IUPUI
Academic Policies and Procedures Committee
Minutes
Friday April 4, 2008

Minutes--The minutes of the February 1 meeting were distributed electronically. The March 7 meeting was cancelled.

Announcements from the Chair
- The 9.0 upgrade was completed on time with minimal problems in the initial days of operation.
- Amanda Helman is the new Director of Passport.
- SAP workshops for academic advisors
  - FASPAC subgroup met in early December.
    - An early warning system has been implemented to inform students who are close to being noncompliant with SAP standards. 1428 Indianapolis UGs received the notice at the end of the fall semester. An example of the text of the letter is appended at the end of the minutes.
    - Workshops on 4/22 and 4/27 from 10-12. Location is TBA. Invitations to advisors will be sent out next week.
    - A review of the FA website is being conducted to improve the access to SAP information.
    - FA is conducting a review of the appeals process to assure consistency and provide additional training. Advisors of students in STAR will be contacted as part of the appeals process.
    - Subgroup will meet again after April workshops.
  - Contact Kathy Purvis for additional information.

Academic Affairs Committee Report *Kathleen Marrs, Chair*
- Resolution of transfer of credits from 2 year institutions (associate colleges) was approved by UFC on 3/4/08.
  - http://www.indiana.edu/~ufc/docs/AY08/circulars/U6-2008.pdf

U6-2008.pdf

- Discussions of the proposal for an Honors College are occurring.

Items for Review, Discussion, or Action
- Establishment of Undergraduate Curriculum Advisory Committee—*Rosalie Vermette*
  - This is a 9 member committee advisory to the Dean of the Faculties. It will make informed recommendations to the Dean of the Faculties concerning new programs and degrees, new courses and revisions of school curricula, especially when there are issues between academic units. Examples of issues include when up to then required courses in other units are dropped so that the school that will be affected is informed and can prepare for the enrollment changes in its course(s) or when there are concerns about a course being offered by an academic unit. An additional issue is the implementation and assessment of the PULs.
  - APPC will continue to review proposals for certificates and degrees.
  - A comment was made that it is not clear what types of curricular changes would trigger a review by the UCAC.

- Remonstrance processes
  - Information has been added to the website about the remonstrance process.
  - A notice is sent to a distribution list that new information has been posted.

- Resources to assist in preparing proposals for new UG degrees/certificates
  - As Enrollment Services Offices continue to look for ways to assist academic units in accomplishing their work, a new website had been developed to assist in the preparation of proposals for new undergraduate degrees and certificates. The new site is linked from the main APPC page and from the Chairs section of the Registrar's homepage. The direct link is http://registrar.iupui.edu/chairs/degrees.html
  - Mary Beth Myers and her office Webmaster, Avery Nelson, worked to create the site.
  - Review the information is requested. Please provide comments and suggestions for making this site even more useful.

- Report on International Students with Negative Service Indicators—*Mary Beth Myers and Sara Allaei*
  - The Registrar runs a report at approximately the 6th week of each semester and provides it to the academic units to identify international students with negative service indicators. Individuals are most likely to have negative service indicators during the student's first semester. OIA sends out the attached communication to the students in the same timeframe providing information about negative service indicators so that the students can work to clear them before registration. OIA would like the academic units to be aware of this tool to assist advisors.
  - A new report will be run shortly and provided to the units so that they can review the information and format to provide feedback to OIA and the Registrar.

- Enrollment destinations for UG students admitted to IUPUI who didn't enroll at IUPUI—*Chris Foley*
  - Information was compiled by Vic Borden based on information we can now access through the National Student Clearinghouse
  - The primary competitors for IUPUI are
    - IUB
    - Ball State
    - Purdue WL
  - Of those who were admitted to both IUPUI and IUB and elected to enroll in one of these two campuses, 40% of them came to IUPUI.

**Fall 2007
Non-Enrolling Admits.**

  - See attached document for more information

Future Agenda Items-
- Review of SAP processes—*Kathy Purvis*
- CAD Certificate—*William Conrad*
- Certificate in Human Communication in a Mediate World—*Jennifer Cochran*
- BA in African and African American Diaspora Studies--*SLA*
- How to handle registrations blocks when the prerequisite course requirement is fulfilled by a transferred course with undistributed credit—*Admissions/Registrar*

Meeting Dates and Locations –

Date	Time	Location
May 2, 2008	1:00 – 3:00	CE 268

Website: http://registrar.iupui.edu/appc/

SAP Warning Notice Example

This message is to remind you that as a financial aid recipient, you must meet the standards that demonstrate that you are making satisfactory academic progress toward your degree in order to remain eligible to receive financial aid. Federal regulations require that your entire IU record be reviewed for satisfactory academic progress, including semesters in which you did not receive financial aid.   While **this reminder has no impact on your current (2007-2008) financial aid eligibility**, you are encouraged to carefully monitor your satisfactory academic progress status as it may have implications for the upcoming 2008-2009 academic year.

