

Undergraduate Academic Policies Committee  
October 4, 2017 (12:30pm, 076UH)  
Meeting Minutes

Attendees

Dan Krane, Geoff Owens, David Benson, Alan Chesen  
Susan Carrafiello, Amanda Steele-Middleton, Jack Dustin, Renee Aitken, Carl Brun

I. Approval of Minutes

The minutes were approved with a spelling correction.

II. Senate updates:

- Refund policy was accepted by Executive Committee and will appear as New Business at the October 9 Senate meeting. UAPC may need to review this policy again to check for Title IV compliance.
- Executive Committee approved the concept of removing the list of programs, departments, and colleges from policy 3404. The EC was also ok with routing changes to required approval status through the curriculum committee.
- After the textbook resolution passes Senate, the UAPC will be charged with creating a textbook auto adopt policy. Dan Krane agreed to draft the initial language.

III. Policy combination: 3310, 3510, 3315

The committee discussed numerous options regarding policies 3310, 3510, 3315. A tracked version of the draft changes as of October 4 is attached.

IV. Adjourn – the committee adjourned at 2:00pm

V. Remaining agenda items

- Academic Integrity Policy
- Policies 3350 & 3360 combined (Owens, Brun, Steele-Middleton)
- Policy 4230 (minor policy) (Owens, Brun)
- Policy 3520 & 3530 (duplicate language / combination)
- Policy 3110 – Transfer Admissions / Second Degree
  - i. 3110.9 (email from Owens to UAPC)
- Discuss, rank, assign priorities for semester and year (see priorities list in pilot)
  - i. Charges from Faculty President (included on priority list)
    1. Faculty credentials (HLC)
    2. Courses with WSU names not taught by WSU faculty



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## **4002.1 Definition and Equivalence**

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Definition of a semester credit hour

A “credit hour” is an approximate measure of effort/time required for a typical student to achieve the learning outcomes of an educational experience. Typically, a credit hour represents 750 minutes of formalized instruction accompanied by an average of twice that amount of time at out-of-class assignments (1,500 minutes). Effort/time calculations may differ by modality of instruction, but shall require a minimum of 2,250 total minutes of student effort/time per credit hour, and shall remain consistent with Federal Credit Hour Definitions [34CFR 600.2].

Equivalence of course offerings

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## **4002.2 Assignment of credit hours for various course modalities**

**Traditional lecture courses.** In this modality, each credit hour consists of 750 minutes of supervised/scheduled instruction or assessment activity and a minimum of 1,500 minutes of out-of-class “homework” or other unscheduled learning activity.

For example, consider the typical three (3) credit hour traditional lecture course which includes at least 2,250 minutes of scheduled classroom time and 4,500 minutes of homework over the term of instruction.

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**Lab courses.** For the typical laboratory course, at least two-thirds of the course effort/time are scheduled directed laboratory time. Any remaining effort/time is spent on unscheduled learning activity supporting the laboratory. In this modality, each credit hour of a typical laboratory with homework consists of 1,500 minutes of scheduled laboratory activity supported by 750 minutes of homework. Each credit hour of a typical laboratory without homework consists of all 2,250 minutes of effort/time as scheduled laboratory activity.

**Fully online.** For courses in which 100% of the instruction is delivered in an online mode, each credit hour consists of 750 minutes of instructor-led, computer-assisted modules, multimedia interaction, discussions, and/or assessment activities as documented in the course syllabus, and 1,500 minutes of supporting “homework” consisting of independent preparatory work, such as readings, viewing of instructional materials or writing done online. Online courses which have traditional lecture course equivalents are expected to achieve equivalent student learning outcomes in the equivalent number of credit hours. Any set meeting times will be clearly stated in the course schedule.

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### 3310.1 Semester System Definitions

Students should carefully plan their academic program with an advisor, especially if they are also working while going to school. However, students are responsible for registering in appropriate classes, scheduling, and fulfilling all university and program requirements for graduation.

### 3310.2 Withdrawal dates

For all students enrolled in the typical 14-week course, the last day (1) to drop a class without a grade shall be the end of the fourth week of each 14-week term and the end of the second-week of each 6-week term. These courses will not be recorded on transcripts.

The last day to drop a class with a grade of "W" shall be the end of the ninth week of each fourteen-week term and the end of the fourth week of each six-week term. From the fifth through ninth weeks, or their equivalents, students may drop a course or withdraw, but the course and a designation of "W" will appear on their records.

Drop dates applicable to classes offered in other terms shall be determined by the appropriate college, school, or unit in consultation with the Registrar's Office.

