

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Agenda**  
**Friday November 3, 2006**

Minutes of the 10/6/06 meeting were distributed.

- **Minutes approved**

**Announcements from the Chair**

- Administrative withdrawal—changes in information on website

**Following additions were made to website <http://registrar.iupui.edu/withdrawal-policy.html> to clarify administrative withdrawal process:**

“The department chair must contact University College ([gawillia@iupui.edu](mailto:gawillia@iupui.edu) or [sdosborn@iupui.edu](mailto:sdosborn@iupui.edu)) to place courses on the Administrative Withdrawal official campus list. Courses remain on the list for subsequent semesters unless the department chair requests that the courses be removed.”

- Articulation website—request to Deans

In recent years a number of IUPUI schools created degree articulation agreements with Ivy Tech Community College and with Vincennes University. Some of these are quite recent while others are nearly a decade old. Many of the Ivy Tech articulations have been made state-wide (with the degrees accepted from any Ivy Tech campus) and others are only for students who attended the Ivy Tech campus in Indianapolis.

The state’s senior institutions are under close scrutiny by the Commission and the legislature to ensure that students are able to move between and among institutions with as few barriers as possible.

In an effort to better understand what we have in place, we have created a Website that contains copies of all the agreements of which we are aware. I ask that each school review the site.

- Please review the list and date of each articulation for your school. If you have a later version of the agreement, please send that to me so that we can replace what we have now. If the effective dates we have listed are incorrect, please let us know.
- If we are missing an agreement entirely, please send me a copy so that we can add it to the site.
- As a number of the agreements are some years old, they should be reviewed to ensure they reflect current degree requirements at both institutions. In some cases this means drafting an updated agreement while in others you will simply be able to affirm that what is on the site is still valid. We’d like to know either way.
- Wherever possible I encourage you to consider making any Ivy Tech Indianapolis-only agreements system-wide so that a student who received the degree from any Ivy Tech campus is able to take advantage of the articulation. System-wide agreements are noted on the site.
- I encourage you to consider working with your counterparts at Ivy Tech and at Vincennes to create new agreements in appropriate disciplines.

Only those articulations that have been finalized, typically with signatures from the department chairs and deans of the two institutions appear on the site. I understand that a number of articulations are still in the negotiation phase and ask that you keep me informed as to their status.

The site has links to a number of resources at Ivy Tech and at Vincennes to help with this process. These include course and program descriptions, institutional catalogs, etc. The site provides a model for a new agreement and a template to list how programs would articulate and what the student would need to complete upon enrollment at IUPUI.

<http://registrar.iupui.edu/articulation-agreement>

User id = passport

Password = passport

Your review of information on the site by the end of the semester and response to this note will be very useful in helping us demonstrate that we are understanding of and responsive to these important issues.

## Academic Affairs Committee Report *Betty Jones, Chair*

- Undergraduate Curriculum Council (UCC) continuing to work on IUPUI General Education requirements.
  - Trustees interested in IUPUI demonstration of progress.
  - In response, Sharon Hamilton charged with developing a website to highlight IUPUI's work toward determining our general education requirements:  
<http://opd.iupui.edu/Units/COIL/generalEd.asp>
  - Preliminary report due from the two Co-Chairs at November Trustees meeting.
- Approved Long Term Calendar changes as presented by Registrar to IUPUI Calendar Committee and APPC.

## Items for Review, Discussion, or Action

- AIP for nondegree student business practices—*Mary Beth Myers*
  - No activity or report for this meeting
- Collection process and communications to students—*Gabrielle Bovenzi*



4068 DAS Process  
Timeline.jpg ...

See Attachment above:

- G15 Student Financials Service Indicator (not on attachment) = at least 2 year old debt which has been written off.
- Special October 20<sup>th</sup> letter (reflected on attachment) was sent to student via U.S. mail while other communications are primarily via e-mail. This was sent surface mail to remind people that Fall 2006 was first term of e-billing and about the past due account balance.
- Currently enrolled students do not get referred to collection agency, no matter how old the debt. The Delinquent Account Services staff talk with account holders to offer payment plans, private loans available via Financial Aid, etc.
- If turned over to the collection agency and student pays the collection agency directly, the payment update to our system happens monthly. If such a student needs to register, should pay through our campus cashiers office (CA147) which will be automatic update to the system with an overnight update of the service restrictions (bursar encumbrance).
- Once turned over to a collection agency, no University official may continue to contact the student for payment in accordance with the federal Fair Debt Collections Practice Act.
- Concern that email is not being routinely read and maintained, largely due to spam issues. Amanda Helman reported that one of their students opened her webmail account to demonstrate and over 500 email messages, most of which were spam.
- Suggestion to send message to "other" student email account (yahoo, AOL, etc.) that is generic in nature but alerts student to a message about their IUPUI bill in their IUPUI email account.
- On notification of bills, subject line currently reads: "Check QP for updates to your IUPUI bill." Recommendation that the subject line be revised to capture student attention.
- Recommendation that bursar communicates at Orientation and with other sources what the billing subject line will read so students are prepared to read it (instead of discarding or disregarding).
- Registrar uses subject line which begins: IUPUI Registrar Alert: ..... Possibly follow same standard.
- Debts that are greater than two years old are written off and bad debt expense distributed across departments and academic units. Subsequent collections of write-off amounts offset the campus' bad debt expense.

- Personal checks are accepted for payment until receive two bad checks within one year; then will no longer accept personal check from that student. Audit periodically and remove after consistent, good payments and credit history.
- Delinquent Account Services ([DAS](#)) email address [das@iupui.edu](mailto:das@iupui.edu) at bottom of attachment; this is the group that contacts students who are no longer enrolled. Currently enrolled students should talk with Bursar representatives.

### Future Agenda Items

- Overview of General Studies—*Amanda Helman and Betty Jones*
- Distribution of Transfer Credits within the academic units
  - Review of policies

### On-Line Drop\_Add Workflow processing

Outline federal financial aid requirements and return of Title IV aid (60% rule) in context of students being granted leave of absence, withdrawal for the term. Depending on timing, students might owe significant money. Recommendation for all IUPUI Schools to follow.

### Meeting Dates and Locations – Cavanaugh Hall confirmed for meeting location.

| <i>DATE</i>       | <i>TIME</i>  | <i>LOCATION</i> |
|-------------------|--------------|-----------------|
| 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          |
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