Proposal Form: Fitchburg State University All University Committee 2023-2024

Proposal Summary

1. Proposal Title *

For purposes of the AUC database, the proposal title may be changed.

Changes to Honors GPA Requirement

2. Brief Proposal Summary *

All proposals that involve curriculum change(s) require review by the Department Curriculum and the Department Chair.

We propose changes to align ourselves with the Commonwealth Honors Programs in regards to GPA.

3. Sponsoring Department *

Honors Program

4. Contact Person *

Catherine Buell

Contact Email *

cbuell1@fitchburgstate.edu

Contact Phone *

ext. 3077

5. Are you requesting Approval Not Required (ANR) for this proposal? *

Pending AUC review and approval as an ANR request, changes will then be sent to the Registrar's Office for processing. If after AUC review it is determined this request does not meet the ANR requirements (see next section), the proposer will be notified that a full AUC proposal will need to be submitted (reminder: if this notification is received after the AUC deadline for the year, the proposal will need to be submitted in the next academic year).

○ Yes

◉ No

Description of Approval Not Required Request

Approval Not Required (ANR) requests will need to be approved by the AUC. If a proposal is considered ANR, then it will not need to go through any AUC standing committee and will be sent to the Registrar's Office for processing. If after AUC review it is determined this request does not meet the ANR requirements, the proposer will be notified that a full AUC proposal will need to be submitted (reminder: if this notification is received after the AUC deadline for the year, the proposal will need to be submitted in the next academic year).

6. Check all that apply

Note: changes requested to prerequisite/co-requisites/restrictions must increase population of students eligible to register.

* Additions need to be alternatives (e.g. currently CHEM 1000, new is CHEM 1000 OR CHEM 1001; or currently Freshman restriction, new is Freshman and Sophomores)
* Removals need to remove barriers (e.g. currently MUSC 1000 AND MUSC 1001, new is MUSC 1000; or currently must be Psychological Science, new is no field of study restriction)

- [ ] Minor course title change

- [ ] Minor course description change

- [ ] Cross-listing with another course within your department

- [ ] Course prerequisite/co-requisite/restriction changes

- [ ] Remove course from the catalog (inactivate)

- [ ] Other: _____

7. Provide detail below as to how the course currently appears in the catalog

8. Provide detail below as to how the course will appear in the catalog after changes

Proposal Detail

Indicate the type of change to be directed to the appropriate questions.

9. Change type *

○ Course

○ Program

◉ Policy

Change(s) to Course(s)

10. Type of change *
Check all that apply

☐ Course Title

☐ Course Description

☐ Prerequisites/Restrictions (class level, field of study, etc.)

☐ Other: _____

11. Course title as it currently appears in the catalog (if applicable)

_____

12. Course title as it will appear in the catalog (if applicable)

_____

13. Abbreviated course title for Banner (if applicable)

30 characters total (including spaces)

....

14. Course description as it currently appears in the catalog (if applicable)

....

15. Course description as it will appear in the catalog (if applicable)

Please limit the description to 50 words whenever possible.

....

16. Course prerequisites/restrictions as they currently appear (if applicable)

....

17. Course prerequisites/restrictions as they will appear (if applicable)

....

18. Is this course cross-listed or considered equivalent to another course that requires the same *
change?

○ Yes

○ No

If yes, please indicate the course(s).

If yes, was the other department consulted?

○ Yes

19. Where is the change being made? *

Please indicate every area in which a change is being requested.

☐ Program Core

☐ Concentration

☐ Required General Education Courses by Major

☐ Minor

20. How many credits total are currently required in the major, minor, and/or concentration?

21. How many credits total will be required in the major, minor, and/or concentration after requested changes?

22. Please upload a copy of how the program currently appears in the catalog as well as a copy *
of how the program will appear in the catalog. Changes should be highlighted.

23. Policy as it currently appears in the catalog *

Current Honors GPA Language on the Website:

To graduate from the Honors Program, you must have a GPA of at least 3.3. Students who drop below an overall GPA of 3.3 will be given a probationary period to raise their GPA. Students in their final year must have a GPA of at least a 3.3 in order to start their Honors thesis/project.

Current Honors GPA Language in the Catalog:

A GPA of 3.3 must be maintained to continue in the program.

24. Policy as it will appear in the catalog *

Honors GPA Proposal Language for Website and Catalog:

Students must maintain a GPA of at least 3.2 to remain in the Honors Program.

If a student's GPA falls below 3.2, then the student will be given a probationary period of one semester to raise their GPA; however, if a student has an overall GPA below 2.0 they will automatically be dropped from the Honors Program. During the probationary period, if the student's overall GPA improves but is still under 3.2, they can have an additional semester to get their GPA to 3.2 or above; otherwise they will be dropped from the Honors Program. Students must have a GPA of at least a 3.2 in order to register for their Honors Thesis/Project. Appeals will be possible on a case-by-case basis.

Students who are dropped from the Honors Program who later improve their GPA to 3.2 or above can request to be reconsidered for the Honors minor.

Rationale

25. Rationale for the Proposal *

This GPA had previously been 3.3, but the standard set by the Commonwealth Honors Program (CHP) is 3.2, this change brings us in line with their guidelines.

Additionally, students were being dropped from the Honors Program by financial services given a standard of a GPA of 3.3. Technically, students must *graduate* with a 3.2 GPA. The guidelines set above are to help students have success with this standard while providing space for improvement. It is putting practice into policy.

Consultations and Approvals

All proposals that involve curriculum change require review by the Department Curriculum Committee and the Department Chair.

Requesting Department Approvals

26. Requesting Department Curriculum Committee Vote (# For / # Against / # Abstain) *

8/0/0

27. Name of Chair of the Requesting Department Curriculum Committee   *

Catherine Buell

28. Name of Chair of the Requesting Department *

Catherine Buell

Collaborating Parties Approvals (if applicable)

29. Collaborating Parties

Please list each collaborating department or individual.

N/A

30. Collaborating Department(s) Curriculum Committee(s) Vote(s) (# For / # Against / # Abstain) *

N/A

Upload Documentation (if applicable)

Dean Submissions

31. Submitted to Appropriate Dean(s) *

⦿ Yes

32. Name of Dean(s) *

Submitted to all Deans

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