

IUPUI
Academic Policies and Procedures Committee (APPC)
Minutes
Friday April 13, 2012
CE 268

Minutes—Minutes of the Friday February 10, 2012 meeting were distributed electronically. No meeting was held in March.

Information Items

- Student Services Initiative (SSI)
 - The SSI Phase I (high level design) and Phase II (University feedback) have been completed. Please see the SSI web site at <https://ussu.iu.edu/sites/StudentServicesInitiative/default.aspx> for additional information.
 - During Phase III, project teams along with subject matter experts will undertake all the activities required to implement the shared services model. This work will include the following activities, as well as others:
 - Conduct more-detailed business process redesign sessions for all student services business processes identified in Phase I.
 - Compile recommendations on moving into the shared services based on best practices, improved service, and increased efficiency.
 - Determine process gaps that require technology enhancements and prepare recommendations.
 - Finalize the shared services and local operating model and determine staffing levels needed both centrally and locally to execute all business processes.
 - IUPUI Team members
 - Academic Advising—Kari Fischer
 - Admissions—Chris Foley
 - Financial Aid—Chuck Ranard
 - Registrar—Mary Beth Myers
 - Security—Linda Hadley
 - Student Financials (Bursar)—Dan Youngblood

SSI Phase III Timeline



➤ **Timeline**

- April- Dec 2012 Business process reviews
 - July 2012-Oct 2012 Identify candidates for pre-July 2013 implementation
- Jan-May 2013 Develop transition plan to redesigned state
- July 2013-Dec 2014
 - Roll-out standardized business processes
 - Roll-out IT automation projects

- ALC Program Approval Matrix
<http://www.iu.edu/~uapp/AcadProgDev/docs/Academic%20Approval%20Matrix%20final%202012.pdf>
- Lifetime Engagement (CRM/Talisma) website is available at <http://lifetime.iu.edu/>
 - Article on 'A lifecycle approach to student communications: Dean Gladden discusses how CRM offers a competitive edge'
- Legislative updates
 - 120 credits limitation on bachelor's degrees
 - Kathy Johnson has contacted academic units to determine which degree plans will appeal the 120 credit hour limit and the justification that will be used.
 - The information will be forwarded to the ALC executive committee by July 15 so that cross-campus comparisons of the same degrees can be made across these lists.
 - 30 credit General Education Core
 - Kathy Johnson will represent IUPUI on the statewide committee that will determine the implementation of the statewide general education core.
- School of Public Health should be official launched for Fall 2012
- BGS within School of Liberal Arts, July 1, 2012
 - **IFC RECOMMENDATION REGARDING THE FUTURE OF THE BACHELOR OF GENERAL STUDIES AT IUPUI:**
 - Beginning August 1, 2012 and through June 30, 2015, Indiana University should transfer the degree conferral of the Bachelor of General Studies program at IUPUI to the Indiana University School of Liberal Arts. Academic oversight will continue to be provided by a campus-wide faculty advisory committee. In early 2015, the academic oversight and administrative structure should be reviewed and reconsidered. Future decisions will need to be completed by March 2015 for August 2015 graduates.
- Credit Articulation and Transfer System (CATS) <http://enroll.iupui.edu/admissions/undergraduate/credit/>
 - Currently in a soft launch phase
 - Please look at it and provide feedback to Chris Foley
 - Also look at the information on AP scores. We need to have one standard and prefer to have no UNDI.
 - Send any changes in articulations to Chris Foley or Pamela Meredith

Academic Affairs Committee Report –Eric Wright, Chair

- Recommendation Regarding Change in Practice Regarding Probation, Dismissal, and Readmission at IUPUI
 - No campus wide policy will be recommended.
 - All academic units should add clarifying language to their Probation, Dismissal, and Readmission policies and communication to ensure that all students understand that decisions made regarding these matters pertain only to that academic unit and that students retain the right to seek admission and degrees from other academic units on campus even after having been dismissed from one or more schools at IUPUI.
- Deferred until next year
 - Calculation of the GPA
 - Grade forgiveness policy
 - Grade replacement policy
 - Discussions were deferred because of the ongoing Student Services Initiative (SSI). The faculty are concerned about how the centralization may impact the campus. In particular, how much should campus harmonization drive the decision-making? While this may be valuable in some situations, it may undermine campus or school specific needs and preferences.

