

Procedures for implementing admission requirements and/or enrollment caps:

Colleges instituting additional admission requirements:

1. It is recommended that Colleges interested in adopting more stringent admission requirements implement a foundational (probationary) curriculum into which students who are admitted to the institution may enroll.
2. Colleges with a foundational curriculum should specify at what point in that curriculum the higher GPA requirement becomes effective (end of first term, end of second term, etc).
3. Colleges should specify whether the GPA requirement is *programmatic* (including coursework in the major/area only), *institutional* (including TTU coursework only) or *cumulative* (including TTU and all transfer coursework).
4. Colleges must develop clear policies for remaining in and dismissal from the college.
5. **All policies must be fully approved and published one year in advance of their implementation** (example: a new admissions policy effective Fall 2017 must be published, as notification to students who will be in the process of applying to TTU, in Fall 2016.)*

Departments instituting additional admission requirements:

1. It is recommended that departments interested in adopting more stringent admission requirements make those requirements effective upon a student's completion of at least 12 institutional or cumulative semester credit hours. That will allow for a uniform consideration of GPA.
2. Departments interested in adopting more stringent admission requirements should work with their home colleges to determine whether there is a college-level Undeclared major into which students may enroll prior to their completion of the number of semester credit hours required for enrollment in the major.
3. Departments must develop clear policies for initial admission into the major, remaining in the major, and dismissal from the major.
4. **All policies must be fully approved and published one year in advance of their implementation** (example: a new admissions policy effective Fall 2017 must be published, as notification to students who will be in the process of applying to TTU, in Fall 2016.)*

Procedures for implementing an enrollment cap:

1. Departments interested in implementing an enrollment cap must determine the population affected by the cap: total enrollment in the department? Enrollment in the department by yearly cohort?
2. Departments must describe the criteria for admission with attention given to student prioritization. The following questions should be considered:
 - a. What are the requirements for enrollment in the major?
 - b. If a student meets all requirements, what are the factors that determine whether a student is accepted? The following example provides guidance for describing details of prioritization of students: *Students meeting all three of the required criteria will be considered for admission to the EXAMPLE program based on their institutional GPA. Where necessary to distinguish among students, math, art, and education coursework GPAs will be weighted higher than other courses in the core or foundational curriculum. Once the enrollment cap of 250 has been reached for any given academic year, no additional students will be admitted to the EXAMPLE program for that year. Students meeting all three of the required criteria who are not among the 250 admitted students may declare majors in any other department in the College, provided standards for those majors are met.*
3. Departments must develop clear policies for initial admission into the major, remaining in the major, and dismissal from the major.
4. **All policies must be fully approved and published one year in advance of their implementation** (example: a new admissions policy effective Fall 2017 must be published, as notification to students who will be in the process of applying to TTU, in Fall 2016.)*

*Required approval sequencing: department → college → SVPEM, SVP

YELLOW highlight indicates TYPE of change to admission policy

GREEN highlight indicates new, required policy, effective March 1, 2016