

9-8-2015

Scholastic minutes 09/08/2015

Scholastic Committee

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Scholastic Committee
2015-16 Academic Year
9:30 a.m., Tuesday, September 8, 2015, Moccasin Flower
Meeting One Approved Minutes

Present: Steve Gross (chair), Judy Korn, Jennifer Goodnough, Leslie Meek, Mike Vandenberg, Merc Chasman, Brenda Boever, Ray Schultz, Madeline Youakim

Absent: Jennifer Rothchild, Dan Magner, Megan Jacobson

1. Introductions

- 2. Scholastic Committee responsibilities review** Steve Gross reviewed the Scholastic Committee responsibilities including petitions, academic integrity, academic alerts, probation, suspension, credit limit, and transfer credits. Members were provided a handout for review. See Addendum One.
- 3. Chair's Report** No report. Gross voiced his desire for the Scholastic Committee (SC) to use this academic year to look at issues not only on a policy level but also how they affect the big picture. He would like SC to have occasional discussions about changes occurring on campus and how those changes will impact the University.
- 4. Scholastic Committee vice chair** Gross announced he had asked Leslie Meek to act as vice chair, Meek accepted. The committee unanimously approved Meek's appointment.

5. Annual review and approval of delegated petitions

The Scholastic Committee empowers the registrar and the executive staff to approve or deny specific requests/petitions on behalf of the Scholastic Committee.

- add/withdraw from a course after the deadline due to system error, if documented in PeopleSoft
- cancel/adds to change sections or correct sequence placement
- approve late registration in Th 1060/1070 (play performance/crew)
- waive a maximum of two credits of the GER 60 with transfer credit involvement
- waive the 15/30 credit senior year residency requirement when $\frac{3}{4}$ of the credits for the major and for general education were completed at Morris
- waive ArtP for native dances publicly performed by American Indians
- waive FL for nonnative speakers of English and IP for international students
- act on repeat course petition
- act on request to take more than 20 credits
- waive IC when student has 12 or more college credits (post high school) credit
- waive WLA when student has 12 or more college credits (post high school) and completed the writing requirement with at least four credits at the sending transfer institution
- act on request to drop a course or all courses after the 10th week of class and before the end of instruction based on nonacademic, extenuating circumstances

Students still have the opportunity to petition the full committee. The number of petitions received depends on the time of year. Students with 12 or more college credits and who have completed the

writing requirement at a sending institution using a three-credit system can petition for an exception. WLA petitions go to the English faculty for review.

The committee approved the delegated petitions.

6. SCEP Report

Jennifer Goodnough shared Universitywide policy changes to the First day of Class policy as well as the Makeup Work policy. Changes to the First Day of Class policy were mainly language changes. The new language emphasizes the student's responsibility in obtaining the instructor's approval prior to the absence. Changes to the Makeup Work policy include clarification of legitimate circumstances for absences and supporting language regarding instructors obligations. The frequently asked questions section of the policy further clarifies circumstances not listed in the legitimate circumstances list. If a student believes he or she has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy or unavoidability of an absence, a student on the Morris campus can appeal to the Discipline Coordinator, followed by an appeal to the Division Chair and finally to the Dean who has final authority. University activities not categorized as intercollegiate events will have to be approved by the Dean's office. See Addendum Two.

7. Appoint members to Academic Integrity Subcommittee (two faculty [plus chair], two students, alternates)

As SAIC representative, Gross has automatic membership on the committee. Two additional faculty and two students are needed. Meek volunteered to serve. Goodnough recommended a faculty member new to the Academic Integrity subcommittee be selected. She also provided a list of faculty she believes would be suitable alternates: Professors Barry McQuarrie, Pete Wyckoff, Michael Korth. Goodnough also suggested Madeline Youakim be named one of the student representatives on the subcommittee as she previously volunteered during the summer. Goodnough provided students Laddie Arnold, Ellory Whealot and Marcy Prince as alternates because of their experience on the committee. The appointments to the subcommittee will be tabled until next week after all parties have been contacted.

8. Petition 1246

Request based upon institutional responsibility: petition to allow a student to use an alternative testing source to determine foreign language proficiency in the Navajo language. The Scholastic Committee has an approved contract with Brigham Young University as the source of our foreign language placement exams. However, this source does not offer proficiency testing in the Navajo language. The student's family speaks the Navajo language, and he would like to demonstrate this skill to satisfy the Foreign Language (FL) General Education Requirement. The student has some proficiency but is using Rosetta Stone for a more structured/formal learning experience.

