

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday November 2, 2007

Minutes--The minutes of October 5 meeting were distributed electronically.

Announcements from the Chair

- A workshop is being scheduled in January to provide information on easily accessible sources of IUPUI data and reports. Target audiences include academic unit administrators.

Academic Affairs Committee Report *Kathleen Marrs, Chair*

- The ALC has recommended that there be a limit of 64 credit hours transferred from 2 year institutions applied to a BS degree.
- A number of questions were raised.
 - Should there be an exception for military credit? For spouses of individuals in the military?
 - Should existing articulation be grandfathered?
 - What is the rationale for not recognizing courses that are covered by transfer agreements?
- The proposal will be discussed at IFC on Tuesday.
- At a subsequent meeting, IFC will consider whether or not to support the proposal. To become effective, the proposal will need to be adopted by UFC.

Items for Review, Discussion, or Action

- New Degree Proposal—Bachelor of Science in Music Technology—*Fred Rees*
 - See attached documents
 - Brief introduction to the IUPUI School of Music was provided by Director David Peters.
 - Music and Informatics meet to discuss some issues. The conversation clarified that there is not inappropriate overlap in the 2 areas.
 - Residency—Because of the technology requirements, the courses will have to be taken at IUPUI, at least at the current time.
 - Curriculum—follow up conversations with Science and Liberal Arts will help define courses that will fit in the different categories and assist with advising students. There are possibilities for students to earn minors in different areas
- General question raised with referral to Academic Affairs Committee
 - Level of mathematics requirement—should IUPUI establish a minimum math requirement for a degree?
 - M110-111 cover algebra II that is a core 40 requirement
- Grade Forgiveness—*Mary Beth Myers*
 - Final implementation in SIS required developing the IUPUI business process. Units need to determine how they plan on incorporating this with other ‘forgiveness’ options such as FX. [The Grade Forgiveness form has been posted on the Registrar website: http://registrar.iupui.edu/recorder.html](http://registrar.iupui.edu/recorder.html) and the business process will be covered at the Recorders meeting at the end of November.
- eAdd—*Mary Beth Myers*
 - Piloted at IUB this fall. Applies to the adding courses beyond the 2nd week of classes. We are planning on implementing this at IUPUI this Spring. Student initiates and the electronic form goes to the faculty member’s Action List. An email notification is sent alerting the faculty member (or delegate) that action is required.
 - A request was made to set up a workgroup for the large section classes so that the instructors, particularly part-time, do not have to individually make decisions. This can be accommodated.

- If an instructor chooses not to be a part of the eAdd process (and the Dean approves), Registrar can configure so requests bypass the instructor and are routed directly to a departmental proxy/delegate.
- The Registrar will continue to honor paper forms, if needed.
- Implementation of eAdd includes a single form that allows for both drop and add (no drop unless add is approved).
- There will be a final discussion of eAdd implementation at the next APPC meeting.
- Emergency Notification System—*Mary Beth Myers*
 - The IU system has been activated.
 - It is important that students provide us with current information for contact numbers.
 - A couple of reminders to update information will be sent to students each semester.

Future Agenda Items-

- eAdd—*Mary Beth Myers*
- eGrade Change—*Mary Beth Myers*

Meeting Dates and Locations –

<i>Date</i>	<i>Time</i>	<i>Location</i>
November 2, 2007	1:00 – 3:00	CA 136
December 7, 2007	1:00 – 3:00	CA 136
January 11, 2008 *	1:00 – 3:00	CE 268
February 1, 2008	1:00 – 3:00	CE 268
March 7, 2008	1:00 – 3:00	CE 268
April 4, 2008	1:00 – 3:00	CE 268
May 2, 2008	1:00 – 3:00	CE 268

Meetings are first Friday of each month; there are some exceptions
 *January 11th is second Friday
 Room CE 268 is located in the new Campus Center building

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

Proposal for BS in Music Technology and APPC Review Document



(The proposal document embedded in the minutes is the final version with the changes requested during the APPC meeting.)

