




Office of the Provost and
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TO: Richard Koubek, President

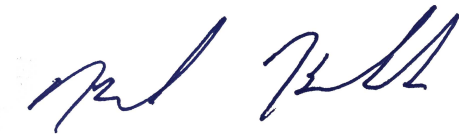
FROM: Andrew Storer, Provost & Senior Vice President for Academic Affairs 

DATE: June 12, 2025

SUBJECT: Senate Proposal 34-25

Attached is Senate proposal 34-25, "Half Semester Course Policy 305.1," and a memo stating the Senate passed this proposal at their April 17, 2025 meeting. I have reviewed this memo and recommend approving the proposal.

I concur X do not concur with the provost's recommendation as stated in this memo.



Richard Koubek, President

6/12/25

Date



DATE: April 17, 2025
TO: Richard Koubek, President
FROM: Robert Hutchinson, University Senate President
SUBJECT: Proposal 34-25
COPIES: Andrew Storer, Provost & Senior VP for Academic Affairs

At its meeting on April 17, 2025, the University Senate approved Proposal 34-25, “Half Semester Course Policy 305.1.” Feel free to contact me if you have any questions.

**The University Senate of Michigan Technological
University
Proposal 34-25
(Voting Units: Academic)**

Half Semester Course Policy 305.1

Submitted by: AIPC

I. Introduction

This proposal is to update the senate policy 305.1

II. Rationale

The current Senate policy on half-semester courses is outdated, unclear on eligibility in certain cases, and incomplete. Additionally, it does not address courses related to the Global Campus. This proposal aims to establish a comprehensive and clearly defined set of guidelines and rules for half-semester courses.

Current Policy:

Half-semester length courses are those courses offered in either the first or the last half of a semester. In order to avoid inefficient use of classrooms and scheduling problems for students, half semester courses will be approved only for one of the following purposes:

1. The course's primary role is to offer elective, specialized education to senior undergraduate students on subjects that would not reasonably require 45 class meetings,
2. The course's primary role is to provide students with specific skills that will be used immediately thereafter in another course,
3. The course's primary role is to serve as an "on track" course, offered in the second half of a semester, for students who have withdrawn from a required fundamental course due to lack of sufficient preparation,
4. The course primarily involves physical education or activity, including first aid.

RULES

To ensure that half-semester courses do not negatively impact students' progress toward their degrees by either limiting the number of credit hours they can earn during one semester or requiring them to take excessively heavy loads of credits for half-semesters, the following rules will apply:

1. Those courses offered in pairs must be scheduled for the first and second half-semesters for the same time slot.
2. Pairs may consist of courses from different departments but should be addressed in a common proposal.
3. No curriculum may require a student to take more than one free standing (unpaired) half semester course in four consecutive semesters.

4. Only "on track" or physical education or activity courses may be offered unpaired in the second half of a semester.

All other University policies and procedures for adding courses remain in effect for half semester courses.

III. Proposal

Half-semester length courses are those courses offered in either the first half or the second half of fall or spring semester. To facilitate student scheduling and efficient use of classroom space, courses must meet at least one of the following criteria to be offered as a half-semester course:

- Graduate-level courses may be offered in a half-semester format with department approval.
- Courses offered through Global Campus may be offered in a half-semester format with department approval.
- .5 credit undergraduate-level activities and wellness courses may be offered in a half-semester format with department approval.
- 1 credit undergraduate-level courses may be offered in a half-semester format with department approval.
- 2 credit undergraduate-level courses may be offered in a half-semester format with department, college, and provost approval under one or more of the following circumstances:
 - The course's primary role is to provide students with specific skills that will be used immediately thereafter in another course.
 - The course's primary role is to serve as an "on track" course, offered in the second half of a semester, for students who have withdrawn from a required fundamental course.
 - The course's primary role is to offer elective, specialized education.
 - The course's learning outcomes are dependent on the course being held in certain weather or during a specific season.
- 3 credit undergraduate-level courses may be offered in a half-semester format in exceptional circumstances with department, college, and provost approval. Examples of exceptional circumstances may include:
 - The course is tied to a scheduled event that students are required to prepare for and participate in as part of the course.
 - Access to specialized equipment is limited to a specific time frame
- Undergraduate-level courses that are 4-credits or more may not be offered in a half-semester format.

To ensure that half-semester courses do not negatively impact undergraduate students' progress toward their degrees by either limiting the number of credit hours they can earn during one semester or requiring them to take excessively heavy loads of credits in a given half-semester, the following rules will apply:

- Courses offered in pairs must be scheduled at the same time and on the same days for each half of the semester.
- Pairs may consist of courses from different departments, but they should be addressed in a common proposal.

- Only "on track," activity, wellness, weather- or season-dependent, or event-related courses may be offered unpaired in the second half of a semester.

The effective date for this will be Fall 2026. However, the registrar's office will work with academic units to facilitate incremental implementation to the extent possible for the 2025-26 academic year.