3-20-2014

Academic Standards Subcommittee Agenda, March 20, 2014

Utah State University

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ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting to be held 20 March 2014 at 2 p.m. in OM164j (RGS Conference Room)

AGENDA MARCH 20, 2014

• Review of minutes from February 13, 2014

• Old Business
  o Academic Record Adjustment and Request for Refund Policy (attachment)

• Future Business
  o Excused Absence Policy (attachment)

Next Meeting: April 17th, 2014, at 2pm, in OM164j (RGS Conference Room)
Request for Refund / Academic Record Adjustment Policy

Students requesting a refund or an academic record adjustment must submit a Request for Refund / Academic Record Adjustment form to the Logan Registrar’s Office, nearest regional campus, or USU-Eastern campus. Requests will only be considered if extenuating circumstances exist. The term “extenuating circumstances” includes:

1. Incapacitating illness or medical procedure of a student or a student’s *immediate family member preventing a student from attending or participating in class(es) for a minimum period of two weeks for full semester courses and one week for shortened courses (summer or partial semester).
2. Death of an *immediate family member.
3. Change in work schedule as required by employer.
5. Active military duty.
6. Other circumstances deemed extenuating by the Registrar or his/her designate(s).

*Immediate family member is defined as: fiancé, spouse, parent/step parent, sibling/step sibling, child/step child, mother or father-in-law, or legal guardian/primary care taker.

A maximum of two semesters may be adjusted per degree. No adjustments will be made after a degree has been awarded. Requests must be submitted within two years of the desired adjustment. The student must attach:

1. An appeal (preferably typed) clearly explaining and justifying the request.
2. Supporting documentation confirming the extenuating circumstances.
3. An email from each instructor summarizing the student’s participation in the course.

Forms can be found through the Registrar’s Office forms link at www.usu.edu/registrar.

The cost for an academic record adjustment is a $20 nonrefundable processing fee and does not guarantee approval. There is no cost to submit a request for refund. If the request is denied, the student is allowed one appeal; additional documentation will be required and an in-person hearing could also be mandatory depending on the student’s location.
Request for Refund / Academic Record Adjustment
Policies and Student Agreement

Part 1  Proof of Extenuating Circumstances

- Requests for refund and/or academic record adjustments are approved only upon demonstration of extenuating circumstances that are beyond the student’s control. Circumstances considered “extenuating” are defined in Table 1 below along with the minimum documentation required to support a claim. Documentation of all circumstances is required.

<table>
<thead>
<tr>
<th>Extenuating Circumstance</th>
<th>Minimum Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incapacitating illness or medical procedure of a student or a student’s immediate family member from attending or participating in class(es) for a minimum period of two weeks for full semesters or one week for shortened courses (summer or partial semester).</td>
<td>Signed letter (on letterhead) from a medical doctor, nurse practitioner, or physician’s assistant. The medical professional must indicate that the illness/procedure was incapacitating for at least two weeks and made successful completion of the course(s) impossible.</td>
</tr>
<tr>
<td>Death of an immediate family member (see definition above).</td>
<td>Obituary, funeral services program, or death certificate.</td>
</tr>
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<td>Change in work schedule as required by employer.</td>
<td>Signed letter from employer indicating a required change in work schedule that directly conflicts with the student’s course schedule.</td>
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<tr>
<td>Judicial obligations.</td>
<td>Court order indicating obligations which will prevent course participation for a minimum period of two weeks (jury duty notice, etc.)</td>
</tr>
<tr>
<td>Active military duty.</td>
<td>Official notice of military requirements, or letter on letterhead from a military official, clearly outlining dates of required service.</td>
</tr>
<tr>
<td>Other circumstances deemed extenuating by the Registrar or his/her designate(s).</td>
<td>Student must provide documents to support the claim. Additional documentation may be required and requested of you.</td>
</tr>
</tbody>
</table>

* Immediate family member is defined as fiancé, spouse, parent/step parent, sibling/step sibling, child/step child, mother or father-in-law, or legal guardian/primary care taker.

