The University of Tennessee, Knoxville
Undergraduate Council
Minutes of the Special Meeting
November 10, 2020

Leadership and Elected Members present: Chair Cheryl Kojima, Vice Chair Joanne Devlin, Past Chair Anthony Welch, Brian Ambroziak, Ken Baker (by proxy Amanda Warren), Mark Barker, John Bell, Richard Bennett, Robyn Blakeman, Alison Buchan, Jamie Coble, Sarah Colby, Kim Denton, Erin Hardin, Yuanyang Liu, Lindsay Mahony, Harrison Meadows, Christine Nattrass, Charlie Parker, Devendra Potnis, Andy Puckett (by proxy Larry Fauver), Urmila Seshagiri, Phillip Stokes, Anna Szynkiewicz, Kathleen Thompson, Amanda Warren, Josh Weinhandl, and Emma Wilcox

Ex-Officio Members present: Kari Alldredge, Katherine Ambroziak (represented by Brian Ambroziak), Lisa Byrd, David Cihak, George Drinnon, Justin Howe, Anne Hulse, Ronald Kalafsky, Ozlem Kilic (represented by Margie Russell), Virginia Kupritz, Chris Lavan, Barbara Murphy, and Teresa Walker

Student Members present: Cecilia Contreras (by proxy Karmen Jones), Karmen Jones, and Jonah Schoenike

Others present: Kathy Abbott, Mary Beth Burlison, Ryan Carter, Alison Connor, Leonard Clemons, Jeff Gerkin, Betsy Gullett, Jennifer Hardy, R.J. Hinde, Brent Lamons, Peggy Love, Rebekah Page, Missy Parker, Roslyn Perry, Doug Renalds, Lauren Rucker, Mark Savage, Janet Schmitt, Jana Spitzer, Molly Sullivan, Celena Tulloss, Amber Williams, Stephanie Workman, and John Zomchick

A special meeting of the Undergraduate Council was held via online software on Wednesday, November 10, 2020. The meeting was called to order at 4:01 pm by Cheryl Kojima, Chair.

Academic Policy Committee Proposals

- **Campus Change Policy**
  This policy changes the terminology used to describe a student who transfers from one University of Tennessee campus to another. The proposal was approved with 24 yes votes, 0 no votes, and 1 abstaining.
- **Temporary Flexible Academic Policy Proposal**
  - **Late Grading Mode Change Request**
    The Undergraduate Council (UGC) reviewed a request to reactivate the S/CR/NC grade mode for fall 2020 and spring 2021 only for those students who fit the criteria established by Federal Financial Aid guidelines for COVID-19 related impact. The proposal was approved with 27 yes votes, 0 no votes, and 1 abstaining.
  - **Extend withdrawal deadline and policy for single course withdrawal**
    The UGC reviewed a request to extend the single course withdrawal for fall 2020 and for spring 2021 because of the continuing impact of the COVID-19 pandemic. The proposal was approved with 18 yes votes, 5 no votes, and 0 abstaining.
  - **Retroactive Individual Course Withdrawal Appeal**
    The UGC reviewed a request to allow appeals for retroactive individual course withdrawals. The proposal was approved with 20 yes votes, 1 no vote, and 0 abstaining.

Academic Policy Committee Report (see attached)

Campus Change Policy 5456
Temporary Flexible Academic Policy Proposal 5458
Late Grading Mode Change Request 5458

Extend withdrawal deadline and policy for single course withdrawal 5459
Retroactive Individual Course Withdrawal Appeal 5459

Adjournment: Cheryl Kojima adjourned the meeting at 5:38 pm.

Next regularly scheduled meeting: Tuesday, February 2, 2021, at 3:40 pm with the venue to be determined.

Approval of minutes: These minutes were certified correct via email on November 13, 2020.

Minutes submitted by: Molly Sullivan

Academic Policy Committee

The University of Tennessee, Knoxville
Academic Policy Committee
Minutes of the Meeting
November 4, 2020

Call to order: A regularly scheduled meeting of the Academic Policy Committee was held via online meeting software on November 4, 2020. The meeting was called to order once quorum was determined to be met at 1:31 p.m. by Jamie Coble, Chair.

Members present: Jamie Coble (Chair), Robyn Blakeman (by proxy Courtney Childers), Lisa Byrd, Leonard Clemons, Sarah Colby, Ozlem Kilic (by proxy Margie Russell), Charlie Parker, Roslyn Perry, Andy Puckett (by proxy Larry Fauver), and Phillip Stokes.