- Medical withdrawal policy
 - Renamed 'IUPUI Emergency Withdrawal Policy'—Draft policy
 - Student Advocate will be the single point of contact for students
 - Registrar will compile list of academic unit contacts

IUPUI Withdrawal Procedures - Student Emergency

For various, often unexpected reasons students may be faced with circumstances that cause them to have to withdraw from academic term or session. This could include major medical issues, death in the family, job loss, divorce, etc. The procedure outlined below is provided to minimize inconvenience for students or for those acting on the student's behalf in completing a withdrawal from all classes for the academic term/session when something major has occurred in the life of the student, making their ability to complete coursework unreasonable. Note that while the following procedure will be followed to help mitigate any confusion or anxiety for the student, each academic unit is expected to develop and adopt their own policy as to what appropriately constitutes such an "emergency withdrawal" for students enrolled in their academic unit.

Grades and Refunds

- Depending on the timing of the emergency, dropping courses may require various levels of academic approval (instructor, advisor, dean).
- Any student who does withdraw from all classes based on an emergency will generally receive a "W" (Withdrawn) grade. Note, however, that beginning the eighth week of an academic term (fourth week in a summer session), an instructor may assign an F (failing) grade if the student's work is not of passing quality at the time of the withdrawal.
- The amount of tuition refunded is based on the date of the withdrawal. Link to the [academic calendar](#) for specific semester dates. In extenuating cases a student may wish to appeal for a larger refund of fees. Visit the Bursar information on [procedures for filing an appeal for refund of fees](#) for further details.
- Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. Students who accumulate an excessive number of W grades on their records may be deemed to not be making satisfactory academic progress toward their degree. If such a determination is made, these students may be blocked from registering by their school and may risk restrictions or [loss of financial aid](#).

Contact Information

Students who wish to withdraw from all courses based on emergency circumstances are provided a single-point-of contact so the students (or their proxy) do not have to visit various offices. To withdraw as a result of an emergency, students (or their proxy) should contact:

**IUPUI Student Advocate
Division of Student Life
Campus Center, Suite 350
420 University Blvd.
Indianapolis, IN 46202
Phone: (317) 278-7594
Fax: (317) 278-9904
stadvoc@iupui.edu**

Procedure

The Student Advocate will then make contact with a pre-determined official of the student's academic unit. The list of official contacts will be maintained by the Student Advocate. That academic unit official will be an individual who is aware of the various policies and requirements of the academic calendar and will make appropriate arrangements for each class to be dropped.

To process a withdrawal, the academic unit official will provide the Office of the Registrar the drop forms with appropriate signatures along with a memo verifying the complete withdrawal due to student emergency circumstances.

Annually, during the first week of August each year, the Student Advocate will contact each academic unit to confirm or update their academic unit contact information.

- Campus policy on limitation on number of Ws permitted
 - Deferred to next academic year to learn more about the experience of University College.
- Enrollment size and how we can manage associated issues
 - We received a proposal from the Undergraduate Admissions Committee regarding the campus enrollment shaping efforts. Discussion was postponed until the fall as more information is needed.
- Dead Week policy
 - The Undergraduate Student Government was contacted. They did not wish to continue discussion of the idea at this time.
- Administrative Withdrawal Policy

Preamble

Attendance has been proven to be a key factor in academic success. Faculties of IUPUI are supportive of all course coordinators' and instructors' efforts to ensure that students in their courses are attending course meetings and/or participating in required course activities.

