

September 23, 1987

MEMORANDUM

TO: Dr. Robert M. Lockhart, Director, Office of Planning and Budgets
Associate Provost Lou Anna K. Simon
Dr. Patricia S. Walsh, Assistant to the Provost

FROM: Dr. Lawrence M. Sommers, Acting Assistant Provost for General Academic
Administration

RE: University-Level Processing of Requests Related to Enrollment Limitations for
Undergraduate Programs and Requests Related to Requirements for Admission to
Undergraduate Programs

Attached please find a copy of the document referenced under the heading Attachments at the end of this memorandum. The procedures described in that document are effective immediately.

Thank you again for your help in developing the attached document that can serve as a ready resource for (1) responding to inquiries from academic administrative units regarding the University-level processing of requests related to enrollment limitations for undergraduate programs and requests related to requirements for admission to undergraduate programs and (2) routing such requests to the appropriate University administrators and committees. The implementation of the procedures described in the document should expedite and facilitate the consideration of such requests at the University level and conserve University resources.

Attachment: UNIVERSITY-LEVEL PROCESSING OF REQUESTS RELATED TO ENROLLEMNT LIMITATIONS FOR UNDERGRADUATE PROGRAMS AND REQUESTS RELATED TO REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE PROGRAMS (3 pages) dated September 23, 1987.

PRO17 ENROLL LIMIT/ ADM REQUEST

UNIVERSITY-LEVEL PROCESSING OF REQUESTS RELATED TO ENROLLMENT LIMITATIONS
FOR UNDERGRADUATE PROGRAMS AND REQUESTS RELATED TO
REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE PROGRAMS

Office of the Provost

September 23, 1987

1. Request to limit the number of students admitted to a degree program or major/Related request to establish requirements for admission to that degree program or major:
 - a. The Office of the Provost reviews the requests in accordance with Article 4 of the Board of Trustees Bylaws and with department, school, and college long-range and strategic planning documents, and decides whether or not to approve the requests.
 - b. If the Office of the Provost approves the requests, it:
 - (1) approves the related statement for the Academic Programs section of the University catalog.
 - (2) informs the University Committee on Academic Policy (UCAP) and the University Committee on Curriculum (UCC) of both the approval of the requests and the approval of the related statement for the Academic Programs.

2. Request to change the requirements for admission to a degree program or major for which an approved limitation on enrollments is in effect:
 - a. The Office of the Provost reviews the request in accordance with Article 4 of the Board of Trustees Bylaws and with department, school, and college long-range and strategic planning documents, and decides whether or not to approve the request.
 - b. If the Office of the Provost approves the request, it:
 - (1) approves the related changes for the Academic Programs statement.
 - (2) informs the UCAP and the UCC of both the approval of the request and the approval of the related changes for the Academic Programs statement.

3. Request to establish requirements for admission to a degree program of major apart from a request to limit the number of students admitted to that programs or major/ Any related request for a new academic program or permanent changes in an academic program:
 - a. The Office of the Provost reviews the request(s) in accordance with Article 4 of the Board of Trustees Bylaws and with department, school, and college long-range and strategic planning documents, and decides whether or not the request (s) should be released to the UCAP and to the UCC.
 - (1) If the Office of the Provost decides to release the request(s):
 - (a) The request(s) are forwarded to the UCAP for consultation Bylaws for Academic Governance referenced below:

- (i) 4.5.5. which states: “The Committee on Academic Policy shall consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate . . . students and programs.”
- (ii) 4.5.4 which states: “The Committee on Academic Policy shall consult with the Provost on the establishment, disbandment, or merger of undergraduate . . . academic programs and shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate . . . students.”

The UCC is informed of the UCAP’s consultation on the request(s) prior to the time that the UCC considers the requests.

- (b) The request(s) are forwarded to the UCC for action in accordance with the section of the Bylaws for Academic Governance referenced below:

- (i) 4.6.3 which states: “The Committee on Curriculum shall exercise the faculty’s delegated authority to review and approve or reject all changes in undergraduate courses, curricula, and degree requirements proposed by academic units. . .”

The request(s) that are approved by the UCC are included in the Report of the UCC to the Academic Council. This process ensures a permanent institutional record of the request(s).

4. Request to change the requirements for admission to a degree program or major for which an approved limitation on enrollments is not in effect/ Any related request for permanent changes in the program:

- a. The Office of the Provost reviews the request(s) in accordance with Article 4 of the Board of Trustees Bylaws and with department, school, and college long-range and strategic planning documents, and decides whether or not the request(s) should be released to the UCAP and to the UCC.
 - (1) If the Office of the Provost decides to release the request(s):
 - (i) The request(s) are forwarded to the UCAP for information. If the UCAP wishes to consider the requests, it does so in the consultation mode in accordance with section(s) 4.5.5. and /or 4.5.4. of the Bylaws for Academic Governance. [Refer to item 3. a. (1) (a) above].
 - (ii) The request(s) are forwarded to the UCC for action in accordance with section 4.6.3. of the Bylaws for Academic Governance. [Refer to item 3. a. (1) (b) above].

Office of the Provost
September 3, 1987