On-campus memo:

TO: Admission and Standards Committee
FROM: Michelle Boyer-Pennington, Undergraduate Coordinator
       (Department Chair or Program Coordinator)*
       Department of Psychology
       (College, Program or Department)*
Contact Person: Michelle Boyer-Pennington or Greg Schmidt
       EMAIL Michelle.Boyer-Pennington@mtsu.edu
RE: residency hour changes for Psychology minors
       (Specify issue[s] being submitted to the committee.)
DATE: April 28, 2013

Level or area to which change(s) would apply:
☑ University ☐ College ☐ School ☑ Department ☐ Program
☐ Other?

Program(s) and/or student population(s) affected: transfer students satisfying a psychology minor
(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.)

* For all psychology specialty minors – A minimum of 6 psychology upper division hours must be taken at MTSU
* For the general psychology minor – A minimum of 6 psychology hours, to include 3 hours of psychology upper division coursework, must be taken at MTSU. (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: Only Psychology Department minors who transfer in more than 9 hours towards the minor or all lower division psychology coursework will be affected; no other programs, departments, or colleges should 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 ___________________________ 4/29/13

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.

This proposal was approved by the University Curriculum Committee in Feb. 2013.

Other signatures needed for approval of proposal:

Department Chair or Program Coordinator* ___________________________ 2/1/13

Date of initial proposal

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 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.
Description of Change

Proposed Action:

- For all psychology specialty minors - A minimum of 6 psychology upper division hrs must be taken at MTSU
  - This would be 6 out of the required 15 hrs (40%); all of the specialty minors require 12-15 hrs of upper
division course work. The university already requires the 3 upper division hrs (1 course) be taken at
MTSU for each minor; this proposal would require one additional course.

Proposed Action:

- For the general psychology minor - A minimum of 6 psychology hrs, to include 3 hrs of psychology upper division
coursework, must be taken at MTSU.
  - This would be 6 hrs out of 15 hrs (40%).
    - The university already requires 3 upper division hrs be taken at MTSU for each minor.
    - This proposal adds one more course to be taken at any level.
Master Catalog Change Form
Undergraduate

Department Psychology (BH-PSY) Subject LATN PSY 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 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: (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 Vice Provost for Academic Affairs Date 

Print Form Reset Form 

FOR RECORDS OFFICE USE ONLY Attributes: UCC Approved: 

1. 
2. 
3. 
4. 
5. 

Records Entered:
Catalog description: “For all psychology specialty minors, a minimum of 6 psychology upper division hours must be taken at MTSU.” & “For the general psychology minor, a minimum of 6 psychology hours, to include 3 hours of psychology upper division coursework, must be taken at MTSU.”
Brief Statement of Proposed Change: Change residency course requirement for minors  Date: April 28, 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.*)

   The proposed change will require that transfer students who satisfy a psychology minor at MTSU complete at least 6 of the 15 hours for the minor at MTSU. Students who fulfill the requirements for a psychology specialty minor should earn at least 6 hours of upper division coursework from MTSU. Students who earn a general psychology minor should take at least 6 psychology hours, to include 3 upper division hours from MTSU. To preserve the integrity of our programs, it is important that students satisfy more than 20% of a program’s coursework at MTSU. An increasing number of students take upper division courses as lower division courses at other schools or at unaccredited schools.

   Proposed Effective Date: Fall 2013

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

   Only transfer students who minor in psychology will be affected, and then only those who transfer in more than 9 hours toward a minor (i.e., more than half of the required hours for a minor).

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.”*)

   This plan will not be retroactive. Only students who transfer to MTSU beginning Fall 2013 or later or who declare a minor in psychology beginning in Fall 2013 will be affected (who are using the 2013-2014 undergraduate catalog)

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.
Impact of Minor Residency Hour Change

Using the data that was provided by Information Technology, it is impossible to determine the number of students who would likely be affected by a change in residency hours for the psychology minors. Many students do not choose a minor until their final semesters at MTSU, and sometimes, students change their major and use their psychology hours to fulfill a minor. Also, many psychology majors also choose a psychology minor and thus are able to count more transferred psychology coursework than they otherwise would have been able to do. Students most likely to be affected are those who transfer in more than 9 hours of lower division coursework from community colleges but who do not go on to be psychology majors.