

10-12-2010

## Scholastic minutes 10/12/2010

Scholastic Committee

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University of Minnesota, Morris Scholastic Committee  
Meeting #6, October 12, 2010

The Scholastic Committee met at 9:00 on Tuesday, October 12, in Behmler 130.

Present: J Goodnough (Chair), C Braegelmann, E Christensen, C Dingley, S Haugen, H Ladner, L Ranelli, J Ratliff-Crain, J Richards, D Stewart

1. The Minutes of 10-6/2010 were approved .
2. Report from the chair
  - Barring a petition, we will not meet on October 20.
  - The chair received a request from faculty for Scholastic input on student homework.
    - What are faculty expectations? Do they accept electronic copy on the deadline, followed by confirming hard copy? Or do they require hard copy on the deadline? Do they accept electronic only?
    - What are student expectations on submitting homework electronically?
  - Committee homework for next meeting: come prepared to comment on the electronic issue.
3. Catalog changes. Below is the catalog copy discussed and approved to be submitted to Nancy Helsper.

Changes for the 2011-2013 Catalog  
Scholastic Committee

Page 11 *Three years of mathematics* **required; four years recommended**, including one year each of elementary algebra, geometry, and intermediate algebra. Students who plan to enter the natural sciences, health sciences, or quantitative social sciences should have additional preparation beyond intermediate algebra. **It is anticipated that starting in Fall 2013 that four years of mathematics will be required. See policy link below for current information:**  
<http://www.policy.umn.edu/Policies/Education/Education/HIGHSCHOOLPREP.html>

Page 12 – International Students

Citizens of other countries are encouraged to apply for admission to the University of Minnesota, Morris. They are evaluated on an individual basis, with consideration given to the academic record of each student in relation to the educational system of her or his native country. Applicants must show evidence of exceptional academic achievement and probability of success at Morris. **Applicants should submit official transcripts from every post secondary institution previously attended.** The Test of English as a Foreign Language (TOEFL) is required of all students applying from outside the United States unless their native language is English. A minimum score of 550 paper, 213 computer, or 79 Internet-based is expected of Morris applicants. The TOEFL is offered worldwide at selected locations. Please see [www.toefl.org](http://www.toefl.org) for more information. UMM will also accept the International English Language Testing System (IELTS) or the SAT with a minimum IELTS score of 6.0 in place of the TOEFL and at least a 530 Verbal on the SAT. Visit [www.ielts.org](http://www.ielts.org) for more information. Students not holding U.S. citizenship and entering this country on a student visa are assessed the standard tuition rate, which is equal to that of resident tuition.

~~Page 34—Academic Dishonesty~~

~~Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.~~

~~Page 34—Full-time Student Status~~

~~To graduate in four years, students must complete at least 15 credits each semester. State financial aid also defines full-time status as 15 credits. Maximum need-based federal financial aid is available to students who enroll for 12 credits in a semester.~~ Clare will fix – keep simple and clear with LINK to details.

Page 35 – last paragraph: It is University ~~Senate~~ policy to prohibit classes, University sponsored trips, or extracurricular events on study day and during the final examination period. Under certain rare circumstances, exceptions to the prohibition on trips or events are possible. ~~from the chancellor, upon recommendation of the Scholastic Committee. To obtain approval the unit must provide written documentation showing the numbers involved and the educational benefit to the participants, and demonstrating that the trip or event cannot be scheduled at another time.~~ An exemption granted pursuant to this policy shall be honored and students who are unable to complete course requirements during final examination period as a result of the exemption shall be provided an alternative and timely means to do so. For more information on the process of requesting an exemption refer to the policy link below or contact the Scholastic Committee at x6011 or 204 Behm.  
<http://www.policy.umn.edu/Policies/Education/Education/EXAM.html>

The committee considered two options:

1. Follow U of M policy that only SCEP decides on these requests.
2. Request that SCEP delegate the authority for UMM to the Scholastic Committee (past practice), with report to SCEP of all actions.

The revision above maintains accuracy of information for either option: 1)Scholastic can serve as contact if SCEP maintains authority; 2) Scholastic can act if authority is ceded.

