

**Academic Policies Committee Meeting Minutes (REVISED)  
2/20/2019 from 3:00 – 4:30 in NEC 4302**

**Attendees:** Caroline Leeth, Robin Panneton, Ellie Sturgis (Cook Counseling Center), Brittany Boitnott, Kim Smith, Anya (sitting in for Susan Sumner)

- I. The charge to this committee from Rick Sparks is to do their best to try to write a policy for academic relief (AR) by end of spring semester. This policy will go into governance for approval. Throughout the semester, Robin has invited different guests to attend the meetings so that we can gather their thoughts, hear their perspectives, and concerns. Members of the committee are free to invite others if they would like. Robin has reached out to all the Academic Deans and has secured a visit from each of them (or their representative) at least once this semester.

February 20, 2019: Guest is Ellie Sturgis (Cook Counseling Center)

- March 6, 2019: Guests are Phyllis Smith and Kanitta Charoensiri (Schiffert Health Center); Katie Wells (Advisor; PCOB)
- March 27, 2019: Guests are Byron Hughes and Tara Frank (Dean of Student Office); Kathryn Albright (AD, CAUS); Katie Wells (Advisor; PCOB)
- April 10, 2019: Guests are Michael Brown and Colleagues (Services for Students with Disabilities); Katie Wells (Advisor; PCOB)
- April 24, 2019: Guest are Dan Thorp (Associate Dean CLAHS) and Keith Goyne (Associate Dean CNRE); Susan Haymore (Director of Advising, COS); Annie Laib (Advising, Neuroscience); Katie Wells (Advisor; PCOB)

- II. General history of academic relief and how it is defined at peer institutions across the country
- III. Ellie Sturgis presented Cook Counseling Center data for last 4 years: Applications for academic relief are growing (52% increase in last three years). Students want excuse letters for multiple days (Cook only does one week at a time), treatment letters (used for an extended period of time), course drops, additional probationary semesters (this was requested more frequently in the past), incompletes, and total withdrawal.
  - a. Currently, if a student asks to drop 50% or more of enrolled hours, then they have to (1) complete five or more sessions of therapy (can't be from Cook) and (2) take the subsequent semester off.
  - b. The semester off policy can be problematic for international students
  - c. Cook Counseling would like to be able to meet with each student requesting academic relief but they are overwhelmed with the number of students seeking help.
- IV. Brief Review of the Process to apply for Academic Relief:
  - a. Fill out form from Cook Counseling (general identifying information, GPA, how many classes missed, have you sought help, describe condition, strategies used to try to resolve the problem, what are you doing now, and type of relief requested)

- b. Go to academic advisor and/or Associate Dean (AD) for advice on implications for progress to degree; AD signature needed to move application forward to evaluative unit
  - c. Student takes form to Cook who reviews and makes recommendation on whether the student should receive academic relief
  - d. Cook sends letter to AD with recommendation
  - e. AD decides whether to take recommendation or not.
- V. General discussion of the problems that seem to currently be associated with the AR process
- a. Would be helpful to clarify policy and educate everyone on the process (and policy) to make things clear.
  - b. Some students reluctant to use a W for a problematic course and seek AR instead
  - c. Often, students are requesting AR retroactively
- VI. General discussion of how a formal AR policy may reveal the need to adjust adjacent policies as well (e.g., the W policy).