Academic Standards Committee
9/9/16
2 p.m., Thomas 366

In attendance: Jan Leuchtenberger, Sunil Kukreja, America Chambers, Kurt Walls, Danny McMillian, Alyce DeMarais, Jo Crane, Sarah Shives, Cole Jackson, Meghan Bacher, Greg Elliott, Peter Sullivan, David Moore, Alison Hale, Landon Wade, Brad Tomhave,

Guests: Kena Fox-Dobbs (Senate Liaison)

Having mistakenly attempted to attend the meeting in Thompson (rather than Thomas) Hall, the secretary arrived after the meeting was called to order.

1. Members of the Committee discussed briefly the functions and work schedule of the committee, namely that Petitions and Policy subcommittees meet separately. Final days/times for meetings of the the Petitions and Policy subcommittees remain in flux.

2. Jo Crane was unanimously elected Chair the Committee for Fall 2016. Alison Hale (Fall) and Alyce DeMarais (Spring) volunteered to serve as Secretary.

3. Senate Liaison Kena Fox-Dobbs presented the Committee its charge from the Faculty Senate:

   a. “In addition to the ongoing charges in The Faculty Bylaws, review the policy of the university for the transfer of Running Start credits as articulated by the Offices of the Registrar and Admissions and recommend approval or suggest changes.”

4. The Senate Liaison further distributed from Senate Chair Alisa Kessel an excerpt regarding minutes from Sturgis’s *Standard Code of Parliamentary Procedure, 4th Ed.*

5. Registrar Tomhave provided additional context for committee members about the Running Start issue in the charge. He and Landon Wade raised several additional conversations that the committee might choose to become part of this year:

   a. How to negotiate the extended time for Final Exams provided by the OAA in cases where the extension might overlap exams scheduled for the next period;
   
   b. The possibility of a mechanism for the involuntary withdrawal of a student for non-academic reasons.

6. Registrar Tomhave provided the following report on ASC petitions acted upon since the committee’s last meeting of 2015-16:
Petitions for the Period 4/15/2016 to 9/01/2016

During the dates covered by this report, the following actions were taken on petitions submitted to the Academic Standards Committee:

<table>
<thead>
<tr>
<th>Petition Type and Description</th>
<th>Approved by Committee</th>
<th>Approved by Preview Team</th>
<th>Approved by Registrar</th>
<th>Denied by Committee</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late-Add After the Automatic 'W' Deadline</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Late-Add After the End of the Semester</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Readmission After Dismissal or Suspension</td>
<td>17</td>
<td></td>
<td>3</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Re-enrollment after Medical Withdrawal</td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Registration for Classes with Time Conflict</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Medical Withdrawal</td>
<td>3</td>
<td>5</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Last Eight Units in Residence</td>
<td>8</td>
<td>4</td>
<td>1</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Concurrent Enrollment</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Course Repeat for Second Time (Or More)</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>6-Year Matriculation to Graduation Requirement</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Minimum GPA for an Internship</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Completion of Foreign Language by Alternative Courses</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Drop Without Record After the Deadline</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Drop With 'W' After Automatic 'W' Deadline</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Appeal of Transfer of Credit Ruling</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>53</td>
<td>19</td>
<td>4</td>
<td>5</td>
<td>81</td>
</tr>
</tbody>
</table>

For the Fall 2015 to Summer 2016 academic year, 257 petitions have been approved and 19 petitions have been denied. Among the 276 total petitions:
- 62 involved registration with a schedule conflict.
- 43 involved reinstatement or readmission from suspension or dismissal.
- 38 granted a medical withdrawal
- 30 granted late registration.

For comparison with the Fall 2014 to Summer 2015 academic year, as of September 3,
2015, 268 petitions had been approved and 32 denied. Among the 300 total petitions:
· 57 involved registration with a schedule conflict.
· 47 involved reinstatement or readmission from suspension or dismissal.
· 41 granted a medical withdrawal.
· 36 involved late registration.

In addition to acting on petitions, academic sanctions were assigned based on spring grades, and on summer grades:

<table>
<thead>
<tr>
<th>SANCTION</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Warning</td>
<td>48</td>
<td>11</td>
<td>59</td>
</tr>
<tr>
<td>Academic Suspension</td>
<td>17</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Suspension/Probation</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Continued Probation</td>
<td>14</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Dismissed - Semester</td>
<td>5</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Dismissed - Year</td>
<td>6</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Candidacy Withdrawn</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>103</td>
<td>14</td>
<td>117</td>
</tr>
</tbody>
</table>

Although the records of several graduate students were brought to the attention of their respective programs for possible advising, only 1 graduate student was sanctioned, and that student was effectively dismissed by the withdrawal of graduate degree candidacy.

7. Registrar Tomhave proposed the Delegation of Authority by the Committee to the Office of the Registrar and a Petition Preview Team consisting of Tomhave, Kukreja, and Wade, for a variety of routine matters (see Appendix I). This year’s proposal included two new applications:

a. The authority to deny petitions to circumvent a scheduling time conflict under the circumstances listed. (Appendix I Item 4, page 3)

b. The assignment of an Academic Warning or Academic Probation sanction or repeal thereof on receipt of a grade correction or final grade in place of a missing or Incomplete or In-progress grade. (Appendix I, Item 5, page 4)

The proposal was discussed briefly to clarify the precedent and extent of the authority delegated.

