

Academic Policies Committee
2013-2014

Friday, February 7, 2014
2-3:30pm, Sacramento Hall 275

Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar (Criminal Justice, HHS)
Jean Gonsier-Gerdin (Special Education, EDUC)
Milica Markovic (EEE, ECS)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmidlein, Vice Chair (Geography, NSM)
Lisa Taylor (Mathematics, NSM)
Kristin Van Gaasbeck (Economics, SSIS)

Non-voting Members

David Hernandez (ASI, Inc.)
Rusty Slabinski (Academic Advising)
Dennis Geyer (University Registrar)
Ed Mills (AVP/Enrollment & Student Services)
Lakshmi Malrouth (Office Acad Affairs)

Don Taylor (Director, Academic Planning & Quality)
Janet Hecsh (Chair, Faculty Senate)
Viridiana Diaz (Director/CAMP)
Kris Trigales (Associate Registrar)
David Evans (Academic Advising)

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 Minutes from December 6, 2013** (Attachment A)
- 5. Discussion Item: President's Policy suggestion on Pre-Majors:** Attachment B: Policy Suggestion, APC Response
- 6. Revocation Policy:** Attachment C: Professor Dillon's explanation; Attachment D: Policy; Attachment E: Procedure
Issues to focus on: Legally protected degree of student; more explicit definition (in grey in policy)
Informal Resolution defined explicitly
Student advisor role in process (can they speak for student)
- 7. Policy and Procedure on Conferring Degrees on Students Not Applying for Graduation Who have completed Degree Requirements:** Attachment F: Policy Suggested Changes
- 8. SRGS Policy: Advising Probation Policy:** Attachment G: Advising Probation Policy
- 9. Information Items**
- 10. Meeting Schedule for Fall 2013**

| | | |
|-------------|----------|--------|
| February 7 | March 21 | May 2 |
| February 21 | April 4 | May 16 |
| March 7 | April 18 | |
- 11. Adjournment**

**2013-14 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES**

Approved: _____

December 6, 2013

Members Present: Blumberg, Gonsier-Gerdin, Migliaccio, Schmidlein, Taylor, Escobar, Mills, Geyer, Taylor, Malroutu, Slabinski, Raskauskas, Bradley, Evans, Trigales, Hernandez

Members Absent: Irwin, Markovic, Van Gaasbeck (on leave, Fall 2013), Hernandez

Guests: Bill Dillon, Marsha Dillon, Vivian Llamas-Green

1. **Call to Order:** Called to order at 2:00 p.m.
2. **Open Forum:** Committee informed that will reconvene Revocation Working Group, at the beginning of the Spring semester. The group will develop a policy to bring back to the committee.
3. **Agenda Approved:** 2:05p
4. **Minutes November 15, 2013 Approved:** 2:10p
5. **Progress to Degree Presentation:** Graduation Initiative Theme 6 presented new design of determining registration. Discussion surrounding impact on groups of students followed, including looking at the data for specific groups during the pilot.
6. **Conferral of Degree Policy:** Returned to working on policy, addressed accuracy of preamble, intention of policy and awareness of plans of the student.
7. **Multiple Majors:** Informed committee that SRGS will be bringing two policy suggestions to us at the beginning of the Spring semester. The policy on change of major may be similar to the policy on Multiple Majors as the numbers appear to be similar. Will address in the Spring.
8. **Meeting Schedule for Spring 2013**

| | | |
|-------------------------|------------------------|-----------------------|
| September 6 | October 18 | December 6 |
| September 20 | November 1 | |
| October 4 | November 15 | |
9. **Adjournment:** Meeting adjourned at 3:35 pm.

Todd Migliaccio, Committee Chair

President Suggestion of Advising Policy on Pre-Majors:

If, under the time and unit requirements listed in this policy, a Pre-Major student has not yet met the requirements for entering the major, the Pre-Major may retain the Pre-Major status with the recommendation of the Major Department each semester. If the Pre-Major student does not receive the recommendation to retain the Pre-Major status then the student must visit the Academic Advising Center to formulate an alternative major plan.

APC SUGGESTION: APC suggests that no action be taken for this item until after the completion of the pilot study. We feel it will best inform any policy that is created that is intended to increase student retention and graduation rates.

