Draft Guidelines for Proposing Changes to Admission Requirements

(Note: below is the existing language within the section on creating a new major.)

3. Majors may be proposed with three types of admission:

- *Open Admission*: Matriculated students in good academic standing are admitted at any time.

- *Selective /Minimum Requirements Admission*: Requires students to complete satisfactorily a set of prerequisite courses with a minimum GPA. All students who meet the minimum requirements are admitted.

- *Competitive Admission*: Students must complete all minimum requirements to apply and must then compete with the entire applicant pool for a limited number of spaces. (For further information about requirements on proposing competitive admissions, please the page on **Adding or Revising Admission Requirements)**

(Note: below is the existing language within the section on Adding or Revising Admission Requirements.)

Admission requirements can be added or changed for

- an existing major
- an existing option within a major

Community College Notification: Under an agreement through the Washington Council's Intercollege Relations Committee(|http://www.washingtoncouncil.org/icrc/), the university is required to notify community colleges of changes in lower division requirements two years prior to their applying to transfer students from Washington state community colleges.

(Note: below is proposed language for the section on Adding or Revising Admission Requirements.)

Admission requirements can be added or changed for

• an existing major

• an existing option within a major

Programs requesting to change from Open or Selective admission to Competitive admission must provide justification for that request. Such justification should include, but is not limited to, detailed consideration of

• Intellectual resources—capacity of existing faculty and administrative personnel for accommodating the number of current majors.

• Physical resources—sufficiency of instructional space (classrooms, labs, etc.) for accommodating the number of current majors and, if so, why?

• Fiscal resources—Financial challenges distinct from those associated with the above two concerns.

• Accreditation concerns—accreditation requirements associated with the program (faculty to student ratio, etc.) require competitive admission due to existing resources.

• Other Holistic and pedagogically-motivated concerns.

In addition, programs requesting to change from Open or Selective admission to Competitive admission must provide

• Brief overview to put the change into a context that can understood outside of the discipline

• Documentation of the current major, and trends in the major, over the past five years—numbers of current students, accessibility to required courses, graduation rates, significantly impacted courses, documentation of accreditation requirements, memoranda or notes of discussions on change, etc.

• An outline of the planned admission process—supporting materials required, dates applications are considered, and review process, as well as a plan for phasing in competitive admission, and the effects of such on existing majors.

• A description of a petition process for students not admitted to the major

Assessment: Within 3 years of implementing the change, the program should develop a report on how the change in admission requirements has affected its student body, including trends in majors. The report should be shared with the appropriate school or college, with a copy to FCAS.

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