

August 15, 2003

TO: Senate Steering Committee  
FROM: Roman Dembinski, Chair, 2002-2003  
Academic Standing and Honors Committee  
SUB: Annual Report

This report consists of three sections: (1) data regarding the standard work of the committee; that is, hearing appeals from students who have qualified for dismissal from the university; (2) mid semester evaluations; (3) new undergraduate Diploma layout; (4) OU catalog corrections/adjustments; and (5) other work.

### **I. Dismissals 2002-2003**

The Committee observed a significant drop of the number of “regular” appeals, by comparison to the former (2001-2002) academic year. This was attributed to the introduction of the Dismissal Option Status (DOS) procedure that, by perception of the Committee, is fully implemented and meets its goals.

Table 1 summarizes the statistics regarding dismissal cases heard by the ASH Committee for the 2002-2003 academic year, which includes spring and summer semesters.

**Table 1.** Summary of dismissal decisions by ASH

Academic Standing and Honors Committee Dismissal Decisions by Semester: 2002-2003	Semester			
	SU02	FA02	WI03	SP03
Total Dismissals	21	40	71	8
Appeals	7	13	17	3
Appeals Denied	0	5	11	0
Appeals Granted	7	8	6	3

In addition the Committee has reviewed a few “non-standard” appeals. In particular, the Committee has granted once academic forgiveness based on the OU Academic Policies and Procedures, approved two additions to the Dean’s List (delayed part of exams in the Department of Music and Theatre), and rejected a request for addition to graduate list without two classes from the core curriculum from the School of Nursing.

## II. Mid Semester Evaluations

The Committee took an active part in the modification and implementation of the Mid Semester Evaluation policy into electronic means, which was proposed by Academic Skills Center (Director Charles C. Clark, Jr.). The policy change was approved by Senate, and will be introduced starting Fall 2003.

The Committee reaffirmed that Vice Provost for Undergraduate Education (Susan Awbrey) will continue to alert faculty on the policy. In addition to the modified letter, a detailed "grading" instruction (modification of existing Office of the Registrar grading instruction, courtesy of Ron Somerville) will be sent to all pertinent faculties. The electronic means of distribution of the notification was considered, but rejected since e-mail addresses of part-time faculty are not always available.

## III. New Undergraduate Diploma's Layout

The Committee with Jennifer Gilroy, Associate Registrar, addressed the Undergraduate Diploma Major issues that arose after the Senate motion.

*University Honors (Latin):* Getting university honors was seen by the Committee as an important achievement for students. For this reason, the committee approved including university honors on the diploma.

*Honors College:* The committee discussed extensively about keeping "Graduate of the Honors College" on diploma. It was decided if it was important for students to have their university honors printed on their diplomas, then it should be equally important to them to get "Graduate of the Honors College" printed.

*Multiple Majors:* For multiple majors, the committee decided to be printed in alphabetical order. If necessary the academic units will determine appropriate abbreviations for the use by Registrar Office.

*Majors not Associated with the Awarded Degree:* It was decided that only majors associated with the awarded degree should be printed on the diploma. If the students had multiple majors from multiple degrees, then they would be printed exclusively on (separate) diplomas associated with respective awarded degrees. If no degree is awarded in association with major, that major will not be printed on the diploma.

*Major Name the same as the Name of the Degree:* If the name of the major is the same as the name of the degree, the committee decided that the major name should not be included on the diploma. For engineering and similar degrees where the name of the degree (e.g., "Bachelor of Science in Engineering") only partially includes a major (e.g., Mechanical Engineering), it was decided that both the degree and major should be printed as an exception.

**Independent Major:** After inquiring Dean Downing/College of Arts and Science's opinion on this matter, the Committee decided on not printing "Independent Major".