The chair will keep the chancellor informed of the discussions and any action by SCEP.

Page 36 – bottom left column – Credit by special examination falls under the jurisdiction of the Scholastic Committee. Assistance with determining eligibility and completing the *Request for Special Examination* form is available at the Scholastic Committee Office, 320-589-6011. An appropriate faculty member will be contacted to give the examination. Faculty are encouraged but are not required to support the request. The discipline giving the examination determines the material to be covered. Students have the right to review course syllabi or course texts prior to taking the examination. When the request is approved, a special nonrefundable fee is paid ~~whether or not before the student passes~~ examination is given.  
<http://www.policy.umn.edu/prod/groups/president/@pub/@policy/@senate/documents/policy/creditprof.html>

### Page 37 - Academic Progress Requirements

The ~~UMM Campus Assembly has established~~ minimum academic progress requirements are based on two measures: the cumulative GPA measures performance over time; the term GPA measures performance within the term. The authority for administering the requirements and taking necessary action rests with the Scholastic Committee. For more information, see the [link below](#). ~~Academic Progress Web site.~~ (The Financial Aid Office monitors separate financial aid Satisfactory Academic Progress [SAP] requirements. See [www.morris.umn.edu/financialaid/SAP.html](http://www.morris.umn.edu/financialaid/SAP.html).)

All ~~degree-seeking~~ students must maintain both a 2.000 cumulative GPA and a 2.000 term GPA to be in good standing.

~~Post-Secondary Enrollment Option (PSEO) students and nondegree candidates are exempt from this requirement.~~

#### ~~Probation and Suspension~~

~~Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.000. Students on probation remain eligible for financial aid. Students whose term GPA is less than 2.000 for two consecutive terms and whose cumulative GPA falls below 2.000 are suspended. Suspended students are not eligible to receive financial aid.~~

#### ~~Probation~~

~~Students are placed on academic probation if either the term GPA or the cumulative GPA falls below 2.00. A hold is placed~~

~~on the student's record and letters outlining information about resources for improvement are sent from the Scholastic Committee. Advisers are notified if an advisee is placed on probation. Students on probation will be allowed to register for a maximum of 14 credits and must meet with their adviser to discuss appropriate courses; following that meeting the adviser will contact the Office of the Registrar to release the probation hold. The adviser may approve registering for more than 14 credits; the approved maximum credits must be stated in the hold release. Students on probation return to good standing by earning a term GPA and cumulative GPA of 2.00.~~  
**Suspension**

~~Students whose term GPA is less than 2.00 for their last two consecutive semesters and whose cumulative GPA falls below 2.00 will be suspended. Suspended students are not eligible for financial aid.~~

### **University of Minnesota Probation and Suspension Policy**

**<http://policy.umn.edu/Policies/Education/Education/ACADPROBATION.html>**

#### **Probation**

- A student will be placed on probation (and will remain on probation) if either the term or the cumulative GPA is below 2.000. A student on probation will have a hold placed on his or her record and must see an adviser in order to register.
- Academic contract. Colleges may develop contracts specifying additional requirements that students enrolled in that college must meet to be removed from probation or to register for classes while on probation. The academic contract may include GPA expectations more rigorous than the 2.000 term and cumulative GPA minimum standard, where programmatically warranted and where clearly communicated to the student. If the student meets the conditions of the contract, and the term and cumulative GPA are at least 2.000, the student will be removed from probation. Even if the contract conditions are met, the student must still meet the minimum GPA requirements of this policy. If the conditions of the contract are not met, the student will be suspended.

Students on probation return to good standing by earning a term GPA and cumulative GPA of 2.000.

#### **Suspension**

1. A student is suspended if
  1. at the end of the probation term (semester), both the term and the cumulative GPA are below 2.000, or
  2. the conditions of an academic contract are not fulfilled. The suspension is effective immediately.
2. Consequences of suspension. When suspended, a student is no longer in the program and cannot register for any University courses for at least one full academic year. All colleges and campuses at the University must recognize the probationary holds and will not allow students, including non-degree seeking students, with these holds to register without the approval of the college placing the hold.
3. Appealing suspension decisions. Students may appeal suspension decisions or petition for re-admission in writing to the college's Student Scholastic Standing Committee (SSSC) according to a defined collegiate petition process.\*
4. Re-admission after suspension. Re-admission after a period of suspension is not automatic. To be re-admitted, a student must show evidence of changes in circumstances that demonstrate that he or she will succeed in an academic program.

