## IOWA STATE UNIVERSITY AGENDA

<table>
<thead>
<tr>
<th>Meeting: Academic Standards and Admissions Committee</th>
<th>Key Roles</th>
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<tbody>
<tr>
<td>Date: Thursday, February 13, 2020</td>
<td>Meeting Leader: Terri Boylston</td>
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<td>Place: 3150 Beardshear Conference Room</td>
<td>Support: Laura Bell</td>
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<td>Start Time: 1:10 p.m.</td>
<td>End Time: 2:00 p.m.</td>
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<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
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<td>Approval of Minutes – January 30, 2020</td>
<td>Meeting minutes update: status of homeschool policy was approved academic affairs council. Approved minutes as amended.</td>
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### OLD BUSINESS

#### 1A. Period 2 Drops
- One signature – discussion if it should be designated to be the (1) adviser or (2) adviser, instructor or college

College of Engineering feedback, if this the decision is to require one signature to drop a course, the signature needs to be from the adviser. Advisers are aware of extenuating circumstances and potential repercussions for the student. The instructor may not have this information.

College of Liberal Arts and Sciences feedback was to allow a signature from the college designee that is in the best interest of the student. There were concerns that the student may feel shame/embarrassment in having the instructor sign the drop slip. There was not consensus of who should be signing. Want to be sure the policy is clearly written.

The adviser’s signature will be required for students to drop classes. If the adviser is not able to sign then a designee can sign on their behalf. This is not a signature of permission for dropping the course.

Changes to the proposed policy: “Students who wish to drop a course need a signature from their academic adviser.” And remove “Except in extenuating circumstances” and change to “In most cases, the decision to drop a course rests with the student, as such, this signature is not one of permission, but rather to indicate a conversation has occurred between the student and the adviser.” And remove the rest of the paragraph.

There are unique circumstances where the university can drop a student from a course without the student’s approval. For example, administrative drops.

The policy has been updated to include language stating the need for students to obtain signature for adding courses, changing sections, and adjusting credit hours. The student will need to have their adviser and the instructor sign the form. These are permission signatures.

Update to this section of the policy: “Students who wish to add, change sections of a course, or adjust course credit hours need a signature from their academic adviser and a signature from the course instructor. These are signatures grant permission for a student to make the requested change.” Remove the remainder of the paragraph.

Vote: Approved, unanimous (Boury, Selby, Babcock, Krier, Boylston, Kulic, Shamburger)

Action Items:
### 1B. Course Prerequisite Policy
- Further discussion related to timing of notifications

The policy relates to notifications sent to students who do not have the appropriate pre-requisite courses. Shawna Saad added some clarifying language.

Added language: “Notification should be done as soon as possible and prior to the first day of class whenever possible. For students enrolled after the first day of class, notification must be given as soon as possible and no later than the 7th business day of the class.”

The College of Engineering runs reports at three different times starting the week before classes to identify students who do not meet this requirement. According to accreditation standards the college has to prove it is notifying students if they are not meeting this requirement. It is not possible for this notification to occur by the 7th day of classes due to scenarios such as: staff are working with the students to obtain proof they met the requirement, students have not submitted their transfer work to the university, and students adding classes until no longer able in AccessPlus.

Registration and Classification Committee members shared concerns that the 10th day is too late to drop students. There could be negative repercussions for students (financial aid and so forth) to be dropped from a course this late in the semester. This notification is to make the student aware they have not met the pre-requisite requirements.

Proposed updates:

Beginning of the second paragraph, first sentence: “It is university policy that the department or instructor may inform….” Change “may” to “informs”. Remove the last sentence of the second paragraph.

Third paragraph, remove “7th day” and keep “as soon as possible”.

Vote: Approved, unanimous (Boury, Selby, Babcock, Krier, Boylston, Kulic, Shamburger)

### 1C. Adding language to university catalog that it supersedes other information

### 1D. Status on prior approved policies
- Credit for Prior Learning
- Homeschool GPA Policy

### NEW BUSINESS

### 2A. Policy for students with military service obligations – review
- Absences due to military service/training: [http://catalog.iastate.edu/academic_conduct/](http://catalog.iastate.edu/academic_conduct/)
- Procedures for students called to active duty: [https://www.veterans.iastate.edu](https://www.veterans.iastate.edu)
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<td>2B. Policy for setting minimum grade requirements for pre-reqs if minimum grade requirements already in place for program</td>
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<td>2C. Policy/Issue Prioritization</td>
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<td>2D. Policy/Issue Tracking Document</td>
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<td>2E. Catalog Reinstatement Procedures</td>
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<td>2F. Summer Combined Term GPA Policy</td>
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<td>• Review suggested language change <a href="http://catalog.iastate.edu/academiclife/progressprobation/#summeracademicstandardstext">http://catalog.iastate.edu/academiclife/progressprobation/#summeracademicstandardstext</a></td>
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**FUTURE MEETINGS**

Meetings are scheduled for every two weeks, on Thursday from 1:10 p.m. to 2:00 p.m.

- February 27, 2020; 3150 Beardshear Conference Room
- March 12, 2020; 3150 Beardshear Conference Room
- March 26, 2020; 3150 Beardshear Conference Room
- April 9, 2020; 3150 Beardshear Conference Room
- April 23, 2020; 3150 Beardshear Conference Room