

**ACADEMIC POLICIES COMMITTEE**  
2016-2017

Friday, October 7, 2016  
2-3:30pm, Sacramento Hall 161

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**MEMBERS**

Sue Escobar, Chair (Criminal Justice, HHS)  
David Evans (Geology, NSM)  
Jean Gonsier-Gerdin (Teaching Credentials, EDU)  
Amber Gonzalez (Undergraduate Studies, EDU)  
Megan Heinicke (Psychology, SSIS)

Jacqueline Irwin (Communication Studies, A&L)  
Yang Li (Marketing & Supply Chain Management, CBA)  
Matt Schmidlein, (Geography, NSM)  
Tara Sharpp (Nursing, HHS)  
Kristin Van Gaasbeck (Economics, SSIS)

**NON-VOTING/EX-OFFICIO MEMBERS**

Julian Heather (Faculty Senate)  
Jasmine “Jazzie” Murphy (Academic Advising  
Center)  
Dennis Geyer (Office of the University Registrar)  
VACANT (Division of Student Affairs)  
VACANT (Office of Academic Affairs)

Kris Trigales (Office of the University Registrar)  
Marcellene Watson-Derbigny (Student Academic  
Success/Educational Opportunity Program)  
Larry Watters (Associated Students, Inc.)  
Gabriel Hernandez (University Staff Assembly)

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**AGENDA**

**1. Call to Order**

**2. Open Forum**

Brief period for members to raise issues related to the committee charge that are not on today’s agenda.

**3. Approval of the Agenda**

**4. Approval of the Minutes (Appendix A)**

**5. Discussion Items:**

**Drop Policy, Amendment of. [FS 15/16-xx/APC/GSPC] (Appendix B)**

Policy changes aim to include most recent updates to W (Withdrawal) and Unauthorized Withdrawal (WU) Policy (eff. June 2, 2010) and current language re: drop/withdrawals in catalog. [still under review by the committee; Field Trip Policy needs to be addressed]

**Impaction Task Force Report & Impaction Program Data (separate documents)**

These documents were shared with the Executive Committee for the September 12, 2016 meeting. The items will also be presented to the Faculty Senate (how and when TBD). President Nelsen is interested in getting feedback from the Faculty Senate; timeline is about a month or so. Given the particular issues and topics that the Impaction Task Force Report raises, Exec felt that it would be beneficial to have relevant Policy Committees review it and offer any feedback they might have.

**6. Information Item:**

**Policy Update: Progress to Degree for High Unit Seniors, Establishment of. (Appendix C)**  
Faculty Senate Chair, Julian Heather, reported to APC Chair Escobar that President Nelsen will approve the policy shortly, following several changes from the President and revisions by the 2015-16 APC, to which both parties agreed. The policy which will be approved is on page 2 of this appendix.

**7. Meeting Schedule for Fall 2016**

<del>September 2</del>	October 21	December 2
<del>September 16</del>	November 4	
October 7	November 18	

**8. Adjournment**



**2016-2017 FACULTY SENATE  
ACADEMIC POLICIES COMMITTEE  
MINUTES September 16, 2016**

*Approved:*

September 20, 2016

Members Present: Escobar, Evans, Irwin, Li, Schmidlein, Sharpp, Hernandez, Murphy, Trigales

Members Absent: Heather, Geyer, Gonsier-Gerdin, Gonzalez, Heinicke, Watson-Derbigny

Guests Present: Anderegg, Dean, Hunt, Newsome

**Call to Order:** Called to order at 2:05 p.m.

**1. Open Forum:**

**K. Trigales** (Registrar's Office) provided an update on the campus' Preferred Name Policy, which is a policy that allows a student, as well as others, to use their preferred name and gender instead of their legally given name and assigned gender on campus records and documents (e.g., course rosters, advising summary page). She explained that Sacramento State had implemented a soft rollout of the policy and was working with the Pride Center on this.

**J. Murphy** (Academic Advising) shared that a new app had been developed called "My Professor," available on Google Play and iTunes, which lists all office hours of faculty in one app. The app is not simply an advisory sign-up tool; rather, it is just a tool to view office hours. There is an interest in developing an app to link the office hours with students' personal calendars.