After the withdrawal dates above, students need to successfully petition to drop; otherwise, the course will appear on their records with a grade.

### 3310.3 Supervised extra-mural learning

Any WSU undergraduate student engaged in a cooperative, internship, field placement, or experiential learning activity, under the supervision of and with approval from a WSU faculty member, with a formal written agreement between the student, community placement site/employer, and university, will be considered having full time student status if the student is taking at least 12 credit hours total, or is completing at least 24 hours a week in relevant community experience, or a proportionally equivalent combination.

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Undergraduate Academic Policies Committee  
October 18, 2017  
Meeting Minutes

Attendees

Geoff Owens, Marty Emmert, David Benson, Dan Krane, Alan Chesen  
Eric Poch, Jack Dustin, Susan Carrafiello, Heiela Salhieh (SGA)

- I. Minutes of the October 4, 2017 meeting were approved
- II. Susan Carrafiello announced that the Honors Program and Committee are working on updates to the Latin Honors policy
- III. 3110.9 Second Bachelor's (International)
  - a. The committee agreed to change instances of "BA" to "Bachelor's"
  - b. The committee agreed to table the policy in order for members to check with STEM departments who may have not been previously consulted
- IV. 4002, 3310, 3315, & 3510
  - a. The committee approved edits to policy 4002 (Credit Hour Policy) and made additional edits to policies 3310 (full time status) and 3315 (internship) (attached)
  - b. Additional edits were made to policy 3510 – Withdraw Dates (attached)
- V. The committee discussed the draft textbook auto adopt policy and agreed to continue discussion and make edits over email. [Addendum: October 31 version attached]
- VI. Adjourn – the next meeting will be 10am, November 1, 2017

### 3110.9 Second Undergraduate Degree Admissions

- Students who have already received a baccalaureate degree from a college or university accredited by one of the six regional accrediting organizations recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE), or an international institution accredited by its respective Ministry of Education or comparable accrediting body, and who wish to pursue a second baccalaureate degree will be ranked as seniors entering with 90 semester credit hours. They will be required to complete a minimum of 30 semester credit hours. An advisor will determine in what areas these credits must be taken to complete their second degree requirements.

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## 3510.1 Withdrawal Definition

Withdrawal is the active decision on the part of students to officially remove themselves from the roster of a class or classes that they are attending. Withdrawing is an official process that should be done in consultation with the student's advisor. Not attending or not participating in learning activities is not the same as withdrawal. Additionally, there exist other mechanisms by which a student may be dropped from a course, but these are different from withdrawal.

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## 3510.2 Withdrawal with No Grade on Transcript

The last day to withdraw from a course, without a grade shall be the end of the fourth week of each 14-week term, the end of the second-week of each 6-week term, and end of the fourth week of each 12-week term. These courses will not be recorded on transcripts.

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Withdrawal dates applicable to courses offered in other terms shall be determined by the Registrar's Office, in consultation with the appropriate college, school, or unit. Generally, the last date to withdraw will coincide, as closely as possible to, but not later than the completion date of one-third of the course. The date to withdraw with no grade should be published in course syllabi.

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## 3510.3 Withdrawal with "W" on Transcript

The last day to withdraw from a course with a grade of "W" shall be the end of the ninth week of each fourteen-week term, the end of the fourth week of each six-week term, and the end of the eighth week of each twelve-week term. From the fifth through ninth weeks, or their equivalents, students may withdraw from a course, but the course and a grade of "W" will appear on their transcripts.

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Withdrawal dates applicable to courses offered in other terms shall be determined by the Registrar's Office, in consultation with the appropriate college, school, or unit. Withdrawal dates with a grade of "W" applicable to courses offered in other terms will coincide as closely as possible to, but not later than the completion date of two-thirds of the course. The date to withdraw with a grade of "W" should be published in course syllabi.

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**Deleted:** generally be set at the end of business hours coinciding as closely as possible to, but not exceeding the completion date of two-thirds of the course

**Deleted:** Withdrawal dates

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Once withdrawal deadlines have passed, students need to successfully petition to withdraw; otherwise, the course will appear on their transcripts with a grade.

**Deleted:** After the withdrawal dates above, students need to successfully petition to withdraw; otherwise, the course will appear on their records with a grade.

Note: Policy 3420 refers to "official withdrawals or drops"

Note: 3520.1 refers to "withdrawals are not repeats"

# Faculty Rights and Responsibilities

<b>Policy Number</b>	2030
<b>Date Created/Revised</b>	06/06/2005
<b>Executive Responsibility</b>	Faculty Senate

## 2030.1 Statement

Applies to all full-time faculty who do not have administrative appointment and who are not represented by collective bargaining. In the absence of specific faculty approved policies by the SOPP and SOM this policy includes faculty from SOPP and SOM.

