

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday 11/8/02
1:00 – 3:00

Minutes

- Approval of the 10/11/02 minutes was by consent.

Announcements

- Items from the Chair
 - Denise O’Grady, Assistant Director of Athletics, introduced herself. Responsibilities include oversight of the academic performance of student athletes. She invited individuals to contact her if there are any questions or issues.
 - Search for Director of Office of Student Financial Aid is underway.
 - Search for Minority Outreach Coordinator is underway.

Academic Affairs Committee Report *Ken Rennels, Chair*

- Policy on time limitation for request of grade change—appended. First reading at Faculty Council occurred on 11/7/02. Passage is anticipated in December.
- Next items for AAC are administrative withdrawal policy (after it is addressed by APPC) and Common policy on Probation, Dismissal and Reinstatement.

Items for Review, Discussion, or Action

- Update on SIS
 - The prototyping phase has progressed to the generation of Approach Paper dealing with issues that relate to academic policies and procedures. Members of APPC will be involved increasing in providing input.
 - Currently under discussion is the identification of the IUPUI academic unit staff that will be involved in providing information needed on academic structure. Two tasks need to be accomplished—Verify what has been done to date and Complete configuration of minors, concentrations, tracks, fields of study, etc. A meeting will be scheduled soon with the target completion date of mid December.
- Update on SES
 - Space for SES is being sought off campus. We hope that it will be located in the same building as the off campus offices for the Bursar.
 - Hiring of additional staff is in process with start dates anticipated in January.
- Library of FOCUS programs— *Mark Grove*
 - The library will be coming to the web soon. Information will be distributed when it is available.
- Changing time frame for adding courses during summer sessions—*Linda Haas, Mark Grove*
 - Discussion will occur during the December meeting.
- Granting IUPUI credit for Purdue credits by earned by examination—*Mike Donahue*

- Item withdrawn from discussion. Since IUPUI students are required to validate credit by examination in foreign languages by taking a higher level course, we can not institute a practice for transfer students that disadvantages our students.
- ACTION ITEM---Credit for military training—*Mike Donahue*
 - The following practice was accepted.
- 1. All military credits are undistributed credits with a few exceptions for Military Science and a few HPER courses.
- 2. Admissions (credit evaluation) will post up to 15 hours.
- 3. If a student has more than 15 hours (and credits are possible in more than one department) the credit evaluator will select as many different departments as possible to give a broad distribution of credits.
- 4. If the student has more than 15 hours of possible military training transferable credits, we will include a notice with the credit evaluation that more credits for military training are possible.

Proposed wording for the notice which will be included with credit evaluation.

You have been granted 15 hours of military credit. With your military training it is possible that more credits could be posted but posting those credits could jeopardize your financial aid eligibility since most military credits can only satisfy elective credits and some general education credits. Posting additional credits may “count” against you in terms of satisfactory progress towards your degree. Most departments have limits on the amount of elective credits. You should consult with your academic adviser to determine if additional elective credits are possible in your chosen major. After this consultation, if you wish additional credits posted, please contact the Admissions Office to request a re-evaluation of your military credits.

- Common Liberal Arts, Science, UCOL probation, dismissal and readmission policy—*M Langsam, J Kuczkowski, C Buyarski*
 - Policy was distributed via email. Also distributed was a comparison of the Common policies with the standards used to determine Financial Aid probation. Both are attached to the minutes.
 - Members discussed whether the Common Policies could form the basis for discussion of a common baseline policy for IUPUI. Individual units could have more restrictive policies for dismissal from the academic unit.
 - The item was referred to Academic Affairs Committee for consideration.
- School of Education evaluation of transcripts for licensure—*Linda Houser*
 - Linda was unable to attend the meeting due to the demands of preparing for the School of Education accreditation.
 - The item will be rescheduled for December.
- ACTION ITEM--Faculty Sponsorship of Student for Admission as a Beginning Freshman
 - See attached document
 - A question was raised about whether or not the UC Admission Committee meant to place a 9 credit hour or 12 credit hour restriction. APPC supports the 9 credit hour restriction.
 - Wording should be added to clarify that the policy can not be used for admission of a individual with an international student visa.
 - Suggested wording – International applicants seeking admission on a student visa can not be admitted through this policy.
- Questions from General Studies—*Amanda Zimmerman*

- In relationship to our policy on progress toward a degree: What does the overall university community consider “progress”? Financial aid only deals with credit hours and GPA. Does anyone else look at course enrollment? We have commonly, and informally, defined progress as having a 2.0 and at least ½ of the course enrollment count toward degree requirements.
 - No other unit reported having the stipulation on the enrolled courses counting toward degree requirements, but the consensus was that it was a good idea.
- Once a student completes all degree requirements, can the academic unit graduate them without the completion of a graduation application? It occasionally happens that students want to delay graduation, and therefore do not apply when all necessary requirements are met.
 - Suggestion was that student should be notified that graduation will occur if they do not respond to the notice. This would permit the individual to make a case as to why the graduation should be delayed.
- What is the common practice of other units regarding excessive W's? Are students being released for excessive W's from academic units? Are there distinctions made, as in the case with Science, between old work and recent and continuous withdrawal?
 - Generally information on W's is used for advising purposes.
 - Business generates a series of warning letters for withdrawals in upper level courses.
 - The Registrar will run a report each semester of students who have 3 or more attempts in a course.
- Need for policy on academic unit retention of student records—*Miriam Langsam*
 - Miriam raised the question about the need for a common policy on academic unit retention of student records. List serve discussion indicates that academic units do not have policies in place.
 - General agreement is that a policy should be developed with 5 years as the time limit.
 - Mark Grove will develop a document.
- Administrative Withdrawal procedures—*Gayle Williams*
 - Since Gayle was scheduled to be out of town for the APPC meeting, the item was deferred until December meeting.

