**Agenda**

**Associate/Assistant Deans Council**

**Monday, November 16, 2020**

**CONTINUED/DEFERRED AGENDA ITEMS**

**Academic Forgiveness** – See attached text revision (after agenda).

Sherri Smith

Sonja Cantrell-Johnson

Sherri Stepp

**Recommendation for D/F Reports for all UG Courses --** See attached text revision (after agenda).

Paulus Wahjudi

**Dean’s/Associate Dean’s Permission for 2nd 8 Weeks Courses - Deferred**

Sherri Stepp

Sonja Cantrell-Johnson

**NEW AGENDA ITEMS**

**Total Withdrawal Counseling**

Sherri Stepp

Kateryna Schray

* MUBOG Policy No. AA-15 was updated in Summer 2020 to include total withdrawal counseling prior to withdrawing the student.
* Office of Student Success, Office of Undergraduate Academic Advising and the Office of the Registrar worked together to implement procedures for students who request a withdrawal by:
  + Visiting the Registrar’s window
  + Calling the Office of the Registrar
  + Emailing the Office of the Registrar
  + Notifying an Academic Advisor
* The four scenarios above result in a Total Withdrawal Case being established in Navigate.
* Cases are managed by the Office of Student Success and distributed to Total Withdrawal Counselors
* Total Withdrawal Counselors have been selected and trained by the Office of Student Success.
* The TWC Counselor provides information to help students work with all appropriate offices to ensure the ability to return to Marshall. Sometimes, a withdrawal may not be the best solution and we want to help students identify their options.
* The TWC Counselor will notify the Office of the Registrar to complete the withdrawal and close the case in Navigate.

**NOTE:** The volume is anticipated to be high on the final days of the total withdrawal window and TWC Counselors may not finalize all student contacts until after the fact. Withdrawals will be processed effective the date of the student’s initial request.

**CR/NC Grades for Minors**

Sarah Davis

* Digital Humanities had listed that CR/NC grades would not be accepted for minors; however, they have reconsidered this requirement due to the COVID CR/NC grades in Spring 2020.
* Are there other minors that we need to review or update?

**Refund Process for 1st or 2nd 8 Weeks Courses**

Sherri Stepp

Bob Collier

* Last month, Andrew Gooding requested that we discuss the refund schedule regarding 8-weeks courses.
* Confirmed with Bob Collier that the University has one refund schedule for a semester.
  + 1st 8-week courses follow the same reduction of tuition/fees schedule as full semester courses.
  + If a student enrolls in only 2nd 8-weeks courses and the effective date of the total withdrawal is after the start date of the 2nd 8-weeks, there is no reduction of tuition/fees (refund, 90%, 70%, 50%).
  + If a student enrolls only in 2nd 8-weeks courses and withdrawals prior to the start of the second 8-weeks, the withdrawal will have to be adjusted prior to the start of semester.

**Reassignment of Duties Associated with Graduate College and Outreach**

Sherri Smith

**Academic Forgiveness – Proposed Revision**

The academic forgiveness policy allows forgiveness of D and F grades for purposes of calculating the Grade Point Average (GPA) required for graduation at Marshall University. This policy is designed to help students who left college with low grades and who now desire to return to college after a significant gap in enrollment.

**Eligibility**

Students may qualify for academic forgiveness in two ways:

* the student must have an absolute gap in enrollment for three consecutive calendar years, during which time zero credit hours are earned or attempted at any institution of higher education; or,
* the student must have a modified gap in enrollment for five consecutive calendar years, during which time up to 15 total credits may be earned or attempted at any institution of higher education. The maximum of 15 total credits may be earned in one full-time semester or across one or more part-time semesters. Total credits earned or attempted within the five consecutive calendar years may not exceed 15 credits.

The absolute or modified gap in enrollment may occur any time prior to the application for forgiveness. Forgiveness is applied only to D and F grades earned prior to the gap in enrollment.

