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## Educational Policies Committee Minutes, December 3, 2009

Utah State University

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**EDUCATIONAL POLICIES COMMITTEE MINUTES**  
**3 December 2009**

A meeting of the Educational Policies Committee was held on 3 December 2009 at 3 p.m. in Old Main 136 (Champ Hall Conference Room).

Present:                   Larry Smith, Chair  
                              David Hole, Academic Standards Subcommittee Chair and  
                              Agriculture  
                              Ed Reeve, Curriculum Subcommittee Chair and Engineering  
                              Richard Mueller, General Education Subcommittee Chair  
                              (representing Norm Jones)  
                              Scot Allgood, Emma Eccles Jones College of Education and  
                              Human Services  
                              David Olsen, Business  
                              Ed Glatfelter, HASS  
                              Nancy Mesner, Natural Resources  
                              Richard Mueller, Science  
                              Ronda Menlove, Regional Campuses and Distance Education  
                              Susan Crowley, Graduate Council  
                              Erin Davis, Libraries  
                              Cathy Gerber, Registrar's Office

Absent:                   Bill Jensen, Registrar's Office  
                              Rick Kelly, Graduate Student Senate President  
                              Ben Croshaw, Academic Senate President

Visitor:                   John Mortensen, Registrar

**I. Minutes of the 5 November 2009 meeting**

Scot Allgood moved to approve the minutes of the 5 November 2009 meeting. Ed Reeve seconded; motion carried

## **II. Subcommittee Reports**

### **A. Curriculum Subcommittee**

Ed Reeve reviewed the Curriculum Subcommittee business.

All courses were approved.

The request from the Department of Family, Consumer and Human Development to offer a Master's degree in Marriage and Family Therapy was approved.

The request from the Department of Computer Science to offer a Bachelor of Science in Computer Science with an Information Technology Emphasis at Beijing Institute of Technology in Beijing, China and Northeast Dianli University in Jilin City, China was approved with 1 no and 1 abstain.

Ronda Menlove addressed the following concerns:

- No evidence of equity partners having signed off and RCDE is the delivery mechanism for these courses in China.
- Overload teaching
- The delivery of the bachelors and masters degrees in Computer Science through RCDE. State resources that support this program, instead of serving students in Utah through RCDE, are now going to start serving students in China.

The Educational Policies Committee decided to table this request for further clarification and until the Memos of Understanding are in place for general education requirements and the discussion of delivery and financial structure. Ronda Menlove with address these concerns with the deans, department heads and partners involved.

It was the decision of the Curriculum Subcommittee to list inactive courses in the General Catalog at the end of the course descriptions under a separate heading titled "Inactive Courses". The heading will include the statement, "these courses are not currently being taught".

David Olsen moved to approve the business of the Curriculum Subcommittee with the exception of the offering of a Bachelor of Science in Computer Science with an Information Technology Emphasis at Beijing Institute of Technology in Beijing, China and Northeast Dianli University in Jilin City, China. Nancy Mesner seconded; motion carried.

## **B. Academic Standards Subcommittee**

Academic Standards Committee Meeting Minutes

19 November 2009 2:30 pm 113 FL

Convened 2:30 pm, Adjourned 3:20

Attendees: Chris Call, John Mortensen, Pete Campbell, Scot Allgood, David Hole, Ed Glatfelter, Michael Lyons, John Barton

Agenda items:

### Second Bachelors Degree:

The USU policy on awarding a second bachelor's degree was discussed. Currently there is no specific language that prohibits a student from earning a second bachelor degree in the same or similar area. The committee asked John Mortensen to provide language for the catalog that would allow a second bachelor degree of the same degree, but would discourage degrees in the same area. It was the committee's feeling that it should be left to the departments to determine which areas are sufficiently distinct to allow a second degree. The proposed language will be presented at a future meeting.

### Repeat Policy:

As an information item, USU uses the most recent course grade when courses are repeated. While some other universities use the best course grade for repeated courses, USU will continue to use the most recent course grade. No action was taken.

### Posting of Language Credits:

The committee affirmed the current policy. Language credits earned by outside testing centers are not posted to a USU transcript for individuals who are not currently enrolled at USU.