**2. Approval of the Agenda:** Approved 2:25pm

**3. Selection of APC liaison to the Readmission Subcommittee – D. Evans.** *(Thanks, Dave!)*

**4. Discussion Item: Drop Policy, Amendment of. [FS 15/16-xx/APC/GSPC].**

The Committee provided suggestions and revisions to the policy draft presented. The Committee recommended that this policy, with the suggested renaming to the Drop & Withdrawal Policy, that it focus exclusively on the rules concerning course drops and withdrawals and withdrawals from the university and not address other campus policies, such as those dealing with WU (Unauthorized Withdrawals) and the Grade Correction and Deletion Policy. Language concerning the approval of drops and withdrawals from Field Trip courses, or courses with a field trip component, was added.

## 5. Information Items: Impaction Task Force Report & Impaction Program Data.

The Committee discussed both the report and the data that were shared. The goal in sharing these items with APC is to generate feedback to provide to the Senate Chair for a broader report to be given to President Nelsen, which he had requested at an Exec Committee meeting earlier in this semester. The general sense of the committee was that if we examine this report and the data closely, there is a possibility, down the road, that impaction will cease to exist on this campus, which some folks shared is a goal of President Nelsen's. Broad points or comments raised included taking a closer look at existing campus policies concerning impaction to see if they are being applied and used as intended. A second area of commentary centered on student voices; Dr. Newsome recommended that committee members take a look at the various reports from students, such as the Exit Survey, the eye-opening results of which were used in the Impaction Report. Lastly, a broader area of commentary focused on whether a more integrated enrollment strategy could assist students with respect to declaring a major sooner and whether the "expressed interest" status should be utilized.

### Meeting Schedule for Fall 2016

~~September 2~~  
~~September 16~~  
 October 7

October 21  
 November 4  
 November 18

December 2

**Adjournment:** Meeting adjourned at 3:30pm.

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Sue C. Escobar, Committee Chair

1 **FS 15/16-xx/APC/GSPC**                      **Drop and Withdrawal Policy, Amendment of**

2 The Faculty Senate recommends amendments to the Drop Policy (FS 99-07) in order to clarify  
3 existing policy regarding course drops and withdrawals; to address complete withdrawal from  
4 the University by graduate and credential students; and, to align campus policy with EO 1037.  
5 The updated policy shall become effective upon approval of the President.  
6

7            1. The amended policy includes a TITLE CHANGE to reflect more accurately the  
8 content of the amended and updated policy and procedures.  
9

10           2. The amended policy retains the CURRENT policy and procedures for dropping a  
11 course, withdrawing from a course, the implications for failing to drop officially from a  
12 course (unauthorized withdrawal), withdrawing from the university, and grade correction  
13 and deletion, since the previous policy changes went into effect on June 2, 2010.  
14

15           3. The amended policy includes a minor update to reflect the current campus technology  
16 used for course registration processes, including but not limited to course adds, drops,  
17 etc. (i.e., CMS Student Administration System).  
18

19           4. The revised policy now addresses complete withdrawal from the University by  
20 GRADUATE AND CREDENTIAL STUDENTS, which previously had not been  
21 included anywhere in the University's policies concerning course drops and withdrawals.  
22

23           5. The revised policy specifically addresses the President's request that the revised  
24 campus Drop Policy reflect the stipulations set forth in the Field Trip Policy: "A field trip  
25 needs to be clearly explained in the syllabus and during the first week of classes. If a  
26 student notifies the Field Trip Leader that he or she is unwilling to accept the risk of  
27 participation in a Field Trip, the instructor must make reasonable attempts to provide a  
28 course-appropriate alternative assignment. In the case where a field trip makes up a  
29 significant element of the class requirements and no reasonable alternative assignment  
30 may be provided, the student may drop (subject to the campus drop deadline) or  
31 withdraw (subject to the campus deadline and restrictions for withdrawals) from the  
32 course as appropriate" (Field Trip Policy, Section III.B.4, *approved* May 6, 2016).  
33  
34

1 Drop and Withdrawal Policy

2  
3 A. Dropping Courses

4  
5 Each student has the responsibility of dropping any courses in which he/she is enrolled but did  
6 not attend or stopped attending.

