

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

On-campus memo:

TO: **Admission and Standards Committee**

FROM: Peter Cunningham
*(Department Chair or Program Coordinator)**

Office of the University Provost
*(College, Program or Department)**

Contact Person: Peter Cunningham

EMAIL Peter.Cunningham@mtsu.edu

RE: Revisions to baccalaureate degree requirements
(Specify issue[s] being submitted to the committee.)

DATE: Decembe 4, 2019

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

University College School Department Program
 Other? _____

Program(s) and/or student population(s) affected: All undergraduate 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 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.)

See attached document

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

See attached document

Dissemination of information:

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

All colleges and departments that offer undergraduate degrees

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



12/4/2019


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.*

All proposed changes have been approved through the University Curriculum Committee.

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator*



College Dean * ~~VPA~~ VPAD

Date of initial proposal

12/9/2019

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: Office of the University Provost

Brief Statement of Proposed Change: Change in undergraduate degree requirements Date: 12/4/2019

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 document

Proposed Effective Date May 2020

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

All baccalaureate degree-seeking 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.")*

See the attached document

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.

This proposal will change degree requirements for all undergraduate students. The specific impact on students is shown on the attached document.

Changes to current policy on degree requirements:

FROM: At least 42 semester hours of junior and senior (3000-4000 level) courses that must be completed with an average grade of C (2.00GPA) or better. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 42 upper-division hours.

TO: At least 36 semester hours of junior and senior (3000-4000 level) courses must be completed. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 36 upper-division hours.

RATIONALE: Reducing the hours from 42 to 36 puts us in line with most other peer universities. Removing the GPA requirement is proposed in order to treat students who started at MTSU equally with transfer students who do not have GPA calculated for transferred courses.

APPLICATION: This change would be retroactive to all valid catalogs as the change will not impose additional requirements on current students but will allow a greater degree of flexibility.

FROM: A minimum of 30 semester hours of junior and senior (3000-4000 level) must be completed through MTSU.

TO: A minimum of 12 semester hours in the major must be completed through MTSU.

RATIONALE: Students transferring into MTSU may have completed all major requirements at the previous institution and simply take 30 hours in any subject in order to meet the requirements for award of the degree from MTSU. This change reduces the total number of hours that must be taken at MTSU but specifies that they must be in the major.

APPLICATION: This change will not be retroactive to previous catalogs as it increases the specific requirement.

FROM: A minimum of 60 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.

TO: A minimum of 50 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.

RATIONALE: Increasing numbers of students are arriving through the Tennessee Transfer pathway or with an associate's degree. Invariably, these students have completed more than the minimum 60 hours

for the A.A. or A.S. degree. Reducing the number of senior college credits required from 60 to 50 allows them to graduate within the 120 hour target. This change brings us in line with most of our peers.

APPLICATION: This change would be retroactive to all valid catalogs as it increases flexibility for currently enrolled students who transferred to MTSU.

FROM: With approval of the dean of the college in which the student is pursuing the major, a candidate may complete **six of the last 18** hours at another college or university or by CLEP.

TO: With approval of the dean of the college in which the student is pursuing the major, a candidate may complete **twelve of the last 30** hours at another college or university or by CLEP.

RATIONALE: This change recognizes the increasing enrollment in study abroad courses as well as opportunities for both domestic and international exchange in the last year of study. This change allows a student to be enrolled full-time during a semester away and still be eligible for federal aid and meet graduation requirements.

APPLICATION: This change will be retroactive to all valid catalogs as it increases flexibility for currently enrolled students.

FROM: For a second bachelor's degree: Complete a minimum of 30 semester hours at MTSU **with a minimum of 15 hours at MTSU since the first bachelor's degree.** Credit by assessment may not be used toward this minimum hour requirement.

TO: For a second bachelor's degree: Complete a minimum of 30 semester hours at MTSU **(of which at least 12 hours must be at the upper-division level in the major field) for each baccalaureate degree sought beyond the first.** Credit by assessment may not be used toward this minimum hour requirement.

RATIONALE: Change tightens the rule for students seeking a second degree at MTSU after completing their first degree. The current policy only requires the completion of 15 additional hours in order to be eligible for a degree. The proposed change will require that students seeking a second degree at MTSU complete at least 12 hours, at the upper-division level, and in the major field as a requirement for the award of a second degree.

APPLICATION: This change will not be retroactive to all previous catalogs for currently enrolled students. It will be applicable to all students enrolling to pursue a second degree beginning in May 2020.