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**Scholastic Committee
2017-18 Academic Year
Tuesday, September 5, 2017, Moccasin Flower
Meeting One Minutes**

Present: Roland Guyotte (Chair), Leslie Meek, Michelle Schamp, Jennifer Goodnough, Judy Korn, Brenda Boever, Dan Magner, Emma Kloos, Merc Chasman, Ray Schultz, Alyssa Pirinelli

1. Introductions

2. Scholastic Committee responsibilities review

Handout from New Adviser Meeting (Addendum One)

Guyotte led a brief review of Scholastic Committee (SC) membership and responsibilities.

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.

—from the **UMM Constitution and By-Laws**

3. Scholastic Committee vice chair

Scholastic Committee Vice Chair Leslie Meek will step into the role of chair for the spring semester.

4. Annual review and approval of delegated petitions

Judy Korn provided a review of the following Scholastic Committee (SC) 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 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
- approve a partial credit waiver for one general education requirement per student for courses from international institutions transferring within a half credit of the requirement

Note: 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

Goodnough is the 2017-18 Senate Committee on Education Policy (SCEP) chair and serves as Morris's SCEP representative. Goodnough noted that SCEP has not met this academic year, but will probably be spending a fair amount of time on the Grading and Transcript policy.

Goodnough also noted that the Twin Cities also eliminated their testing center. Twin Cities students are now traveling to Mankato and St. Cloud for GRE testing. The first SCEP meeting is scheduled for September 13.

7. Appoint academic integrity subcommittee (three faculty, two students, alternates)

The Academic Integrity Subcommittee reviews academic integrity violations that are not resolved between students and faculty. Leslie Meek, Ray Schultz, and Dan Magner have volunteered to serve on the subcommittee as the faculty representatives. Goodnough volunteered to serve as an alternate. SC will call for student volunteers once SC student representatives are appointed.

8. New high school students enrolled at Morris on probation at other University of Minnesota campuses for PSEO and CIS academic work

Judy Korn led a discussion on new high school students who enrolled at Morris and were on probation at another University of Minnesota campus. There were two such students admitted fall 2016. Both students would have been suspended after fall semester, but after discussions with the Student Scholastic Standing Committee (SSSC) and Roland their academic status was changed to probation. It was determined that it would be unfair to suspend the students after fall semester because they were not aware they were on probation at the Morris campus.

After running the probation/suspension report this summer, Korn found two new high school students admitted for fall 2017 who are enrolled at Morris and are on probation at the Twin Cities campus. Korn would like the SC to discuss how to proceed with these two new students before probation/suspension happens in December.

This topic was discussed by SC in 2010, but was focused on Post Secondary Enrollment Option (PSEO) students. Students were notified of their probation status and their academic standing was manually checked. At the time, suspension only happened after spring semester. SC intended to follow up on the students' academic standing and continue to work on policy, however the discussion was never continued.

Members are unsure whether PSEO students are notified by the Twin Cities campus of their probation status. Morris informs Morris PSEO students about their GPA. Korn will reach out to the System Registrars Council to find out if/how students are notified of their probation status on the other campuses.

It is also unclear if Morris advisers or success coaches are informing these students of their probation status when they are admitted to Morris.

Policy states probated students should be suspended after fall semester if both the term and CUM GPA are below 2.000. However, many members believe it is unfair to suspend these students if they were not aware of their probation status. Members also believe it is unfair to suspend these students because they chose to take courses from the University of Minnesota. Students from other non-University of Minnesota colleges who may be on probation at that institution would not be suspended from Morris after their first semester.

It was noted that if students are not suspended after fall the new policy/procedure should be crafted in a manner that does not go against policy and require an exception.

The Twin Cities Admissions policy states that a student's admission can be rescinded due to poor performance in spring semester courses. Admissions on the Twin Cities campus requires all transfer transcripts and does a check before fall semester begins.

Morris PSEO students are required to have a 2.5 GPA to continue in the PSEO program. The requirement was viewed to be in the student's best interest so that they wouldn't jeopardize their University of Minnesota career.