Members of APC,

The attachment contains language highlighted in grey that I would like APC to consider adding to the Degree revocation document. The language makes clear that the University recognizes the student's legally protected property interest in a lawfully earned degree or certificate. It also makes clear that any cause of revocation must find its source either in University policy governing student conduct or in state law as each stands at the time of the alleged misconduct.

Simply saying that misconduct is cause for revocation and citing three examples is not enough. Misconduct must be defined if a finding of misconduct in an adversarial hearing is to be disputed by the parties and ultimately made by an ALJ as a necessary prerequisite to revocation. The pertinent definition of misconduct in the case of the cited examples is either University policy governing student conduct or state law as each stands at the time of the alleged misconduct.

Professor Bill Dillon

Committee Print

From results of Task Force meeting 1-6-14

with further highlighted amendments by Mr. Dillon

Sacramento State Degree Revocation Policy and Procedure

California State University Sacramento's¹ award of degrees and certificates constitutes its certification of student achievement. In order to preserve the integrity of the academic standards and of the Degrees and Certificates granted by the University, the University may exercise its right to revoke a previously conferred Degree or Certificate. This authority to revoke rests with the President **with the involvement in the process of the Faculty Senate acting through its Faculty Representative. Neither the President's part in the process nor the President's authority to revoke a degree may be delegated to a designee.**

The University recognizes that a Degree or Certificate once conferred is the property of the Student upon whom it has been conferred. As such, it creates in the Student a reasonable expectation of continuing possession of it and enjoyment of the economic, social and personal consequences flowing from having earned it. A Student's continuing possession of a Degree or Certificate is therefore protected by law.

Nevertheless, a Degree or Certificate may be revoked by the University if information comes to light, which, if known at the time the Degree was awarded, would have resulted in a determination that the Degree should not be conferred. Cause for Degree or Certificate revocation shall be limited to acts of intentional misconduct by a student or students or by administrators, faculty or ~~and~~ staff at the initiative of or **with the knowledge and consent or acquiescence of the student or students involved** or ~~by a student or~~ students committed in the direct, specific pursuit and procurement of the degree or certificate. Cause for revocation shall be limited to acts such as including fraud, academic dishonesty, or intentional falsification or unauthorized altering of information ~~in~~ of a Student record or other acts

¹ California State University Sacramento is referred to throughout this policy as "University."

amounting to a violation or violations of the University Policy and Procedures Regarding Academic Honesty, the Student Conduct Code (Title 5, Art. 2, Sec. 4103 of the State Administrative Code) or other provisions of state law in effect at the time of the alleged misconduct. **Revocation of a Degree or Certificate may occur only if all procedures set forth below are followed. Notice: The Student may contact a Legal Advisor when first notified of the University's intention to revoke a Degree or Certificate under this policy and consult with the Legal Advisor at any time throughout the process and the hearing. The Legal Advisor may accompany the student to any proceeding in the capacity of an advisor.**

1. General Procedural Provisions:

- a. Advisor: An Advisor is someone who may accompany the Student or University at the Degree revocation hearing **or any meeting to which the student has been summoned or invited prior to or following the hearing pertaining to revocation of a degree or certificate. Both the student and the University may** ~~The Advisor's role is limited to consulting and providing~~ **or seek** support **from an The Advisor or authorize an Advisor** and may not **to** speak for, or on behalf of, the Student or **the** University. ~~The Advisor may not be an attorney.~~
- b. Clear and convincing evidence: Clear and convincing evidence ~~is~~ **means** evidence of such convincing force that it demonstrates, in contrast to the opposing evidence, **the highest** a ~~high~~ probability of the truth of the fact(s) **known to the civil law** for which it is offered as proof. ~~Such~~ **E**vidence under this standard must satisfy ~~requires~~ a **much** higher standard of proof than proof "by a preponderance of the evidence" but a **somewhat** lower standard than required for proof "beyond a reasonable doubt." -- **the standard governing under criminal law.**
- c. **Probable cause: Probable cause to believe a thing exists or has existed or an action is occurring or has occurred is present when the evidence before one supports the inference that it is more likely than not that the thing exists or has existed or the action is occurring or has occurred.**
- d. **Strong likelihood: As used herein, the phrase "strong likelihood" implies a degree of conviction greater than that associated with a finding of probable cause but less than that associated with a finding based on clear and convincing evidence.**
- e. Degree: Degree includes any form of Degree, academic credential, certificate, or professional designation ~~or other award (e.g. Honors designation)~~ conferred by the University, or any of its colleges, departments or units, including the College of Continuing Education.
- f. Registrar: Registrar refers to the management personnel in Office of the Registrar at the University.
- g. Notice of Intent to Revoke Degree: Notice of Intent to Revoke Degree is the written notice issued to a Student whose Degree the University intends to revoke under the terms of this policy.
- h. Student: The term Student shall include all current and former students, including a student in the College of Continuing Education.

