

ANNUAL REPORT
Of The
ACADEMIC STANDING AND HONORS COMMITTEE
Fall 1973 - Fall 1974

The Academic Standing and Honors Committee, for the 1973-74 academic year, was composed of the following members:

Jane M. Bingham, Chairman
Peter Bertocci, Faculty
Lee Ann Flynn, Student
David Jaymes, Faculty
Homer Kennedy (replaced in March by Bob Kollar), student
Joseph Klaitis (replaced in February by Curtis Chipman), faculty
Penny Leonard (replaced in March by Gary Elliot), student
Keith Sirlin (replaced in March by Robert Anthony), student

Assisting Manuel H. Pierson, Dean for Student Services, in the administration of academic standing and honors were: George A. Jackson, Director of Special Programs; Mondine McNeil, Administrative Assistant for Records; and Judith E. Keegan, Assistant Dean for Student Services and Dean of Freshmen.

The Committee's charge was:

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

Membership:

Four faculty members, the Provost (or an academic officer representing him); three students (non-voting); and, the Vice President for Student Affairs, who is ex officio and non-voting.

The Committee's activities for the 1973-74 school year follow. (A summary of actions taken by the Committee in the areas of academic standing and University Graduation Honors and Readmission is attached.)

1. The Committee met weekly. At the end of each semester, Committee members spent a minimum of four consecutive hours making decisions about student dismissal and probation cases. In addition, Committee members were assigned individual dismissal cases; and after interviewing each student, made a recommendation to the Committee as to whether the student should be allowed to continue in the University on the Dismissal Option Program*, or whether the student would be dismissed.

*The Dismissal Option Program is an action oriented counseling program for students whose dismissal is rescinded or whose dismissal is deferred because of unusual circumstances. Students are placed in this category for one semester and work directly with the Dean for Student Services. If academic improvement occurs, the student is allowed to remain enrolled; if not, the dismissal is enforced.

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A minimum of 60 hours was spent in meetings and additional hours were spent counseling Dismissal Option Program students and hearing student appeals.

2. The Committee initiated an inquiry into the definition of the "N" grade in order that the University's "N" grade policy might be more appropriately administered.
3. The Committee found that confusion surrounded the process of getting the University graduation list and list of potential honors students from the Registrar's Office to the Student Services Office--to the Academic Standing and Honors Committee--to the Senate. Therefore, all the existing procedures were tracked down and recorded. After they were assessed, new procedures along with recommended time limits were proposed. (A copy of the approved time line is attached.) The procedures have not been rigidly followed yet, but we have high hopes for Fall, 1974!
4. The Committee had the responsibility for administering the Departmental Honors policy, even though the Senate does not formally deal with Departmental Honors. The Committee also had to decide, each term, whether the top ten percent of the students graduating would receive University Honors or whether all students with a 3.49 GPA would be eligible for University Honors.
5. Descriptions of all Senate committees and their functions and the University Honors, Dismissal and Readmission Policies, were sent to Patricia Houtz, Assistant Vice President for Student Affairs, for inclusion in the Student Handbook. Copies of the University Honors and Semester Honors Policy, as well as the Academic Probation and Dismissal Policy and Readmission Policy were sent to Joseph Knapp, Director of University Relations, for inclusion in the University Catalog.
6. The Committee dealt with a number of student appeals throughout the year.

The Committee members' attendance was excellent. Mr. Jaymes deserves special mention for performing his duties as Secretary diligently and promptly. Ms. McNeil must also be commended for her valuable assistance to the Committee. She keeps excellent records and fulfills her assigned tasks most competently. Dean Pierson has been an active participant and helper; the Committee could not have functioned without his intelligent insights and generous assistance (including the use of his secretary). Mr. Bullock also helped the Committee significantly by keeping the information channels open between the Committee and the Office of the Provost.