### 2030.1.1

#### Section A. Textbooks

Pursuant to section 133 of the Higher Education Opportunity Act, Wright State University is required to disclose, on the institution's Internet course schedule, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes. Faculty members retain full authority in selecting textbook(s) and materials appropriate for their classes. So as to comply with federal law, facilitate the timely adoption of textbooks, and thereby provide students an opportunity to obtain those materials at a reasonable cost, faculty are strongly encouraged to identify the textbooks and other teaching materials they intend to use for a course prior to the federally-mandated adoption deadline, so that students will be able to register for the course with as much information as possible about the required material. Though faculty have the right at any time to adopt new textbooks or other materials determined to be more appropriate for their courses, faculty are also encouraged to maintain use of the textbooks for a course over multiple semesters wherever feasible.

In the event that a faculty member has not yet identified a textbook and other teaching materials prior to the adoption deadline, the University bookstore may assume that the instructor will use the same textbook (including edition and format) and other materials they had used the last time they taught the course if the following three conditions are met.

- 1) The individual instructor (or, for team taught courses, a specific team of faculty) who has been identified to teach a course in an upcoming semester has taught the course within the past two academic years,
- 2) The University bookstore references this policy in at least one attempt by both email and campus mail at least two weeks prior to the adoption deadline, to notify the instructor of its intent to assume that they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course.

**Commented [JO1]:** I believe that the intent is for all faculty to follow this policy. Therefore, it should not be placed here, since this section doesn't apply to BuFMs. It should probably be its own stand-alone policy. I can run it by the AAUP-EC if you wish.

**Deleted:** When possible, faculty have the right to select textbooks and other teaching materials (e.g. software, course notes, etc) for the courses they are scheduled to teach

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**Commented [w3]:** The committee would like to edit this to preserve the spirit of the deleted text:

Faculty are also encouraged to not change the textbook for a course once one has been adopted though they have the right to do so at any time if they determine that other materials would be more appropriate for their course.

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**Deleted:** by both email and campus mail at least two weeks prior to the adoption deadline,

3) The University bookstore references this policy in at least one attempt by both email and campus mail within one week of making that assumption to notify the instructor that it has assumed that they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course.

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The University bookstore may also assume that an instructor will use the same textbook (including edition and format) and other materials they had used the last time they taught the course after the adoption deadline if the first and third conditions are met and it has made at least one attempt to notify the instructor of its intent to do so at least two weeks prior to making the assumption.

Changes to a selected textbook and/or materials after the publication of the schedule of classes that cause financial hardship to a student will result in the reimbursement of the student's additional textbook and/or materials expense from the department(s) offering the course.

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### 2030.1.2

#### Section B. Grades

Faculty retain the authority to make the final determination of the grade to be awarded to each student in his or her class. If a faculty member cannot be contacted, there is a conflict of interest, or extraordinary circumstances serve to make the grade inappropriate, the Chair, Dean or a provost may change a grade awarded by a faculty member. A grade may also be changed in accordance with specific academic policies set by the Faculty Senate or in response to a petition submitted by the student. Changing a grade to A, B, C, D, F, P or U, however, requires the consent of the faculty member who awarded the grade or under extraordinary circumstances, consent of two or more other faculty members in the Department.

A faculty member will explain a grade during regular office hours or at a mutually agreed upon time, if a student requests such an explanation.

Prior to the end of the ninth week of each semester, faculty will give students adequate feedback to make informed judgments about their progress. Feedback may include examinations, papers, or other components of a student's grade. In those graduate and advanced undergraduate courses wherein it is not feasible to comply with this requirement, faculty members will include a statement to that effect in the course syllabus.

Faculty will turn in course grades to their departments in time to meet the registrar's published deadlines.

Faculty members will retain, for at least one year, any grade, progress and attendance records that were used to determine grades.

Undergraduate Academic Policies Committee  
November 1, 2017  
Meeting Minutes

Attendance

Marty Emmert, Geoff Owens, David Benson, Alan Chesen  
Jack Dustin, Amanda Steele-Middleton, Karen Mitchel (SGA)

- I. A quorum was not reached until midway through the meeting. Extensive informal discussions on the textbook auto adopt policy were held but no decisions were made. Those present agreed to conduct online discussions and ask for Executive Committee feedback.
- II. The minutes of the October 18, 2017 meeting were approved.
- III. Policy 3110.9 – the committee tentatively approved the proposed language pending further edits to other sections of policy 3110.
- IV. Geoff Owens asked those present to review policy 2035 and the HLC recommendations for future discussions.

