IUPUI
Academic Policies and Procedures Committee
Agenda
Friday December 5, 2008

Minutes--The minutes of the October 3 meeting were distributed electronically. The November 7 meeting was cancelled to permit individuals to attend the CRM presentation.

Announcements from the Chair
- Registrar is building a website that will provide a collection of course information including information on the issuance of Ws late in the semester. APPC members will be notified when the site is available.
- Academic units are being asked to complete their degree audits to support the students ability to use the course planning options that are available within self-service as well as to support the advisors in working with students on course selections.
- Information being posted on Onestart to solicit student participation in gathering information to assist in the revisions of the IU portal--
  - "Would you participate in a focus group study of OneStart? Earn a $25 gift card! Groups will meet in Cavanaugh 438 Monday December 15, OR Wednesday December 17. Each day there will be groups at 9-10:30 or 11-12:30 or 1:30-3. If interested send an email with preferred day and time to Jim Murray."
  - If there is a limited response, focus groups will be held again in the spring.

Academic Affairs Committee Report   *John Hassell on behalf of Kathleen Marrs, Chair*
- The AAC has focused on 2 major agenda items this fall
  - The establishment of Honors College
    - Two town hall presentations will occur in January

    - UPDATED INFORMATION on TOWNHALLS AND BACKGROUND DOCUMENTS
      - Jan 15, 2-3
      - Jan 23 11:30-12:30
      - Locations will be announced
    - www.iupui.edu/~fcouncil/documents/Honors%20College%20Vision%20Paper%20Summer%202008.doc provides the 8/08 version of the proposal for the Honors College
    - Recommendations from the ACC are contained in the attached document
    -

      AACHonorsCollegeK
      Marrs11.24.08.pdf

  - Academic calendar changes requested by Undergraduate Student Government
    - No classes at noon—Based on the review of the classroom utilization data, this request was removed from further discussion until additional classroom space is added to IUPUI.
    - Fall break (discussed subsequently in the meeting)
    - Reading period prior to finals (discussed subsequently in the meeting)

Items for Review, Discussion, or Action

- Information to help you assist students who state they don't have money to buy books or who have other Financial Emergencies—*Becky Porter*
  - o Information appended at the end of the agenda

    Information on
    Book Loans 08.d...

  - o Please distribute the information to anyone in your unit that you believe will find the information helpful when they are assisting students

- Review of SAP processes—*Kathy Purvis*

    APPC SAP
    2008.docx

  - Information in the attached document was discussed.
  - Kathy expressed her appreciation for the input provided by Rick Ward and Andy Gavrin. They thanked Kathy for her responsiveness to the issues that were raised.

- Behavioral Consultation Team—*Jason Spratt*

    BCT Information   BCT TEAM MEMBERS   BCT Concerned
    1012008.doc   as of 10108.doc   Persons Referral She

  - o This item was deferred to January due to Jason's illness.

- Calendar adjustments
  - o To accommodate 'Reading Days' prior to finals
    - Current policy
      - Except for practical tests at the end of laboratory periods, written assignments (term papers, reports) and formal tests shall not be required in the week before the formal final examination period. Papers or projects may be due during this week only when assigned well in advance.
      - This policy is intended to allow students to make the best use of their time in preparing for final examinations and is printed along with the exam schedule in the Schedule of Classes. The policy covers all types of examinations, including "early" finals as well as tests covering material from the last part of the semester. The only exception to this are approved common final examinations which, due to limited space availability, may begin the weekend before the last day of classes
        - o http://www.iupui.edu/~fcouncil/handbook/finals.html
    - Assuming that any type of down time would be the same for fall and spring semesters, the spring semester poses the problem.
      - Spring currently has 4 examination days. We cannot accommodate all of the exams in a 3 day period and cannot end on a later calendar date due to graduation.

- Starting Spring semester earlier would be problematic in the years with the earlier calendar start date.
  - Better adherence to the current policy on examination would be a starting place to deal with the students' concerns.
  - **Action—**Departments should investigate the most appropriate approaches to encourage adherence to the existing policy.

  o To accommodate a fall break

Academic Calendar Initiative
The IUPUI Academic Affairs committee has been working along with the IUPUI student government on the possibility of introducing a 2-day fall break (mid October) at IUPUI.

