

IMJR Advisory and Admissions Committee
Responsibilities and Practices

1) IMJR Advisory and Admissions Committee Responsibilities:

- a) To formulate policies for the Individualized Major Program, subject to the approval – where relevant – of college curricula and courses committees, the University Interdisciplinary Courses Committee, the General Education Oversight Committee, Senate Curricula & Courses Committee, the University Senate, the Provost's Office, and the CLAS and CANR Dean's Offices.
- b) To admit students to the Program by serving on IMJR admissions panels.
- c) To provide full committee advice to the Individualized Major Program director.
- d) To evaluate the Program, including reviewing the annual report prepared by the Individualized Major Program Director and IISP staff.
- e) To communicate with home departments and colleges about the Individualized Major Program. This includes, where relevant, discussion of reasonable access to seats in departmental or college courses for students in Individualized Major Program.
- f) To meet regularly, consult with IMJR faculty advisors, and maintain liaison with departments and colleges.

2) IMJR Advisory and Admissions Committee Faculty Chair Duties:

- a) Chair IMJR Advisory and Admissions Committee meetings. This includes preparing the meeting agenda in advance of meetings with Director and/or IISP staff.
- b) Act as principal contact person for curricula and/or courses matters in approval processes or involving college curricula and courses committees, the University Interdisciplinary Courses Committee, the General Education Oversight Committee, Senate Curricula & Courses Committee, and the University Senate.
- c) Meet with IMJR Program Director, CLAS and CANR Deans, and the Vice/Provost, as needed.

3) Other Matters of IMJR Advisory and Admissions Committee Practice

- a) Membership of the Committee: The majority of Committee members will be faculty members in CLAS and CANR. There will be an IMJR student member of the Committee and a representative of ACES. The Director of the IMJR Program will be an ex officio member of the Committee. Other professional staff members associated with the Individualized Major Program are not members of the Committee, but may attend meetings, in an ex-officio capacity.
- b) Terms of service: Faculty members are appointed for renewable three-year terms, staggered to ensure committee continuity. Student members are appointed for renewable one-year terms. The faculty chair of the committee is elected to serve for a renewable one-year term, with election normally taking place at the last IMJR Committee meeting of the preceding academic year.
- c) Voting: Only faculty members of the Committee will vote on course and curricular matters. The IMJR student representative may not vote on admissions decisions, but participates in the admissions process on a consultative and advisory basis, including in admissions panel meetings.
- d) Mandates for the IMJR Program and decisions on committee membership may be structured by the colleges or the Provost's Office.

4) Admissions Process

- a) As students prepare proposals for the Individualized Major program, they work with IISP staff advisors and faculty advisors in their desired area of study. The application form includes a place where faculty advisors sign, indicating their support of the proposal. A comment box allows faculty to note any recommendations they wish to make to the IMJR Committee, including any courses they think should be core, required courses.
- b) Applications are due on a Monday. Advising staff prepare cover notes that are circulated with the applications to Committee members by Thursday afternoon. These cover notes summarize key elements of the application (e.g.

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student GPA, inclusion of required elements in the plan etc) and describe any concerns that staff may have noted regarding the application.

- c) All Committee members are asked to evaluate proposals by the subsequent Thursday/Friday through a survey tool. These evaluations are made available by Friday to all Committee members attending an admissions panel.
- d) Admissions panels meet with student applicants (except those proposing a “structured individualized major”) on Monday/Tuesday (2 weeks after application deadline). Depending on the number of applicants, each student is allotted about 15 minutes with the admissions panel.
- e) Admissions panels are made up of 2-3 faculty members, student representative or ACES representative, and director of the IMJR program. The student representative is encouraged to comment and offer advice, but s/he may not cast a vote in an admission decision by the panel. IISP advising staff members attend, but do not vote. The director acts as chair of the admissions panel. Admissions panels are kept relatively small in order to reduce the burden on Committee members and ease some of the pressure on students. Faculty members, the director (who does not advise pre-IMJR candidates) and the ACES representative vote in decisions about admission.
- f) Structured individualized major proposals in international relations and consumer behavior are reviewed like all other applications by the full Committee through a survey tool. Students proposing majors in these areas meet with the director and advising staff. Concerns and recommendations raised by committee members are discussed with the students. Based on the committee members’ evaluations, a majority decision is made by reference to the same voting responsibilities as in the admissions panels.
- g) Decisions range from:
 - unconditional admit (with possible recommendations);
 - admit with conditions (and possible recommendations);
 - admit provided student achieves a semester GPA set by the committee (and possible additional conditions and recommendations);
 - revise and resubmit, with a summary of areas needing revision; and
 - reject (with suggested alternative routes to graduation).
- h) While a consensus (or unanimous) decision is not necessarily sought, the admissions panel seeks to arrive at a decision that incorporates the concerns of all the Committee members (those present and those expressed in the evaluation process). These concerns, expressed as conditions, recommendations, revise and resubmit or rejection, are recorded on a decision form and the admissions panel is then asked to vote for or against the decision as outlined on the decision form.
- i) IISP staff prepares a summary of the admission panels’ decisions as well as the committee’s decisions regarding structured individualized majors. This summary forms the basis of the decision letters that students receive in the week following the admissions panel. Faculty advisors for each student also receive copies of the decision letter (as well as the student’s plan of study and statement of purpose).
- j) These summaries are presented to the Committee for approval at the next full committee meeting, typically at the beginning of the Spring semester for Fall admissions panels and at the end of the Spring for Spring admissions panels. The text of particularly contentious or difficult decisions may be shared with the Committee for approval before the student is notified. (We have done this once or twice.)
- k) Concerns that may emerge during admissions panels regarding programmatic matters (for example practices regarding appropriate titles) are outlined by staff in a discussion document and presented at the next full committee meeting for discussion and if necessary, decision. Preparation of such a document might involve consultation with faculty and staff in CLAS or CANR as well as other schools and colleges when it addresses issues of concern to them.

**Approved by IMJR Advisory and Admissions Committee
April 19, 2012**