



FACULTY SENATE

TO: Members of the Faculty Senate & Guests **DATE:** July 6, 2012

FROM: Paul Farrell, Chair of Faculty Senate

SUBJECT: Agenda and Materials for the July 16, 2012 Faculty Senate Meeting

Attached you will find the agenda and the materials for the July 16th Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Please join us, if you can, for a few minutes of informal conversation prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of the May 7, 2012 Faculty Senate Meeting Minutes
4. Provost's Remarks
5. Chair's Remarks
6. Educational Policies Council (EPC) Items:
 - A. Action Items:
 - 1) Revision of the Catalog Rights and Exclusion policy to allow students to declare a different catalog for a minor, certificate or second major/degree.
 - 2) Revision of the Academic Forgiveness, Academic Standing, Course Load, Dismissal and Reinstatement policies to ensure consistency in practice.
 - 3) Revision of the Credit Testing Eligibility policy to clarify that credit-by-examination (CBE) is for currently enrolled and degree- and certificate-seeking students only, among other changes.
 - 4) Revision of the Admissions, Residence and other policies to make clear that students in certificate programs are held to similar standards as those in degree programs.
 - 5) Establishment of Leave of Absence and Student Reenrollment policies for graduate students.
 - B. Information Item:
 - 1) Establishment of a Student Responsibilities statement for the University Catalog
7. New Business: Motion on Representation for the College of Podiatric Medicine on Faculty Senate and EPC
8. Announcements / Statements for the Record
9. Faculty Senate Meeting Adjournment



FACULTY SENATE

Minutes of the Meeting

May 7, 2012

Senators present: Patti Baller, Vanessa Earp, Paul Farrell, Rick Feinberg, Steve Fountain, Lee Fox-Cardamone, George Garrison, Robert Hamilton, Mack Hassler, Min He, Barb Hipsman, Thomas Janson, Eric Jefferis, Deborah Knapp, Janice Kroeger, Yuko Kurahashi, Robin Lashley, Ralph Lindeman, Richard Mangrum, Mike Mikusa, Stephen Paschen, David Riccio, Daniel Roland, Susan Roxburgh, Vilma Seeberg, Jonathan Selinger, Deborah Smith, Tom Sosnowski, John Stoker, Jarrod Tudor, James Tyner, Terry Uber, Roberto Uribe-Rendon, Will Ward, Donald White, Linda Williams, Kim Winebrenner, Steve Zapytowski

Senators-Elect present: Madhav Bhatta, Mary Lou Ferranto, Stephen Minnick

Senators not present: Ed Dauterich, David Dees, Wendy Kasten, Tracy Laux, Lora Morris, Ratchneewan Ross

Ex-Officio Members present: President Lester Lefton; Provost & Senior V.P. for Academic Affairs Todd Diacon; Vice Presidents: Grant McGimpsey, Iris Harvey; Executive Director Deborah Huntsman; Deans: Sonia Alemagno, James Bracken, John Crawford, Timothy Moerland, Said Sewell, Doug Steidl, Wanda Thomas, Kathryn Wilson

Observers present: Myra West (Emeritus Professor), Michael Allen (GSS), Evan Gildenblatt (USS)

Guests present: Joe Altobelli, Sue Averill, Stephane Booth, Tom Brewer, Natalie Caine-Bish, Tim Chandler, Cathy DeBois, Mark James, Tess Kail, Karen Keenan, Valerie Kelly, Gay Lindsay, Ralph Lorenz, Yza Melvin, Tom Neumann, David Ochmann, Char Reed, Rick Rubin, Jennifer Sandoval, Carol Siliezi, Patti Swartz, Therese Tillett, Robert Walker, Lowell Zurbuch

1. Call to Order

Chair Paul Farrell called the meeting to order at 3:20 p.m. in the Governance Chambers, Second Floor, Kent Student Center.

2. Roll Call

Secretary Tudor called the roll.

3. Approval of the Faculty Senate Meeting Minutes of April 9, 2012

Chair Farrell called for corrections to the minutes of the Faculty Senate general meeting of April 9, 2012.

No corrections were requested and the minutes of the April 9, 2012 meeting were approved unanimously (Sosnowski, Uribe-Rendon).

4. Remarks by Provost Diacon

Chair Farrell invited Provost Diacon to address the Senate.

- a. Provost Diacon opened his remarks by commenting on what he believes outsiders do not understand about the operations of an institution of higher education. Provost Diacon stated that faculty members have a responsibility to explain to outsiders what it is that faculty members do in their positions. The Provost stated that administrators interact with the public constantly and often have to explain the mission of higher education. Provost Diacon also stated that in many cases professional associations bind faculty members together more so than the institution itself and that this reality has been heightened since World War II and the accompanying rise of the research university. Provost Diacon commented that this reality is even more obvious when it is time for a program to be reaccredited. As well, Provost Diacon stated that it is hard for outsiders to understand that administrators do not control faculty members. Provost Diacon stated that he supported the 1967 AAUP statement on shared governance.
- b. Provost Diacon stated that he realizes that consumers of higher education are increasingly asking questions about the cost of higher education. He commented that when evaluating the value of higher education, there are few material markers other than one's starting salary and the income potential for a college graduate over their lifetime. Provost Diacon stated that often the consumer public judge value based on cost and as the cost of an institution's tuition increases, the perceived value is greater. He also commented that the ranking of colleges and universities has not changed much over the last several decades.
- c. Provost Diacon stated that Kent State University has one of the nicest campuses in America when compared to other institutions that were not well-developed physically before World War II. Provost Diacon endorsed the current University plan to improve the overall physical plant in regard to the overall construction and improvement scheme, the expansion of the esplanade, and the new student green space project. Provost Diacon stated that those that he speaks with around the U.S. believe that Kent State University is improving its position.
- d. Provost Diacon also stated that future historians will judge how effectively the University responded to the Great Recession and will determine the value of an education at this point in time.

5. Provost Diacon took questions from the members of Faculty Senate

Senator Roxburgh asked Provost Diacon to comment on the recently distributed Strategic Plan. Provost Diacon stated that the plan was designed to be a plan to get to allow Kent State to double its research spending. Senator Roxburgh then stated that she believed that some in the University community believed that the plan did not involve much in the way of faculty input. Provost Diacon stated that he understood Senator Roxburgh's concerns and remarked that there would be a chance for input as the plan moved forward.

Senator Garrison stated that he agreed with many of the comments made by Provost Diacon but also stated that he was concerned that the faculty and the administration are currently warring over shared governance. Senator Garrison also voiced concern that the University was not treating the faculty and other employees well while also attempting to beautify the campus. He also stated that he hopes that the administration will care more about faculty morale in areas of concern to faculty. Senator Garrison stated that this includes trusting the faculty with the teaching of students. Senator Garrison also stated that, in years past, the relationship between faculty and administration was more productive when advancing the University.

Provost Diacon stated he understood Senator Garrison's points. The Provost commented that historians may judge colleges and universities based on how well they weathered the Great Recession. Provost Diacon stated that he understood the concerns many faculty and students have in regard to the new tuition plateau, but stated that the University must consider generations of students and faculty in the future, not just those currently on campus.

6. Chair's Remarks [attachment]

Chair Farrell read his remarks.

7. Dr. Cathy DuBois on the Subject of Wellness

Chair Farrell asked Dr. Cathy DuBois of the College of Business Administration to discuss a project on University wellness.

Dr. DuBois stated that the project was designed to create a culture of health and wellness at Kent State and that the positive effects of this new culture will help students. Dr. DuBois stated that the project is taking a systems approach that will include seven areas of focus including food, exercise, personal well-being, social well-being, health management, quality of work life, and the quality of the natural environment.

Dr. DuBois urged faculty members to take the time to fill out a survey that, although detailed, will provide substantial information so that the project will yield better results. Dr. DuBois asked college deans to email their faculty members and urge them to participate in the survey.

Senator Garrison thanked Dr. DuBois for her presentation and then asked President Lefton to consider protecting the budget allocation for a multi-disciplinary group that meets regularly in the gym annex and practices wellness-related activities. President Lefton stated that he would look into the matter with Dean Mahoney.

8. EPC Item: Revision of the Minimum Grade Point Average for Graduation with Honors

Chair Farrell asked Vice Chair Williams to lead a discussion on this issue.

Vice Chair Williams stated that she contacted the Executive Director of Undergraduate Student to get feedback on the proposal. She stated that the Executive Director voiced concern about the policy's effect on current students. Vice Chair Williams stated that the policy would only affect students who might take an extraordinarily long time to graduate.

A vote was held to change the minimum requirements for graduation with honors. The Faculty Senate voted unanimously in favor of the change.

9. Educational Policies Council: Writing-Intensive Course Requirement (WIC)

Chair Farrell explained that this issue concerned the requirement that the WIC course be taken at Kent State University. He then asked Natalie Caine-Bish on behalf of the URCC to lead a discussion on the issue.

Ms. Caine-Bish stated that the issue came to URCC through the Provost's office due to the fact that Kent State was without a uniform policy on WIC courses in regard to whether they must be taken at Kent State or whether they could be taken elsewhere and then transferred. The URCC, according to Ms. Caine-Bish, recommended that the course must be taken at Kent State and that the policy would be effective for the Fall 2012 term.

Senator Deborah Smith queried as to the rationale for the potential policy change. Ms. Caine-Bish stated that there was no uniform policy as to transfer of WIC courses.

Provost Diacon stated that he was opposed to the new policy because he believed such a university-wide dictate could create a barrier for some students and even some departments. The Provost stated that he believed that departments can be trusted to make these decisions. Provost Diacon agreed that a faculty member should be making the decision on whether a WIC should be transferrable.

Vice Chair Williams also voiced concern that departments would lose the ability to decide these issues for themselves as long as it is a chair or faculty member who officially makes the decision and not a college advisor.

Senator Feinberg as well stated his opposition due to the fact that many courses offered at other colleges and universities might be better than the ones offered at Kent State and that students should not be penalized for it.

Senator Hipsman asked if Director of Curriculum Services Therese Tillett could comment on the need for such a policy.

Director Tillett stated that the need for an official policy was not due to concerns associated with Banner. Instead, the need was for uniformity across the University.

Ms. Caine-Bish stated that URCC was taking a philosophical approach. She stated that there was no way to control the content of courses at other colleges and universities.

Dean Douglas Steidl of the College of Architecture stated that it sometimes is an issue of practicality to allow colleges and departments the flexibility to allow students to take such courses at other institutions.

Senator Knapp queried whether the URCC's recommended policy would work to put tighter restrictions on what occurs in the classroom. Senator Knapp also stated that URCC has a subcommittee that is gathering information on WIC courses.

Senator Tudor stated that a uniform policy would be helpful when the University is developing articulation agreements with area community colleges.

Chair Farrell reminded the Faculty Senate that the motion could be passed, defeated, or tabled.

Senator Sosnowski suggested tabling the issue and discussing it again at the July, 2012 meeting so that the Senate could further discuss the issue related the transfer of lower division courses for upper division credit.

Senator Feinberg moved to call the question. Senator Roxburgh seconded.

The vote to call the question passed by a two-thirds vote of Faculty Senate.

Chair Farrell then called on Faculty Senate to vote on the motion on whether the WIC course requirement must be satisfied at Kent State. The motion failed by a majority vote of Faculty Senate.

10. Educational Policies Council: Reorganization of the College of Public Health

Chair Farrell asked Dean Alemagno to present the reorganization plan.

Dean Alemagno stated that the original design for the College of Public Health was to have individual academic departments and with 500 students and over 30 full-time faculty, and plans to add more, the time had come to create the individual departments. Dean Alemagno stated that the reorganization would better support faculty, especially in regard to tenure and promotion, as well as students in regard to practicum placements, and also with accreditation by the Council on Accreditation in Public Health.

Senator Feinberg asked how many faculty members would be in each department and whether additional costs will be incurred.

Dean Alemagno stated that when the college becomes fully functional, there will be a minimum of 10 faculty in each department and that some additional costs may be incurred by paying full professors an additional two months of pay.

The Faculty Senate voted unanimously to approved the reorganization of the College of Public Health.

11. EPC Information Item: Standardized Test Scores for Graduate Programs

Chair Farrell asked Director Tillett to discuss the issue.

Director Tillett stated that limiting acceptance of standardized test scores to tests that were taken within five calendar years aligns Kent State with what other colleges and universities do nationally.

12. EPC Information Item: Determination of Remedial Course Work

Chair Farrell asked Director Tillett to discuss the issue.

Director Tillett stated that the Ohio Board of Regents has formally dictated the definitions of what is and what is not a remedial education course and that remedial education courses cannot be used by a student to meet degree requirements. Director Tillett stated that the new rules apply to all public colleges and universities in Ohio.

13. Office Hours for Faculty Members that Teach Online Courses

Chair Farrell stated that the issue was of great importance since so many courses are now taught online and that the University has a policy requiring faculty members to have five hours of office hours per week.

Senator Kurahashi stated that she brought this issue to Faculty Senate because of all of the contact that is made with students outside her office hours including through email and Blackboard Vista. Senator Kurahashi stated that the University's office hour requirement limits her ability to meet other engagements.

Vice Chair Williams was sympathetic to the plight of faculty members who teach online, but noted that office hours are not just for students that are currently enrolled in a faculty member's classes.

Senator Mikusa stated that email, Skype, and other methods can be used to satisfactorily meet student needs and that it makes more sense to coordinate with each student that needs face-to-face assistance.

Senator Tudor stated that office hours are quite important for students who take distance learning courses, but still need face-to-face assistance. He noted that students come to his Stark Campus office hours even if they traditionally attend campuses that are quite far.

Senator Mangrum stated that the tools associated with Blackboard, such as Wimba, allow faculty members to meet with students in real time and should be factored into the discussion associated with the University's office hour policy.

Chair Farrell stated that he is more likely to meet with students outside his office to discuss their concerns than during his established office hours and acknowledged the trade-off between flexibility and face-to-face meeting capacity.

Senator Sosnowski stated that he does respond to students who email him around the clock but finds that the most beneficial contacts with students are face-to-face and that short, personal meetings can solve many problems quickly.

14. Discussion Item: Commentary on Shared Governance

Chair Farrell asked Senator Garrison to address this issue.

Senator Garrison stated that he was concerned about the new change in attitude of the administration toward shared governance. Senator Garrison stated that he had disseminated a position statement via email to Faculty Senate about this concern. Senator Garrison believed that there have been recent developments and discussion between those who represent the administration and those who represent the faculty that are leading to serious conflict. Specifically, Senator Garrison was concerned as to why the administration wanted to control the faculty handbooks and why the administration fails to trust the faculty. As well, Senator Garrison believed that the academic diversity on campus prevents a condition whereby one handbook could be used for all departments.

