

## FINAL REPORT

### FY2021 ACADEMIC POLICIES & PROCEDURES COMMITTEE (AP&P) CHARGES

#### Members at end of 21

Karen Moeller, Pharmacy Practice (2021-Chair)

Faculty: Antha Spreckelmeyer, Humanities (2022)

Faculty: Alison Gabrielle, Linguistics (2022)

Faculty: Michael Eckersly, Design (2023)

Faculty: Joe Walden, Business (2020)

Staff: Sarah Wilson Merriman

Staff: Ashleigh Wilson

Voting, Graduate Student: Suman Rath

Voting, Student: Derek Dunn

Voting, Student: Addison Henson

Ex-officio, non-voting: Jason O'Connor, Business, Undergraduate Advising Executive Committee

Ex-officio, non-voting: Tiffany Robinson, University Registrar designee

Ex-officio, non-voting: Karen Ledom, Director of Student Academic Services in the CLAS

Ex-officio, non-voting: Amber Roberts Graham, Graduate Studies

The AP&P Committee met nine times during FY 21. The committee was given the following charges throughout the year:

#### FY2021 Standing charges:

1. Be prepared to respond to SenEx requests for reviews of academic policy issues. (ongoing)
2. Monitor proposals for academic program restructuring and discontinuance, hold hearings, and follow other procedures in accordance with Article VIII of the University Senate Rules and Regulations. Report issues or recommendations for action to SenEx. (ongoing)
3. Consider input from Student Senate on desired changes to academic policies. (ongoing)

#### FY2021 Specific charges:

1. Consider additions to USRR 2.1 to address student absences from classes. Review changes proposed by FY20 SenEx in attached document.
2. Review the Grade Replacement policy. Consider Wichita State's policy (see attachment), and specifically changing the cap on 299 classes and D/F grade limitation.
3. Evaluate the current emergency action plan for academic policies and suggest direction for future emergencies.

#### Specific Charges

**Specific Charge 1:** Consider additions to USRR 2.1 to address student absences from classes. Review changes proposed by FY20 SenEx in attached document.

- The committee worked on this charge throughout the academic year and met with the Athletics Committee and Director of the Students Access Center to discuss language for the policy. Peer-institution policies were also reviewed. The committee wanted to ensure a policy that was inclusive for all students and protected faculty rights in the classroom. The draft policy was

voted on April 2, 2021 and approved by unanimous vote of the committee. Recommendations were forwarded to governance in April 2021.

**Specific Charge 2:** Review the Grade Replacement policy. Consider Wichita State's policy (see attachment), and specifically changing the cap on 299 classes and D/F grade limitation.

- The committee met on Oct 2, 2021 to discuss this charge. Peer-institution policies were also reviewed. Significant discussion occurred over the following key issues: (1) Course numbers, (2) Grades to allow for course replacement, (3) Limits of number of hours for grade replacement
  - The committee decided to recommend increasing course numbers to 699 (except PharmD classes 500-699) and allowing grade replacements for C+ or below. The committee recommended no adjustment to replacement of a total of 5 courses for grade replacement and the committee wanted to keep the current policy to stay to take best grade and not the most recent grade
  - Lastly, students could not use the grade replacement policy as a result of academic misconduct.
  - This policy would not allow for retro-active grade replacement.
- A draft proposal was presented at the Oct 31, 2020 committee meeting and approved unanimously. The proposal was forwarded to SenEx and approved by the university senate in April 2021.

**Specific Charge 3:** Evaluate the current emergency action plan for academic policies and suggest direction for future emergencies.

- The committee discussed this charge on Oct 30, 2021 with the University Registrar, as most emergency academic policies occurred at this level (e.g. credit/NC, extensions of withdrawal). It was concluded there is no official emergency plan and most discussions were made with guidance from the Provost office and other AAU universities. The committee recommends more formalized emergency action plan.

### **Standing Charges**

**Standing Charge 1:** Be prepared to respond to SenEx requests for reviews of academic policy issues.

- The committee received an emergent charged in December to discuss extension of credit/NC for fall 2020. The committee meet on 12-11-2021 and recommended an extension of credit/NC dates for both Fall 2020 and Spring 2021. The committee unanimously voted on extension and sent recommendations to SenEx which was approved by the provost office.
- The committee met on Jan 13, 2021 to finalize spring and summer credit/NC dates. Additionally, the committee met to make recommendations on students switching to credit/NC because of academic miscount. The committee made the following recommendation to governance.
  - AP&P committee recommends a temporary measure to not allow students to withdrawal or change their grading scale to credit/no credit for a course due to a finding of academic misconduct with the sanction of "reduction of grade for the course". This will be communicated to the student receiving said sanction that withdrawal and credit/no credit are not an option. This measure does not apply to the sanction of "reduction of grades for a specific assignment" that may also lower their overall grade for the course.

- Furthermore, the AP&P committee would like to evaluate this recommendation for a more permanent recommendation to our policies and procedures.
- These recommendations were forwarded onto governance which were forwarded onto the provost office. Overall, the temporary policy was not approved by the provost office as there were concerns of things being retroactive. However, they recommended a future review of the USRR to make a permanent recommendation.
- The committee reviewed a request in March 2021 for guidance of religious observation on finals. Although KU policy allows excused absences for religious observance during regular class sessions, the policy does not offer specific guidance regarding finals. The committee met and made the following recommendations to Senate Executive Committee which was forwarded to the provost office
  - The AP&P committee recommends an email to be sent to instructors that there is a possibility that students may be seeking the need to reschedule the final examination due to religious observation. Instructors shall ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time.
  - The committee also recommended further evaluation of including religious observations as an excused absence to USRR on final examinations.
  - The Provost sent out an email communication on 4-7-21, titled “Religious Observance Accommodation During Finals” with AP&P recommendations

**Standing Charge 2:** Monitor proposals for academic program restructuring and discontinuance, hold hearings, and follow other procedures in accordance with Article VIII of the University Senate Rules and Regulations. Report issues or recommendations for action to SenEx. (ongoing)

- The committee received 8 requests for program discontinuance of in-active programs. The AP&P voted unanimously to approve the following inactive programs discontinuance
  - Master of Arts in Botany
  - Doctor of Philosophy in Botany
  - Master of Arts in Entomology
  - Doctor of Philosophy in Entomology
  - Discontinuance of Advanced Professional Skills Undergraduate Certificate
  - Discontinuance of BS in Athletic Training
  - Discontinuance of Doctoral in Engineering in Civil Engineering
  - Discontinuance MA MS PhD Interdisciplinary Studies
- AP&P recommendations were forwarded to SenEx throughout FY21 and the above programs were voted and approved at University Senate meetings

Respectfully submitted

Karen Moeller, PharmD., BCPP  
 Chair Academic Policy and Procedure Committee  
 Clinical Professor, Pharmacy Practice