PURPOSE

1. The purpose of this PPS is to establish policies and procedures relating to management of student enrollment in courses or majors/minors assigned to an academic unit (program, department, school or college) as established by the University course inventory.

PHILOSOPHY

2. It is the philosophy of the Division of Academic Affairs that management of student enrollment is a significant responsibility of the faculty and administrators of an academic unit. Managing the number and quality of students in relation to available resources, both human and otherwise, is imperative to appropriate unit direction, attainment of long range goals, and the contribution of an academic unit to the image and visibility of the University. It is recognized that one factor that must be considered as part of this management is the student’s need for access to programs. It is also understood that direction for, and goals of, an academic unit should be supportive of the direction and goals of the division and the University.

3. When accepted plans and goals of an academic unit indicate the need to maintain or reduce student enrollment, utilization of student academic success (GPA) as one criterion for continuation in a curriculum is accepted and encouraged.

PROPOSAL FOR CHANGE

4. A proposal for establishing an enrollment management policy and procedure should include, but is not limited to the following:
   a. relationship of the need to control the quality and number of students to the unit’s direction and goals;
   b. criteria to be utilized in enrollment management;
   c. procedures and/or methodologies to be utilized;
   d. projected impact of policy to include impact on:
      1. student majors of the unit proposing a change in a policy,
      2. student minors of the unit proposing a change in policy,
      3. student majors and/or minors of other academic units,
      4. other academic units as related to academic processes: advising, control, etc.,
      5. affected non-academic units: Computing Services, Admissions and Registrar.
6. University processes: admission, registration, undergraduate and graduate catalogs, addendum, advising manual, etc.

e. Consideration and approval through the school level.

APPROVAL

5. After deliberation with the department chair/school director or college dean presenting a proposal, the Provost and Vice President for Academic Affairs normally will route the proposal through the formal Associate Vice President for Enrollment Management and Marketing university administrative structure for consideration.

CERTIFICATION STATEMENT

6. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _______________________________

Review Date: _______________________________

Reviewer: _______________________________

Date: _______________________________

Approved: _______________________________

Date: _______________________________

_____________________________________

Gene Bourgeois

Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: June 23, 2014
Send comments and questions to: tg12@txstate.edu