The February meeting of the University Senate will be held on Thursday, February 4, 2016, at 4:05 p.m. in Room 113, Education.

**AGENDA**

1) Announcements

2) Minutes of the previous meeting and business arising from the minutes

3) Question period

**CONSENT CALENDAR:**

4) Annual Report of the Senate Faculty Instructional Development Committee, Joel Iiams, Past Chair, Senate Faculty Instructional Development Committee (attachment #1)

**BUSINESS CALENDAR:**

5) Curriculum Committee Report, Roxanne Hurley, Chair, Senate Curriculum Committee (handout at meeting)

6) Proposed changes to the probation, suspension and dismissal policy and process, Steve Light & Lisa Burger, Senate Academic Policies & Admissions Committee (attachment #2)

7) Honorary Degree Nominations, Deborah Worley, Chair, Senate Honorary Degrees Committee
MEMORANDUM

TO: University Senate

FROM: Faculty Instructional Development Committee
Joe Iiams, Chair

RE: Annual FIDC Report to the Senate

DATE: September 17, 2015

Committee Membership AY 2014-2015:
Joel Iiams (A&S), chair
Kari Chiasson (EHD)
Claudia Routon (A&S)
Matt Cavalli (CEM)
Julia Ernst (LAW)
Clement Tang (CEM)
Anne Kelsch (OID)
Joan Hawthorne (VPAA)

Committee Activities AY 2014-2015:
During the 2014-2015 academic year the FIDC made grant awards for teaching-related
travel/materials and Scholarship of Teaching and Learning (SoTL) presentations; funded Mini-
Project Grants, and Summer Instructional Development Project Clusters; and reviewed seven
Developmental Leave Supplement requests.

Twenty-four grant proposals asking for $27,108.23 were received, compared to 25 the previous
year, and 17 were funded in full or partially. Total expenditure, for travel and materials, was
$17,313.14

The committee received 13 proposals for its Mini-Project grants; which were 2 more than last
year. The committee and the Office of Instructional Development awarded 12 two-week
projects for a total of $24,000 plus benefits.

The committee’s second year of funding Summer Instructional Development Project Clusters
(offered instead of the traditional individual Summer Projects), allowed faculty to collaborate
in a cohort to broaden the student learning experience by bringing intentionality, coherence and
sound pedagogical practice to how students experience the curriculum. All colleges were
invited to participate and funds were drawn from colleges in which faculty received awards.
The committee received eight Summer Instructional Development Project Cluster proposals
and awarded three four-week professorships to 12 faculty members for $48,000 plus benefits.
The Committee and the Office of Instructional Development contributed $30,000 plus benefits.
The Colleges of Arts & Sciences contributed $14,000 plus benefits and the John D. Odegard
School of Aerospace Studies contributed $4,000 for this initiative.
The committee reviewed seven Developmental Leave Supplement proposals asking for $15,429.00 for leave during 2015-2016, and funded four proposals in the amount of $7,429.00 ($2,000.00 from fiscal year 2015 and $5,429.00 from fiscal year 2016 funds).

The programs, Model Projects and Models of Innovative & Best Practices in Teaching & Learning at UND were not offered this year.
Probation, Suspension, and Dismissal Policy and Process Proposal
Recommended Changes to Policy and Process

SEM Committee
December 17, 2015

Probation, suspension, and dismissal from the University of North Dakota (UND) occur when a student is not meeting academic standards considered adequate to progress toward degree completion. Students are given a probationary period, in which time academic improvement must be made. If the student is unable to obtain the necessary academic requirements, suspension or dismissal occurs. Requests for reinstatement following suspension are made to the college/school/unit to which the student plans to return. Each college/school/unit independently reviews and acts upon the request for reinstatement. The process is different depending upon college/school/unit that reviews the request.

Over the past four years, 160 students (on average) have been suspended from UND following each fall term. Of those who are granted reinstatement, only 26% (on average) are on-campus the following fall semester. In order to address academic needs and progress toward graduation, it is suggested that the current probation, suspension, and dismissal policy and procedures processes be strengthened to incorporate a new structure and plan to assist and monitor this at-risk population. The following recommendations aim to establish a consistent process and structure while providing suggested changes to the way in which students are placed on probation, suspended from the institution, granted approval to return, and assisted in their progress toward graduation.