IUPUI APPC Review Grade Forgiveness Implementation in the Student Information System (SIS)

Overview

- All campuses have either a campus wide or program specific faculty policy granting Grade Forgiveness, Academic Bankruptcy or Restart. With the exception of “Restart” at Bloomington, College of Arts and Sciences faculty policy, all other Grade Forgiveness/Academic Bankruptcy policies have campus specific faculty council approval.
- Grade Forgiveness/Academic Bankruptcy policies do not impact/change the Indiana University earned hours or GPA calculations.
- These policies do impact the Student Program statistics in order to provide academic units with statistics that support awarding an Indiana University or Purdue University degree(s).
- SIS Implementation of Grade Forgiveness/Academic Bankruptcy will not impact student Satisfactory Academic Progress calculations. Such calculations in the Offices of Student Financial Aid are based upon the Indiana University statistics and individual course grades.
- There is not uniform implementation across the system of the approved policies. Each degree granting school must create their set of policies and procedures guiding Grade Forgiveness and its relationship to any other grade replacement policies (8, IUPUI Policy).

Most policies result in a “forgiven course” that does not earn academic credit and is not included in the GPA calculations toward the student’s degree. However, per the IUPUI faculty policy, forgiven coursework with grades of “C or higher” may earn academic credit but these course grades are not included in the GPA calculations. <http://registrar.iupui.edu/forgive.html> *(Analysis based upon research and review of campus faculty policies with the Registrar and in some cases faculty leadership on each IU/IUPUI/IPFW campus and also system-wide user discussions.)*

- Some of our IU campus’ Grade Forgiveness/Academic Bankruptcy policies are relatively new and others were approved over a decade ago. Academic campuses and units with such a policy have been “shoe boxing” the approvals and individually calculating academic statistics as necessary.
- Grade Forgiveness/Academic Bankruptcy was never implemented in the legacy (IUIS) system but was implemented in December 2006 with business process adoption following given the IU system readiness at each campus to manage the intercampus transfer process in addition to the internal business practices.
- Each school/college/division accepting permanent intercampus transfer students must review the student’s record to insure that the student’s academic record is now reflecting the academic policy of their new program. Should it not be the case the academic unit should contact the Office of the Registrar and together the record will be evaluated and steps taken to set the correct interpretation of academic policy for the new campus and/or program.
- Transcript text notations of Grade Forgiveness will remain on the academic record permanently, and when in effect will appear on internal advising transcript including Degree Progress reports. When the grade forgiveness is no longer in effect (Student changes schools), Academic Unit Recorders must notify the Registrar’s office and the transcript text will be set to no longer display on the reports.

Notation for “internal” Transcript types:

“Academic courses for this term are forgiven by (campus), (school), (date).”

Example:

Academic courses for this term are forgiven by Indiana University Purdue University Indianapolis,
School of Public and Environmental Affairs, 12/31/06.

Advising Internal Report

(Currently only available in the form of a Degree Progress Report & Transcript request.)

SS Advisor View: Any Student

Home Help Sign Out

PROGRAM CUM GPA: 1.919 CUM TOTALS : 43.00 43.00 82.500

Spr 1979 Southeast
 Academic courses for this term are forgiven by Indiana University Southeast, 7/30/07.

Course	Description	GPA	Hours	Earned	Grade	Points
EDUC-X 150	READ - LEARN TECHNIQUES 1	0.00	0.00	0.00	S	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
GEOG-G 107	PHYSICAL SYS OF ENVIRONMENT	0.00	0.00	0.00	D	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
HIST-H 106	AMERICAN HISTORY II	0.00	0.00	0.00	D	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
SOC-S 310	SOCIOLOGY OF WOMEN IN AMERICA	0.00	0.00	0.00	C+	0.000
Course Topic(s): THE SOCIOLOGY OF WMN IN AMERIC						
Attention: No Academic Program Credit or GPA (Forgiven)						
PROGRAM GPA:		0.000	TERM TOTALS :		0.00	0.000
PROGRAM CUM GPA:		1.919	CUM TOTALS :		43.00	82.500

Fall 1979 Southeast
 Academic courses for this term are forgiven by Indiana University Southeast, 7/30/07.

