

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday 12/6/02**  
1:00 – 3:00

**Minutes**

- Approval of the 11/8/02 minutes was by consent.

**Announcements**

- Items from the Chair
  - Faculty Sponsorship of Student for Admission as a Beginning Freshman
    - The APPC question concerning the limitation on the number of credit hours for students enrolling via this policy was sent to the UC Admission Committee. The UC committee affirmed their recommendation of the 9 credit hour limitation. The recommendation has been sent to the Academic Affairs Committee.
  - Summer course listing
    - The Registrar posted the Summer 2003 course offerings to the Web on the Wednesday before Thanksgiving and added a counter to the site at the end of the day. Within one week, the site had over 2,500 visits to Summer I and over 1,500 visits to Summer II. The work of the scheduling officers who made this possible is appreciated.
  - The plans for the Campus Center will be presented to the Trustees at the December Board meeting.

**Academic Affairs Committee Report** *Ken Rennels, Chair*

- Ken was unable to attend the meeting, but sent the report that the IUPUI Faculty Council adopted the Policy on Consideration for Change of Grade after Conclusion of the Course (12/5/02)
  - The Registrar will have a form available on the Registrar website so that the student can type in the information and then print the form for submission to the academic unit.

**Items for Review, Discussion, or Action**

- Update on SIS
  - Academic Priorities Committee considered 2 items.
    - Grade Context (grade indexing) is IUB specific. The recommendation is to place it in moratorium with the issue to be revisited post implementation.
    - GPA, Repeat Rules, FX, and Grade Forgiveness. These are complex issues. PS without modifications delivers one GPA. IU currently has the university GPA recorded on the transcript and the academic unit GPA that is used by the unit to make decisions. A document describing the options available will be distributed to APPC for an electronic discussion of the issues.
  - IU Academic Structure in the SIS environment
    - We've created a new Web site where we will post information of interest to the schools in going through this process. Postings on the site include Academic Structure overview powerpoint presentation and the link to the SIS website. <http://registrar.iupui.edu/sis/>
    - The site is password protected.
      - User id: sis
      - Password: sis

- Update on SES
  - Rental of off campus office space is being pursued.
  - Position descriptions are being prepared for the positions that will start early next year.
  - Concerns continue to be raised about the cost of the SES structure.
- Administrative Withdrawal procedures—*Gayle Williams*
  - See attached report on Fall 2002
  - See attached recommendations from Administrative Withdrawal Subcommittee
  - Items for consideration
    - Are the components of the proposed policy acceptable?
    - Are the current procedures adequate for spring semester?
    - Should the option to use administrative withdrawal remain a departmental decision?
      - Apply only to freshman (A1 and B1)?
      - Apply only to freshman in certain courses?
      - Apply to all 100 level courses regardless of student classification?
      - Apply to all courses?
    - Should the policy on administrative withdrawal become a campus policy?
      - Apply only to freshman (A1 and B1)?
      - Apply only to freshman in certain courses?
      - Apply to all 100 level courses regardless of student classification?
      - Apply to all courses?
  - Discussion
    - We need to have a consistent statement in the syllabi of all courses that are using this policy.
    - UC will act on behalf of the other academic units to withdraw the students
    - The consensus is that that implementation of the policy should remain a departmental decision and that the policy should be applied to all students who are enrolled in the course.
    - Questions were raised about the adoption of this policy for courses that are taught as distance education courses. How could it be adapted to courses online courses that are taught in a synchronous format? Asynchronous format?
  - Academic Affairs Committee may want to review the issues involved with administrative withdrawal.
  - At the May APPC meeting, we will need to consider who will process the withdrawals for the fall semester.
- Changing time frame for adding courses during summer sessions-- *Mark Grove*
  - Discussion deferred until January meeting
- Policy on academic unit retention of student records—*Mark Grove*
  - Discussion deferred until January meeting

#### **Unit Updates**

Admissions	<i>Mike Donahue</i>
Enrollment Center	<i>Jennifer Pease</i>
Bursar	<i>Ingrid Toschlog</i>
Registrar	<i>Mark Grove</i>
Student Life & Diversity	<i>John Jones</i>
Academic Units	<i>Unit Representatives</i>

## Other Announcements

### Future Agenda Items

- Developing faculty understanding of FERPA—*Mark Grove*
- Print version of schedule of classes
- School of Education evaluation of transcripts for licensure—*Linda Houser--January*

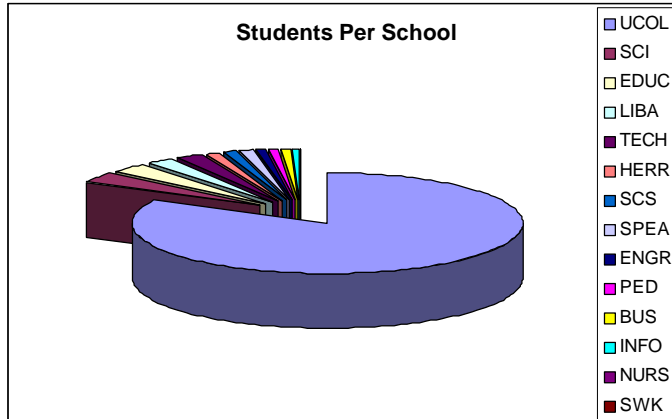
### Meeting Schedule

January 17, 2003	1:00 to 3:00	UC 2110
February 7, 2003	1:00 to 3:00	UC 2110
March 7, 2003	1:00 to 3:00	AO 103
April 11, 2003	1:00 to 3:00	AO 103
May 2, 2003	1:00 to 3:00	AO 103

