

MEMORANDUM

TO: All Faculty

FROM: Dr. R. Ray D. Somera
Vice President for Academic Affairs

SUBJECT: New Requirements for Undeclared Students

DATE: January 8, 2014

I have considered the attached memo from the Registrar requesting for a change in minimum postsecondary credits for undeclared students to declare a major. After taking into account the substantive feedback I received from counselors and others, as well as accreditation eligibility requirements, I have decided to lower the minimum postsecondary credits necessary to become a declared student from 60 credits to 45 credits, effective Spring 2014.

At the end of Spring 2015, this policy will be reviewed and evaluated anew to consider future action on this new requirement.

Please be guided accordingly.

December 4, 2013

TO: Dr. R. Ray D. Somera
Vice President for Academic Affairs

FR: Patrick Clymer
Registrar

RE: Minimum postsecondary credits to become a declared student

The current policy regarding becoming a declared student is either graduation from a recognized, accredited high school or its equivalent or successfully complete at least 60 credit hours of postsecondary coursework. Specifically, the catalog states the following:

*A **Declared Student** is a student pursuing a postsecondary certificate or degree. To be eligible, a student must:*

- Be a graduate of an accredited or recognized United States high school or foreign high school with equivalent programs of instruction and comparable standards; or*
- Have the equivalent of a high school diploma (e.g., G.E.D);*
- Have an AA/AS, BA/BS degree, or successful completion of at least 60 hours of college credit with a cumulative GPA of 2.0 or higher from an accredited or recognized United States college/university or a foreign college/university with equivalent programs of instruction and comparable standards; or*
- Be at least sixteen (16) years of age or older and have the ability to benefit from the education or training offered at the College. Students admitted on the basis of ability to benefit from the education or training offered must pass a U.S. Department of Education approved test such as COMPASS prior to enrollment at the College.*

Since the total credits to obtain an AHS Diploma from the college is 45 credits, I am requesting consideration to lower the minimum postsecondary credits necessary to become a declared student from 60 to 45.

Approved [☒]

Disapproved [☐]

Dr. R. Ray D. Somera
Vice President for Academic Affairs

Date

1/8/2014