Unit Updates

Admissions	<i>Mike Donahue</i>
Enrollment Center	<i>Jennifer Pease</i>
Bursar	<i>Ingrid Toschlog</i>
Registrar	<i>Mark Grove</i>

- The summer schedule of classes will be available on the web the Monday before Thanksgiving.

Student Life & Diversity	<i>John Jones</i>
Academic Units	<i>Unit Representatives</i>

Other Announcements

Future Agenda Items

- Developing faculty understanding of FERPA—*Mark Grove*
- Print version of schedule of classes
- Document imaging/document management in the Office of Undergraduate Admissions—*Mike Donahue*

Meeting Schedule

December 6, 2002	1:00 to 3:00	UL 1126
January 17, 2003	1:00 to 3:00	UC 2110
February 7, 2003	1:00 to 3:00	UC 2110
March 7, 2003	1:00 to 3:00	AO 103
April 11, 2003	1:00 to 3:00	AO 103
May 2, 2003	1:00 to 3:00	AO 103

Policy on Consideration of Requests for Change of Grade after Conclusion of the Course

These policies apply to undergraduate students only. Any requests by graduate students for change of grade after the conclusion of a course are subject to the policies of the academic unit.

Policy Statement #1

This policy refers to requests for change of grade, grade discrepancies or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.

Undergraduate units will not consider petitions for change of grade from concluded courses older than 5 years. Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.

Other options, such as grade forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

Policy Statement #2

For the situation where a student believes there was an error in the calculation or assigning of a course grade it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade following the procedures established by awarding academic unit.

Policy Statement #3

Requests for change of grade after the conclusion of a course will be honored only to correct a mistake or error in calculating or assigning the course grade. To facilitate this process, the Office of the Registrar shall maintain a Change of Grade Petition document.

The Change of Grade Petition shall require course information, a provision for the student to make a personal statement explaining why she or he believes the grade should be changed and a provision to include supporting documentation.

Policy Statement #4

Decisions on grade changes are made within the schools. If the request is supported, the school will notify the Office of the Registrar of the new grade and the student will be mailed a notification of the grade change, including a new cumulative GPA. For this reason it is important that students keep their addresses current. If the request is denied, students will be so notified by the school.

(Tentatively Approved by Academic Affairs Committee November 1, 2002)

Probation, Dismissal and Reinstatement Policies
University College, School of Science, School of Liberal Arts
Indiana University – Purdue University Indianapolis

Probation

1. Students whose cumulative GPA falls below a 2.0 will be placed on probation. All students will be allowed at least one semester of probation prior to being academically dismissed. Students will be informed of their probationary status by letter.
2. Students may be continued on probation when their semester GPA is above a 2.0 but their cumulative GPA is below a 2.0.
3. Students will be removed from their probationary status once their cumulative GPA is above 2.0

Dismissal

1. Students on probation who have completed a minimum of 12 IUPUI grade point average (GPA) hours are subject to dismissal if they fail to attain a GPA of at least 2.0 in any two consecutive semesters (fall and spring) and their cumulative GPA is below 2.0.
2. Students who are dismissed for the first time must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated. Reinstatement is not automatic. Students' chances of readmission will be enhanced by the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.
3. Students dismissed two or more times must remain out of school for two regular (fall and spring) semesters and petition by the established deadlines to be reinstated. Readmission after a second dismissal is extremely rare. Students' chances of readmission will be enhanced by the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.

Reinstatement

1. Reinstatement will be the decision of the School to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until their cumulative GPA is 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of 2.0. Failure to meet the semester GPA requirement will result in dismissal.

Note

In order to ensure equity between inter-campus transfer students and transfer students from outside the IU system, only IUPUI grades will be considered in determining probation and dismissal.

The School of Liberal Arts, School of Science, and University College, in agreement with this common policy, will honor academic probation and dismissal status from the other units.

Students may also be academically dismissed or released from a particular program if they do not make consistent and appropriate academic progress relevant to their fields of study. This is left to the discretion of the appropriate officer in the school.

University College policy concerning academic dismissal is that students who are dismissed for the first time from IUPUI, IU-B, PU, IU regional campuses, or other IUPUI schools, must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated.

