

STANDING COMMITTEES

Academic Policy Committee (APC)

Minutes of Academic Policy Committee

Wednesday, April 03, 2024

Online via TEAMS meeting

The meeting was called to order by Melanie at 12:10 pm.

The attending committee members: Owen Biesel; Rex Gilliland; John Nwangwu; Sebastian Perumbilly; Jia Yu; Gabriella Ferrell; Greg Adams.

Guest: Alicia Carroll, Registrar; Meredith Sinclair, Advising; Meghan Barboza, UCF.

1. **Add/Drop Policy:** Alicia met with the committee to continue discussions, specifically the questions raised during last week's senate meeting.

What do other CSUs do? Add

- CCSU has an add period for 1-week, thereafter the instructor and chair may approve a late add (see [policy here](#)).
- ECSU has an add period for 1-week, the instructor may approve a late add in the 2nd week, and the instructor and chair may approve a late add in the 3rd week (see [policy here](#)).
- WCSU has an add period for 5-days; no formal procedure or deadline published to request a late add (see [policy here](#)).
- Clarification: SCSU already has an add period for 1-week and a late add in 2nd week approved by the chair and dean. The proposal seeks to change that late add to be signed by the instructor and chair if it is academically appropriate for the student to join late in the second week, instead of asking the dean to sign off based on extenuating circumstances. No change to existing deadlines in the proposal.

What do other CSUs do? Drop

- CCSU has a drop period for 3-weeks whereby students may drop on their own and do not receive a 'W' on their transcript (see [policy here](#)); no further late drop.
- ECSU has a drop period for 2-weeks whereby students may drop on their own and do not receive a 'W' on their transcript (see [policy here](#)); no further late drop.
- WCSU has an add period for 5-days; no formal procedure or deadline published to request a late add (see [policy here](#)).
- Clarification: SCSU already has a drop period for 1-week and a late drop in 2nd week approved by the dean. The proposal seeks to change the deadline, to allow students a 2-week drop period with no authorization required. There would no longer be a late drop period, no need for the dean to sign off based on extenuating circumstances.

What will be the timeline for 8-week courses and summer courses?

- As with the other schools, the Registrar's Office establishes a prorated period of time equivalent to the full semester deadlines. Example, if a deadline occurs at the 10% mark of the semester, the deadline is set on a shorter term at the 10% mark. The actual dates are published on the academic calendar for all full semester, this is noted in the attached proposed policy.

How does this affect FYE?

- New students are locked out of the self-service registration system and must discuss all schedule changes with FYE presently, this would not change based on this proposal.

Has the advising team been informed?

- The Deans, Advising, and Enrollment Management have been consulted on this proposal, I have copied Meredith and Harry here to inform them of the meeting request.

2. **Pass-Fail, Course Withdrawal and Late Course Withdrawal Policies:** Meredith and Alicia met with the committee and Meghan to discuss proposed changes to these policies. Barbara Cook (Grad Council) was not available during the meeting but sent questions to aid with the conversation. Meghan will discuss at next UCF meeting for endorsement.

What do other CSUs do? Pass-Fail

- WCSU Pass-Fail is open first 4 weeks of the semester, general education courses may not be taken for p/f ([policy](#))
- CCSU Pass-Fail is open first 3 weeks of the semester, general education courses may not be taken for p/f ([policy](#))
- ECSU Pass-Fail is open first 12 weeks of the semester (in-line with the withdrawal deadline), up to 2 general education courses may be taken for p/f ([policy](#))
- Clarification: SCSU current policy is open for first 3-weeks of the semester, general education courses may not be taken for p/f. Proposal extends this to be open first 12 weeks and allow for general education courses to be elected for p/f where not shared with the major or minor; other changes noted in the attached document as well.

What do other CSUs do? Course Withdrawal

- WCSU course withdrawal is open thru end of 12th week; thereafter, late course withdrawal with instructor approval ([policy](#))
- CCSU course withdrawal is open thru end of 12th week; thereafter, late course withdrawal with instructor and chair approval ([policy](#))
- ECSU course withdrawal is with advisor approval thru end of 12th week; thereafter, grade as assigned by instructor ([policy](#)).
- Clarification: SCSU course withdrawal is open thru end of 12th week; thereafter, late course withdrawal with instructor and chair approval. Proposal removes the need for chair (or dean approval, in the case where instructor is chair); no change to deadlines are being proposed; SCSU does not require advisor approval in the first 12-weeks but thru the proposed enhanced/automated communication advising would like to facilitate a conversation for students who have submitted an individual course withdrawal request, allowing for 48-window to cancel their request.

