

9-6-2016

## Scholastic minutes 09/06/2016

Scholastic Committee

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**Scholastic Committee  
2016-17 Academic Year  
September 6, 2016  
Meeting One Approved Minutes**

**Present:** Roland Guyotte (chair), Leslie Meek, Judy Korn, Steve Gross, Merc Chasman, Joe Beaver, Emma Kloos, Brenda Boever, Jennifer Goodnough, Dan Magner, Ray Schultz, and Colin Wray

**1. Introductions**

**2. Scholastic Committee responsibilities review**

Roland Guyotte, chair, reviewed the Scholastic Committee (SC) responsibilities and the reference handout from the New Adviser meeting.

**3. Scholastic Committee vice chair**

Leslie Meek was unanimously approved as the SC vice chair.

**4. Annual review and approval of delegated petitions**

The Scholastic Committee unanimously approved to empower the registrar and the executive staff to approve or deny the following 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 the maximum credits per term
- waive IC when student has 12 or more college credits (post high school)
- 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

The committee briefly discussed the responsibility of overseeing academic policy petitions due to nonacademic, extenuating circumstances or if they should go to the Dean's Office. These petitions do not create an increase in workload as many are based on reasons supported by documentation. Timing is critical with these petitions. The registrar reviews petitions in a timely manner.

The committee was reminded that students have the opportunity to petition the full committee if a delegated petition is denied. WLA petitions are approved or denied by the English faculty.

**5. Chair's Report**

No report

**6. SCEP Report**

Senate Committee on Educational Policy (SCEP) representative, Jennifer Goodnough, informed the SC that SCEP will meet on September 14. No agenda has been provided, but Goodnough mentioned that SCEP may continue discussion on mental health. Judy Korn also noted that there will be policy reviewed by SCEP this academic year.

**7. Petition #1252**

Approved

**8. Petition #1253**

Approved with the modification to include “institutional responsibility” as criteria for the petition.

There was a request for further discussion about delegating petitions to waive partial credit to allow international transfer courses to satisfy general education requirements. The committee would like to hear more about European Credit Transfer and Accumulation System (ECTS) as well as how the Twin Cities campus manages transfer credit in these situations.

**9. Summer Appeals report**

Committee: Merc Chasman, Leslie Meek, Jennifer Rothchild, Judy Korn

The Summer Appeals Committee met on July 11, 2016. The committee received seven appeals with requests from suspended students to return after one semester rather than two semesters (13 in 2015, 18 in 2014).

The committee approved three appeals contingent on earning satisfactory grades at a community college this fall. These students may study at Morris under academic contracts during spring semester 2017 if their official transcripts reflect satisfactory grades. Only one of the three students submitted transfer courses for evaluation.

The committee denied four appeals. The four students received suggestions for academic readiness and reapplication.

The committee discussed the reasons why the number of appeals was so low, accounting for approximately 13 percent of students suspended for the 2016-17 academic year. It was noted that the number of appeals was low but not uncommon.

Some members expressed surprise at the low number of appeals. It was suggested that the SC speak with retention about informing students regarding their options, encouraging students when appropriate to appeal their suspensions, and offer assistance with the petition process. There is a process in place that addresses the suggestion, but there is room for discussion.

As part of their contract for readmission in fall 2016, some students were required to meet with Brenda Boever to work on a success plan, but she has yet to see any of these students. Korn offered to provide Boever with the list of students who were required to schedule meetings with the Office of Academic Success so that Boever may contact them and set up a meeting.

Respectfully submitted,

Angie Senger  
Office of the Registrar

**Addendum One: [Handout from New Adviser Meeting](#)**

**Scholastic Committee (SC) Overview**  
**New Adviser Workshop**  
**Fall 2016**

**General Education requirements**

Students may satisfy the FL requirement by satisfactorily completing a proficiency exam.

International students who speak a language other than English have earned the FL requirement. International students also have earned the IP requirement.

Advanced standing students (transfer) receive an IC waiver if they have earned 12 or more college credits after high school.

**Prior Learning, academic**

Transfer credits, Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB) are all considered academic prior learning opportunities. The University of Minnesota does not delete credits earned in any manner of prior learning after they have been added to the transcript. University of Minnesota courses impact the GPA, but not other types of prior learning.

Transfer credits may be accepted:

- only for the 120 credits towards the degree.
- to satisfy general education requirements.
- to substitute for a Morris course.
- to satisfy requirements for a major or minor with discipline approval.

