any of the courses listed in Appendix C during the 1991-92 academic year.

#### **GENERAL ADVICE FOR TRANSITION STUDENTS FOR THE 1991-92 ACADEMIC YEAR**

The 1991-92 academic year is the final year on the quarter system at MSU. Transition Students should plan this year carefully in order to avoid any problems in completing their programs on the semester system.

Transition Students who have not declared a major ("no-preference"), should consult with an Undergraduate University Division (UUD) adviser about fulfilling their General Education requirements and enrolling for courses in 1991-92.

Transition Students who have declared a major should carefully follow the advising documents prepared for their



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major. They should consult with their advisers and obtain an Individual Completion Plan which will be their specific enrollment and program completion plan.

The following general strategies for 1991-92 will be helpful to most students. Several of these recommendations pertain to course sequences. Since quarter courses and semester courses will not be equivalent, students may experience more problems completing quarter course sequences with semester courses than they will completing other aspects of their majors (see Appendix B for list). Other recommendations pertain to the fact that some quarter courses will not have semester equivalents (see Appendix C for list). Transition Students may have some problems repeating such courses on the semester system.

*In particular, students should:*

- Declare or change major as soon as possible if planning to do so.
- Finish as many General Education credits and area requirements as possible.
- Try to finish required course sequences.
- Delay taking electives and nonsequence courses if they interfere with completing course sequences.
- Try to finish area requirements, such as cognates, which have been started with quarter courses.
- Repeat quarter courses on the quarter system if possible.
- Avoid receiving "repeatable grades" (1.5 or below, No Credit, or No Grade), particularly in sequence courses and in courses which will not be alias to any semester courses.

## TRANSFER STUDENTS

**University Requirements** — Students transferring from Michigan Community Colleges to MSU during the 1992-94 academic years will be treated as if they entered MSU as freshmen in 1990 or 1991 depending on the number of credits earned prior to entrance at MSU. These students will complete General Education and other University requirements according to guidelines applicable to Transition Students.

Students transferring from four-year institutions and out-of-state community colleges will be treated individually, as is now the case.

**Major Requirements** — All transfer students entering Fall 1992 and thereafter will complete the semester system requirements for their major unless otherwise approved by their advisers. For their major requirements, these students will not be treated as Transition Students.

## READMITTED STUDENTS

**University Requirements** — Beginning with Fall 1992, students who have not been continuously enrolled at MSU and who started their programs on the quarter system will complete University graduation requirements using the completion formulas for Transition Students (see Section 3). Credits and courses taken for General Education on the quarter system will be applied to fulfill the University General Education/Integrative Studies requirements.

Readmitted students should consult with their academic advisers about their remaining University requirements and the semester transition completion formulas.

**Major Requirements** — Beginning with Fall 1992, students who have not been continuously enrolled at MSU and who began their programs on the quarter system must consult with their col-

leges to determine whether they will be held to the quarter requirements in their college and major.

sequences. Some units may be offering additional sections of courses to help students finish sequences. Additional sections of General Education courses may also be offered.

**SUMMER 1992 AND 1992-93  
ACADEMIC CALENDARS**

**Summer 1992 Calendar** — There will not be a full ten-week Summer session in 1992. There will only be one five-week session. The course offerings during this five-week session will be geared towards completion of course

**Semester Calendar** — There will not be a full summer semester extending for fourteen weeks. Students may attend one or both of the half sessions. Also, some colleges may schedule special summer sessions that may overlap Sessions A and B.

**SUMMER QUARTER 1992**

June 22 - 23 .....Registration  
 June 24 .....Classes Begin  
 July 29 .....Last Day of Classes

**1992-93 CALENDAR**

The calendar for the first year on the semester system is as follows:

**FALL SEMESTER 1992**

August 31 - September 1 .....Registration  
 September 2 .....Classes Begin  
 December 16 - 23 .....Final Exams

**SPRING SEMESTER 1993**

January 11 .....Registration  
 January 12 .....Classes Begin  
 April 30 - May 7 .....Final Exams

**SUMMER SESSION A 1993**

May 14 .....Registration  
 May 15 .....Classes Begin  
 June 29 - July 1 .....Final Exams

**SUMMER SESSION B 1993**

July 2 .....Registration  
 July 5 .....Classes Begin  
 August 17 - 19 .....Final Exams



**Section 1**



*Eustace Hall*

## **Section 2: Transition Student Academic Records**

Beginning Fall 1992, all University publications and records will state credit requirements, credits earned, and credits attempted as semester credits.

