

## **PROPOSAL MAJOR QUALIFICATION POLICY**

Proposals for major qualification of native or junior transfer students must be accompanied by this form and the supplemental information requested below.

Department/Program: \_\_\_\_\_

Department/Program Chair: \_\_\_\_\_

Contact information: \_\_\_\_\_

### **A. Justification for a major qualification policy (check all that apply):**

- resource-impaction (student interest exceeds available resources)
- need to direct students who lack adequate preparation to other majors
- need to ensure that students can complete their degree within a reasonable amount of time
- other (please specify below)

### **B. General information.**

1. Which major(s) is covered by the proposed qualification policy?
  
  
  
  
  
  
  
  
  
  
2. Are the undergraduate degrees covered by the proposed policy jointly administered with other departments or programs?<sup>1</sup>
  
  
  
  
  
  
  
  
  
  
3. Which course(s) will serve as the gateway for qualification to the major?
  
  
  
  
  
  
  
  
  
  
4. What criteria will be used to gate qualification to the major?<sup>2</sup>

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<sup>1</sup> If so, a letter of support from the relevant department/program chair(s) must accompany your proposal.

<sup>2</sup> e.g. passing grade or GPA in one or more gateway courses; completion of gateway courses prior to the major declaration deadline; portfolio review, or other criteria.

5. Will a “typical” student be able to satisfy the requirements for qualification to the major prior to the major declaration deadline?<sup>3</sup>
  
6. When may native and transfer students apply to the major and when they will be notified of the department's decision?
  
7. Please insert the CEP standard language for appealing a denial of qualification to the major.  
  
*“Students who are informed that they are not eligible to declare the major may appeal this decision by submitting a letter to the department chair within 15 days from the date the notification was mailed. Within 15 days of receipt of the appeal, the department will notify the student and college of the decision.”*
  
8. What is your timetable for implementing the proposed qualification requirements?

**C. Proposal.**

Provide explain why and how you propose to selectively admit undergraduates to your program(s) with reference to the guidelines posted at (insert footnote to URL??)

**D. Revised catalog copy**

Please provide a copy of the revised program statement that will appear in the general catalog if your proposal is approved. (attached word doc.)

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<sup>3</sup> Spring of the sophomore year for native students; second quarter of residency for transfer students. A policy of this type is predictive of future performance, students can follow one or two catalog years to meet the qualification to the major but must complete the catalog year selected at the time of their declaration to the major.

**E. Other supporting information:**

1. Comments from the relevant divisional Dean(s) (required attach with form)
2. Letters of support from the chairs of relevant departments or programs. (required for jointly sponsored degree programs; recommended for programs that may be impacted by the new policy) (attach with form)
3. Annotated curriculum map showing your degree requirements and proposed gateway course(s).(attachment)
4. Attach Feedback from students (optional but highly recommended).

Approved by CEP September 21, 2011. Revised June 06, 2012, March 3, 2014, and March 2016.