

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

On-campus memo:

TO: Admission and Standards Committee

FROM: Matt Hannah University College/Dual Enrollment
(Department Chair or Program Coordinator)* (College, Program or Department)*

Contact Person: Matt Hannah EMAIL matt.hannah@mtsu.edu

RE: Change in Admissions Policy for Dual Enrollment Students
(Specify issue[s] being submitted to the committee.)

DATE: 1/7/2019

Level or area to which change(s) would apply:

- University College School Department Program
 Other? _____

Program(s) and/or student population(s) affected: Dual Enrollment, Admissions, prospective students
(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 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 checked="" 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.)

See attached, _____

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

See attached. _____

Dissemination of information:

The following colleges, program or departments may be affected by this decision:
Admissions, University College/Dual Enrollment, Marketing

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 _____ Date _____

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*

1/7/19

Date of initial proposal



College Dean *

1-7-19

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.

Admission and Standards Committee
IMPACT DATA FORM for PROPOSED CHANGES

Department or Program or University Office: University College/Dual Enrollment

Brief Statement of Proposed Change: Change in DE admissions policy Date: 1/9/2019

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.)*
See attached.

Proposed Effective Date Immediately

2. Identify the student population(s) that will be affected.
Prospective Dual Enrollment students.

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.")*

All students applying for Dual Enrollment admission for the Fall 2019 semester and future semesters.

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.

See attached. (Data for previous two years is the relevant sample and is included)

Description of Change Proposed

The two proposed changes to Dual Enrollment admissions policy are as follows:

- **No longer require submission of a test score (ACT/SAT/PLAN) for admission, provided the student can be admitted on the basis of GPA**
- **Allow applicants to be reviewed holistically for conditional admission by the Dual Enrollment office in the event they do not meet guaranteed admissions standards**

Rationale/Justification for Change

This section will address both proposed changes, starting with the first listed above.

- **No longer require submission of a test score (ACT/SAT/PLAN) for admission, provided the student can be admitted on the basis of GPA**

In 2015, the ASC approved the addition of the PLAN test as an acceptable substitute for ACT/SAT scores for Dual Enrollment admission. The rationale was that since a significant percentage of students apply for DE admission during their sophomore year, many of those students have not yet taken the ACT/SAT, and requiring them to do so for the purposes of DE admission (when they already meet the GPA requirement) was both an undue burden and not a particularly strong predictor of success in DE coursework.

Thus the PLAN test, which was administered to nearly all sophomores, was approved as a substitute. Unfortunately, the PLAN no longer exists, and no replacement has been instituted at the secondary school level.

In response to the elimination of the PLAN, Admissions and University College approved a waiver for rising high school juniors for Fall 2017 and Fall 2018 on a pilot basis. This would allow students who met the 3.0 GPA requirement for admission but had not yet taken the ACT/SAT to participate in Dual Enrollment, and would enable the University to track the performance of these students in college coursework, and compare the outcomes to those students who had submitted a test score for admission.

Chart A (included on pg. 8) expresses the aggregate performance of the “pilot” students as compared to students who submitted test scores for admission. As reflected in the data, our office feels strongly that waiving the test score requirement permanently would not have a negative impact on the institution or the students; rather, it would serve as a lever for equity in and access to MTSU’s Dual Enrollment program, at a time when LGIs and community colleges in Tennessee are being charged with making early post-secondary opportunities (EPSOs) more accessible to all students in the state.

To that end, Chart B (pg. 9) reflects the total number of Dual Enrollment students in Fall 2017 and Fall 2018, as well as the number of students admitted without test scores as a percentage of the total. As evidenced therein, the decision to waive ACT/SAT score submission resulted in a dramatic increase in DE participation, without any significant decline in student performance. Without any future indication of a test that would replace the PLAN at the high school level, we feel strongly that making this policy permanent is the only way to ensure that otherwise qualified, capable high school students have the opportunity to participate in Dual Enrollment at the University.

- **Allow applicants to be reviewed holistically for conditional admission by the Dual Enrollment office in the event they do not meet guaranteed admissions standards**

The University currently conducts a holistic review of every applicant that does not meet guaranteed admission standards- with the exception of Dual Enrollment students. As any faculty member or administrator who has reviewed these applicants and/or made admissions decisions can attest, there are inevitably a number of students who are both deserving of admission and capable of success, despite not meeting the guaranteed standard. Though the vast majority of Dual Enrollment applicants (over 97%) can be automatically admitted, our office has identified a handful of students each semester that:

- want to participate in the program
- are recommended for participation by their school counselor
- are close to meeting the guaranteed standard, but fall short

Additionally, recent guidance from SACSCOC indicates that admissions standards for Dual Enrollment students should be in alignment with those for regular undergraduate students. Not allowing this population of students to be reviewed holistically for admission raises an equity issue. We feel a student meeting the above criteria should be considered for admission. Based on Fall 2018 applicant data, we estimate that 20-30 students would have been reviewed for conditional admission under this policy. Though not known definitively, it is likely that 5-7

would have been admitted, based on academic credentials, school counselor recommendation, and the submission of the Personal Statement form.

As a result of this proposed change in policy, all Dual Enrollment students who did not meet guaranteed admissions requirements would have the opportunity to submit the Personal Statement, as well as a recommendation from the high school counselor, and be reviewed for admission by the Dual Enrollment office (consisting of one coordinator and two advisors).

As with undergraduate conditional admission, all decisions would be subject to the oversight of the Associate Vice Provost for Admissions & Enrollment Services. Admissions decisions would also adhere to any currently existing policies concerning enrollment caps on conditional admits. This change would have no predictably negative impact on the institution or students, and would again ensure appropriate access to Dual Enrollment for prospective students.

