

## IOWA STATE UNIVERSITY AGENDA

Academic Standards and Admissions Committee	Key Roles
Date: January 26, 2022	Meeting Leader: Terri Boylston
Place: 3150 Beardshear	Support:
Start Time: 4:00 p.m.	End Time: 5:00 p.m.

Topic
<p><b>Approval of Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>December 2, 2021</li> <li><i>Note.</i> Minutes available in CyBox</li> </ul>
<p><b>Status of Policies/Issues Advanced by FS ASAC</b></p> <ul style="list-style-type: none"> <li>Undergraduate Certificates – Approved</li> <li>Catalog in Effect Policy – 1<sup>st</sup> reading – Faculty Senate 1/18</li> </ul>
<p><b>Majors and Minors</b></p> <ul style="list-style-type: none"> <li><a href="https://catalog.iastate.edu/academics/#degreeplanningtext">https://catalog.iastate.edu/academics/#degreeplanningtext</a></li> <li>Developing a stand-alone credit requirement for multiple majors (e.g., 15 credits)</li> <li>Secondary majors</li> <li>Students may not receive the same undergraduate major and minor</li> </ul> <p>Policy in CyBox. Also being discussed by FS-Curriculum Committee</p> <p>The following are the secondary only majors:</p> <ul style="list-style-type: none"> <li>Education Secondary</li> <li>International Agriculture</li> <li>International Business</li> <li>International Studies</li> <li>Seed Science</li> <li>Environmental Studies</li> <li>One design major</li> </ul> <p>After considerable discussion, the following decisions were made:</p> <ol style="list-style-type: none"> <li>More input is needed from the Faculty Senate Curriculum Committee. Specifically: What catalog should the secondary major fall under? What are the rules?</li> <li>Minors and secondary majors need to be linked to another degree so replace “concurrent” with “in conjunction.”</li> <li>Change terminology as follows: <ul style="list-style-type: none"> <li>Certificate: An academic credential in a focused area of study. <b>A certificate appears on the academic transcript and may be earned concurrent with another degree or on its own.</b></li> <li>Minor: An academic area of emphasis that is in addition to a major. An minor appears on the academic transcript and must be earned <b>concurrent</b> in conjunction with another degree.</li> </ul> </li> </ol> <p>Plan to vote on this at the next meeting.</p>
<p><b>Incomplete Policy</b></p> <ul style="list-style-type: none"> <li><a href="https://catalog.iastate.edu/academiclife/gradingsystem/#gradepoliciesetext">https://catalog.iastate.edu/academiclife/gradingsystem/#gradepoliciesetext</a></li> <li>Specifically, the Office of the Registrar would like to discuss the resolution of Incomplete grades, and how they are reflected on the transcript, GPA calculations, and the resolved grade, itself. Additionally, the Incomplete Contract notes that the student must have been in passing status at the time of the request (see screen shot below); is this accurate? If so, we should build that into the policy in the University Catalog.</li> </ul>

- Discussion from 12/2/2021:
  - Grade if don't complete criteria for Incomplete (F or grade earned at time of I, with 0 for incomplete grades)
  - Recoding of grade when I completed, how calculated into term gpa
  - Who holds copies of I contract

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### Incomplete (I) Contract

**Policy on Incompletes:** An incomplete may be assigned when the student is passing at the time of the request, but special circumstances beyond the student's control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning **are not** valid justification for an Incomplete.

- Per Martha, it's confusing when the grade doesn't appear back on the transcript when the I appeared.
- Per Jennifer, with Workday, we can have both the I and the replacement grade show in the same semester, along with the changed GPA, and do a notation (Academic standing decisions are not affected even though the GPA will be updated).
- To be further discussed at the next meeting.

### Landing Page for Student Probation/Warning & Academic Self-Assessment Form

- Draft of student landing page (will be housed in Provost's office pages)
- <https://enr-wpstaging.engineering.iastate.edu/test/current-students-2/academic-standards/>