Others present: Katherine Ambroziak, Ryan Carter, David Cihak, Chuck Collins, Alison Connor, Joanne Devlin, George Drinnon, Jeff Gerkin, Jennifer Hardy, R.J. Hinde, Sadie Hutson, Cheryl Kojima, Brent Lamons, Peggy Love, Lane Morris, Missy Parker, Doug Renalds, Janet Schmitt, Jana Spitzer, John Stier, Molly Sullivan, Celena Tulloss, Anthony Welch, Amanda Williams, Stephanie Workman, and John Zomchick.

Proposals:

- **Campus Change Policy**
  The committee voted to approve the policy and allow the Office of Admissions to determine the best place to put the new policy on the Admission to the University page of the catalog.
- **Temporary Flexible Academic Policy**
  The three parts of this proposal were considered as one proposal. Each section was discussed in detail and then one vote was held on the policy as a whole. Notes regarding the discussion are below, followed by the result of the vote.
    - **Late grade mode change**
      The committee noted the following:
        - Students facing academic dismissal should be encouraged to follow the information in the dismissal letter sent from the Office of the University Registrar and not expect to use this policy in order to be reinstated.
        - The deadline should be “to be determined” until additional research is done to confirm or change the January 15 deadline. A recommendation should be ready by the time this proposal is reviewed by the full Undergraduate Council on November 10, 2020. A statement should be added to say “Deadline may be different for graduating students.” (The process for awarding degrees for students graduating at the end of fall 2020 begins the day grades are posted, and the deadline for conferring degrees is January 14, 2021—the day before the deadline in the proposal. Grades can’t be changed after degree conferral.) The deadline cannot be too far into January because financial aid implications become more complex once aid has been disbursed for spring 2021.
        - S and CR grades used for major/minor and/or general education requirements may need to be petitioned individually, because DARS has one “button” to automatically control both types of credit. More about this will be worked out by those who are working on the implementation details. The committee agreed that these two statements should cover both S and CR grades rather than the original proposal to only include S grades for major/minor requirements.
        - Under the Review Process, the committee agreed that academic advisors should discuss both academic progression and implications for professional or graduate school admissions. (For instance, UT Vet Med has said they will not accept non-letter grades in any of the prerequisite courses required for the Vet Med program.)

        - Under the Review Process, the committee agreed that financial aid advisors would need to consider how a student's HOPE scholarship would be affected. The State of Tennessee has not yet determined any exceptions due to COVID-19 for the fall 2020 or spring 2021 terms.
        - Under the Review Process, the committee agreed that clear criteria need to be provided to the Temporary Flexible Academic Review Committee to guide review of grade mode change requests that come before that committee.
    - **Extend late single course withdrawal**
      The committee clarified that the same deadline would apply to all sessions (full-semester, first session, and second session) for spring 2021 and that a separate deadline for the first session would not be needed.
      Students who have received grades for first session fall 2020 courses would need to follow the retroactive course withdrawal appeal process to withdraw from those courses.
    - **Retroactive single course withdrawal appeal**
      The committee found this section acceptable as written.

  After a lengthy discussion, the committee voted to approve the proposal with the revisions noted in these minutes and in the attachment to the minutes, emphasizing that this policy is designed only for those students who meet one or more of the conditions listed in Appendix A: Federal Financial Aid Extenuating Circumstances due to COVID-19. Documentation of the condition(s) should be included with the initial petition. This policy is not intended to be a blanket approval for all students enrolled during the fall 2020 and spring 2021 terms.

Adjournment: The meeting was adjourned at 3:20 pm.

Approval of minutes: The minutes were certified correct via email on November 6, 2020.

Minutes submitted by: Molly Sullivan

Proposal:
University of Tennessee
Campus Change Policy

Students who wish to transfer from one University of Tennessee (UT) campus to another campus within the UT System are known as "campus-change" students. UT campuses welcome and seek to accommodate campus-change students as they go through the transfer process.

Campus-change students who apply for transfer within the UT System will have completed general education requirements for the UT campus to which they are transferring, provided that the student:

1) has previously earned an Associate of Arts or an Associate of Science degree from a TBR institution, or
2) has been certified by the institution from which they are transferring as having completed all the general education requirements of that institution.

