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# Academic Policy Committee Report - October 8, 2015

Graduate Council

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## ACADEMIC POLICY COMMITTEE

Thursday, October 8, 2015, 2:00-3:00 P.M.  
Graduate School Conference Room

**Present:** Maria Stehle, Shandra Forrest-Bank, Stephanie Galloway, Stewart Waters, Stephen Kania, Eric Boder, Julie Bonom, Virginia Kupritz

The meeting was called to order by Maria Stehle.

The minutes from the APC meeting September 23, 2015 were approved unanimously. Shandra Forrest-Bank volunteered to take minutes.

### 1. Announcements

The plan has been established to vote on the grade scale at the next Grad Council meeting (which occurs after another APC meeting).

Discussed items that have been brought to the committee's attention to decide if there are actionable items for the APC:

2. Graduate Grader Policy: Are there any suggestions for IF and HOW we might want to address the question of graduate students serving as graders of (less advanced) peers in some departments? (For what the handbook currently states, read "**POLICY FOR THE ADMINISTRATION OF GRADUATE ASSISTANTSHIPS**" of the grad handbook in preparation for the meeting)

Key discussion points made:

- The current policy lists grading papers is in the list of possible tasks of the graduate student assistant.
- It does not seem realistic to develop a blanket policy since every program is different.
- Discussed specific programs and rationales for grad students as instructors. There is a whole range of how different programs operate from being completely integral to functioning to this doesn't even apply.
- Graduate student as instructor of record for graduate level courses is frowned upon. Only faculty of record should enter the grades. Net IDs should never be given to admin support to add grades.
- The key is that there needs to be oversight.
- Is there university policy that already covers it?
- Need to define something in grad handbook?
- Does this boil down to oversight of ethical responsibilities and not policy needed in grad handbook?
- Should we have a list of things that require active mentorship for graduate teaching assistants?

- Looked at the specific policy in book at it talks about the purpose for gaining teaching skills and being mentored.
  - Ethical implementation of policy is the responsibility of instructor of record.
  - Consensus met that this should be addressed within each college's handbook.
3. Discussion of how to address students applying for graduation under the assumption that they *will* have a 3.0 by the time they graduate. (\*for information, see section from the handbook pasted below).

Discussion points made:

- Students tend to believe they will be ok by time graduation come around, typically would take 4.0 and enough credit hours.
  - The application deadline is about getting diploma printed not if they really will be able to graduate.
  - Clearance to graduation after all grades come in anyway.
  - When a student applies it signals the grad school that it is OK to audit now whether they meet the requirements or not.
  - Discussed possible options to encourage students to screen themselves before applying such as an online worksheet, and make the instructions really clear.
  - Reads now have to have 3.0 to apply so what would we possibly change?
  - Is it ok for students to even dip below 3.0? Or is it just that need next semester needs to be 3.0 or better?
  - Unit can dismiss based on specific course criteria.
  - Academic probation if go below 3.0 and if 2 in a row then dismissed.
  - Department can make case if showing improvement.
  - Referred to policy and see it actually does not indicate that need to maintain a cumulative GPA of 3.0.
  - Should students need to maintain a 3.0 or just need to be within reach?
  - Is there a way to assess the extent of the problem?
  - Decision made to table it and Dr. Hallway will take a look how other universities address this issue in policy.
4. Change of Grade Form: discussion of what could be proposed to reduce "clerical error" explanation. One suggestion was to propose a time limit. Currently, the handbook simply states: "A change of grade may occur only in cases of arithmetic or clerical error."

Key discussion points:

The majority of cases of changing grades come years later after the grade was submitted.

Inherent in the policy is that every student is treated fairly.

Every opportunity to earn the same grade.

What could possibly cause that to happen?

Policy states there is 1 year but there often there are requests for exceptions.

5. New Business?

No new business was identified.

Next meeting we will review what we want to report at the Grad council Meeting.

If there is nothing to discuss we will not meet and just circulate the report.