IUPUI
Academic Policies and Procedures Committee
Minutes
Friday December 1, 2006

Minutes of the 11/3/06 meeting were distributed electronically. No corrections were noted.

Announcements from the Chair

- Update on Core Transfer Library and Ivy Tech/VU degree articulations
  - 33 course topics have been approved and 16 course topics are under review by the public institutions
  - 32 course topics in the math and sciences are under discussion
  - 12 degree areas legislatively mandated for articulation with Ivy Tech and VU
    - RN to BSN completed
    - Criminal Justice completed
    - English and Communications
      - Ivy Tech articulation to BA in English completed
      - (Discussions with departments on VU articulations will be initiated shortly)
    - Foreign Languages
      - Ivy Tech articulations to BA in Spanish completed
      - Ivy Tech articulations to BA in French completed
      - (Discussions with departments on VU articulations will be initiated shortly)
    - Humanities
      - Ivy Tech articulation to BA in History completed
      - (Discussions with departments on VU articulations will be initiated shortly)
    - Life and Physical Sciences
      - Under discussions with Ivy Tech
    - Mathematics
      - Under discussion with Ivy Tech
    - Social and Behavioral Sciences
      - Ivy Tech articulation to BA in Sociology completed
      - Ivy Tech articulation to BA in Political Science completed
      - (Discussions with departments on VU articulations will be initiated shortly)
    - Education articulation under discussion
    - Business articulation under discussion
    - Manufacturing and Industrial Technology—should not impact IUPUI
    - Computer Information Systems remains problematic for the 4 year institutions
  - During the discussion, a request was made for a description on how undistributed transfer credit is handled when a student wants to use it to fulfill a degree requirement
    - Admissions will develop a document to describe the process of awarding transfer credit
  - Leadership change in SES
    - Art Lindeman will step down as Director of Student Enrollment Services at the end of December due to his impending retirement.
    - Jim Kennedy, SES Director of Financial Aid, has been named Director of Student Enrollment Services
- Change in SIS self-service hours availability via OneStart

  Effective December 3, the hours of availability changed for the SIS Self-service tool. This service will be available 23 hours a day, 5 days a week and the time the system is not available will be at a more convenient hour. This includes both student and faculty services.

The new hours of availability are:

* Monday - Friday, 6:00am to 5:00am
* Saturday, 6:00am to midnight
* Sunday, 8:00am to 5:00am

Regular system maintenance will be conducted during the minimal times the system is unavailable.

There is currently no change of hours for administrative staff. Those hours remain:

* Monday - Saturday, 7:00am to 10:30pm
* Sunday, 8:00am to 10:30pm

- Administrative Withdrawal
  - Departments that want to add courses to the Administrative Withdrawal policy list for fall 2006 must contact Stephanie Osborne or Gayle Williams in University College by December 15, 2006. (sdosborn@iupui.edu; gawillia@iupui.edu) All courses currently on the Administrative Withdrawal list will be automatically included each semester unless the department chair asks that they be removed.
  - For further information go to **http://registrar.iupui.edu/withdrawal-policy.html** on the Registrar's website or contact Gayle Williams.

- Admission update--Undergraduates
  - SPRING
    - No longer accepting new degree seeking applicants for the spring semester.
    - Students with no post secondary work can only apply for summer (March 15 deadline will be strictly enforced) or fall term
    - Students with some college work can apply as non degree for spring if their most recent work has a 2.0 cumulative GPA.
    - We will take second degree applicants who have IU and IUPUI bachelor degrees until Dec 22.
    - Intercampus transfer is closed
    - EC will take returning students until Dec 22 but some students will be too late if they are on drop status with IUPUI.
  - FALL
    - We are now reviewing applications received in the 14th of November. We have 450 applications that have been received but not entered into SIS. We are working through these as fast as we can. We do not expect to be back to our 5 day turn around time until after the first of the year so we ask patience from every one. In addition we are receiving November SAT results so some students who were held for scores need to be reviewed. We are also working over time and have been for four weeks.
    - We are up over 20% in freshmen applications for fall term. This increase is on top of the 20% increase between 2005 and 2006
    - Besides this growth we are now processing intercampus transfers and returning student applicants. So far for all 2007 terms, we have processed 1050 of these applicants in addition to 3400 freshmen, 700 transfers, and 450 non degrees.