- i. Hearing Officer: The Hearing Officer referred to herein shall be a person selected by the VP-PEMSA and Provost. The Hearing Officer shall be **an administrative law judge (ALJ)** ~~University faculty member or administrator~~ who has relevant experience or who shall have received appropriate training regarding this policy and procedure as well as the standards associated with the granting of the Degree at issue in the proceedings. ~~Student conduct administrators and their subordinates,~~ **No** person with a conflict of interest in the matter, ~~and percipient witnesses giving rise to the matter are ineligible to~~ **shall** serve as **a** Hearing Officers. ~~If a conflict of interest or other cause prevents the selection of a Hearing Officer employed by the University, a Hearing Officer who is a faculty member or administrator at another CSU campus shall be asked to serve as a Hearing Officer.~~
- i. Timelines: The University may, but is not required to, extend timelines set forth herein. Extensions shall be determined by the VP-PEMSA or designee. The VP-PEMSA or designee shall promptly and in writing notify the Student and any University administrators involved of any revised timeline.
- j. **i. Faculty Representative: The term faculty representative shall refer to a faculty member designated by the Faculty Senate to act for it under this policy.**
- k.
1. If the Provost, ~~and~~ VP-PEMSA **and faculty representative acting as a committee** are in disagreement at any stage of the proceedings set forth in this policy, the **vote of two members of the committee** ~~Provost's~~ shall have the authority to make the decision **shall decide the question. The disagreeing member may include a statement setting forth his or her views with the committee's recommendation.**
2. Investigation:
- a. When information comes to light that places into question the validity of a previously conferred Degree, it shall be referred to the University Registrar, **or other designee appointed by the President.**
- b. Upon receipt of such information, the Registrar, **or other designee** shall ~~conduct~~ **coordinate** an initial review of the information **in conjunction with relevant parties** and determine **preliminarily** whether such information is credible and whether, if established as true, the evidence would justify the revocation of a Degree.

c. If The Registrar **or other designee shall write a report justifying his or her their preliminary findings and shall submit the report to** determines that the information is credible and, if established, would justify the revocation of a Degree, the Registrar shall inform the VP-PEMSA, **and notify and make it available to other involved parties. If of this the preliminary** determination **is that revocation should be considered,** and shall request that the Registrar **or other designee shall ask the VP-PEMSA for authorization request to be authorized** to conduct a formal investigation into the matter. If the VP-PEMSA agrees, the VP-PEMSA shall direct the Registrar (or **the President's previously appointed other** designee) to conduct an investigation, which shall be completed **normally** within sixty (60) calendar days. Upon completion of the investigation, the Registrar shall present to the VP-PEMSA, ~~and~~ the Provost **and a faculty representative appointed by the Faculty Senate** a report of the Registrar's findings with regards to the information examined and a recommendation as to whether the evidence establishes **a strong likelihood** by clear and convincing evidence that the Degree should be revoked.

d. The VP-PEMSA, ~~and~~ the Provost, **and a faculty representative acting as a committee** shall review the report and, if appropriate, may ask the Registrar and/or other University personnel to investigate any other information relevant to whether the Degree should be revoked. **On the basis of their review and further investigation, if any, the VP-PEMSA, the Provost and Faculty Representative shall recommend in writing a course of action to the President and shall submit that recommendation, the Registrar's report and supporting material to the President. They may recommend that there is insufficient evidence to support a conclusion that a strong likelihood exists that the degree should be revoked or that sufficient evidence exists to support that conclusion and that consequently a "Notice of Intent to Revoke Degree" should be issued to the Student. justify a revocation, no further action shall be taken based on this complaint.**

e. **The President shall review the Registrar's report and the recommendation of the VP-PEMSA, Provost and faculty designee and the submitted materials and, if appropriate, may ask any University personnel to investigate any other information relevant to whether the Degree should be revoked. If the President decides on the basis of that review and further investigation, if any, that a strong likelihood exists that the Degree should be revoked, the President shall inform the VP-PEMSA, the Provost, the Faculty**

