

# QUICK STEPS

## 60-120 Degree Credit Cap Instructions

### STEP 1. Decide to reduce program credit length OR seek a waiver

Faculty initiate the decision-making through their college or university academic curriculum approval process.

A decision is made to A) reduce program credit lengths to 60 or 120 credits; or B) submit a Notice of Intent to file a waiver application.

All forms and instructions can be found at the [Academic Programs](#) website<sup>1</sup>.

### STEP 2. Complete an appropriate application for each degree program

**A: Reduce to 60/120 Credits.** If the college or university decides to reduce credit lengths to 60 or 120 credits, complete the [REDESIGN: Change Program and/or Emphasis Credit Length](#) form and submit it to the Office of the Chancellor **by December 31, 2011**. No further action will be necessary unless the program becomes involved in a statewide group waiver application. The Office of the Chancellor will use the [Degree Credit Caps](#) Web site to inform colleges and universities of programs that have been reduced to 60 or 120 credits.

— Or —

**B: Seek a Waiver.** Complete a [Notice of Intent: 60/120 Credit Waiver](#) form and submit electronically (subject: WAIVER INTENT) to [Margie.takash@so.mnscu.edu](mailto:Margie.takash@so.mnscu.edu) **by June 30, 2009**. The Office of the Chancellor will post the Notice of Intent to the Waiver Listserv as an information item. Notices of Intent will be used for statewide planning.

### STEP 3. Assess for Similarity and Complete a Waiver Application

Prior to completing any waiver application, colleges and universities assess whether their program is similar to other programs in the state. Colleges and universities can begin the process of comparing programs by reviewing the system [program inventory](#)<sup>2</sup> and finding other programs that are grouped in the same CIP code<sup>3</sup>. A comparison of catalog descriptions of program requirements may also be helpful. Other comparisons might include data from national or state studies.

#### A. Single Waiver Application.

If the program does not appear to be similar to other programs, consult with the Office of the Chancellor and then, if appropriate, complete the [SINGLE: 60/120 CREDIT WAIVER](#) application and submit it electronically (subject: SINGLE WAIVER) to [Margie.takash@so.mnscu.edu](mailto:Margie.takash@so.mnscu.edu) **by December 31, 2009**. The Office of the Chancellor determines if a single application is appropriate or if the program should be considered as part of a group application.

#### B. Group Waiver Application

If similarity is likely, faculty should begin communicating with faculty at other institutions. Consult with the Office of the Chancellor and then, if appropriate, complete the [GROUP: 60/120 CREDIT WAIVER](#) application and submit it electronically (subject: GROUP WAIVER) to

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<sup>1</sup> <http://www.academicaffairs.mnscu.edu/academicprograms/index.html>

<sup>2</sup> <http://www.programreview.project.mnscu.edu>

<sup>3</sup> CIP is the acronym for the national Classification of Instructional Programs

[Margie.takash@so.mnscu.edu](mailto:Margie.takash@so.mnscu.edu) **by December 31, 2011.** The Office of the Chancellor determines if the group application is appropriate.

#### **STEP 4. Completed applications posted to listserv for comment**

Applications will be posted to the Waiver Listserv for 30 business days. Members of the listserv (Presidents, Chief Academic Officers, Student and Faculty Associations) will have an opportunity to review the application and submit comments to the listserv. Comments posted to the listserv, including applicants' responses, will be considered by the Office of the Chancellor when reviewing the application.

#### **STEP 5. Accept or reject waiver application**

Decisions will be posted to the listserv. Program credit length will be changed in the official program inventory for single and group waiver applications that have been approved.

#### **STEP 6. Appeal**

Waiver requests that are not approved may be appealed to the Senior Vice Chancellor for Academic and Student Affairs. Submit appeals in writing within 30 business days to [Margie.takash@so.mnscu.edu](mailto:Margie.takash@so.mnscu.edu).

#### **ADDITIONAL RESOURCES**

Additional information and a flowchart describing the waiver process are available at the [Degree Credit Caps](#)<sup>4</sup> website. This website also includes contact information, Frequently Asked Questions (FAQs), links to forms and instructions, support materials and the records of the Task Force on Degree Credit Caps 2007-2008.

For more information and assistance in preparing forms or applications, please refer to [Staff Contacts](#)<sup>5</sup>.

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<sup>4</sup> <http://www.programreview.project.mnscu.edu>

<sup>5</sup> <http://www.academicaffairs.mnscu.edu/academicprograms/index.html>

# 60/120 Degree Credit Length Review Process

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