The alternative source is Diné College, Center for Diné Studies, which prepares students to enter bilingual teacher certification programs. This exam is recognized by the Navajo Nation and is required for a Navajo Bilingual Teaching Endorsement in Arizona and New Mexico, as well as Arizona's Native American Language Teacher Certificate. The exam tests both oral and written skills. (<http://navajonationdode.org/resources.aspx>) The student has the family support and resources to prepare for the exam. The student indicates willingness to pay the \$65 test fee and contact Diné College to schedule the exam in the spring when home for break.

The question being addressed by this petition is, should Morris accept proficiency from another institution? SC concluded that procedure for this exam did not differ from those provided by Brigham Young University. This petition is a rare request and therefore negated concerns about setting precedence. Judy Korn will work with Jane Kill from the Testing Center to set up a similar procedure with Diné College to receive test results.

The committee approved Petition 1246 with the additional request that the Dean's office subsidize the standard amount for the fee.

9. Summer Appeals report

Thirteen appeals received by students requesting that suspension be lifted after one semester rather than two semesters.

Two approved: both transfer students, one senior and one junior, both studying this fall under academic contracts

Two conditionally approved: one transfer student but first year student by credits, one first year student; both will submit transfer transcripts after fall grades are posted and, if grades are satisfactory, must accept academic contracts

Nine students denied: one senior, two sophomores, six first-year students; two international students and seven domestic students; two transfer students

10. 2015-16 SC topics discussion

Tabled for next week's meeting.

Respectfully submitted,

Angie Senger
Office of the Registrar

Addendum One : SC Handout

Scholastic Committee (SC) Handout

Article II. Section 7 B. UMM By-Laws. The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education. It is concerned with such matters as admissions, academic progress, academic advising, student academic honesty, scholarship, and graduation. It has the power to grant exceptions to academic regulations when the spirit of such regulations has been satisfied. The committee admits students and evaluates transfer credit in accordance with standards established by the campus assembly. **See the SC website (morris.umn.edu/committees/scholastic), policy library, or committee members for details.**

Prior Learning (Judy Korn, transfer evaluation coordinator, SC executive staff, Office of the Registrar, kornjr@)

> Transfer coursework as it relates to graduation requirements and general education requirements
Some courses transfer for credits only.

Some courses transfer for credits and fulfill general education requirements.

Some transfer courses substitute for existing Morris courses (indicated in APAS). Note: The registration system may not recognize the transfer courses for pre-req purposes resulting in the need for a permission number.

If a course is accepted for transfer, the discipline coordinator evaluates the course if needed for a major or minor.

> AP, IB, CLEP, etc. as it relates to graduation requirements and general education requirements. Charts are found on the SC website if needed for transfer credit discussions with students.

> Students are exempt from the FL requirement if English is not the student's first spoken and written language. Students who do not wish to continue language study at Morris may take a proctored exam in the Testing Center to demonstrate proficiency.

> IP gen ed is fulfilled for international students.

> IC is waived for students who have earned 12+ credits **after high school graduation.**

> Advanced standing students who qualify for the IC waiver may also qualify for the WLA exemption if they have taken a total of at least four credits of composition/college writing after high school graduation. If the "sending" college requires that the student take two courses (Composition I and II, College Writing I and II), the student must complete both in order to receive the WLA exemption even if the first course is a four-credit class.

Future Learning not at Morris

> Permission is way easier than forgiveness! If your advisee is planning to take summer, online, study abroad, or National Student Exchange (NSE) classes elsewhere, (including other U of M campuses) please direct them to seek prior approval from the transfer evaluation coordinator before they take the class. More information and the prior approval forms can be found at morris.umn.edu/registrar/transfer/courses. Prior approval ensures that the students are fully informed of how credits will or will not transfer to Morris. After the courses are approved for transfer and gen eds confirmed, students will be directed to seek discipline approval for courses that may satisfy requirements in the major or minor.

Please do not let new high school (NHS) students drop their IC courses.

