ACADEMIC REQUIREMENTS

The Baccalaureate Curriculum

Millersville University’s baccalaureate-degree programs have four common curricular elements:

1. Proficiency requirements in English composition and mathematics.
2. The general education program, which constitutes about half of the curriculum (48 of the 120 minimum credits required for graduation).
3. The major program, which usually constitutes most of the other half of the curriculum.
4. Electives, if needed, to meet the minimum of 120 credits required for graduation. (A few programs require more than 120 credits for graduation.) Students may combine elective and general education courses to complete a minor.

Within each of these components, students have many choices in developing programs of study. They have a challenging and responsible role in planning the substance of their program.

Students are reminded that a full-time semester course load consists of 12 credit hours. However, it is necessary to average at least 15 credit hours each semester in order to graduate in four years (eight semesters).

Final responsibility for each student’s program rests with the student. The role of the advisor is just that—to advise. Students are expected to familiarize themselves thoroughly with program requirements for their major described in this catalog, the Curriculum Record Form and the computerized degree audit. This computerized audit report is available to help students monitor progress toward completion of their major, minor and general education requirements.

Proficiency Requirements

Chemistry

1. All undergraduate students who want to pursue CHEM 111 Introductory Chemistry 1 or above must demonstrate minimum levels of proficiency in chemistry.
   a. All entering biology, chemistry, earth sciences and physics undergraduate students are required to take part in the chemistry placement process. Students pursuing majors in other disciplines may also need to participate; please consult your academic advisor.
   b. The chemistry department determines the test(s) and the criteria for course placement.
2. Students placed in the preliminary chemistry course (CHEM 110 Fundamentals of Chemistry) are required to enroll in that course prior to taking CHEM 111 Introductory Chemistry 1. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or above prior to taking CHEM 111 Introductory Chemistry 1.
3. Students who must take CHEM 110 Fundamentals of Chemistry earn course credits, and the grade is counted in the cumulative grade point average, but these course credits may only be counted as elective credits needed to fulfill the 120-credit minimum required for graduation. These credits may not be counted within the major requirements set forth for degrees in chemistry or other disciplines.

Mathematics

1. All undergraduate students must demonstrate minimum levels of proficiency in mathematics.
   a. All entering undergraduate students are required to take part in the mathematics placement process.
   b. The mathematics department determines the test(s) and the criteria for course placement.
2. Students placed in a developmental mathematics course are required to enroll in that course. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or above prior to taking any mathematics course at the 100 level or higher.
3. Students who must take developmental mathematics earn course credits, and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.

The Major Program

After general education, the second component of a high-quality university education is an in-depth understanding of an academic discipline. Millersville currently offers 54 major fields of study within its bachelor’s-degree programs. Many majors offer options for fulfilling requirements that provide even greater choice in selecting a field of study. Students enrolled in programs that require more than 120 credits may require additional time to complete their studies.

A list of Millersville’s major programs and options and the specific course requirements for each is given in the Academic Programs section. Curriculum Record Forms have also been developed for each major and option to summarize the requirements and provide an informal record of student progress. They are available from department offices, through the Office of Academic Advisement or through Millersville’s website. In addition, degree audit reports summarizing the status of a student’s degree requirements are available on the University website through our Millersville Access System (MAX).

Declaring or Changing a Major

To declare or change a major or an option within a major, contact the registrar’s office, Lyle Hall, for an appropriate form, or online at the Millersville University website, by clicking in the Student Forms Center link. Some departments have specific requirements for admission to their major programs. Students must meet the major program requirements in effect at the time they declare or change their major. Students in undecided major status, with at least 45 credits passed, should refer to the Undecided Major Status section for specific academic requirements.

Department Evaluation of Majors

Students are subject to the approval of their major department for continuation in their major program. Departments may establish additional requirements for continuation in the major, review student credentials at the end of any semester and deny continuation in the major to any student they feel is not making satisfactory progress. Students who have been denied continuation in the major may appeal to the school dean and then to the Academic Standards Committee for reconsideration.

Second Majors

In some programs, through careful selection of elective courses, it is possible to complete the requirements for a second major. Upon
10. The Associate Degree Curriculum

Millersville’s associate-degree programs are career-oriented for students with specific occupational objectives. They consist of 60 to 65 credits of study. The programs normally have three components: communication skills; general knowledge of the natural sciences, social sciences and humanities; and an area of concentration. Approximately half the coursework is in communication skills and general education; the other half is in the area of concentration. For more information, see the Academic Programs section.

11. Earning More Than One Degree

Students who wish to complete the course requirements for two different degrees (e.g., B.A. and B.S.Ed.) simultaneously must complete at least 30 credits beyond the minimum of 120 credits needed for the first bachelor’s degree earned. Students who complete fewer than 30 credits beyond the first degree but complete requirements in more than one major will choose the degree to be awarded. All majors completed will be recognized in academic records, including transcripts.

A student may earn a second associate or bachelor’s degree at a later time by meeting the following requirements:

1. A minimum of 30 additional credits must be completed at Millersville at the undergraduate level following the award of the first degree. These credits must be in the major and required related fields.
2. All requirements for the major of the second degree must be satisfied.
3. Coursework completed as part of the first degree program may be used to satisfy the related coursework requirement in the second degree.
4. Coursework completed as part of the first degree program may be used to satisfy up to half of the second degree’s major. If a course required in the second degree’s major was completed as part of the first degree, it may not be repeated.
5. Teacher certification credits may not be counted toward a second degree.
6. When there is overlap in the majors of the first and second degrees, the 50-percent limitation in requirement 4 above and the limited course offerings in some departments may preclude the pursuit of a second degree.