Course	Description	GPA	Hours	Earned	Grade	Points
CSCI-C 201	INTRO TO COMPUTER PROG	0.00	0.00	0.00	F	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
MATH-M 14	BASIC ALGEBRA	0.00	0.00	0.00	F	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
	PUBLIC SPEAKING	0.00	0.00	0.00	B	0.000
Attention: No Academic Program Credit or GPA (Forgiven)						
PROGRAM GPA:		0.000	TERM TOTALS :		0.00	0.000
PROGRAM CUM GPA:		1.919	CUM TOTALS :		43.00	82.500

Spr 1980 Southeast

Course	Description	GPA	Hours	Earned	Grade	Points
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Note: IU Southeast has an all campus GF policy. Thus the "school" is not reflected.

Earns no hours or GPA points. For the Student Program Term statistics.

Official/Unofficial Transcript:

SS Advisor View: Any Student

Home Help Sign Out

Program : Acad Success Ctr Undergraduate

Course	Title	Hrs	Grd
GEOG-G 107	PHYSICAL SYS OF ENVIRONMENT	3.00	NR
SPCH-S 121	PUBLIC SPEAKING	3.00	NR

Transfer Credit from Sullivan University

Applied Toward Acad Success Ctr Undergraduate Program Southeast

BUS-L 201	LEGAL ENVIRONMENT OF BUSINESS	3.00	T
BUS-UN 200	BUS UNDISTRIBUTED-200 LEVEL	3.00	T
COAS-W 100	INTRODUCTION TO BUSINESS	3.00	T
CSCI-C 100	COMPUTING TOOLS	3.00	T
ECON-UN 200	ECON UNDISTRIBUTED-200 LEVEL	3.00	T

Transfer Hrs Passed: 15.00

Semester:	IU GPA Hours:	0.00	GPA Points:	0.000
	Hours Earned:	15.00	GPA:	0.000
Cumulative:	IU GPA Hours:	72.00	GPA Points:	125.400
	Hours Earned:	82.00	GPA:	1.742

Student Undergraduate Program Summary

GPA Hours:	49.00	Transfer/Test Hours Passed:	15.00
Hours Earned:	64.00	Points:	101.400
		GPA:	2.069

Indiana University Undergraduate Summary

IU GPA Hours:	72.00	Transfer/Test Hours Passed:	15.00
Hours Earned:	82.00	Points:	125.400
		GPA:	1.742

Academic Objective as of Last Enrollment

Acad Success Ctr Undergraduate
Pre-Business BSB

[Return to Reports Page](#)

Cancel

Explanation:

GPA Hours & GPA
The difference in the Program versus IU GPA is due to the 23 hours of forgiven coursework with grades of "S, B, C+, D, & F" creating a GPA differential of .327 but brings her Program GPA over a 2.0.

Hours Earned
The difference in Hours Earned is due to the 15 "earned" hours that are now "forgiven" and 3 hours of a repeated course with a grade of D- that earned hours for the IU Stats but does not for the Program Stats due to repeat rules. (82 - 18 = 64)

While there were 23 total GPA hours forgiven, 8 of those hours were "F" grade which do not earn hours.

IUPUI Policy

Grades - Grade Forgiveness

IUPUI has created a policy to establish an effective way to encourage capable, mature undergraduate students to return to IUPUI when they have achieved poorly during an earlier attempt at higher education within Indiana University. This policy is not available for graduate students or students seeking any second undergraduate degree.

Forgiveness is not available to students in all schools. The individual schools have the authority to honor or not honor the policy and to set stipulations on any student who is granted forgiveness. A student granted forgiveness in one unit might have that forgiveness revoked upon transferring to another IUPUI School. The option only exists at certain Indiana University campuses and not at any Purdue University campus.

The general campus policy appears below. Contact the recorder of [your school](#) to determine whether or not this option is available and appropriate for you.

(changed 11/07) Please note that the university computer system has not yet been modified to reflect changes made to the student's record as a result of this new policy.

