Academic Standards Subcommittee Minutes, November 13, 2014

Utah State University

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OLD BUSINESS

This was the first meeting of the Academic year.

NEW BUSINESS

I. Records Hold Policy was discussed. Marci Smith proposed adding language to the current “records hold” policy to align with current practice. (proposed language added)

A “Records Hold” will be placed on a student’s record when for an outstanding unresolved financial obligation or disciplinary action has been reported.

When a “hold” is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) a diploma and/or certificate may not be issued; (3) registration privileges may be suspended; (3) other student services may be revoked. The “hold” will remain effective until removed by the initiating office. It is the student’s responsibility to clear the conditions causing the “hold.”

Chris Lant moved to accept changes to the “Records Hold” Policy; Dawn Kirby seconded.
II. **Grading Policy** was discussed. The discussion centered on clarification for when the grades must be submitted. *(Proposed wording added)*

Grading is the main symbolic method of recording the evaluation of a student’s academic performance. This academic evaluation is both the responsibility and the prerogative of the individual instructor. Where appropriate, the instructor may delegate authority but not responsibility in this matter. The instructor is the ultimate arbiter of grades in the course. **All grades must be submitted within 96 hours after the final examination for the course.**

The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the instructor of record who issued the original grade or a request sent via the instructor’s USU email account. In case the instructor is not available, the department head or associate dean has authority to change the grade. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered.

The establishment of grading policy devolves on the Faculty Senate as the representative of the individual instructor. The Faculty Senate Committee charged with the establishment and review of grading policy is the Academic Standards Subcommittee of the Educational Policies Committee, which has student representatives, since students are directly affected by changes in grading policy. All matters regarding grading policy throughout the University shall, therefore, be referred to this subcommittee.

Chris Lant moved to accept edits to the Grading Policy; Dawn Kirby seconded. Outcome: motion passed.

III. **Academic Standing Policy** was discussed. The discussion involved including verbiage in sections: “Semester GPA Warning”, “Academic Warning”, and “Academic Probation”. *(edits are included)*

**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 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 2.00 or higher and the USU cumulative GPA is 2.00 or higher. At the end of a semester, one of the following actions will be taken for students who began the term in good standing:

- Students will continue 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 have a semester GPA below 2.00, but maintain a USU cumulative GPA that is 2.00 or higher, will be placed on semester GPA warning, which will appear as a blank on the transcript, or
- Students will be placed on academic warning if the USU cumulative GPA falls 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 falls below 2.00 and the cumulative attempted hours are 36 credits or more.

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.

Semester GPA Warning

An undergraduate student with a term GPA less than 2.00, but whose USU cumulative GPA is or higher, will be placed on semester GPA warning. Students who are on semester GPA warning, but were in good standing the previous semester, will NOT have this status designated on the transcript, but the academic standing will appear blank, rather than indicating good standing.
At the end of a semester, one of the following actions will be taken for students who began the term 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 will remain on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), or
- Students will be placed on academic warning status if the semester GPA is below 2.00, the USU cumulative GPA falls below 2.00, and the cumulative attempted hours are less than 36 credits.
- Students will be placed on academic probation if their semester GPA is below 2.00, the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or more.

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 semester 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 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. Academic warning 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 who began the term 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 be placed on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), 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 remain on academic warning status if they earn less than a 2.00 semester GPA, but the USU cumulative GPA rises above 2.00, 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, and the USU cumulative GPA remains below 2.0.

Academic Probation

An undergraduate student with 36 or more attempted hours with a USU cumulative GPA of less than 2.00 is placed on academic probation. A student 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 who began the term 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 be placed on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), 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 less than at least a
2.00 semester GPA, and the USU cumulative GPA remains below 2.0.

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.

Dawn Kirby moved to accept edited language to the Grading Policy; Chris Lant seconded. Outcome: motion passed.

IV. Marci Smith brought up a concern about students being able to pursue dual majors from the same department with overlapping courses. It was decided that was a discussion for the curriculum committee.

V. Kristine Miller would like to develop a Global Engagement transcript designation and asked the committee for direction on where to begin discussions. It was decided that she needed to take it to the curriculum committee.

VI. Time ran short to discuss the Excused Absence policy – tabled until next meeting
FUTURE BUSINESS

Discussion on Excused Absence Policy

NEXT MEETING

The next meeting of the Academic Standards Subcommittee of the EPC will be December 11, 2014.