Representative and the Registrar of that **decision** ~~determination~~ and **direct** the VP-PEMSA or designee ~~to shall~~ issue a “Notice of Intent to Revoke Degree” to the Student to whom the award was **made** issued. If the ~~VP-PEMSA and the Provost~~ **President** determines that there is insufficient evidence to **support a conclusion that a strong likelihood exists that the degree should be revoked,** ~~justify a revocation,~~ no further action shall be taken **based on the Registrar’s report, based on this complaint** and the Degree shall remain intact.

3.

4. Process when Notice of Intent to Revoke Degree is Issued:

a. The Notice shall be a written notice sent to the Student advising the Student that the University has **probable cause to revoke** ~~clear and convincing evidence that justifies the revocation~~ of the Student’s Degree pursuant to this policy. The Notice shall identify the Degree (and year that it was awarded) and shall describe the evidence upon which the Notice is based in sufficient detail to allow the Student to respond to the Notice. A copy of this policy shall also accompany the Notice. The Student **may** ~~is allowed to~~ contact a Legal Advisor at this time and consult with the Legal Advisor at any time throughout the process and the hearing. The Notice shall state that if the Student decides to contest the revocation, the Student shall, within thirty (30) calendar days of receipt of the Notice, make a written request to the **President** ~~VP-PEMSA~~ for a hearing. The Notice shall also state that if the Student requests a hearing, the Student shall prepare a written response to the Notice (“Response”) stating whether the Student disputes the information set forth in the Notice ~~and/or~~ the University’s conclusion that **probable cause exists to revoke** the Degree **or both** ~~should be revoked~~ as well as the specific evidence and reasons upon which the Student bases such dispute **of information** or conclusion.

b. The Notice shall be sent by certified mail with return receipt requested, personal or overnight delivery, to the last known mailing or contact address for the Student; if possible, the Notice shall also be sent concurrently via email to the email address(es) on file with the University. The University shall also attempt to provide Notice to the student via phone call to the last known phone number on file. The Student’s written request for a hearing and Response shall be sent to the **President** ~~VP-PEMSA~~ via certified mail within the thirty (30) day period set forth in Paragraph 4.a. Once all efforts to contact and provide Notice to the student have been exhausted, absent good cause to be determined by the University, the failure to ~~timely~~ request a hearing **within the time permitted** and submit a Response shall result in the University

convening an ex parte hearing before an ALJ to seek revocation of ~~revoking~~ the Degree as set forth in Paragraph 4.d. **below.**

c. The thirty (30) calendar day period within which the Student may request a hearing shall commence as of the date of receipt by the Student as reflected on the written confirmation received by the University that the Student received the Notice. This confirmation **may** ~~can~~ be a document signed by the person who delivered the Notice indicating that the Student was given the Notice; a receipt signed by the Student acknowledging receipt of the Notice by certified mail; a signed acknowledgement by the Student acknowledging receipt of the overnight mail containing the Notice; or other proof of actual receipt by the Student, such as email delivery confirmation.

d. If the University receives confirmation pursuant to Paragraph 4.c and the Student does not timely request a hearing, the **President University shall direct the VP-PEMSA to convene an ex parte hearing before an ALJ to seek to** ~~may~~ revoke the Degree. ~~without further proceedings.~~ (If the University does not obtain appropriate confirmation, it may nevertheless proceed with revocation in accordance with Paragraph 4.k **below** ~~herein.~~)

e. If the Student requests a hearing, the **President shall direct the VP-PEMSA to** ~~VP-PEMSA or designee shall~~ use reasonable efforts to schedule such hearing no sooner than thirty (30) and no later than sixty (60) calendar days after the Student notifies the University of the Student's request for a hearing. The Student shall be provided with written notice of the scheduled hearing date and location no later than fourteen (14) days before the hearing.

f. The Student shall be entitled **with or without the assistance of a Legal Advisor** to review the evidence that supports the University's Notice and may request a copy of such evidence at a cost not to exceed that provided under the California Information Practices Act (Civil Code section 1798 et. seq.). The Student and the VP-PEMSA or designee shall exchange a list of witnesses to be called at the hearing no later than fourteen (14) calendar days prior to the hearing. At the Student's written request, the University shall send a "notice to appear" to any University employee-witness at his or her University-assigned email address. If, after this deadline, the Student and/or the University wish to supplement their witness list, they shall request permission from the **ALJ** ~~Hearing Officer~~ to do so.

