Academic Standards Subcommittee Minutes, October 12, 2006

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Academic Standards Committee
Draft Minutes October 12, 2006

Attendance:  Stan Allen, Scot Allgood, Chris Call, Stephanie Hamblin, Michelle Lundberg, Peter McNamara, Ed Reeve, Mauri Smith, Roland Squire, Kathryn Turner,

The meeting was called to order by Chairman Scot Allgood at 3 p.m. in FL 113.

1. Approval of minutes of September 28, 2006: It was moved and seconded to approve the minutes as corrected. The minutes were adopted.

2. Academic Standards Web Page. Scot Allgood reported that previously there was no agenda listed on the web page. The web page has been updated, including a link for questions that would go to the entire committee.

3. Grade Appeal proposal was discussed by Stan Allen. The proposal will not take place until Dallin Phillips contacts all department heads and associate deans.

4. Regarding a) Add Policy  b) Incomplete Grade  c) Syllabus

   Roland Squire remarked about the progress he has made in each of the areas.

4a) Add and Late Registration Policies as outlined below.

**Adding Courses**
Courses may be added for credit or audit. An instructor’s signature is required beginning the second week of the semester (sixth day of classes). **Students may not add into a full class at any time without an instructor’s signature.** An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar’s Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar’s Office. Classes may be added through the first 20 percent of the class meetings. (Check the Semester at a Glance in the current Schedule of Classes for the exact date.) Following the add deadline, the Office of the Registrar must also approve any add request. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Student Center 246.

**Late Registration**
A $5 transaction fee for each course added will be assessed to all undergraduate students beginning the 6th day of classes, and will be assessed all graduate students beginning the 16th day of classes. Following the published add deadline, a transaction fee of $100 per course will be assessed for all undergraduate and graduate courses added. In circumstances where a student drops and adds a course in the same transaction (e.g., a student may drop one section of ENGL 1010 and add a different section of the course), no late fee will be assessed. Dissertation, thesis, directed study, continuing graduate advisement, and independent
study courses added for graduate work are exempted from this late fee. These fees do not apply to courses taught at Continuing Education centers.

Dissemination of this information was discussed with the following recommendations: faculty email, place the information on appropriate forms, send email to students, and place a sign at the Registrar’s Office.

After discussion the Add Policy was moved and seconded and approved.

4b) Incomplete Grade. If a student takes an incomplete grade, the department needs to make a contract with the student without forwarding paperwork to the registrar.

The motion was moved and seconded and approved.

4c) Syllabus

A rather lengthy discussion about the syllabi across campus took place. Here are the highlights:

The syllabus issue is an academic matter and the discussion focused on posting all syllabi on the web (PDF format?), post all syllabi policies (disability, academic honesty etc) on the Provost web page and put that address on all syllabi, and minimum syllabi requirements (objectives, requirements, etc). More information will be gathered, including recommendations from the faculty senate committee before drafting and voting on syllabus policies.

5. Academic Standards Membership Committee Policy

The code says there should be four faculty and student representation. Do we have to make a formal request to change membership? Should there be a representative from the Provost’s Office? One from each college; three from EPC; Registrar; Advising; Provost? Scot Allgood will craft language concerning the academic standards membership committee policy.

6. The meeting was adjourned at 4:10 p.m.
7. Next meeting Thursday, November 9.