

Academic Standards Committee

Year End Report: September 2015 – May 2016

May 4, 2016

To: President DeFilippis, Dean Rios-Knauf

From: Academic Standards Committee

I would like to thank the members of the Academic Standards Committee for their work during this academic year. Research by committee members on policies from other institutions of higher learning was critical to the committee's work.

Committee Results for 2015-2016

1. The committee developed policy for faculty submitting grade changes and revised the grade change form. The Academic Dean's office asked the committee to explore this issue due to the volume of changes processed. The policy is more specific so that only students receiving an "Incomplete" are allowed to submit assignments after the semester ends.
2. The Incomplete form was revised so that faculty can designate a grade other than "F" if the student does not complete the assignments specified on the form. The Office of the Registrar will track these forms and make the grade changes as specified.
3. The committee created a catalog policy to clarify the program requirements for students to be fulfilled based on their program enrollment year. This policy will be published in the updated catalog.
4. The committee finalized a two year membership rotation plan. The plan balances committee experience with the opportunity for new members to serve.

Respectfully submitted,

Janet Zupkus, Chair