M/S/P to approve the Delegation of Authority as proposed.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted, Alison Tracy Hale
1. PETITION PREVIEW TEAM (revised for Fall 2016 to allow limited denial authority to Petition Preview Team for late add and schedule conflict petitions).

The Registrar may convene a Petition Preview Team asking the Associate Academic Dean who serves on the Academic Standards Committee and the Director of Academic Advising to join in a review of petitions submitted by students to the Academic Standards Committee. To supplement authority delegated to the Registrar, the Preview Team is granted authority to approve or deny petitions regarding registration for a schedule conflict or registering for a class after the published last day to add.

For other petitions, the Preview Team may approve a petition if the Preview Team unanimously finds that it is reasonable to expect that the Petitions Sub-Committee would approve the petition in question and that the Sub-Committee would not object to the Preview Team making the decision. (The Preview Team’s primary task is to relieve the Petitions Sub-Committee of work on registration issues, which may be more administrative than academic, and on other issues for which the Sub-Committee has a history of granting approval.)

In delegating the authority to approve “other” petitions, the Academic Standards Committee reserves to the Petitions Sub-Committee the authority to deny such petitions.

2. MINIMUM GRADE POINT AVERAGE FOR INDEPENDENT STUDY.

The Registrar may approve a petition for the waiver of the minimum grade point average required for a student to undertake an independent study provided:

- The independent study will be supervised by the student’s major department as indicated by department code for the independent study and by the department code or affiliation of the supervising instructor.

- The student’s cumulative grade point average is 2.67 or higher.

- The student has maintained good academic standing.

- The student’s major grade point average is 3.00 or higher.

- The student has instructor and advisor support.

- The student had at least one previous course taught by the independent study instructor in which the student earned a grade of “B” or higher.

The Independent Study Contract and all required supporting documents complete the requirements described in the faculty’s Independent Study Policy.
3. LATE ADD.

The Registrar’s Office may extend a grace period up to the end of the 2nd week of the Fall or Spring semester to allow a student to register for a course without completing a Late Add Petition provided:

- On or before the last day to add, the student or instructor made arrangements with the Registrar’s Office for a later registration date.

- The student has been attending the class in question since either its first or second meeting.

- In the judgment of the Registrar’s staff member, the student has a good reason for not having registered on time.

Following the 2nd week of class, a student may only register with an approved Late Add Petition. The Registrar may approve such a petition provided:

- The student has no prior Late Add Petition.

- The student presents a reasonable explanation for not having registered on time.

- And, the student is involved with at least one of these actions:
  
  - Changing sections of a previously registered class.
  
  - Changing levels within a Biology, Chemistry, Computer Science, Language, or Mathematics course sequence.*

- Registering for a course required for graduation in the current or immediately subsequent term.

- Complying with an Academic Improvement Plan, Academic Performance Agreement, a directive from the Academic Standards Committee, or a directive from an Academic Hearing Board.

- Complying with instructions issued by the academic advisor, instructor of the course in question, or the appropriate department chair or program director.

- Registering to fulfill scholarship requirements.

- Registering for a co-op or internship provided the coordinator verifies the placement process would not allow for earlier registration. (It is not always possible for the work calendar at the placement site to correspond to the University’s academic calendar.)

*NOTE: Departments offering sequential courses may provide a “drop-back” period of approximately four weeks to allow students and faculty time to properly assess a student’s placement. A student changing courses within a sequence under the provisions of such a department policy is not required to submit a late add petition.
4. REGISTRATION FOR COURSES HAVING A TIME CONFLICT.

Given compelling circumstances, the Registrar may approve a petition to register for courses having time conflicts in the following combinations:

- Lecture class and a day of another lecture class provided the student avoids the conflict by attending another section of that class.

- Lecture class and a portion of a lab class provided the lecture is fully attended and the missed lab is made-up at another specified time.

- Lecture class and a portion of a Music performance group provided the lecture is fully attended and the missed performance group time is made-up with another group, and on only one day is the performance group attended late or missed.

- Lecture class and a portion of a PE activity provided the lecture is fully attended and the missed PE activity will be made-up at another specified time.

- Lecture class and a portion of a studio Art class provided the lecture is fully attended and the missed studio is made-up at another specified time.

- Two studio Art classes provided one is fully attended and the missed portion of the other is made-up at another specified time.

- Lab class and a PE or Music activity provided the lab is fully attended and the missed activity will be made up at another specified time.

- Note: CRDV 203 Career Awareness is an activity course but is to be considered a lecture course in this context.

The Registrar may also approve a petition for courses having time conflicts to help a student who develops a conflict resulting from a faculty-initiated course schedule change or a student who is changing level during the “drop-back” period.

The Academic Standards Committee, through the Petition Preview Team or through the Petitions Sub-Committee, reserves the authority to deny any time conflict petition and to consider petitions in the following circumstances:

- Two conflicting lecture classes.

- Lecture class and a full lab.

In such cases, exceptional and compelling circumstances must be presented with support from the instructors of both courses that overcomes the Committee’s natural reluctance to approve a petition that may result in the instructor having to teach what amounts to an additional section and that may also deprive the student of the intended academic experience.
5. ACADEMIC SANCTION (new for Fall 2016).

The Petition Preview Team may assign an Academic Warning or Academic Probation sanction in response to a faculty grade correction or the receipt of a final grade in place of a missing or an Incomplete or In-Progress grade. The Petition Preview Team may rescind an Academic Warning or Probation sanction in response to the receipt of a grade submitted late or a grade corrected by an instructor.