Has the advising team been informed?

- The Advising Team and Registrar worked collaboratively on this proposal after reviewing best practices and some institution data.
- To understand the impact to advisors as part of the withdrawal notification communication proposed, individual course withdrawal rates by advisor were reviewed for Fall 2022, Spring 2022, Fall 2023, and Spring 2023; advisors would have received 4 notifications on average per semester to review a student's decision to withdraw in the first 12 weeks of the semester and offer support.

Why is this important?

- Students are typically (about 2/3) withdrawing after the midpoint of the semester, with significant time invested in their classes already (see the column highlighted in red).

- A review of midterm grade distribution tells us that 8.3% of these student withdrawals had an A, B, C, or P (where it is a PF course) at midterm.
- These policy changes are a student success and persistence initiative aimed at:
 - #1 identifying students in this 8.3% population and to facilitate opportunities to successfully complete the class as an alternative to withdrawal. The instructor receives notification in this proposal and is encouraged to review class progress/grades, discuss alternatives such as a p/f option (if also approved becomes a viable option here), incomplete contract, etc. as deemed appropriate.
 - #2 identifying students where withdrawal may still be the appropriate course of action but may need other support such as reviewing the impact to degree completion, grade replacement options, creating a plan for retake, additional resources need for future success, etc.
 - Note: With the recent revision to the midterm grade policy, the 9.4% (in yellow) may also be an additional population/opportunity to improve student success and improve final grade DFW rates; but with missing midterm grades as they were not previously recorded in Banner it is hard to account for.

Course Withdrawals																
	A	B	C	D	F	P	Unknown	Total Count of	Total Count of	ID2						
≡ Fall 2022	24	1.43%	48	2.87%	68	4.06%	147	8.79%	710	42.44%	4	0.24%	672	40.17%	1673	100.00%
After Midterm	24	2.15%	48	4.30%	66	5.91%	145	12.98%	701	62.76%	4	0.36%	129	11.55%	1673	100.00%
Before Midterm		0.00%		0.00%	2	0.36%	2	0.36%	9	1.62%		0.00%	543	97.66%	556	100.00%
≡ Fall 2023	16	0.97%	35	2.13%	75	4.56%	181	11.02%	682	41.51%		0.00%	654	39.81%	1643	100.00%
After Midterm	16	1.43%	33	2.96%	73	6.55%	179	16.05%	669	60.00%		0.00%	145	13.00%	1115	100.00%
Before Midterm		0.00%	2	0.38%	2	0.38%	2	0.38%	13	2.46%		0.00%	509	96.40%	528	100.00%
≡ Spring 2022	23	1.55%	40	2.70%	67	4.52%	129	8.70%	595	40.15%	4	0.27%	624	42.11%	1482	100.00%
After Midterm	23	2.36%	37	3.79%	66	6.77%	126	12.92%	553	56.72%	4	0.41%	166	17.03%	975	100.00%
Before Midterm		0.00%	3	0.59%	1	0.20%	3	0.59%	42	8.28%		0.00%	458	90.34%	507	100.00%
≡ Spring 2023	16	1.27%	32	2.55%	61	4.85%	102	8.11%	473	37.63%	1	0.08%	572	45.51%	1257	100.00%
After Midterm	16	1.98%	32	3.96%	60	7.43%	102	12.62%	470	58.17%	1	0.12%	127	15.72%	808	100.00%
Before Midterm		0.00%		0.00%	1	0.22%		0.00%	3	0.67%		0.00%	445	99.11%	449	100.00%
Grand Total	79	1.30%	155	2.56%	271	4.48%	559	9.23%	2460	40.63%	9	0.19%	2522	41.65%	6055	100.00%
Save Potential (Midterm A, B, C, P) 503 / 6055 8.30%																
Save Potential (Midterm Unknown) 567 / 6055 9.40%																

- Bookstore:** First Day Complete was not approved by the BOR. Because that was a critical component of the CSU/Charter Oak bookstore contract, the System will not move forward at this time with a shared contract. Each campus continues with its own contract. Southern will extend our current contract with B&N for one more year. Next fall we will go out to bid for our bookstore contract just for Southern (as our current contract expires).
- Updates and clarifications to Academic Misconduct documents:** not discussed.
- Templates for Evaluation Letters from DEC's & Chairpersons:** not discussed.
- Department P & T Guidelines:** HOLD until AY 24-25 for Interfolio implementation.
- Supplemental vs. primary file:** HOLD until AY 24-25 for Interfolio implementation.

Committee adjourned at 1:35 pm.

Respectfully submitted,
Melanie Uribe