Purpose
The purpose of these procedures are to:

- Ensure that adequate thought and consideration has been given to justifying the change and the anticipated impact on prospective students
- Provide adequate time to inform prospective students so they may plan accordingly
- Ensure that all key stakeholders are informed of the change (both internal and external to MUSC)

Types of Changes and Timeline
Academic programs routinely review their admission requirements and make major or minor changes. Major changes can require time and resources to fulfill. Examples of major changes include the addition of prerequisite courses, additional credit hours, addition of a degree requirement, increase of volunteer hours, GRE requirement, etc. Minor changes (e.g. eliminating a prerequisite course, reducing volunteer hours) can also impact prospective students and should be appropriately planned for and communicated.

All proposed major and minor changes are to be submitted in writing to the Associate Dean for Student Affairs in the Dean’s Office by March 15 (at one year in advance of the intended implementation of the changes).* The proposal will be reviewed and approved by the Associate Dean for Student Affairs, the Associate Dean for Faculty and Academic Affairs, and the respective Department Chair. The program will be notified no later than May 1. After approval, changes will be posted, communicated and distributed to all key stakeholders listed below by July 1. This provides a full year of notification to prospective students.

*Note: Please ensure all division faculty have been notified of the proposed changes submitted.

Documentation to be Submitted
The rationale for change(s) and supporting documentation should be submitted in writing and address the following questions:

1. What change(s) are being proposed to the admission requirements?
2. What is the rationale for the change? Include a rationale statement for each proposed change.
3. What data were reviewed and analyzed in support of the proposed change? Include a summary of the sources of data and process for analyzing the data.
4. When will the proposed change go into effect?
5. What impact will the proposed change(s) have on the program’s ability to recruit a diverse applicant pool?

Key Stakeholders for Communicating Change to Admission Requirements
The Division Director is responsible for ensuring that the change to admission requirements are communicated to the appropriate channels listed below and that the Website and program materials such as program brochures are updated.
Within College
- Student Life Office (Cami Meyer (director), Lauren Smith (assistant director for student recruitment)
- Director of Student Services and Student Services Coordinator (Kelly Long and SSC for program)
- Dean
- Division Faculty

Within University
- Director of Admissions (Lyla Hudson)
- Admissions Coordinator for Program
- Director of Office of Enrollment Management (George Ohlandt)

External to Program
- Health advisors
- Prospective students (get from Lauren Smith)
- Professional association or accrediting body
- Alumni
- Preceptors

Information Sources to Update
- Website—program page and OEM
- Program brochures
- Any other place admission requirements may be found