- g. The Student and the University may be accompanied at the hearing by an Advisor, **whether an attorney or not**, who may ~~neither~~ speak for, nor on behalf of, the Student or University.
- h. The hearing shall take place before **an Administrative Law Judge (ALJ) Hearing Officer** selected by the **President** VP-PEMSA. The **President** VP-PEMSA or designee shall **attend the hearing and sit with the ALJ to receive evidence and hear arguments. The VP-PEMSA or designee shall** represent the University's **evidence and arguments that facts exist that justify revocation of the Degree.**
- i. Subject to Paragraph 4.f **above** herein, the Student and the **VP-PEMSA or designee** University shall be allowed to introduce evidence and call witnesses to testify at the hearing. The formal rules of evidence applied in courtroom proceedings **shall** ~~do~~ not apply in the hearing. All information that responsible persons are accustomed to rely upon in the conduct of serious affairs **may be introduced** ~~is considered~~, although unduly repetitive information may be excluded. The **ALJ Hearing Officer** **shall govern** ~~controls~~ the proceedings.
- j. If, after requesting a hearing, the Student fails to appear at the hearing without good cause, the hearing shall proceed nevertheless and the **ALJ Hearing Officer** shall render a decision based on the evidence submitted by the **VP-PEMSA or designee** and the Student's written response. The **ALJ Hearing Officer** shall **determine** weigh the **whether there is clear and convincing** evidence **on the record taken as a whole to substantiate the charges of student misconduct underlying the University's contemplated revocation of the Student's Degree pursuant to this policy.** ~~presented and~~ **The ALJ** shall draw no inferences from the Student's absence from the hearing.
- k. If, despite its own due diligence, the University receives no confirmation that the Student received the Notice, or is unable to locate the Student to provide the Notice, the University may nonetheless seek revocation of the Degree **in an ex parte hearing before an ALJ.** The University shall schedule **the ex parte** a hearing within sixty (60) calendar days of the date of the Notice. ~~that shall proceed in the absence of the Student.~~ The **ALJ Hearing Officer** shall consider the evidence presented at the hearing by the **VP-PEMSA or designee** University and shall determine whether there is **clear and convincing** ~~sufficient~~ evidence **on the record taken as a whole** to **substantiate the charges of student misconduct underlying the University's**

contemplated revocation of ~~revoke~~ the Student's Degree pursuant to this policy. The **ALJ** ~~Hearing Officer~~ shall draw no inferences from the Student's absence from the hearing.

l. The **ALJ** ~~Hearing Officer~~ shall consider and weigh the evidence and shall prepare written findings **of fact and conclusions of law** concerning whether there is clear and convincing evidence **on the record taken as a whole** to **substantiate the charges of student misconduct underlying the University's contemplated revocation of** ~~revoke~~ the **Student's** Degree **pursuant to this policy**. The **ALJ** ~~Hearing Officer~~ shall submit such written findings **of fact, conclusions of law** and any appropriate recommendations to the ~~Provost, and the VP-PEMSA~~ **the President** no later than thirty (30) calendar days after the hearing.

m. **The President shall consider the ALJ's findings and conclusions and shall decide whether to revoke the Degree. If the student's Degree is revoked and the Student is enrolled in the University at the time of revocation, the President, acting with advice of the VP-PEMSA, shall decide whether to impose an additional sanction or sanctions commensurate with the proven instance or instances of misconduct giving rise to Degree revocation. The additional sanction or sanctions may affect the Student's current enrollment. They may reach as well the Student's opportunity to enroll in future if the Student is not currently enrolled.**