Abridged History
- If you are interested in the detail, a document is attached that outlines the UFC Guidelines for Academic Calendars for All Campuses. In addition, a document is also attached that represents the IUPUI Academic Calendar Guidelines that we have used to create the calendars. The highlights of those documents are reflected below.

IUPUI Guidelines/Faculty Decision to this point have been as follows:

- Equal number of meetings for each day of the week
- Equal number of weeks in spring and fall semesters
- Make up each recognized holiday: Martin Luther King holiday, Independence Day, Memorial Day, Labor Day, Thanksgiving
- 15 weeks in the semester and a final exam week
- Fall semester must end before Christmas
- Spring break must occur after the 8th week of classes

The question on the table is whether we can introduce a Fall Break at IUPUI and, if we did, what would be the resulting ramifications on the guidelines we have followed for so many years.

Proposed Calendar with Fall Break
Attached are two documents that represent a sample of the Fall calendar for 2010, incorporating a Fall break by starting the semester two days earlier on Monday instead of the current Wednesday. If we were to implement a calendar in this way, none of the guidelines above would be compromised.   The topic of introducing a Fall Break to the Academic Calendar is on tomorrow's IFC agenda as one of the USG initiatives so we wanted to make you aware of the conversations and the current results of those discussions. **We will talk more about this topic at our Friday, December 5 APPC meeting where we can discuss the two Fall 2010 samples in more depth.**

As an Aside…..
The Academic Affairs committee started their work on reviewing the Academic Calendar based on a statement from President McRobbie which is articulated in his Core Campus Report where he says "...the difference between Bloomington and IUPUI academic calendars presents the most fundamental

difficulty in transfers between campuses, and the campuses should explore opportunities to reduce those differences."   Note, however, that the IUB calendar has not followed the UFC guidelines above in that they have one less week of instruction and do not make up the many holidays that we do at IUPUI. The issue of possibly brining the two campus calendars into alignment is a separate discussion --- but our introduction of a Fall Break at IUPUI in the method described above does not compromise or change our commitment to follow the established UFC guidelines.

IUPUI
Academic Calendar
Proposed Fall Break

Fall 2010	Current		Proposed	
	Day	Date	Day	Date
Classes Begin	W	Aug 25	**M**	**Aug 23**
Labor Day - no classes	M	Sept 6	M	Sept 6
End of First Eight Weeks	T	Oct 19	**F**	**Oct 15**
Fall Break	na	na	**M-T**	**Oct 18-19**
Begin Second Eight Weeks	W	Oct 20	W	Oct 20
Thanksgiving Recess Begins	W	Nov 24	W	Nov 24
Classes Resume	M	Nov 29	M	Nov 29
Last Day of Classes	M	Dec 13	M	Dec 13
Finals Begin	T	Dec 14	T	Dec 14
Finals End	M	Dec 20	M	Dec 20

IUPUI Academic
Calendar - 2010 - ProCalendar

IUPUI Academic
Guidelines.c

UFC DOCUMENT
H-XVI - Guidelines Co

IUPUI 2010 Calendar
display2.docx

- o
- o Calendar for all of 2010 appended at the end of the minutes.
- o The members of APPC were supportive of moving forward with the fall break in 2010. The one concern that was noted related to those units which are core schools since this change moves us further away from consistency in the fall calendars for IUPUI and IUB.

- Policy on a faculty member adopting a textbook for which the individual receives compensation (e.g., the author of the textbook)
  - o Information from the Conflict of Interest Committee (COI) Guidelines
    - Textbook Royalties—Faculty members who derive direct or indirect financial benefit from the sale or assignment of academic materials required to be used by their students must disclose the financial interest to the COI Committee via the COI Annual Disclosure. The COI Committee will then determine the appropriate management technique.

- A pre-approved management technique agreed upon by the COI Committee is the donation of royalties from use of own textbook to a scholarship fund that benefits the students at IUPUI or some equivalent fund.
- Other techniques for the management of the textbook royalties will be determined on a case-by-case basis by the COI Committee.

