**Agenda**

**Associate/Assistant Deans Council**

**Monday, September 21, 2020**

**Backdated Withdrawals and Financial Aid**

Beverly Boggs

**Textbook and Materials Costs**

Brian Morgan

* *See attached information.*

**Navigate Progress Report and Academic Planning Recap**

Chris Atkins

**Cancellation for Non-Payment by Major (Report from Office of the Bursar)**

Sarah Davis

Academic Advising Vision Statement, Mission Statement, and Student Learning Outcomes / Advising Syllabus

Sarah Davis

**Building Out the Advising Website – Student and Advisor Pages**

Sherri Stepp

* Do you have any requests or suggestions?
* Do you know of any amazing advising websites that we can review?

**Academic Forgiveness**

Sherri Smith

Sonja Cantrell-Johnson

**Textbook and Material Costs (from Brian Morgan)**

How does each college handle the enforcement of HEOA’s published textbook/course materials information, and in particular, in terms of non-compliance.  For example, the federal act (<https://nces.ed.gov/pubs2010/2010831rev.pdf>), page A-9, reference #12 states:

“To the maximum extent practicable, and in a manner of the institution's choosing, each institution must disclose on the institution's Internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed.”

* What do you do when a faculty member requires items such as TopHat, clickers, homework site subscriptions, etc. that were not originally listed on the bookstore site?
* How has each college been trying to curb this from happening?
* Do you have any internal policies regarding compliance/non-compliance?

**Sent to MU Faculty on Thursday:**

MU Faculty –

If you attended the statewide Open Educational Resource (OER) conference, apologies for cross-posting. We have good news for those of you who were not able to attend-- any MU faculty member interested in adopting an open textbook or open educational resource to support a face-to-face or online course may apply for this grant opportunity. See the notice below from Dr. Corley Dennison, Vice Chancellor for Academic Affairs of the WV Higher Education Policy Commission. View the OER seminar recording on YouTube and apply today!

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| --- | --- |
| (Inserted) | *To apply for an OER grant, visit* [*https://www.research.net/r/wvoer*](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.research.net%2fr%2fwvoer&c=E,1,7B73QlHLGN71TJo4oZ1TqWH4ZUPFe5f0sMSl9ff9KTU1L4BzvfN4c8Q2MTPPHS2_tqhwxGVzZUgsQE7PLalCeBadPcnmYHUqSYyA3QnCKg,,&typo=1)*. Grant applications will be accepted now through October 1. Details on the application process, selection criteria, and grant requirements are available in the attached document. I hope you will take advantage of this opportunity on behalf of all the students it stands to benefit.* *If you registered but were unable to participate in the webinar, you can listen to the informational OER webinar recording, here:* [*https://youtu.be/\_0-XRqMTgBk*](https://youtu.be/_0-XRqMTgBk) |

In addition to OER opportunities at the state level, you are also invited to explore the resources provided by the Marshall library faculty. Some materials are already available to you through the Marshall Digital Scholar (MDS) platform or other library holdings.  Prof. Jingping Zhang, Associate Dean of Libraries, and Prof. Larry Sheret, Scholarly Communication & OER Librarian, can assist you in locating and reviewing an open textbook for your discipline.  They can also help you publish your own using the library’s local system. Drop them a line if you need support:

Online OER Guide: <https://libguides.marshall.edu/OpenEducationalResources>

* Prof. Zhang: zhangj@marshall.edu or 304.696.2326
* Prof. Sheret: sheret@marshall.edu or 304.696.6577

Sincerely,

Monica

**MU Academic Advising Vision Statement, Mission Statement, and Student Learning Outcomes**

**MU Advising Vision Statement**

Advisors empower students to reach their academic and personal goals by utilizing our full range of resources and opportunities at Marshall University.

**MU Advising Mission Statement**

Marshall Academic Advisors support Marshall University’s mission to advance the public good through innovative, accredited educational programs. Our Academic Advisors provide a teaching and learning experience dedicated to our students’ success.  MU Academic Advising engages our students in a safe and judgement free environment, and encourages them to utilize a broad array of university and advising resources. Advisors support students as they seek the best possible education at Marshall University. Advisors provide accurate and timely academic resources and materials, and are a pivotal connection between students and campus. We help students to identify and pursue their academic interests and personal goals, address academic challenges, create educational and course plans, and achieve graduation.

**MU Advising Student Learning Outcomes**

*As a result of the student/advisor relationship, students will be able to:*

* Clarify educational, career, and personal goals.
* Contact their advisor and other campus personnel comfortably for guidance.
* Become independent decision makers who gather information, assess alternatives, examine consequences, and accept responsibility for their actions.
* Create realistic and achievable educational plans, including short and long-term strategies to meet those plans.
* Understand the link between academic standing and financial aid eligibility.
* Utilize university resources, such as academic supports and tutoring services, career and personal counseling, and experiential learning opportunities, as appropriate.
* Locate and understand relevant information, policies, and procedures as found in the Undergraduate Catalog, Student Handbook, and Academic Calendar.
* Utilize campus technology tools like DegreeWorks and Navigate to assist in the selection of appropriate courses to meet graduation requirements.
* Learn about unique academic opportunities, such as Service Learning, Honors Courses, Internships, Learning Communities, and campus support services.

**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.)

**Academic Forgiveness – Proposed Revision**

Where the D and F repeat rule is not applicable, 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 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.

**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  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 other institutions of higher education outside the state of West Virginia.