5. Returning to the college or a different college after suspension. Upon return to the college after petitioning to reenter, students will be placed on probation, and all colleges will use a probation hold and contract for the purpose of monitoring the student's performance. If the student does not successfully complete the contract, he or she will be suspended again, but then will be required to reapply for admission to a college, rather than petition to reenter.

**\*UMM defined process for appealing a suspension decision (See section 3 of Suspension)**  
<http://www.morris.umn.edu/Scholastic/AcademicProgress/ProbationandSuspension.htm>

Suspended students may appeal to the Student Scholastic Standing Committee (SSSC) using the online [appeal form](https://www.morris.umn.edu/Scholastic/AppealForm/) at <https://www.morris.umn.edu/Scholastic/AppealForm/>. The appeal is due by July 1, and should include an academic plan for improvement, evidence of successful completion of evening, summer, or transfer work; and/or evidence that personal difficulties are being addressed.

If a student wishes to have the Counseling Office, Academic Assistance or Disability Services provide input on an appeal, they must have written approval (with student signature) prior to the hearing of the appeal. Without this approval, their input cannot be considered. Decisions on appeals are made in July.

If the appeal is approved, the SSSC determines the conditions of the contract (See 5 above) that must be met during the semester the student returns. If those conditions are not met, the original suspension is reinstated at the end of the term. Students with an approved appeal remain on probation. The contract is designed to improve the student's chance for success. Students and their advisors are notified of these conditions.

#### Page 38 – Student Alert Systems

UMM's Academic Alert/At Risk Student Intervention Team, working in collaboration with the Scholastic Committee, provides broad-based support for student success at UMM. The team coordinates intervention strategies and support for students who are at risk academically, working with faculty and staff from a variety of UMM programs.

The official University policy:

1. Instructors are required to provide mid-term alerts for all 1-XXX courses to students who, on the basis of performance to date in the course, appear to be in danger of receiving a grade of D, F, or N. Such notification will be provided no later than the seventh week of class, and earlier if possible, to allow students to improve their classroom performance or to withdraw by the eighth week. Midterm alerts will not be recorded on transcripts.
2. Instructors are encouraged to provide mid-term alerts for all other courses.
3. The provision of mid-term alerts is a courtesy to the student. Failure to receive a mid-term alert does not create the right for a student to contest a grade in a course.

UMM further emphasizes the need for alerts and notes that using the web based system is strongly suggested but not required: UMM faculty are encouraged to alert all students in their classes who are earning a C- or less. The University has provided a web-based system to notify students and their advisors, but other methods of notification may be used.

<http://www.policy.umn.edu/Policies/Education/Education/MIDTERMACADPERFORMANCE.html>

<http://www.morris.umn.edu/Scholastic/AcademicAlert/AboutAlerts.html>

Page 39 -

#### **Student Academic Integrity**

Scholastic honesty is of fundamental importance to the functioning of any community of scholars. Although the pursuit of knowledge is always a communal project, individual academic achievement must be the result of a person's own efforts and abilities. Members of an academic community are responsible for their own personal and academic development and for fostering an academic climate in which all members draw from and give back to the community. The University is charged with implementing those policies which will help bring about such an academic climate. However, the ultimate responsibility for creating a community of scholars, in which mutual self-respect flourishes, lies with the individual members of the community. Each member must, therefore, act according to the highest standards of academic honesty.

Academic honesty entails producing original work, accurately attributing authorship, and acknowledging the work of others, including the work of collaborators, when appropriate. Academic honesty extends to behavior that supports the academic honesty of others. The integrity of an academic community demands that students and faculty alike display honesty, trust, fairness, respect, and responsibility.

The maintenance of academic integrity is a joint student and faculty responsibility. The procedures in the link below apply to all academic work pursued at the University, including work submitted to fulfill course requirements (both in- and out-of-class work), as well as independent academic endeavors. These include but are not limited to in-class examinations, quizzes, tests, laboratory tests, reports, laboratory reports, "take-home" examinations, research projects, papers, art work, internships, and assistantships.

