

1-26-2017

## Scholastic minutes 01/26/2017

Scholastic Committee

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**Scholastic Committee  
2016-17 Academic Year  
Thursday, January 26, 2017  
Meeting Twelve**

**Present:** Roland Guyotte (Chair), Merc Chasman, Joe Beaver, Leslie Meek, Dan Magner, Brenda Boever, Steve Gross, Ray Schultz, Emma Kloos, Jennifer Goodnough, Ruby DeBellis, Josiah Gregg, Parker Smith, Emily Trieu and Judy Korn

1. **Approve minutes of November 29, 2016, meeting.**  
Minutes approved

**Minutes of November 8, 2016 pending Chancellor review.**

2. **Chair Report**  
No report

3. **SCEP Report**  
Goodnough reported SCEP spent considerable time on the Leave of Absence and Grading and Transcript policy (discussed later in this agenda).

SCEP will be reviewing a proposed credit and GPA policy, e.g., Crookston classes do not always count towards the 120 credits at Morris. The current policy is vague, and Goodnough is seeking clarification.

Goodnough updated the Scholastic Committee on the Makeup Work policy for students who register late for a class. SCEP discussed a FAQ addition that included a statement about students being allowed to “sit in” on a class until they are registered. Members discussed and comments included:

- There may be reasons for late registration beyond the student’s control; financial aid may be late.
- Financial aid issues often cannot be resolved in the first two weeks.
- What if a student is not able to make up a test that happened the first week of class?
- There may be a hold from the previous semester preventing registration. These holds are often worked out, and the hold will be lifted so the student may register if they are waiting for financial aid to come through.
- In many cases, holds from the previous semester are resolvable, and students have checklist items and are warned in advance.
- It may be a bigger issue than a financial hold. There are students who cannot afford to be at Morris.
- There are instances where a student keeps coming to class although they are not registered.
- Auditing a class is allowed as well as Peer Assisted Learning (PAL) attendance in a class.
- Prospective students may sit in on a class.
- Faculty have control over who they allow into their class by issuing permission numbers to students.

Goodnough said SCEP opted not to put anything in the FAQ about sitting in on a class. The FAQ information that was included essentially says students should immediately communicate with faculty. If faculty give a permission number, they should inform the student there will be an impact for missed class days. Goodnough said it was emphasized students cannot sit in on a class when they are not registered. Korn added it is a liability issue. Goodnough believes late registration is not too much of an issue at Morris because faculty and students work together.

Goodnough also shared that SCEP discussed the Mental Health task force, which is very focused on academics. There are five recommendations coming, three of which are academic recommendations for faculty. If Goodnough receives a copy, she will forward to Guyotte.

**4. Academic Integrity Committee members**

Guyotte explained the Academic Integrity Committee is a subcommittee of the SC and is chaired by someone not serving on the SC. Barry McQuarrie is the current chair. If there is a potential case of violation of academic integrity and it is not resolved, it may go to the committee. The committee may provide a hearing and give a report to the vice chancellor of student affairs. Guyotte asked for two students and two faculty volunteers to serve for one year. Meek and Schultz volunteered as faculty representatives and Beaver as alternate. Student representative volunteers are Smith, Gregg, and alternate, Trieu. McQuarrie contacts members if their services are needed.

**5. Leave of Absence policy review**

Korn provided a history of the Leave of Absence (LOA) policy. LOA and readmission for undergraduates was rarely used until about two years ago as Morris has a generous active policy. If a student leaves, they have two semesters to register and do not need to reapply. Korn believes the LOA has been used more in the past year than in the last 5 years. The Office of the Registrar finds most of the students who are completing the form do not need to do so. Often, the form is not used correctly. There is no way to code students who are coming back in one term. OTR has also found students do not know when they're coming back and their record cannot be coded. LOA is used mostly for military absence. And interestingly, just as many international students are using the LOA for military absence as domestic students. LOA can also be used when the student has a situation such as surgery. In a perfect world, the System Registrars Council reviews the policy first, but this policy review was already on the SCEP docket before the System Registrars Council saw it. Section 1a of the policy identifies acceptable reasons for LOA at the Twin Cities and Rochester campuses. In addition the policy states a student should consult with an adviser about LOA. Korn asked if our campus could be ready to move forward so Morris could be part of this definition? At Morris, we have not emphasized sending students seeking LOA to an adviser. Do we want the student to discuss the LOA with their adviser first?

