

March 2, 2011

Dear Faculty Colleagues:

The Shepherd University community has been engaged in a significant discussion on the philosophy that is at the core of a liberal arts university. The result of this self-analysis is that a number of curriculum changes will be put into place, effective Fall 2011. This memo and the attached matrix are to help show and explain these changes (and other recent important updates to policy and practice), and whether they impact your current students. Once in place, all students will have the option to adopt the Fall 2011 or future catalog, in accordance with current policy.

The 2011-2012 Shepherd University Academic Catalog will include the following changes:

1. **A reduction in the minimum number of credit hours required for graduation from 128 to 120 credit hours.**
2. **A new, more flexible *Core Curriculum* (previously General Studies curriculum).**
3. **Inclusion into the degree:**
 - a First-Year Experience course
 - a writing-intensive course within the major, and
 - a senior capstone course, a course that acts as a common thread throughout the whole degree program.This new program is described online at
http://www.shepherd.edu/employees/senate/general_studies/framework.pdf
4. **A streamlined process for the major and minor programs to fit within the framework of the 120-credit degree, except for programs with specific credit requirements for accreditation.**

As participants in this process, you are our students' greatest assets as their advisors. Please be prepared to discuss the curricular options that are available to each student. Several key pieces of information for these meetings include:

- Discuss the impact of any catalog changes prior to moving a student to the new catalog. Once the new catalog is in place, all students will then have the option to adopt that catalog: *Students may elect to graduate under a later catalog than the one under which they entered or were readmitted. However, students are not permitted to apply requirements from two different catalogs, nor may they elect to graduate under a catalog in effect prior to their entrance or readmission.* So, it's very important that should you discuss the impact of any catalog changes with your advisee prior to a move to the new catalog.
- Encourage students to visit the Advising Assistance Center (AAC), in room 208 of the Scarborough Library, to receive help in formulating questions for those involved in this transition, such as the offices of the Registrar, Career Development and Financial Aid. Develop a class schedule based on students' current catalog for the Fall 2011 Semester for the opening of registration.
- Once all the details of the Core Curriculum, Major and Minor, and the 120-credit hour requirements have been finalized, degree requirements will be available through the "What If Analysis" tool in RAIL.

These are exciting times as Shepherd University moves towards its goal of being the region's premier liberal arts institution. Your support of our students is key to our success and is greatly appreciated.

Please contact me should you have any questions or comments.

Sincerely,

Dr. Robert J. Warburton
Assistant Dean of Teaching and Learning

Reminder: Students are not permitted to apply requirements from two different catalogs. Students should carefully consult with their advisors regarding the declaration of a catalog, and the selection of courses within their major/minor.		
Policy or other changes	Will affect current students regardless of catalog, effective Fall pre-registration	Will affect current students ONLY if adopting the Fall 2011 catalog
Students below 30 credits (FR/First-Year) may not register for 300/400-level courses	X	
IN BANNER 8 --Prerequisites for courses enforced in RAIL **beginning with General Studies courses**	X	
IN BANNER 8 --RAIL login PIN *reset* - up to 15 characters alphanumeric	X--applies to faculty/staff as well	
IN BANNER 8 --RAIL security questions ("Forgot PIN?") - choose from a menu of standard security questions	X--applies to faculty/staff as well	
New Academic Calendar	X	
Minimum 120 credits for graduation		X
Upper-Division Requirement: 42 credits of 300/400-level coursework		X
Resident Credit Requirement: 30 credits at Shepherd		X
Classification of Students: 0-29, FR; 30-59, SO; 60-89, JR; 90+, SR	X; will apply to all students effective July 1, 2011	
Pass/Fail Hours: Limited to 20 hours for the degree		X
Undecided Majors: Students will not be permitted to remain as Undecided registrants after they have completed 30 hours of undergraduate credit.		X
McMurran Scholars		X; new criteria still in review
New Core Curriculum/"CORE CODES"		X; additional eligible courses still being proposed
Revised Majors/Minors		X; revisions still in C&I process
Selection of Majors and Minors: A student may not select a minor whose core requirements substantially duplicate the major by more than 2 courses (up to 8 credits). Any exception to this rule must be approved by the VPAA. Substitutions are not required.		X
Course Sharing between Major/Minor: 2 courses, up to 8 credits, no substitutions required.		X
Course Sharing between Major and Core Curriculum: 2 courses, up to 8 credits, no substitutions required.		X