

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

On-campus memo:

TO: Admission and Standards Committee

FROM: Marva S. Lucas University Studies
(Department Chair or Program Coordinator) (College, Program or Department)**

Contact Person: Marva S. Lucas EMAIL marva.lucas@mtsu.edu

RE: Reading Placement Policy for Students with Transfer or Dual Enrollment Credit
(Specify issue[s] being submitted to the committee.)

DATE: 2.27.2018

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

- University College School Department Program
 Other? _____

Program(s) and/or student population(s) affected: Freshman students with transfer or dual enrollment credit
(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 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 checked="" type="checkbox"/> Proposed change in policies or requirements for placement | <input type="checkbox"/> Other |
-

Description of Change Proposed:

(Attach separate sheet as needed.)

Waive prescribed course reading requirement for students transferring in course credit only for one or more of the following prefixes:
ASTR; BIOL; CHEM; DANC; ECON; GEOG; GEOL; GS; HIST; HUM; PHIL; PHYS; PSCI; PSY; SOC; WGS

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

See Attachment A

Dissemination of information:

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

N/A

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 Marva S. Lucas 2.27.2018
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:

Marva S. Lucas 2/27/2018
Department Chair or Program Coordinator* Date of initial proposal

[Signature] 2-28-18
College Dean * 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 VPASA

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 Studies Department

Brief Statement of Proposed Change: Reading Placement Transfer/DE Students Date: 2/27/2018

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.)*
Students may potentially have one required course added. Please see Attachment A.

Proposed Effective Date August 2018

2. Identify the student population(s) that will be affected.
Students with dual enrollment and freshman transfer credit will be affected if they have ACT reading sub scores below 19 and they are not bringing in one or more of the course with the prefixes designated by the University which waive the reading requirement. See Attachment A.
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.")*
There are no plans to make this policy retroactive.

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.

Although transfer students come in with various college credits signifying their classification, this policy change will most likely affect freshman transfer and newly admitted students with dual enrollment credit. Please refer to Attachment B to see freshman demographic information over the last three years. The records of each of these students will be examined in light of this policy.

Attachment A

Reading Placement Proposal Rationale

Current Policy

Students admitted to the University with valid ACT Reading sub scores of 18 or less are placed in READ 1000K, a prescribed reading course designed to help students master additional reading skills needed to be successful academically. Students in this category are also given the option to test out with the University Assessment. Non-traditional students without ACT scores take the University Assessment Test designed to identify students who need similar assistance in reading.

Under TBR written guidelines, students who transferred in a reading intensive course were waived from the reading requirement. However, if they had not successfully completed a course of this nature, they had to be tested or if they had valid ACT scores, they would be placed accordingly.

Even though this was the written policy, this has not been carried out in practice. Teresa Thomas has indicated the mod that came from TBR electronically waived the reading requirement for any student transferring in any college-level course. This means students transferring in a math course, physical education course, etc. had the reading requirement waived. Now that the University offers more dual enrollment courses, more high school students are being admitted with one or two courses which are not reading intensive, but the requirement is being waived.

There are many MTSU Gen Ed courses that have READ 1000K as a prerequisite, which indicates that the departments think it is important that the reading skills of their students need to be at a certain level to optimize the chances for successful course completion. This practice of waiving the reading requirement when transferring in any college-level course is in conflict with the set prerequisite requirements for these Gen Ed courses.

Proposed Policy

The University, no longer under TBR, can make efforts to better adopt guidelines to provide consistency in satisfying prerequisites from students bringing in course work. From a meeting with Laurie Witherow, Teresa Thomas, and Dean Sluder, the suggestion was offered to link the ability to have the requirement waived to certain course prefixes as opposed to specific courses. Using the Gen Ed list as a guide, the following prefixes are suggested to remove the reading requirement automatically:

ASTR
BIOL
CHEM
DANC
ECON
GEOG
GEOL
GS
HIST
HUM
PHIL
PHYS
PSCI
PSY
SOC
WGST

Note: Students who do not receive a reading waiver will continue to be offered the option to test out.

Attachment B - Freshman Transfer Student Demographics

		Age		Race					Gender		
		< 25	≥ 25	African American	Asian	Hispanic	White	Other	Male	Female	
Academic Year 2016-2017	Total										
		392	72	113	10	21	269	51	226	238	
Academic Year 2015-2016	Total										
		422	94	116	20	24	327	29	262	254	
Academic Year 2014-2015	Total										
		387	74	116	16	18	292	19	223	238	

n/a

Master Catalog Change Form Undergraduate

Department _____ Subject _____ 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/ipeds/cipcode/resources.aspx?y=55>) _____ Fees (if applicable) _____
(must be approved by TBR)

Schedule type _____ Instructional Method _____

EFFECTIVE TERM: _____

<input type="checkbox"/> New course	Abbreviated Title: _____ <small>(30 characters only)</small>
Prescribed requirement (lower division courses only):	<input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math
<input type="checkbox"/> Course title change	Previous Abbreviated Title: _____
<input type="checkbox"/> Course prefix/number change	Previous course prefix/number: _____
<input type="checkbox"/> Credit hours change	Previous credit hours: _____
<input type="checkbox"/> Grading system change	
<input type="checkbox"/> Change course to inactive status	
<input type="checkbox"/> Change course to active status	
<input type="checkbox"/> Cross-listing of existing course	Cross-list with: _____
<input type="checkbox"/> 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

Course		Equivalent		FOR RECORDS OFFICE USE ONLY		Attributes:		UCC Approved: _____	
Course	Equivalent	Beg	End						
1. _____	_____			1. _____	_____	Records Entered: _____			
2. _____	_____			2. _____	_____				
3. _____	_____			3. _____	_____				
4. _____	_____			4. _____	_____				
5. _____	_____			5. _____	_____				