Goodnough said one of the main reasons for the policy is for Twin Cities students with changing programs, e.g., clinical. LOA offers protection for a student who has made substantial progress and can be grandfathered into the program. Morris does not usually have the same wild swings in programs. Goodnough said Morris can be included on the policy and SC can make exceptions.

Members discussed the reasons for a LOA and the idea of showing students which situations are suitable for a LOA. Korea military service is always two years. There could be a downside for some students with financial aid. Could a religious option be added to the reasons for a LOA? What is the Morris experience if a student stays away longer?

Goodnough responded as long as there is not a serious criminal offense and good academic standing, coming back is not a problem. The Twin Cities is usually generous about allowing students on probation to return. Goodnough added the University of Minnesota is no longer asking if the returning student has felony convictions. The General Counsel's office advises Admissions what to ask on their questionnaire and this same language will be on the LOA form. Basically, if a student does something while gone that violates the student conduct code, then they are not welcomed back.

Members asked how does the current Sunset policy apply to students returning from LOA? Korn responded this is very typical in OTR. Whether the returning student completed a LOA or not, OTR will work with the discipline coordinator and run the student's courses through a number of catalogs. A decision is made, with consultation of the discipline coordinator, based on courses completed, courses available and the best way for the student to complete their remaining degree requirements. Students may have different catalog years for general education and the major.

Members wondered if there is anything about timing? If there is a death in the family, a student isn't thinking about LOA. Can LOA be done retroactively? Goodnough responded those reasons are exactly why Morris has two semesters to remain active. We're smaller and have flexibility. Students can still return and don't have to do the LOA. However, a student might miss some communication if they have not done a LOA. Korn pointed out Twin Cities students can drop all their classes and leave without talking to anyone. At Morris, students must talk with One Stop or OTR to drop the last class. This gives Morris an opportunity to bring up the LOA, if appropriate. This goes back to the policy where it points the student to the adviser.

If registered, students cannot defer admission. We have had some students who are here a couple weeks, then withdraw, and are no longer eligible for a LOA. Goodnough believes the wording should be clearer or something in the frequently asked questions. LOA is not available before a student's first enrollment at the university. There's a separate policy for deferred admissions. SC has granted the registrar the authority to approve or deny a LOA. Korn can't remember ever denying unless they don't fit the criteria. If she were to deny it would probably be a time issue or someone on probation. If the registrar denies, students are entitled to petition the full SC.

A motion was made and passed to include Morris in section 1a of the policy with the addition to consult with their adviser and adding religious missions to the list of reasons for a LOA or FAQ section. Korn asked if this needs to be brought to Campus Assembly? Goodnough responded that the steering committee makes those decisions. This is more of a procedural clarification to the policy. We're not making LOA more or less available. We're just clarifying and informing. It could be made available in a SC report.

## **6. Grading and Transcript policy review**

Goodnough said SCEP discussed incompletes and did not yet see any proposed changes to the language. Korn said she has been talking about incomplete grades with the Office of Academic Success as well as others. Korn explained the process; the student and instructor determine the student can finish work for that class if given a little extra time and a contract is required. At the end of one academic year, the incomplete turns into an F. Morris had 72 incomplete grades recorded for fall 2016 with only 30 contracts turned into OTR. OTR receives a lot of petitions about incompletes. Korn is concerned if a student is allowed an

entire year to complete the coursework and isn't working on the incomplete, they will avoid suspension or probation when they have a good semester following. Members commented sometimes faculty aren't following the guidelines and give all the students in their class an incomplete. Data shows if not wrapping coursework up quickly, completion is not going to happen. SCEP discussed allowing 90 days for completion and showed a chart with what other institutions are doing. Wouldn't it be more appropriate to insist on a contract? SCEP said it's not enforceable. Goodnough doesn't feel it erodes authority as faculty are always in control of the grade. Faculty still have the ability to change the grade. Korn said she was at a conference last fall where about 30 small public and private colleges discussed this issue. The average time for an incomplete was three weeks. This points to the fact that the student should be really close to finishing the work. Korn said she has seen petitions where the student did not have a chance of completing the work and students have admitted they could never have finished. Often, students have multiple incompletes from various semesters and various instructors.

This discussion will be continued next week. Guyotte adjourned the meeting.

Respectfully submitted,

Diane Kill  
Office of the Registrar