IUPUI Forgiveness Policy

The purpose of this policy is to establish an effective way to encourage capable, mature students to return to IUPUI when they have achieved poorly during an earlier attempt at higher education within Indiana University. The spirit of the policy is to provide a fresh start for Indiana University students in the same way accorded to students who transfer into IUPUI from other universities.

1. The IUPUI Forgiveness policy applies to former IU students pursuing a first undergraduate degree who have been away from the IU system and have not attended any other college or university, including any campus of IU, for a minimum of the last three years. Each school may set a longer minimum if it so chooses. This policy first becomes available to students returning to IUPUI in the Fall of 1996.
2. Schools retain the right to grant forgiveness to their degree-candidates. Consequently, students must confer with each school about its specific policy. If a student changes schools, the new school may choose not to honor forgiveness granted by the student's previous school and may choose to count all courses and grades for purposes of admission to the school, granting of honors, or of meeting the minimum grade point average (g.p.a.) required for conferral of the degree; the cumulative g.p.a. would thus once again include all courses previously forgiven.
3. Students must make application for invocation of the policy upon application for admission to a degree-granting unit. If the student has not yet been admitted to a degree-granting unit, the student should submit a notification of intent to petition for academic forgiveness as part of the academic advising process.
4. The school will evaluate the student's transcript. If the petition is approved, all courses taken previously will remain on the permanent record. Only courses with grades of A+, A, A-, B+, B, B-, C+, C, P, and S may be counted toward degree completion, though the value of these grades will not be calculated in the student's cumulative GPA. The school may establish guidelines which define a g.p.a threshold above which a student may not petition for forgiveness.
5. If the petition is approved, the student starts with a cumulative g.p.a. of 0.00 after which all the rules of academic probation and dismissal for the school will apply. After approval, the student must complete a minimum of 32 credit hours on the IUPUI campus after his/her return in order to meet the graduation residency requirement.
6. If the petition is approved, the dean of the school granting the petition has the authority to impose stipulations or conditions for continued enrollment of the student and may delegate to readmission committees or other administrative officers authority in these matters.
7. Forgiveness may be invoked only once. The policy is not available to a student pursuing a degree after a first baccalaureate degree, regardless of the level of the second degree or where the first degree was awarded.
8. Invocation of the forgiveness option does not preclude a student from using other available course-specific grade replacement options for work taken subsequent to re-enrollment.
9. Forgiveness is only available for courses taken at Indiana University. Schools retain the right to consider records of performance from other universities in determining admission to the school, granting of honors, or other matters.

IUPUI Faculty Council (11/23/93)
Student Affairs Committee (1/24/94)
Academic Affairs Committee (1/24/94)
Academic Policies and Procedures Committee (10/13/95); clarified language (1/22/97)
Dean of the Faculties (10/26/95)

Indiana University Purdue University Indianapolis
Grade Forgiveness Petition

University ID _____ Student's Academic Program _____

Student First Name (*print clearly*) _____ Last Name _____

Student has received a degree (*Associates*) from an Indiana University campus Yes No

Apply Forgiveness Course Defaults

Apply the Forgiveness code (FOR1) to all courses completed at a campus of Indiana University for the specified term(s) unless noted as an exception.

For the student Program Summary the course(s) will not be included in GPA and will not earn academic credit hours.

Term Code _____ **Institution** _____ **Student's Career** _____

Apply exception(s): *Instead of applying FOR1, apply Forgiveness Code FOR2 to the select courses below. The course(s) will not be included in the Student Program Summary GPA but will earn academic credit hours.*

1 st Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
2 nd Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
3 rd Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
4 th Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____

Term Code _____ **Institution** _____ **Student's Career** _____

Apply exception(s): *Instead of applying FOR1, apply Forgiveness Code FOR2 to the select courses below. The course(s) will not be included in the Student Program Summary GPA but will earn academic credit hours.*

1 st Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
2 nd Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
3 rd Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____
4 th Course Subject _____	Catalog Number _____	Class Nbr _____	Grade _____

Academic Advisor/Dept _____ **Date** _____

Academic Dean _____ **Date** _____

Appropriate signatures from the student's primary academic program/school are required by the Office of the Registrar.

