

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

On-campus memo:

TO: Admission and Standards Committee

FROM: Jeff Gibson, Department Chair
(Department Chair or Program Coordinator)* Department of Speech & Theatre
(College, Program or Department)*

Contact Person: Dr. Jessica Kratzer EMAIL Jessica.Kratzer@mtsu.edu

RE: change to 2.0 GPA in Communication Studies minor
(Specify issue[s] being submitted to the committee.)

DATE: April 22, 2013

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):

- | | |
|--|--|
| <input type="checkbox"/> Proposed change in GPA for admission | <input type="checkbox"/> Proposed change in policies or requirements for retention |
| <input type="checkbox"/> Proposed change in GPA for retention | <input checked="" type="checkbox"/> Proposed change in policies or requirements for graduation |
| <input type="checkbox"/> Proposed change in GPA for graduation | <input type="checkbox"/> Proposed change in grading scale |
| <input type="checkbox"/> Proposed change in test or pre-requisite requirements for admission | <input type="checkbox"/> Proposed change to academic program requirements |
| <input type="checkbox"/> Proposed change in other requirements for admission | <input type="checkbox"/> Proposed standards for a new program |
| <input type="checkbox"/> Proposed change in policies or requirements for placement | <input type="checkbox"/> Other |

Description of Change Proposed:

(Attach separate sheet as needed.)

This proposal changes the lack of GPA requirement in the Communication Studies minor to an overall 2.0 GPA in the minor.

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

Currently, students do not have a GPA requirement for the minor in Communication Studies.
This is a proposal to require students to have a minimum GPA of 2.0 in the minor.
This will have a positive impact on clear standards and expectations for students.

Dissemination of information:

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

No other program will be affected by this change.

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




Jessica Kratzer

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*

4-26-13
Date of initial proposal


College Dean *

4-26-13
Date of college approval

Chair Admission and Standards Committee

Date approved by ASC

Vice-President for Student Affairs / Vice-
Provost for Enrollment & Academic Services

Date approved by VPSA

Provost

Date approved by Provost

President

Date approved

* 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.

Tentative Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: Department of Speech & Theatre, MTSU

Brief Statement of Proposed Change: Change to 2.0 GPA in Comm Studies minor Date: April 22, 2013

1. Detailed discussion 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.)*

This is a proposal to require students to have a minimum GPA of 2.0 in the minor. Currently, there is no minimum GPA listed for this minor. This negatively affects some students as they are not aware of the standards for completing the minor and creates an alignment with the proposed 2.0 GPA for the concentration. A 2.0/C GPA for the minor is reasonable for students.

Proposed Effective Date Fall 2013

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

Students minoring in Communication Studies.

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.")*

Yes, it would apply to the 2012 catalog and all following catalogs.

4. Discuss the specific impact on students. 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.

Students in the Communication Studies minor will have a clear and reasonable GPA standard for their minor.

Enrollment for the minor during its first semester as a stand-alone minor was fall 2012 with 16 students.

Fall 2012 enrollment included 10 women and 6 men.

These groups will be positively impacted by this proposal.

Master Catalog Change Form Undergraduate

Department Speech/Theatre (LA-SPEE) Subject COMM Course No. _____

Full title of course _____
(100 characters only)

Credit hours _____ Contact hours, if different _____ Course taught with: Standard Grading Pass/Fail

Can be taken multiple times without calculating as repeat? No Yes How many times _____ Total Hours _____

CIP code (go to http://nces.ed.gov/pubs2002/2002165_2.pdf) 090101 Fees (if applicable) _____
(must be approved by TBR)

Schedule type _____ Instructional Method _____

EFFECTIVE TERM: Fall 2013

New course

Abbreviated Title: _____
(30 characters only)

Prescribed requirement (*lower division courses only*): Writing Reading Math

Course title change

Previous Abbreviated Title: _____

Course prefix/number change

Previous course prefix/number: _____

Credit hours change

Previous credit hours: _____

Grading system change

Change course to inactive status

Change course to active status

Cross-listing of existing course

Cross-list with: _____

Other course changes

Course prerequisites/co-requisites/restrictions: _____
(A course cannot require departmental permission AND prerequisites/restrictions)

Memo Notes for RaiderNet: _____
(i.e. At least junior classification, pass/fail grade only)

Does this change require a new catalog description? No Yes (attach new catalog description, if required)

APPROVED _____ Date _____
Vice Provost for Academic Affairs

Print Form

Reset Form

FOR RECORDS OFFICE USE ONLY

	Equivalents			Attributes:	UCC Approved: _____
Course		Beg	End		

1. _____	1. _____				Records Entered: _____
2. _____	2. _____				
3. _____	3. _____				
4. _____	4. _____				
5. _____	5. _____				

Catalog description

All students with a minor in Communication Studies must have a minimum of a 2.0 GPA in the minor.