

OFFICE OF THE ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS
AND DEAN FOR UNDERGRADUATE STUDIES

Instructions for Submitting LEP Proposals or Renewals

Limited Enrollment Programs are majors at the University of Maryland that control enrollment numbers in order to address situations where program capacity has been reached. Once a student has earned 45 credits, he/she must have successfully completed a specific set of courses called "gateway" requirements.

Students are either admitted to the programs as freshmen (direct admits) or as transfer students (internal or external). Direct students must complete the gateway courses by 45 credits and maintain a GPA of 2.0. Transfer (internal or external) students must complete the gateway requirements in order to be admitted to the program but often must earn a higher GPA than direct admits. Gateway requirements must be the same for both direct and transfer students. In both cases, only one repeat of one gateway course is allowed.

Completed proposals are to be submitted to the Dean for Undergraduate Studies. All curricular changes require a PCC proposal. If your proposed LEP change concerns a modification to the curriculum, please attach your PCC proposal.

Please complete the following questions when requesting Limited Enrollment status for the first time or when requesting a change in the LEP requirements.

1. Describe the current status of your limited enrollment program.
2. What is the reason for requesting a change? Define the problem.
3. Outline your proposed plan for change.
 - What is your current enrollment limit? What is your proposed enrollment goal?
 - Gateway courses: list current gateway courses; list proposed gateway courses.
 - What is the current transfer GPA? What is the proposed transfer GPA?
 - Which of the proposed gateway courses are available at which community colleges?
 - LEP policy requires that you offer enough seats in gateway courses for all students attempting the LEP. How many seats are you currently offering in each of the proposed gateway courses this academic year? What are the current enrollments in those courses?
 - Specify the timetable for phase-in of new students and transfer students. (Normally we use a two-year phase-in for external transfer students.)
 - If you reduce your enrollment numbers, where will the students go? To which majors?

4. If you are proposing a new LEP or changing a current LEP, please include a new four year academic plan for the major.
5. If changing GPA and/or gateway requirements (or proposing the LEP for the first time), please provide data on the impact of that change. For example, if the GPA is raised, is there evidence to show that current students who successfully complete the gateway requirements are not graduating from the program? Or, if the change reduces student enrollment, how many students would no longer be admissible? Or, does the change disproportionately affect a particular group or groups of students? For example, racial or ethnic groups or transfer students?
6. All curricular changes require a PCC proposal. If your proposed LEP change concerns a modification to the curriculum, please attach your PCC proposal.
7. If your proposal involves courses offered by departments in other colleges, please attach comment from those departments on the impact of the changes on those departments and colleges.
8. Submit your proposal to the Dean for Undergraduate Studies, together with attachments.
9. Members of the Enrollment Management Team will review your proposal and contact you for a discussion of particulars. They will then discuss a recommendation. The chair of the Enrollment Management Team will forward a recommendation to the Provost. Once the Provost has made a determination, the chair of the Enrollment Management Team will release your PCC proposal to the Associate Provost for Planning and Programs. The Associate Provost for Planning and Programs also sends colleges and departments formal notification of approval of a PCC action once it is complete.
10. When the LEP and PCC processes are complete, the Dean for Undergraduate Studies creates the formal memo stating the new requirements, sends it to the Provost/EMT chair for signature, forwards the signed memo to the college/department, posts the new information at www.lep.umd.edu, and communicates the outcome to Undergraduate Admissions, the Registrar, assistant and associate deans for undergraduate education, and advisors.

Donna B. Hamilton
Associate Provost for Academic Affairs
and Dean for Undergraduate Studies

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Enrollment Management Team: Procedure for processing LEP proposals

1. All proposals for new or revised LEP programs will follow the guidelines outlined in “Instructions for Submitting LEP Proposals or Renewals”.
2. Colleges submit their LEP proposals to the Dean for Undergraduate Studies, who forwards the proposal to the Enrollment Management Team for their review and comment.
3. The Dean for Undergraduate Studies reviews the proposals with one or more members of the Provost’s staff, and one or more members of the Undergraduate Studies staff. For example, if the proposal involves a curricular change, the Dean may consult with the Associate Provost for Academic Planning and Programs, as well as with the Dean’s office staff who sit on Senate PCC and/or VPAC , and/or who work on planning cycle. The Dean and members of the Provost’s staff decide on next steps (e.g. requesting data from IRPA or the college, seeking input from Admissions, seeking financial information from the Provost’s CFO).
4. As needed, the Dean and Provost’s representative/s (including the chair of the EMT as appropriate) meet with representatives from the college and department, for example to seek clarification or discuss possible modifications.
5. The Dean for Undergraduate Studies summarizes the key issues as determined through these meetings and forwards the summary to the chair of the Enrollment Management Team, who calls a meeting of the EMT to discuss and develop a recommendation for the Provost.
6. The chair of the EMT forwards the recommendation to the Provost. When the Provost has made a determination, the chair of the EMT communicates the decision to the EMT group, including the Dean for Undergraduate Studies.
7. The EMT chair releases the PCC proposal to the Associate Provost for Planning and Programs, who notifies the Dean for Undergraduate Studies when the Senate PCC committee has ruled on the proposal. The Associate Provost for Planning and Programs also sends colleges and departments formal notification of approval of a PCC action once it is complete.
8. When the LEP and PCC processes are complete, the Dean for Undergraduate Studies creates the formal memo stating the new requirements, sends it to the Provost/EMT chair for signature, forwards the signed memo to the college/department, posts the new information at www.lep.umd.edu, and communicates the outcome to Undergraduate Admissions, the Registrar, assistant and associate deans for undergraduate education, and advisors.