Senator Garrison also stated the administration must allow faculty members to provide input and when input is allowed, the University policy produced becomes stronger. Senator Garrison provided examples of when the administration and faculty were able to work together.

Senator Riccio stated that Senator Garrison spoke eloquently as to the concerns of faculty members.

15. Announcements / Statements for the Record

Senator Sosnowski provided a statement for the record. Senator Sosnowski stated that he had three concerns. First, Senator Sosnowski stated that he did not believe that faculty members should be able to teach a substantial number of courses during the summer term. Second, Senator Sosnowski stated that faculty members should have greater control over the ability to grant an incomplete grade so that the reasons by which a student might need to take an incomplete can be kept confidential between the student and faculty member. Third, Senator Sosnowski was concerned about the large amount of money spent by the University in litigation against faculty members following arbitration. Senator Sosnowski thanked the Faculty Senate and mentioned his retirement after 36 years as a full-time member of the faculty at Kent State and 46 years of teaching, overall.

Chair Farrell thanks Senator Sosnowski for his many years of dedicated service to Kent State University.

Senator Hipsman thanked Honors College Dean Don Williams for his several years of service as dean.

Chair Farrell also thanked Dean Williams for his service as Dean of the Honors College.

Vice Chair Williams congratulated Senator Hipsman for doing a terrific job announcing names at the Spring 2012 commencement ceremonies.

Senator Janson stated that the A.L.I.C.E. training he witnessed was inappropriate based on the language used by the instructor.

16. Adjournment

Chair Farrell adjourned the meeting at 5:20 p.m.

Faithfully Submitted,
Jarrod Tudor, Secretary Faculty Senate

attachment

Paul Farrell - Statement to Faculty Senate May 7, 2012

Welcome to the May meeting of Faculty Senate. I hope you all had some time to break away from your grading over the weekend and experience the excellent weather.

I would like to remind you of the invitation to the traditional reception for the members of the outgoing Faculty Senate, at the President's house at 6:00pm tonight.

I would first like to correct an omission from my remarks at the April meeting. I would like us to extend our congratulations to our own Senator Janson who was awarded the Outstanding Research and Scholar Award on March 28. Dr. Janson has been professor of music (composition and theory) in the Hugh A. Glauser School of Music since 1980, and many of us have had the pleasure of attending performances of his many compositions. This pleasure has been shared by many audiences throughout the United States and Europe, as his works have been performed by the New Pittsburgh Chamber Orchestra, the Buffalo Philharmonic, the New York Motet Choir and the Pittsburgh New Music Ensemble, and in major centers of musical activity, such as Kaiser Wilhelm Gedachtniskirche, West Berlin; Notre Dame Cathedral, Paris; Scandinavian Church Music Seminar, and also broadcast on National Public Radio. I ask you to congratulate Senator Janson at this time. I would also like to extend our congratulations to the other recipients:

Carmen Almasan, Department of Physics;

Kenneth Bindas, Department of History;

John Gunstad, Department of Psychology;

Antal Jakli, Chemical Physics Interdisciplinary Program/Liquid Crystal Institute; and

Laura Leff, Department of Biological Sciences.

I would also like to extend my thanks and that of the University to all the Senators who have served so diligently over the past year, and particularly to those, whose terms have been completed. These include Senators Ed Dauterich, Eric Jefferis, Wendy Kasten, Janice Kroeger, Yuko Kurahashi, Robin Lashley, Erica Lilly, Lora Morris, and Steve Zapytowski.

As you may know Senator Lilly has been contending with health problems for some time. Erica had a liver transplant last Friday and is in recovering in the ICU after a long surgery. The report is that the surgeon is happy with the overall

transplant. I am sure we all wish her well and hope for a speedy and complete recovery. If you would like further news I would suggest contacting Kara Robinson, who I believe is also collecting funds to support Erica in her post operative recovery.

I would also like to extend my gratitude and that of Senate to my fellow members of the Executive Committee of Faculty Senate: Vice-Chair Williams, Secretary Tudor, At-Large member Tom Janson, and Appointed members Mike Mikusa and Robin Lashley, and also to Kathy Wilson who served as an appointed members until she became Interim Dean of the College of Business. I know the experience was at times difficult and frustrating, but I believe that your contributions on the Executive Committee enabled the University to successfully weather this stormy period of transition.

I believe that at least two actions of Faculty Senate will be sent to the Board of Trustees at their June meeting, the revisions to the Reappointment policy, which were passed at the last meeting, and the changes to the Faculty Senate bylaws relating to the ex-officio members, which were passed last September.

The Senate Executive meeting with the President and Provost on April 30, evinced a level of communication and a spirit of what I would call, not so much compromise, but rather a spirit of working constructively together for the common good. I hope that this change presages a new mode of operation for shared governance at Kent State, following the departure of Provost Frank and the arrival of Provost Diacon. Among the issues on which there was substantive agreement were the policy on distinguished rank, which has been pending for nearly 3 years, and on the changes to the Faculty Senate Charter relating to the appointment to University committees, and the role of the Committee on Administrative Officers. The policy on distinguished rank, I will send back to the Professional Standards Committee for review, and anticipate bringing it back to Senate in the very near future.

We also discussed the process for input to the Strategic plan for Research, which has been circulated recently. This appears to have been received by only some of the faculty, and has caused serious concern both on the process and the contents of the draft. Given the breadth, cost, and nature of this proposal, I would urge a widespread discussion both at the unit level, at the University Research Council, and at Faculty Senate. Unfortunately this time of year, which is among the busiest for most faculty, is not a particularly good time for this to take place, and I would suggest that more time be allotted to the discussion. I was heartened by the assurance of the President and the Provost indicating that this is indeed still a draft and has not been signed off on by them or the Board of Trustees.

I believe that many of the problems of the past 3 years between the Senate and the administration have arisen from a failure to honor the traditions and practices of the previous 30. I have high hopes that, with the arrival of Provost Diacon, this may change for the better.

On a matter of procedure, since we have so many new Senators, I would like to remind Senate that any discussion item can be made an action item by a vote of Senate, and that any actions item can be tabled either until a definite date, indefinitely, or until it has been considered by a subcommittee of Senate.

On a more complex procedural issue, you may be aware of a petition being circulated to conduct a vote of no confidence in President Lefton. Such a vote is considered an initiative under section (B)(3)(f) of the Faculty Senate Charter. Section (ii) specifies that :

"On petition signed by one hundred regular full-time faculty members having faculty rank, the faculty senate shall submit the issue initiated by the petition to a vote of the faculty senate or of the entire faculty, whichever is requested." One specification that is somewhat unusual is that regular faculty is defined in the Faculty Senate Bylaws to be tenured and tenure track faculty, including administrators with faculty rank.

Voting on an initiative is extended to the "entire faculty", which historically has been interpreted to include non tenure track (NTT) and tenured and tenure-track faculty (TT) as well as administrators with faculty rank. These are also the interpretations which were used when the vote of no confidence in President Cartwright was conducted.

The charter mandates the action to be taken on receipt of a petition with valid signatures. There is no requirement for a discussion or vote of Senate, and hence there is no need to present the petition to a meeting of the Faculty Senate. In fact, the more normal process has been to present it to the Faculty Senate office or Chair. The Faculty Senate office would then validate the signatures and generate ballots and envelopes.

I would now like to outline the new business to be addressed.

We have three action items and two information items originating from EPC:

The action items are:

- a. Revision of the minimum grade-point average for students graduating with institutional (Latin) honors. Effective Fall 2012.
- b. Establishment of a policy that the writing-intensive course (WIC) requirement can be satisfied only with courses taken at Kent State University. Effective Fall 2012.
- c. Reorganization of the faculty and courses of the College of Public Health into four departments: (1) Environmental Health Sciences, (2) Epidemiology and Biostatistics, (3) Health Policy and Management, and (4) Social and Behavioral Sciences. Effective 1 July 2012.

And the information items are:

- d. Formalization of policy related to the receipt of official scores for the Graduate Record Examinations (GRE) and Graduate Management Admission Test (GMAT) that are no more than five years old. Effective Fall 2012.
- e. Ohio Board of Regents – Clarification of the definition of developmental (remedial) courses at Ohio public institutions. Effective Summer 2012.

There are also three additions to the agenda.

Senator Kurahashi has indicated the intention to propose a discussion on faculty office hours,

Senator Garrison has indicated the intention to propose a discussion item on the administration's new attitude toward "shared governance,"

and thirdly, I would like to yield the floor for a short presentation by Cathy du Bois on the Wellness Project and to ask your help in soliciting more responses to the survey.

Before I do that, I would also like to remind Senators of three other surveys being circulated to some or all of the faculty. I would like to ask you to encourage your colleagues to avail of this opportunity for input. The surveys include:

- 2012 Faculty Survey of Student Engagement
- For Arts & Sciences faculty
 - Follow up on the Climate Survey sent in 2010 to KSU College Arts and Sciences Tenured and Tenure Track faculty
 - A survey as part of the review of Dean Moerland. There are probably similar surveys for other Deans who are under review.

I believe there may be others which can still be answered, and I'd be happy to have that information circulated via the Faculty Senate mail list, if requested.

Now let me introduce Prof DuBois to talk briefly about the Wellness Project.

Addendum:

One clarification, related to initiatives under section (B)(3)(f) of the Faculty Senate Charter, that is important is the definition of "regular full-time faculty". This is contained in the bylaws which specify:

"Regular full-time faculty member"-a faculty member with regular academic rank the sum of whose teaching, research, and/or administrative responsibilities and assignments constitutes fulltime employment (one hundred per cent full-time employment) at Kent State University."

and

"Regular academic rank" denotes the expectation or possibility of indefinite tenure--instructor, assistant professor, associate professor, and professor, plus such descriptive, honorific, or courtesy designations as "research," "university," "distinguished," and so forth."

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **30-Mar-12** Curriculum Bulletin _____Effective Date **Fall 2012** Approved by EPC _____

Department _____

College **PR - Provost**Proposal **Revise Policy**Proposal Name **Revise the Catalog Rights and Exclusion Policy**

Description of proposal:

Proposal seeks to revise the Catalog Rights and Exclusion policy at Kent State University to allow students to have different catalogs years for declared majors, minors and certificate.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Not applicable; revised policy will give more advantages to students to pursue new programs without affecting their catalog in force.

Units consulted (other departments, programs or campuses affected by this proposal):

Associate and Assistant (A&A) Deans Committee, Registrar's Office

REQUIRED ENDORSEMENTS

 Department Chair / School Director

_____/_____/_____

 Campus Dean (for Regional Campuses proposals)

_____/_____/_____

 College Dean (or designee)

_____/_____/_____

 Dean of Graduate Studies (for graduate proposals)

_____/_____/_____

 Provost and Senior Vice President for Academic Affairs (or designee)

_____/_____/_____

Proposal Summary

Revision of the Policy for Students' Catalog Rights and Exclusion Effective Fall 2012

Subject Specification

Proposal seeks to revise the Catalog Rights and Exclusion policy at Kent State University to allow students to have different catalogs for declared majors, minors and certificate.

Background Information

Current policy does not address the allowance of different catalogs. An unofficial verbal policy did not allow students to have different catalogs for the various programs they may declare. For example, students wanting to declare a recently established minor would be required to update their major catalog to the same term as the new minor. This catalog update could disadvantage students if changes had been made to their major or to university policy since they were admitted to their original catalog.

Banner has the ability to attach different catalog terms to a student's declared programs, even majors within the same degree in the same college. The GPS degree audit is able to accurately read Banner to find the appropriate catalog terms for each program. It is agreed that different catalog terms *will not* be attached to different concentrations within a major as concentrations are considered a subset of a major and do not stand alone as separate programs.

Alternatives and Consequences

One alternate is to leave the policy as is, which will permit different interpretations to continue and, therefore, create unequal treatment of students. Another alternate is to revise the policy to state that students may have only one catalog term for all declare programs. The consequence of that alternative is less freedom for students to choose newly established programs because declaring them and having to update their catalog term may adversely affect their progress toward graduation.

Specific Recommendation and Justification

It is the recommendation that the changes on the next pages be made to the Catalog Rights and Exclusions policy so as to afford students more opportunity to explore various studies without disadvantaging their graduation status.

In addition, the policy as listed in the Kent State University Policy Register (3342-3-01.1) is outdated, last revised 11 March 1990. Since this policy has been updated several times since 1990, this proposal aligns the policy as written in the Policy Register with the policy as proposed for the fall 2012 University Catalog.

Timetable and Actions Required

Associate and Assistant Deans Committee	10 April 2012
Educational Policies Council	14 May 2012
Faculty Senate	18 July 2012
Effective implementation	Fall 2012 University Catalog

UNIVERSITY CATALOG: Catalog Rights and Exclusions

The university has established the following Catalog rights and exclusions relating to degree requirements. While these Catalog rights establish specific degree requirements for students, the exclusions noted ensure that the knowledge and skills acquired by students will be current with the state of knowledge in their fields of study.

Rights

1. Students' academic requirements are based on the Catalog that is in force during their first semester of enrollment at Kent State University.
2. Students may elect to complete an academic a-degree program (major, minor, certificate) under a more recent Catalog. When changing Catalog year, students must comply with all of the requirements relevant to their program in the newer Catalog.
3. Students may declare a different Catalog for a minor, certificate or second major/degree. However, all enforced university-level academic policies and procedures are based on the students' Catalog for their primary degree program.
4. Catalog rights may be granted through inter-institutional curricular agreements. Such rights are subject to the same exclusions noted below.

Exclusions

1. Students who transfer to another university and return to Kent State are readmitted under the Catalog-in-force at the time of readmission.
2. Undergraduate students who do not satisfactorily complete 12 semester hours at Kent State in two calendar years must satisfy the requirements of the most recent Catalog. Transient work, Credit-By-Examination and coursework receiving grades of AU, F, NF, SF, IN, NR, W, U or Z will not count toward completing the 12 hours.
3. Undergraduate students who do not complete degree requirements within six years are required to update to the current Catalog.
4. Dismissed students are reinstated under the Catalog-in-force at the time of reinstatement.
5. Changes in degree requirements will be made to keep programs in compliance with accreditation, certification or licensure standards. Implementation of these standards may require that students update to the current Catalog.
6. Program changes may be required by financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the dean of the students' college will identify available alternatives for the completion of degree requirements.