- **Academic Affairs Committee Report** *Betty Jones, Chair*
  - CTL being used by UCC to establish how the courses will apply to degree requirements in each of the academic units
    - COIL web site http://center.iupui.edu/COIL/generalEd.asp provides information on general education at IUPUI

Items for Review, Discussion, or Action

- SIS Implementation of Grade Forgiveness—*Carla Boyd/Mary Beth Myers*
  - See attachment
    - Grade forgiveness does not impact IU GPA; does change degree/Student Program GPA

        - Information will appear on the advising notes
        - If a student changes academic unit, the original forgiveness will be removed since it is based on the action of the student's home academic unit
    - See question in attachment
        - Should a transcript text note appear on the Official Transcript for the term(s) when Grade Forgiveness, Academic Bankruptcy or Restart academic policy is affecting the Student's Academic Record?
            - Official transcript
                - The official transcript reflects the information used to calculate the official IU GPA statistics.
                - The official transcript does NOT provide all of the information used to calculate the degree/Student Program GPA
                - Registrar recommends that grade forgiveness not be displayed on the official transcript
            - Consensus is that the Grade Forgiveness information NOT appear on the official transcript
        - How will it appear on the degree progress report/internal transcript?
            - See information in the attachment
            - Forgiveness can be removed at the course level; the transcript note will remain so that the history of the forgiveness will be maintained
        - Can the Grade Forgiveness result in the ability to increase the number of FX courses?
            - The current FX policy does not address this issue directly.
            - Academic Affairs Committee should review this question.
        - Who will be authorized to determine grade forgiveness?
            - Academic unit will need to determine who will be authorized to inform the Registrar that forgiveness has been granted.
        - Anticipate that we will start using this in late Feb/March

- Online Drop-Add Workflow processing—*Mary Beth Myers*
    - This process is for Drop from the second week of classes through automatic "W" deadline:
        - See workflow diagram attached
        - Edoc will include warnings about ramifications of dropping below full time, eg the impact on FA and insurance. Recommendation that the student be advised to continue attending class until the student receives notification that withdrawal is complete.
    - Roll out is planned for the summer with some testing in Spring

- Awarding minors—*Andy Gavrin*
    - Introduced the issue of the way we award minors. Students check with the department and are told to look in the bulletin to determine the classes needed and fill out a form. Department audits the form and recorder enters the information
    - No record is generated of the students who are trying to complete a minor
    - The students are not aware of the process. The process places the burden on the student.
    - Electronic degree progress reports would provide the ability for the student to monitor progress if that was recorded for the student in SIS.
    - The same problems exist with Certificates
    - Mary Beth Myers and Andy Gavrin will work on developing a proposal for the procedure
    - Mary Beth will request the units that have procedures to send her the information.

- Distribution of student information and UID-*Mary Beth Myers*
    - Do not put any student information such as UID in the subject line of an email. It can be included in the body of an email.

- Recognize that no email message is totally secure. Don't put SSN in email. The registrar uses folders to put the information in for the units to retrieve sensitive information.
- Mary Beth Myers is working with University Counsel for links to appropriate website citation for Indiana SSN laws and with UITS for a complete Knowledge Base reference.

- **Future Agenda Items**
  - 60% rule and return of Title IV financial aid—*Kathy Purvis*
  - Assigned advisor functionality in SIS—*Carla Boyd/Mary Beth Myers*
  - Awarding minors—*Mary Beth Myers*

Meeting Dates and Locations –

DATE	*TIME*	*LOCATION*
September 1, 2006	1:00 to 3:00	CA 136
October 6, 2006	1:00 to 3:00	CA 136
November 3, 2006	1:00 to 3:00	CA 136
December 1, 2006	1:00 to 3:00	CA 136
January 5, 2007	1:00 to 3:00	CA 136
February 2, 2007	1:00 to 3:00	CA 136
March 2, 2007	1:00 to 3:00	CA 136
April 6, 2007	1:00 to 3:00	CA 136
May 4, 2007	1:00 to 3:00	CA 136

IUPUI APPC Review
Grade Forgiveness/Academic Bankruptcy/Restart
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 does 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).
- There is not uniform implementation across the system of the approved policies. 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 is scheduled for technical implementation on December 2, 2006 with business process adoption following.
- 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.
- While Registrars agree that transcript text notations of Grade Forgiveness should appear on internal advising transcript including Degree Progress reports, consensus has not yet been reached among the campus Registrar's regarding whether a transcript text notation should appear on the Indiana University Official record because several Registrars felt it must be openly discussed with their campus faculty governance committee.