Current Policy

Undergraduate Probation, Suspension, and Dismissal Policy
(As outlined in the UND Academic Catalog)
Students at the University of North Dakota are expected to make progress toward attaining their degrees. Students who have earned fewer than 90 total hours will be considered in Good Academic Standing if they maintain a UND Grade Point Average (GPA) of C (2.00) or higher.
Students who have earned 90 or more total hours will be in Good Academic Standing only with a 2.00 or higher GPA on both UND and cumulative hours. Students who do not maintain minimum academic requirements will, at the end of the fall, spring, or summer term in which they fail to meet minimum standards, be placed on Academic Probation. Students on Academic Probation may remove this status by attaining Academic Good Standing. Students will be continued on Academic Probation if they earn at least a 2.00 term GPA at the end of the semester of probation. A student on Academic Probation who earns less than a 2.00 term GPA at the end of the semester of probation is considered not to be making academic progress and will be suspended. NOTE: It is possible to be in Good Academic Standing at the University, and, yet not to be in Good Academic Standing in certain University programs which require a GPA higher than 2.00.

Suspended students may apply to return to the University after one semester's absence. In order to return to UND, all suspended students must seek reinstatement from the Dean of the college in
which they intend to enroll and readmission from the Office of the Registrar. Deans may specify enrollment stipulations at the time of reinstatement. The student will return to UND on probationary status. Under extenuating circumstances suspended students may seek immediate reinstatement from their dean without leaving the University for one academic semester. If the Dean does not reinstate the student after suspension, the student may appeal to the University Senate Student Academic Standards Committee.

After the second suspension, failure to achieve minimum academic standards will result in the student being dismissed from the University with no further opportunity to enroll at the undergraduate level. Students may appeal dismissal to the University Senate Student Academic Standards Committee.

Suspension and dismissal are permanently recorded on the student’s transcript.

**Current Practice Based on Policy**

- Student requests reinstatement directly to the college/school/unit in which he/she wishes to return
- Reinstatement request is reviewed by the college/school/unit dean or representative
- Each college/school/unit determines reinstatement with or without stipulations or a corrective plan of action
- Each college/school/unit determines length of time student is to separate from the Institution following suspension (some areas consider the summer a term, while others do not)
- Students not reinstated by one college/school/unit will often seek reinstatement from another area in hopes of being able to return; there is not a central point of contact to eliminate this from happening
- Reinstatement application is not an electronic process
- Reinstatement and readmission processes are not connected together; often causing confusion for students
- Students are able to seek reinstatement twice before dismissal from the Institution

**Proposed Policy**

The following is proposed to replace the current Undergraduate Probation, Suspension, and Dismissal Policy.

**Undergraduate Probation, Suspension, and Dismissal Policy**

*Academic Probation.* Students at the University of North Dakota are expected to make progress toward attaining their degrees. Students who have earned fewer than 90 total hours will be considered in Good Academic Standing if they maintain a UND Grade Point Average (GPA) of C (2.00) or higher. Students who have earned 90 or more total hours will be in Good Academic Standing only with a 2.00 or higher GPA on both UND and cumulative hours. Students who do not maintain minimum academic requirements will, at the end of the fall, spring, or summer term in which they fail to meet minimum standards, be placed on Academic Probation. Students on Academic Probation may remove this status by attaining Academic Good Standing. Students will be continued on Academic Probation if they earn at least a 2.00 term GPA at the end of the semester of probation.
Suspension. A student on Academic Probation who earns less than a 2.00 term GPA at the end of the semester of probation is considered not to be making academic progress and will be suspended. A suspended student may apply to return to the University after one semester’s absence. In order to return to UND, all suspended students must seek reinstatement from the Dean of the college in which they intend to enroll and readmission from the Office of the Registrar. If reinstatement is granted, the student will return to UND on probationary status. In addition, Deans may specify enrollment stipulations at the time of reinstatement. A request for reinstatement after suspension must be made at least 30 days prior to the semester in which the student seeks to return.

Under extenuating circumstances, suspended students may seek immediate reinstatement from the Dean of the college in which they intend to enroll without leaving the University for one academic semester. A request for immediate reinstatement must be made by the Monday, one week prior to the first week of school, of the semester in which the student seeks to return.

If the Dean does not reinstate the student after suspension, (whether a request for immediate reinstatement is made or the student sits out a term) the student may appeal the Dean’s decision. The appeal is to the University Senate Student Academic Standards Committee.

In all cases, if requesting reinstatement, suspended students must provide evidence of academic potential, a plan for significant academic success, and a letter of recommendation. Students are eligible to request reinstatement from suspension once within the duration of their undergraduate career at the University.

