

IUPUI
Academic Policies and Procedures Committee
Minutes
Friday 11/9/01
1 to 3 pm—CA 136

Minutes

- Minutes of the October meeting 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 is 12/1/01
 - Transfer of credits among state supported institutions
 - (1) STAC is working on a set of principles that will guide institutions in transfer and articulation issues
 - (2) The document will be distributed to APPC when it is ready for comments
 - Update on SES
 - The initial position to be filled is the Associate Director of SES which will be based at IUPUI. The position requires a background in the area of admissions. Once the position is filled, the SES will begin to assume some functions that are currently being carried out by the SIS project team will be transferred to SES.

Academic Affairs Committee Report *Ken Rennels, Chair*

- Due to illness, Ken was unable to attend the meeting
- Appointment of a Distance Education Committee is being discussed by the UFC.

Information Item

- Update on implementation of SIS Phase II—*Mike Donahue*
 - IUPUI is hiring additional data processing personnel to deal with the additional time that is required to enter applications into the PeopleSoft system.
 - Staff are working hard to deal with the changes that the new system has introduced.

Items for Review, Discussion, or Action

- IUPUI Process for Development of Undergraduate Majors—*Kim Manlove*
 - Discussion of definitions of degrees, majors, and minors
 - Information distributed via email from Kim Manlove prior to meeting.
 - Definitions appended at end of this document were discussed and revised.
 - Kim will distribute revised document prior to the next meeting so that action can be taken at that meeting.

- Process for Review of Variable Topic and Workshop Courses—*Kim Manlove*
 - Revisions to this document were delayed until agreement was reached on the set of definitions.
 - Action on this item will be scheduled for the December meeting.

- 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.
 - Discussion of the issues related to this policy will be used to generate revisions.
 - Action on this item will be scheduled for the December meeting.

- Ways to Distribute Information about Courses Related to Majors But Not in School—*Cathy Buyarski*
 - Information is appended at the end of the minutes.

- Report on actions on applicants reporting criminal or disciplinary history—*Mike Donahue*
 - Approximately 10 applications have been referred to the review process to determine if the individual should be admitted
 - One individual was denied admission
 - Several individuals were restricted from living in university housing
 - (Full report appended at end of minutes)
 - Discussion expanded to consider applications from categories other than domestic undergraduate
 - Since International applicants must undergo state department screens to receive a visa, the consensus was that it was not necessary to include the criminal history question on the application
 - The rationale for deleting the question from graduate applications is not clear
 - Individuals who enroll in the School of Continuing Studies Independent Studies program and then enter the General Studies program on an IU campus are not asked the disclosure question.

- Symposium on Academic Misconduct—*John Jones*
 - A symposium on academic misconduct is being planned for the spring semester to position IUPUI faculty and administrators to proactively deal with these problems.

- Committee is being formed and volunteers are encouraged
- Individuals are encourage to contribute ideas

Unit Updates

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

Other Announcements

Future Agenda Items

- Common Liberal Arts, Science, UCOL probation, dismissal and readmission policy—*M Langsam, J Kuczkowski, C Buyarski*-- December
- Intercampus transfer and re-entering student procedures—*Jennifer Pease* -- December
- Proposed New Degree BS in Environmental Science--December
- Administrative Withdrawal—January
- Print version of schedule of classes
- Summer & long-term schedule of course offerings—*Mark Grove*—December
- Developing faculty understanding of FERPA

Background information on definitions of degrees, majors, minors

Compiled by Patricia Wheeler

MERRIAM WEBSTER'S COLLEGIATE DICTIONARY (10th Edition, 2000)

degree *n* a title conferred on students by a college, university, or professional school on completion of a program of study

major *adv* of or relating to a subject of academic study chosen as a field of specialization; *n* an academic subject chosen as a field of specialization

concentration major

minor *adv* of or relating to an academic subject requiring fewer courses than a major; *n* a minor academic subject

certificate *n* a document certifying that one has fulfilled the requirements of and may practice in a field

track *n* one of several curricula of study to which students are assigned according to their needs or levels of ability

IN INDIANA UNIVERSITY TERMS (my best attempt, based on my knowledge of school Bulletins; but by no means official)

degree program a course of study leading to an approved academic title; approval is required by the school offering the degree, by the campus and system wide academic review process, by the Board of Trustees and by the Indiana Commission for Higher Education (ICHE).