If a campus-change student transfers from one UT campus to another within the UT System before completing general education requirements, then the student will receive credit for having completed general education blocks or categories that correspond to those at the campus to which they are transferring. Campus-change students who meet these specifications will not be required to take any additional coursework to meet general education requirements at the campus to which they are transferring; however, specific general education courses may be required to satisfy the requirements of the major or degree program. As such, transcripts of campus-change students will be evaluated on an individual basis.

Rationale: This is a request (which is really a mandate) from the UT system office to add language to our UG Catalog. It does not commit us to doing anything differently than we have been since Fall 2011.

However, administrators in the UT system office are keen on using the term "campus change" to describe students who transfer from one UT campus to another.

Placement: This would go on the Admission to the University page of the undergraduate catalog, along with similar text that is already in place, but would be a separate section that would also appear within the interactive index at the top of the page. The following locations have been suggested:

A. Admission to the University
Undergraduate Admission
Freshman Admission
Dual Enrollment Students
Campus Change Policy
General Transfer Admission Policies
Students Applying for Transfer Prior to Degree Completion
Students Applying for Transfer with an Associate of Arts or Associate of Science Degree
College Visiting Student Applicants
AP, IB, CLEP, A/AS-Level, Dual Enrollment Credits
Tennessee Transfer Pathways
Residency Classification
Academic Common Market
Re-Entry Student Applicants
Veterans
Non-Degree Student Applicants
Non-Degree Students Seeking Degree Status
Readmission Student Applicants
Senior and Disabled Applicants
International Student Applicants
Admitted International Students
Fees for Sponsored International Students

B. Admission to the University
Undergraduate Admission
Freshman Admission
Dual Enrollment Students
General Transfer Admission Policies
Students Applying for Transfer Prior to Degree Completion
Students Applying for Transfer with an Associate of Arts or Associate of Science Degree
Campus Change Policy
College Visiting Student Applicants
AP, IB, CLEP, A/AS-Level, Dual Enrollment Credits
Tennessee Transfer Pathways
Residency Classification
Academic Common Market
Re-Entry Student Applicants
Veterans
Non-Degree Student Applicants
Non-Degree Students Seeking Degree Status
Readmission Student Applicants
Senior and Disabled Applicants
International Student Applicants
Admitted International Students
Fees for Sponsored International Students

C. Admission to the University
Undergraduate Admission
Freshman Admission
Dual Enrollment Students
General Transfer Admission Policies
Students Applying for Transfer Prior to Degree Completion

Students Applying for Transfer with an Associate of Arts or Associate of Science Degree
College Visiting Student Applicants
AP, IB, CLEP, A/AS-Level, Dual Enrollment Credits
Campus Change Policy
Tennessee Transfer Pathways
Residency Classification
Academic Common Market
Re-Entry Student Applicants
Veterans
Non-Degree Student Applicants
Non-Degree Students Seeking Degree Status
Readmission Student Applicants
Senior and Disabled Applicants
International Student Applicants
Admitted International Students
Fees for Sponsored International Students

Proposal:

Temporary Flexible Academic Policy Proposal
Office of the Provost
November 2020

UT has remained committed to student success throughout the fall semester by being flexible, compassionate, and creative. Led by our faculty's creative efforts, we reimagined the way our students learn and engage within traditional and virtual classrooms alike. The entire Volunteer Community worked to create transformational experiences both inside and outside the classroom. Despite this strong academic and student success framework, students are still struggling with unexpected and difficult COVID-related challenges—including managing additional stressors like economic hardship, responsibilities to serve as a caregiver (e.g., siblings, older parents), increased isolation, mental health concerns, and in some cases unexpected illness and death of family members.

To reaffirm our commitment to student success and alleviate uncertainty and anxiety, the Provost Office proposes adding three temporary, flexible academic policies for Fall 2020 and Spring 2021.

- A Late Grading Mode Change Request
- Extend Withdrawal Deadline and Policy for Single Course Withdrawal
- Retroactive Individual Course Withdrawal Appeal

Late Grading Mode Change Request
(Proposed by the Chancellor & Provost)

In the event of unforeseen extreme hardship(s) due to COVID-19, as defined by federal financial aid guidance (Appendix A), a student may, after final grades have been posted, request to have the grading mode for one or more courses changed from A-F or ABC/N to S/CR/NC. The following conditions apply to this policy:

- Unless renewed through affirmative action by the appropriate bodies, this policy will be in effect for fall semester 2020 and spring semester 2021 only (should the national emergency extend through spring semester 2021);
- The student must request the grading mode change for fall 2020 no later than [to be determined] ~~Friday, January 15 at 11:59 p.m.;~~ Deadline may be different for graduating students.
    - Communications to students would reflect that requests would not begin to be processed until January 2021, and the final approval process will not be completed by the start of the Spring term.
    - Late Grading Mode Change Requests will be considered for one or multiple courses.
- S and CR grades awarded under this process may only be used to satisfy major/minor requirements with departmental approval.

