

# MICHIGAN STATE UNIVERSITY

October 2, 2026

## MEMORANDUM

**TO:** University Committee on Academic Governance  
**FROM:** Teresa Cuellar  
*Secretary for Academic Governance*  
**SUBJECT:** Bylaw Interpretation

I am requesting UCAG's review and clarification of the bylaws governing undergraduate academic program changes, including what constitutes as a program change and how proposals should move between the University Committee on Undergraduate Education (UCUE) and the University Committee on Curriculum (UCC).

### Background

Bylaw 4.4.4 states that UCUE shall review **all changes in undergraduate academic programs proposed by academic units** and recommend approval or rejection to UCC. Bylaw 4.5.3 gives UCC authority to review and approves or reject undergraduate curricular and degree-requirement changes recommended by UCUE.

According to AACC, proposals for new undergraduate academic programs are sent to UCUE, but changes to existing programs have usually gone straight to UCC. If this is correct, UCUE has not reviewed or recommended changes to existing programs. This seems to be a long-standing practice at the institution, not a choice made by the current UCUE or following bylaws.

AACC reports there have been 813 changes to existing undergraduate programs over the past ten years, which is about 81 per year. While this raises questions about workload, it does not change the requirement in Bylaw 4.4.4 that UCUE review all changes. Which is not being done at present.

### Request for clarification

**What counts as a change to an undergraduate academic program “when all changes” are indicated in the bylaws?** Changes to required credits or catalog language that affect requirements appear to fall under 4.4.4. Proposals from UCUE that only involve courses follow the separate rule in 4.5.3. It should also be clarified how to handle corrections that do not change the meaning of a program.



### Office of Academic Governance

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I am seeking UCAG's guidance on the interpretation of this bylaw and a recommended clarification to include as a Secretary's Note in the bylaws. This clarification would support a shared understanding of the process and help prevent future confusion or disruptions.

Sincerely,

*Teresa Cuellar*

Teresa Cuellar

Secretary for Academic Governance, Office of Academic Governance

cc: Diana Bello-DeOcampo, Julia Ezzo

## *University Bylaw Referenced*

Bylaw: 4.4.4. The UCUE shall review all changes in undergraduate academic programs proposed by academic units and recommend their approval or rejection to the University Committee on Curriculum.



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Bylaw: 4.5.3 The UCC shall exercise the faculty's delegated authority to review and approve or reject all changes in undergraduate curricula and degree requirements recommended by the University Committee on Undergraduate Education, and to review and approve or reject changes in graduate and graduate-professional curricula and degree requirements recommended by the University Committee on Graduate Studies. The UCC shall not reject a recommendation from either the University Committee on Undergraduate Education or the University Committee on Graduate Studies without providing a rationale for the rejection and consulting with the appropriate committee. In addition, the UCC shall exercise the faculty's delegated authority to review and approve or reject all undergraduate and graduate courses proposed by academic units.