

# ACADEMIC POLICIES COMMITTEE

MARCH 6, 2019

*College of Science Conference Room, North End Center 4302*

Members Present: Robin Panneton (Chair), Kim Smith (representative for Bevlee Watford), Caroline Leeth, Brittany Boitnott, Anya Work (representative for Susan Sumner), Katie Wells (representative for Lara Khansa)

Members Absent: Susan Sumner, Bevlee Watford

Guests Present: Phyllis Smith and Kanitta Charoensiri (Schiffert Health Center)

Recorder: Amber Robinson, *Administrative Assistant, College of Science*

*Robin Panneton, Chair, called the meeting to order at 3:04 PM.*

- I. **Old Business:** Started with introductions and reviewing the charge from Rick Sparks with guests. No one had any changes to the February 20<sup>th</sup> meeting minutes.
- II. **New Business:** Schiffert Health Center current practices/primary concerns
  - a. Schiffert pulls transcripts and grades as well as all documentation, review it all.
  - b. Sends recommendation to AD for final approval
- III. Discussed problems with students requesting incompletes (Would be helpful to see data on how many students actually complete incomplete work and get a grade instead of the incomplete turning into an F). Students have an unlimited number of incompletes to use. Perhaps we need a different policy for incompletes.
- IV. Schiffert does not give excuse letters but they do give 3-5 day letters; We need more education so faculty/staff/students better understand the process and how things work.
- V. General discussion of the withdrawal policy at VT
  - a. Should we consider granting withdrawals retroactively?
  - b. Should we consider something akin to Freshman Rule?
- VI. Discussed the usefulness of a central academic relief repository where all requests are logged and we know where the paperwork is in the process.