n. The ~~Provost and VP-PEMSA~~ **President** shall prepare a decision letter that **either** accepts the **ALJ's findings of fact and conclusions of law in whole or in part, rejects them in whole or in part** ~~Hearing Officer's recommendation, adopts a different result, or refers the matter back to the~~ **ALJ's** ~~Hearing Officer~~ for further findings on enumerated issues. If the ~~Provost and VP-PEMSA~~ **President** departs from the **ALJ's** ~~Hearing Officer's~~ **findings and conclusions** ~~recommendation,~~ the decision letter shall explain the **rare and compelling** reasons for such **rejection** ~~departure.~~ **While the President may decide not to revoke a Degree where an ALJ has found the University's charge or charges proven, the President may not revoke a Degree where an ALJ has found none of the University's charges proven.** The decision letter shall be issued within fifteen (15) calendar days of the **ALJ's** ~~Hearing Officer's~~ recommendation. Any decision letter that refers the matter back to the **ALJ** ~~Hearing Officer~~ shall include timelines **to govern the submission of** ~~for the~~ **ALJ's** ~~Hearing Officer's~~ supplemental findings, **conclusions and further** recommendations **pursuant to them.** ~~as well as the subsequent supplemental decision letter.~~

o. If a Degree is revoked in accordance with Paragraph 4.k (University unable to locate Student), a Student who later learns of the revocation and wishes to contest it may request a rehearing of the matter in writing. ~~The Student shall provide clear and convincing evidence to the VP-PEMSA, and the Provost that the Student did not receive any advance notice (either in writing or verbally) of the University's intent to revoke the Student's Degree through no fault of the Student. The decision to grant or deny a rehearing shall be made by the Provost, and the VP-PEMSA, and shall be final. The decision shall be made within sixty (60) calendar days of receipt of the request and provided to the Student in writing. If a rehearing is granted by the Provost, and VP-PEMSA,~~ **The request shall be granted and** a new **ALJ** Hearing Officer shall be assigned to hear the matter.

p. The VP-PEMSA or designee may direct the Registrar to place an administrative hold on the issuance of any official transcript for a student to whom a Notice of Intent to Revoke Degree has been sent. The student **may** will be able to request and **have** access **to** unofficial transcripts under the same conditions as any other student.

q. Nothing in this policy shall be construed to prevent the Provost, ~~and~~ **the** VP-PEMSA, **and the Faculty Representative acting as a committee from recommending and the President** from agreeing to an informal resolution of the matter with a Student in lieu of, or after, a hearing. **An informal resolution that includes revocation of a degree, certificate or award of professional designation shall require the approval of the President. An informal settlement in lieu of a hearing shall be effected when the Student and the University agree to (1) a statement of fact that establishes the existence of the facts alleged by the University to justify revocation of the Student's Degree in the Notice of Revocation of Degree sent to and received by the Student. If the informal settlement is to include revocation of a Degree, the Student and the University shall also agree to a statement that (2) the established facts reflect conduct by the Student that is sufficiently grave or egregious to warrant revocation of the Degree. Failure to agree to either (1) or (2) above shall require a hearing on the issue where disagreement exists. A statement or statements that constitute an informal settlement under this section shall be reduced to writing and signed by both the Student and the President.**

5.

6. Post-Revocation Steps:

If a Degree is revoked pursuant to Paragraph 4.d (Student does not request a hearing), 4.k (University unable to locate Student), or 4.m (after hearing), the Registrar shall:

- a. Ensure that all relevant records of the University relating to the Student are promptly amended to reflect the Degree revocation;
- b. Note the effective date of the revocation on the Student's transcript and use reasonable efforts to transmit a copy of the official (revised) transcript to the Student; and
- c. Use reasonable efforts to notify the Student that the Student is no longer entitled to represent to any person that he or she is the recipient of the revoked Degree and that the Student should take appropriate steps to notify all former and current employers, relevant educational institutions, professional registration bodies or associations, or others as applicable that the Degree has been revoked. If, despite its own due diligence, the University is unable to provide this notice to the Student due to an inability to contact or locate the Student, the University shall place a hold on the Student's records until such time as it is able to provide such notice.
- d. If at the time of the revocation the Student is enrolled at the University, **the findings of fact of the ALJ substantiating or failing to substantiate any of the charges of misconduct resulting in revocation of a Degree shall conclude the matter of the charge or charges with the student. If a charge is substantiated, the University may impose a further sanction on the currently enrolled student that is the sort customarily imposed by the University following a proven violation of the California State University, Sacramento Policies and Procedures Regarding Academic Honesty or the Student Conduct Code contained in Title 5, Article 2, Section 41301 of the State Administrative Code.** ~~VP PEMSA or designee shall promptly notify the University Student Conduct Officer of the revocation so that the Student Conduct Officer can consider whether to take any steps pursuant to Executive Order 1073 and any other applicable policies.~~

