

**Request to Implement and/or Modify
Program Admission and/or Progression Standards**

PROPOSAL PACKET COVER SHEET

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:
Dr. Rudy Molina, Vice Provost for Student Academic Success and Enrollment
Management
MSC 1208
2. Submit an electronic copy of the proposal to molinarm@jmu.edu.

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

1. The rationale for implementing or modifying program admission and progression standards and a full description of the current (if applicable) and proposed admission policies and progression standards.
2. 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.
3. Standards that are narrowly tailored to the requirements and abilities needed to succeed in the program. Overall GPA cannot be used as a primary determinant of student admissibility or progression. Provide a narrative rationale that includes the efforts the academic unit makes to ensure consistency in its approach to grade distribution.

4. Equitable application of the standards to native students and transfer students from the Virginia Community College System with associates' degrees.
5. Program admission offerings (twice a year - fall and spring semesters) and provisions for students not admitted the first time to apply the following semester.
6. Strategies for regular communication with students about the standards and students' progress toward meeting them.
7. A description of materials/information students are required to submit for admission/progression in the academic program.
8. A description of how the university policy on repeat/forgive and repeat/credit will be applied with respect to the proposed standards, if applicable.
9. 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.
10. 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.
11. 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.
12. New resources that would be needed to avoid program restrictions.
13. Program or pedagogy changes that would be needed to avoid program restrictions in the absence of new resources.

Name of Academic Unit (please print)

Academic Unit Head Signature

Date

College Dean Signature

Date

Vice Provost for Student Academic Success
and Enrollment Management

Date

Provost Signature

Date