Estimated program lengths for various degree program levels:

associate degree 60 to 68 course hours of undergraduate level work

baccalaureate degree 120 to 132 course hours of undergraduate level work

master's degree 30 to 48 course hours of graduate level work; a thesis may be required but is often optional

specialist's degree 58 to 68 course hours of graduate level work; these programs are usually oriented toward development of professional knowledge and skill leading to employment in a specialized field.

doctoral degree 86 to 120 course hours of graduate level work which usually includes a research project and a written thesis or dissertation. The research project and/or thesis may be optional for professional doctorates.

major an approved area of study leading to an approved academic degree. Approval is required by the school offering the major, by the campus and system wide academic review process, by the Board of Trustees and by the ICHE. The major name may or may not be part of the conferred degree title. A major for a bachelor's degree usually requires 30 or more course hours of specialized study within the plan of study for the degree. In some degree programs, major requirements can make up a large portion of the requirements for the degree.

concentration an academic subject established as a field of specialization within a degree major; establishment of the field of specialization is by approval of the faculty of the school and may or may not require approval at the campus level, depending on campus policy. The concentration name is not part of the degree title.

minor an approved area of study that makes up a portion of the course of study for a degree, but requires fewer courses than a major. Minor subjects are approved by the faculty of the school offering the minor and may or may not require approval at the campus level, depending on campus policy. Minors may be optional or required, and may be in an area of study external to the major field or to the degree school (i.e., an external minor), or may be a specialization within the major field or degree school. The degree school has the authority to determine whether an offered minor is appropriate for the plan of study for the degree that is being sought.

certificate a limited course of study not leading to a degree, completion of which is acknowledged by award of a certificate. Approval of a certificate program and title is by the faculty of the school awarding the certificate, by the campus and system wide academic administration, and by the Board of Trustees. Certificates do not require ICHE approval unless they consist of more than 30 course hours of study. Certificate plans of study vary greatly in length, but usually are in the range of 15 to 48 course hours. Some certificate programs are independent programs leading to a practical or professional certification, but others are academic in nature. "Area certificates" are academic certificates that are not awarded independently, but are used to add an external or cross-disciplinary concentration to a separately earned baccalaureate or graduate degree.

track an optional curricular path within a degree major or concentration that can be chosen by a student to meet his/her specific educational or career needs.

DRAFT

Policy on Processing of Grade Change Petitions

The policy refers to the processing of grade change petitions and not issues of grade discrepancies or disputes that would be addressed under the policies of the academic units. Schools will not consider requests for grade changes where the student has completed all of the work for the course including the final exam.

Undergraduate units will not address grade change petitions for grades 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.

The removal of a W from the academic record is only done when the university has made an error.

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.

7 November 2001
Miriam Langsam
Joe Kuczkowski
Mark Grove

Ways to Distribute Course Information to Non-Majors

CURRENT EFFORTS

- Present information at advisor meeting (open meetings held once a month; call Cathy Buyarski at 278-4722 to get on agenda)
- Drop off flyers for advisors and posting
- Career Exploration Day
- advnet@iupui.edu: listserv for all campus advisors
- Display case in University College (contact Harriett Bennett at 274-5036)

PROJECTS IN PROCESS

- Career/Major/Course integrated website
- UC-SUCCESS listserv for all first-semester students

UCOL LIAISONS

Admissions	Pamela Neal
Business	Eunbok Kim
Dental	Generosa Mendoza
Education	Gloria Quiroz
E & T	Larry Hill
Gen Studies	Mark Bridenstine
Herron	Eunbok Kim
Liberal Arts	Suzanne Guinn
Journalism	Rosemary Delong
Career	Melissa Cooper
Music	Melissa Cooper
Informatics	Alesia Franklin
Nursing	Ruth Brenner
Phy Ed	Pamela Neal
Pre-Prof	Kristi Ankrom
Social Work	Rosemary Delong
Science	Corinne Ulbright
	Barb Metzner
SPEA	Person to be Hired
TCEM	Pamela Neal

OTHER WAYS YOU CAN HELP US INFORM STUDENTS

- Lists of courses for students interested in exploring a major field of study
- Provide names of contact persons in major areas for student referrals
- Provide information on career options for students majoring in a field of study

Date: September 26, 2001

RE: Summary report of applicants with Criminal activity

Per guidelines established by APPC, I am to report annually to the committee regarding applicants who applied and disclosed prior criminal activity.

The following is a summary report of applications received for all 2001 terms:

Total Number of applicants:	16
Number reviewed only by Mark Grove and Mike Donahue	6
Number reviewed by Committee	10
Number admitted	15
Number Enrolled	11

Summary of offenses (some are multiple offenses and therefore total will exceed 16)

Theft or burglary	4
Forgery	1
Manslaughter	1
Assault	1
Robbery	2
Drug possession or sale	4
Weapon	3
DWI	1

All students who were admitted were prohibited from living in University housing.