Future Agenda Items-
- Update on addressing the overuse of surveys of students and faculty—*Gary Pike (January)*
- eADD—*Mary Beth Myers (January)*
  - Consideration of when or if the academic units would like the eADD option to be turned off *after the 4-week refund period* for courses offered in the 15 week format.
- Information on the functions of the Bursar Appeals Committee—*Ingrid Toschlog & Rick Ward*
  - An observation was that when a student registers for classes and doesn't attend, the paper bill was send to the student only after the student bill had moved on to the collection agency.
- Report on Disclosures of Criminal Histories by Undergraduate Applicants—*Chris Foley*
- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*
- New course review process—*Mary Beth Myers*
- BA in African and African American Diaspora Studies—*SLA*
- BS in Health Sciences (SHRS) + 3 certificates

Meeting Dates and Locations for 08-09

Date	*Time*	*Location*
December 5, 2008	1:00 – 3:00	CE 268
January 9, 2009 *	1:00 – 3:00	CE 268
February 6, 2009	1:00 – 3:00	TBD
March 6, 2009	1:00 – 3:00	TBD
April 10, 2009 **	1:00 – 3:00	CE 268
May 1, 2009	1:00 – 3:00	CE 268

Meetings are first Friday of each month; there are some exceptions
*January 9th is second Friday
** April 10th is second Friday
Room CE 268 is located in the Campus Center
Website: http://registrar.iupui.edu/appc/

INFORMATION TO HELP YOU ASSIST STUDENTS WHO STATE THEY DON'T HAVE MONEY TO BUY BOOKS OR WHO HAVE OTHER FINANCIAL EMERGENCIES

What is NOT available
While various approaches have been used in the past, the following are no longer being used or never existed.
- Charging books to a student account at the bookstore
  - This business practice resulted in multiple problems with the students' accounts and was discontinued.
- Book Vouchers
  - This business practice resulted in multiple problems with the students' accounts and was discontinued.
- Placing money on a student's JagTag as part of a 'Quick Loan' or Short-term Loan process
  - This business practice was only used for students eligible for financial aid refunds and was discontinued when changes in financial aid and bursar processes enable the refunds to be delivered to the students in a timely manner.
- Receiving a loan from the Student Advocate.
  - The Student Advocate does not have funds to provide to students on a loan basis.

What IS available
The following approaches can be used depending on the student's circumstances.

IF THE INDIVIDUAL IS RECEIVING FINANCIAL AID—
- The individual should work with the financial aid staff. Possible actions include: (NOTE—these are dependent on the individual's circumstances)
  - Adjusting the cost of attendance so that more financial aid is available
  - Assisting the student with pursing a private loan
  - Assisting the student with pursing a PLUS loans (parent loans for undergraduate students OR PLUS loan for graduate student)
  - Adjusting the student's Expected Family Contribution (EFC) if circumstances warrant so that more financial aid is available
- In most cases, the refund to the student from the existing loans following an adjustment in the cost of attendance or EFC will occur as quickly as a short term loan could be processed.
- Financial Aid Loans (short term advance on the student's financial aid refund)
  - These are only available to students who are in good academic standing and who are eligible to receive financial aid.
    - Must be in good Satisfactory Academic Progress (SAP) standing
    - Must have a valid FAFSA on file
    - Must have completed Verification, if required
    - Must be enrolled at least half time (6 credits for undergrad, 4 credits for grad)
    - Must have sufficient financial aid to cover outstanding Bursar bill AND have excess financial aid available in order for an advance (loan) to be made.
  - These will only be used when aid cannot be delivered to the student in a timely manner due to circumstances beyond the control of the student. The student must have completed the required steps to receive financial aid in compliance with the stated deadlines.
  - This process is rarely used.

