Academic Affairs Policy Statement No. 9
Changing the Entrance Requirements of an Undergraduate Major

1. References
   a. Statutes of the University of Georgia, May 1988, p. 13-14
   b. The University of Georgia Faculty Handbook, 1992, p. 7.
   c. Bylaws of the University Council of the University of Georgia, 1989, p. 3-6.

2. Policy
The University of Georgia recognizes as a general principle that students in good standing should be allowed access to the major of their choice. Exceptions to this principle may be approved under one of two conditions. The first is when the educational resources and number of faculty are insufficient to provide a quality learning environment to all who wish to enroll. The second is when completion of the degree requires special skills or abilities, or satisfactory completions of required courses demonstrably necessary for successful completion of the major.

The operating policy has been developed in order to delineate the procedure and criteria applicable to requests for exception to the institutional principle of open access to all students in good standing. Each department, school, or college requesting an exception must fully justify the need for it and explain why the proposed entrance requirements are necessary to enhance the quality of education or assure greater likelihood of student success in completing the degree.

The intent of the procedures and criteria is to assure that proposals to limit entry to majors [a] receive appropriate review at the school/college level, [b] are appropriate and fair and [c] are evaluated for their potential effects on other programs.

3. Process
All proposals for changing the entrance requirements of an undergraduate major must be reviewed and approved by the originating unit, the appropriate faculty committee at the school/college level, and the dean of the school/college prior to being reviewed at the University level.

Each proposal must include a rationale justifying the need for such a requirement, an assessment of what effect the requirement will have on the major involved, and an estimate of anticipated effects on other majors within the University. The originating school/college should circulate the proposal to other pertinent schools/colleges for review and comments.

Four copies of the proposals in the standardized form [see attached] will be submitted to the Office of the Senior Vice President for Academic Affairs and Provost for consideration by the University Curriculum Committee.
If the originating school/college has not appropriately circulated the proposals to other schools/colleges, the Office of Curriculum Systems will send them to appropriate deans of undergraduate programs for comment. The deans will have one calendar month to comment on these recommendations prior to consideration by the University Curriculum Committee.

The proposal will be reviewed by the appropriate subcommittee of the University Curriculum Committee and by the University Curriculum Committee. They will evaluate the proposal to assure that it satisfies the criteria associated with this policy, and is consistent with Board of Regents policy.

Affirmative recommendations of the University Curriculum Committee will be forwarded to the Senior Vice President for Academic Affairs and Provost for final review and approval before implementation.

All approved changes in entrance requirements for undergraduate majors will become effective subsequent to appearing in an official University publication.

4. Evaluation Criteria
   a. All proposed entry requirements must be consistent with school/college, University, and University System regulations. A school/college may choose not to allow any entrance requirements to the major if they wish.

   b. The proposed entrance requirements must be supported by adequate academic justification. Some reasons which may be considered are as follows:

   1. Limits are required to maintain a high quality of instruction.
   2. There are limitations on physical facilities and resources, especially when special resources are required which cannot be augmented (e.g., laboratories or studios).
   3. Limits are required to maintain professional accreditation requirements.
   4. Special skills or abilities are required to complete major courses (e.g., performing arts such as dance, musical performance, or creative art).

   c. The proposed entrance requirements must relate to the rationale for imposing those limits. Some examples of requirements which may be used are as follows:

   1. Overall GPA, either as a fixed value or a variable one dependent on the number of hours completed. [It is preferable to have requirements more specific to the degree rather than just overall GPA].
   2. Completion of certain prerequisites with a grade of C or better when such courses are demonstrably necessary to successfully complete the major.
   3. Documentation of career goals.
   4. Documentation of special skills or abilities which are necessary to successfully complete the major (e.g., performing skills in the performing arts).
   5. Experiential prerequisites (such as a portfolio of in-school experiences for teacher preparation programs).