In rare instances, an exception to the above policy may be granted by the college dean.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#catalogrightsandexclusions)

POLICY REGISTER 3342-3-01.1: Administrative policy and procedure regarding academic requirements, course specifications, and course offerings

- (A) Policy. The university reserves the right to change academic requirements, course specifications, the time of meetings of a class, and to drop or add any course from the "Schedule of Classes." These actions are normally taken when changes in certification or licensure standards mandate changes in academic requirements or in university programs, or when there is insufficient student demand or resources are unavailable; nevertheless, such changes should not be to the substantial disadvantage of a student during his/her continuous enrollment.
- (B) Academic requirements.
- (1) University orientation. All students entering with freshman standing (twenty-four semester hours and less) will be required to complete the university orientation course. University orientation begins during freshman week fall semester and just prior to the first week of classes spring semester. Transfer students entering with more than twenty-four semester hours may elect to take university orientation only during their first two semesters at Kent State University. Part-time students must complete university orientation before they attain sophomore standing.
 - (2) Catalog in force.
 - (a) ~~Each s~~Student's academic requirements are based on the catalog which that is in force during the student's first semester of enrollment at Kent State University.
 - (b) Students may elect to complete an academic a-degree program (major, minor, certificate) their work under a the most recent catalog. When changing Catalog year, students but must comply with all of the new requirements relevant to their program in the newer Catalog.
 - (c) Students may declare a different Catalog for a minor, certificate or second major/degree. However, all enforced university-level academic policies and procedures are based on the students' Catalog for their primary degree program.
 - ~~(c)~~ Students who transfer to another college or school within the university must meet the requirements of the catalog in force at the time of transfer.
 - ~~(d)~~ Catalog rights may be granted through inter-institutional curricular agreements. Such rights are subject to the same exclusions noted below.
 - ~~(e)(d)~~ Students who transfer to another university and return to Kent State University are readmitted under the catalog in force at the time of readmission.
 - ~~(f)(e)~~ Undergraduate sStudents who do not satisfactorily fail to complete twelve semester hours at Kent State in two calendar years must satisfy the requirements of the most recent catalog. Transient work, Credit-By-Examination and coursework receiving grades of AU, F, NF, SF, IN, NR, W, U or Z will not count toward completing the 12 hours.
 - ~~(g)(f)~~ Dismissed students are readmitted under the catalog in force at the time of reinstatement readmission.
 - ~~(h)~~ Changes in degree requirements will be made to keep programs in compliance with accreditation, certification or licensure standards. Implementation of these standards may require that students update to the current Catalog.
 - ~~(i)~~ Program changes may be required by financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the dean of the students' college will identify available alternatives for the completion of degree requirements.
 - ~~(j)(g)~~ In rare instances, an exception to the above policy may be granted by the college dean Questions concerning the catalog policy should be directed to the appropriate academic dean.
 - ~~(3) Requirements sheets. The academic requirements for each student become binding when the student's requirement sheet has been prepared. If the catalog in force is changed, a new requirement sheet must be filed.~~
- (C) Course specifications. Course specifications such as title, credit hours, prerequisites, etc., are based on the current catalog. Changes in course specifications are intended to be instituted at one time. Courses are taught with the assumption that only one set of prerequisites are in effect. In the event that a change in prerequisite, for instance, would substantially disadvantage a continuously-enrolled student by unreasonably adding one or more courses to that student's degree requirements as specified in (B)(2) and/or (B)(3), dean's offices may authorize course substitutions, waiver(s), or some other appropriate alternative.

(Source: www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037706)

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **23-Apr-12** Curriculum Bulletin _____
 Effective Date **Fall 2012** Approved by EPC _____

Department _____

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Revise academic policies for consistency**

Description of proposal:

Proposal seeks to revise the following academic policies to ensure there is consistency in regulations and procedures across the board:

- **Academic Forgiveness**
- **Academic Standing**
- **Course Load**
- **Dismissal**
- **Dismissal Appeals**
- **Reinstatement**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Revised policies will create less confusion, remove contradictory language, work across policies.

Units consulted (other departments, programs or campuses affected by this proposal):

Associate and Assistant (A&A) Deans Committee, Registrar's Office, EMSA, advisors

REQUIRED ENDORSEMENTS

 Department Chair / School Director

____/____/____

 Campus Dean (for Regional Campuses proposals)

____/____/____

 College Dean (or designee)

____/____/____

 Dean of Graduate Studies (for graduate proposals)

____/____/____

 Provost and Senior Vice President for Academic Affairs (or designee)

____/____/____

Proposal Summary

Revision of the Policies for Academic Forgiveness, Academic Standing, Course Load and Dismissal and Reinstatement Effective Fall 2012

Subject Specification

The proposed revisions will create consistency across policies for academic forgiveness, academic standing, course load, dismissal and reinstatement

Background Information

The proposed revisions are in response to policy inconsistencies that emerged during the spring 2012 dismissal processing. The concerns were in regard to how the Academic Forgiveness, Academic Standing and Dismissal and Reinstatement policies cross-referenced each other.

In response to this issue, a dismissal committee was charged with conducting a review of these policy inconsistencies. The committee comprised the following:

- Barb Boltz (project director, enrollment management and student affairs)
- Sandra Brown (senior reporting analyst, registrar)
- Susan Cole (technical project director, academic administration and operations)
- LuEtt Hanson (associate dean, communication and information)
- Thomas Hoiles (director, enrollment management and student affairs, Geauga Campus)
- Jennifer Kulics (senior associate athletic director)
- Gail Rebata (associate university registrar)
- Kristin Reed (assistant athletic director)
- Elizabeth Sinclair-Colando (assistant dean, business administration)
- Sheryl Smith (dean of students and ombuds)
- Charity Snyder (director, university advising)
- Pamela Tontodonato (associate dean, arts and sciences)
- Diane Walker (director, enrollment management and student affairs, Stark Campus)

The review has been completed and attached are the proposed revisions. A summary of the changes are noted below:

- Academic Forgiveness Policy: additional statement that students may take advantage of the Course Repeat Policy during the extension period.
- Academic Standing Policy: clarification of an academic load for students on probation.
- Course Load Policy: reinstatement and revision of language unintentionally removed when the revised overload policy was put into effect in fall 2010.
- Dismissal Policy: additional revised language to make clear to the student how a single term GPA is evaluated when making dismissal decisions, and to consider transfer students admitted on probation to be eligible for dismissal after one semester.
- Dismissal Appeals Policy: additional language to enable students to send an appeal electronically.

Alternatives and Consequences

The alternative is to keep the policies as is and continue unclear, inconsistent or contradictory language in the policies.

Specific Recommendation and Justification

It is the recommendation that the changes on the following pages be made to the policies as published in the University Catalog and in the Policy Register when appropriate.

Timetable and Actions Required

Associate and Assistant Deans Committee	10 April 2012
Educational Policies Council	14 May 2012
Faculty Senate	18 July 2012
Board of Trustees (information item)	14 September 2012
Effective implementation	Fall 2012 University Catalog

CATALOG: ACADEMIC FORGIVENESS POLICY

Purpose: The Academic Forgiveness Policy pertains only to former Kent State students returning to the university as undergraduate students after a significant absence and prior to earning any degree at any institution. It provides them an opportunity to have their academic standing reflect their increased maturity and readiness, and improved level of academic performance gained since the interruption of studies at Kent State. Specifically, once the returning students have demonstrated the ability to sustain a satisfactory level of academic performance following their return, all grades of C-, D+, D, F, NF, SF, M and U earned during the previous Kent State enrollment will be disregarded in the cumulative calculations of hours attempted, quality points earned and grade point average.

Eligibility: The Academic Forgiveness Policy is available to any Kent State University student who has not been enrolled for a period of at least one calendar year (12 months).

Procedure: Any student who has not been enrolled at Kent State University for at least 12 consecutive months may request information on the Academic Forgiveness Policy and an Application for Academic Forgiveness form from student's academic advising office. Once the acknowledgement portion of the form is completed, the student's records will be reviewed by the appropriate dean at the conclusion of each subsequent term.

After returning to Kent State, a student must complete a minimum of 12 graded credit hours with a minimum 2.000 GPA to be eligible for academic forgiveness. If the student meets these conditions, has completed the Application for Academic Forgiveness form, and requests to have the policy applied, the following steps will be taken with regard to the student's academic record:

1. All courses in which grades of C-, D+, D, F, NF, SF, M or U were received in the previous period of Kent State enrollment will be retained on the academic transcript with the notation of an "E" in the repeat column, which denotes courses excluded from GPA calculation, and the official grade will be changed to X* (e.g., XC-, XD, etc.), which denotes academic forgiveness.
2. All cumulative calculations of hours attempted, quality points earned and cumulative GPA also will be adjusted.
3. If a student has been awarded an associate degree and/or certificate from Kent State University, only courses not used in the completion of an associate degree and/or certificate will be eligible for the application of the Academic Forgiveness Policy.

If the student fails to maintain a minimum 2.000 GPA for the first 12 semester hours of graded coursework following return to the university, the eligibility period shall be extended through the term that encompasses the 24th semester hour of graded coursework. Students are permitted to use the provisions provided by the Course Repeat Policy during the extension period. If after completing 24 graded semester hours, the returning student has not achieved a 2.00 GPA, eligibility for the academic forgiveness will have expired.

Exceptions/Explanations: The Academic Forgiveness Policy is non-selective. It applies to all grades below C (2.000), with the exception of courses taken on a pass/fail basis that were earned in the previous period of Kent State University enrollment, or to none. In the event that a course for which the students previously had received a "passing" grade of C-, D+ or D is required for the degree program the students are pursuing, the students must retake this course unless the dean of the college in which the students are enrolled approves a suitable substitution. The original GPA (unadjusted by the application of the Academic Forgiveness Policy) will be used in determining eligibility for university, collegial, departmental or professional honors or other recognition based upon the entirety of students' undergraduate academic career and record of academic performance. Former students returning to the university may request the application of the Academic Forgiveness Policy to their record only once in their career at Kent State and within the eligibility standard.

The Academic Forgiveness Policy applies only to coursework formerly taken at Kent State University and only to the students' Kent State transcript. It is available only to undergraduate students. The dean of the college or regional campus or director of the independent school in which the students are enrolled at the time of eligibility for the application of the Academic Forgiveness Policy shall determine all questions as to the eligibility for, and the application of, the Academic Forgiveness Policy. Completed forms are submitted to the University Registrar for validation and application to the students' records.

(Source: November 2012 EPC agenda: www.kent.edu/provost/curriculum/epc/upload/11nov_attach2.pdf)

POLICY REGISTER: 3342-3-01.5 ADMINISTRATIVE POLICY REGARDING ACADEMIC FORGIVENESS

- (A) Purpose. The academic forgiveness policy pertains only to former Kent State students returning to the university as undergraduate students after a significant absence and prior to earning any degree at any institution. It provides them an opportunity to have their academic standing reflect their increased maturity and readiness, and improved level of academic performance gained since the interruption of studies at Kent State. The university adopted a general forgiveness policy on the third of February, 1975, in order to recognize the increased maturity of students who have been out of school for a significant period of time. The university will adjust probation to reflect increased maturity.
- (B) Eligibility. The Academic Forgiveness Policy is available to any Kent State University student who has not been enrolled for a period of at least one calendar year (12 months). Former university students who have been away from the university for three calendar years or more and who have not attended an accredited institution of higher learning are eligible for this program.
- (C) Procedure.
- (1) Any student who has not been enrolled at Kent State University for at least 12 consecutive months may request information on the Academic Forgiveness Policy as well as the academic forgiveness form from the dean of his/her college or regional campus or director of his/her independent school. Once the acknowledgement portion of the form is completed, the student's records will be reviewed by the appropriate dean at the conclusion of each subsequent term. In order for a returning student to take advantage of the academic forgiveness policy, it will be necessary for the student to make application for the program through the office of the dean of the college at the time of readmission. Established collegial policies for readmission will be followed. The student is not obligated to reenter the university under this program.
 - (2) After returning to Kent State, a student must complete a minimum of 12 graded credit hours with a minimum GPA of 2.000 to be eligible for academic forgiveness. If the student meets these conditions, has completed the Application for Academic Forgiveness form, and requests to have the policy applied, the following steps will be taken with regard to the student's academic record: A diagnostic examination is required of all dismissed students admitted under the terms of this policy. The student will be admitted on the normal probation as established by the college or school. If the student achieves a 2.0 average in either the next fifteen or thirty semester hours attempted, all the "D's" and "F's" in the student's record will be removed from the cumulative average but not from the transcript. Probation, if any, will then be recalculated and the student so notified. The reason for the new cumulative average will appear on the student's transcript.
 - (a) All courses in which grades of C-, D+, D, F, NF, SF, M or U were received in the previous period of Kent State enrollment will be retained on the academic transcript with the notation of an "E" in the repeat column, which denotes courses excluded from GPA calculation, and the official grade will be changed to X* (e.g., XC-, XD, etc.), which denotes academic forgiveness.
 - (b) All cumulative calculations of hours attempted, quality points earned and cumulative GPA also will be adjusted.
 - (c) If a student has been awarded an associate degree and/or certificate from Kent State University, only courses not used in the completion of an associate degree and/or certificate will be eligible for the application of the academic forgiveness policy.

- (3) If the student fails to maintain achieve a 2.000 GPA for the first 12 semester hours of graded coursework following return to the university, the eligibility period shall be extended through the term which encompasses the 24th semester hour of graded coursework. Students are permitted to use the provisions provided by the Course Repeat Policy during the extension period. If after completing 24 graded semester hours, the returning student has not achieved a 2.000 GPA, eligibility for academic forgiveness will have expired in those fifteen or thirty semester hours, all previous work will be included in the student's total cumulative average and the student will be dismissed or continued on probation according to this cumulative average.

(D) Supplementary information.

- (1) The academic forgiveness policy is non-selective. It applies to all grades below C (2.000), with the exception of courses taken on a pass/fail basis that were earned in the previous period of Kent State University enrollment, or to none. In the event that a course for which the students previously had received a "passing" grade of C-, D+ or D is required for the degree program the students are pursuing, the students must retake this course unless the dean of the college in which the students are enrolled approves a suitable substitution. The original GPA (unadjusted by the application of the academic forgiveness policy) will be used in determining eligibility for university, collegial, departmental or professional honors or other recognition based upon the entirety of students' undergraduate academic career and record of academic performance. Former students returning to the university may request the application of the academic forgiveness policy to their record only once in their career at Kent State and within the eligibility standard. This policy is intended for mature students who have left the university under dismissal on probation or with a relatively weak, but acceptable, cumulative average. Eligibility for the program will be determined by the dean of the student's college or school.
- (2) The academic forgiveness policy applies only to coursework formerly taken at Kent State University and only to the students' Kent State transcript. It is available only to undergraduate students. The dean of the college or regional campus or director of the independent school in which the students are enrolled at the time of eligibility for the application of the Academic Forgiveness Policy shall determine all questions as to the eligibility for, and the application of, the Academic Forgiveness Policy. Completed forms are submitted to the University Registrar for validation and application to the students' records. When a student elects the academic forgiveness policy, none of the work at "D" level will be counted in the cumulative hours toward graduation. Only required courses originally taken with a "D" will have to be reearned by enrollment in the course or through credit by examination. On the other hand, should the student and the adviser feel that the subject has been mastered at a reasonable level, the student could attempt a continuation of the courses without having, technically speaking, credit for a prerequisite. The student could add other work towards the total number of hours needed for graduation and not in any sense "make up" "D" level work which had to be removed from the graduation total.