Manual intervention was suggested if the number of students who would be suspended after fall semester remained small. The Office of the Registrar could find the students who are on probation and would be suspended after fall semester and change their academic standing from suspension to probation. Current practice is to have suspended students sit out an entire semester. To keep with policy, the small number of students who would be suspended after fall could have

an automatic appeal to the SSSC. The SSSC would review each appeal on a case-by-case basis and determine what's in the student's best interest. Students could possibly return spring semester with a contract (including credit limits and required advising meetings). The SSSC would review the appeals during winter break, possibly a day or two after fall grades are due.

Another suggestion was to do a conditional admit where the student receives a contract upon arrival. The student would have a credit limit, required meetings with the Office of Academic Success (OAS), and must maintain a certain GPA during fall semester. Some members voiced concerns about students receiving the proper and sufficient information about the contract and University resources. There was also concern students would perceive the conditional admit as unfair if they spoke with students from other non-University of Minnesota colleges. It was also noted that a conditional admit could be privileging PSEO status above other admission criteria such as class rank, GPA, and standardized exam scores.

All members agreed that there should be a communication to these students to make them aware of their probation status on the Morris campus. Boever suggested both the student's academic adviser or OAS and success coach be copied on the official communication to the student so that the adviser or OAS can speak with the student in-person and explain the contract and offer support and suggestions.

Korn agreed to add the Morris probation service indicator to the records of the two students so the advisers and success coaches are aware of the students' academic standing. Korn will also draft a probation letter to inform the students of their probation on the Morris campus.

SC noted that University Senate policy states that students on suspension at another University of Minnesota campus cannot register for any University courses for at least one full academic year. Members agreed that this should be communicated to Admissions. It was also suggested that SC ask Admissions to create a plan on how to have all transfer transcripts submitted to Admissions before fall 2018 semester begins.

Fall 2017 NHS One:

15 credits

Spring Term GPA 1.81

CUM GPA 2.089

Fall 2017 NHS Two:

8 credits

Spring Term GPA 1.33

CUM GPA 2.167

Examples from fall 2016

Fall 2016 NHS Three:

4 credits

Spring Term GPA 1.667

CUM 1.667

Suspension changed to probation for fall 2016, suspended after spring 2017 with CUM 1.510

Fall 2016 NHS Four:

8 credits

Spring term GPA 1.333

CUM 1.333

Suspension changed to probation for fall 2016, probation spring 2017, current CUM 1.737

Respectfully submitted,

Angie Senger
Office of the Registrar

Addendum One: New Adviser Handout

Scholastic Committee (SC) Overview New Adviser Workshop Fall 2017

Roland Guyotte, chair, fall 2017, guyottrl@morris.umn.edu

Leslie Meek, chair, spring 2018, meeklesr@morris.umn.edu

General Education requirements

Students may satisfy the FL requirement by satisfactorily completing a proctored proficiency exam scheduled for specific dates in the summer and during orientation in the fall. Students register for German, Spanish, or French exams online at goo.gl/forms/QDVNSZEar5PYnNxo2. (Contact David Israels-Swenson if dates do not work for your advisee.) Domestic students who speak a language other than German, Spanish, or French should contact the Office of the Registrar for special exam information.

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), International Baccalaureate (IB), and A Level 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. Only University of Minnesota courses impact the GPA.

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

Note: The registration system does not recognize transfer courses as pre-reqs. Students will need permission numbers. Courses for which Morris receives many transfers are coded on students' records, so instructors are not repeatedly asked 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 five credits for Chem 1101, the student loses the AP credits if the student 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. Should a student need to take a course for a third time, a petition is required.

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 exceptions or 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 recommended, 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, students 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 the student 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 record, 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 semester (spring or fall). 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.

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.

Addendum Two: [Scholastic Committee Minutes 02-03-2010](#)

Addendum Three: [Scholastic Committee Minutes 11-17-2010](#)