Academic Policies Committee

Minutes

21 September 2016

Minutes approved: 31 October 2016

**In Attendance:** Sally Richter, Jennifer Heidorn, Cheryl O. Brown, Debra MacComb, Nancy Pencoe, Patrick Hadley, David Jenks, Chance Grzesik, Emily McKendry-Smith

The meeting began at 11:06 AM.

1. Minutes
   1. The minutes from the 8 April 2016 and 26 August 2016 meetings were approved without corrections.
2. Timing of student evaluations in online courses
   1. Discussion about the timing of online course evaluations occurred.
      1. Online evaluations are open through final exams.
      2. For classes held during the first 8-week session, the evaluation opens in week 11 or 12 of the semester.
   2. Discussion about changing timing of online course evaluations ensued.
      1. When online evaluations occur and how long they are open is determined by UWG Online. Also need to take into account eCore, eMajor, and the new 16 week academic calendar.
      2. BOR policy of no evaluations during exam periods.
   3. It was determined that Beth Rene Roepnack will be consulted and invited to a future APC meeting.
3. Final exam schedule for Newnan Campus
   1. David Jenks explained the current situation regarding final exams in Newnan.
      1. The Newnan final exam schedule does not match the Carrollton final exam schedule, which may result in conflicts for some students.
      2. Students have been advised that if they have conflicts, they should consult with faculty.
      3. Instructors in Newnan have been asked to be flexible if students have conflicts.
      4. The event scheduling software that the university is in the process of purchasing will hopefully address this. The software will be in place by next Fall.
4. Hardship Withdrawal Policy
   1. David Jenks explained an issue regarding the hardship withdrawal policy.
      1. The Undergraduate Catalogue and the Hardship Withdrawal Form have a discrepancy regarding whether students can appeal a Dean’s decision to grant or not grant a hardship withdrawal.
      2. There is no appeal. The Dean can request a review by the Provost’s office.
      3. Important in this process not to mix student medical records with student academic records.
      4. The language in the Undergraduate Catalogue needs to be revised and then used to produce a new form.
   2. The APC requests that the associate deans help resolve this conflict.
   3. The option of Retroactive Hardship Withdrawal was also discussed.
5. New Business
   1. David Jenks informed us of an issue being discussed in the Graduate School regarding graduate students repeating a course for a change of grade.
      1. Currently, there is no university policy on this; it is handled at the departmental level.
      2. Students who completed their undergraduate degree and attend UWG for graduate school are sometimes under the impression that the undergraduate policy also applies to graduate students.
   2. The issue was also raised of how repeated classes are counted in students’ GPAs.
6. Old Business
   1. Emily McKendry-Smith informed the committee that the proposal to require the Minor Acknowledgement Form of all MOWR students was passed by the Faculty Senate.
7. The meeting was adjourned at 11:47 AM.