(Source: www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037764)

CATALOG: ACADEMIC STANDING

Because students must earn a minimum 2.000 cumulative (counting all work) grade point average (GPA) to graduate from the university, they must maintain that average throughout the undergraduate years. Students whose GPA falls below 2.000 should make a positive effort to improve their academic performance. Such students should devote their entire attention and energies to their studies by improving study habits and concentrating on such basic skills as composition, reading and mathematics.

1. **President's List:** In recognition of an extremely high level of academic excellence, a President's List is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students' official transcripts.
2. **Dean's List for Full-Time Students:** In recognition of academic excellence, a Dean's List is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on students' official transcripts.
3. **Dean's List for Part-Time Students:** A Dean's List for Part-Time Students is compiled after spring semester grades are issued. To qualify, students must have a minimum 3.400 GPA in 12 or more regular letter-graded hours taken during the previous summer, fall and spring semesters. Such students must have registered for fewer than 12 hours in each of the semesters under consideration. This notation will be printed on students' official transcripts.
4. **In Good Academic Standing:** Students with a minimum 2.000 GPA are in good academic standing. Students with a cumulative GPA below 2.000 are placed on academic probation. Good academic standing is not the same as eligibility for financial aid or for participation in other activities of the university such as athletics, student organization leadership, extracurricular activities, etc. For information about eligibility standards, students should contact the appropriate office or organization.
5. **Midterm Warning:** Students who earn a midterm GPA of less than 2.000 will be placed on "Midterm Warning."
6. **Semester Warning:** Students with a minimum 2.00 cumulative GPA who earn a semester GPA of less than 2.000 in any given semester will be placed on "Semester Warning."
7. **Selected Academic Program Warning:** If a student's GPA does not meet the standards required for a selective program, the dean may place the student on "Selective Academic Program Warning." The student would be allowed to remain enrolled in the selective major while attempting to improve academic performance.
8. **Not Permitted to Continue:** If a student's GPA does not meet the standards required for a selective program, the dean may decide that the student is "Not Permitted to Continue" in that academic program. Unless the student's cumulative GPA also is below the dismissal standard, the student may continue at the university, but may either be asked to change to a "general" category in the college of the student's major (for exploration of other majors in the college) or be referred to another program (including those on the Regional Campuses) that does not have a graduation standard above the university minimum 2.000 cumulative GPA.
9. **Academic Probation:** Students who fail to maintain a cumulative grade point average of 2.000 will be placed on academic probation. This probation signifies that the cumulative performance is below the minimum university requirement for graduation. Probation is an emphatic warning to the students that the quality of their academic performance must improve if they are to obtain the minimum grades required for graduation. Students on probation must show considerable improvement in their academic work or they will be dismissed from the university. Students on probation must reduce their course load to 15 hours and may receive a prescription from the dean of their college or campus that they further reduce their hours carried until removed from probation as prescribed by the dean. The students also should reduce participation in social and extracurricular activities. Students are removed from probation only when they have achieved a minimum 2.000 cumulative GPA. Students on probation will be notified by their dean's office. In addition, the following students will be placed on probation:
 - i. Students reinstated to the university after being dismissed because of poor scholarship.
 - ii. Transfer students whose cumulative records at all previous institutions do not meet the minimum grade point average requirements of Kent State University.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#academicstanding)

CATALOG: COURSE OVERLOAD FOR UNDERGRADUATE STUDENTS

A minimum of 121 semester hours of approved coursework must be satisfactorily completed to receive a baccalaureate; minimum 61 semesters hours for an associate degree. Students expecting to complete this minimum in four or two years, depending on degree, by attending two semesters (usually fall and spring semesters) should average 15 credit hours per semester and a yearly total of 30 hours. Some bachelor's and associate degree programs require more hours than the 121 and 61, respectively.

Eligible undergraduate students who have a minimum of 12 Kent State earned credit hours and meet the Kent State GPA guidelines may register for a course overload through an automated process. A course overload is considered as:

1. More than 18 credit hours in fall or spring semester.
2. More than 6 credit hours in a single five-week summer session; more than 10 hours in an eight-week summer session; more than 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined.

Kent State GPA guidelines for an automatic overload:

Student GPA	Permitted hours over 18 for fall and spring semesters
2.500 - 2.749	1
2.750 - 2.999	1 -2
3.000 - 4.000	1 - 3

Criteria for eligibility:

- First-semester transfer students and freshmen without a Kent State GPA are excluded from qualifying for an automatic overload. They must seek approval from their advising office.
- All students who have a minimum of 12 Kent State earned credit hours are eligible for an automatic overload given the criteria above.
- Students not meeting the above criteria or requesting more than 21 semester hours in the fall or spring semester (more than 12 hours in all summer terms) will be blocked from registering for an overload unless approval is granted from their advising office.
- Students on academic probation may not register for more than 15 hours and may receive a prescription from the dean of their college or campus that they further reduce the hours carried until removed from probation.

Exceptions to this rule must be approved by the appropriate college dean.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#courseoverload)

CATALOG: DISMISSAL

Undergraduate: Students whose academic performance indicates a limited chance of obtaining the minimum grades required for graduation will be subject to dismissal from the university.

The provost may dismiss:

1. Students on probation if the student's cumulative grade point average (GPA) is within the following ranges*:
 - i. 16-29 GPA hours: below 1.500 cumulative GPA
 - ii. 30-59 GPA hours: below 1.700 cumulative GPA
 - iii. 60-89 GPA hours: below 1.800 cumulative GPA
 - iv. 90 or more GPA hours: below 1.900 cumulative GPA
2. A student on probation or a transfer student admitted on probation who receives 9 or more credit hours of any combination of the following grades in the semester under review: F, NF, SF, U. This policy applies without regard to whether the designated grades were included or excluded from the student's cumulative GPA.
3. A student who fails to make adequate progress toward completion of the program of study (including, but not limited to, excessive complete term withdrawals, course withdrawals or grades of NF, SF or U grades).

* The provost may choose not to dismiss a student within the stated ranges if circumstances warrant.

The provost will not dismiss a student on probation if any of the following conditions apply to that student:

1. It is the student's first semester of enrollment at Kent State University (including first-semester freshman or first-semester transfer student).
2. The student has 15 or fewer less GPA hours at Kent State University.
3. The student was in good academic standing at the end of the preceding term of enrollment.
4. ~~The student earned a minimum 2.00 term GPA (unadjusted for recalculation provisions in the course repeat policy).~~

A student who is dismissed should expect to be away from the university for a minimum 12 consecutive months. A dismissed student may not register for any coursework at any campus of Kent State University. The notation of academic dismissal will be printed on the student's official transcript.

For further information concerning the conditions of probation and dismissal, students should contact their college or campus advising office. See guidelines for dismissal appeals below.

Graduate: Only work of high quality is approved for graduate credit. Graduate students are expected to maintain a 3.000 average GPA in all work attempted at Kent State. A student who fails to maintain a 3.000 average is subject to dismissal. In addition, in order to qualify for graduation, a 3.000 average must be maintained for all graduate coursework. Grades below C (2.000) are not counted toward completion of requirements for any advanced degree, but are counted in evaluating a student's grade point average. Only graduate course credits count toward a graduate degree.

A graduate student who receives a combination of more than 8 credit hours of B- (2.700) or lower grades, or more than 4 credit hours of grades lower than C (2.000) is subject to dismissal. Dismissal may be recommended by the chair (or director) of the student's department to the college dean, or the college dean may request the action of the department chair, or action may be recommended by the college dean's designee.

When a department has determined that the number of in-progress (IP) or incomplete (IN) grades on a student's record indicates poor progress toward completion of a degree, it may recommend to the college dean dismissal of the student. In certain programs in which professional success depends upon factors other than those measured by normal evaluations in coursework, a department has the right to separate from the program a student who, in the opinion of a duly constituted departmental committee, is not likely to succeed professionally despite earning acceptable grades. Such programs, along with the factors involved, are listed with the college dean. Administrators of these programs will inform the student upon admission of the nature of the assessment and the process by which it is made. A student separated from such a program has the right to appeal the decision. Information on the process of appeal is available in the office of the college dean, appropriate academic offices and student services offices upon request.

CATALOG: DISMISSAL continued

In determining a graduate student's grade point average, all graduate courses attempted by the student while in a Kent State University graduate program are included in the computation. A change by a graduate student from one department or program to another does not eliminate the grades received under the first enrollment, which are computed in the student's grade point average. Graduate (but not undergraduate) courses taken by the student over and above those required for the student's program are included in the grade point average.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#dismissal)

CATALOG: DISMISSAL APPEALS

A student who is dismissed has the right to appeal the decision. Appeals must be made in writing to the college or campus at which the student was enrolled at the time of the dismissal.

The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, fax or e-mail from the student's kent.edu account, and must include all pertinent original documentation for the appeal to be considered. ~~Appeal letters also may be sent by fax or as an e-mail attachment from the student's Kent State e-mail address, but must be supplemented by submitting original documentation. Appeal letters for a dismissals must be received by the college or campus no later than 14 calendar days after final grades are posted on the student's FlashLine account. Dates when final grades are posted can be found at www.kent.edu/registrar/calendar, made at the end of the fall semester must be received by the Friday before spring semester begins. Appeal letters for a dismissal made at the end of the spring semester must be received by June 15.~~

Appeals must be based on recent circumstances that were beyond the control of the student. Appeal letters must include the following:

1. An explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that they may have adversely affected academic performance. These circumstances must be documented by providing physician statements or other appropriate official documents.
2. Proof of consistent satisfactory academic performance prior to the occurrence of the circumstances believed to be the cause of the dismissal. These efforts must be documented by course instructors, and their statements must be submitted on university letterhead or sent from each instructor's Kent State e-mail address. If errors have occurred for one or more reported grades, the course instructor must verify that a grade change has been submitted.
3. An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
4. A detailed plan of action for achieving academic success for any future enrollment at Kent State University.
5. The student's full name, ~~Kent State Banner~~ ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent State e-mail address.

Appeals that do not meet these guidelines will not be reviewed.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#dismissalappeals)

CATALOG: REINSTATEMENT

Undergraduate: Reinstatement after dismissal from Kent State University is neither automatic nor guaranteed. A student may be reinstated only if the student provides convincing evidence of probable academic success if permitted to return to the university. A dismissed student who has previously accumulated a substantial number of credit hours and/or an excessively low GPA should expect that reinstatement is not likely to be approved. For programs with selective admission requirements, specified certification standards or additional program and graduation requirements, reinstatement may be impossible.

Application for reinstatement after the required period of time away from the university should be to the dean of the college or ~~campus~~ Regional Campus that houses the major program the student wishes to enter. The application should include convincing evidence of the student's motivation to continue and of the student's specific efforts during the period of dismissal to eliminate previous weaknesses. After evaluating the application for reinstatement and all supporting materials, the dean will inform the student of the reinstatement decision.

A student who is reinstated is automatically placed on probation until good academic standing (minimum 2.000 cumulative GPA) is attained. Academic requirements will be determined by the Catalog-in-force at the time the student re-enrolls at the university. ~~If a student under dismissal intends to enroll in coursework elsewhere before applying for reinstatement to Kent State University, advising should first be obtained from the appropriate college or campus advising office. Coursework taken elsewhere may not be applicable to specified Kent State University degree programs, and enrollment may affect the student's potential use of the Academic Forgiveness Policy or limit the advantages of recalculation provisions in the university's Course Repeat Policy. For further information concerning reinstatement, students should consult their college or campus advising office.~~

Graduate: A graduate student who has been dismissed from a graduate program normally may not be reinstated for work in the student's former program, or readmitted in any other program or coursework. However, after one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the pertinent department and the college dean agree that another opportunity should be provided, conditional admission will be granted.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#reinstatement)

POLICY REGISTER: 3342-3-01.10 ADMINISTRATIVE POLICY REGARDING DISMISSAL OF UNDERGRADUATE STUDENTS FOR ACADEMIC REASONS

- (A) Purpose. A student whose academic performance indicates a limited little chance of obtaining the minimum grades required for graduation will be subject to dismissal ~~dismissed~~ from the university.
- (B) Eligibility. Specifically, the provost academic dean may dismiss:
- (1) A student on probation if the student's cumulative grade point average (GPA) is within the following ranges: work is not improving sufficiently to indicate good likelihood of obtaining the minimum grades required for graduation:
 - (a) 16-29 GPA hours: below 1.5000 cumulative GPA
 - (b) 30-59 GPA hours: below 1.700 cumulative GPA
 - (c) 60-89 GPA hours: below 1.800 cumulative GPA
 - (d) 90 or more GPA hours: below 1.900 cumulative GPA
 - (2) A student on probation or a transfer student admitted on probation who receives 9 or more credit hours of any combination of the following grades in the semester under review: F, NF, SF, U. This policy applies without regard to whether the designated grades were included or excluded from the student's cumulative GPA. A freshman or first-semester transfer student with less than a .50 at the end of the first semester.
 - (3) A student who fails to make adequate progress toward completion of the program of study (including, but not limited to, excessive complete term withdrawals, course withdrawals or grades of NF, SF or U). A freshman at the end of the second semester with less than a 2.00 cumulative grade point average unless the student has maintained a 2.00 average for the prescribed course load during the second semester.
 - (4) The provost may choose not to dismiss a student within the stated ranges above if circumstances warrant. Sophomores and above with less than a 2.00 cumulative grade point average who are not meeting probationary expectations or who are not making prescribed progress in their major program. The provost will not dismiss a student on probation if any of the following conditions apply to that student:
 - (a) It is the student's first semester of enrollment at Kent State University (including first-semester freshman or first-semester transfer student).
 - (b) The student has 15 or fewer GPA hours at Kent State University.
 - (c) The student was in good academic standing at the end of the preceding term of enrollment.
- (C) Required absence. Students meeting the above conditions will be subject to academic dismissal and should expect to be away from the university for a minimum of twelve two consecutive months semesters. A dismissed student may not register for any coursework at any campus of Kent State University. The notation of academic dismissal will be printed on the student's official transcript. The summer term does not constitute a semester.
- (D) Reinstatement Readmission.
- (1) Reinstatement after dismissal from Kent State University is neither automatic nor guaranteed. A student may be reinstated only if the student provides convincing evidence of probable academic success if permitted to return to the university. A dismissed student who has previously accumulated a substantial number of credit hours and/or an excessively low GPA should expect that reinstatement is not likely to be approved. For programs with selective admission requirements, specified certification standards or additional program and graduation requirements, reinstatement may be impossible. Application for reinstatement after the required period of time away from the university should be to the dean of the college or campus that houses the major program the student wishes to enter. Application for readmission may be made through the academic dean of the college from which the student was dismissed or the academic dean of a new college/school to which one wishes to transfer. The Such application should must include convincing evidence of the student's motivation efforts to continue and of the student's specific efforts during the period of dismissal to eliminate previous weaknesses. The dean then assigns the student to the examination aids center for further required testing. After evaluating the application for reinstatement and all supporting materials test results, the dean will inform the student of the reinstatement decision whether or not he/she has been reinstated.
 - (2) A student who is reinstated is automatically placed on probation until good academic standing (minimum 2.000 cumulative GPA) is attained the new work at the university can be evaluated. Academic requirements will be determined by the Catalog-in-force at the time the student re-enrolls at the university.