### Academic Standing Policy:

Proposed changes to the catalog along with a chart of proposed changes to academic standing were presented (appended) and approved for recommendation to the EPC. The proposed language clarifies that academic standing is based on total attempted hours as well as individual semester performance. The goal is to avoid students getting into a situation that makes it very difficult to recover from, without adequate warning and opportunities for advisement.

## **PROPOSED POLICY: 2010-2011**

### **Academic Standing Policy**

Continued enrollment at Utah State University is dependent upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Utah State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs. Academic Standing at Utah State University is dependent upon the total number of credits a student has attempted, the student's semester grade point average (GPA), and the student's

cumulative USU GPA.

Undergraduate students are placed on provisional admission, academic warning, or academic probation as a warning that their academic progress is not satisfactory and that they should take steps to improve their academic performance to avoid suspension from the University. Students who are placed on academic warning or academic probation should immediately seek assistance in academic improvement from such sources as academic advisors, instructors, and the Academic Resource Center.

### **Good Standing**

An undergraduate student is considered by the University to be in *good standing* when his or her USU cumulative GPA is 2.00 or higher. An undergraduate student whose USU cumulative GPA is *less than* a 2.00 is placed on *academic warning* or *academic probation*, based on the ~~student's class rank~~ number of attempted hours, admission status, and the USU cumulative GPA. A ~~freshman~~ student with less than 36 attempted hours and with a USU cumulative GPA of *less than 2.00* is placed on *academic warning*. A ~~sophomore, junior, senior~~ student with 36 or more attempted hours, or **any student with a standing of provisional admission warning**, with a USU cumulative GPA of *less than 2.00* is placed on *academic probation*.

### **Provisional Admission Warning**

An undergraduate student who is admitted provisionally will be noted as such on his or her academic record. Provisional admission warning will carry the same weight as academic warning.

At the end of the first semester of enrollment, one of the following actions will be taken for students on provisional admission warning status:

- Students will be removed from provisional admission warning status and placed in good standing if they earn at least a 2.00 semester GPA, or
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA.

### **Academic Warning**

While academic warning is the least severe of the negative academic actions, it serves as a reminder that future semesters with a GPA below 2.00 could result in more serious consequences.

At the end of the next semester of enrollment, one of the following actions will be taken for students on academic warning status:

- Students will be removed from academic warning status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.0, or
- Students will remain on academic warning status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00 and the cumulative

attempted hours is less than 36 credits, or

- Students will be placed on academic probation if the USU cumulative GPA remains below 2.00 and the cumulative attempted hours is 36 credits or greater, or
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA.

### **Academic Probation**

Academic probation is an indication of very serious academic difficulty which may result in suspension from the University. Undergraduate students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

At the end of the next semester of enrollment, one of the following actions will be taken for students on academic probation status:

- Students will be removed from academic probation status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.0, or
- Students will remain on academic probation status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, or
- Students will be placed on academic suspension if they fail to earn at least a 2.00 semester GPA.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar=s Office hold will then be placed on the student=s record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student=s record by an academic advisor. The Registrar=s Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar=s Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar=s Office.

### **Academic Standing for Student Athletics Eligibility**

Student athletes are considered, for purposes of athletics eligibility and NCAA intercollegiate

competition, to be in good standing if they meet the applicable NCAA grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

### **Academic Suspension**

**Undergraduate students who do not meet the requirements of their academic probation are suspended from the University.** An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and Student Success. Since this notification will typically be sent by e-mail, it is the student=s responsibility to check his or her **USU preferred** e-mail account **as designated in Access** (see *E-mail Communication Policy*, page 80). The notation *academic suspension* is placed on the student=s transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes. Questions about the suspension should be directed to the student=s advisor.

