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Scholastic minutes 09/22/2015

Scholastic Committee

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**Scholastic Committee
2015-16 Academic Year
September 22, 2015
Meeting Three Approved Minutes**

Present: Steve Gross (chair), Leslie Meek, Jennifer Goodnough, Brenda Boever, Judy Korn, Merc Chasman, Dan Magner, Madeline Youakim, and Edison Yellick

Absent: Mike Vandenberg, Ray Schultz, and Jennifer Rothchild

- 1. Approve minutes of September 15, 2015, meeting**
Minutes approved with addition of source citing.

- 2. Chair's Report**

The October 6th meeting will be cancelled due to the Scholastic Committee(SC) chair being away.

Steve Gross had a brief conversation with Dean Finzel about a proposed oral proficiency exam for all international students. Conversation about the proposal will potentially take place next semester.

- 3. SCEP Report**

SCEP has not met yet. Jennifer Goodnough reported that SCEP will be approving the First Day of Class and the Makeup Work policies at the next SCEP meeting. She will announce that the policies are in a 30-day review at the first Campus Assembly meeting. The First Day of Class policy is no longer contingent on space availability. The Makeup policy allows instructors to decide if a student has missed a critical amount of work.

- 4. S/N policy discussion continued from September 15 meeting**

Gross provided a recap of last week's discussion regarding the proposed changes to the S/N policy.

Goodnough shared a conversation she had with Secondary Education Discipline Coordinator Michelle Page regarding the possibility of converting the secondary education courses that are offered S/N-only to an A-F grading basis.

Members agreed that representatives from elementary education, secondary education, music, and theatre should be brought into the conversation. The Curriculum Committee should be made aware of the possible change.

General consensus was that 30 credits of S/N has not been a problem. So is there a need to correct/change it? The review of similar policies at other Big 10 schools applies to the Twin Cities campus, but not to the Morris campus.

By keeping the policy at 25 percent, are we implying that 30 credits of S/N do not impact the transcript, for example, from a medical school point of view? There are some benefits of S/N grading basis, but there are also adverse effects in regards to the transcript.

Can Morris have a different S/N policy? Four of the five points listed in the policy apply to the Twin Cities campus only. Why not make the proposed policy entirely Twin Cities only? It is unknown where future discussions about the proposed changes are headed.

Excluding certain student populations such as the elementary education, secondary education, music, and theatre students would create an array of issues and manual work. It would also call into question the fairness of students given a different S/N credit limit.

If the S/N policy is changed from a percentage to 20 credits of S/N, a student that only needed the minimum 30 credits to complete the degree could graduate with more than 50 percent of their University credits S/N although it was noted that other requirements for the major would be implemented.

Suggestions moving forward:

- SC needs more information on reasons driving the change. Is the proposal only due to the limitation of APAS? According to the proposal, the limitations of APAS is a major reason driving the change. The proposal states that the issue most often occurs close to graduation. Judy Korn could recall only two instances of issues regarding the S/N policy. SC agreed that issues pertaining to the S/N policy could be addressed by petition on a case-by-case basis.
- Korn was tasked with comparing Morris' S/N policy to that of peer liberal arts colleges. Korn suggested looking at COPLAC institutions.
- SC will invite Dean Finzel (Curriculum chair), Gwen Rudney (Division of Education chair), and Pieranna Garavaso (Division of the Humanities chair) to the next SC meeting to discuss their thoughts on the proposed change to the S/N policy.

The sentiment within SC is that they are not convinced by the rationale for the proposed change.

If Morris were to adopt a different S/N policy to that of the Twin Cities campus, the Office of the Registrar would not experience any increase in work during time of degree clearance. Bonnie Gulbrandson, graduation manager, would continue checking S/N credits.

Goodnough believes SCEP would be receptive to Morris adopting a different S/N policy if SC can provide a good reason for the differentiation.

