

# Note: Meeting is in University Library 1126

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday 12/7/01**  
**1 to 3 pm—UL1226**

## Minutes

- November minutes were accepted

## Announcements

- Items from the Chair
  - Note change in meeting room beginning in December
    - Dec 7 1:00 - 3:00 UL 1126
    - Jan 18 1:00 - 3:00 UL 1126
    - Feb 8 1:00 - 3:00 UL 1126
    - Mar 8 1:00 - 3:00 UL 1126
    - Apr 12 1:00 - 3:00 UL 1126
    - May 3 1:00 - 3:00 UL 1126
  - Updates on Credit Transfer Issues
    - Intercampus transfer
      - (1) Kim Manlove has distributed information to the academic units to conduct the review of 300/400 level courses
      - (2) Deadline for return of materials was 12/1/01. The majority of the information has been returned. Please send it in as soon as possible if it is still outstanding.
    - Transfer of credits among state supported institutions
      - (1) The ICHE Statewide Transfer and Articulation Committee is in the process of reviewing the information that has been submitted to assure that it is entered into the database accurately.
      - (2) The next step is to identify the set of courses that will be targeted for collection of the transfer information from all campuses.
      - (3) A set of principles is being developed to guide the transfer and articulation process. The document will be distributed for comment in January.
  - Update on SIS and SES
    - Don Hossler, newly appointed Associate Vice President for Enrollment Services, will be invited to the January meeting to discuss the **Student Information System** (PeopleSoft) and the **Student Enrollment Services**
    - Hiring of the Associate Director for SES should be completed early in January.
    - A Task Force to guide the development of SES has been appointed—
      - (1) Holly Hamilton—IUPUI Admissions
      - (2) Michael Cozmanoff—IUPUI Bursar
      - (3) Susan Pugh—IUB Financial Aid
      - (4) Roland Cote—IUB Registrar
      - (5) Art Lindeman—IU Financial Management Services

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- The Registrars are discussing how to make the Master Course Inventory component of the UFC Intercampus Transfer Policy work within the PeopleSoft environment
  - The SIS project team is being to work of the development of the prototype for the implementation of the rest of the modules which should occur for the next 18 months. Tentatively, the next modules will be rolled out in a sequential fashion based on the services needed by a student enrolling at an IUPUI campus and will be initiated during the summer of 2003.
- Proposed New Degree BS in Environmental Science
- Discussion will be deferred until SPEA completes review of the proposal

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

- Committee did not meet in November
- A system wide Distance Education Committee will be appointed to oversee and coordinate distance education initiatives
  - IUPUI has a joint faculty and administrative committee chaired by Rich Magjuka
- A town hall meeting on retention will be scheduled around the 1<sup>st</sup> of February

### **Information Item**

- Update on implementation of SIS Phase II—*Mike Donahue*
  - Phase II (Admissions module) was implemented on Oct 24. The majority of the business practices within the office have been revised to accommodate the changes. Additional personnel were hired to process the applications. As of 12/7/01, the backlog in spring applications will be cleared; approximately 300 fall applications remain to be entered.
  - Insite is not available for students to easily check their status which has increased the number of phone calls and walk in students.
  - Staff in Admissions and Enrollment Center have worked long hours to assure that students are admitted for the spring semester.
  - The web application is provided via a vendor (Apply Yourself). Credit card information is required to submit the on line application. The application is long and we will consider making changes after the mid February.
  - The primary source of problems for both domestic and international applications is in the translation of information between the SIS and the legacy system.

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

- IUPUI Process for Development of Undergraduate Majors—*Kim Manlove*
  - Action on accepting definitions of degrees, majors, and minors deferred pending revision of the document
- Process for Review of Variable Topic and Workshop Courses—*Kim Manlove*
  - Action on process document deferred pending revision of the document

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- Academic Unit policies on time limit for student requests for grade changes—*Mark Grove, Miriam Langsam, Joe Kuczkowski*
  - Draft distributed via email and is appended at the end of this document
  - Document was discussed and suggestions for changes made.
  - The revised document will be distributed via email
- Common Liberal Arts, Science, UCOL probation, dismissal and readmission policy—*M Langsam, J Kuczkowski, C Buyarski*
  - The common policy is attached.
  - Each academic unit is requested to identify areas on the policy that are consistent with the policy of that unit and areas of variance.
  - This information will be used to determine the feasibility of proposing a common policy for all units.
- Summer & long-term schedule of course offerings—*Mark Grove*
  - In order to post information on summer courses on the web earlier (so that it will be available for visiting students), information will be requested approximately 2.5 weeks earlier than past practice. The request for summer information will be separated from the request for fall information.
  - No change in registration time frames will occur.
  - Kim Manlove and Mark will develop a mechanism to provide additional information in the Bulletin to identify courses that are offered in even or odd years or courses taught only in the spring or fall semesters.
- Intercampus transfer and re-entering student procedures—*Jennifer Pease*
  - Deferred to subsequent meeting
- Library of FOCUS programs and other mechanisms to access data
  - The idea was introduced of developing a 'library' of programs and other mechanisms to access data that are commonly needed by academic units. The library would house information of how to get the data with minor modifications by each unit.
  - Further exploration of the idea will occur at a subsequent meeting.