FS 13/14-??/APC Policy and Procedure on Students Not Applying for Graduation Who Have Completed Degree Requirements Establishment of

The Faculty Senate recommends establishment of the Students Not Applying for Graduation who have Completed Degree Requirements, effective one month after policy has been signed by President.

1. Institutes an explicit policy and procedure for practices that have existed as a result of Title 5.
2. Introduces clear faculty involvement in the process.

Students Not Applying for Graduation who have Completed Degree Requirements Policy

This policy is to facilitate the graduation of students who have fulfilled requirements for their degree but have not yet applied for graduation, as determined by California Education Code Title 5 Section 40411, which states, The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for the degree for which that student is matriculated, and may take the actions necessary to confer the degree. During 2012, staff in the Registrar's Office worked with academic deans and department chairs to help identify students who had not yet applied for graduation but appeared eligible to be awarded a Bachelor's degree. In their March 13, 2012 memorandum, Executive Vice Chancellors Smith and Quillian wrote, "... campuses should continue to award degrees to "super seniors" and others who have completed a major degree . . ." Title 5, Division 5, 40411, Conferral of Degree upon Completion of Degree Requirements allows for the President (or his/her designee) to authorize eligible students to be awarded a Bachelor's degree upon receiving confirmation that all degree requirements have been met.

To comply with the aforementioned Chancellor's Office Memorandum, and to facilitate Sacramento State's efforts to help super seniors and other eligible students graduate, the following procedures will be used to identify and confer bachelor's degrees:

Procedures:

Identification

1. Staff from the Registrar's Office and IRT will continue to provide reports to colleges and academic departments identifying undergraduate students who have earned more than 135 units but who have not applied to graduate.
2. The Registrar's Office will identify any and all majors and minors for which that student has formally applied.
3. Deans and chairs in the colleges and departments will identify students who appear eligible to graduate based on academic program requirements.
4. **Students will be required to meet with a Department Advisor** ~~Chairs will attempt to meet with each student~~ to discuss reasons why the student has not applied to graduate, **considering all declared majors and career goals,** and then make a recommendation to

the **department Chair and** the college Dean about whether or not to proceed with the degree conferral process described here.

- a. **If a degree conferral is not recommended, the advisor needs to establish a plan to graduation with the student.**
5. Academic Deans, after considering the chair's recommendation and deciding whether or not to proceed with the degree conferral process, will provide information on students who appear eligible to graduate to the Associate Registrar.

Degree Evaluation

6. After receiving a recommendation from a Dean that a degree should be awarded, degree evaluations staff will confirm whether the student is eligible to graduate in at least one undergraduate major. Information on eligible students will be provided to the University Registrar.
- ~~7. The Associate Dean for Undergraduate Studies will review and authorize, when needed and appropriate, General Education substitutions or waivers which will then be forwarded to the Associate Registrar.~~
7. Staff in the Registrar's Office will contact the students found eligible to graduate and ask them to submit an Application for Graduation.

Approval

8. The Registrar will send a memorandum to the Provost and Vice President for Academic Affairs and the Vice President for Planning, Enrollment Management and Student Affairs recommending degree conferral for eligible students (including information on the student's academic program and target semester for degree conferral).
9. The Provost and Vice President for Academic Affairs and the Vice President for Planning, Enrollment Management and Student Affairs, acting as Presidential designees, will jointly consider approval of degree conferral for identified students and provide their decisions to the University Registrar. In the event of a disagreement between them, the Provost shall make the decision about whether or not to confer the degree.
10. The Registrar, upon receiving approval for degree conferral, will instruct degree evaluations staff to confer degrees for approved students.