5. Timely graduation policy discussion

Korn presented the proposed change to the Timely Graduation policy. See Addendum One.

The proposed change to the policy could be hinged on legislature funding tied to graduation rates.

The proposed policy question and answer section declares that students would need to apply for graduation when one major is complete. Students would not receive federal funding to complete an additional major or minor. The policy also states that upon collegiate recommendation students who have completed a declared major will be cleared for graduation regardless of whether the student has applied to graduate. On the Morris campus, collegiate recommendation would come from the discipline coordinators.

Should Financial Aid check if a student's degree can be cleared before awarding them financial aid for the following academic year?

However, according to the Administrative Degree Clearance Procedure students are not eligible for administrative degree clearance if the student:

- Has not met degree requirements as displayed on the Academic Progress Audit System (APAS) report.
- Is receiving financial aid for courses that count toward a declared program (major, minor, Honors, etc.)

Therefore, secondary education and biochemistry majors would not be eligible for administrative degree clearance until their major and licensure/subplan were complete because both program requirements appear on the student's APAS report.

If students are aware of the degree clearance procedure some students may add extra minors to extend their financial aid eligibility.

SC would like to hear from Jill Beauregard, Director of Financial Aid. Korn will contact.

Another point to consider if student degrees are being cleared after one major is complete is how that affects their GPA. The overall GPA is locked after the first major.

SC agreed to continue the conversation during next week's meeting.

6. **2015-16 SC topics discussion**
Tabled for next week's meeting.

Respectfully submitted,

Angie Senger
Office of the Registrar

Addendum One



ADMINISTRATIVE POLICY

Promoting Timely Graduation by Undergraduates: Twin Cities, Crookston, Morris, Rochester

Policy Contents

- **Policy Statement**
- **Reason for Policy**
- **Procedures**
- **Forms/Instructions**
- **Appendices**
- **FAQ**
- **Additional Contacts**
- **Definitions**
- **Responsibilities**
- **Related Information**
- **History**

Effective Date: April 2009
Last Updated: December 2009

Responsible University Officer:
Senior Vice President for Academic Affairs and Provost
Policy Owner:
Vice Provost and Dean of Undergraduate Education
Policy Contact:
Robert McMaster

POLICY STATEMENT

Students are admitted to the campuses and colleges of the University of Minnesota to pursue a degree. Degree-seeking undergraduate students are expected to graduate in a timely manner, defined here as four years. The following policies are intended to guide and encourage timely graduation.

DECLARING A MAJOR:

Degree-seeking students are expected to declare and be accepted into a major. Requirements are as follows:

New High School (NHS) Students:

- During No later than the end of their fourth regular academic term of enrollment after matriculation (this excludes summer term), regardless of total credit completion,

Undeclared New Advanced Standing (NAS) and Inter University Transfer (IUT) students:

- Students entering with 0-26 credits are expected to declare and be accepted into a major during no later than the end of their fourth regular semester of enrollment at the University.
- Students entering with 27-59 credits are expected to declare and be accepted into a major during no later than the end of their third regular semester of enrollment at the University.

- Students entering with 60 or more credits are expected to declare and be accepted into a major during no later than the end of their second regular semester of enrollment at the University.

Failure to declare a major by the end of the term indicated above will result in a hold being placed on the student's record, requiring adviser permission to register. Before the hold is removed, allowing a student to register, the college will ask the student to sign an academic contract, specifying registration and academic performance expectations, for this purpose.

After declaring/being accepted into a major, students are expected to enroll in required major courses and continue to complete University degree requirements.

COMPLETION OF DECLARED PROGRAM:

Students may not earn a degree in a program, college or campus to which they have not been admitted, irrespective of any accumulation of required credits and courses on their record. Colleges and campuses may not award a degree to a student who has not been admitted to that program, college, or campus as a degree-seeking student.

GRADUATION CLEARANCE:

After a student has fulfilled all degree requirements, the college/campus clears the student to be granted the degree.