It is incumbent upon course instructors assigning work to be submitted in fulfillment of course requirements to explain, either verbally or in the course syllabus, what constitutes academic dishonesty and plagiarism. Any special conventions regarding quotation, paraphrasing, footnoting, use of outside materials, collaboration, and related matters shall be carefully explained by the instructor.

The linked procedures below are for addressing academic integrity violations, including securing evidence of violations, reporting violations, and adjudicating disputes about academic integrity. These procedures are designed to secure both the rights of students to due process, as well as the authority of faculty members and university administrators to enforce standards of academic integrity.

The Committee on Academic Integrity is a subcommittee of the Scholastic Committee and is made up of two students, two faculty members, and the UMM representative to Student Academic Integrity Committee (SAIC). ~~secretary of the Scholastic Committee~~. It is charged with the responsibility of educating students regarding the need for standards of academic honesty, advising faculty and students on questions of procedure in the event of a suspected violation of these standards, and determining the ~~guilt or innocence~~ responsibility of students involved in cases of alleged academic dishonesty brought before the committee.

~~UMM prefers that~~ Ideally, questions of academic dishonesty are settled directly by the instructor and student(s) involved (procedures outlined in the link below). ~~Procedures specify that if the standards of academic integrity have been violated, the instructor should meet with the student(s) involved and, after informing the student(s) of the allegation and supporting evidence, attempt to reach an agreement regarding the veracity of the charges and whether a penalty will be levied. If a decision is reached, the instructor prepares and submits a written report to the vice chancellor for student affairs, presenting the details of the incident, evidence, and penalties imposed.~~ A copy of the report is provided to the vice chancellor for student affairs and to the student(s) in question; students have the right to file their own versions of the incident with the vice chancellor for student affairs, ~~should they desire to do so~~. These reports are maintained in a confidential University file. If an agreement between the student(s) and the instructor cannot be reached, the matter may be referred by either of the parties to the Committee on Academic Integrity for resolution (procedures outlined in the link below).

Advice or consultation regarding any matter of academic integrity or student conduct may be obtained from the chairperson of the appropriate committee or the vice chancellor for student affairs. Detailed statements of policies and procedures regarding academic integrity and student disciplinary action are

available from the Office of the Vice Chancellor for Student Affairs ~~and at~~  
~~[www.morris.umn.edu/Scholastic](http://www.morris.umn.edu/Scholastic)~~.

Procedures for Academic Integrity Violations:

<http://www.morris.umn.edu/Scholastic/AcademicIntegrity/aipolicy.html>

Page 57 –

#### 5. Quality of Work

The cumulative GPA required for graduation is 2.000. A minimum GPA of 2.000 (or higher if indicated by the discipline) is required in the major or area of concentration and in the minor or area of emphasis in order to graduate. Both the cumulative GPA and the major/minor GPA include all, and only, University of Minnesota coursework.

#### 6. ~~Residency~~ Credits from Graduating Campus (residency)

~~<http://www.policy.umn.edu/Policies/Education/Education/DEGREEREQUIREMENT.html>~~

~~Students must earn at least 30 semester credits from the University. Of the last 30 credits earned before graduation, at least 15 must be awarded by UMM. Credits earned through University of Minnesota Continuing Education classes are considered residence credits.~~

Students must complete the following minimum number of credits at the campus from which they expect to graduate before a degree will be granted.

1. To be eligible for a University undergraduate degree, a student must complete at least 30 semester credits awarded by the University campus from which he or she is seeking to graduate.
2. At least 15 credits of the last 30 credits earned prior to the awarding of a University degree, must be awarded by the University campus from which a student is seeking to graduate.
3. Students must complete at least half of upper-division major work (3XXX courses or higher) on the campus from which they are seeking to graduate. Study-abroad credits earned through programs sponsored by the University are considered resident credit.
4. In order to have a minor recorded on a University transcript, a student must take at least three upper division credits in the minor field at the campus from which he or she will receive the degree.

Submitted by Dorothy De Jager