

IOWA STATE UNIVERSITY AGENDA

Academic Standards and Admissions Committee	Key Roles
Date: March 9, 2022	Meeting Leader: Terri Boylston
Place: WebEx https://iastate.webex.com/j.php?MTID=me22afb73535c56bd9cf03ead7ad00d93	Support:
Start Time: 4:00 p.m.	End Time: 5:00 p.m.

Topic
<p>Approval of Meeting Minutes</p> <ul style="list-style-type: none"> • Approval of minutes – Feb. 23, 2022 • <i>Note.</i> Minutes available in CyBox
<p>Majors and Minors</p> <ul style="list-style-type: none"> • https://catalog.iastate.edu/academics/#degreeplanningtext • Work group with FS-Curriculum committee to discuss secondary majors – update • Recommendation – drop secondary majors <ul style="list-style-type: none"> • Change to either certificates or major (up to program) • Per the work group: <ul style="list-style-type: none"> ○ Most secondary majors became effective between 1978 – 1989 ○ Most do not have appropriate requirements for today’s majors ○ Secondary majors should no longer be offered; either become majors, minors or certificates ○ Evaluations, criteria and decisions would be determined by each college/program • Terri to work with colleges with secondary majors to get their feedback • Vote tabled until there is a quorum
<p>Drop Limit Policy – DID NOT DISCUSS</p> <ul style="list-style-type: none"> • Proposal to remove drop limit for undergraduates • Work group – meets 3/10
<p>Incomplete Policy</p> <ul style="list-style-type: none"> • https://catalog.iastate.edu/academiclife/gradingsystem/#gradepoliciestext • Criteria for assigning an Incomplete • Incomplete contract retained by instructor and department chair (or other representative). Contract will include grade assigned after 1 year if no further work is completed • When I is resolved, grade will replace I on the record for the for the term the student was registered in the course, with a designation that the initial grade was an I • Student’s academic standing is not affected when the I is resolved <p>Following much discussion, came to a tentative agreement on:</p> <ul style="list-style-type: none"> • Policy language, as follows: <p>Incomplete Marks An incomplete should (may) be assigned when special circumstances beyond the student’s control prevent completion of the course and the student could pass the course if all coursework, agreed upon by the instructor and student, is completed. 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.</p>

- Contract language in paragraph 1 needs to match policy language
- Incomplete process and date will be handled online and in Workday when implemented, with pulldown for change of grade selection; contract will also be electronic
 - Anticipated that the change will be 1 line on the transcript, with “*” behind the changed grade
- Martha stressed the need for a notation on student record indicating a change of grade and GPA in the semester for which the I was given.
 - Jennifer will work with Martha on what a change of grade will look like on the internal record
- ASAC will finalize at next meeting March 23

Transfer Deficiencies – DID NOT DISCUSS

- Academic Probation
- Graduation

Validating Enrollment – DID NOT DISCUSS

To validate their enrollment in each course at the beginning of the semester, students must attend the first or second meeting (first meeting if the class meets only once a week). Students who add a course after the term begins must attend the next class meeting. The instructor has the option to offer a registered place in the course to another student when a registered student fails to attend and has not obtained prior approval of the instructor. Students who do not validate their enrollment must drop the course or they will receive an F grade.

<https://catalog.iastate.edu/registration/>

Landing Page for Student Probation/Warning & Academic Self-Assessment Form – DID NOT DISCUSS

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