**Associate/Assistant Deans Council**

**Agenda for March 24, 2023**

**Upcoming Spring 2023 Meetings: April 21**

**Summer Meeting: TBA**

**CONTINUED AGENDA ITEMS**

**Graduate Studies**

Carl Mummert

**The following proposals will be reviewed by BAPC on Friday, March 24.**

* **Proposal to Add Email as Notification for Suspension and Dismissal**
* **Proposal to Report Midterm D/F/NC Grades for All Undergraduate Students**
* **Proposal to Change Catalog Language to Current Practice for Meeting with Probation Students**
* **Revision to Minors Policy**

**Honors Eligibility – Policy Proposal**

Sherri Stepp

* Draft text attached after the agenda.
* We have one proposal that was previously discussed.
* After further review, there has been discussion that the entire policy should be simplified.
* Academic Forgiveness Policy recently updated – may need clarified.
	+ There is some wiggle room in the current wording.
	+ “Students who have received academic forgiveness are not eligible to graduate with honors.”

**Alternative Suspension – Addition to Catalog**

Sherri Stepp

* Draft text attached after the agenda.
* Jay Rader, Sarah Davis, and Elizabeth Hanrahan prepared the attached text.

**Academic Calendar**

* At yesterday’s (3/23) meeting, Faculty Senate Approved 15/15 Week Calendar.
* SGA supports this calendar.

**NEW AGENDA ITEMS**

**Discussion of Sender of Probation and Suspension Letters**

Sherri Stepp (on behalf of Sarah Davis)

* Introduce this idea for discussion next month.
* Idea came from Appreciative Advising training for Probation Students
	+ Two advisors attended the training shared with the other staff advisors.
* Probation and Suspension communication comes from the “University” – either Academic Affairs or the Office of the Registrar (to be discussed)
* This allows the advisor and ADs to be the “helpers” – helps maintain a positive relationship with advisees.

**CourseLeaf CIM** (Deferred from February Meeting)

Elizabeth Hanrahan

**ADDITIONAL DISCUSSION**

**BUDGET AND ACADEMIC POLICY COMMITTEE**

**RECOMMENDATION**

**SR-22-23-XX** [This number will be generated in the Faculty Senate office]

Recommends the adjustment of language in the Marshall University Undergraduate Catalog to clarify the exact credit hours needed to calculate honors graduation eligibility.

**RATIONALE:**

The proposed edits to the Marshall University Undergraduate Catalog will update language to clarify the honors graduation calculation process. Currently, the process is being conducted in multiple ways because of the way the policy is written. The way the current policy is interpreted is that the student must have a minimum of 32 upper-level MU hours, the 50% is confusing as students who have 100 MU hours, for example, would need 50 hours of upper level the way this is written. This policy should be clarified as to its intent, and then written to reflect that intent. This change is intended to improve continuity across colleges for honors graduation credit hour reviews.

Note: Policy change request submitted by Associate Deans Council.

**FACULTY SENATE CHAIR:**

APPROVED BY THE

FACULTY SENATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISAPPROVED BY THE

FACULTY SENATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISAPPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Catalog Language

**Honors Graduation**

*Baccalaureate Degree*
Baccalaureate degree candidates who have achieved special distinction in academic work are recognized at Commencement Exercises. Their honor status is printed on their diplomas and transcripts. Honor status is determined by this scale for the final cumulative Grade Point Average:

* Summa cum laude (3.85 and above)
* Magna cum laude (3.60 to 3.84)
* Cum laude (3.30 to 3.59)

*Note:* Honor calculations are not rounded.

For May graduates, honors recognition at Commencement is based on academic standing prior to the Spring term. For December graduates, honors recognition at Commencement is based on academic standing prior to the Fall term. The diploma and transcript will reflect honors standing after calculation of final grades.

**Honors eligibility for transfer students (baccalaureate degree):**

Transfers from in-state public institutions: Honors are calculated on the overall GPA

From a two-year college in WV state system: must have earned at least 56 hours of work at Marshall University.

From a four year institution in WV state system: must have earned a minimum of 36 hours of work at Marshall University.
Transfers from non-West Virginia public institutions: Honors are calculated on the overall and Marshall GPA

All other transfer students: must have earned at least 64 hours of work at Marshall, at least 50% of which must be upper division work (300/400).