**What is the intent? What is to be gained by requiring the student to apply for forgiveness in the first semester he or she becomes eligible?**

**Do we need to add language indicating the student must apply prior to baccalaureate graduation?**

**Application**

After admission and matriculation at Marshall, a student must apply for academic forgiveness sometime during the semester in which she or he is first eligible. For some students, this may not be the first semester of enrollment at Marshall, as the student may be enrolled part-time while continuing to establish the required five-year modified gap in enrollment (see above).

Students will find the application for “Academic Forgiveness” at [www.marshall.edu/advising](http://www.marshall.edu/advising) or [www.marshall.edu/registrar](http://www.marshall.edu/registrar) and should submit the completed application to the Director of Undergraduate Advising at [advising@marshall.edu](mailto:advising@marshall.edu). The Director of Undergraduate Academic Advising can accept, modify, or reject the application and will provide a justification.

**Implementation**

Once approved, academic forgiveness is portable across all academic programs within Marshall University except for the programs listed below.

* Nursing
* Dietetics

Please note that the Regents Bachelor of Arts Program has a separate academic forgiveness policy.

Grades disregarded for GPA computation remain on the student’s permanent record. This policy applies only to the calculation of the GPA required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

In order to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Marshall University after enrollment gap, earn at least a 2.0 GPA on all work attempted after the enrollment gap, and satisfy all degree or certificate requirements.

Students should be aware that this policy is not necessarily recognized by graduate or professional programs at Marshall University or by other institutions of higher education at any level.

**Academic Forgiveness  - Original Text**

The academic forgiveness policy allows forgiveness of D and F grades for purposes of calculating the Grade Point Average (GPA) required for graduation. This policy is designed to help students who left college with low grades. It will be implemented, provided certain conditions are satisfied, where the D and F repeat rule is not applicable:

* The student must not have been enrolled on a full-time or part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness.;
* only D and F grades received prior to the five year, non enrollment period can be disregarded for GPA calculation;
* in order to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Marshall University after the non enrollment period, earn at least a 2.0 GPA on all work attempted after the non enrollment period and satisfy all degree or certificate requirements.

Grades disregarded for GPA computation remain on the student’s permanent record. This policy applies only to the calculation of the GPA required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

A student may apply for academic forgiveness by submitting to his/her college dean an application for “Academic Forgiveness,” available in the college office. The dean can accept, modify, or reject the application and will provide a justification. Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation. The decision of forgiveness must be made again whenever the student changes programs, departments, colleges, or institutions. (Amended and approved at December 9, 1986, APSC meeting.)

Students should be aware that this policy is not necessarily recognized by other institutions of higher education outside the state of West Virginia.

**Exception**: The Board of Regents Bachelor of Arts Program is governed by a different forgiveness policy. (See section on Board of Regents degree.)

ASSOCIATE DEAN COUNCIL - **DRAFT**

RECOMMENDATION

SRXX-XX-XX [This number will be generated in the Faculty Senate office.]

Recommends that all faculty evaluate and submit midterm grades (D/F) for every undergraduate student in their classes. Freshman and sophomore students who are earning the equivalent of a grade of D, F, or NC at this time will receive a grade report mailed to their permanent address and a letter explaining how they can improve their academic performance. Junior and senior students who are earning the equivalent of a grade of D, F, or NC at this time will receive a grade report emailed to their Marshall email address and an explanation on how they can improve their academic performance. A midterm grade is not a promise of a particular final grade nor is it recorded on the student’s official transcript. It is intended only as an early warning.

RATIONALE: Midterm grades provide valuable information to students at an important point in the semester. Informing students of their academic progress within the class aims to motivate the student to maintain their high level of performance or encourage them to increase their effort in order to earn a successful end of term final grade. By including all undergraduate students in the reporting, students will receive a feedback on their performance in class with sufficient time to seek additional help through faculty, academic advisor, office of student success, or other academic interventions initiatives prior to the drop date. The reporting will support our retention efforts and have a positive impact on our retention rate.

*Should we discuss how it will affect faculty workload?*

**FACULTY SENATE CHAIR:**

APPROVED BY THE

FACULTY SENATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ASSOCIATE DEAN COUNCIL RECOMMENDATION SR-18-19-XX