IUPUI Registrar Recommendation:

1. **Place no Academic Forgiveness notation on official transcripts.**
2. **Provide thorough and complete explanation of variations that are used to calculate the Student Program GPA on the official transcript website which is referenced on the legend (backside) of the official transcript.**
3. **Place Academic Forgiveness notation on Degree Progress reports.**

Question for Consideration: Should a transcript text note appear on the Official Transcript for the term(s) when Grade Forgiveness, Academic Bankruptcy or Restart academic policy is affecting the Student's Academic Record?		
Campus	Registrar	Campus faculty governing committee for such issues & timeline for discussion.
Bloomington	No	
Columbus	No; but need to present to campus faculty committee	APPC – December Meeting
East	No	No – November
Fort Wayne	No	
Indianapolis	No; but need to present to campus faculty committee	APPC – December Meeting
Kokomo	No	Yes
Northwest	No	
Southeast	(waiting)	January Meeting
South Bend	(waiting)	November Meeting

Decision Required for OFFICIAL TRANSCRIPTS

Question: Should Grade Forgiveness/Academic Bankruptcy to be noted on the Indiana University Official Transcript during the period when the policy is actively in effect for a student's degree program?

Currently, the Student Program summary is listed at the end of the official transcript and those reviewing the official transcript are referred to the legend on the back of the transcript and/or to a transcript website for explanation of the varying policies that affect the Student Program summary statistics. Student program statistics reflect the X and Expanded X, and Repeat and Equivalent Course, policies approved by the University Faculty Council. It also reflects the Grade Forgiveness/Academic Bankruptcy/Restart and Repeat/Equivalent Course GPA calculation policies approved by either campus specific Faculty Councils or the faculty of the student's degree program.

To put this into context with respect to the current official transcript and other related academic policies, note the following:

Expanded X Policy:	Original grades changed to X grades reflected on official transcript
	Original grades changed to X grades calculated in IU GPA statistics
	Original grades changed to X grades calculated in Program GPA statistics
	Expanded X Policy fully explained on transcript legend
Course Repeats:	Courses/grades listed on official transcript each time taken
	All courses/grades calculated in IU GPA statistics
	Program GPA statistics reflect specific academic program rules
	Transcript legend refers official transcript reviewer to website for further explanation of Program GPA
Grade Forgiveness Notation:	Original courses/grades reflected on official transcript with no notation of academic policy on the official transcript or on the transcript legend.
	All courses/grades calculated in IU GPA statistics
	As of December 2006, Program GPA statistics will reflect specific academic campus and/or academic program forgiveness policy

Decision: Should note appear to explain forgiven grades or should reviewer just be referred to website for further explanation?

- Method: Transcript Text manually added and maintained by the Office(s) of the Registrar. *(See below for examples of display.)*
- Pro: Transcript Text would allow reviewers of official transcripts to better understand the Student Program Summary and the optional Degree GPA statistics printed on the Indiana University Official Transcript.
- Con: As the student transfers between campuses or in some cases changes academic programs, Registrars must set the Transcript Text print options to no longer display the transcript text unless a modification is approved for the change of program situations. This adds an additional manual step to the current process required to recalculate the student's academic record to reflect the faculty policy of the student's new campus and/or degree program. The transcript text may add to the confusion of reviewers as to why the "forgiven courses", as noted, are still calculated in the IU GPA and statistics. In addition, while offering relevant information for the calculation of the Program GPA, absent similar explanation with respect to course repeats, the reviewer is still left with only partial information with which to try to understand the Program GPA. The text may "muddy the waters" to the point where a reviewer can not tell how either the IU Student or Program Summary statistics were calculated on the date the transcript was produced.

Notation for all Transcript types (Internal/External):

"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.

Examples

Official/Unofficial Transcripts (Used by Students and External Readers of the Official Transcript)

Home Worklist Help Sign Out

```
Student Unofficial Transcript
Indiana University Purdue University Indianapolis
Name          :  IN testing,Grade Forgiveness
Student ID    :  0001534024
SSN           :  XXX-XX-6183
Birthdate     :  03-06-XXXX
Address       :  3729 W Pinewood Dr
                 Monee, IL 60449
                 United States
Print Date    :  11-30-2006
Request Nbr   :  003186433

  - - - - -   Beginning of Undergraduate Record   - - - - -
          Spring Semester 1990-1991  Fort Wayne
Program  : Unit of Affiliated Programs
Academic courses for this term are forgiven by IUPUI, School of Liberal Arts.
August 1, 1997
Course              Title                          Hrs Grd
C S       155       COBOL PROGRAMMING              3.00 B
POLS-Y    103       INTRO TO AMERICAN POLITICS     3.00 F
     Course Topic(s): INTRO TO AMER POLITICS
PSY       120       ELEMENTARY PSYCHOLOGY          3.00 F
STAT      260       INTRO STAT BUS & ECON          3.00 F
Transfer Credit from BUTLER UNIVERSITY
Applied Toward Unit of Affiliated Programs Program Fort Wayne
BUS-A     201       INTRO TO ACCOUNTING I          3.00 T
COM       114       FUNDAMENTALS OF SPEECH         3.00 T
ECON-E    201       INTRO TO MICROECONOMICS        3.00 T
ENG-L     101       WESTERN WORLD MASTERPIECES I   4.00 T
ENG-W     131       ELEMENTARY COMPOSITION 1       4.00 T
GER-G     111       ELEMENTARY GERMAN 1            5.00 T
HIST-UN   100       HIST UNDISTRIBUTED-100 LEVEL   6.00 T
HPER-E    119       CONDITIONING                   1.00 T
MA        163       INTGD CALC ANAL GEO 1          5.00 T
SOC-S     161       PRINCIPLES OF SOCIOLOGY        3.00 T
THTR-UN   100       THTR UNDISTRIBUTED-100 LEVEL   3.00 T
                          Transfer Hrs Passed:    40.00
```