## IV. OU Catalog Corrections/Adjustments

The Committee also took an active part in corrections/adjustments of OU Catalog, to reflect recent changes. Those are listed below:

Oakland University Attempted Credits and Transfer Credits Earned	Minimum Required GPA
24-32	1.61
33-48	1.73
49-64	1.85
65-80	1.97
81+	2.00

4. In order to establish a cumulative GPA, a student must receive a numerical grade in at least one course at Oakland University, and in the computation of the cumulative GPA, only those courses *at Oakland University* for which a student has received numerical grades are used. If a course has been repeated, the assigned credits for the course are only counted once in the total number of credits attempted and only the most recent numerical grade received is used. The “honor points” for each course are computed by multiplying the numerical grade received by the number of credits assigned to the course. The cumulative GPA is determined by dividing the sum of the honor points for all courses receiving numerical grades by the total number of credits attempted in courses receiving numerical grades at Oakland University.

### **The appeal process**

Students dismissed after a probationary term may appeal the dismissal if they feel there are valid reasons to do so. To appeal, students must complete an official Dismissal Appeal Form and submit it to the Academic Standing and Honors Committee within 10 calendar days of the issuance of the dismissal notice. The forms are available in the Academic Skills Center (103 North Foundation Hall, 248-370-4215). If the appeal is approved, the student is placed on dismissal option status, and the dismissal is deferred.

### **Dismissal option status**

Dismissal option status is granted to students whose dismissal appeals are approved or to students who are readmitted following a previous dismissal for unsatisfactory academic progress. Dismissal option status offers students the opportunity to continue their education on a term-by-term basis as long as specific requirements are met. All students on dismissal option status must meet a term GPA minimum of 2.00 in each enrolled semester/session until good academic standing is resumed. (Good academic standing is achieved when the cumulative GPA is 2.00 or above.) Failure to earn a minimum term GPA of 2.00 results in reactivation of the dismissal, an action that may not be appealed by the student involved. The Dismissal Option Status program is administered by the Academic Skills Center (103 North Foundation Hall, 248-370-4215).

### **Academic forgiveness**

Students attending Oakland University after an absence of three or more years, who were not in good academic standing prior to their absence, may file a Petition of Forgiveness with the Academic Standing and Honors Committee. The committee may forgive, for academic standing purposes only (probation and dismissal), all or part of the record used to compute probationary and dismissal status. Students may submit the Petition to the Committee through the Academic Skills Center (103 North Foundation Hall).

## **V. Other Items**

### *1. ASH Committee Members*

It is suggested that the Vice President of Student Affairs or designee have a permanent seat on the committee. The issue of voting or non-voting was discussed. An inquiry for voting authority for Vice President of Student Affairs or designee were contradicted by objections that: i) an additional voting member would turn an odd number of voting members to even, ii) addition of non-faculty voting member may require the Senate resolution

It is suggested that the Assistant Dean of Students or someone from this office be added to the committee as designee. Personal students' matter is often known to this Office, and although due to protection of privacy is not being revealed to the Committee, suggestions of the representative of this Office in the past helped the Committee to undertake appeals decisions, thus consequently benefits students' interest. It is also suggested that because of the job responsibilities related to the work of the committee the Director of the Academic Skills Center, the current designee for the Vice President of Student Affairs, become an ex-officio member of the committee.

### *2. "Blackout" Period for Students Dismissed*

There is a difference in the "blackout" period for students dismissed after the spring semester (a summer 8 weeks semester adds to two 14-week semesters required). The Committee decided to uphold dismissal sessions after the spring semester.

### *3. Dean's List in Catalog*

Ron Sudol brought into attention of the Committee that the Catalog needs rewording of the Dean's List awards:

The explanation of the Dean's List on page 67 of the catalog lacks the crucial piece of information that 12 credit hours in each semester is the minimum requirement. In order to get that piece of information, you have to cross-reference to Academic Honors above, where the 12-credit-hour rule is associated with a GPA of 3.0, so it is confusing. There's nothing inaccurate, but the information is needless hard to decode. This comes up because a student called not understanding why she didn't make it.

The Committee will complete this work in the fall 2003 semester.

### *4. Schedule of Classes*

I would like also, behind the jurisdiction of Committee, express concern towards a decision of ceasing of Schedule of Classes hard (print) copies distribution. In addition to practical purposes this handy publication serves as an excellent "commercial" material, more informative than other flyers.

### *5. Acknowledgement*

The Chair of the Committee acknowledges all the excellent help, collaboration, and support received from the Committee members and OU administration. This made possible efficient work of the Committee, in a pleasant environment. Thank you to all involved.