Degree Conferment

11. The Registrar will send a formal notification to each approved student regarding the degree conferral.
 - a. Students who have submitted an Application for Graduation will receive information on when to expect their diploma and options for participating in commencement.
 - b. Students who have not submitted an Application for Graduation will be informed that the University has determined that they are eligible to graduate and that their degree is being conferred and will appear on their official academic transcript. Students will also be offered the option to receive their diploma and participate in commencement by submitting an Application of Graduation and paying the associated fee.

12. Degree Evaluations staff will order diplomas for approved students who have paid the Application for Graduation fee.

Transmittal Document: FS 13/14-??/APC Policy and Procedure on Students Not Applying for Graduation Who Have Completed Degree Requirements Establishment of

Effective Date: One month after signed by President.

Policy that is superseded: None

Policy Overview:

- 1) Institutes an explicit policy and procedure for practices that have existed as a result of Title 5.
- 2) Introduces clear faculty involvement in the process.

Who this policy applies to:

To all students, academic unit advisers, Department Chairs, College Deans, Academic Affairs.

Why this policy is necessary:

To help students who have an excess of units and/or are able to graduate but have yet to file to help facilitate their progress to degree. Many students are unaware they can graduate or how to address this issue (last year 1200 super seniors were identified, and once contacted, around 900 filed for graduation).

Responsibilities:

Registrar will identify all students who fit the criteria and inform departments that these students need to come in for advising.

Academic advisors will discuss with students their plans, why they have accumulated such a high number of units, and their ability to graduate. Then the advisor will evaluate each student's plan to graduation to determine if they are able, willing or need to graduate. For those students who are interested, the advisor will direct them to the chair to begin the process for graduation.

If the student is unwilling but able, the faculty member will need to determine if the reason for not wanting to graduate is feasible. They will then help the student design a plan to graduation.

If the student is unwilling but able, and the faculty determines the student's graduation plan is not feasible, then the advisor will inform the chair and the dean that they should consider conferring the student.

The chair and dean will review the faculty advisor's suggestion and determine the next step.

Procedures:

Student will be identified by registrar's office. Departments will be informed of the students. Students will be required to meet with faculty advisors (including use of advising holds). Faculty will discuss with

student plans and intentions to determine plan of action. If other departments need to be included in the discussion, the faculty advisor will make that determination. The decision will be forwarded to the Chair and potentially the Dean. This may include helping the student to file for graduation, developing a graduation plan with the student or suggesting conferral of a degree if student refuses to graduate.

Consultation:

Academic Advising was consulted on the policy.

Registrar's office was consulted on the policy.

Considerations:

This policy is set up as primarily an advising policy to help facilitate student progress to graduation. This is why the faculty advisors were established as a primary aspect of this policy.

The committee considered the importance of faculty advisors being aware of and make sure they evaluate the existence of multiple majors, as well as career goals of these students before suggesting the student be conferred a degree.

The committee identified that there was no need for the VP of undergrad studies to substitute or waive GE requirements in this policy. If the student already wishes to graduate, then there is a policy already set up for the student request of the substitution/waiving of a requirement. For students who do not wish to graduate, but still have not completed a specific requirement, then they have not achieved the primary requisite for being conferred. If, for some reason, a student refuses to take a final course because they do not want to graduate, no part of the policy states the university cannot undertake this behavior, since it exists as a practice. We are not saying it is not possible but that it should not be a regular practice.

FS 13/14-??/SRGS/APC Policy for Scholastic Standards for Continuation of Enrollment Amendment of

The Faculty Senate recommends amendment of the scholastic standards for undergraduate students policy effective Fall, 2015.

- 1) Add a new category that precedes "academic probation" to establish intrusive advising for at-risk students.
- 2) Add requirement to meet with an advisor to the policy. "Students on Probation or Continued Probation are required to meet with an advisor."

Scholastic Standards for Continuation of Enrollment

Undergraduate Students...

*Graduate Students**

*See Graduate Degree Requirements/Scholarship.

Undergraduate Academic Status Categories

Clear Status. Continuing CSUS students...

Academic Advising Probation

Students whose term (semester) grade point average falls below 2.0 for two consecutive semesters, regardless of their cumulative grade point average, must meet with an advisor prior to enrolling in the subsequent semester.

Academic Probation. Students will be subject...

Former CSUS students returning....

Students on probation are eligible to enroll in the subsequent semester after meeting with an advisor.

Academic probation status....

Continued Probation...