Chart A

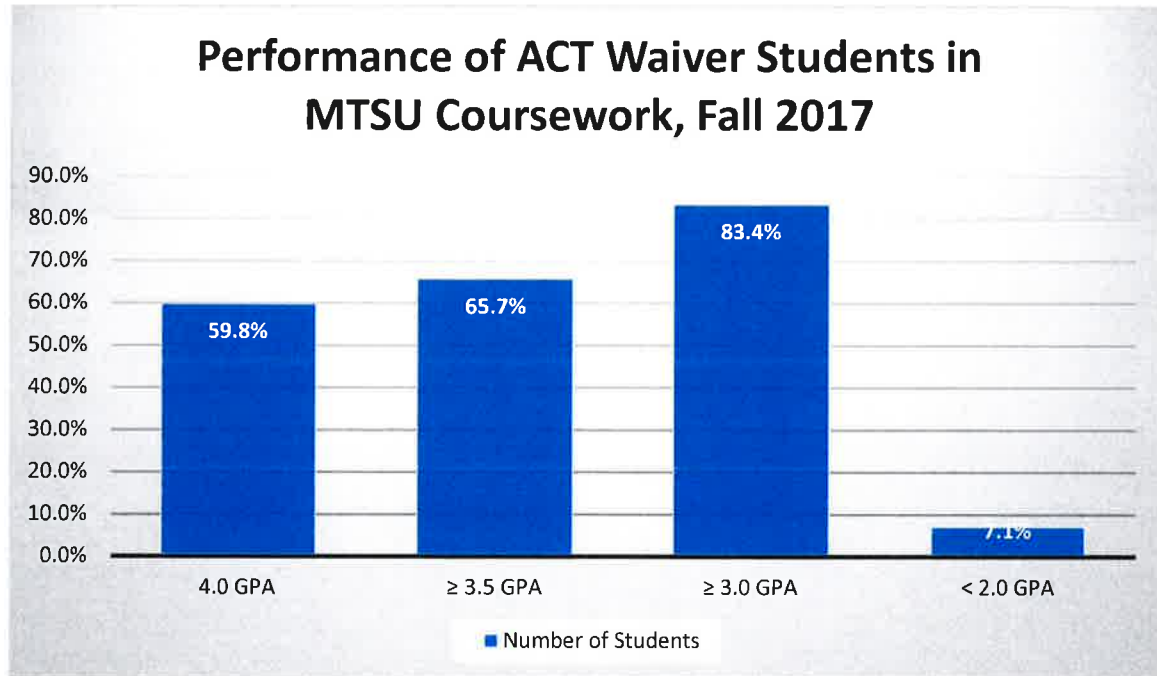
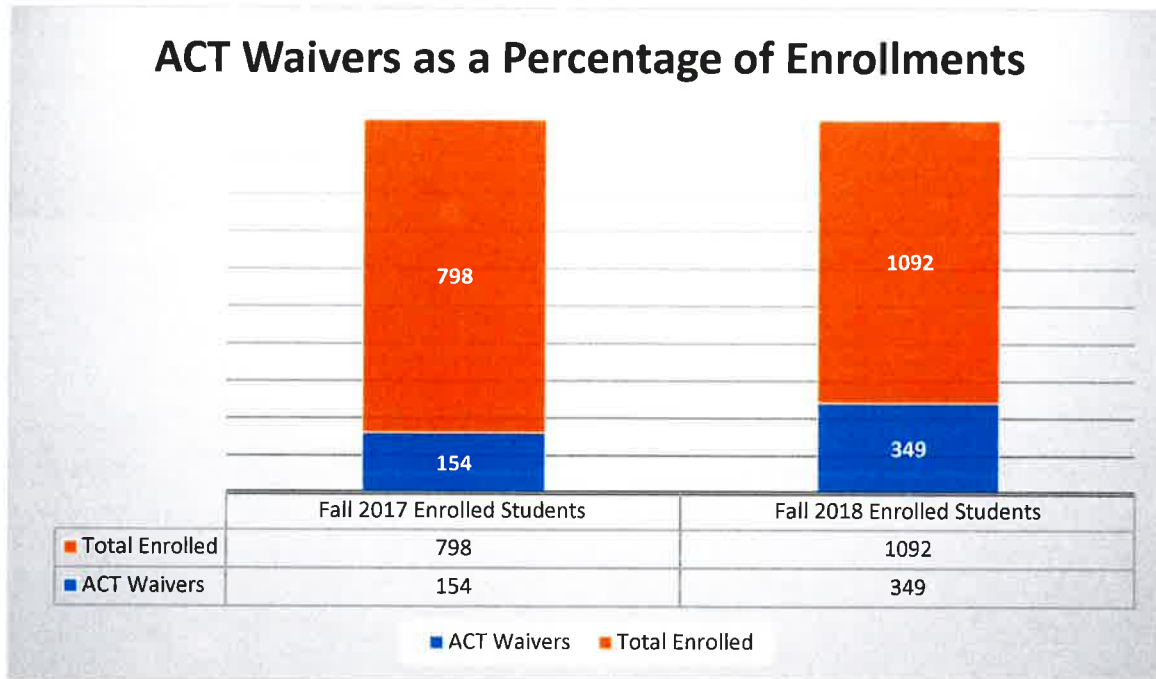


Chart B



- In Fall 2017, ACT Waivers comprised 19.3% of all enrolled students.
- In Fall 2018, ACT Waivers comprised 31.9% of all enrolled students.