Repeating Coursework

> If students have prior credit (transfer course, AP, CLEP, etc.) for a course and they repeat the course at Morris, they lose the transfer credits and the last grade counts. For example, if he/she earns a three on the Chem AP exam, which earns four credits for Chem 1101, the student loses the AP credits if she/he takes Chem 1101 at Morris. This is totally ok, but the student needs to be aware that the AP credits will be lost. **A student may only repeat a course once.**

Petitions (Brenda Boever, interim director, Office of Academic Success, advising coordinator, Advising Office, boeverba@)

> SC hears petitions (usually requesting policy exemptions) based on at least one of three criteria: institutional responsibility, hardship, spirit of the requirement. SC does not have anything to do with faculty grading. Bad advice is **not** institutional responsibility, i.e. SC will not 'fix' an adviser's mistake. Brenda Boever guides students through the petition process. Petitions are submitted to the SC through the SC executive staff.

Academic Integrity (Office of the Vice Chancellor for Student Affairs)

> The Committee on Academic Integrity (CAI) is a subcommittee of SC. The group holds hearings for multiple violations of the Student Code of Conduct or if the student and faculty member cannot agree on the responsibility and sanction.
> Advisers are not informed of advisee violations. Advisers are occasionally asked by students for advice or to be their advocates. Both the VCSA and SC can be recourses for students and faculty.
> All violations should be reported.

Academic Alerts

> Academic Alerts can be submitted by advisers not just instructors.
> You will often be notified if your advisee receives an alert. Please follow-up with the student.
> Frequently, dropping a class is a recommended action, but often students do not know how to do this
Up until the 'essential deadline,' classes can be dropped and not appear on the transcript.
Up until the end of week 10, classes can be dropped and a W appears on the transcript.
After week 10 to the last day of classes, student may drop one class during their U of M careers and receive
a W on their transcripts.

After week 10 to the last day of classes, if students have used the one-time drop option, they may not drop classes unless they petition the Scholastic Committee based on nonacademic, extenuating circumstances and the petition is approved.

See the OTR website for exact dates and forms
(netfiles.umn.edu/registrar/CurrentEssentialDeadlines.pdf).

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. Students on probation are limited to a maximum of 16 credits per semester.
- > Please watch for first-year students who are put on probation after fall semester. They may need to adjust their spring schedules (fewer credits or drop a course after poor performance in a pre-req course). They also need to understand the possibility of suspension if low grades continue or may need to hear about other career or major options.

Suspension

- > A student is suspended if at the end of a probation semester, **both** the term and cumulative GPA are below 2.000. The suspension is effective immediately
- > Suspended students cannot register for any U of M courses (including summer session) 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 nondegree seeking students, with these holds to register without the approval of the college placing the hold.
- > Students may appeal to have their suspension reduced from one full academic year to one academic term. Students may ask their advisers for supporting statements for the appeal process. The deadline for the summer appeal process is June 30 of each year. If a student chooses not to appeal or the appeal is denied, after the one-academic year suspension period, he/she may apply for readmission through the Office of Admissions. Admissions will consult the SSSC before admitting.

20-Credit Limit

- > Students may not take more than 20 credits without SC permission. The Scholastic Committee Executive Staff often requests adviser input when considering such requests. The form is found at morris.umn.edu/registrar/forms.

Addendum Two: Makeup Work Policy and First Day of Class Policy

DRAFT
7-26-15

This draft incorporates all of the content recommendations from the 7-2-15 and 7-8-15 discussions of the SCEP sub-group, as well as further suggestions from Michele Gross of the University Policy Office on how the policy could be organized to be more clear.

Makeup Work for Legitimate Absences

POLICY STATEMENT

This policy applies to all course requirements, including any final examination.

1. Students are responsible for planning their schedules to avoid excessive conflict with course requirements.
 1. Students will not be penalized for absence during the academic term due to unavoidable or legitimate circumstances. Such circumstances include:
 - illness of the student or his or her dependent;
 - medical conditions related to pregnancy;
 - participation in intercollegiate athletic events;
 - subpoenas;
 - jury duty;
 - military service;
 - bereavement, including travel related to bereavement;
 - religious observances; and
 - activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences.
 1. Instructors are expected to accommodate student who wish to participate in party caucuses, pursuant to Board of Regents resolution (see December 2005 board of Regents Minutes, p 147.)
4. Voting in a regional, state, or national election is not an unavoidable or legitimate absence.
 1. For circumstances not listed in (2), the instructor has primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances. Instructors have the discretion to grant a request for makeup work in such circumstances.

