In attendance: Meghan Bacher, Jo Crane, America Chambers, Alyce DeMarais, Sunil Kukreja, Sarah Shives, Brad Tomhave, Ben Tucker, Landon Wade, Kurt Walls

Chair Jo Crane, patiently waiting for the secretary to get herself together, called the meeting to order at 2:05 PM.

M/S/P Walls/Wade to approve minutes of the January 20, 2017 ASC Policy Subcommittee meeting with a correction to the petitions report date: 11/23/16 – 01/19/17.

Petitions Committee Report
Brad Tomhave reported on the petitions activity for the period of 01/20/17 – 02/02/17, with comparisons to last year (Appendix I). One petition of note is that of a transfer student who petitioned, and was approved, to apply transfer credit to the SSI2 requirement.

Religious Observations Policy
We reviewed the revised draft Religious Observances Policy and committee members contributed suggestions (Appendix II). We debated some aspects of the intention of the wording. Jo will send the revised policy to Dave Wright for his comments/suggestions. We will discuss the policy one last time at our next meeting then send it on to the Faculty Senate.

Freedom Education Project Puget Sound (FEPPS)
Jo gave us a preview of coming attractions. Seth Weinberger will forward information about a proposed major, offered through the FEPPS program, with academic credit earned through Tacoma Community College and the University of Puget Sound for students located at the Washington Corrections Center for Women. The proposal is currently working its way through the Curriculum Committee. Seth will visit with us on March 3, 2017, regarding the proposed major. Jo will send us the proposal prior to the meeting; we will direct questions back to Jo who will forward them to Seth prior to the March 3 meeting.

Running Start/Recommended High School Course Preparation for Admission
Jo provided a comparison study of running start or other transfer credit policies for college courses taken while in high school. Brad provided some proposed text (Appendix III) for the recommended high school course preparation for admission (p. 355 in the 2016-17 Bulletin). Kurt asked how many students are affected by this policy (several each year). Megan asked if the students with running start credit are considered to be first-year students or transfer students (first-year). This policy strictly addresses admission recommendations; there is a later policy (p. 358 in the 2016-17 Bulletin) that addresses how transfer credits are evaluated. We will consult with Laura Martin-Fedich, Vice President for Enrollment, about this policy and practice in the admission realm then return to recommendations for the policy.
**Action Items:**
- Alyce will revise the Religious Observances Policy language and send the revised draft to Jo.
- Jo will send the revised Religious Observances Policy draft to Dave Wright for his comments/suggestions.
- All: review FEPPS major and send questions to Jo.
- Jo will invite Laura Martin-Fedich to attend an ASC meeting to discuss the Running Start policies

Respectfully submitted by Alyce DeMarais.

**Appendix I**
Petitions for the Period of 01/20/2017 – 02/02/2017

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 Description</th>
<th>Approved by Sub-Committee</th>
<th>Approved by Preview Team</th>
<th>Approved by Registrar</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Classes with Schedule Conflict</td>
<td></td>
<td>17</td>
<td>6</td>
<td>23</td>
</tr>
<tr>
<td>Course Repeat for Second Time</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Appeal of Transfer of Credit Ruling</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>18</td>
<td>6</td>
<td>25</td>
</tr>
</tbody>
</table>

For the year to date, a total of 138 petitions have been approved and 22 petitions have been denied. Of these 160 total petitions, 60 involved registration with a schedule conflict and 23 granted a medical withdrawal.

This year's petition activity represents an increase over last year's activity when, by February 4, 2016, 144 petitions had been acted upon: 13 denied and 131 approved to include 51 schedule conflict registrations and 17 medical withdrawals.

Of particular interest was the petition appealing a transfer credit ruling in which a transfer student was allowed to complete the SSI2 requirement with a transfer course. While there is an allowance for SSI1 to be completed with transfer credit, there is an expectation that all students will complete SSI2 with a Puget Sound course. However, a faculty recommendation regarding the student’s preparation for more advanced work was a significant factor.
In addition to petitions, a student’s Academic Probation sanction was revoked when a grade was corrected that resulted in a sufficiently improved cumulative grade point average.

Appendix II

Religious Observances Policy DRAFT
Version 3: Revised 02/03/17

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 assist 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.

Appendix III

Potential wording changes regarding recommended high school course preparation for admission.

Current text as published in the 2016-17 Bulletin (p. 355)

**Recommended high school course preparation for admission.** The Admission Committee recommends that students complete the following pattern of coursework in high school as preparation for University of Puget Sound. The Committee recognizes that because the university is committed to maintaining a national student body, courses patterns will vary considerably. Therefore, this pattern of coursework is recommended, but not required: English—four years; Mathematics—three/four years; History/Social Studies—three years; Foreign Language—two/three years of a single language; Natural/Physical Laboratory Science—three/four years; and Fine/Visual/Performing Arts—one year.

Proposed text based on an “ideal” high school curriculum to qualify a high school student for earning college credit.

**Recommended high school course preparation for admission.** The Admission Committee recommends that students preparing for further education complete their high school graduation requirements from the most rigorous college preparatory curriculum available. For admission to University of Puget Sound, the following pattern of coursework is recommended, but not required:

- English/Language Arts – four years.
- Mathematics – four years.
- History/Social Studies – four years.
- Natural/Physical Laboratory Science – four years.
• Foreign Language – three years of a single language.
• Fine/Visual/Performing Arts – two years.
• Health/Physical Education – two years.
• Electives – one year.

The university is committed to welcoming and maintaining a national and diverse student body, and the Admission Committee appreciates that high school students will meet varying patterns of coursework to meet their respective high school graduation requirements and to pursue their educational interests.