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Academic Policy Advisory Committee meeting minutes, March 31, 1987

Moorhead State University

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APAC MINUTES (March 31, 1987)

Members Present: F. C. Richardson, Chair; E. Alberts, R. Badal, L. Byrnes, L. Bakke, R. Dahlke, R. Hadfield, W. Harri, B. Hisley, R. Jeppson, Margaret Moore, J. Parrish, J. Strong, B. Wasson, W. Wesley, K. Wise, L. Thalmann

Tabled motion regarding Cross-disciplinary Requirement

M. Moore moved, R. Hadfield seconded, to remove from the table the motion to recommend removal of the cross-disciplinary requirement for all students graduating after Spring, 1987. Motion to remove from table carried. Motion to recommend removal of cross-disciplinary requirement defeated 4-7.

W. Wesley moved, L. Bakke seconded, to accept recommendation -1 from the Subcommittee on Liberal Arts:

That a task force be appointed to review the entire liberal arts component of the Moorhead State University curriculum. This review should begin as soon as possible and should culminate in a report and recommendation to APAC by the end of Fall Quarter, 1988. Efforts should be made to enable the task force to operate during the summer.

Motion carried.

E. Alberts moved, B. Wasson seconded, that the Task Force be instructed to investigate the other recommendations that were included and include that in their report in the Fall of 88. Motion defeated.

R. Dahlke moved, R. Jeppson seconded, to accept recommendation -2: That the cross-disciplinary requirement be retained until the Task Force report has been considered by APAC. Motion carried 9-2.

Grade Changes

L. Bakke moved, E. Alberts seconded, to approve the following policy statement on grade changes: Assignment of all grades, except "W" (withdrawal), is the responsibility of the instructor assigned to teach the course. After the expiration of the grade

due deadline, an instructor has two duty days in which to correct a grade. During this time period, a Dean's signature will not be required on the "Change of Reported Grade" form, and the form should be turned in to the registrar's office. Any grade change beyond this date, not including "I" or "X" grades, should relate to error or omission by the instructor and should be submitted to the appropriate Academic Dean. If the Dean approves the request, the form will be forwarded to the registrar for processing.

Motion carried 8-1.

R. Dahlke moved, W. Wesley seconded, to approve the policy statement on "I" Grades: The grade of "I" is reserved for students who are unable to complete course requirements within the allotted time for reasons satisfactory to the instructor *and* who have made arrangements for subsequent completion of course work.

A. A contract listing remaining requirements for course completion should be drawn up by the instructor and distributed to the student, the student's faculty advisor, the appropriate Dean, and the Registrar's office.

B. The faculty member who gives the "I" will indicate in the "Remarks" section of the grade sheet that contract procedures have been followed.

C. The "I" will be made up during the next quarter. (Summer session is considered an academic quarter, so any Incompletes given during Spring Quarter would be made up over the summer.)

D. The "I" grade would not count toward the student's GPA during the "grace" quarter. (Present policy is that an "I" is computed as an "F" in the GPA.)

E. If the Incomplete is not made up by the end of the subsequent quarter, the "I" grade will be changed to "F." Incompletes will be changed to "F" after the deadline for submission of the subsequent quarter's grades.

F. Any extension of the one-quarter deadline must be approved by the appropriate Academic Dean

Under normal circumstances, if a student has stopped participation in a class prior to the Withdrawal Deadline, the student should be encouraged to follow the withdrawal procedures. If a student stopped participation in a class prior to the withdrawal date, did not withdraw, and did not otherwise make contact with the teacher, the student's grade should be "F" and not "I." The expectation that students make up more than two weeks of study on an independent basis is probably not reasonable. It is easier to repeat an "F" or to re-enroll after withdrawing than to make up a substantial amount of coursework on one's own.

If making up an Incomplete requires substantial class attendance in a subsequent quarter, the student must register to repeat the course and pay tuition and fees.

Motion carried 9-0.

R. Dahlke moved, M. Moore seconded, to approve the following policy statement on "X" grades:

The grade of "X" is reserved for situations where the requirements or scheduling of a class make completion impossible when grades are due. Such a mark *may not* be used for students who do not fulfill requirements within the scheduled duration of a course.

Motion carried 9-0.

These changes will take effect Fall, 1987.

Variable credits in regular theory courses in social sciences

L. Bakke moved, R. Hadfield seconded, that the chair of APAC request from chairs of the departments which have courses listed as three or four credits to provide APAC with background information, rationale, and evaluation. Motion carried 8-0.

S. Ferris