## Unit Updates

Admissions *Mike Donahue*  
Enrollment Center *Jennifer Pease*

Bursar *Michael Cozmanoff (Ingrid Toschlog substituting)*

- Students will have the option of using a 3 payment option for fees.
- IUB will not accept payments using VISA and will impose a 2% convenience fee for using other credit cards. IUPUI can not accept credit card fee payments for IUB bills.

Registrar *Mark Grove*

- Holiday hours for offices around campus are posted on the web site
- Roster letters to faculty will include a reference to the FERPA site to provide faculty with an easy access to the information

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- There is a link from the Registrar's web site to the Campus Police page on News You Can Use. This includes a listing of the events that will be held on or adjacent to campus and that may interfere with access to parking or other locations.

Student Life & Diversity      *John Jones*

- An event is being planned for the spring semester on the topic of academic dishonesty. More information will be forthcoming.

Academic Units      *Unit Representatives*

## **Other Announcements**

## **Future Agenda Items**

- Proposed New Degree BS in Environmental Science—January/February
- Administrative Withdrawal and Early Warning notices—*Gayle Williams*—January/February
- Library of FOCUS programs—*Miriam Langsam, Linda Hill, Kathy Burton*--January
- Print version of schedule of classes
- Developing faculty understanding of FERPA
- Admission guidelines for 2003--January

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Revised DRAFT

## **Policy on Processing of Post-Semester Requests for Withdrawal from Courses.**

### **Policy Statement #1**

This policy refers to the processing of requests for withdrawals following the conclusion of the semester and not issues of grade discrepancies or disputes that would be addressed under the policies of the academic units.

Undergraduate units will not address grade change petitions for post-term withdrawal for courses older than 5 years. Units may choose to use a shorter time period than the campus limit. Units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.

Other options, such as forgiveness, grade replacement, and probationary readmission are possible alternate methods that students can use to continue their education.

### **Policy Statement #2**

Schools will not consider requests for post-term withdrawal where the student has completed all of the work for the course including the final exam.

### **Policy Statement #3**

The deletion of a course from the academic record at the request of a student is only done when the university has made an error. The student's failure to withdraw from a course before the end of the 100% refund period, even if the student never attended the course, is not sufficient reason for the course to be deleted from the record. This also holds for grades of W.

Note:

The above in no way modifies a related policy that places the responsibility for dropping and adding courses with individual students. This language appears in the Schedule of Classes:

*If you alter your original schedule, whether by personal incentive or by University directive, you must do so officially by the procedures (outlined above). If you do not assume this responsibility you jeopardize your record by possibly incurring an "F" in a course improperly dropped and/or by not receiving credit for a course improperly added.*

5 December 2001  
Miriam Langsam  
Joe Kuczowski  
Mark Grove

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## **Probation, Dismissal and Reinstatement Policies School of Liberal Arts, School of Science and University College Indiana University - Purdue University Indianapolis**

### *Probation*

1. Students whose cumulative GPA falls below a 2.0 will be placed on probation. All students will be allowed at least one semester of probation prior to being academically dismissed. Students will be informed of their probationary status by letter.
2. Students may be continued on probation when their semester GPA is above a 2.0 but their cumulative GPA is below a 2.0.
3. Students will be removed from their probationary status once their cumulative GPA is above 2.0

### *Dismissal*

1. Students on probation who have completed a minimum of 12 IUPUI grade point average (GPA) hours are subject to dismissal if they fail to attain a GPA of at least 2.0 in any two consecutive semesters (fall and spring) and their cumulative GPA is below 2.0.
2. Students who are dismissed for the first time must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated. Reinstatement is not automatic. Students' chances of readmission will be enhanced by the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.
3. Students dismissed two or more times must remain out of school for two regular (fall and spring) semesters and petition by the established deadlines to be reinstated. Readmission after a second dismissal is extremely rare. Students' chances of readmission will be enhanced by the students taking workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.

### *Reinstatement*

1. Reinstatement will be the decision of the School to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until their cumulative GPA is 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3.

In each subsequent semester on probation, the student must achieve a semester GPA of 2.0. Failure to meet the semester GPA requirement will result in dismissal.

### *Note*

In order to ensure equity between inter-campus transfer students and transfer students from outside the IU system, only IUPUI grades will be considered in determining probation and dismissal.

The School of Liberal Arts, School of Science, and University College, in agreement with this common policy, will honor academic probation and dismissal status from the other units.

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Students may also be academically dismissed or released from a particular program if they do not make consistent and appropriate academic progress relevant to their fields of study. This is left to the discretion of the appropriate officer in the school.

University College policy concerning academic dismissal is that students who are dismissed for the first time from IUPUI, IU-B, PU, IU regional campuses, or other IUPUI schools, must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be reinstated.

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