7  
8 Although instructors may exercise their authority to administratively remove any student who  
9 during the first two weeks of instruction fails to attend, students should not assume they will be  
10 dropped by this procedure. Students will receive a final grade of "F" or "WU" in courses they fail  
11 to drop officially. "Failure to attend" is defined as failure to attend any two class meetings (for  
12 courses that meet two or more times a week), one class meeting (for courses that meet once a  
13 week), or the initial meeting of those courses that require attendance at the first class meeting.  
14 Students should verify their registration to make sure they are enrolled in only the classes they  
15 are attending.

16  
17 Students wishing to withdraw from all courses should fill out the Semester Withdrawal Form.

18  
19 Until the end of the second week of instruction, students drop courses by using campus-wide  
20 electronic systems for course adds and drops. "My Sac State," or the CMS Student  
21 Administration system. ~~by telephone during CASPER or CASPER Plus.\*~~

22  
23 Students will be charged registration fees for all courses not dropped prior to the first day of  
24 instruction. The drop in units refund deadline is the end of the second week of instruction.

25  
26 Drops during the third and fourth weeks of instruction are processed in the academic department  
27 offering the course and require instructor and department chair approval.

28  
29 ~~After the second week of instruction all drops are permitted only for serious and compelling~~  
30 ~~reasons. Drops during the third through the sixth week of instruction require the signature of the~~  
31 ~~course instructor and the department chair. Drops after the fourth week of instruction will result~~  
32 ~~in a W grade recorded in the student's permanent record. Reasons for dropping include a student~~  
33 ~~carrying an excessive course load, a student inadequately prepared for the courses, or a student~~  
34 ~~having significant job/career changes and medical problems.~~

35 ~~After the sixth week of the semester all drops require the approval of the course instructor,~~  
36 ~~department chair and the college dean. Drops during this period must be for career related or~~  
37 ~~medical reasons beyond the control of the student (a student initiated job change would not~~  
38 ~~qualify) and must be verified in writing. No drops are allowed after the last week of instruction.~~  
39 ~~Students will receive a final grade of WU or F in courses they fail to officially drop.~~

40  
41 ~~\*CASPER and CASPER Plus has been replaced by CMS Student Administration.~~

1 B. Withdrawal from a Course

2  
3 Drops after the fourth week of the semester (census date) are called withdrawals. The approved  
4 Add/Drop/Withdrawal must be submitted to the Registrar's Office (Lassen Hall) after the fourth  
5 week.

6  
7 Students may withdraw from no more than 18 units in their undergraduate career, unless an  
8 exception is granted (any "W" grades received prior to the Fall 2010 semester do not count  
9 towards the 18 unit maximum).

10 If students are seeking to drop or withdraw from an individual course or courses after the  
11 fourth week of the semester, and have reached the University maximum of 18 units of "W"  
12 grades allowable, they must submit an approved Petition to Add/Drop/Withdraw as a  
13 supplement to their Petition for Exception: Withdrawal in Excess of 18 units.

14 Withdrawals after the fourth week of the semester are granted only for "serious and  
15 compelling" reasons:

16 Withdrawal during the 5th and 6th week of the semester requires the signature of the  
17 course instructor and the department chair. Reasons for dropping in during this period  
18 include medical circumstances, carrying an excessive course load, student's  
19 inadequate academic preparation for the course, or the student having significant job  
20 or career changes.

21 Withdrawal during the 7th through the 12th week requires the signature of the course  
22 instructor, the department chair, and the college dean. Reasons for withdrawal during  
23 this period include only medical or work-related circumstances clearly beyond the  
24 control of the student. A student initiated job change, carrying an excessive course  
25 load, or inadequate preparation do not qualify.

