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: Casey Brown ____________________________ EMAIL casey.brown@mtsu.edu

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

DATE: 10/10/2019

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):

☐ 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.)

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

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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 ___________________________ 10/10/2019  
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.

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**Other signatures needed for approval of proposal:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Department Chair or Program Coordinator*</td>
<td>10/10/19</td>
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<tr>
<td>College Dean *</td>
<td>10-11-19</td>
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<tr>
<td>Chair Admission and Standards Committee</td>
<td>Date approved by ASC</td>
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<tr>
<td>Vice-President for Student Affairs / Vice-Provost for Enrollment &amp; Academic Services</td>
<td>Date approved by VPSA</td>
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<tr>
<td>Provost</td>
<td>Date approved by Provost</td>
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<tr>
<td>President</td>
<td>Date approved</td>
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</tbody>
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* 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.
This document is intended as an addendum to the proposal previously submitted; specifically,

Under “Description of Change Proposed,” add a third proposed change:

- Allow applicants who have not taken any of the accepted tests for admission to be admitted on the basis of meeting the GPA requirement; enrollment in courses would then be dependent on completing University placement testing and achieving the minimum benchmarks for college readiness, as determined by University Studies.

The rationale for this addition is as follows:

-The Dual Enrollment working group that met in April 2019 prior to the initial submission of our proposal reached consensus on the acceptability of the above admissions condition. Its omission from the proposal was an oversight.

-This is equitable with how many adult/nontraditional students without test scores are currently admitted. To summarize, a Dual Enrollment student meeting the GPA requirement for admission but who had not yet taken one of the acceptable tests for admission could be admitted, but would be restricted from registration until the student completed campus placement testing and was determined to have met score requirements necessary for enrollment.

-It is congruent with the University’s desire to enhance access to Dual Enrollment while still maintaining guardrails that ensure academic readiness.