

MICHIGAN STATE  
UNIVERSITY

September 26, 1997

**MEMORANDUM** (#AD/09/97-98)

TO: Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors

FROM: Dr. Gerard M. Crawley, Assistant Provost for Graduate Studies and  
Dean of The Graduate School  
Dr. Barbara C. Steidle, Assistant Provost for Undergraduate  
Education and Academic Services

RE: Requests that Involve Courses Available for Variable Numbers of Credits within a  
Given Semester and/or Reenrollment\*

General comments re the completion of COURSE REQUEST FORMS for courses such as those that involve independent study, special topics, selected topics, special problems, seminars, internships, practica, master's thesis research, and doctoral dissertation research

Academic units should provide responses to all of the items on the COURSE REQUEST FORM, insofar as possible. However, for the types of courses referenced above it may not be possible for academic units to provide meaningful responses for certain items on the form. If in the judgment of the academic unit it is not possible to provide a meaningful response to an item on the form, the box(es) for that item should be left blank.



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EXAMPLE 1: For a course that involves independent study, the boxes for items **7., 8., 9., 15.,** and **17.**<sup>1</sup> might be left blank. Alternatively, a general response might be provided in the boxes for some of those items, as appropriate. For example, a general prerequisite that would be appropriate for all students who enroll in the course (e.g., the last course in a sequence of required courses for students in the major) might be provided for item **15.**<sup>1</sup>

EXAMPLE 2: For a course numbered 899 (Master's Thesis Research), the boxes for items **4., 6., 7., 8., 9., 15.,** and **17.**<sup>1</sup> might be left blank.

Specific comments re courses numbered 899 (Master's Thesis Research) and 999 (Doctoral Dissertation Research)<sup>2</sup>

Academic units should ensure that the credits, or the range of credits, that should be available to students within a given semester and the maximum number of credits that should be permitted in courses with reenrollment provisions are reasonable, in light of such factors as the total number of credits that are required for the degree and unit standards of progress toward the degree.

<sup>1</sup> Descriptors for selected items on the COURSE REQUEST FORM:

- 4. Catalog course description.**
- 6. Course Objectives.**
- 7. Outline of major topics.**
- 8. List of sample sources (e.g., texts and journals) from which assigned readings for this course would be drawn.**
- 9. Describe the bases on which student performance in this course would be evaluated and graded, taking into consideration required assignments, quizzes, mid-term and final examinations, research papers, etc.**
- 15. Prerequisite(s).**
- 17. Monitored Corequisite(s).**
- 26. Grading system.**
- 27. Request the use of the ET-Extension to postpone grading.**

<sup>2</sup> Please note that:

- a. According to the University policy on the use of DF-Deferred to postpone grading:
  - (1) DF may be used to postpone grading for graduate students who are enrolled in courses numbered 899 and 999.
  - (2) The time limit of two calendar years for completing the required work and reporting a grade does not apply to courses numbered 899 and 999.

Because DF is available to postpone grading for graduate students who are enrolled in courses numbered 899 and 999, academic units are asked not to enter any responses into the boxes for item **27**.<sup>1</sup> on the COURSE REQUEST FORM for a course numbered 899 or 999.

- b. By action of the Graduate Council on February 27, 1961, courses numbered 999 were approved for the use of the P-N grading system, effective Fall 1961. The Graduate School and the Office of the Provost determined that the 1961 Graduate Council action applies to all semester courses numbered 999 effective Fall 1992 and thereafter.

When completing a COURSE REQUEST FORM for a new course numbered 999, academic units must complete item **26**.<sup>1</sup> as follows:

- (a) Select the P-N grading system.

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- (b) Enter the following statement as the rationale for the P-N grading system:

By action of the Graduate Council on February 27, 1961, courses numbered 999 were approved for the use of the P-N grading system, effective Fall 1961. The Graduate School and the Office of the Provost determined that the 1961 Graduate Council action applies to all semester courses numbered 999.

When completing a COURSE REQUEST FORM for permanent changes in a course numbered 999, the academic unit must not change or delete the responses for item **26.**<sup>1</sup>

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\*IMPORTANT NOTE: This memorandum is being issued as an update of the memorandum to Deans, Associate Deans, Assistant Deans, Chairpersons, and Directors from Dr. Howard Anderson, Assistant Dean, The Graduate School, and Dr. Barbara C. Steidle, Assistant Provost for Academic Services, re Requests for New Courses that would be available for Variable Numbers of Credits within a given Semester and/or that would be available for Reenrollment dated April 11, 1991 (#A/34/90-91) (3 pages).

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