Faculty members on the Academic Standards Committee (ASC) are organized into 2 groups with individuals serving on the policy or petition subcommittee one semester and then switching groups the following semester. This report contains a summary of each subcommittee’s activities during the 2016-2017 academic year.

The policy subcommittee worked on charges from the Faculty Senate or issues brought to the attention of the committee via the Registrar. In most cases, we invited representatives to come to our meetings to provide the background and their concerns so that we (the committee and the representative(s)) could work together through the issues. It was quite informal, but the subcommittee was rather productive with this collaborative process.

1. Final Exams and SAA

   **Background:** Brad Tomhave and Landon Wade brought to the attention of the subcommittee that the current wording of the final exam policy didn't include how to negotiate the extended time for final exams provided by the SAA. The Director of the Office of Student Accessibility and Accommodations, Peggy Perno, was invited to a meeting to provide the committee with a better understanding of the scheduling conflicts that she and her staff have encountered during finals. The following Final Exam Policy was rewritten to allow the SAA the ability to work with instructors so that students with accommodations can have reasonable exam schedules.

   **Final Exam Policy—accepted by ASC 12/2/2016**

The Office of the Registrar schedules final examinations as an integral part of each semester and lists final examination dates and times on student class schedules and on instructor class lists. As there are three standard final examination time periods for each day of the final examination week, students may have up to three examinations in a single day.

In all classes in which a final examination is given, the final examination must be given during the time period assigned by the Registrar's Office, and instructors may not grant exceptions to this policy. Students allowed a final examination accommodation by the Office of Student Accessibility and Accommodations (SAA) may have their final examinations scheduled by SAA in consultation with the instructor.

In summer classes, as well as in classes scheduled during the first session of a semester, any final examination is to be given on the last day of the class.

Requests to waive any part of this final examination policy must be submitted in writing by the instructor to the Dean of the University.
2. Religious Observances Policy

Background: Unlike many of its peer institutions, Puget Sound had no formal accommodation policy for religious observances. The subcommittee reviewed statements from our peer institutions and met with the University Chaplain, Dave Wright, in November. The committee decided to address religious accommodations related to course schedules and due dates and we did NOT attempt to address accommodations related to course content (e.g. A student unable to read an assigned text due to religious reasons).

Religious Observances Policy—accepted by ASC 2/17/2017

The University of Puget Sound values the rich diversity of religious traditions, observances and beliefs represented in our campus community and supports the rights of students to practice their faiths. The university recognizes that in some instances a student’s religious observances may conflict with the student's academic schedule. In such cases, the university endorses reasonable schedule flexibility, unless such an accommodation would create an undue burden on the student, other students, the instructor, or the college. Students shall consult with their instructor directly and in a timely manner to discuss an accommodation. The university chaplain is available to consult with students who wish to make such requests. The instructor may consult with the university chaplain or the Office of the Dean of the University for assistance as needed.

3. Running Start Credit

The ASC was charged to review the policy of the university for the transfer of running start credits as articulated by the offices of the registrar and admissions. The committee spent a lot of time reviewing the “sources” of misunderstandings /discrepancies between the “promised” college credit from the Running Start program and the university’s standard that distinguishes high school requirements from those for university credit. We believe that the key to minimizing these discrepancies is to have the admission and transfer policies be similar such that transfer as college credit is more consistently awarded to Running Start participants. The committee proposed changes (2/3/2017 minutes) to the recommended high school course preparation for admission (in the Bulletin). These proposed changes should serve as the basis of discussion with the VP of Enrollment, Laura Martin-Fedich, and her staff next fall.
4. **Proposed Liberal Studies Major**
   **Background:** A proposed Liberal Studies Major offered through the Freedom of Education Project Puget Sound (FEPPS) program was brought to the committee’s attention by Professor Seth Weinberger. The committee was asked to review and comment on the proposal in terms of academic standards and its policies.