### Administrative Withdrawal Fall Semester 2002

Total Number of Possible Academic Withdrawals: 7,199 (Student / Course combinations)  
 Total Number of Students Represented: 3,863 (This number includes students from all schools)  
 Total number of schools represented: 14

School	Students
UCOL	3186
SCI	144
EDUC	113
LIBA	90
TECH	80
HERR	49
SCS	43
SPEA	42
ENGR	33
PED	30
BUS	28
INFO	21
NURS	2
SWK	2



#### Overall Administrative Withdrawal Statistics (180 Total Students)

Dept	Course	Total Sections	Sects Not Returning Forms	Withdrawal Requests	Withdrew On Own Volition	Instructor OK To Stay	Administratively Withdrawn	Non-UCOL (Not Withdrawn)
COMM	R110	47	9	20	8	0	12	
ENG	G009	1	1	0	0	0	0	
ENG	G010	1	1	0	0	0	0	
ENG	G011	4	3	1	0	0	1	
ENG	G012	2	0	1	0	0	1	
ENG	L105	7	1	4	1	0	3	
ENG	L115	8	4	4	0	1	3	
ENG	W001	3	0	2	1	0	1	
ENG	W130	12	0	9	4	1	4	
ENG	W131	80	9	47	12	0	25	10
ENG	W132	16	0	9	5	1	2	1
ENG	W140	2	0	1	0	0	1	
ENG	W231	11	0	1	0	0	1	
MATH	001	40	13	30	13	1	13	3
MATH	110	25	3	15	8	0	5	2
MATH	111	20	1	18	8	1	7	2
MATH	M001	15	2	16	3	1	12	
PSY	B104	45	10	20	10	2	5	3
SOC	R100	25	0	14	2	0	8	4
UCOL	U110	33	12	15	6	1	8	
UCOL	U112	7	4	1	1	0	0	
<b>Totals:</b>		<b>404</b>	<b>73</b>	<b>228</b>	<b>82</b>	<b>9</b>	<b>112</b>	<b>25</b>



### Recommendations from Administrative Withdrawal Subcommittee

In fall 2001 an administrative withdrawal policy was piloted by University College and the Departments of English, Mathematics, and Psychology. Since the policy was developed to help students establish good attendance habits in their freshman year, it was implemented in entry-level courses. In fall semester 2002, two additional Departments, Communications and Sociology, piloted the policy in their entry-level courses.

University College staff has been responsible for coordinating the administrative withdrawal process with the support of the registrar's office. Faculty in the courses participating in the pilot identify students to be administratively withdrawn on Early Warning forms. The registrar's office creates "dummy" sections for all participating courses. Students who are administratively withdrawn are first moved to the "dummy" sections and then withdrawn from the courses. This process allows departments to determine how many of their "W" students in each section were withdrawn for poor attendance and thereby provides a more nuanced understanding of the DFW rate for each course. This process also provides data for assessing the pilot.

Students are informed about the administrative withdrawal policy in the syllabus for each course (see sample of the policy below). Those who are identified by their faculty members for administrative withdrawal receive a certified letter indicating that they have failed to adhere to the attendance policy for the course. They have approximately ten days to contact their faculty member if they feel they were identified in error. A form is provided at the bottom of the administrative withdrawal letter. Students who obtain a faculty signature on the form and return it to University College are not withdrawn.

Early data on the administrative withdrawal policy indicate that students who demonstrate very poor attendance patterns at the beginning of their semester are very likely to fail or withdrawal from all courses. **Over 77% of the students who were administratively withdrawn fall semester 2001 either failed all of their courses or withdrew from the university by the end of the semester. In fall semester 2002, faculty made 228 requests for administrative withdrawal. Approximately, 90 percent of those students are in University College; the remaining 10 percent are in their academic schools.**

A subcommittee of APPC was appointed to determine how the administrative withdrawal policy could be extended. The committee members decided that such a proposal needed input from the members of APPC and the Faculty Council. The subcommittee would like to put forth the following options for consideration by the members of APPC as ways to extend the pilot.

1. The administrative withdrawal policy should be extended to all 100-level courses effecting all enrolled students regardless of their class standing.
2. The administrative withdrawal policy should be applied to all freshmen (A1s and B1s) in all courses.

#### **Administrative Withdrawal Policy:**

We believe that attendance is a key factor in academic success, and we are supportive of all course coordinators' and instructors' efforts to ensure that students in their courses are

attending all meetings. Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters without contacting their instructor or department will be Administratively Withdrawn from that course.

Note: Students should know that being Administratively Withdrawn from a course may have impact on their Financial Aid Awards. Administrative Withdrawal will take place after the full refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.