

Committee on Academic Policies and Procedures

Report on Committee Meeting: February 12, 2014

1:30PM

Board of Regents Conference Room - Strong Hall

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Attending Chair: Estela Gavosto

Anthony Bradley

Larry Fillian

Carl Luchies

Suman Mallik

John Poggio

Mark Reaney

Terese Thonus

Anthony Walton

Non-Voting:

Jason O'Connor, Steve Grenus (for Brian McDow)

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The following is a synopsis of items covered in our meeting:

*Review Incomplete Policy*

- We reviewed the current incomplete policy. It was determined that it did not speak to the fact that the Law School grades were due later than the grades for the other schools as well as the college and thus the policy may not clearly address the last date that a faculty member may submit a permanent grade to replace an incomplete grade given in a previous term.
- Two proposals for change had been submitted (see agenda) and much discussion occurred. The Committee voted to accept Proposed Option 1 with an amendment to include language proposed by Larry Fillian. The text amended from Larry's proposal (which was an agenda item presented later in the meeting) is highlighted in green:
  - Proposed Option 1: 2.2.3.2 A student who has an I posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which **may not exceed the grade due date for the semester or term that is one academic year from the original semester or term in which the course is taken, or the degree certification date of the term of graduation, whichever comes first.** An I not removed according to this rule shall automatically convert to a grade of F or U, or the lapse grade assigned by the course instructor, and shall be indicated on the student's record. **The grade may not lapse to a WG. A WG assigned as a lapse grade will convert to an F or U.**
- The Office of the University Registrar has agreed to monitor the submission of WGs (awaiting grade) as a lapse grade, and has indicated that this change in policy will allow it to change lapse grades of WG to grades of F or U.

### *Other Proposed Changes*

- Larry Fillian proposed the following changes highlighted in green. These changes were proposed to not allow WGs to prevent endless “incomplete status” and thus affect the university’s ability to clear students for graduation: These changes were incorporated into proposal 1 (above) by friendly amendment.
- A proposed change to USRR 3.1.2 was presented, reviewed, voted on and accepted. This relates to retroactive graduation:
  - 3.1.2 All University of Kansas coursework counted towards the degree must be completed no later than the degree certification deadline. All transcribed coursework from other institutions must be completed and received by the degree certification deadline to count towards graduation in that semester. **Exceptions may be granted by the School/College only in the instance of a transcript received after the degree certification deadline. No exceptions will be granted for coursework completed or in-progress beyond the degree certification deadline.** The degree certification deadline will be determined by the Office of the University Registrar in conjunction with the Schools/College.
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### *Concluding Thoughts*

- Estela asked if there was any further discussion or any announcements.
  - The Student Senate is currently talking about course evaluations.
  - The Student Senate is looking at plus minus grades. In particular they are interested in how plus minus grades are used in courses with multiple sections: Example: SUBJECT 123 has fifteen class sections with different instructors. Five of the instructors choose to give + or – grades while the other ten use straight letter grades (A, B, C...)
  - The AP&P committee gave feedback to the Registrar Office on the following new policies from the Policy Library:
    - Administrative Drop Policy
    - Credit Hour Definition
    - Enrollment Appointments
    - Petition for Retroactive Graduation

The committee would like to look at the revised versions (if any) of the policies before reporting feedback to the University Senate

- To fulfill our first charge (“ Specific charge #1: In consultation with the policy office, continue the process of recommending links among the Policy Library, USRR and FSRR ”.), the committee was asked to look in the policy library for policies that we would normally need to view. If one was to use a key search word to find a particular policy, what would that key word be – does it bring back the search results that were expected? Estela will send out a request to ask what policies belong in other areas than they currently exist.