   **Status:** No formal action was required.

5. **Advanced Placement**
   **Background:** During its curriculum review, German Studies proposed changes to what the Advanced Placement (AP) scores would fulfill in terms of Foreign Language graduation requirement and the major. The curriculum committee forwarded this proposal to the ASC since it would represent a break with university policy regarding AP credit in the following ways: a) “the standard minimum Advanced Placement score is 4” and b) “there is no policy allowing different credit for different scores on the same exam.”

   **Status:** In progress and the discussion should be continued next year. Brad Tomhave is gathering data (from Admissions and the Registrar’s offices) tracking AP scores for next year’s committee.

6. **Policy on Assignments**
   **Background:** Brad Tomhave asked the committee to consider a change to the policy on Assignments in the section of the Academic Handbook addressing Course Requirements. The change in wording was to clarify the policy.

   **Accepted by ASC 4/28/2017**
   It is recommended that each instructor within the first week of class outline assignments, readings, examinations, term papers, due dates, bases for evaluation, attendance policy, and the likelihood of examinations during the week preceding finals. An instructor will not have to accept work received after the last day of classes unless the work has a scheduled due date during final exam week or an incomplete grade has been authorized by the instructor. After permanent grades have been assigned, an instructor may not accept late or additional work in order to reassess or change the final grade.
7. Petitions Sub Committee summary prepared by Brad Tomhave
At the September 9, 2016, meeting of the Academic Standards Committee, the Registrar was delegated the authority to convene a Petition Preview Team of Associate Dean Sunil Kukreja and Academic Advising Director Landon Wade to review and possibly approve petitions submitted by students. Approval authority is extended to the Preview Team based on approvals of the Petitions Sub-Committee in similar circumstances. Additionally, authority to deny schedule conflict petitions was delegated this year as was the authority to assign or to repeal Academic Warning or Probation sanctions based on a grade correction or the receipt of a final grade in place of a missing, Incomplete, or In-Progress grade. Delegating authority relieves the Petitions Sub-Committee of work on ordinary issues.

The year-end petitions report for 2015-16 included petitions acted upon from September 4, 2015, to April 14, 2016. Petitions activity for the year continued during the period of April 15, 2016, to September 1, 2016. During the April to September period, 81 petitions were acted upon with 76 approved and 5 denied.

The complete report for 2015-16 covers petition actions from September 4, 2015, to September 1, 2016: 276 total petitions were acted upon with 257 approved and 19 denied. More than three quarters of the petitions involved the following actions:

- 62 Registrations with a Schedule Conflict
- 43 Readmissions or Reinstatements from Dismissal or Suspension
- 38 Medical Withdrawals
- 22 Late Registrations
- 26 Acceptance of Transfer Credit during the Senior Year
- 21 Withdrawal with a W Grade
- 16 Re-enrollment from a Medical Withdrawal

232 Total (84%)

The fall to spring petitions report for 2016-17 covers September 2, 2016, to April 27, 2017, with 198 petitions were acted upon: 178 approved and 25 denied. Of these 198 petitions, more than three quarters involved the following 7 actions:

- 62 Registrations with a Schedule Conflict
- 30 Medical Withdrawals
- 20 Readmissions or Reinstatements from Dismissal or Suspension
- 15 Late Registrations
- 14 Re-enrollment from a Medical Withdrawal
- 10 Acceptance of Transfer Credit during the Senior Year
- 9 Withdrawals Late in Semester with W Grade

160 Total (81%)
2016-2017 Academic Standards Committee members

Faculty (subcommittee: fall, spring)
America Chambers (petitions, policy)
Johanna Crane, Chair (policy, policy)
Alyce DeMarais (petitions, policy)
Greg Elliott (petitions, petitions)
Jan Leuchtenberger (petitions, petitions)
Danny McMillian (policy, petitions)
David Moore (policy, petitions)
Adam Smith (leave, petitions)
Peter Sullivan (petitions, policy)
Alison Tracy Hale (policy, petitions)
Kurt Walls (policy, policy)

Students
Meghan Bacher
Cole Jackson

Staff
Ben Tucker

Ex-Officio
Sunil Kukreja
Sarah Shives
Brad Tomhave
Landon Wade