

Academic Policies Committee
2013-2014

Friday, February 21, 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 February 7, 2013** (Attachment A)
- 5. Discussion Item: President's Policy suggestions: Response** (Attachment B: Memo to Executive Committee)
- 6. Policy and Procedure on Conferring Degrees on Students Not Applying for Graduation Who have completed Degree Requirements:** Attachment C: Policy Suggested Changes
- 7. SRGS Policy: Advising Probation Policy:** Attachment D: Advising Probation Policy
- 8. Information Items**
- 9. Meeting Schedule for Spring 2014**

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

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

Approved: _

February 10, 2014

Members Present: Blumberg, Migliaccio, Schmittlein, Taylor, Mills, Taylor, Malroutu,
Slabinski, Bradley, Trigales, Van Gaasbeck, Irwin

Members Absent: Raskauskas (on leave, Spring 2014), Markovic, Hernandez

Guests: Bill Dillon, Kristen Anderegg

1. **Call to Order:** Called to order at 2:05 p.m. (Because I was late)

2. **Open Forum:** Welcomed Professor Van Gaasbeck back from leave last semester

3. **Agenda Approved:** 2:09p

4. **Minutes December 6, 2013 Approved:** 2:10p

5. **Discussion Item: President's Policy suggestion on Pre-Majors:** Revisited committee response on policy in light of information from Department of Biology. Committee asked Chair Migliaccio to ask the new Provost to consider the issues/suggested changes.

6. **Revocation Policy:** The working groups policy suggestions were brought to the committee. All concerns/issues were discussed. A final policy was accepted to submit to the Executive Committee.

7. Meeting Schedule for Spring 2014

February 7	March 21	May 2
February 21	April 4	
March 7	April 18	May 16

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

Todd Migliaccio, Committee Chair

To: Executive Committee, Faculty Senate
Janet Hecsh, Chair, Faculty Senate

From: Academic Policy Committee (APC)

Re: Change/Declaration of Major Policies

Date: February 21, 2014

The Academic Policy Committee, after again discussing the interim Provost's and President's three suggested changes to the policy passed by the Faculty Senate, requests that Provost Harmsen review the original policy, along with our suggestion that she recommend the President approve the policy as passed by the Senate.

APC offers this recommendation with the understanding that two of the three suggested changes are presently being reviewed in APC and will like result in recommendations regarding time frame for change of major and pre-major continuance---both suggestions from the interim Provost and President that had not been initially reviewed at the time of adopting the policy.

The policy on time frame to change major has been thoroughly evaluated utilizing data from the Office of Institutional Research (OIR) and the Office of Analytics and Institutional Effectiveness by the APC subcommittee, Student Retention and Graduation Subcommittee (SRGS). That committee recently voted on a suggested policy that will be added to the APC agenda and addressed this semester.

The policy on pre-major continuance in a pre-major is a policy that has been discussed by APC at length, last year resulting in a pilot study with undertaken by the Department of Biology. Biology has recently begun to apply for impaction, altering our plans for the pilot study. The information from the one semester during which Biology utilized the policy, along with past discussions on the topic will help APC to develop a policy that will aid students as they progress in the major.

The final item, a change from 60 units to 5 semesters, we request to be reconsidered for the reasons outlined in the previous analysis.

Thank you very much for your time and consideration.

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...

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...