Proposed Catalog Language

**Honors eligibility for transfer students (baccalaureate degree):**

Transfers from in-state public institutions: Honors are calculated on the overall GPA

From a two-year college in WV state system: must have earned at least 56 hours of work at Marshall University.

From a four-year institution in WV state system: must have earned a minimum of 36 hours of work at Marshall University.
Transfers from non-West Virginia public institutions: Honors are calculated on the overall and Marshall GPA

All other transfer students: must have earned at least 64 hours of work at Marshall, at least ~~50 percent~~ 32 hours of which must be upper division work (300/400).

ALTERNATE PROPOSAL –Simplification of entire policy - To be discussed at meeting.

**Proposed Catalog Language**

**Honors Graduation**

*Baccalaureate Degree*
Baccalaureate degree candidates who have achieved special distinction in academic work are recognized at Commencement Exercises. Their honor status is printed on their diplomas and transcripts. Honor status is determined by this scale for the final cumulative Grade Point Average:

1. Summa cum laude (3.85 and above)
2. Magna cum laude (3.60 to 3.84)
3. Cum laude (3.30 to 3.59)

*Note:  Honor calculations are not rounded.*

The grade point average calculated for honors eligibility is based on all baccalaureate-level course work attempted at Marshall University and any attempted transfer course work completed at another institution of higher education prior to receipt of baccalaureate degree.   Grades of CR or NC are not included as part of the GPA calculation.  Students must meet all graduation requirements including the number of residency hours required for their specific program of study.

* For Spring (April or May) graduates, honors recognition at Commencement is based on the student’s overall GPA at the start of the Spring term.
* For Winter (December) graduates, honors recognition at Commencement is based on the student’s overall GPA at the start of the Fall term.

The diploma and transcript will reflect honors standing after calculation of final grades.

Students who received academic forgiveness are not eligible to graduate with honors.

Comments Received after March Meeting:

Gary McIlvain (in March meeting chat). is good with proposed new language with an exception language for RBA.

Brian Antonsen (either in meeting chart or email immediately following meeting): I ended up siding with the simplicity argument, just overall GPA. This isn’t the place to fight the battle over whether transfer courses are truly equivalent or not, that’s a separate discussion.

Andrew: Agrees that RBA students should have 24 hours at MU, too.

Mary Beth (in a separate conversation): One clarification request – I assume that, while the bullets indicating that at commencement graduation honors are based on the cumulative GPA at the end of the previous (i.e., does not include the current) term, the student’s FINAL honors (reflected on their transcripts) include the final semesters’ grade calculations.  I think this is the fairest way to do it because current semester grades are not final until sometime after the end of the semester. (Previous idea already addressed in next to last line – existed in original text.)  Will transfer and RBA students who are fulfilling their residency requirements during their final semester be able to walk with university honors at commencement based on their cumulative GPA at the end of the previous semester and their enrollment status at the end of the current semester, for which grades have not yet been calculated?

Proposed Catalog Language - Alternative Suspension Program (ASP)

There is an Alternative Suspension Program (ASP) that may be offered to students who qualify. The ASP is offered jointly by each college and the Center for Student Success and offers students a unique opportunity to make progress in their chosen degree program and maintain a close connection to campus during their academic suspension. Students who participate in alternative suspension will continue their enrollment by taking a maximum of 13-14 credit hours, including UNI 104: Advanced Strategies for Academic Success. By remaining enrolled in degree-applicable credits, students in ASP have a much higher chance of succeeding in their major and graduating from college. Acceptance to the ASP program does not guarantee financial aid and accepted students should check with the Office of Student Financial Assistance to verify their status.

Students selected to participate in the ASP must comply with all components of the program, as follows:

* Before the start of classes, students will meet with the Associate Dean in their college to sign an ASP contract and their academic advisor to develop an Academic Improvement Plan (AIP). The contract will stipulate:
	+ If students perform a total withdrawal during the semester of ASP, they will be placed on suspension for one academic semester.
	+ If students do not complete the semester successfully by meeting the terms of the contract, they will be placed on suspension for one academic year.
* Students will meet with their academic advisor three times during the semester to monitor progress.
* Students will participate in all community, campus, or team-based activities associated with UNI 104.
* Students must earn a “C” or higher in UNI 104 and complete the semester with a term GPA of 2.0 or higher.

The current policy of regular semester suspension would still be retained for students not wishing to participate in the ASP program. Students who qualify for the ASP program are on their first suspension and will be notified of their qualification and the application procedure by their college when they receive their suspension letter.