

## **ACADEMIC POLICIES COMMITTEE**

**January 22, 2021**

**Zoom Meeting from 1-2 p.m.**

Members Present: Keith Goyne (Chair), Cassandra Garcia, Robin Panneton, Susan Sumner, Lauren Thomas (for Kimberly Smith), Keith Thompson

Members Absent: Kimberly Smith

Recorder: Arlice Banks, Executive Administrative Assistant, College of Natural Resources and Environment

Keith Goyne, Chair, called the meeting to order at 1:02 p.m.

I. The January 22 agenda was approved without modification.

II. The December 11 minutes were approved without modification.

III. Old Business

### **A. Readmission Policy**

1. Mid-term grades—Update from Kimberly Smith or Lauren Thomas on literature informing mid-term grade reporting as a best practice.
  - a) Lauren will send Kimberly a reminder to follow up on this action item.

IV. New Business

### **A. Readmission Policy Discussion with Rick Sparks**

1. If a student misses more than one calendar year of enrollment, they become inactive.
2. An alternative would be to create a leave of absence status for undergraduates, which currently does not exist but is proposed by the University Registrar.
3. Under the proposed policy, a student seeking to re-enroll would complete a readmission form. If the student is seeking entry into a restricted major, then the readmission request requires review by the college's associate dean.
4. The course catalog sections referring to Readmission from Academic or Student Code of Conduct Suspension will be revised to cross-reference the Readmission Policy.

5. When asked about the timeframe to complete the Readmission Policy, Rick Sparks said that the Compassionate Relief Policy takes priority.

**B. Review Edits to Draft Academic Relief Policy—2.0 Policy**

1. Where appropriate, “withdrawal” was replaced with “resignation” throughout the document for consistency.
2. If a student receives compassionate relief (CR), should we require them to sit out the following semester?
  - a) Are the academic deans qualified to make that decision? The internal units with the expertise (Dean of Students, Cook Counseling Center, Schiffert Health Center, Services for Students with Disabilities, and the Women’s Center) should make that determination.
  - b) The language from Cook states that if 50 percent or more of a student’s classes are being automatically relieved, then the student must sit out the following semester.
  - c) How do we treat a student who requests AR retroactively? If a student asks for AR for spring 2020, but they were okay in fall 2020, do we require them to sit out spring 2021 when it appears that they have dealt with their extenuating circumstances?
  - d) Edits to the wording regarding whether the Compassionate Relief Committee may prohibit students granted relief from enrolling in the next academic semester will be postponed until after receiving feedback.
3. Placing an administrative hold on the accounts of students approved for CR on a medical basis.
  - a) Kimberly Smith provided the wording of the last paragraph under the Policy section. There were no changes made to the text.

**C. Review Edits to Draft Academic Policy: Section 3.0—Procedures**

1. The student contacts their college’s academic dean and requests a meeting to discuss a CR request.
  - a) Is a meeting between the academic dean and student necessary?
  - b) The academic dean should discuss the academic consequences associated with academic relief and does not assess the merit of the request.
  - c) Academic deans may prefer to meet with their students as a way of maintaining that continuity.

- d) The student could contact their advisor, an academic dean, or a counselor before starting the AR process.
  - e) The student could start the AR process by going to a website with guidelines on starting the process. The website would include resources to assist them with any questions.
  - f) A signature from an academic dean for steps 1 and 2 may not be necessary. The academic deans will review and sign everything during the Compassionate Relief Committee meeting.
  - g) One AR request form should be developed for use by all units to maintain consistency.
  - h) Steps 1 and 2 under Procedures are repetitive. It was agreed to combine those two sentences.
2. The student submits relief paperwork to the Office of University Scholarships and Financial Aid (USFA) for review.
- a) Does USFA have the capacity to provide every student with a report regarding the impact on their scholarship/financial aid if they request AR?
  - b) An electronic system could bypass the USFA if the student doesn't receive a scholarship or financial aid.
  - c) The university's current system may not be adequately equipped to determine which students receive financial aid.
  - d) The committee will ask for feedback from Beth Armstrong, Director of USFA.
3. No revisions were made to steps 4 and 5 regarding how the student's paperwork is submitted or how the support office reviews, writes a recommendation and submits the Compassionate Relief Committee (CRC) request.
4. The CRC approves or denies the student's request and determines the need for an academic hold to be placed on the student's account if relief is granted. The student's academic dean informs the student about the committee's decision.
- a) The CRC should meet once a month to review all cases that occurred during that month. Students will need to understand that they may not learn of the CRC decision instantly.
5. Edits to the procedures for requests filed later than one year will be postponed until receiving feedback on the draft policy.

## V. Adjourn

*The meeting was adjourned at 2:05 p.m.*