### **Notifications, Transcript Notations, and Registration Holds**

An ~~freshman~~ **undergraduate** student placed on academic warning or academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and Student Success. Since these notifications will typically be sent by e-mail, it is the student=s responsibility to check his or her **USU preferred** e-mail account **as designated in Access** (see *E-mail Communication Policy*, page 80). A notation *Academic Warning*, *Academic Probation*, or *Academic Suspension* is placed on the student=s transcript. **Students on academic warning or academic probation will have a hold placed on their registration and must meet with their academic advisor.**

### **Suspension Appeal Process**

Any suspended student wishing to appeal his or her academic suspension must meet with the matriculation advisor, **located in the Office of Retention and Student Success**, and express a desire to make an appeal. ***Students should understand that, while they are entitled to appeal their suspension, very few appeals will be approved.***

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an account of reasons why the student feels he or she did not perform well, and (3) a description of the student=s plan for improvement.

The matriculation advisor, who serves as the chair of the Suspension Appeals Committee, will submit the appeal letter (attached to the student=s transcript) to the committee. The matriculation advisor will contact the student=s academic advisor to solicit additional information that might be relevant to the committee=s decision. Additionally, the matriculation advisor will find out if the student=s department supports a suspension reversal or not.

If the committee *upholds the suspension*, the decision will be final (if endorsed by the Vice President for Student Services). The committee chair will notify the student that the appeal was

*denied*. After the suspension has been satisfied, the student may apply for readmission.

If the committee *waives the suspension penalties*, the matriculation advisor will meet with the student and have him or her sign a retention contract. The student=s department will provide specific contractual obligations.

If the student was not properly notified of his or her probation (as outlined in the *Academic Probation* policy on page 62), the student=s appeal is likely to be granted. Students should be aware that, even if their appeal is granted, a notation of suspension will remain on their transcripts.

### **Readmission Following Academic Suspension**

Students *who have been suspended once* may apply for readmission after a two-semester layout. Students *who have been suspended two times* may apply for readmission to the University following a layout of one full calendar year.

### **Academic Dismissal**

Students who become subject to suspension for a *third time* will receive notice of academic dismissal from the University and have the notation *academic dismissal* placed on their transcript. Students who have been dismissed may apply for readmission to the University following a layout of five or more calendar years.

### **Low-Scholarship Notification for Graduate Students**

The dean of the School of Graduate Studies will notify students whose GPA is below 3.0 any semester. If the GPA falls below 3.0 for two consecutive semesters, the student may be placed on probationary status and his or her graduate program may be terminated. For further information, see *Low-Scholarship Notification* (page 115).

### **Concurrent Enrollment Credit**

Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have **earned attempted** nine or more credits.



### Academic Standing Comparison

|                              | Current Policy  | Proposed Policy   |                              |
|------------------------------|---|---|------------------------------|
| <b>PRIOR STANDING</b>        | <b>SEMESTER ACTIVITY</b>                                      | <b>SEMESTER ACTIVITY</b>                                      | <b>NEW STANDING</b>          |
| <b>Good Standing</b>         | USU GPA $\geq$ 2.0  | USU GPA $\geq$ 2.0  | <b>Good Standing</b>         |
|                              | USU GPA $<$ 2.0 and EHR $<$ 30                                | USU GPA $<$ 2.0 and AHR $<$ 36                                | <b>Academic Warning</b>      |
|                              | USU GPA $<$ 2.0 and EHR $\geq$ 30                             | USU GPA $<$ 2.0 and AHR $\geq$ 36                             | <b>Academic Probation</b>    |
| <b>Concurrent Enrollment</b> | EHR $<$ 9   | AHR $<$ 9   | <b>Concurrent Enrollment</b> |
|                              | EHR $\geq$ 9 and USU GPA $\geq$ 2.0                           | AHR $\geq$ 9 and USU GPA $\geq$ 2.0                           | <b>Good Standing</b>         |
|                              | EHR $\geq$ 9 and USU GPA $<$ 2.0                              | AHR $\geq$ 9 and USU GPA $<$ 2.0                              | <b>Academic Warning</b>      |
| <b>Provisional Admission</b> | USU GPA $\geq$ 2.0  | USU GPA $\geq$ 2.0  | <b>Good Standing</b>         |
|                              | USU GPA $<$ 2.0   | USU GPA $<$ 2.0   | <b>Academic Probation</b>    |
| <b>Academic Warning</b>      | USU GPA $\geq$ 2.0  | USU GPA $\geq$ 2.0  | <b>Good Standing</b>         |
|                              | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0 and EHR $<$ 30    | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0 and AHR $<$ 36    | <b>Academic Warning</b>      |
|                              | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0 and EHR $\geq$ 30 | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0 and AHR $\geq$ 36 | <b>Academic Probation</b>    |
|                              | Semester GPA $<$ 2.0 and USU GPA $<$ 2.0                      | Semester GPA $<$ 2.0 and USU GPA $<$ 2.0                      | <b>Academic Probation</b>    |
| <b>Academic Probation</b>    | USU GPA $\geq$ 2.0  | USU GPA $\geq$ 2.0  | <b>Good Standing</b>         |
|                              | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0                   | Semester GPA $\geq$ 2.0 and USU GPA $<$ 2.0                   | <b>Academic Probation</b>    |
|                              | Semester GPA $<$ 2.0 and USU GPA $<$ 2.0                      | Semester GPA $<$ 2.0 and USU GPA $<$ 2.0                      | <b>Academic Suspension</b>   |