(Source: www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037789)

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **19-Apr-12** Curriculum Bulletin _____Effective Date **Fall 2012** Approved by EPC _____

Department _____

College **PR - Provost**Proposal **Revise Policy**Proposal Name **Revise the Credit Testing Eligibility policy**

Description of proposal:

Proposal seeks to revise the Credit Testing Eligibility policy to clarify that availability of Credit-By-Examination (CBE) is for currently enrolled and degree- and certificate-seeking students only. Revised policy also stipulates a maximum of combined testing credits toward an associate degree degree and certificate, shortens the testing time and incorporates previously approved changes.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Revised policy is more aligned with residence policy and will ensure that Kent State credit as well as the resources that go toward awarding Credit-By-Examination (e.g., Registrar's Office processing paperwork, faculty members giving and grading the test) will be done for Kent State students and not for individuals who have no intention of enrolling in an academic program. Those individuals will continue to have the opportunity to take the AP and CLEP for college credit.

Units consulted (other departments, programs or campuses affected by this proposal):

Office of the Registrar, Office of Carer Services, Office of the Provost, Associate and Assistant (A&A) Deans Committee

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Provost and Senior Vice President for Academic Affairs (or designee)

Proposal Summary

Revision of the Policy for Credit Testing Eligibility

Effective Fall 2012

Subject Specification

Revision of the policy to determine eligibility for either the College Level Examination Program (CLEP) or Credit by Examination (CBE). Revisions include clarifying that only degree- or certificate-seeking students may take the CBE, instituting a credit hour limit for associate degrees and certificate, reducing the time allowed to take the CBE, as well as applying revisions approved in 2000 that were never implemented.

Background Information

Whereas the CLEP is a national program to allow a student to earn college credit that may be accepted at the student's admitting college or university, the CBE is a Kent State program, where faculty have agreed that credit for specific courses may be earned through an exam, approved by the appropriate academic unit, administered by Kent State faculty and processed through the Registrar's Office (formerly through the Career Services Office).

Essentially, the CLEP provides a student with college credit, the CBE provides a student Kent State credit. Therefore, eligibility to take CBE should be limited to degree- and certificate-seeking students at Kent State. Conversely, the language in the written policy is silent on this issue, which has allowed high school (PSEOP) students to request the CBE even though there may be no intention to ever apply/be admitted to a Kent State degree or certificate program.

The current policy limits the maximum hours of credit exams (CLEP, AP, CBE) to a combined to 30 hours for a baccalaureate, which is aligned with Kent State's residence policy for a baccalaureate. The policy, however, does not address the associate degree or certificate. For consistency and alignment with the residence policy, the revised credit testing eligibility policy will adopt maximum hours of combined credit exam hours as 15 for the associate degree and 50 percent for the certificate.

With the processing of the CBE application being moved from the Career Services Office to the Registrar's Office, the formal application for CBE approval was updated and a request was made to shorten the allowance time for taking the test, from one calendar year to 60 days.

Other updates to the policy were first proposed to the EPC at its 19 June 2000 meeting, with the changes being unanimously accepted (see attachment A). However, those approved changes were never implemented in the catalog. Hence, these revisions will be considered a housekeeping issue to correct what should have been completed a dozen years ago.

Alternatives and Consequences

The alternate is keep the policy as is, and to allow high school and other non-degree or certificate-seeking students to earn Kent State credit through exams when they have other alternatives available (e.g., AP, CLEP, International Baccalaureate). Without an exam credit limit policy for associate degrees and certificates, the policy becomes inconsistent for undergraduate programs and open to interpretation.

Specific Recommendation and Justification

To reflect current and warranted practices, consistency and transparency, as well as to implement previously approved updates, the following changes on the next page are proposed:

UNIVERSITY CATALOG: CREDIT TESTING ELIGIBILITY

The student's college determines eligibility for testing. The following regulations govern credit through testing:

1. Credit is awarded on a course-by-course basis. Students may be tested for Credit-By-Examination (CBE) only once for any given course. Students may not attempt a course CBE for which they have previously attempted through the College Level Examination Program (CLEP).
2. New students may take the College Level Examination Program (CLEP) before beginning work at Kent State University. CBE is available to currently enrolled degree- and certificate-seeking Kent State students only.
3. Students who have begun college work are allowed to take CBE only if they are in good standing (i.e., not on probation).
4. Students may not take CLEP or CBE for any course:
 - i. In which they have audited
 - ii. In which they are currently enrolled
 - iii. In which they have previously enrolled and earned a grade, including withdrawal (A-F, AU, IN, IP, NF, NR, S, SF, U, W, Y or Z)
5. In subject fields in which knowledge is sequential or accumulative (e.g., mathematics and foreign language), courses are structured in prescribed sequences students may receive academic credit through CBE only for the single course commensurate with their level of proficiency as established by the examination. Students who already have received credit for, or established proficiency at, one level in such a sequence of courses (either by testing or by enrolling in and completing the course) cannot subsequently earn CLEP or CBE credit for any prior course in the sequence or in any lower level sequence may not receive academic credit by means of CBE or CLEP for a prior course in that sequence or for a course in a lower sequence. Students who want to earn CBE for more than one course in such a sequence must complete CBE one course at a time, beginning with the lowest level course for which they want to receive academic CBE credit.
6. Students pursuing a baccalaureate may attempt a maximum of 30 hours CLEP, AP and CBE and Advanced Placement (AP) combined. Students pursuing an associate degree may attempt a maximum of 15 hours CLEP, AP and CBE combined. No more than 50 percent of a certificate's total hours may be earned through CLEP, AP and CBE combined. Students who wish to take more than 30 hours the maximum permitted may petition their college dean for a waiver of this limitation. Students who have earned more than 30 hours the maximum permitted of AP and/or CLEP credit before attending Kent State University will be granted that credit, provided such credit meets normal Kent State standards.
7. CBE normally is given only during the third through eighth week of each semester. Students approaching graduation must complete all CBE and CLEP credit by at least the semester preceding the semester in which they plan to graduate.
8. Students who sign up for CBE must take the exam within one calendar year 60 days of the payment date of application. If they do not, they forfeit any fees paid and must reapply to take the exam.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#credittestingeligibility)

Timetable and Actions Required

Associate and Assistant Deans Committee	13 December 2011
Educational Policies Council	14 May 2012
Faculty Senate	18 July 2012
Effective implementation	Fall 2012 University Catalog

Attachment A



Interoffice Correspondence

To: Lois Muir
From: David Baker, Chair, Assistant & Associate Deans
Subject: Actions of A&A Deans

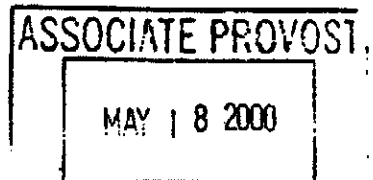
Date:

May 17, 2000

Attached please find the recommendation of the A&A Deans for (1) Modification of the Freshman Rule for Recalculation of GPA and (2) Modification of Credit Testing Eligibility Guidelines. I am available to address any questions you or members of E.P.C. may have. In that these policies have been under consideration for an extended time and there has been some confusion due to catalog misstatement about one of them, we recommend expeditious action.

Thanks in advance for your consideration.


xc: Agnes Swigart
Darrell Turnidge
Mel May
Gary Padak



**INTERDEPARTMENTAL CORRESPONDENCE
KENT STATE UNIVERSITY
Kent OH 44242**

DATE: May 17, 2000

TO: David Baker, Chair
Assistant & Associate Deans

FROM: Darrell R. Turnidge 

SUBJECT: Credit Testing Eligibility Guidelines

The Assistant and Associate Deans Committee approved a motion at their meeting on March 14, 2000 recommending changes to the Credit Testing Eligibility guidelines listed in the Undergraduate Catalog. Consideration of these revisions was based upon the attached memo dated November 16, 1999 from Harold Fry, Department of Modern and Classical Language Studies.

The subcommittee of A&A Deans convened to consider Dr. Fry's recommendations determined that A&A Deans had prepared recommendations during the 1996-1997 academic year to address the issues raised in Dr. Fry's memo which were not implemented (see the attached memos dated October 25, 1996 and January 29, 1997).

The following revised catalog copy incorporates the changes recommended by A&A Deans in 1997 and has been reviewed with Harold Fry to ensure that the changes address the issues raised in his memo.

Deleted text in the current catalog copy is marked with a ~~double strikethrough~~. New text is marked with a dotted underscore.

Revised catalog copy

The following regulations govern students' eligibility to earn credit through testing:

1. ~~CBE is awarded on a course-by-course basis.~~ Students may be tested for CBE only once for any given course. Students may not attempt a course CBE which they have previously attempted through CLEP.
2. New students may take CLEP and CBE before beginning work at Kent State University. Students who have begun college work are allowed to take CBE only if they are in good standing (not on probation).
3. Students pursuing a baccalaureate degree may attempt up to 30 hours CLEP, APP and CBE combined. Students who wish to take more than 30 hours may petition

their college dean for a waiver of this limitation. Students who have earned more than 30 hours of APP and/or CLEP credit prior to attending Kent State University will be granted that credit, provided such credit meets normal Kent standards.

4. Students may not take any course CLEP or CBE which they have audited or in which they have previously received a grade (A-F, S/U, Y/Z, I, IP or W).
5. In certain subject fields in which knowledge is sequential or accumulative ; ~~students may receive academic credit through CBE only for the single course commensurate with their level of proficiency as established by the examination (such as mathematical sciences and foreign language). courses are structured in prescribed sequences. Students who already have received credit for, or established proficiency at, one level in such a sequence of courses (either by testing or by enrolling in and completing the course) cannot subsequently earn CLEP or CBE credit for any prior course in the sequence or in any lower level sequence. may not receive academic credit by means of CBE for a prior course in that sequence or for a course in a lower sequence. Students who want to earn CBE for more than one course in such a sequence must complete CBE one course at a time beginning with the lowest level course for which they want to receive academic credit CBE.~~
6. ~~CBE is normally given only during the third through eighth week of each semester. It is recommended that CLEP be taken in the same period.~~ Students approaching graduation must complete all CBE and CLEP credit by at least the semester preceding the semester in which they plan to graduate.
7. Students who sign up for CLEP or CBE must take the exam within one calendar year of the date of application. In they do not, they forfeit any fees paid and must reapply to take the exam.

Educational Policies Council Minutes
June 19, 2000

Attachment A

Page 2

Provost Gaston convened the Educational Policies Council at 3:26 p.m. in Room 310 AB of the Kent Student Center. He noted that this was a "transitional" meeting as he thanked Associate Provost Lois Muir for her service to the Educational Policies Council and the University. Dr. Muir is leaving Kent to become Provost at the University of Montana. Dr. Gaston then welcomed Laura Davis who would be serving as Associate Provost for Planning and Academic Resource Management.

Provost Gaston asked for the approval of the minutes of the meeting of April 17, 2000 which was agenda item #1 in the Revised Agenda. Dean Davina Gosnell moved for the approval of the minutes which was seconded by Dean Joseph Danks. The minutes were unanimously approved.

Assistant Dean Nancy Mitchell, representing Assistant Dean David Baker, chair of Assistant and Associate Deans, introduced and moved for the adoption of **Item 2, Revision of the Freshman Rule for Recalculation of the Grade Point Average**. Associate Dean Anderson seconded the motion. Discussion ensued. Dr. Linda Williams suggested a friendly amendment to change the language on page 2-3, line 15 to read, "The course must be repeated for a letter grade, including S/U (not Pass-Fail)." Dean Danks suggested two language changes as well, both accepted as friendly amendments. Language changes included: page 2-3, line 2, removing the word "letter"; and line 28, replacing the word "should" with the word "must." Vice Provost and Dean Kuhn asked if the effective date could be changed to Fall 2000 to provide this opportunity for students entering this fall. With no motion forthcoming, the date was not changed but it was anticipated that there would be no problem granting exceptions for students beginning Fall 2000 until the policy is activated. The motion carried unanimously.

Assistant Dean Mitchell introduced and moved for the adoption of **Item 3, Revision of the Credit Testing Eligibility Guidelines**. Dean George Stevens seconded the motion. Dean Danks asked for a friendly amendment to remove the word "normal" on page 3-3, line 3. The amendment was accepted and the motion carried unanimously.

Moving for the adoption of **Item 4, Revision of the organization of the Physics major [Bachelor of Science]** by establishing two concentrations, **Physics Concentration [FAA]** and the **Physics Interdisciplinary Concentration [GAA]**. The **Physics Concentration [FAA]** will include three options: **General Physics [FAB]**, **Computer Hardware Systems [FAC]** and **Applied Physics [FAD]**. Previous concentration designations will be inactivated. The **Physics Interdisciplinary Concentration [GAA]** will include four options: **Chemistry [GAB]**, **Biological Science [GAC]**, **Applied Mathematics and Computer Science [GAD]**, and **Mathematics [GAE]**. Dean Danks introduced Dr. David Allender, chair of the Department of Physics to answer questions. Assistant Dean Mel Anthony May seconded the motion. Senator Roberto Uribe-Rendon asked Chair Allender if there was a provision to include more options. Chair Allender stated that there would be opportunities for additional options in the future. The motion carried unanimously.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **14-Feb-12** Curriculum Bulletin _____Effective Date **Fall 2012** Approved by EPC _____

Department _____

College **PR - Provost**Proposal **Revise Policy**Proposal Name **Revise policies relating to certificate programs**

Description of proposal:

Proposed revisions in admissions, residence and other policies attempt to make clear that students in certificate programs are held to similar standards as those in degree programs.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Not applicable. Proposal seeks to clarify admission, residence and other requirements for certificates.