- S and CR grades awarded under this process may be used to satisfy General Education requirements without prior approval.

Grading Scale
S = Satisfactory (equivalent to C or higher)
CR = Credit (equivalent to C-minus, D-plus, D, or D-minus for A-F courses)
NC = No Credit (equivalent to F for A-F courses, or N-grades for ABC/N courses)

Note: The Office of the Provost recommends S/CR/NC scale as technical infrastructure and mirrors what was approved in Spring 2020.

Review Process

- Due to the academic and financial complexities, the Provost Office recommends a holistic review of academic record and financial implications before a request is approved. Recommended workflow:
    - Office of the Provost vets the request to ensure the request process aligns with the federal guidelines for COVID-19 related request.
    - Academic Advisor reviews for academic progression and discusses the implications of non-letter grades for professional or graduate school admissions.
    - Office of Financial Aid and Scholarships reviews for financial aid implications, and discusses how the action would affect the student's HOPE scholarship.
    - Requests that meet the recommended standards would be recommended to the Temporary Flexible Academic Review Committee for consideration.
    - The Office of the Provost recommends the Temporary Flexible Academic Review Committee consist of membership from the Undergraduate Council, Academic Appeals Committee, Academic Advising, Financial Aid or Enrollment Management and the Office of the Provost.

Extend withdrawal deadline and policy for single course withdrawal
(Proposed by the Temporary Flexible Academic Policy Working Group)

The current deadline for dropping fall 2020 classes is November 10, 2020, for full-semester classes, first session, and November 9, 2020, for second-session classes; The current deadline for dropping spring 2021 classes is not currently available.
The withdrawal policy and process shall remain the same, but with the following amendments.

- Extend the single course withdrawal deadline for full-semester and second-session fall 2020 classes to the last day of classes
- Extend the withdrawal deadline for full-semester, first-session, and second-session spring 2021 classes to the last day of classes.
- Withdrawals during the fall 2020 and spring 2021 academic terms will not count towards a student's lifetime maximum of six withdrawals.

Retroactive Individual Course Withdrawal Appeal
(Proposed by the Temporary Flexible Academic Policy Working Group)

The Retroactive Individual Course Withdrawal Appeal policy and process shall remain the same, but with the following amendments.

- Retroactive individual course withdrawals will be considered for courses in which a student receives a letter grade of C- or below in a course with A-F grading, or an N-grade in a course with ABC/N grading.
- Students experiencing extenuating challenges and circumstances beyond their control, and as a last option, can submit for Retroactive Individual Course Withdrawal Appeal (Fall 2020) no later than the first day of classes for the upcoming semester - January 20, 2021; and for Retroactive Individual Course Withdrawal Appeal (Spring 2021), no later than the first day of classes for the summer semester.

- Retroactive Individual Course Withdrawals from fall 2020 and spring 2021 courses do not count towards a student's lifetime maximum of six withdrawals. They do not count towards a student's lifetime limit of a single retroactive individual course withdrawal request.

Appendix A

Federal Financial Aid Extenuating Circumstances due to COVID-19

The Federal government will consider extenuating circumstances due to COVID-19 that severely impacted their academic success.

- The student was diagnosed with COVID-19 and, due to the diagnosis, was severely ill and unable to engage academically.
- An immediate family member was diagnosed with COVID-19 and suffered an untimely death or whose illness placed an undue burden upon the student (ex: a primary caretaker for siblings).
- The student had to be a primary caregiver of someone diagnosed with COVID-19.
- The student had an economic hardship resulting from COVID-19 directly impacting the ability to meet academic requirements.
- The student had to become a first responder due to COVID-19.
- The student had increased hours of employment to address financial hardship related to COVID19.
- The student lost a babysitter/childcare due to COVID-19.
- The student was unable to complete online education/distance education due to COVID-19.
- The student had no WIFI access during COVID-19 due to facility closures.
- Other – must be specific and not general "stress due to COVID-19."