

MICHIGAN STATE UNIVERSITY

October 23, 2026

MEMORANDUM

TO: **Rachel Barnard**
University Committee on Undergraduate Education Chair

Marci Mechtel
University Committee On Curriculum

FROM: **Teresa Cuellar**
Secretary for Academic Governance

SUBJECT: Bylaw Interpretation 4.4.4 UCUE

Dear Chairs:

At its October 22, 2026 meeting, the University Committee on Academic Governance (UCAG) approved a motion interpreting “all changes in undergraduate academic programs” under §4.4.4 of the Bylaws for Academic Governance to encompass changes that alter the approved requirements, structure, or academic content of a program, regardless of the magnitude of the change.

UCAG’s decision makes it clear that the distinctions and examples given to the committee are meant as guidance, not as a complete or final list. The combined guidance from both tables is summarized below.

Type of change	UCUE review	Reason
Establish a new undergraduate program	Yes	Creates a new program
Discontinue, suspend, or merge a program	Yes	Changes program availability or structure
Change degree requirements or total credits	Yes	Changes program requirements
Add or remove required courses	Yes	Changes what students must complete
Change electives or concentrations	If program requirements change	Alters the approved program



Office of Academic Governance

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Change admission or progression requirements	Yes	Affects access or advancement
Change catalog language that alters program requirements	Yes	Changes the program's meaning or requirements
Change an individual course without changing program requirements	Generally no	UCC has separate course-review authority
Correct a typo, formatting, or other clerical error	No	Leaves the approved program unchanged

With this interpretation, proposals should be reviewed to see if they change a program's approved requirements, structure, or academic content. The magnitude of the change does not alone decide if UCUE review is needed. If a change is not specifically listed in the table, it should still be judged by this same standard.

Please share this clarification with your committee members and anyone involved in preparing and routing curricular proposals. The Office for Academic Governance will work with UCUE, UCC, and Office of Accreditation, Assessment, Curriculum, and Compliance to help apply this interpretation consistently and to find any needed updates to the routing guidance.

Thank you for your ongoing collaboration and service to academic governance.



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Sincerely,

Teresa Cuellar

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Secretary for Academic Governance, Office of Academic Governance

cc: Diana Bello DeOcampo, Julia Ezzo, John Aerni-Flessner, Teresa Mastin, Stacia Moroski- Rigney, Renata Opoczynski