Units consulted (other departments, programs or campuses affected by this proposal):

Office of the Registrar, Office of the Provost, Associate and Assistant (A&A) Deans Committee

REQUIRED ENDORSEMENTS

 Department Chair / School Director

_____/_____/_____

 Campus Dean (for Regional Campuses proposals)

_____/_____/_____

 College Dean (or designee)

_____/_____/_____

 Dean of Graduate Studies (for graduate proposals)

_____/_____/_____

 Provost and Senior Vice President for Academic Affairs (or designee)

_____/_____/_____

Proposal Summary

Revision of the Admissions and Residence Policies for Certificate Programs Effective Fall 2012

Subject Specification

The proposed revisions in admissions, residence and other policies attempt to make clear that students in certificate programs are held to similar standards as those in degree programs

Background Information

A formal policy on certificate offerings at Kent State was enacted in 1998. Previously, certificates were established on the regional campuses and in the different colleges on an ad hoc basis. This formal recognition enabled certificate-seeking students to be eligible for federal financial aid benefits. However, the 1998 policy was not specific enough in some requirements—primarily admissions and residence—to enable the university to uphold the academic integrity of a Kent State transcript.

Admissions

Certificate-seeking students are admitted as non-degree, transfer or post-undergraduate students, each an appropriate status. However, the Registrar's Office has seen students complete courses for, and then declare, a certificate as a guest student, neither which are formally admitted to the university. Guest students do not need to present credentials (e.g., transcript) at the time of admissions. In addition to not going through any type of formal admission process, when students are admitted as a guest student, the university does not post any courses transferred in and approved by faculty. In those cases, the credits the student earned for the certificate do not match the required number of hours for the certificate as stated in the catalog.

By revising the guest student admissions policies to clarify that students cannot earn a certificate in this status, a student who was admitted as either but now wants to earn a certificate will have to go through admissions with credentials and apply in the appropriate status, listed earlier.

Residence

Kent State has residence policies for associate and bachelor's degree programs, but not one for certificate programs. A residence policy is deemed necessary as certificate programs are low in credit hours—typically between 16 and 24 hours—and, theoretically, a student could transfer all coursework from another institution(s) to earn a Kent State University certificate. A residence policy is especially imperative for certificates that provide specific, cutting-edge technical skills in a niche area of study. While general studies courses may be dated or transferred, they usually won't affect the performance of job skills in the workplace. That is not the case with technical coursework. If students take the certificate's technical courses at Kent State, taught by Kent State faculty, the university is a better situation to assess and evaluate the students' ability to perform those skills well in the workplace.

By establishing a residence policy that at least 50 percent of the total required coursework toward certificate completion is taken at Kent State, the university will be able to assure employers that these certificate graduates can actually do what the certificate purports they will be able to do.

Alternatives and Consequences

One alternate for the proposed revisions to admissions policy is to create a separate admission category for certificate programs. However, only 127 students applied for certificate programs in fall 2011 on all eight campuses. The consequences to not changing the language for the admission policies in the catalog is allowing the awarding of a certificate to someone who did not submit admission credentials as a guest student.

The consequence of not adding language in the residence policy pertaining to certificate programs is the awarding of a Kent State certificate to a student who transferred all required coursework from another institution and did not take one Kent State course.

Specific Recommendation and Justification

It is the recommendation that the following changes be made the policies as published in the University Catalog:

GUEST STUDENT ADMISSIONS

Admission as a guest student enables students to take a limited number of courses for credit. To be admitted in this category, undergraduate students must have graduated from high school, obtained a GED certificate or achieved the equivalent; and graduate students must have earned a bachelor's degree. Guest students typically take courses for job or personal achievement. Students pursuing a degree at another institution may apply as a guest student.

Guest students may remain in this status until no more than 18 semester hours at the undergraduate level or 6 semester hours at the graduate level of Kent State University credit have been attempted. Students cannot earn a degree or a certificate in this admission status. Guest students who wish to pursue a degree or a certificate program or continue after 18 semester hours (undergraduate) or 6 semester hours (graduate) have been attempted must apply for regular admission. Credit hours taken in this status may apply to a degree or a certificate program with the approval of the college dean. Guest students must meet all prerequisites for courses (or obtain permission of the instructor). Graduate guest students must also obtain approval from the corresponding program coordinator. Individuals who have been denied admission to or are under dismissal from Kent State are not eligible for guest student status. Guest students are not eligible for financial aid.

(Source: <http://www.kent.edu/catalog/2011/policies/all-policies.cfm#gueststudentadmissions>)

RESIDENCE REQUIREMENT

Undergraduate: Residence is defined as academic credit earned at Kent State University. In this context, residence does not refer to whether a student lives on campus; it refers to the hours required to earn an undergraduate degree from Kent State University. For bachelor's degree programs, students must complete a minimum of 30 passed hours in residence, for a baccalaureate (of which 9 passed hours must be at the upper division ({30000-40000}) level in the major). For associate degree programs, students must complete a minimum of 15 passed hours in residence for an associate degree. For certificate programs, students must complete a minimum 50 percent of the certificate's total required passed hours in residence. Some certificate programs may require more.

Passed hours comprise graded coursework, including those receiving an S (satisfactory) or Y (pass) grade. Information on specific degree and certificate requirements may be obtained in the college section of this catalog. Kent State study-abroad and study-away programs that count toward a student's Kent State University hours may be taken as part of the residence requirement.

Credit earned by means of transfer courses does not count toward residence. Transient study will not count toward the hours of residence, but it will not invalidate residence requirements in progress. Students eligible to take transient coursework are discouraged from taking these credits during their last semester because of the time necessary to receive and process transcripts, which may delay clearing the student for graduation. Under unusual circumstances, students may request a minor modification of this requirement by contacting their college prior to registration elsewhere.

Graduate: Residence requirements are determined by the graduate departments. Please consult the appropriate department as to its residence requirement for the degree.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#residencerequirement)

POST-UNDERGRADUATE STUDENT ADMISSIONS

Those who have received a bachelor's degree from an accredited college or university other than Kent State University and who wish to take undergraduate courses at Kent State may apply as post-undergraduate students. Kent State graduates who have taken coursework elsewhere since leaving Kent State are also considered post-undergraduates. Baccalaureate graduates of Kent State University who have not attempted subsequent college work do not need to reapply to the university but do need to declare their intent to the Office of the University Registrar. Typically, post-undergraduate students take undergraduate courses to pursue a certificate or an additional baccalaureate, to prepare for graduate school or to enrich themselves.

A post-undergraduate application form is available online on the Admissions website. Kent State requires a non-refundable application fee and an official transcript from the college or university where the baccalaureate was earned. Students seeking a second undergraduate degree must also submit official transcripts from all colleges and universities attended.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#postundergraduatestudentadmissions)

NON-DEGREE STUDENT ADMISSIONS

Admission as a special non-degree student enables students to take a limited number of courses for credit (either full time or part time). Students in this category are generally not seeking a degree, but wish to earn a certificate or take courses for job achievement, personal enrichment, intellectual curiosity or other personal reasons. Special non-degree students may apply to Kent State for any semester through the Office of Admissions. Undergraduate adult students may apply through the Center for Adult and Veteran Services. A non-refundable application fee is required. Admission is based on the same criteria detailed above for undergraduate, graduate or transfer students, whichever is appropriate. . . .

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#nondegreestudentadmissions)

GRADE POINT AVERAGE (GPA) REQUIREMENT

Undergraduate: All undergraduate students graduating from Kent State University must attain a minimum 2.000 cumulative grade point average (GPA) for all coursework taken at Kent State University. Candidates for the Associate of Applied Business and Associate of Applied Science degrees must attain a minimum 2.000 cumulative GPA in the technical courses. If students are required to take additional coursework to raise the GPA in the technical courses to 2.000, the course(s) must be in the technical area and will be selected in consultation with the program advisor and approved prior to registration. Additionally, some degree and certificate programs have higher minimum GPA requirements.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#gradeaveragegparequirement)

PASS/FAIL GRADE

Undergraduate students may elect to take certain courses on a pass/fail basis. The purpose of this option is to provide an opportunity for the exploration of a broader range of coursework than is normally included in specific and distributive degree requirements. Students considering this option should be aware that some institutions of higher education do not accept transfer credit taken on a pass/fail basis. In addition, most graduate and professional schools prefer that pass/fail credit be kept to a minimum.

Students electing to take courses under the pass/fail option should consult their advisor for specific instructions and registration procedures. Conditions governing the acceptability of coursework that pertains to all students are:

1. The students must be in good standing. Transfer students admitted on probation and students on academic probation with less than a 2.000 GPA may not elect the pass/fail option.
2. Only one course per semester may be taken under the pass/fail option.
3. The pass/fail option may be used only for non-specific electives; this option is designed to allow students to explore coursework outside their required courses.
4. Courses listed as available to meet the Kent Core may not be taken pass/fail.
5. Courses that may be prescribed or recommended through placement testing may not be taken on a pass/fail basis. Those courses are ENG 11001, MATH 10006, MATH 10007, MATH 10020, MATH 10021, MATH 10022, MATH 10023, MATH 10024, US 10003 and US 10006.
6. Excluded from the pass/fail option are the following:
 - i. All courses in students' major department or school
 - ii. All courses used to meet requirements in students' major, minor, field of concentration, supporting area or certificate certification program
 - iii. All courses used to meet the Kent Core and college general requirements
7. A maximum of 12 hours of pass/fail credit (combined Y-Pass and Z-Fail grades) may be attempted. Courses regularly graded satisfactory/unsatisfactory (S/U) are not counted in this 12-hour maximum; experimental courses that are Y/Z graded are included in the 12-hour limit.
8. Instructors will not be informed of students' election of the pass/fail option. Regular letter grades of A, B, C and D that are reported by the instructor will be converted to a Pass (Y); letter grades of F, NF (Never Attended-Fail) and SF (Stopped Attending-Fail) will be converted to a Fail (Z) grade.
9. Pass/fail grades will not be used in computing grade point averages.
10. Students changing majors will not have "pass" grades changed to regular grades if they have pass/fail credit in that area. The "pass" grades will stand, but all further courses in the program must be for regular grading.
11. No change of pass/fail enrollment status is permitted after the final day of formal registration.

Students should contact their college, department, school or Regional Campuses office for clarification of the pass/fail option and for application of that option to their particular programs.

(Source: www.kent.edu/catalog/2011/policies/all-policies.cfm#passfailgrade)

Timetable and Actions Required

Associate and Assistant Deans Committee	9 August 2011, 14 February 2012
Educational Policies Council	14 May 2012
Faculty Senate	18 July 2012
Effective implementation	Fall 2012 University Catalog

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **23-Apr-12** Curriculum Bulletin _____Effective Date **Fall 2012** Approved by EPC _____

Department **Graduate Studies**
 College **PR - Provost**
 Proposal **Establish Policy**
 Proposal Name **Proposal to establish a Leave of Absence policy and a Graduate Student Re-Enrollment policy**

Description of proposal:

The purpose of this proposal is to establish two new policies for graduate students to take effect in Fall 2012: a Leave of Absence policy and a Graduate Student Re-Enrollment policy. The result of the new policies would be that graduate students would either take an approved leave of absence and then complete the new graduate re-enrollment form in order to return to their program of study, or leave the university without taking an approved leave of absence and have to apply through Graduate Studies as a new student in order to (potentially) return to their former program of study.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Students interested in taking a leave of absence would need to initiate the process with their programs. Students and their advisors would be expected to develop a plan for the students' return. The leave of absence form would need approval by the student's advisor, department chair/school director, college dean, Office of Global Education (for international students) and dean of Graduate Studies. The Registrar's Office would be responsible for changing the student's status code from active to leave of absence. To re-enroll in their former program, students would be responsible for completing the application for graduate re-enrollment form. The form would need approval by the department chair/school director, college dean and dean of Graduate Studies. The Registrar's Office would be responsible for changing the student's status code from leave of absence to active. Graduate Studies would be responsible for 1) contacting students at the end of their leaves to remind them to re-enroll or re-apply for leave; and 2) notifying students whose leaves have expired that they must re-apply to the university in order to return.

Units consulted (other departments, programs or campuses affected by this proposal):

**Graduate Studies Administrative Advisory Committee
 Registrar's Office
 Bursar's Office
 Financial Aid
 Office of Global Education
 Veterans' Affairs.**

REQUIRED ENDORSEMENTS

 Department Chair / School Director

Campus Dean (for Regional Campuses proposals)

College Dean (or designee)

Nancy C. Harker

Dean of Graduate Studies (for graduate proposals)

Provost and Senior Vice President for Academic Affairs (or designee)

____/____/____

4/26/12

____/____/____

Proposal Summary

Proposal to establish a Leave of Absence policy and a Graduate Student Re-enrollment policy

Subject Specification:

Establish policies governing leaves of absence and subsequent re-enrollment for graduate students.

Background Information:

Many universities have in place a leave of absence policy which allows graduate students to take a temporary leave (1-2 semesters) for personal, family, financial, and other compelling reasons. Students who take an approved leave are not penalized in that the time spent on leave is not counted against time limitations for degree completion. In addition, such policies encourage students to develop concrete plans for returning to their studies.

KSU does not have a leave of absence policy in place. Currently, graduate students are able to stop attending at any time. After one year of not being enrolled, Banner changes a student's status to inactive, preventing them from registering in courses. To re-enroll, the student just needs to contact the Registrar's Office (and answer some questions over the phone or complete a re-enrollment form). No communication with faculty or administrators in his/her degree program is required.

This proposal is to create two new policies for graduate students to take effect in Fall 2012. The first is a policy on leaves of absence, and the second (related) policy has to do with student re-enrollment. The result of the new policies would be that graduate students would either take an approved leave of absence and then complete the new graduate re-enrollment form in order to return to their program of study, or leave the university without taking an approved leave of absence and have to apply through Graduate Studies as a new student in order to (potentially) return to their former program of study.

More specifically, a student interested in taking a leave of absence would initiate the process with his/her program. The student and his/her advisor would be expected to develop a plan for the student's return. The leave of absence form would need approval by the student's advisor, department chair/school director, college dean, Office of Global Education (for international students) and dean of Graduate Studies. The Registrar's Office would change the student's status code from active to leave of absence (such a code is currently being developed).

To re-enroll, the student would complete the application for graduate re-enrollment form. The form would need approval by the department chair/school director, college dean and dean of Graduate Studies. The Registrar's Office would change the student's status code from leave of absence to active. Graduate Studies would be responsible for 1) contacting students at the end of the term of their leave to remind them to re-enroll or re-apply for leave; and 2) notifying students whose leaves have expired that they must re-apply to the university in order to return. Cognos reports are being developed to identify such students.

