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Academic Standing and Honors Committee

Annual Report for the Academic Standing and Honors Committee, 2003-2004

The Charge for the Academic Standing and Honors (ASH) Committee:

To review, propose, and implement university policies concerning academic probation, dismissal, and readmission; to present to the Senate the Registrar's list of candidates for graduation with any recommendations for deletions or additions to the list; and to review and transmit to the Senate nominees for University Honors.

The 2003-04 Academic Standing and Honors Committee included the following members, Robert Anderson, Chair (English); Linda Morrison (Sociology), Sri Sharma (on leave fall semester) (School of Business Administration), Uma Venkateswaran (leave replacement for Sharma during fall semester) (Physics); Monica Tracy (School of Education and Human Services), Judith Hovey (School of Nursing), Ron Sudol (VPAA designate); Charles Clark (director of ASC); Ivy Horn (Assistant Director of ASC); Lisa Dillon (ASC); Chardin Claybourne (ASC).

The Academic Standing and Honors Committee met six times during the 2003-04 Academic year. Four of those meetings were the regularly scheduled meetings to decide on appeals of students dismissed from the university. The committee also met on two other occasions.

On September 2, the committee heard and granted 1 appeal. On January 8, the committee heard 15 appeals and granted 4. On May 20, the committee heard 48 appeals, and granted 9. On July 12, the committee heard 4 appeals and granted 1.

On September 16 the committee met to formulate a procedure for the implementation of the Mid-Semester Evaluations (**see attached document**).

On October 28 the committee met to resolve several problems: 1) The first issue involved a problem with Banner in calculating the hours used to determine a student's standing. Banner cannot effectively pick up the number of attempted hours (it includes courses from which students have withdrawn) when calculating a student's GPA at 81 hours (the point at which the probation/dismissal procedure is initiated if a student does not have a GPA of 2.0). Using earned hours to calculate GPA also poses a problem for Banner, since it excludes failed courses. The committee decided to go with GPA hours, although this wouldn't include credit hours transferred, because it would be most advantageous to the students (since it would give more time to reach the 81 hour decision time to secure their GPA). All agreed that this was the least unsatisfactory option.

The committee also acted on one special appeal from a student who sought academic forgiveness for courses failed during a semester when the student was suffering from Bi-polar disorder. The committee asked the registrar to grant a retroactive medical withdrawal. The registrar granted the request.

Sincerely,

Robert Anderson, Chair
Academic Standing and Honors, 2003-2004

Mid-Semester Evaluation (MSE) Procedure

Note: It is left to the discretion of each instructor what constitutes satisfactory progress.

- 1) **Prior to the beginning of the semester:** Note sent to instructors, reminding them of the mid-semester evaluation deadline at the end of the 7th week. The note will also encourage instructors to structure into their syllabuses some means of evaluating students' performance before that time as well as to mention the MSE's in their syllabuses and discuss them in class.
- 2) **End of 5th week:** Reminder sent to instructors that the deadline for the MSE is approaching.
- 3) **End of the 7th week:** Instructors enter into SAIL system a "U" for those students who are not making satisfactory progress in the course.
- 4) **End of 7th week:** Instructors announce in class that they have made the notations in SAIL. Instructors also explain that the marks are tentative, and indicate the course of action students receiving a "U" should follow.
- 5) **Beginning of 8th week:** Academic Skills Center sends an email to students notifying them that the MSE's are available through the SAIL system. The email will have a link through which students can access SAIL.
- 6) **Beginning of 10th week:** last day to withdraw from classes.



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