Notification, Verification of Absences, and Make-up Work

1. Students must notify their instructors of circumstances identified in (2) or other circumstances leading to a request for makeup work as soon as possible and provide information to explain the absence.
2. The instructor has the right to request verification for absences.
3. Students must provide verification of the absence if requested by the instructor.
4. The instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on the course grade if the student:
 - Was absent due to circumstances identified in (2);
 - Has complied with the notification requirements; and
 - Has provided verification if the instructor has requested further information.
10. Colleges and academic units may establish more specific criteria for notifying instructors and completing the associated make-up work.
11. Instructors are not obligated to accommodate a student who has missed so much of the critical components of a course, even for legitimate reasons, that arrangements for makeup work would not be reasonable.

Appeals

1. If a student believes he or she has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy or unavoidability of an absence, the student should pursue his or her complaint using the usual process for appeals of student grievances. Chairs and deans who have questions about what constitutes an excusable bereavement absence, religious observance, or eligible dependent illness should consult with the senior academic officer for the campus for resolution of the disagreement.
2. In accordance with the Administrative Policy: *Addressing Student Academic Complaints*, final authority rests with the senior academic officer for the campus.

Special Situations

In the event that the University declares a pandemic emergency (e.g., flu), the senior academic officer for the campus or his or her designee may waive the requirement that students, if requested by the instructor, provide verification from a health care provider for illness.

Exclusions

This policy does not apply to the Duluth campus.

REASON FOR POLICY

It is in both the University's and the student's interest to outline some academic protections for students when they miss class for legitimate reasons. This policy places parameters around what is a legitimate absence, and reinforces the responsibilities of the instructor and the student.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

Mandatory Attendance at First Class Session and Consequences for Absence: Twin Cities, Crookston, Morris, Rochester

Top of Form
Bottom of Form

POLICY STATEMENT

1. Students must attend the first class meeting of every part of a course in which they are registered (including, labs, discussion sections, lectures, and other types of class meetings), unless they have obtained prior approval from the instructor (or department, if appropriate) for an intended absence before the first class meeting. Without such prior approval, a student may lose his or her place in the class to another student.
2. If a student wishes to remain in a course from which he or she has been absent the first day without having obtained prior approval, the student must contact the instructor as soon as possible. In this circumstance, instructors have the right to deny access to the class if other students have been added and the course is full. However, instructors should consider extenuating circumstances that may have prevented a student from attending the first class session and from notifying the instructor in advance.
3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the student must notify the instructor in advance regarding the absence and the reason for the absence. In this instance, the place for the student will be retained. (See Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)).
4. Students are responsible for officially cancelling their enrollment in any course in which they have enrolled and subsequently been denied enrollment. If any such student does not officially disenroll from the course, the instructor has the choice to either (a) assign a failing grade to the student for that course, or (b) request that the student be disenrolled.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Students are required to attend the first class session to receive important information about the course from the instructor. In addition, because the on-line registration process allows students to enroll and disenroll in courses, the list of registered students fluctuates. A student's presence at the first class session is required to clearly indicate the number of students who are committed to taking the course. Instructors can then determine whether any students who were not able to register for a course because all places were taken may take the place of students who were registered in that course but did not attend the first class session.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

FREQUENTLY ASKED QUESTIONS

1. What is the necessary process for instructors to disenroll students from a course?
Instructors can contact their college's student services department or One Stop Student Services to request students be disenrolled for not attending the first class session.

1. How does this policy apply to on-line courses?

The policy extends to on-line courses as well as traditional in-person courses. Students must attend the first class meeting or obtain permission from the faculty member to be absent. If a student does not attend (e.g., log into the course in Moodle) the course instructor may request that the student be removed from the class.

1. Is it mandatory that a student be removed from a class if he/she misses the first class session?

Faculty members are not required to request that the student be removed from the class, but it is their prerogative to make such a request.

DEFINITIONS

Officially cancel

Students must cancel (drop) a class if they have been denied enrollment in that course. Students are responsible for dropping a course to officially remove it from their record and may do so online in the course registration system.

RESPONSIBILITIES

Students

Attend the first sessions of courses for which they have registered, or seek prior approval from the instructor if they are unable to attend.

Use the course registration system to drop a course they have registered for but will not be attending.

Instructors

Monitor official course registration lists.

Take attendance at first class meeting(s).

Notify students if they have been denied enrollment in a course.

Report a failing grade if a student who was denied enrollment in a course does not drop the course, OR request that the student be disenrolled.

RELATED INFORMATION

- Administrative Policy: [Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester](#)