Faculty Senate
Academic Policies Committee
Draft Meeting Notes
6 April 2026
1:30pm—2:30pm

In Attendance: Lewis Baumstark, CMCS Rep, Shelly Elman, CHASS Senator (Chair), Marie Brown, Registrar's Office (Ex Officio), Tom Gainey for Samantha Duke, RCOB Rep, Matt Varga, Graduate Education (Ex Officio), Amy Ellison, UC Senator, Deon Kay, SCFM Rep, David Newton, Provost's Office (Ex Officio), Corey Maggiano, CHASS Senator, Ericka Wentz UC Rep, Jean Cook, Ingram Library Rep, Laurie Kimbrell, CoE Senator, Michelle Venn, SoN Rep

Guest: Jeff Reber, Provost's Office

Meeting began at 1:32PM

I. Approved February 23, 2026 minutes, no changes

II. Academic Feedback (Jeff Reber)
   a. Senate discussion of office hours policies and giving timely student feedback, Provost is looking at USG policy, which has been policy for a while now.
      i. Provost wants input from Senate before he puts anything into action. Dylan McLean sent it to APC.
      ii. Statement in syllabus about grading done by midpoint of semester
      iii. Good faith effort for student/faculty conference before midpoint about student progress
      iv. All grading by midpoint done by faculty by the midpoint
      v. Discussion that this policy isn't new and that faculty are told to have at least one assessment before the midpoint of the semester. Concern about policing was voiced, but it was stated that the Provost isn't wanting to police grading by faculty. It's rare that faculty aren't getting grades into students.
      vi. Discussion about part-time faculty and communicating to them this policy.
      vii. Timeline: Fall 2026
   b. Current Policy: Institutional Chief Academic Officers will encourage faculty to clarify for students, at the beginning of each course, the basis on which grades will be determined and to provide timely academic feedback as the course progresses. This encouragement should include the following:

i. A statement in the syllabus stating whether the professor intends to have a portion of the cumulative class grade reported to the student prior to the midpoint of the total grading period and reference to how that portion of the grade is determined.
ii. Prior to midpoint of the total grading period, all assigned and "turned in" graded class assignments and examinations should be graded and available to the student.
iii. The instructor and student should make every effort to be available during instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period (particularly for classes that use subjective grading).

c. Each individual Chief Academic Officer should clarify his/her position on these points; discuss them with the faculty of his/her institution; establish policy or guidelines based upon faculty input; and, when appropriate, publish the campus response to these points in campus literature.

III. Graduate Student Hardship Withdrawal (Tim Schroer—Tabled until Fall 2026)
a. Look at HW form
b. Exam policy and HW

IV. Roster Verification (Ad-hoc committee report—Kyunghee Moon)
a. The ad-hoc committee and APC will take this issue up in Fall 2026 meetings
b. Students can be put back in classes without faculty input or knowledge
c. Decision was made a few years ago (2022) that students dropped for Never Attending would receive a grade of W rather than being dropped from the course. Since students had to pay for the course because of the W designation, Legal Affairs determined that because they were paying for the course, they could be readmitted to it
d. No Title IV issue because when we go into to designate the student as Not Attending and they don't want to be reinstated, they are automatically graded with a W and therefore won't have access to Pell Grant funds for that class.
i. Registrar is concerned about the W grade and that they're being charged for the course rather than just dropping the student from the course.
ii. If students are reinstated after the Pell Grant freeze date, the Pell Grant will not pay for the course. This will negatively affect their financial aid.
iii. Registrar's Office can take more of a role in the Not Attending class by making sure the student meets with the faculty
iv. There needs to be more communication to students about reinstatement after the Pell Grant freeze date means they will be

responsible for paying for the class themselves since the Pell Grant would be adjusted for non-attendance.
v. There are processing gaps
vi. Discussion of Registrar's Office sending an automated email to faculty who were dropped for never attending but who want to be reinstated requesting that faculty and student discuss class work that hasn't been done
vii. Distance Education has a form for reinstatement; Registrar is looking into having a Reinstatement Request form for this that would be signed off by faculty
viii. Reinstatement policy for students was created in 2022.
ix. Will bring this back to the table

V. Adding UR designation to syllabi for all HiP courses
a. Update: Just for HiP courses designated as UR

VI. Shelly Elman has agreed to chair the committee for AY 26-27

VII. Draft of AY 2029-2030 Academic Calendar
a. Discussion of Fall break and how it interrupts the semester
b. Definition of a semester is 15 weeks that includes final exam week (but not breaks)
c. USG might investigate creating a unified calendar
d. The APC will take the calendar up as an agenda item for next fall to further discuss Fall break and the 15-week semester

VIII. Other business
a. ABM Revision (Matt Varga)
i. Graduate program coordinators are aware of this revision
b. Graduate Faculty Criteria (Matt Varga)
i. The Graduate School will be the keeper of this information, not the determiner of it.
c. Graduate Admissions Appeal Revision (Matt Varga)
i. Appeal is not based on academics. This is based on new information, like if something was left off of a resume and the student appeals to have that information incorporated in the appeal and application.
ii. Graduate student recently complained that there was only one opportunity to appeal, which prompted this revision.
iii. Some discussion about adding language that includes involving faculty when the appeals committee does determine to look into a matter.
iv. Added language to Section III: Review Process Revised Policy that includes required communication with program faculty. This was approved by all members in attendance

IX. Adjournment

The meeting ended at 2:58PM