Undergraduate Academic Policies Committee  
Meeting Minutes  
November 15, 2017

Attendees

Marty Emmert, David Benson, Alan Chesen, Geoff Owens, Dan Krane  
Renee Aitken, Amanda Steele-Middleton, Karen Mitchel (SGA)

I. Announcements (Owens)

a. Academic honesty policy

Dr. Owens recently met with Christ Taylor and a LEAP program representative to discuss potential modifications. The committee should expect a draft soon.

b. 3685 Commencement Policy

The committee will be receiving suggested language from the Executive Committee for the Commencement Participation Policy.

c. 3404 Required Advisor Approval

Tim Littell and the Undergraduate Student Success Committee have been asked to comment and make suggestions for changes to this policy.

d. Merging of 3350 and 3360

The Registrar was asked to review and make suggestions for this item.

e. Policy 3430 - anyone dropping a co-requisite must be dropped from course

Committee members were asked to check with their constituents for current issues with policy 3430.

II. Textbook Auto Adopt Policy

Senate Executive Committee instructed UAPC to not worry about putting “teeth” into the policy, and only to focus on completing the charge.

After discussions, the committee approved changes to policy 2030 and the new auto adopt language (proposed policy 2025).

- [https://www.wright.edu/sites/www.wright.edu/files/uploads/2017/Nov/meeting/Policy\\_2030\\_2017\\_11Nov\\_15.pdf](https://www.wright.edu/sites/www.wright.edu/files/uploads/2017/Nov/meeting/Policy_2030_2017_11Nov_15.pdf)
- [https://www.wright.edu/sites/www.wright.edu/files/uploads/2017/Nov/meeting/Policy\\_2025%28Proposed%29-TextbookAutoAdopt.pdf](https://www.wright.edu/sites/www.wright.edu/files/uploads/2017/Nov/meeting/Policy_2025%28Proposed%29-TextbookAutoAdopt.pdf)

III. Policy 2035

After discussions, the committee concluded that the current policy complies with HLC but enforcement hasn't always been successful. Current issues include:

- credentialing of instructors for 4000/6000 courses (Faculty with only a Master's cannot teach graduate students if the Masters is not a terminal degree)
- rare terminal degrees (social work)
- issues with oversight of internships

The committee agreed to continue discussions over email and at the next meeting.

IV. Adjourn – the committee adjourned at 11:50am.

**Undiscussed agenda items:**

V. Policy 3310, 3510, 3315, 4002

- a. 3510 - new Withdrawal policy merging elements of 3310
- b. 3310 will be deleted after remaining elements merged with 4002 (Credit Hour Policy)
- c. also revisit 3315 - Internships
- d. from amanda:
  - i. Policy 3310 and 3315 should be combined - both address mechanisms to be considered a full-time student. 3315 lacks enforceable mechanism for determining student eligibility.
  - ii. No graduate policy to allow a graduate student to be reported as full-time for co-op experience (i.e. UG policy 3315)

VI. Policy 3110.8 & .9

- e. 3110.9 Second undergrad degree – completed at Oct 25 UAPC meeting
- f. request by LEAP to modify 3110.8 (language proficiency requirements for non-degree seeking international students)

Undergraduate Academic Policies Committee  
Meeting Minutes  
November 29, 2017

Attendees

Marty Emmert, Geoff Owens, Romena Holbert, Dave Benson, Dan Krane, Alan Chesen  
Amanda Steele-Middleton, Carl Brun, Jack Dustin, Karen Mitchel

- I. Minutes of the November 15, 2017 meeting were approved.
- II. Geoff Owens announced that the Latin Honors policy revisions are still postponed.
- III. Withdrawal Policy (3510) – the committee approved the Withdraw policy language for Executive Committee consideration
- IV. Admissions  

The committee held lengthy discussions on issues surrounding undergraduate admissions and transfer. Questions/issues for further investigation include:

  - Should a new analysis be conducted regarding ACT/SAT admission thresholds and academic success?
  - Should transfer credit policy admission items be merged with the admission policy?
  - Is there any reason to distinguish between direct from HS and transfer students? (Does the Office of Admissions treat applicants differently prior to admission?)
  - What new language should replace “pathway program” which now refers to 2+2 programs by the State of Ohio?
  - Process for readmission of students in good standing.
- V. Faculty Credentialing  

Geoff Owens asked the committee to review the latest draft of the Faculty Credential policy and be prepared to discuss the issue at the next meeting.
- VI. Adjourn – The committee adjourned for the semester; the first meeting of Spring 2018 will be planned via email.