JMB/ggf
11/6/74
Attachments: #1, #2, #3

ATTACHMENT #1

A SUMMARY OF ACTIONS TAKEN BY THE ACADEMIC STANDING AND HONORS COMMITTEE Fall 1973 - Fall 1973

<u>ACADEMIC STANDING ACTION</u>	<u>FALL '73</u>	<u>WINT '74</u>	<u>SPR & SUM '74</u>	<u>TOTAL</u>	
Warning letters about N's	341	202	33	576	
Grave Reservation (GR) (Liable for Dismissal because of low GPA)	17	9	4	30	
Grave Reservation (GRN) (Liable for Dismissal because of too many N's)	103	148	33	284	
Placed on Probation (PI) (Low GPA)	195	82	11	288	
Continued on Probation (PII) (Low GPA)	34	90	9	133	
Dismissed because of Low GPA (D)	1	7	0	8	
Dismissed because of excessive N grades	31	30	4	65	
Dismissal Option Program--allowed to continue with academic counsel- ing for low GPA (DOP)	6	2	0	8	
Dismissal Option Program--allowed to continue with academic counsel- ing for excessive N grades (DOPN)	39	22	15	76	
<u>UNIVERSITY GRADUATION AND HONORS</u>	<u>FALL '73</u>	<u>WINT '74</u>	<u>SPR '74</u>	<u>SUM '74</u>	<u>TOTAL</u>
Number of Graduates	254	549	275	137	1,215
Number of University Honors Graduates	25	73	22	13	133
Number of Departmental Honors Graduates (including schools)	59	130	59	24	272
READMISSIONS	317	398	186	56	957

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ATTACHMENT #2

GRADUATION AND HONORS LIST TIME LINE

Prepared by, Jane M. Bingham, Chairman
Academic Standing and Honors Committee

<u>STEP</u>	<u>TIME</u>
Students make application for graduation	Two semesters before they intend to graduate and no later than 10 weeks before the end of last semester at Oakland
Registrar prepares senior check-off list and transcripts for each department	By the beginning of the mid-semester week
Registrar sends senior check-off list (list of potential graduates) and their transcripts to each department	By the end of mid-semester week
Department chairmen verify graduates (indicating students who will graduate if they complete specified requirements and those who will not graduate) and will nominate students for departmental honors	Within 10 working days after receiving student transcripts
Professors submit grades	No later than 36 hours after final exam period
Grade cards sent to computer center for processing	No later than 36 hours after final exam period
Grade cards are received from computer center and graduating seniors' record cards are updated	Within six work days after receiving all grade cards
Final graduation list is prepared by Registrar. Appropriate number of copies of the final graduation list are sent by Registrar to: Secretary of Senate, Deans of Schools and Colleges, Dean for Student Services, Chairman of the Senate Steering Committee, Chairman of the Academic Standing and Honors Committee	Within six work days after seniors' record cards are updated
University honors list (print-out sheet with GPA's of 3.60 and above indicated) is prepared by Registrar and copies are sent to Dean for Student Services and Chairman of Academic Standing and Honors Committee	Within six days after senior record cards are updated if adequate staff is provided to get the task done in this amount of time.

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<u>STEP</u>	<u>TIME</u>
After receipt of the University Final Graduation List and List of University Honors Students, the Chairman of the Academic Standing and Honors Committee schedules a Committee meeting to approve the lists	Within two work days after both lists have been received
After receipt of the University Final Graduation List (or upon learning when the lists will both be available), College and School Assemblies whose constitutions demand it will meet to act on both lists of students	Within two weeks after receiving notice that the lists will be ready
The Chairman of the Academic Standing and Honors Committee and all Deans whose College or School demands that their Assembly approve graduation and honors lists send notice of approval, disapproval, and/or corrections to the Secretary of the Senate and to the Registrar	Within two work days after the lists are acted upon by the Committee and Schools and Colleges
The Registrar informs the Academic Standing and Honors Committee Chairman and the Secretary to the Senate of any clerical changes that need to be made after the list has been sent to committee	Within two working days after the change is made by the Registrar's Office
Chairman of the Academic Standing and Honors Committee submits list of honors students (passes copies out at meeting) and final graduation list (attached to Senate agenda by Secretary of Senate) to the Senate	At scheduled Senate meeting
Copies of approved and/or changed graduation and honors lists are sent to Registrar's Office by Secretary of Senate	Within two work days after Senate approval

Revised, October, 1974
JMB/ggf
11/6/74

ATTACHMENT #3

UNIVERSITY HONORS*

1. The three levels of University Honors, Cum Laude, Magna Cum Laude, and Summa Cum Laude, may be awarded to students with the following cumulative grade point averages:

3.60 - 3.74 cum laude

3.75 - 3.79 magna cum laude

3.90 - 4.00 summa cum laude

2. The awarding of the degree with University Honors will be based only on Oakland University credits, and the student must earn a minimum of 62 credit hours at Oakland to become eligible for University Honors.
3. Only Baccalaureate Degree candidates are eligible for honors.
4. All degrees and University Honors awards must be approved by the Senate.

*Adopted by the Academic Senate on April 17, 1974.