

ACADEMIC REGULATIONS COMMITTEE MINUTES
Tuesday, February 24, 2009 2:00 PM -- Russell Hall 128

Committee Members Present: Brent May, Jill Mitchley, Jim Theeuwes, David White

Committee Members Absent: Doug Campbell, Charles Morgan, Lou Widmann

- I. By consensus, recommend policies on the following. Each is to be effective fall 2009.
 - a. **Auditing a Course**
 - b. **Credit by Examination**
 - c. **Credit for Military Training**
 - d. **Mid-semester Grades**
- II. By consensus, the members recommend adopting PASSHE commonality policy SA-055 **Sealing GPA**. While this has been the practice at LHU, there has not been an official policy. This is to be effective immediately.

The universities will seal the GPA at the time of baccalaureate graduation, and if a student returns for post-baccalaureate or for second degree work, then a new GPA should be started. This policy does not extend to completion of AA or AS degree continuing at same institution.

- III. By consensus, the members recommend a **Withdrawal Policy**. This policy is an attempt to solidify a current practice and to provide clearer information about students who are called to active military duty. This is to be effective fall 2009. **** Please see note below****
- IV. By consensus, the members recommend adopting PASSHE commonality policy SA-049 **Withdrawal End Dates**. This is to be effective fall 2009.

SA-049 Students will be permitted to withdraw from a course and receive a grade of "W" up to the end of the tenth week of the semester. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a grade consistent with university policy which will be determined by the instructor. Withdrawal periods will be prorated for summer and intersession terms.

The committee recommends that to abide with this policy, dropped courses will be given a "W" up through the 10th week of the semester (prorated for summer). Courses may not be officially dropped the 11th week through final week of the semester. While the student may decide not to attend the class any longer, the instructor will determine the final grade (at the time of grading).

This recommendation eliminates the use of WP and WF instructor-assigned grades.

- V. By consensus, the members recommend a **change in the fee for Credit by Exam**. It is recommended that the fee be changed from a flat \$25.00 fee to a \$50.00 per credit fee. In addition, it is recommended that part of the fee be returned to the academic department recommending credit by exam as reimbursement for costs. This is to be effective fall 2009.
- VI. The committee discussed changing the amount of the drop/add fee. Currently it is \$5.00. Jill initially proposed an increase to \$30.00. However, that discussion was tabled until a future meeting. As a result of a pending PASSHE commonality issue related to the add period and information provided via email by Charles Morgan, Jill decided not to make this request at this time.
- VII. The committee discussed the **Z grade**. Jim will find the recommendation about this new grade that was discussed during the fall '08 semester. It will be discussed at the next committee meeting.
- VIII. By consensus, the members recommend adopting PASSHE commonality issue SA-043 **Academic Progress and Standing**. While we currently have this practice, this will make it a policy. This is to be effective immediately.

Good academic standing for undergraduate students will be set at 2.000 GPA.
Good academic standing for graduate students will be set at 3.000 GPA.

- IX. The committee discussed PASSHE commonality issue SA-022A **Converting Incomplete Grades**. Each institution is to choose a time at which an incomplete converts to a failing grade if the work is not completed. The options presented include:
- One year from the date of the grade assignment.
 - At the end of the next subsequent regular semester.
 - At the end of the 10th week of the next subsequent regular semester.
 - At the end of the 4th week of the next subsequent regular semester.

Since none of these options reflects our current practice (the mid-point of the next regular semester), the committee recommends either "c" or "d" above. We ask that APSCUF Executive Council discuss and provide the Academic Regulations Committee with their recommendation.

PASSHE indicates the universities are to have this policy in place by August 2009.

- X. The committee discussed PASSHE commonality issue SA-022B **Course Repeat Policy**. Jill will get clarification about the number of times a single course can be repeated. Brent asked what happens when a student takes a required course three times and fails it all three times. Is the student forced to change his major because he has not passed the course after three times?

PASSHE indicates the universities are to have this policy in place by August 2009.

- XI. Next meeting is Thursday, March 12 at 2:00 PM in Russell Hall 128.

- XII. Meeting adjourned approximately 3:15 PM.

NOTE: For each recommended policy, Brent will present the policy to APSCUF Executive Council. Jill will send to the Vice President of Academic Affairs. (We are following this route for these policies since the Policy on Policies has not yet been finalized.)

Respectfully Submitted,

Jill R. Mitchley

xc: President, University
President, APSCUF
President, SCC
Vice President, Academic Affairs

Vice President, Finance & Admin
Vice President, University Advancement
Vice President, Student Affairs
Dean, College of Arts & Science

Dean, College Educ & Human Services
Library (Archives)
Chair, Strategic Planning Committee

Note regarding item III Withdrawal Policy: As I was putting together these minutes I realized there was a contradiction in the Withdrawal Policy (III above) and the Withdrawal End Dates (IV above). The Committee should revisit the Withdrawal Policy to determine if students should be permitted to withdraw from the university through the tenth week with W grades. (JRM)