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Scholastic minutes 09/11/2018

Scholastic Committee

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**Scholastic Committee
2018-19 Academic Year
September 11, 2018
Meeting One Approved Minutes**

Present: Roland Guyotte (chair), Brenda Boever, Mitchell Scanlan, Nancy Pederson, Parker Smith, Bryan Nell, Emma Kloos, Leslie Meek, Jennifer Goodnough, Judy Korn, Michelle Schamp, Heather Pennie

Absent: Esmira Alieva and Elizabeth Abler

1. Introductions

2. SCEP Report

Jennifer Goodnough is the 2018-19 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 the changes to Grading and Transcript policy are under 30-day review. The changes include shortening the timeline for completing the work for incomplete grades.

The Twin Cities campus is changing the policy on the amount of S/N credits allowed to applied toward the degree. Instead of 25% of total credits earned the Twin Cities campus will only allow 20 credits. This policy change is also under 30-day review.

Goodnough also mentioned there might be changes to the student rating of teaching process. The changes might lean towards best practices in how the ratings are used.

There has been some slowed discussion on the Student Code of Conduct and pronoun usage.

Reminder, the Presidential Search Advisory Committee will be having listening sessions on the Morris campus on September 18. All are encouraged to attend during one of the times scheduled.

3. Scholastic Committee responsibilities review

[Handout from New Adviser Meeting](#)

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

The committee has approved petitions regarding students who have received inaccurate information from their advisor based on institutional responsibility. The petitions are carefully reviewed and the committee considers if there are other sources where the student could have acquired the information in question.

The Scholastic Committee sets the policy on transfer credit and the transfer specialist, Angie Senger, carries out that policy.

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](#)

4. Scholastic Committee vice chair

Leslie Meek was appointed Scholastic Committee vice chair.

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 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.

The committee unanimously approved the delegated petitions.

6. Chair's Report

No report.

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 and Bryan Nell have volunteered to serve on the subcommittee as the faculty representatives. Guyotte volunteered to serve as an alternate. Parker Smith and Mitchell Scanlan have volunteered to serve as student representatives.

8. Looking Ahead

- a. Aligning Intellectual Community (IC) policy and practice.
- b. Increasing retention efforts by mandating that students visit the Office of Academic Success if they are on probation.
- c. Adding new hold to require students to meet with adviser for their first year even if they have already earned 60 credits.
- d. Changing residency requirements for UMN Morris minors.

Scholastic Committee (SC) Overview

New Adviser Workshop Fall 2018

Roland Guyotte, chair, fall 2017, guyottrl@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.