26 Withdrawal is allowed after the 12th week of instruction only in exceptional cases,  
27 such as in cases of accident or serious illness, due to circumstances beyond the  
28 student's control. Signatures from the course instructor, the department chair, and the  
29 college dean are required, and the student must meet with a counselor in the Student  
30 Services Center. Withdrawals approved during the last three weeks of the semester  
31 will not count towards the 18 unit maximum; however, a grade of "W" is still  
32 recorded on the transcript.

33 Drops and withdrawals are allowed at any point in the semester for reasons stated in the  
34 Field Trip Policy.

35 C. Withdrawal from the University

36 Sacramento State students withdrawing from all courses for physical, emotional, financial,  
37 family health, or other non-academic reasons must receive approval from the appropriate office

1 before leaving the University: from the Student Service Center for undergraduate students; from  
2 the Office of Graduate Studies for graduate and credential students.

3 Withdrawals from the University *during the final three weeks* of the semester shall not be  
4 permitted except in cases, such as accident or serious illness, where the cause of withdrawal are  
5 clearly beyond the student's control and the assignment of Incompletes in each course is not  
6 practical. Documentation will be required.

May 8, 2016

To: Sylvester Bowie, Faculty Senate Chair

From: Sue C. Escobar, Chair, Academic Policies Committee 2015-16

Re: **APCs Response to Edits by President Nelsen March 4, 2016 Concerning FS 14/15-51/APC/EX - Progress to Degree for High Unit Seniors, Establishment of Policy On:**

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Upon review of President Nelsen's edits on March 4, 2016, to **FS 14/15-51/APC/EX Progress to Degree for High Unit Seniors, Establishment of Policy On**, which can be found on page 2 of this Memorandum, the Academic Policies Committee supports the implementation of this policy upon the President's approval. President Nelsen had made a change to the policy that included specific language regarding the roles of the Dean of Undergraduate Students and the Office of the Registrar who are now tasked with identifying and contacting these students as well as working with the major advisor in order to place the student on a plan for graduation and monitor their progress to degree. The Committee reviewed and discussed these changes on March 18, 2016 and referred the item back to the President's Office, requesting clarification of these roles (i.e., were they going to be involved in the advising process or are these roles mostly, or wholly administrative in nature).

On May 4, 2016, Chair Escobar met with the Faculty Senate Chair, Sylvester Bowie, as well as President Nelsen and Cely Smart and was informed that the role of the Office of the Registrar would be to provide reports upon request regarding these students with more than 150 units earned and no progress to degree being made and that the role of the Dean of Undergraduate Studies was to contact the student, as well as the major advisor, to follow up and ensure that the student was following the plan as prescribed by the advisor. They were not to have advising roles. Following this update, which was provided by Chair Escobar to the Committee on May 6, 2016, the Committee agreed to the changes made by President Nelsen. The only change the Committee is requesting is that "**academic advisor**" be changed to "**advisor**" to be consistent with the remainder of the policy language.

As Chair of the Committee, I am requesting that you share this memorandum, particularly the one small change, with President Nelsen. If you have any questions or concerns, please do not hesitate to contact me.

*Edits by President Nelsen March 4, 2016*

**FS 14/15-51/APC/EX            Progress to Degree for High Unit Seniors, Establishment of Policy On:**

The Faculty Senate recommends establishment of a policy on Progress to Degree for High Unit Seniors, effective upon Presidential approval.

1. Institutes an explicit policy and procedure for assisting students who are identified as “super seniors” or High Unit seniors but have not yet completed a degree.
2. Focuses on intrusive advising to assist students in progressing to the degree.

**Progress to Degree for High Unit Seniors Policy**

**Students who have obtained 150 units or more but who have not fulfilled requirements for their degree will be required to develop a plan for graduation with an advisor. The Dean of Undergraduate Studies and the Office of the Registrar will identify these students, contact them about their situation, and work with the academic advisor to place the student on a plan for graduation and monitor their progress to degree. The academic plan to graduate is considered an academic regulation for the student. Students who deviate from their academic plan to graduate without the agreement of their advisor can be administratively disqualified.**