Students are expected to apply for degree clearanceto graduate (ie. Graduation) no later than the beginning of the term during which they will complete all degree requirements as soon as they have completed the degree requirements, including courses in progress in the current semester.

Upon collegiate recommendation, the University will clear students for graduation once they have completed all required degree program, college, campus, and University requirements for their declared program, regardless of whether the student has applied to graduate.

PROGRAM REQUIREMENTS:

All departments and programs must have a curricular sample plan that enables students to graduate in four years. Such a plan should assume that students will enroll for at least 15 degree-applicable credits per semester, on average, but the plan may not require that students enroll for more than 17 credits per semester, on average.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Timely graduation is an underlying foundational principle for undergraduate education student success at the University. This policy outlines related guidelines and practices to reinforce timely graduation.

PROCEDURES

Administrative Degree Clearance Procedure

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

FAQ

Registration permission will normally be given upon evidence of a realistic plan to declare and be accepted into a major within a reasonable frame of time not to exceed two semesters, depending on the student's circumstances.

Will a student who is pursuing a second major or a minor be cleared for graduation once the student has completed degree requirements for one program?

Yes. Once a student has completed degree program requirements for a bachelor's degree from the University of Minnesota the degree will be awarded. Students may pursue a second major or a minor after being cleared for graduation.

Will a student with a permanent 13-credit exemption be required to declare/be accepted into a major by the term indicated?

Students with an approved 13-credit exemption should work with an academic adviser to develop a modified benchmark for declaring a major. What about students with 13 credit exemptions? Permanent or otherwise. Modified benchmarks for students with permanent 13-credit exemptions. Students who are granted permanent 13-credit exemptions will need to file a petition to the Promoting Timely Graduation policy and will be reviewed on a case by case basis.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Robert McMaster	612-626-9425	mcmaster@umn.edu
Crookston Campus Procedures	Ken Myers	218-281-8200	kmyers@crk.umn.edu
Morris campus Procedures	Bart Finzel	320-589-6015	finzelbd@morris.umn.edu
Rochester Campus Procedures	Stephen Lehmkuhle	507-258-8001	Lehmk007@umn.edu

DEFINITIONS

There are no definitions for this policy. Degree-seeking student

A student who has been officially admitted to a University of Minnesota college to pursue an undergraduate degree program.

Non-degree student status

You are a non-degree student if you are not officially admitted into a University of Minnesota degree program for the semester(s) that you are enrolled in classes. Non-degree status includes those students who are admitted for a future semester and students who are degree-seeking at another institution, but taking classes at the University of Minnesota, Twin Cities.

Academic Major

A student's main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student's transcript.

RESPONSIBILITIES

Office of the Senior Vice President and Provost

Engage in regular conversations with appropriate senate committees as to the effectiveness of this policy and other measures taken to promote timely graduation.

COLLEGIATE RESPONSIBILITY:

If a student does not declare a major in alignment with the times outlined in policy, the college may ask the student to sign a contract as a condition of registration for each term following the placement of a hold, prior to removing the hold. The contract would specify registration and academic performance expectations until the student is accepted into a major.

After declaring/being accepted into a major, students are expected to enroll in required major courses and continue to complete University graduation requirements. For students who have declared/been accepted into a major, Colleges will periodically review student records to determine students' student progress in meeting degree requirements. When students' a student's records shows a pattern of not registering for or failing to be successful in required courses for their the student's program, the college may impose a hold, and college advisers may control subsequent student registrations (including withdrawing) to ensure better progress toward degree completion, or counsel the student toward a change of major where warranted. Colleges may ask students to sign an academic contract, specifying registration and academic performance expectations, for this purpose.

RELATED INFORMATION

Admissions for Undergraduates: Twin Cities

HISTORY

Amended:

December 2009 - Policy now applies to Crookston.

Amended:

April 2009 - Clarified policy and put in standard format. Added contact information.

Effective:

April 2009