The Graduate Studies Administrative Advisory Committee (comprised of the associate deans for graduate affairs from each academic college) reviewed and endorsed the proposed policies and forms at its November 2011 meeting. Feedback was also sought from the Registrar's Office, the Bursar's Office, Financial Aid, the Office of Global Education and Veterans' Affairs.

Alternatives and Consequences:

The alternative is for KSU to continue to operate absent official policies regarding graduate student

leaves of absence and re-enrollment. Individual programs would continue to handle student leaves informally, leading to the unequal treatment of students, and students would be able to return to their graduate programs without their programs' consultation.

Specific Recommendation and Justification:

The specific recommendation is to adopt the Leave of Absence and Graduate Student Re-enrollment policies for publication in the Fall 2012 university catalog. The rationale for establishing these policies is to:

- 1) encourage students who must leave their degree program to do so with a plan for returning and to follow established university procedures (rather than just dropping out);
- 2) ensure that such opportunities for leave are practiced uniformly across the university;
- 3) prevent students from being penalized if they need to take a leave (by not counting the time on leave against their time to degree and by guaranteeing their return to the program at the end of their leave); and
- 4) allow programs (as well as the university as a whole) to track the status of graduate students.

Timetable and Actions Required:

EPC Approval, May 2012
Effective, Fall 2012

Policy on Leave of Absence

A leave of absence is granted for degree seeking graduate students in active status who must be away from their studies for one or more semesters for personal, family, financial, or other compelling reasons. Prior to applying for a leave of absence, students should consider its potential implications for such matters as funding (including assistantships and veterans benefits), loan repayment, immigration status, health insurance, university housing and time to degree completion.

International students should contact the Office of Global Education before the initiation of a leave of absence and before returning to campus to ensure compliance with SEVIS regulations and visa restrictions.

To be eligible for a leave of absence, a student must be seeking a graduate degree, have completed at least one full term of enrollment prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward the degree. Leaves will not be granted to students who (1) have completed less than one full term of enrollment; (2) are not in good academic standing; or (3) have received an extension of the degree time limit.

Leaves of absence are normally granted for one to two semesters. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy.

The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, when the necessity for leave is foreseeable. If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day of classes in the term during which the leave has been taken. A retroactive leave of absence will not be granted.

When a department/school grants a leave of absence, it implies the program will be willing to re-admit the student. A plan for re-admission, including any conditions that must be met, should be put in writing and clearly understood by all parties prior to the start of the leave.

Students who are registered for courses must drop or withdraw from all courses prior to taking leave. Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university. Any applicable refunds will be processed per University policy 3342-7-06.

Course withdrawal is not permitted after the tenth week of the fall and spring semesters (or the prorated deadline for flexibly scheduled sections and summer terms). Students applying for a leave of absence after the course withdrawal deadline should address grading and course completion issues with their individual instructors. To consider any variation from this rule for reasons of extenuating circumstances, the student must submit a Petition for Academic Record Adjustment to the University Registrar.

Students on a leave of absence are not registered and, therefore, do not have the rights and privileges of registered students, including course pre-registration and access to the libraries, recreational center, and health services. They cannot fulfill any official department or University requirements during the leave period, such as taking qualifying exams or submitting a dissertation/thesis. Students on an approved leave must complete the

Application for Graduate Re-Enrollment form in order to register for classes and have the rights and privileges of registered students.

To receive an extension of an approved leave, students must complete a new Request for Leave of Absence form prior to the expiration of their leave. If a student does not receive an extension and does not return to the graduate program, he or she will be considered as having permanently withdrawn from the University. To be reconsidered for graduate study, students who have permanently withdrawn must formally apply to their program of interest, including the submission of an application, the non-refundable application fee and any necessary application materials.

DRAFT

Policy on Graduate Student Re-Enrollment

Graduate students shall enroll for at least one term each calendar year to maintain status as a degree-seeking student. Meeting this minimum enrollment requirement does not guarantee you meet the minimum requirements of other programs, offices, or agencies.

Students not meeting the minimum enrollment requirement for maintaining status as a degree-seeking graduate student will be considered as having voluntarily withdrawn from the University. Students who withdrew and wish to have their graduate standing re-instated must follow the same admission procedures as those required of new applicants, including submission of a non-refundable application fee and application materials. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. Students who apply and are admitted will be re-instated under the catalog-in-force at the time of admission. The program determines how much of the previously completed work may be applied toward the graduate degree program.

Students on an approved leave of absence may return to their program of study by completing the Application for Graduate Re-Enrollment form.

DRAFT

KENT STATE UNIVERSITY

REQUEST FOR LEAVE OF ABSENCE

A leave of absence is granted for graduate students in active status who must be away from their studies for one or more semesters for personal, family, financial, or other compelling reasons.

The Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, but no later than the last day of classes in the term which the leave is taken. A retroactive leave of absence will not be granted.

Please check one: ☐ Domestic Student ☐ International Student*

**International students must contact the Office of Global Education.*

Name: (Last, First, Middle Initial)

Click here to enter text.

Kent State ID:

Click here to enter text.

College:

Click here to enter text.

School/Department:

Click here to enter text.

Major:

Click here to enter text.

I am requesting a leave of absence beginning: ☐ Fall ☐ Spring ☐ Summer 20 *Click here to enter text.*

I will return: ☐ Fall ☐ Spring ☐ Summer 20 *Click here to enter text.*

By signing below, I certify that I understand the following:

- 1) It is my responsibility to drop or withdraw from all courses that I am registered for during the term of my leave. Course withdrawal does not negate my financial obligations to the university, and I will continue to be responsible for any balances I owe. If the course withdrawal deadline has already occurred, I must address grading and course completion issues with my individual instructors.
- 2) If my leave is approved, I will not have the rights and privileges of registered students, including course pre-registration and access to the libraries, recreational center, and health services.
- 3) To receive an extension of my approved leave, I must complete a new Request for Leave of Absence form prior to the expiration of my leave.
- 4) It is my responsibility to complete the Application for Re-Enrollment and register for courses the semester following my leave. Failing to do so will result in withdrawal from the university.

(Student)

(Date)

APPROVALS

When a department/school grants a leave of absence, it implies the program will be willing to re-admit the student following the term of the leave. The department/school and student should have a written plan for re-admission that includes any conditions that must be met.

(Office or Global Education, if applicable)

(Date)

(Student's Advisor)

(Date)

(Department Chair/School Director)

(Date)

(Dean of the College)

(Date)

(Dean of the Graduate School)

(Date)

OFFICE USE ONLY

Processed by:

Click here to enter text.

Status code:

Click here to enter text.

Date verified with Registrar:

Click here to enter text.

APPLICATION FOR GRADUATE RE-ENROLLMENT

This form should be completed by students on an approved leave of absence from the University who wish to return to their former program of study. Students **not** on an approved leave of absence who withdrew from or left the University one or more years ago must formally apply and follow the same admission procedures required of new applicants.

Last term and year enrolled at Kent State: ☐ Fall ☐ Spring ☐ Summer 20 Click here to enter text.

Kent State ID: Click here to enter text. SSN (if Kent State ID is unknown): Click here to enter text. Date: Select date.

Complete Legal Name: (Last, First, Middle Initial) Click here to enter text. Former Name(s) Click here to enter text.

Note: Re-enrollment will be processed under your legal name at the time of last attendance.

Permanent Address: Click here to enter text. Email Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text. Telephone Number: Click here to enter text.

How long have you lived at the above address? Click here to enter text. Years Click here to enter text. Months

If less than one year, list previous address(es) during the last twelve months.

Address: <u>Click here to enter text.</u>	From: <u>Select date</u>	To: <u>Select date</u>
Address: <u>Click here to enter text.</u>	From: <u>Select date</u>	To: <u>Select date</u>
Address: <u>Click here to enter text.</u>	From: <u>Select date</u>	To: <u>Select date</u>

Note: Form will not be processed without residency information.

Application for re-enrollment in: ☐ Fall ☐ Spring ☐ Summer 20 Click here to enter text.

College: Click here to enter text. School/Department: Click here to enter text. Major: Click here to enter text.

Degree: ☐ Master's ☐ Doctorate ☐ Educational Specialist Advisor: Click here to enter text.

Are you a U.S. Citizen: ☐ Yes ☐ No If no, please contact the Office of Global Education.

Have you been convicted of a criminal offense or do you have charges pending against you at this time, other than a minor traffic violation? ☐ Yes ☐ No

If yes, a written explanation statement must be submitted with this form. The Application for Graduate Re-Enrollment will not be processed until the explanation statement is reviewed.

I certify that the information herein is complete and accurate to the best of my knowledge.

(Student) _____ (Date) _____

APPROVALS

(Office of Global Education, if applicable) _____ (Date) _____

(Department Chair/School Director) _____ (Date) _____

(Dean of the College) _____ (Date) _____

(Dean of Graduate Studies) _____ (Date) _____

Office Use Only

Processed by: <u>Click here to enter text.</u>	Status code: <u>Click here to enter text.</u>	Date verified with Registrar: <u>Click here to enter text.</u>
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KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-May-12** Curriculum Bulletin _____
 Effective Date **Fall 2012** Approved by EPC _____

Department _____

College **PR - Provost**

Proposal **Establish Policy**

Proposal Name **Establish statement on student responsibilities**

Description of proposal:

Proposal seeks to establish a statement that specifies the responsibilities of the student in regard to his or her academic success at Kent State, for inclusion in the University Catalog.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

N/A. This is not a policy.

Units consulted (other departments, programs or campuses affected by this proposal):

Ombuds, Student Success, Associate and Assistant (A&A) Deans Committee

REQUIRED ENDORSEMENTS

 Department Chair / School Director

____/____/____

 Campus Dean (for Regional Campuses proposals)

____/____/____

 College Dean (or designee)

____/____/____

 Dean of Graduate Studies (for graduate proposals)

____/____/____

 Provost and Senior Vice President for Academic Affairs (or designee)

____/____/____

Proposal Summary

Establishment of Student Responsibilities Statement To Be Published in the University Catalog Effective Fall 2012

Subject Specification

The proposal requests inclusion in the University Catalog of a statement regarding student responsibilities intended to maximize academic success at Kent State, including developing an academic plan; successfully completing their coursework; adhering to university rules, regulations and policies; meeting university, college and program requirements; being familiar with the academic calendar; knowing their academic record; and maintaining current contact information and reading and responding to university communications.

Background Information

Kent State provides numerous tools to support students in becoming responsible citizens. These include, but are not limited to, online course registration, online academic and registration calendars, the GPS degree audit and plan, online student transcript, online University Catalog, GPS website with program roadmaps, FlashLine, Blackboard Vista/Learn, access to professional advisors and tutoring services, and regular e-mail updates from the various student service offices.

Therefore, it the students' responsibility to take not only advantage of these many tools, but also ownership of their academic studies at Kent State. Excuses such as "I didn't know," or "no one told me" when confronted with a missed deadline, an unfulfilled program requirement or violated policy are not acceptable (or are "no longer" acceptable).

Alternatives and Consequences

The alternative is to have no written statement that can be communicated to students when they first arrive. The consequence is lack of a clear and consistent message to students about their academic responsibilities while at Kent State.

Specific Recommendation and Justification

It is recommended that the following statement be published in the 2012 University Catalog:

STUDENT RESPONSIBILITIES

Each Kent State University student is responsible for:

- Pursuing successful completion of all courses for which he or she enrolls.
- Meeting with an advisor to develop an academic plan. However, the final responsibility for following procedures and meeting university, college and program requirements as outlined in the University Catalog rests solely with the student.
- Being familiar with the current academic calendar, including, but not limited to, deadlines for course registration, course withdrawal and application for graduation.
- Knowing his or her academic record, including registration schedule for each semester and academic progress toward program completion.
- Maintaining a current and accurate mailing address, phone number and Kent State e-mail address in FlashLine, and reading and responding promptly to all communications from the university.
- Being familiar with and adhering to the university's rules, regulations and policies.

Timetable and Actions Required

Associate and Assistant Deans Committee 8 May 2012
 Educational Policies Council 14 May 2012
 Effective implementation Fall 2012 University Catalog

Motion on Representation for the College of Podiatric Medicine on Faculty Senate and EPC

Faculty Senate resolves that, pending the establishment of governance structures within the new College of Podiatric Medicine and resolution of the status of the faculty therein, the College shall be represented by one faculty observer on the Faculty Senate and one faculty observer on the Educational Policies Graduate Council, elected by and from the faculty in the College. These will be in addition to the Dean of the College of Podiatric Medicine, who will be an ex-officio member of Faculty Senate, and the Dean or a representative, who will be an ex-officio member of the Educational Policies Graduate Council. The observers will have the right to address the bodies to which they are elected.



Faculty Senate Executive Committee Minutes of the Meeting

April 30, 2012

Present: Paul Farrell (Chair), Linda Williams (Vice Chair), Jarrod Tudor (Secretary)
Tom Janson (Elected At-Large Member), Robin Lashley (Appointed Member)
Mike Mikusa (Appointed Member)

Guests: President Lester A. Lefton and Provost Todd A. Diacon

1. Call to Order

Chair Farrell called the meeting to order at 3:50 p.m. in the Faculty Senate office, Michael Schwartz Center.

- 2.** The Executive Committee briefly discussed a possible petition for a faculty vote of no confidence in President Lefton to be presented to Faculty Senate.
- 3.** The Executive Committee discussed a range of topics to be discussed with President Lefton and Provost Diacon.
- 4.** President Lefton and Provost Diacon arrived at 4:03 p.m. and discussed several topics with the executive committee.

Chair Farrell asked both President Lefton and Provost Diacon to comment on the memos that were sent by Chair Farrell. Provost Diacon commented on each of the questions posed by the memos, generally. Chair Farrell asked if those receiving a distinguished rank should be given tenure. President Lefton stated that it would be possible and provided examples of those who might be awarded tenure and who might not be awarded tenure. Provost Diacon commented that many of those receiving a distinguished rank may not be interested in tenure, but if tenure were to be awarded it would be in conjunction with a full professorship. The Executive Committee, President, and Provost discussed changes in the policy on distinguished ranks to make it clearer as to the award of tenure.

The Executive Committee, President, and Provost agreed that the requirements for faculty approval of tenure should be in the distinguished ranks policy. The Executive Committee, President, and Provost also discussed whether a distinguished rank could be awarded to administrators assuming tenure qualifications were met. President Lefton stated that it will be rare for an administrator to return to the faculty while being awarded a distinguished rank. Provost Diacon stated that the University would like flexibility on this point but would expect academic success to be a requirement for such an appointment.