IF THE INDIVIDUAL IS NOT RECEIVING FINANCIAL AID OR HAD NO REFUND DUE—

- Short term loans may be available if the student is not receiving financial aid or has no refund due. Information on short term loans is available at http://www.bursar.iupui.edu/services.htm - SHORT-TERM-LOANS
- Students may receive an interest-free short term loan up to $750.00. Qualified students would have up to 30 days to pay the loan.
- In order to qualify for a short term loan a student must:
  - Be enrolled at least half time (6 hours undergraduate or 4 hours graduate)
  - Have no past due charges and no outstanding Short Term Loan balances.
  - Be in good financial standing with the university. A loan request may be denied if the student has a history of late payments or returned checks.
- Application and Approval
  - Students wishing to obtain a Short Term Loan must complete an application with the Student Advocate's Office or with the IUPUI Office of Student Financial Services and submit the application in person to the Office of Student Financial Services. When submitting the application, the student applying for the loan will be required to present identification and sign the application with a Client Services Representative.
  - Students may have up to two loans within one semester (Fall or Spring), or one loan during each eight week Summer Session. Students may not have two outstanding Short Term Loans at the same time.
  - At the very end or between semesters, the amount of a Short Term Loan a student may receive may be less than during a semester. The student must be enrolled for the upcoming semester and meet the other qualifications described above.
  - The application will be reviewed by Student Account Services – Office of the Bursar and the decision will be sent to the student's IU e-mail address.
  - From the date of approval students may expect to receive Short Term Loan funds within 3-5 business days if they are signed up for direct deposit. If the student does not have direct deposit set up for their refunds, the Short Term Loan proceeds will be mailed in check form to their local address listed with their student account and they should allow additional time for US Mail service deliver.
- Repayment of Short Term Loans
  - Students who obtain a Short Term Loan may have up to 30 days from the date the loan is processed to repay.
  - Students who fail to pay the loan balance in full by the due date will be subject to late payment fees and an encumbrance preventing them from receiving University Services which includes registering for courses and receiving transcripts.

Students are encouraged to sign up for direct deposit (electronic refunds) of bursar refunds. With direct deposit refunds for dropped classed, financial aid, or any other refundable credits are send directly to your savings or checking account which bypasses the time it takes to print and mail a paper refund check. Go to http://bursar.iupui.edu/DirectDeposit/default.htm for more information as well as a link to sign up for Direct Deposit.

APPC
December 5, 2008
Kathy Purvis
2008-2009 AY SAP

Student Profile as of December 3, 2008:

4172 students have been selected as not meeting SAP which is 17.48% of our financial aid applicants
- o 9.2% (2196) of our financial aid applicants were selected for low GPA (below 2.0)
- o 12.13% (2896) of our financial aid applicants were selected for inadequate completion (less than 75%)
- o 4.9% (1158) of our financial aid applicants were selected for too many hours (more than 150% of program)
  Note: the totals of each group will be larger than the total selected as there are students who have more than one of the above selection criteria.

11.69% of those selected for SAP (488 Students) were approved for aid without having to submit an appeal
- • These are students who had been selected previously, appealed, were approved and since the last appeal they have been meeting SAP, but overall they are still being selected for SAP.

39.5% (1,651) of those selected for SAP submitted a 1st appeal (this is reviewed by Assistant Directors)
- o .4% (7) were approved for private loan only
- o .5% (9) were approved for final term of aid
- o .065% (1) approved for fall only/contract (will review grades at end of fall to determine if eligible to receive aid for spring)
- o 45.7% (755) were approved
- o 18% (298) were denied
- o 37.5% (619) were approved with conditions
  Note: Some appeals are still in review so the totals at this time do not match because all submitted appeals have not had a decision made.

102 students submitted a 2nd appeal (this is reviewed by Associate Directors)
- o .9% (1) Approved for private loan only
- o .9% (1) Approved for final term of aid
- o 16.6% (17) Approved on fall only/contract (will review grades at end of fall to determine if eligible to receive aid for spring)
- o 10.7% (11) Approved
- o 34.3% (35) Denied
- o 31.4% (32) Approved with conditions

13 students submitted a 3rd appeal (this is reviewed by Director)
- o 7.7% (1) approved on fall contract (will review grades at end of fall to determine if eligible to receive aid for spring)
- o 76.9% (10) approved
- o 7.7% (1) approved with conditions

SAP Trends for the past 3 years:

	06-07	07-08	08-09
Low GPA	2406	2584	2196
Completion	3140	3217	2896
Too Many Hours	1356	1212	1158
Total Selected	4681	4625	4172

Communications:

- Initial "Do not meet SAP" email when student is selected. We begin the review in May and then weekly after that, so this email goes out weekly.

- Three Missing Information Letters sent. These are emails to advise students that there is something that is missing that is stopping their financial aid file from being completed. For SAP students, there will be a note there telling them that they are denied and they must appeal.