- If appropriate documentation is not provided or additional documentation is required, it will be requested of the student via email. The student will have five (5) business days to provide that which is requested. If after five business days the requested documentation has not been received, the request will automatically be denied and the student will be notified.

Part 2  Costs and Policies

- The cost to request an academic record adjustment is $20 and is non-refundable regardless of outcome. There is no cost to request for refund.
- All requests must be submitted within two (2) years of the desired adjustment.
- A maximum of two (2) semesters may be adjusted per degree.

Part 3  Student Instructions and Requirement Checklist

The student must:

- Complete and sign this agreement (Page 1) and the student form (Page 2). Requests will not be processed if either page is incomplete or missing.
- Attach an appeal (preferably typed) clearly explaining and justifying the request.
- Ensure all courses for which a refund is being requested have been dropped with a ‘W’ notation. Courses in-progress, graded (including ‘NF’ grades), or marked incomplete (‘IF’) are not eligible for refund. If a refund is being requested for a graded or incomplete course, the student must also request an academic record adjustment to request that the course grade be changed to withdrawal status ‘W’. If in this situation the academic record adjustment is denied, the refund will also be denied.
- Provide an email from each of their instructors summarizing the student’s participation in the course.
- Attach all supporting documentation. See Table 1 above for minimum documentation requirements.
- Pay the $20 fee (if requesting an academic record adjustment).

Please allow up to two (2) weeks for a decision to be made. You will be notified of the decision via email.
Part 4 Student Agreement and Signature (signature required)

- I acknowledge that I have read and understand the requirements for requesting a refund and/or an academic record adjustment.
- I understand that this is a request and does not guarantee approval.
- I understand that if the request is denied, I am allowed one appeal; additional documentation will be required and an in-person hearing could also be mandatory depending on student location.
- I understand that regardless of the outcome of this request, I am responsible for any debt remaining on my student account including adjusted or revoked financial aid and/or collection costs.
- I certify that, to the best of my knowledge, the information provided on this form and within any attachment is correct and free of alteration or falsification.

Student Signature: ___________________________ Date: ___________________________

Student Printed Name: ___________________________ Student ID: ___________________________

Request for Refund / Academic Record Adjustment

Part 5 Request Type(s)

Check one or both of the boxes below.

- Refund of Tuition and Fees (no charge for application)
  
  If the courses for which you are requesting a refund are graded or marked incomplete, a request for Academic Record Adjustment is also required to request that the grades be changed to withdrawal status ‘W’.

- Academic Record Adjustment ($20 charge for application)
  
  Please check the box for what you are specifically requesting:
  
  - Change course grade(s) to withdrawal status ‘W’
  - Add course(s)
  - Change in credit amount for variable-credit courses
  
  - Change course section(s)
  - Other: ___________________________
### Part 6  Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID (‘A-Number’)</th>
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Address (number, street, and apt. or suite no.)

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Country (if not USA)</th>
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<tbody>
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Email Address

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Telephone Type</th>
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<tbody>
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<td>Home</td>
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### Part 7  Course Information (found in your student Access/Banner account)

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course # (4 digits)</th>
<th>Section</th>
<th>Credits</th>
<th>Instructor Name</th>
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</tbody>
</table>

Student Signature:  

Date:

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### For Office Use Only

#### Request for Refund

- Approved for:
  - 100% Tuition and Fees
  - Less the cost of instruction for $________
  - Other:

- Denied: Reason:

Authorized Signature for Approval / Denial:

Date of Approval / Denial:

Refund Processed By:

Date of Refund:

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#### Request for Academic Record Adjustment

- Approved for the following changes:
  - Change course grade(s) to withdrawal status 'W'
  - Add course(s)
  - Change credit amount
  - Change course Section
  - Other:

- Denied: Reason:

Authorized Signature for Approval / Denial:

Date of Approval / Denial:

Adjustment Processed By:

Date of Adjustment:
Excused Absences

Organizational activities that are held off campus or interfere with students’ attendance at scheduled classes (the final examination period is considered part of the regularly scheduled class period) shall be regulated by the following:

1. For a competing group, one coached and financed by the University or USU/SA for the purpose of competing with groups from other universities and colleges:
   - The coach or supervisor of the competing group shall file a schedule of the semester’s activities with the appropriate dean, director, or vice president at the beginning of each semester.
   - One week prior to an intended activity, the coach or supervisor should file a roster of the participating students with the appropriate dean, director, or vice president stating the details and times of the proposed absence.
   - Students should notify their instructors at least one week prior to any such planned absence.
   - Students absent from class while engaged in activities of the competing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

2. For a performing group, one which has been required by an appropriate office of the University to appear before an audience:
   - The advisor or supervisor of the performing group shall file a schedule of the semester’s activities with the appropriate dean, director, or vice president at the beginning of each semester.
   - A roster of the performing students, the names of the supervisors or advisors, and the details and times of the activity shall be submitted to the appropriate dean, director, or vice president one week prior to any such planned absence.
   - Students should notify their instructors at least one week prior to any such absence.
   - Students absent from class while engaged in activities of the performing group shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

3. For USU/SA elected officers and their committee members, whose programs are financed by USU/SA for the purpose of administering the responsibilities of an USU/SA elected office:
   - Approval must be received from the appropriate director or vice president one week prior to the activity. Short leave-time requests may be initiated by the University President, Provost, or the Vice President for Student Services.
   - A roster of officers and their committee members, the name of the supervisor, and the purpose of an activity should be submitted to the appropriate director or vice president.
   - Students should notify their instructors at least one week prior to any such absence.
   - USU/SA elected officers and their committee members who are absent from class while engaged in USU/SA-related activities shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.

4. For a scheduled class group, one directed by a departmental instructor for the purpose of a scheduled class, or a student participating in an academic activity (e.g., presentation of a paper or participation in an experiment):
   - The instructor shall obtain approval from the academic dean, who shall concur that the activity is essential to the scheduled class group or student.
   - In no case shall the academic dean grant permission to a student to be absent from other scheduled classes. It is the student’s responsibility to contact each instructor for his or her classes one week prior to any absence to discuss the intended absences.
   - Students shall be permitted to make up missed assignments in a timely manner agreed upon by their instructors.
In situations of conflict, it is appropriate to work with the department head and dean to resolve the matter.

5. For all other student organizations:
   - A group registered by USU/SA shall submit to the Vice President for Student Services a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
   - All non-USU/SA groups shall submit to their advisors a request to leave the campus, or otherwise miss scheduled classes, two weeks prior to the intended activity.
   - A group granted permission to participate in an activity shall in no case be granted permission to be absent from classes by any person other than the class instructors.
   - One week prior to an activity, students shall discuss the terms of intended absences with their instructors, who will decide what course of action should be taken.

6. For all students interviewing for professional school, graduate school or internships:
   - The student shall obtain approval from their academic advisor, who shall concur that the interview is essential to the student.
   - It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
   - Students absent from class while attending such interviews shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

7. For all students assisting in university recruiting and university development sponsored by either college ambassadors or university ambassadors:
   - The student shall obtain approval from his or her respective ambassador advisor, who shall concur that the scheduled event is required of the student.
   - It is the student's responsibility to contact each instructor for his or her classes one week prior to any absence, providing documentation from the advisor.
   - Students absent from class while attending such recruiting assignments shall be permitted to make up missed class work in a timely manner agreed upon by their instructors.

8. Although the University administration shall not grant excuses from classwork, it shall intercede when an instructor refuses to permit a student to make up work missed while engaged in a competing group, in a performing group, as an USU/SA officer or committee member, or in a scheduled class group. In such cases, the student may appeal to the department head, who shall, with the student's academic dean, intercede with the instructor for the student to make up missed work. The student may appeal to the Provost if necessary.

9. Upon request, the appropriate dean, director, or vice president shall supply to instructors and students verification for student absences for participation in a competing group, in a performing group, as an USU/SA elected officer or committee member, or in a scheduled class group.