

## Scholastic Standards

### Minutes

Thursday, September 25, 2014

Hall Dorm

1:30-3:00pm

Attendees: Jill Livingston (recorder); Larry Armstrong; Karen Bresciano; Bethany C. Brown; David Clokey; Robin Coulter; Susanna Cowan; Joseph Crivello; Lauren Digrazia; Hedley Freake; Gerald Gianutsos; Larry Gramling; Katrina Higgins; Patty Szarek (on behalf of Jennifer Lease Butts); Peter Tribuzio (via phone)

Absent: Jennifer Lease Butts; Stuart Brown; Tom Recchio; Carolyn Teschke

- 1) The minutes from [April 22, 2014](#) and September 9, 2014 were approved.
- 2) Ashley Vrabely, Assistant Director of Community Standards, who is responsible for managing the academic misconduct policy was introduced.
- 3) Peter Tribuzio, an academic advisor from the Greater Hartford campus was introduced. Peter will be attending meetings on behalf of Stuart Brown. Both Stuart and Peter will attend as many meetings as possible to allow them to benefit from continuity of discussion.
- 4) Proposed By-Laws change to Withdrawals and Leaves of Absence

Discussion: The Student Welfare committee reviewed the motion and voted to swap the order of the first and second paragraphs. They revised motion was returned to the SSSC for approval.

Decision: The motion was approved and will be brought forth for discussion at the October 6, 2014 Senate meeting.

- 5) Proposed By-Laws change from OSSA to Dean of Students

Discussion: The name of the Office of Student Services and Advocacy was changed to the Dean of Students Office and the By-Laws need to reflect the change. The use of Dean of Students Office and designees will be discussed at a later meeting considering how to best denote designees, who may not have direct reporting relationships to the Dean of Students Office. The following sentence was discussed, "Students who are dismissed from the University for the first time may, upon approval, matriculate no sooner than two semesters following dismissal." It was confirmed that one full academic year is the intended amount of time for students to separate from the University after dismissal (prior to possible readmission.) The last paragraph, noting the policy for students dismissed a second time, mirrored the policy for students dismissed once. Due to the similarities in wording, the language for Second Dismissal could be simplified.

Decision: The last paragraph on Second Dismissal was revised to eliminate redundancy with First Dismissal. The motion was approved and will be brought forth for discussion at the October 6, 2014 Senate meeting.

## 6) Proposed By-Laws change to admissions requirements: Nathan Fuerst

Discussion: Nathan worked with Admissions staff, Wayne Locust, and senior leadership to propose updated language to the introductory text and section 1. Minimum Requirements of the Admissions portion of the By-Laws. The SSSC provided Nathan with a good deal of feedback. Nathan took notes and can consult with Jill if he has questions.

Decision: Nathan will revise the language and return to SSSC for further vetting/approval, after which point the motion will be vetted by the Senate Enrollment Committee.

## 7) Agenda topics for future meetings

Discussion: In addition to 2 set topics 1) student absences from classes and 2) By-Laws changes for transfer admissions, what do we need to put on the docket? SSSC had a number of discussions during the 2013-14 academic year that did not come to action. Excerpts from the 2013-14 Scholastic Standards minutes are below. Do we want to revisit any of these topics?

Decision: Those individuals noted in parentheses below will present on these topics at future SSSC meetings.

- (Feb 25) Lauren DiGrazia suggested the topic of the audit finding on last date of attendance for a future meeting. There has been discrepancy between a student's date of withdrawing from coursework and when a student vacates residence halls/terminates services
- (April 8) The University recently underwent an audit of PeopleSoft. The auditors noted areas of practice in OSSA, Dean of Students Office, and the Registrar's Office that leave the University vulnerable. Lauren went through the By-Laws and tried to find language that would enable us to implement the auditor's suggestions. She proposed changes to the By-Laws 11.E.9 regarding the length of time grade changes must be resolved. The SSSC suggested multiple improvements to the By-Laws that clarify process. SSSC also recommended that the length of time allotted for grade resolution be consistent with the length of time the State requires faculty to retain records. Action Items: Lauren will revise the proposed changes to the By-Laws prior to the April 22, 2014 meeting. She will verify that 1-year is the length of time faculty are required to keep records.
- (Feb 25) SEC asked whether the application of the W (withdrawal/drop course) policy should be reviewed, as it is being applied differently by the different schools/colleges. The committee endorsed the idea that this is more an issue of practice than one of rule. Katrina Higgins will draft language that suggests a common approach to "transcript exceptions" by the various schools/colleges.
- (Mar 11) Katrina Higgins: Issue about issue of no-W (withdrawal) drops from courses. Discussion: Currently the decision to allow students to withdraw from courses without a W designation on their transcript is made by deans of schools and colleges. This practice results in lack of uniformity across the University. Students in CLAS, for example, are rarely allowed to drop without receiving a W on their transcript, while this practice is more common in other schools and colleges. This issue is further complicated when students transfer from

one school or college to another, as they may experience different standards in each and schools/colleges can retroactively remove W designations on transcripts previously assigned by another. No-W drops are part of a larger problem regarding inconsistent practice in decisions concerning catalog exceptions. These may also include decisions about: late pass/fail, course substitutions, and late drops. Inconsistent practice across schools and colleges creates a system that is unfair to students and has broader implications for full-time status. A dean who approves a no-W drop may not understand potential implications on full-time status, an important factor for financial aid, housing, etc. An idea for a Bylaws change was presented that would give the Provost authority over catalog exceptions—the suggestion being that the Provost would charge a central committee comprised of dean’s designees and other representatives who would provide input (e.g. registrar, financial aid, and housing). This committee would make decisions regarding catalog exceptions. This committee would not have authority for graduate student decisions. Dean’s designees would attend those meetings where student cases in their school/college were up for consideration. The issue of workload/time demand of this committee was briefly discussed. The committee also touched upon whether there ought to be uniformity across schools and colleges (or only within them) and whether deans would support a loss of autonomy in decision-making. Another idea was presented to revise the description of the withdrawals that now appears on the back of transcripts. Decisions: Katrina will talk to more individuals for feedback, including: Deans, advising center directors, and faculty. She will then report back to Scholastic Standards.

- (Feb 25) The existing Senate By-Laws rarely mention summer sessions; summer sessions are not required terms and have therefore traditionally fallen outside the purview of many. Adding Senate oversight to summer sessions would have to include revising the By-Laws and redefining the relationship between optional summer sessions and requirement semesters

8) The Admissions section of the By-Laws has introductory text and 5 sections:

1. Minimum Requirements
2. Admission of Gifted Students
3. New England Regional Program
4. Transfer of Credit
5. Advanced Standing for Superior High School Students

The SSSC would like advisement from the SEC on whether Enrollment or SSSC should take the lead on revising sections 2, 3, and 5.

9) Portions of the By-Laws are out of date with current practice. A full review is recommended at this time. This will be brought forth to the SEC.