Statistics at the end of the student's official transcript

Home Worklist Help Sign Out

```
Cumulative: IU GPA Hours:     75.00  GPA Points:   154.400
            Hours Earned:    100.00  GPA:            2.059

                 Spring 2005  Indianapolis
Program  : Science Undergraduate
Course              Title                          Hrs Grd
CSCI      403       INTRO TO OPERATING SYSTEMS     3.00 B
Semester:   IU GPA Hours:      3.00  GPA Points:     9.000
            Hours Earned:      3.00  GPA:            3.000
Cumulative: IU GPA Hours:     78.00  GPA Points:   163.400
            Hours Earned:    103.00  GPA:            2.095

                Fall 2005  Indianapolis
Program  : Science Undergraduate
Course              Title                          Hrs Grd
CSCI      414       NUMERICAL METHODS              3.00 W
STAT      416       PROBABILITY                    3.00 W
Withdrew  : 10-18-2005
Semester:   IU GPA Hours:      0.00  GPA Points:     0.000
            Hours Earned:      0.00  GPA:            0.000
Cumulative: IU GPA Hours:     78.00  GPA Points:   163.400
            Hours Earned:    103.00  GPA:            2.095

Student Undergraduate Program Summary
GPA Hours:      60.00  Transfer/Test Hours Passed:    40.00
Hours Earned:  100.00  Points:         152.300  GPA:  2.538

Indiana University Undergraduate Summary
IU GPA Hours:   78.00  Transfer/Test Hours Passed:    40.00
Hours Earned:  103.00  Points:         163.400  GPA:  2.095
```

Explanation:

GPA Hours & GPA
The difference in the Program versus IU GPA is due to the 12 hours of forgiven courses and 9 hours of repeated courses in which only 3 hours count toward GPA hours (3 hours of B count & the D- and F do not).

Hours Earned
The difference in Hours Earned is due to 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.