There are no course substitutions for ENGL 1601 which satisfies WLA, but students can use transfer to satisfy WLA if...

- The course or courses total at least four credits.
- The course or courses was/were completed post high school.
- The course or courses satisfied the writing requirement at the sending college.
- The student has earned at least 12 college credits post high school.

Note: The registration system will not recognize transfer courses for pre-req purposes resulting in the need for a permission number. Courses for which Morris receives many transfer courses, like PSY 1051, are coded on students' records, so students are not repeatedly asking those instructors for permission numbers.

**Transfer for current Morris students**

If your advisees are planning to take summer, Multi I (other U of M campuses), online, study abroad, or National Student Exchange (NSE) classes elsewhere, please direct them to seek prior approval before they take the class. Prior approval ensures that students are fully informed as to how credits will or will not transfer to Morris. After the courses are approved for transfer and gen ed requirements confirmed, students may seek discipline approval for courses that may satisfy requirements in the major or minor.

**Repeating Coursework**

If students have credit for a course and they repeat the course, they lose the original credits and the last grade counts. For example, if a student 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. The same is true for transfer courses and Morris courses.

A student can only repeat a course once. Last course counts...even if the grade is lower.

Students who wish to repeat a course for which they have earned a C or higher can be administratively withdrawn if the instructor determines that students on the waitlist who have not yet taken the course should have those seats.

**Petitions**

SC hears petitions (usually requests for policy exemptions) based on at least one of three criteria: institutional responsibility, student

hardship, spirit of the requirement. SC does not hear petitions regarding major/minor requirements or grading. SC does not hear petitions based on student misunderstanding adviser information or, if it would occur, receiving inaccurate adviser information.

Please do not allow new high school (NHS) students to drop their IC course. Students who fail or withdraw from IC courses must petition the SC for a substitution course to satisfy the IC requirement.

Brenda Boever, Dean's Designee to the SC, guides students through the petition process and presents the anonymous petition to the SC on the student's behalf.

### **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 come to an agreement regarding responsibility and sanction.

Advisers are not informed of advisee violations. Advisers are occasionally asked by students for advice or to be their advocates.

All violations should be reported.

### **Academic Alerts**

Academic Alerts can be submitted by advisers not just instructors.

You will 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 are not aware of withdrawal rules.

- Until the add/cancel deadline, classes can be dropped and not appear on the transcript.
- Until the end of week 10, classes can be dropped and a W symbol posts to the transcript.
- After week 10, student may drop one class during their U of M career using the one-time discretionary late withdrawal. This option is available through the last day of instruction for the class. A W symbol posts to the transcript.
- Students who have used the one-time discretionary late withdrawal may not withdraw from classes after week 10 without an approved nonacademic, extenuating circumstances petition.

### **Academic standing, 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. Students placed on academic probation after a given semester have already registered for the next semester and do not have a credit amount restriction on their records, which allows them to take more than the recommended 16 credits for students on probation. The 16-credit restriction will impact student registration for the subsequent semester. Students placed on probation are encouraged to contact their adviser as soon as possible.

Please watch for first-year students who are put on probation after fall semester. They may need to adjust their schedules (fewer credits or drop a course if a pre-req course didn't go well during fall semester). They also need to understand the possibility of suspension if low grades continue or may need to hear about other career or major options.

### **Academic standing, 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 immediately effective. Suspended students cannot register for any U of M courses (including summer session). Students may appeal to have their suspension reduced from one full academic year to one academic term. If a student does not appeal or does not successfully appeal, students may apply for readmission through the Office of Admission after one academic year. The Student Scholastic Standing Committee (SSSC) approves or denies the applications after reviewing the students' statements and academic history. Students may ask their advisers for supporting statements.

### **Maximum course load**

Students in good academic standing may not take more than 20 credits during fall and spring semesters without SC permission. Students may not take more than 12 credits during summer term (May, summer I, and summer II total) without SC permission. SC often requests adviser input when considering such requests. The form is found at [morris.umn.edu/registrar/forms](http://morris.umn.edu/registrar/forms).

**Multi Institutional Study**

Students who wish to study at another University of Minnesota campus for a semester must have adviser approval if they have 60 credits or less. SC has given the Office of the Registrar the authority to require adviser approval for students with more than 60 credits if the planned courses may have a negative impact on progress towards the degree.