**Request to Implement and/or Modify (Enhance)**

**Program Admission and/or Progression Standards**

**PROPOSAL PACKET**

James Madison University has adopted a policy on restricted programs to clarify and standardize approval criteria and procedures (Academic Affairs Policy #6). James Madison University values students’ freedom to select their majors and would ideally allow any student into any academic program. Resource constraints and accreditation standards, however, sometimes require the university to restrict enrollment in academic majors, minors and pre-professional programs.

Programs wishing to adopt or modify restrictions must submit a proposal to the Restricted Programs Advisory Group (RPAG). These restrictions can be front-end admissions standards, mid-stream admissions standards or progression standards:

* Front-end admissions standards are for the small number of programs that do not allow a major to be declared without approval.
* Mid-stream admissions standards allow students to declare the major initially, but only permit them to become fully admitted majors after a clearly defined decision point.
* Progression standards require students to meet given standards at multiple times during their progress through the major.

All restricted programs are expected to adhere to certain overall standards and to provide sufficient data to support the proposal. Overall standards are intended to ensure that the restrictions are narrowly tailored to the academic expectations of a particular program and that they do not create undue hardship for any particular population of students.

Other expectations are incorporated into the points below. Programs wishing to propose restrictions should:

1. Obtain the signatures of the academic unit head and college dean as indicated below and submit this cover sheet to:

Hannah Evans, Executive Assistant for Faculty Affairs and Curriculum MSC 7503

1. Submit an electronic copy of the proposal to evanshg@jmu.edu

Complete a full proposal that includes all information below for:

[ ]  New admission or progressions standards for programs that do not currently have restrictions.

[ ]  Modification of admission or progression standards for INCREASING or ADDING additional restrictions to what is currently approved.

Note: If eliminating, reducing, or renewing current restrictions with no changes, please use the *RPAG Simple Request* form. On occasion, the simple form may also be used for MINOR modifications. Seek advisement on use of short form prior to using for minor modifications.

Proposals should address the following points and will be evaluated using these criteria:

|  |  |
| --- | --- |
| 1. Program Name: | Click to enter text |
| 2. Proposer’s Name: | Click to enter text |

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| 1. A full description of the currently-approved (if applicable) and proposed admission policies and/or progression standards. Please highlight all modifications in a different font color for easy identification.
	1. Standards that are narrowly tailored to the requirements and abilities needed to succeed in the program.

Notes: i. Overall GPA cannot be used in admission or progression standards, unless a minimum overall GPA is required by accreditation/licensure program standards.ii. Please also provide a simple, clear description of the admission or progression criteria (possibly in bullet format) appropriate for the university catalog.  |
| Click to enter text |
| 1. The rationale for implementing or modifying (increasing) program admission and progression standards.
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| Click to enter text |
| 1. Sufficient quantifiable data in support of the rationale. Since almost all JMU programs have experienced significant growth in recent years, this must include availability of necessary classroom space, faculty resources or other resources, not only numbers of students.
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| Click to enter text |
| 1. Equitable application of the standards to native students and transfer students from the Virginia Community College System with associates’ degrees as well as other transfer students.
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| Click to enter text |
| 1. Program admission offerings (twice a year - fall and spring semesters) and provisions for students not admitted the first time to apply the following semester.
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| Click to enter text |
| 1. Strategies for regular communication with students about the standards and students’ progress toward meeting them.
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| Click to enter text |
| 1. A description (preferably a bulleted list) of materials/information students are required to submit for admission/progression in the academic program. (If using grades, consider how the unit attempts to ensure consistency in its grade distribution, e.g., from instructor to instructor).
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| Click to enter text |
| 1. A description of how the university policy on repeat/forgive and repeat/credit will be applied with respect to the proposed standards, if applicable.
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| Click to enter text |
| 1. A description of how the management of a student cohort will happen and any plans to apply the proposed standards to students already at JMU.
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| Click to enter text |
| 1. A description of enrollment management in those required courses that are part of the admission/progression standards including adequate classroom seats for new students and currently enrolled students, as well as plans to address any anticipated backlog.
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| Click to enter text |
| 1. A list of other academic programs at JMU that might be affected by the implementation or modification of admission and/or progression standards with explanatory comments.
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| Click to enter text |
| 1. New resources that would be needed to avoid program restrictions.
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| Click to enter text |
| 1. Program or pedagogy changes that would be needed to avoid program restrictions in the absence of new resources.
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| Click to enter text |

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| Name of Academic Unit (please print) |
|  |  | Click to enter a date |
| Academic Unit Head Signature |  | Date |
|  |  | Click to enter a date |
| College Dean Signature |  | Date |

|  |
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| **RPAG Office Use Only Below This Line:** |
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| Action Taken:  |
|  [ ]  Approved/Recommended to Academic Council |
|  Comments: Click to enter text |
|  |
|  [ ]  Denied |
|  Comments: Click to enter text |
|   |
|  [ ] Tabled |
|  Rationale: Click to enter text |
|   |
|  [ ]  Other action taken: Click to enter text |
|  Explanation or information needed: Click to enter text |
|  |
| Date Action Taken by RPAG: Click to enter a date |
|  |
| RPAG Chair Signature:  |  |

 **Date Approved by Academic Council and the Provost**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_