Cover Memo for Proposed Admission and/or Standards Change (MTSU)

On-campus memo:

TO: **Admission and Standards Committee**

FROM: _____   _____
                        (Department Chair or Program Coordinator)*   *(College, Program or Department)**

Contact Person _____   EMAIL _____

RE: _____
                        (Specify issue[s] being submitted to the committee.)

DATE: _____

Level or area to which change(s) would apply:
        ____University   ____College   ____ School   ____ Department   ____ Program
        ____ Other? _____

Program(s) and/or student population(s) affected: _____
(*Note that an* Impact Data Form *must be submitted along with the proposal*.)

This change would fall into the following classification(s) (check all that apply):

Proposed change in GPA for admission

Proposed change in GPA for retention

Proposed change in GPA for graduation

Proposed change in test or pre-requisite requirements for admission

Proposed change in other requirements for admission

Proposed change in policies or requirements for placement

Proposed change in policies or requirements for retention

Proposed change in policies or requirements for graduation

Proposed change in grading scale

Proposed change to academic program requirements

Proposed standards for a new program

Other

_____

Description of Change Proposed:
(*Attach separate sheet as needed*.)

Rationale/justification for change (*Please ensure that all aspects and ramifications of the change are addressed. Attach separate sheet as needed*.):

Dissemination of information:

The following colleges, program or departments may be affected by this decision:

I certify that I (or my representative) have consulted with each college or program that may be affected by the proposed changes.

Proposer's signature   _____   _____

Other permissions sought: *If this change is connected to curriculum or program development, have the appropriate forms been submitted to the general education, curriculum or graduate committees? If a proposal will/may impact enrollment in specific courses or programs, have concerned departments or programs been consulted? Please include dates of submission and/or approval as relevant.*

Other signatures needed for approval of proposal:

_____   _____
Department Chair or Program Coordinator*   Date of initial proposal

_____   _____
College Dean *   Date of college approval

_____   _____
Chair Admission and Standards Committee   Date approved by ASC

_____   _____
Vice Provost for Academic Programs   Date approved by VPAP

_____
 Provost   _____
                                                            Date approved by Provost

_____
 President   _____
                                                            Date approved by President

* Note: When the proposal does not come from an academic unit, replace titles as needed. If a proposal comes directly from a dean or higher, the first signature may be omitted.

Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: _____

Brief Statement of Proposed Change: _____ Date:_____

Proposed Effective Date _____

1. Detailed explanation of how proposed changes may impact students, prospective students, university programs and/or other.   (Use as much space as you need below. You may refer to cover memo and its attachments as needed to avoid repetition.)

2. Identify the student population(s) that will be affected.

3. Are there plans to make this proposal retroactive? If so, please indicate when (specify the date) and identify student population(s) who will be affected. (For example, "students admitted under the 2004 catalog or earlier.")

4. Provide enrollment and/or other relevant data for the past three years, including appropriate demographic data (e.g. male, female, minority, part-time, older students etc.) to illustrate the possible impact on specific groups. (For example, for a proposal to raise the GPA for graduation, provide a breakdown of graduating student GPA by different demographic groups.)   Attach supporting documentation.

Undergraduate - as of 12/1/21								
	CBAS	CLA	CBHS	CoB	ME	UC	TOTAL	More Online Than On-Ground
Spring 2022	241	6	6	0	254	0	507	34
Fall 2021	279	3	13	0	330	0	625	17
Spring 2021	282	7	14	1	298	1	603	waived
Fall 2020	313	4	19	1	330	0	667	waived
Spring 2020	258	5	16	1	291	0	571	9
Fall 2019	271	8	16	0	341	1	637	39
TOTAL	1644	33	84	3	1844	2	3610	