This section describes credit conversion and the system for classifying students as Freshmen, Sophomores, Juniors, and Seniors that goes into effect in Fall 1992.

Other data relevant to the records of Transition Students, including grade point average, will not be affected by conversion to semesters.

## **CREDIT CONVERSION**

When MSU changes to semesters, the number of quarter credits that have been earned by each Transition Student will be multiplied by two-thirds to convert them to semester credits. Although the number of credits earned by Transition Students will be reduced by one-third, credit requirements will also be reduced by one-third. There will be no actual loss of credits for any Transition Student.

Multiplying quarter credits by two-thirds does not always result in a whole number. In converting quarter credits, the semester credits are rounded up or down to the nearest whole number, always to the student's advantage.



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In converting the number of credits which have been earned, fractions are rounded up. *For example, a student has earned 110 quarter credits:*

$$110 \text{ quarter credits} \times \frac{2}{3} = 73\frac{1}{3} \text{ semester credits.}$$

73 $\frac{1}{3}$  is rounded up in this example to 74 semester credits.

In converting credit deficiencies and requirements stated in terms of maximum credits allowed, fractions are rounded down (truncated). *For example, a student needs to complete 14 more quarter credits in the major program:*

$$14 \text{ quarter credits} \times \frac{2}{3} = 9\frac{1}{3} \text{ semester credits.}$$

9 $\frac{1}{3}$  is rounded down to 9; the student needs to complete 9 additional semester credits in the major.

### CREDIT CONVERSION TABLES

There are two Credit Conversion Tables in Appendix D.

Credit Conversion Table 1 can be used to convert earned quarter credits to semester credits. Fractions have been rounded up. Credit Conversion Table 2

can be used to convert quarter credit deficiencies to semester credit deficiencies. Fractions have been rounded down.

### STUDENT CLASSIFICATION BASED ON CREDITS EARNED

A revised student classification system will take effect in Fall 1992. This new system is not a direct conversion of the system used on quarters. This change will make the MSU system equivalent to those used by other Michigan universities.

The table below compares the quarter and semester classification systems.

It is possible that a Transition Student's status may change in Fall 1992 because of the new classification system. For example, students who have earned 83 quarter credits prior to Fall 1992 will have these credits converted to 56 semester credits. In Fall 1992 they will be classified as juniors although they would have been sophomores on the quarter system.

Transition Students need to be aware of this possibility since students are formally admitted to most majors when they reach junior standing. Students who will complete 83 or 84 quarter



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QUARTER SYSTEM		SEMESTER SYSTEM	
Number of Credits	Class	Number of Credits	Class
fewer than 40 .....	Freshman	fewer than 28 .....	Freshman
40 to 84.....	Sophomore	28 to 55.....	Sophomore
85 to 129 .....	Junior	56 to 87 .....	Junior
130 and above.....	Senior	88 and above .....	Senior

credits by the end of Spring 1992 (or Summer 1992 if they enroll for that term) will be treated as juniors-to-be. If they have declared a major, their records will be forwarded to the appropriate college for action. If they have not declared a major, they will be asked to do so.

Transition Students who might earn 83 or 84 quarter credits prior to Fall 1992 and who are concerned about meeting the admission requirements for their majors should meet with their advisers to discuss their options.

### GRADE POINT AVERAGE

A Transition Student's Grade Point Average will be unaffected by semester conversion. Although the number of quarter credits carried and the number of MSU points earned will be converted to semester equivalents in Fall 1992, the Grade Point Average will stay the same. *For example:*

A student has completed 37 credits and has earned 83 MSU points in the quarter system, resulting in a GPA of 2.2432.

Multiplying 37 quarter credits by  $\frac{2}{3}$  results in 24.6666 semester credits.

Multiplying 83 MSU points by  $\frac{2}{3}$  results in a total of 55.3333 points.

$55.3333 \text{ points} + 24.6666 \text{ credits} = 2.2432 \text{ GPA}$ , the same as on the quarter system.

For the calculation of Grade Point Average, the semester credit totals which have been converted from quarter credits will not be rounded since this could affect the average.

### QUARTER COURSES COMPLETED

Quarter courses completed by Transition Students will not be converted to semester-system equivalents in their academic records. However, all quarter courses now applicable to degree requirements will be counted toward degree requirements during the transition. Quarter courses will be applied to degree requirements as specified in Section 3 on University requirements and in Section 4 on major requirements.



## Section 2