- Automatic email to the student from our workflow system in OnBase advising the student that we have received their appeal .

- Notification to students who submit an appeal when there is something missing in the appeal or additional documents is being requested. (email)

- Decision of appeal once review is complete.   The denial email lists the specific reasons why appeal was denied and how they may appeal to the next level.

- Previously selected for SAP, but now meets SAP. This is for students who may have had something change on their transcript since we initially ran their records through the SAP query and so we contact them to let them know they no longer are selected for SAP and do not have to appeal.

- Email to students who are selected in our SAP query initially, had previously appealed and so we review each of these to see how their progress has been since the approved appeal. If they are in good progress we contact them to remind them they are still under review, but are doing well and do not have to appeal.

- SAP Warning email. This is sent at the end of the fall semester. We run all financial aid recipients through the audit that we began in May, IF they we eligible for financial aid in the fall and because of their fall grades they now would be "SAPPED" and ineligible, we send those students an email warning them that they now have gone below the SAP standards and they need to remember that SAP is a part of the eligibility for financial aid. This was as they go into spring and/or summer sessions they know where they stand.

What is new for 2009-10:

- I met with Rick Ward and Andy Gavrin to talk about how we can work more closely with the academic units to assist the students who run into SAP issues. Rick and Andy both agreed to review our current communications to students to see if they could give us some suggestions with regards to wording to help students better navigate the SAP process. We have incorporated their suggestions.

- For 2009-10 we have decided to implement a different process for our first year undergraduate students. It will be as follows:

- o For the FYU (first year undergraduates as determined by the coding in the Admissions Office) they will go through the normal SAP query/review in the May AFTER their first year.
- o IF they are NOT meeting the SAP standards, we will place them on "probation" and will send them a communication via US Mail that indicates they are not meeting SAP; exactly where they are falling short; and that they have the next year to work to regain their SAP standing.
- o We will give them their financial aid for that year
- o They will NOT have to appeal.
- o At this time, we do not have the letter finalized, but when we do, I will submit to this group for their comments (electronically)
- o We will also send to the student's academic units a listing of the students we have placed on probation. It will be up to the academic unit to decide if they wish to contact the student to work with the student or whatever. We are not determining what actions will be required, just sharing the information.

We are taking this step because we have heard concerns from advisors that students who are new to IUPUI/Higher Education often just are not prepared and get into problems, and then they are quickly denied.

- We are currently planning to have our annual SAP workshops for faculty and staff. It was held late last year and we are moving the date up significantly. It has not been set yet, but our goal is to target February and/or March and to offer at least 3 sessions at different times to accommodate multiple schedules.

- We are looking at some websites that offer podcasts for financial aid issues and we may offer a podcast for students on SAP (maybe)

- Finally, for our large review in May we are going to send all academic units a list of students who at that time are "denied" aid for the fall due to SAP. It is again up to the academic units to determine what they want to do with the students. You may do outreach to see about helping these students with their appeals, whatever works for you.

2010 with Fall Break

January
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	~~18~~	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
11 Classes start
18 MLK Jr. Day

February
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	~~15~~	~~16~~	~~17~~	~~18~~	~~19~~	20
21	22	23	24	25	26	27
28	29	30	31			

15 Spring
Break week

April
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	~~31~~					

3 Last Class day
7 End of finals
12 SS1 begins
31 Memorial Day

June
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

23 Last SS1 class
28 SS2 classes begin

July
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	**5**	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day holiday

August
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 SS2 Classes end
23 New Proposed Term Classes begin
23 1st 8 week classes begin

September
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	~~6~~	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day; no classes

October
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	~~24~~	~~25~~	~~26~~	27
28	29	30				

December
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	**13**	14	15	16	17	18
19	20	21	22	23	24	**25**
26	27	28	29	30	**31**	

31

15 1ˢᵗ 8 week classes end
18/19 Fall break
20 2ⁿᵈ 8 week classes begin
25 Last 1ˢᵗ 8 week Monday

1 First 2ⁿᵈ 8 week Monday
25 Thanksgiving; no classes

13 Last day term classes
14 Finals begin
20 Finals end
20 2ⁿᵈ 8 week classes end