Policy

This policy is effective for courses that are at least 6 weeks in duration. Students who miss more than 50% of an undergraduate course meetings and/or required activities during the first 25% of the course duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Students enrolled in Undergraduate courses may be administratively withdrawn regardless of their class standing. This Administrative Withdrawal Policy is effective for all students enrolled in undergraduate level courses and is subject to the following provisions:

- The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy (see recommended language below). Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- The course instructor initiates the administrative withdrawal process and has the right to stop the process at any time. Students will be notified by the Office of the Registrar prior to being administratively withdrawn from a course.
- Administrative withdrawal will take place after the fee refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.
- Administrative withdrawals will be managed through the student performance roster. Administrative withdrawal attendance values will be available after the refund period for each course. Faculty will submit requests to administratively withdraw by selecting the appropriate attendance value:
 - Administratively withdraw – Some attendance
 - Administratively withdraw – No attendance
- Academic units may establish an Administrative Withdrawal Policy more restrictive than provisions outlined in this policy. It is the responsibility of the academic units to communicate their policy to their students and put this information in the course syllabus.

The Registrar's Office will maintain data on the number of administrative withdrawals for each course.

Language to be included on the syllabus:

Administrative Withdrawal: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. Example: *Our course meets once/twice per week; thus if you miss more than two/four classes in the first four weeks**, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

*Faculty should tailor the italicized statement and indicate the number of class meetings or required activities that fit the syllabus for their section.

- Revised and Approved by IFC Academic Affairs Committee March 6, 2012
- Approved by IUPUI Faculty Council, March 6, 2012

Items for Review, Discussion, or Action

- Revision of the practice of requiring the Dean's signature for grade replacement—*Kim Lewis on behalf of Mary Beth Myers*
 - Suggested that Dean's signature be changed to something like 'Authorized academic unit approval'
 - It would be preferable to have grade replacement as part of an edoc and workflow process. This request has been on the list of requests, but has not received a high enough priority rating to be implemented.
 - Final revisions will be presented at the May APPC meeting

- F-1 Student Visas & Distance Education Compliance—*Sara Allaei*



F-1 Students &
Distance Education-A

- Draft document for discussion
 - Notify Sara if there are programs that should be listed on page 3 of the document
 - Suggested that the review of program process should be coordinated with the distance program review conducted by Karen Black
 - OIA will continue to work with the academic units to determine which programs will be available for F-1 students.
- Change of Grade Process—*Mary Beth Myers*
 - Per the change in procedures approved by APPC, undergraduate petitions for changes for grades older than 5 years received by Registrar will be denied without sending the petition to the academic unit. The student is informed of other potential options to address concerns about the grade.
 - Academic unit is informed when the petition is received, but does not have to take any action.
 - Procedure was implemented 4/1. Registrar has received 3 petitions for changes of grades older than 5 years since the procedure was implemented.
- Grade Forgiveness
 - In conjunction with the discussion of the grade change process, the topic of the IUPUI grade forgiveness policy was raised.
 - The policy can be found at <http://registrar.iupui.edu/forgive.html>
 - Concerns were raised with situations where a student who would have been eligible for grade forgiveness if initially admitted to School A is not eligible if first admitted to School B and then subsequently switches to School A
 - "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."
 - Concerns will be forwarded to the Academic Affairs Committee for consideration.

- IUPUI Student Loan Debt—*Marvin Smith*



IUPUI student
debt.pptx

Future Agenda Items

- Transcript information on accreditation/certification status—*Mary Beth Myers*
- Proposals for Minor and Certificate Program in Latino Studies—*School of Liberal Arts*
- Revision of the practice of requiring the Dean's signature for grade replacement—*Mary Beth Myers*

Meeting Dates and Locations for 2011-2012

<i>Date</i>	<i>Time</i>	<i>Location</i>
May 4, 2012	1:00 – 3:00	CE 268

*Typically meetings are first Friday of each month; these dates are exceptions
Website: <http://registrar.iupui.edu/appc/>