Probation, Dismissal and Reinstatement Policies
University College, School of Science, School of Liberal Arts
Indiana University – Purdue University Indianapolis
Comparison with Financial Aid Satisfactory Academic Progress Standards

Probation

1. Students whose cumulative GPA falls below a 2.0 will be placed on probation. The FAO policy allows less than a 2.0 cumulative GPA for freshmen and sophomores
All students will be allowed at least one semester of probation prior to being academically dismissed. The FAO policy is consistent with this practice. When we put a student on probation we monitor semester-by-semester and will continue aid if student complies with the SAP agreement. Students will be informed of their probationary status by letter. FAO policy also requires the completion of an on-line SAP agreement that delineates each condition to receive future financial aid.
2. Students may be continued on probation when their semester GPA is above a 2.0 but their cumulative GPA is below a 2.0. This is consistent.
3. Students will be removed from their probationary status once their cumulative GPA is above 2.0 Once a student is on financial aid probation we monitor progress semester-by-semester; completion of all courses is a requirement as well as receiving no grade lower than C.

Dismissal

4. Students on probation who have completed a minimum of 12 IUPUI grade point average (GPA) hours are subject to dismissal if they fail to attain a GPA of at least 2.0 in any two consecutive semesters (fall and spring) and their cumulative GPA is below 2.0.
FAO policy considers all IU coursework in the calculation of the GPA and monitors semester-by-semester once on probation.
5. Students who are dismissed for the first time must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated. Reinstatement is not automatic. Students' chances of readmission will be enhanced by

the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.

Generally, a student is required to complete a semester of at least 6 credits with no grade lower than C without the benefit of financial aid. We will consider the recommendation of an academic unit if a student appeals.

6. Students dismissed two or more times must remain out of school for two regular (fall and spring) semesters and petition by the established deadlines to be reinstated. Readmission after a second dismissal is extremely rare. Students' chances of readmission will be enhanced by the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI. The FAO policy has no provision for more than one termination. This would be on appeal basis only and the recommendation of the academic school would be weighed heavily.

Reinstatement

3. Reinstatement will be the decision of the School to which the students are petitioning. We will consider the recommendation of an academic unit if a student appeals.
4. Students who are reinstated will be classified as probationary students until their cumulative GPA is 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. FAO policy requires 2.0, but no grade lower than C, no W's, I's. In each subsequent semester on probation, the student must achieve a semester GPA of 2.0. FAO policy requires 2.0, but no grade lower than C, no W's, I's. Failure to meet the semester GPA requirement will result in dismissal.

Note

In order to ensure equity between inter-campus transfer students and transfer students from outside the IU system, only IUPUI grades will be considered in determining probation and dismissal. FAO policy considers all I U grades.

The School of Liberal Arts, School of Science, and University College, in agreement with this common policy, will honor academic probation and dismissal status from the other units.

Students may also be academically dismissed or released from a particular program if they do not make consistent and appropriate academic progress relevant to their fields of study.

Consideration of W's, F's. I's is critical in the FAO policy. This is left to the discretion of the appropriate officer in the school.

University College policy concerning academic dismissal is that students who are dismissed for the first time from IUPUI, IU-B, PU, IU regional campuses, or other IUPUI schools, must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated.

Faculty Sponsorship of Student for Admission as a Beginning Freshman

(Draft 11/1/02)

“Each campus at its discretion may admit a student on a probationary basis and/or through faculty sponsorship.” Academic Handbook 1997, p 115

An individual who has been denied admission to IUPUI based on academic performance in high school or performance on the GED may be conditionally admitted as a beginning freshman if a full time tenure track faculty member assumes the responsibility for sponsorship of the individual. To be considered for faculty-sponsored admission, the student and the faculty sponsor must complete and submit a “Petition for Sponsorship for Admission”. This sponsorship is available in exceptional circumstances as determined by the faculty member. (This policy does not apply to individuals who have been denied admission for reasons other than prior academic record, who have been previously enrolled at IUPUI and who have been dismissed, who have been dismissed from another IU campus or other academic institution, or who are attempting to transfer to IUPUI.)

An individual who is conditionally admitted via faculty sponsorship will be required to agree to comply with the stipulations for admission as determined by the individual’s faculty sponsor and academic advisor. At a minimum, the individual will be required to

- Complete, with the faculty sponsor, a “Petition for Sponsorship for Admission”.
- Meet all requirements set by the University for conditional admission, including enrolling in a learning community course during the first semester of enrollment and participating in an academic support program during the second semester of enrollment.
- Meet with the faculty sponsor monthly during the semester.
- Achieve a minimum GPA of 2.0 to enroll in the subsequent semester.
- Enroll in no more than 9 credit hours.

If the individual successfully completes the stipulations in the admission contract, the individual can enroll in the subsequent semester. Failure to comply with the stipulations in the admission contract will result in the student being dismissed. The Director of Admissions will specify the stipulations for readmission.

Requests to review the stipulations for admission and readmission should be directed to the Executive Director of Enrollment Services. The “Petition for Sponsorship for Admission” is available from the Office of Admissions.

Each year, the Executive Director of Enrollment Services will report to the Dean of the Faculties and to the University College Admissions Committee on the number of individuals who have enrolled on a sponsored basis and the success of those individuals.

Note: A faculty member can only sponsor one individual per semester. The faculty member is responsible for overseeing the academic progression of the individual in partnership with the individual’s academic advisor.