Your status will be monitored on the following categories to determine if you meet the SAP standards after the Spring 2008 semester:

1) Maintaining at least a 2.0 IU cumulative grade point average as an undergraduate or 3.0 as a graduate student.
   - Your current IU cumulative GPA is 2.549.
2) Completing at least 75% or higher of your attempted semester hours.
   - You have successfully completed 51 of your 69 attempted credit hours. This gives you a current completion rate of 73.91%.
3) Completing your academic program within 150% of the required time period as measured in semester hours.
   - To calculate this value, you will first need the total number of credit hours required to complete your degree. If you do not have this number readily available, your academic advisor should be able to provide it for you. Once you have this number, multiply it by 1.5 to determine the maximum number of credit hours that financial aid will support. Your total number of all attempted credit hours (regardless of where you took the courses) should not exceed the number you calculated.

Based on all attempted coursework through the end of the Fall 2007 semester, you are falling below or near the minimum for at least one of the above requirements.   The only action you may need to take at this time is to determine if you need to make adjustments to your course schedule in order to meet the SAP standards upon completion of the Spring 2008 semester. If you are experiencing academic difficulties, we strongly encourage you to contact your academic advisor. Your advisor can assist you in utilizing campus resources to support your academic success as well as career and academic decision-making and planning. Please keep in mind that this email is for informational purposes only and will not impact your financial aid eligibility for the Spring 2008 semester.

For more information on our SAP policy, please visit our website. Should you have any questions, do not hesitate to contact our office via email at finaid@iupui.edu. Please include your University ID in your email as well as on any supporting documentation.

Sincerely,

IUPUI Office of Student Financial Aid Services
425 University Boulevard, Cavanaugh Hall Room 147
Indianapolis, Indiana 46202-5145
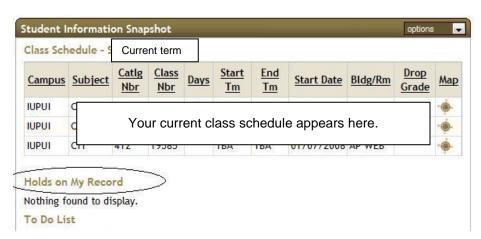Phone (317) 274-4162 Fax (317) 274-5930
Email: finaid@iupui.edu   Website: www.iupui.edu/~finaid

Information for International Students

Greetings from the Office of International Affairs!

Registration for the next semester will soon be available to continuing students. To have the best chance of arranging your preferred class schedule, it is important that you check **now** to see if there are any holds on your record. These holds must be removed before you will be allowed to register for the next semester.

To do this, go to http://onestart.iu.edu; under **Student Information Snapshot**, look for **Holds on My Record**.

Check to see if you have any holds. Each hold will give you contact information for resolving the problem. You could have more than one hold, for example:

International Admissions hold
You will have an "International Transcript" hold on your record, if your admission letter indicated that you are required to submit additional academic records and you have not done so yet. Your admission letter from the Office of International Affairs identifies the specific document(s) that you must submit to the office.

SEVIS Compliance hold
If you have not completed a requirement pertaining to your student visa status, you will have a hold on your record. Contact our office for further information from an international student advisor.

Bursar hold
If you have a past due balance of more than $100 on your student account, the Bursar places a hold on your record. If your sponsor is billed directly for your tuition, please remember that you must submit your Sponsor Financial Guarantee/Billing Authorization letter to the Bursar **every semester.**

Other holds
You may have other holds. For each hold, you should see instructions and contact information for the responsible IUPUI office.

If you have a hold placed by the Office of International Affairs, you can call or visit the office to turn in required documents anytime Monday-Friday, 9 am -- 5 pm.

If you are having difficulty meeting a University requirement because of circumstances outside your control, please respond to this e-mail with the following information:

- Explain the efforts you have made so far to resolve the issue,
- Describe the circumstances that are preventing you from fulfilling the University requirement in time for registration, and
- Specify the approximate date by which you expect the situation resolved.

With this information, we can advise you on how to handle your situation.

Best wishes for a successful semester!

IUPUI Office of International Affairs
Phone: 317.274.7000
Fax: 317.278.2213
E-mail: oia@iupui.edu