David Olsen moved to approve the business of the Academic Standards Subcommittee. Scot Allgood seconded; motion carried.

## C. General Education Subcommittee

### MINUTES

**NOVEMBER 17, 2009 8:30 A.M.**

**Champ Hall Conference Room**

**Present:** Norm Jones, Chair; Larry Smith, Provost's Office; Wendy Holliday, Library; Charlie Huenemann, HASS; Wynn Walker, Engineering; Vince Lafferty, RCDE; Nancy Mesner, Natural Resources; Kathy Chudoba, Business; Dick Mueller, Science; Tyler Tolson, ASUSU President; Craig Petersen, American Institutions; Dan Coster, Quantitative Intensive; Roberta Herzberg, Social Sciences; Don Cooley, CIL; Christie Fox, Honors; Stephanie Hamblin, University Advising; Mary Leavitt, HASS Advising; Brock Dethier, HASS English; Rob Barton, CIL.

**Absent:** Brian McCuskey, Humanities; John Mortensen, Registrar's Office; Rhonda Miller, Communications Literacy/Intensive; Shelley Lindauer, Education; Ryan Dupont, Life & Physical Sciences; Carolyn Cárdenas, Creative Arts; Janet Anderson, Agriculture

Norm Jones called the meeting to order at 8:30 a.m.

### Approval of Minutes

Tyler Tolson moved to approve the minutes of October 20, 2009. Motion was seconded by Nancy Mesner and the motion was passed unanimously.

### Course Approval

**HONR 3030 (DSS)** – Pending

**SPCH 4200 (DSS)** – Approved. Wendy Holliday moved to approve. Motion was seconded by Craig Petersen and the motion was passed unanimously.

**COMD 3100 (DSC)** – Pending

**APEC 5015 (CI)** – Pending

**USU 1300 (BAI)** – Approved. Craig Petersen moved to approve. Motion was seconded by Tyler Tolson and the motion was passed unanimously.

**PRP 3050 (QI)** – Approved. Dan Coster moved to approve. Motion was seconded by Charlie Huenemann.

### Syllabi Approval

**Physics 1020/USU 1360** – Denied because courses are not allowed to be cross listed in this way. The instructor will be encourage to resubmit in one category or the other. Vince Lafferty will speak with the instructor.

### Other Business

**Enrollment Report:** Discussion was had regarding Gen Ed Enrollment, the lack of available seats and the concern for available seats in the upcoming semesters. Norm Jones has urged all of committee to go back to their colleges and discuss this with the administrations. Larry Smith asked that information gathered from the colleges be made available before the "New Year".

**CIL Faculty Survey:** Don Cooley and Rob Barton reported on the CIL Faculty Survey. The next step is to get back together with the CIL Committee. They hope to make a recommendation by February or March 2010.

**Next Meeting – Tuesday, December 15, 2009 @ 8:30 a.m. in Champ Hall**

Richard Mueller moved to approve the business of the General Education Subcommittee. David Olsen seconded; motion carried.

### **III. Other Business**

Meeting adjourned at 3:40 p.m.  
Larry Smith conducted the meeting.  
Cathy Gerber recorded the minutes.