The Executive Committee, President, and Provost discussed whether the award of a distinguished rank would include a fixed term, would be renewable. Also discussed by those present was whether the nomination should be discussed in advance with the Provost's office. The Executive Committee, President, and Provost agreed that the distinguished ranks policy would return to the Professional Standards Committee (PSC).

On the subject of the proposed changes to the Charter and Bylaws, specifically in regard to the creation of adhoc committees, President Lefton stated that he was concerned that Faculty Senate might not be able to find the required faculty members for balanced representation on committees and would like the ability to add members to ad hoc committees to create balanced representation based on skill sets and faculty interests. President Lefton also stated that some issues that ad hoc committees address may not be Faculty Senate issues. The president also suggested some changes in the language of the proposal. President Lefton also stated that he should be able to appoint members to an ad hoc committee as long as the Faculty Senate was able to appoint a majority of members on the committee.

On the subject of release time for members of Faculty Senate serving on the Executive Committee, Provost Diacon stated that he wanted to see how other colleges and universities managed release time for their faculty senates. Provost Diacon stated that he would like to see the current release time system implemented for the 2012-2013 Faculty Senate term with greater discussion on potential policy change for the 2013-2014 Faculty Senate term. Senator Janson and Chair Farrell provided some historical background on the subject of release time for Executive Committee members.

President Lefton stated that he had no objection to internal changes in Faculty Senate procedure.

Provost Diacon stated that the latest draft of the reappointment policy was acceptable and he and the President would present it to the Board of Trustees. The Executive Committee, President, and Provost agreed that Chair Farrell would work with Karen Keenan on drafting the proposal that the Board of Trustees would potentially adopt.

The Executive Committee, President, and Provost all agree that the proposed change in policy on graduation with honors would go to the Educational Policies Council (EPC).

There was much discussion on the topic of the writing intensive course (WIC) requirement. Chair Farrell stated that the vote on the WIC requirement at the last EPC meeting was close.

Vice Chair Williams asked President Lefton if there was any lee-way in regard to the proposed Freshman Seminar. Vice Chair Williams stated that there was some concern among the committee that the Freshman Seminar might not be something that the University could afford. President Lefton stated that there was some flexibility as long as all students took the seminar and the seminar was successful in getting students deeply rooted in a particular subject. Provost Diacon stated that he would meet with the committee charged with developing the Freshman Seminar.

Provost Diacon shared his involvement and thoughts about the textbook affordability movement at the University. The Provost stated that he wanted to further the discussion and keep several best practices in mind but also wants to allow students to have as much information as possible so they can engage in comparison shopping.

Chair Farrell stated that there was some concern about the lack of consultation in regard to the delivery of the Strategic Plan that suggests a way of improving the University's research capability. Provost Diacon stated that it was a roadmap that should serve as a point for University-wide discussion on the topic and that nothing in the plan has been formally accepted.

5. The Executive Committee approved the minutes of the Faculty Senate Executive Committee meeting of April 24, 2012 (Mikusa, Janson) with corrections.
6. Chair Farrell called for adjournment at 5:33 p.m.

Jarrold Tudor, Faculty Senate



Faculty Senate Executive Committee Minutes of the Meeting

May 21, 2012

Present: Paul Farrell (Chair), Linda Williams (Vice Chair), Jarrod Tudor (Secretary)
Tom Janson (Elected At-Large Member), Robin Lashley (Appointed Member)
Mike Mikusa (Appointed Member), Tess Kail (Faculty Senate Office Secretary)

Guests: President Lester A. Lefton, Provost Todd A. Diacon, Vice President Greg Jarvie

1. Call to Order

Chair Farrell called the meeting to order at 3:38 p.m. in the Urban Conference Room, Second Floor, Kent State Library.

2. The Executive Committee briefly addressed a range of possible topics to be discussed with President Lefton, Provost Diacon, and Vice President Jarvie.

3. President Lefton, Provost Diacon, and Vice President Jarvie arrived at 3:57pm.

4. Provost Diacon asked the Faculty Senate Executive Committee whether he, or the Faculty Senate, should appoint the Chair of the URCC. Provost Diacon stated that he had a conversation with outgoing Honors College Dean Don Williams who stated that if the Honors College Dean were expected to chair the URCC, it would hurt the ability of Kent State University to hire a new Honors College Dean. Provost Diacon stated that he would like to appoint the Dean of Undergraduate Studies to the position. Chair Farrell stated that the decision to make the Dean of Undergraduate Studies a chair should be up to the Committee on Committees. The Faculty Senate Executive Committee, President Lefton, Provost Diacon, and Vice President Jarvie all discussed the value of having long-serving members of URCC which include Assistant and Associate Deans assist any newly-appointed Chair of URCC. It was agreed that the new Chair of URCC should consult the long-time serving administrators who are also members of URCC.

5. Vice Chair Williams asked Provost Diacon as to what parts of the 1967 AAUP Statement on Shared Governance that he supported given his remarks at the Faculty Senate General Meeting of May 7, 2012. Provost Diacon stated that he supported the balance that the 1967 Statement reflects in regard to the curriculum and other administrative matters. Specifically, Provost Diacon stated that he respected the faculty's control over the curriculum and that the administration should not delve into curricular matters unless it is an absolute necessity while also recognizing the administration's domain in matters of finance and operations of the university. A lengthy discussion ensued on the topic of shared governance at Kent State University and for higher education, generally.

6. President Lefton arrived at 4:15pm.
7. Vice President Jarvie presented a series of changes to Kent State University's policies on discrimination, harassment, and assault. Vice President Jarvie stated that the changes were necessary to bring Kent State University policy into compliance with federal and state law. Chair Farrell noted that Faculty Senate should be provided notice of such changes before they are presented to the Board of Trustees. Pursuant to a question brought by Chair Farrell, Vice President Jarvie stated that in most cases, the KSU police department must be notified of many actions that might violate policy and also in many cases simultaneous internal and external investigations of the event in question will occur. President Lefton made note of the potential liability the University faces for not being in compliance with state and federal law.

Vice President Jarvie stated that his office would engage in a significant attempt to educate the University community about the new policy changes in an attempt to create greater awareness. Chair Farrell asked for a clarification as to the "administrative unit" provision in regard to reporting. Vice President Jarvie agreed that the phrase should be clarified.

Senator Janson queried about the policy's impact on situations where a faculty member must physically touch a student. All agreed that any potential for touching should require notice to the student in the syllabus and before the class begins for the academic term.

8. President Lefton, Provost Diacon, and the Executive Committee agreed that the proposed new policies for the Office of Global Education should be presented to the Faculty Senate as a whole. All agreed that the University has a need to keep track of University personnel who are outside the country while representing the university.
9. Chair Farrell adjourned the meeting at 5:17pm.

Jarrold Tudor, Faculty Senate



Faculty Senate Executive Committee Minutes of the Meeting

May 30, 2012

Present: Paul Farrell (Chair), Linda Williams (Vice Chair), Don White (Vice Chair-Elect), Jarrod Tudor (Secretary), Vanessa Earp (Secretary-Elect), Tom Janson (At-Large Member), Mike Mikusa (Appointed Member), Tess Kail (Office Secretary)

Not Present: Robyn Lashley (Appointed Member), George Garrison (At-Large Member-Elect)

1. Call to Order

Chair Farrell called the meeting to order at 3:35 p.m. in the Faculty Senate office, Schwartz Center.

2. Approval of Meeting Minutes:

a. Executive Committee meeting minutes of April 30, 2012

A motion (Mikusa/Williams) to approve the meeting minutes of April 30 was made. Following discussion, the minutes were approved with corrections.

b. Faculty Senate meeting minutes of May 7, 2012

A motion (Mikusa/Williams) to approve the meeting minutes of May 7 was made. Following discussion, the minutes were approved with corrections. The Faculty Senate minutes will be distributed to the Faculty Senate at its July meeting for final approval.

c. Executive Committee meeting minutes of May 21, 2012

A motion (Mikusa/Williams) to approve the meeting minutes of May 21 was made. Following discussion, the minutes were approved with corrections.

3. New Faculty Senate Officers

Linda Williams, Jarrod Tudor, and Mike Mikusa left the meeting at approximately 4:10 p.m.

4. Representation for OCPM on Senate and EPC

Provost Diacon had informed Chair Farrell via email that the Higher Learning Commission requested information on how the Ohio College of Podiatric Medicine would be represented on Faculty Senate and EPC.

According to the Faculty Senate charter and by-laws representation on Senate is for two groups tenured/tenure-track faculty including administrators with academic rank, and non tenure-track faculty . Only the tenured/tenure-track faculty including academic administrators are elected from colleges. The non tenure-track faculty are all elected at-large. Due to the uncertainty of the status of the OCPM faculty it was decided that the executive committee would recommend observer status for a representative of the faculty from College of Podiatric Medicine during the upcoming academic year (2012-2013).

5. EPC Items ~ T. Tillett's memo of May 15, 2012 (12 Items) & EPC Meeting Agenda

The executive committee discussed the 12 items from EPC. The following items were approved by the Executive Committee:

- a. Establishment of global diversity designation to ENG 31006 World Englishes, and domestic diversity designation to ENG 41001 Sociolinguistics in Schooling.
- b. Establishment of writing-intensive designation to ARCH 40114 Theory and Criticism in Architectural Media.
- c. Inactivation of the Individualized Major within the Bachelor of Arts degree.
- d. Inactivation of the Latin American Studies major within the Bachelor of Arts degree. Admission to the major has been suspended since fall 2010.
- e. Inactivation of the Applied Social and Behavioral Research major within the Master of Science degree. Admission to the major has been suspended since fall 2010.
- f. Inactivation of the Operations Management major within the Bachelor of Business Administration degree. Admission to the major has been suspended since spring 2012.

It was agreed that the following items would be placed on the July 16, 2012 Faculty Senate agenda as Action Items:

- g. Revision of the Catalog Rights and Exclusion policy to allow students to declare a different catalog for a minor, certificate or second major/degree.
- h. Revision of the Academic Forgiveness, Academic Standing, Course Load, Dismissal and Reinstatement policies to ensure consistency in practice.
- i. Revision of the Credit Testing Eligibility policy to clarify that credit-by-examination (CBE) is for currently enrolled and degree- and certificate-seeking students only, among other changes.
- j. Revision of the Admissions, Residence and other policies to make clear that students in certificate programs are held to similar standards as those in degree programs.
- k. Establishment of Leave of Absence and Student Reenrollment policies for graduate students.

It was agreed that the following item will be placed on the July 16, 2012 Faculty Senate agenda as an Information Item:

1. Establishment of a Student Responsibilities statement for the University Catalog.

6. 2012 Faculty Senate Meeting Schedule

The executive committee was given a copy of the 2012 spring meeting schedule.

7. Appointed Members

Tom Janson withdrew and the incoming executive committee discussed possible appointed members. Chair Farrell will contact the prospective members and report back at the next executive meeting.

8. Future Planning Items

a. Fall Retreat: possible topics for the fall retreat were discussed; however none were formally selected.

b. Goals: possible survey of the faculty to see what issues they would like to see Senate address in the upcoming year.

9. AY 2012-2013 Load Release for Executive Committee Members

Chair Farrell explained the policy on load release for the executive committee members. Currently the Vice-Chair and Secretary can take up to 15 combined hours; however the maximum they can request individually is 9 hours.

It was decided that Vice-Chair White would request 8 hours of load release and Secretary Earp would request 7 hours of load release.

10. Schedules for Executive Committee meetings for Fall 2012

Tess Kail requested the members of the executive committee send her their availability for the fall semester.

11. Adjournment

Chair Farrell adjourned the meeting at 5:35 p.m.

The next meeting of the executive committee is scheduled for June 18, 2012 in the Conference Room of the Faculty Senate Office, 227 Schwartz Center.

Respectfully submitted by Vanessa J. Earp,
Secretary of Faculty Senate



Faculty Senate Executive Committee Minutes of the Meeting

June 18, 2012

Present: Paul Farrell (Chair), Don White (Vice Chair), Vanessa Earp (Secretary),
Lee Fox-Cardamone (Appointed Member), Tess Kail (Office Secretary)

Not Present: George Garrison (At-Large Member)

Guests: President Lester A. Lefton and Provost Todd A. Diacon

1. Call to Order

Chair Farrell called the meeting to order at 3:30 p.m. in the Faculty Senate office, 227 Michael Schwartz Center.

2. Executive Committee:

Lee Fox-Cardamone has agreed to serve on the executive committee as an appointed member. Chair Farrell will contact David Dees to inquire if he is interested in serving as the other appointed member.

Tess is working to schedule the executive committee meetings for the fall.

3. Faculty Senate Elections

There was a brief discussion of moving the faculty senate elections to an electronic format. The executive committee will continue to discuss this in the upcoming year.

4. Representative for Dean of Honor's College

The executive committee discussed the recommendations from CAO.

5. President Lefton & Provost Diacon

President Lefton arrived at 4:03 p.m. and Provost Diacon arrived at 4:09 p.m.

a. Faculty Senate Representation for OCPM faculty.

Chair Farrell presented the executive committee's recommendation that faculty members from the College of Podiatric Medicine be granted observer status for Faculty Senate and EPC for the 2012-2013 academic year. A discussion ensued on the importance of the College of Podiatric Medicine having permanent representation and how to accomplish that. Chair Farrell explained the procedure for obtaining representation on Faculty Senate

to Provost Diacon and that according to the Faculty Senate charter and by-laws non tenure-track faculty representatives on Senate are elected at-large across all the colleges and campuses. President Lefton stated that perhaps the charter and by-laws should be changed.

It was decided that for now the observer status should satisfy the Higher Learning Commission. The executive committee will continue to discuss this issue as the status of the College of Podiatric Medicine faculty becomes clearer.

b. Administrative Representation at future Faculty Senate meetings

President Lefton stated that the relationship between the Faculty Senate and administration seems to be improving since the departure of Provost Frank and that he no longer feels it is necessary to attend Faculty Senate executive meetings. He feels that Provost Diacon could attend alone most times, since most of the issues are academic in nature. He will also have Provost Diacon address Senate at the majority of their meetings going forward.

Lee Fox-Cardamone explained to President Lefton that his absence may be construed by the faculty as not caring about shared governance. President Lefton stated that was not true and that he is investigating other ways to communicate with the faculty more directly rather than addressing Senate.

President Lefton and Provost Diacon left at 4:40 p.m.

6. Adjournment

Chair Farrell adjourned the meeting at 4:45 p.m.

The next meeting of the executive committee is scheduled for July 2, 2012 in the Conference Room of the Faculty Senate Office, 227 Schwartz Center.

Respectfully submitted by Vanessa J. Earp,
Secretary of Faculty Senate