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

On-campus memo:

TO: Admission and Standards Committee

FROM: Peter H. Cunningham
(Department Chair or Program Coordinator)*
Office of University Provost
(College, Program or Department)*

Contact Person: Peter Cunningham

EMAIL: Peter.Cunningham@mtsu.edu

RE: Revision to policy on undergraduates enrolling in graduate courses
(Specify issue[s] being submitted to the committee.)

DATE: 10/25/2018

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

☑ University ☐ College ☐ School ☐ Department ☐ Program
☐ Other?

Program(s) and/or student population(s) affected: Undergraduate students who have completed 90 or more hours
(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

Eligibility to enroll in graduate courses as an undergraduate

Description of Change Proposed:
(Attach separate sheet as needed.)

See attached sheet

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

See attached sheet
Dissemination of information:

The following colleges, program or departments may be affected by this decision:
All colleges enroll students who may be affected by this proposed revision to policy

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 ___________________________ 10/25/2018

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:

Department Chair or Program Coordinator* ___________________________ 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.
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 to policy on undergraduates taking graduate courses Date: 10/25/2018

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.)
See Cover Memo and attached description of change and rationale for change

2. Proposed Effective Date Fall 2019

3. Identify the student population(s) that will be affected.
All undergraduate students who have completed 90 or more hours

4. 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 proposal will not be 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.

This revision will reduce the threshold for enrollment in graduate courses from completion of 98 hours to 90 hours.
This revision will allow undergraduate students who receive permission to enroll in graduate courses to count those credits toward their undergraduate degree requirements - meaning that those courses will be eligible for federal financial aid under the new Course Program of Study guidelines. This revision does not create an additional reduction or restriction on any current students. It creates additional flexibility and opportunity for high achieving undergraduate students wishing to take graduate level courses.
Proposed revision to policy on undergraduates enrolling in graduate courses

**Current Policy**
Seniors at MTSU with 98 semester hours of credit may be allowed to take up to 12 semester hours of graduate coursework. Approval is required by the undergraduate advisor and by the dean of the College of Graduate Studies. Undergraduate students wanting to take graduate courses must complete the Application for MTSU Undergraduate Students to Take Graduate Work which is available through the College of Graduate Studies. With the exception of students enrolled in an approved Accelerated Bachelor’s/Master’s (ABM) program, graduate coursework may not be used to meet the requirements for an undergraduate degree.

**NOTE:** The Jennings A. Jones College of Business does not allow undergraduate students to take graduate courses unless they are enrolled in an approved Accelerated Bachelor’s/Master’s (ABM) program.

**Proposed Policy**
Seniors at MTSU with 980 semester hours of credit may be allowed to take up to 12 semester hours of graduate coursework. Approval is required by the undergraduate advisor, undergraduate department chair, the graduate department chair, and by the dean of the College of Graduate Studies. Undergraduate students wanting to take graduate courses must complete the Application for MTSU Undergraduate Students to Take Graduate Work, which is available through the College of Graduate Studies. With the exception of students enrolled in an approved Accelerated Bachelor’s/Master’s (ABM) program, graduate coursework may not be used to meet the requirements for an undergraduate degree.

**NOTE:** The Jennings A. Jones College of Business does not allow undergraduate students to take graduate courses unless they are enrolled in an approved Accelerated Bachelor’s/Master’s (ABM) program.

**Rationale:**
This proposed revision takes into account a number of changes that have occurred since it was originally approved. These changes include:

- The 98 hour threshold was in place back when MTSU required 132 hours for the degree but was not reduced when we reduced overall degree requirements to 120 some years ago.
- The existing policy places approval for a student to take a graduate course with the academic advisor and the graduate dean. Again, the current policy was written back when all advising was done by faculty members. Today, academic advising is performed by professional advisors who are less likely to know or understand the necessary skills, knowledge, and ability required for success in a particular graduate course.
- The new policies and requirements for students receiving federal financial aid prevent UG students from receiving financial aid for any course that does not count toward their program of study. This means that a high achieving senior who is interested in taking a graduate course cannot receive federal financial aid to pay for it.
- The proposed revision will allow qualified undergraduates to enroll in a limited number of graduate courses when appropriate, thus increasing the total course enrollment and making it more likely that those courses will be offered.