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Academic Standards Subcommittee Minutes, March 28, 2013

Utah State University

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ACADEMIC STANDARDS COMMITTEE MINUTES

March 28, 2013
3:00 p.m. – 4:00 p.m.
AGRS - 409

Present:  David Hole, Roland Squire, Stephanie Hamblin, John Mortensen,
          Michele Hillard, Scott Bates

Absent:   Richard Mueller, Christian Thrapp Jordan Hunt (ASUSU), John Barton

Call to Order – David Hole

Approval of Minutes – February 28, 2013

Business

Proposed Change to the Academic Standing Policy – Motion to approve policy wording change made by Stephanie Hamblin; seconded by Roland Squire.

John Mortensen stated that there are 2 pieces to this:

1. What can be done to increase enrollment due to the change in LDS missionary age?
   The provisional admission warning will become obsolete. Admit students into a 2-year program first and then move them into a 4-year program.

2. Semester GPA warning
   Good standing is based solely on GPA.

Changes to the policy will become effective at the end of the summer term. Motion carried.

Revisiting the Policy on “Most Recent Grade vs. Highest Grade” for Repeated Courses – Motion to remove the RED text made by Roland Squire; seconded by Stephanie Hamblin.

The idea that makes the most sense is to remove the language (RED) from the policy. There is a way to petition and remove a course if it is necessary. Motion carried.

Adjourned: 3:25 pm

Next Meeting
Thursday, April 25, 2013
AGRS 409
3:00 pm
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, semester GPA warning, 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 semester GPA warning, 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 semester GPA is 2.0 or higher and USU cumulative GPA is 2.00 or higher. An undergraduate student whose semester GPA is below 2.0, but cumulative GPA is 2.0 or higher is placed on semester GPA warning, but is still considered to be in overall good standing. An undergraduate student whose USU cumulative GPA is less than a 2.0 is placed on academic warning or academic probation, based on the number of attempted hours, admission status, and the USU cumulative GPA. A student with less than 36 attempted hours and with a USU cumulative GPA of less than 2.00 is placed on academic warning. A 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.

Concurrent Enrollment Credit
Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have attempted 9 or more credits.

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.

Semester GPA Warning
An undergraduate student with a term GPA of less than 2.00, but whose USU cumulative GPA is 2.00 or higher, will be placed on semester GPA warning. Students on semester GPA warning will NOT have this status designated on the transcript, but the academic standing will appear blank, rather than indicating a good standing.

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

- Students will be placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, or
- Students who graduate at the end of the semester and have a semester GPA below 2.00, but maintain a USU cumulative GPA that is 2.00 or higher, will temporarily be placed on academic warning status. When the graduation is closed out, the academic standing will be changed to semester GPA warning, which will appear as a blank on the transcript, or
- Students who are not graduating will be placed on academic warning status if the semester GPA is below 2.00, regardless of the USU cumulative GPA, or
• Students will be placed on academic probation if the semester GPA is below 2.00, the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or greater.

Consequences of Semester GPA Warning
The academic unit associated with the student’s major has the authority to determine the consequences of semester GPA warning. These consequences may include one or more of the following, but are not limited to: placing a registration hold on a student’s record, requiring a meeting with an academic advisor, and requiring the student to sign a contract. A contract may require specific actions to be taken by the student, and an expected level of performance in the classroom, in order for the student to continue in his or her current degree program. A contract may include, but is not limited to, things such as: meeting with an advisor in the Academic Resource Center, participating in a workshop, attending tutoring sessions, participating in supplemental instruction, taking specific courses and achieving a specified minimum grade, and meeting regularly with an advisor. Failure to fulfill the contract may lead to dismissal from a program of study.

The consequences outlined here are also applicable to students placed on academic warning or academic probation.

Academic Warning
An undergraduate student with less than 36 attempted hours and with a USU cumulative GPA of less than 2.00 is placed on academic warning. An undergraduate student on semester GPA warning who has another consecutive semester with a GPA below 2.00, while retaining a USU cumulative GPA of 2.00 or higher, will be placed on academic warning, regardless of the number of credits attempted. Students on academic warning who complete all of the graduation requirements (which includes a cumulative GPA of 2.00 or higher) will have the standing in the last term changed from academic warning to semester GPA warning, which appears as a blank on the transcript.

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 are 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 are 36 credits or more, or
• Students will be placed on academic probation if they earn less than a 2.00 semester GPA.

Academic Probation
An undergraduate 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. A student with who is on academic warning and has a semester GPA of less than 2.00 is also placed on academic probation. Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. 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 Suspension**
Undergraduate students who do not meet the requirements of their academic probation are suspended from the University. A student who is on probation and earns a semester GPA of less than 2.00 is subject to suspension. An undergraduate student placed on academic suspension shall be notified in writing of that action by the University Advising Center (or by the Academic Advising and Orientation Office at USU-Eastern). Since this notification will typically be sent by e-mail, it is the student’s responsibility to check his or her preferred e-mail account as designated in Banner (Access) (see **E-mail Communication Policy**). 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 undergraduate student placed on semester GPA warning, 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 University Advising Center (or by the Academic Advising and Orientation Office at USU Eastern). Since these notifications will typically be sent by e-mail, it is the student’s responsibility to check his or her preferred e-mail account as designated in Banner (Access) (see **E-mail Communication Policy**). A notation Academic Warning, Academic Probation, or Academic Suspension is placed on the student’s transcript. Students on semester GPA warning, academic warning, or academic probation will have a hold placed on their registration and must meet with their academic advisor.
We had a student take a Yoga class several times and then registered for it again. Part way through the semester the student got a job that conflicted with the class and so they dropped out after the drop deadline. Based on the policy as it is the student is able to have even repeatable courses marked as excluded and only count the highest grade course. This brings up questions:

Is the policy correct as it is?

If a student takes a repeatable course 3 or more times and wants one excluded, do we exclude all of the courses but the highest or do we just exclude the ones the student wants excluded?

It seems to me if a course is repeatable for credit then all of the times it is taken should count.

Repeating Courses

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student’s dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student’s academic dean must approve additional registration.

This policy does not apply to courses repeatable for credit. When a course listed in the General Catalog is identified as repeatable, the course may be taken more than once for credit.

When a course not identified as repeatable for credit is repeated, the highest grade and GPA hours are used to recalculate the student’s grade point average. (Note: For courses taken prior to Summer 2011, the most recent grade and GPA hours were used to recalculate the student’s grade point average.) The lower grade and GPA hours for the same course will remain on the student’s academic record, but will not be calculated in the grade point average or total GPA hours completed, and will be designated on the student’s transcript with an E (exclude). With the approval of the college dean, a course designated as repeatable may be repeated to receive a higher grade, with only the most recent grade and GPA hours being used in recalculating the student’s grade point average.
Once a degree is posted, all grades for that degree are frozen and cannot be modified. The only exception may be when a student completes an associate degree and then continues on to pursue a bachelor’s degree. In this case, if a course is repeated, the highest grade will be used.