

**Minutes of the Undergraduate Student Status Committee
Tuesday, October 4, 2005**

Present:

Committee members: Mark Vickrey (Chair), James Whinton (Secretary), Briana Morrison, Tom Fallon and Terry Carter

Ex Officio and invited: Zvi Szafran (VPAA) and Steve Hamrick (Registrar)

Guest: Julie Newell

I. Forgiveness and related policy considerations

A. Policy statement:

Discussion focused on the semantics of a policy statement that affirms what the faculty already approved. The following paragraph was believed to clearly state the new policy:

“Students are free to repeat courses as many times as they like. Only the grade earned on the student's final attempt in the course will count in the cumulative grade point average, with the exception of any grade of "F" awarded for academic misconduct. All other attempted courses will be shown on the student's transcript, but will not count in the cumulative grade point average, nor will the hours count toward graduation. A student may not use the same course more than once in satisfying graduation requirements.”

B. Discussion of implementation of the policy

Certain issues related to STS2400 and Special Topics courses were discussed. Suggestions were made as to how the Registrar might handle these (or how the Registrar might advise Chairs and the professors in charge of such courses, regarding these issues). One suggestion was that if a student wants to take STS2400 more than once for credit toward graduation, they should request to be put in a separate numerical section (STS 2410) that is cross-listed with the original course. Additional issues are discussed in the **administrative addendum** (attached).

The committee engaged in a lengthy discussion of the implementation details of the new policy concerning repeat grades that was approved by the general faculty at the last faculty meeting. Technical details of the implementation are attached as an **administrative addendum**.

C. Academic Scholarship

As a result of the changes that we recently approved relating to grade forgiveness and the way the institutional GPA is calculated, we agreed that the Standards Committee would draft language about academic scholarship. The following is a summary of the proposed new academic scholarship policies. Members of the committee expressed some concerns about the deferred suspension and the requirement for a chair's letter of support for re-instatement, and these concerns were passed on to the Registrar.

Dean's list – no change in current policy

Dean's merit list – no change in current policy

Good standing – no change in current policy

Warning – A freshman or sophomore student whose cumulative GPA is between 1.8 and 1.99 or who does not satisfactorily complete at least 60% of attempted courses for a term, or 80% of cumulative courses, will receive a letter of Warning from the Student Status Committee.

Probation – A student whose cumulative GPA falls below

1.8 – 2nd semester Freshman or Sophomore

1.9 – Junior or Senior

or whoever does not satisfactorily complete at least 60% of attempted courses for a term, or 80% of cumulative courses

will be considered for placement on the probation list by the Student Status Committee. A student will remain on the probation list until the terms of probation are satisfied, or until the student is moved to the deferred suspension list by virtue of continued unsatisfactory academic progress.

Deferred Suspension – A student whose cumulative GPA falls below

1.8 – 2nd semester Freshman or Sophomore

1.9 – Junior or Senior

and whoever has previously been on probation

will be placed on deferred suspension. Students on deferred suspension will be required to fulfill specific, individual, conditions detailed by the Student Status Committee (such as required to repeat particular courses with grades of “C” or better,

to earn “C” grades in all attempted courses, to take no more than x courses in the following semester, to participate in SPSU 1001, etc.)

Suspension – A student who does not satisfy the terms of deferred suspension or who does not improve academic progress after having been placed on deferred suspension may be suspended at the discretion of the Student Status Committee.

Reinstatement – Students who have been suspended may appeal for reinstatement to the Student Status Committee. A letter from the student detailing the reasons why the appeal should be considered must be submitted, along with any supporting materials (doctor's notes, support letters from faculty, etc.).

II. P&P 203.05 – Briana Morrison will work with Zvi for a final version to go to the Faculty Senate. The committee will review the *operating guide* at next meeting.

III. Withdrawal policy additions.

First, a reminder of what we already have:

Withdrawal From Classes (as it appears currently in the SPSU Undergraduate Catalog, 2005-2006, page 53):

Students desiring to withdraw from one or more classes before the midpoint of the term may do so by:

- *Completing a Request to Withdraw at the Registrar's Office*
- *Or withdrawing through the Web-based registrations system*
- *Or by sending a signed fax or letter to the Registrar's office*

After doing so, the student will be assigned the grade of "W" for those course(s). While the grade of "W" does not count in the student's cumulative grade point average, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid if there are repeated withdrawals.

Then proposal was made to add the following:

“Faculty members may withdraw a student from a course they are teaching for reasons of non-attendance on or before the midpoint of the term. The faculty member will submit a letter to the Registrar stating the name of the student, and the course name, number, and section number. The student will be assigned the grade of "W" for that course.

“Faculty members may grant a student additional time to decide whether to withdraw from a course. In such a case, the faculty member and student must confer and establish a date by which the decision to withdraw will be made. If the student then decides to withdraw, the faculty member will submit a letter to the Registrar reporting the name of the student, and the course name, number, and section number. The student will be assigned the grade of "W" for that course. Granting additional time to a student is solely at the discretion of the faculty member.”

A further parenthetical phrase was added to define non-attendance (student has never attended class or has missed a majority of classes before the midterm). A quorum was not present at the time when this item was discussed, so it does not represent an action by the committee (nor a *recommendation for action* to go to the general faculty).

IV. GPA/Course repeat rule variations across SPSU's programs. Despite the lengthy discussion of this and related issues, a quorum was not present. Thus no action on this item was taken.

V. New Business

1. Student Petitions.

One petition was considered and acted on.

2. Zvi explained his handout related to retention data and asked for comments.

Administrative Addendum

Courses that have the same course name, course number, schedule type (lab, lecture, etc), and course title will be considered to be the same course for purposes of this rule. Specifically, STS 2400 will be considered the same course without regard to topic, unless the student petitions to have the course count as a different course. Special topics courses will be differentiated by title.

This rule will only apply to courses taken at the undergraduate semester and undergraduate certificate levels.

If a student transfers in a course, then takes the same course here, the system will count the latest attempt in the GPA and will exclude the transferred course from use toward graduation requirements, either as earned hours, or as course requirements (including possible course substitutions).

The rule will be applied beginning immediately. The application will be before advanced registration begins as the spring registrations of some students will be affected.

Academic standing – See minutes of the meeting (Student Status, Oct 4, 2005).