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

SS Advisor View: Any Student

Page Tools

Home Worklist Help Sign Out

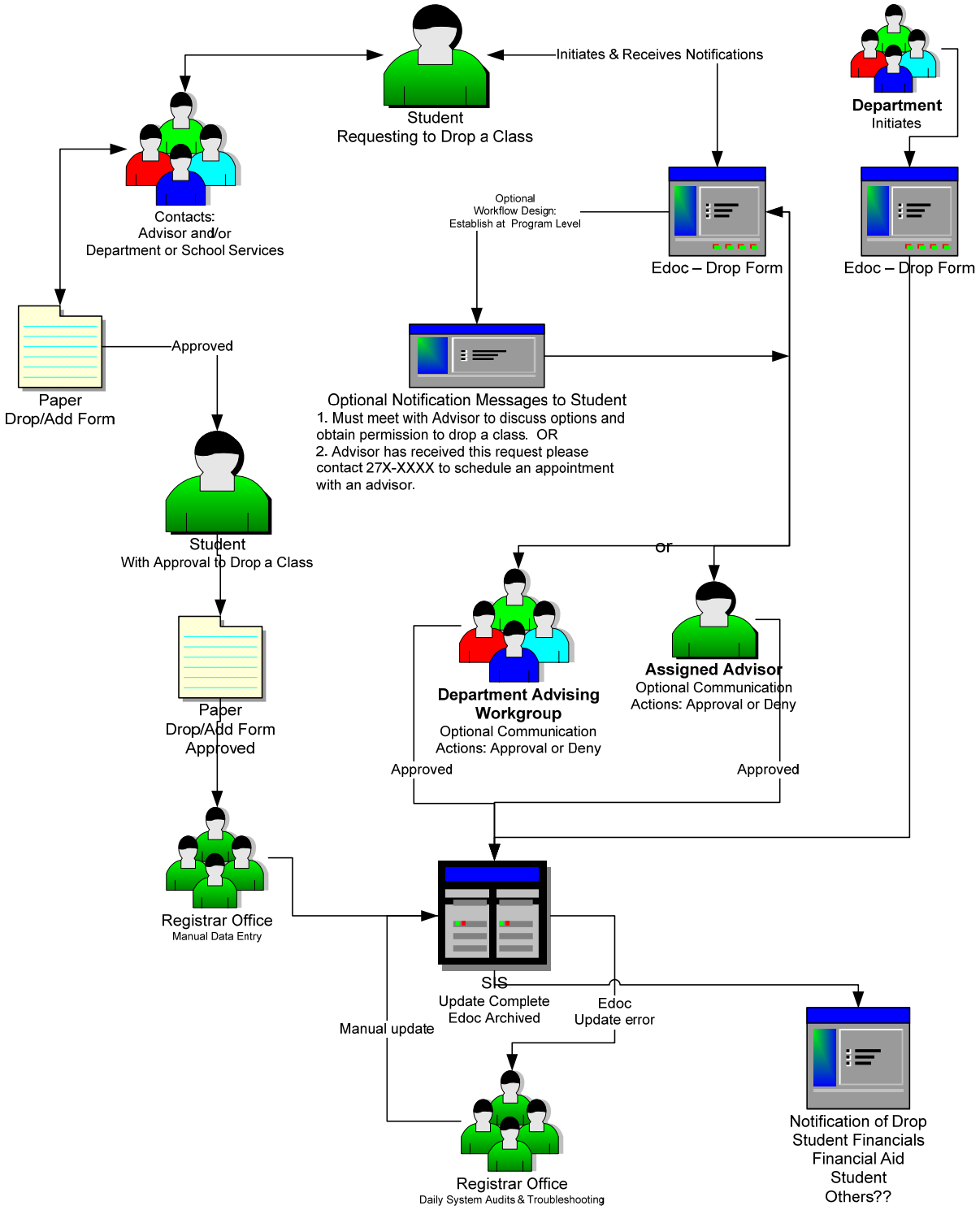
```
THTR-UN    100       THTR UNDISTRIBUTED-100 LEVEL      0.00      3.00 TB
                  - - - - -   Academic Program History   - - - - -
Fort Wayne Program      :  Unit of Affiliated Programs
                1991-01-01 : Unspecified Ugrd Major
Indianapolis Program     :  Science Undergraduate
                1994-08-01 : Unspecified Ugrd Major
                1998-01-01 : Computer Science BS Major

               - - - - -   Beginning of Undergraduate Record   - - - - -
                                Spr 1991  Fort Wayne
Academic courses for this term are forgiven by IUPUI, School of Liberal Arts.
August 1, 1997
Course              Description                     GPA Hours Earned Grade   Points
C S        155      COBOL PROGRAMMING                 0.00      3.00 B        9.000
  Attention:  No Academic Program GPA Calculated (Forgiven)
POLS-Y     103      INTRO TO AMERICAN POLITICS        0.00      0.00 F        0.000
     Course Topic(s): INTRO TO AMER POLITICS
PSY        120      ELEMENTARY PSYCHOLOGY             0.00      0.00 F        0.000
STAT       260      INTRO STAT BUS & ECON             0.00      0.00 F        0.000
       PROGRAM GPA:      0.000      TERM TOTALS :     0.00     43.00          0.000
   PROGRAM CUM GPA:      0.000       CUM TOTALS :     0.00     43.00          0.000

                              Fall 1994  Indianapolis
Course              Description                     GPA Hours Earned Grade   Points
CSCI       230      COMPUTING I                       4.00      4.00 B+      13.200
GEOL-G     109      GEOLOGY-EVOLUTION OF THE EARTH    3.00      3.00 C        6.000
MATH       164      INTEG CAL & ANALYTIC GEOM 2       0.00      0.00 WX       0.000
```

Note on the IU Internal Advising Transcript.

Known display bug. Fix requested.

Earns 3 hours but all GPA impacts are eliminated.

Next Steps:

- **Technical Implementation December 2, 2006**
- **Forms Design – January, 2007**
- **Document Registrar Business Practice – January, 2007**
- **Write campus training materials and documentation – In Progress**
- **Final communication and processing of "shoebox"**

Enrollment Drop Workflow Process
(after 1 week of classes through Auto-W)