Separate from the request for reinstatement process following suspension, if the student feels the suspension has occurred based on circumstances beyond the student’s control, an appeal of the suspension may be made. The appeal following suspension must be made within 30 days to the University Senate Student Academic Standards Committee.

Dismissal. After the first suspension, failure to achieve minimum academic standards will result in the student being dismissed from the University. Dismissed students may apply to return to the University after a minimum of one year separation from the Institution along with evidence of academic potential, a plan for significant academic success, and a letter of recommendation.

An application for readmission after dismissal must be made at least 30 days prior to the beginning of the semester in which the student seeks to return. The request for readmission is acted upon by the University Senate Student Academic Standards Committee. If readmission is granted, the student will return to UND on probationary status. Students are eligible to request readmission from dismissal once within the duration of their undergraduate career at the University.

Separate from the request for readmission following dismissal, if the student feels the dismissal was as a result beyond the student’s control, an appeal of the dismissal may be made. The appeal following dismissal must be made within 30 days to the University Senate Student Academic Standards Committee.
Suspension and dismissal are permanently recorded on the student’s transcript. (NOTE: It is possible to be in Good Academic Standing at the University, and, yet not to be in Good Academic Standing in certain University programs which require a GPA higher than 2.00.)

**Proposed Procedures**

In addition to making revisions to the Academic Probation, Suspension, and Dismissal Policy, this proposal suggests that procedural changes be put in place following a suspension or dismissal to provide a more consistent campus-wide process regardless of college/school/unit. The proposed procedures will not be included in the UND Academic Catalog, but used internally as guiding principles by the college/school/unit.

**Following Probation**

- ✓ Student is placed on academic probation following the semester in which the cumulative GPA falls below a 2.0
- ✓ Success Coach and/or academic advisor holds are placed on the student’s record (probation hold and advising hold; holds removed once meetings take place)
- ✓ Student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services by the 5th week of the semester following being placed on academic probation
- ✓ Additionally, student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services after 8th week of the semester following being placed on academic probation (prior to registration for the subsequent semester)
- ✓ Student is required to develop a success plan with an academic advisor in the college/school or a Success Coach in Student Academic Services
- ✓ Student to review outcomes of success plan with college/school academic advisor or Success Coach
- ✓ Student is eligible to continue on probation as long as term GPA is 2.0 or higher

**Following Suspension**

- ✓ Term and cumulative GPA fall below a 2.0
- ✓ Student is not eligible for readmission for one (1) term following suspension unless granted immediate reinstatement by the Dean (summer not considered a term; if student is suspended following spring semester, not eligible to return in the fall – may request reinstatement for spring semester unless requesting immediate reinstatement for a fall term)
- ✓ Student allowed only one (1) suspension in his/her lifetime at the Institution

**Reinstatement Process**

- ✓ Move to an electronic application process (reinstatement and readmission forms combined – Dean acts upon the reinstatement/Registrar’s Office processes the readmission)
- ✓ Application for reinstatement to ask the student to provide evidence of academic potential
  - o Documented extenuating circumstances
  - o Plan of action/success plan created in cooperation with Success Coach or academic advisor in the college/school/unit
Letter of recommendation

All applications are submitted to the Registrar’s Office and disbursed appropriately

Dean of Students Office consulted for review and recommendation

After review from Dean of Students Office has been completed, the Registrar’s Office sends the application to the appropriate college/school/unit for review and recommendation

College/school/unit/Registrar’s Office to work collaboratively to determine most appropriate location for student requesting reinstatement/readmission (e.g., if student requests reinstatement to one college/school/unit, but if it is in the student’s best interest to re-enter the University within a different college/school/unit, the change can be made after communication among all parties)

Recommendation correspondence (either approval or denial of the appeal) is sent to the student and the Registrar’s Office from the college/school/unit that acted upon the reinstatement/readmission request

The deadline to request reinstatement/readmission after suspension is 30 days prior to the beginning of the term in which the student wishes to re-enter

The deadline for requesting immediate reinstatement is the Monday, one week prior to the first week of school of the semester in which the student seeks to return

Readmitted on probation

Process Following Reinstatement/Readmission from Suspension

Student is readmitted on probation

Success Coach and academic advisor holds placed on student’s record (holds removed once meetings take place; probation hold and advising hold)

Student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services by the 5th week of the semester following being placed on academic probation

Additionally, student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services after the 8th week of the semester following being placed on academic probation (prior to registration for the subsequent semester)

Student is required to develop a success plan with an academic advisor in the college/school or a Success Coach

Student to review outcomes of success plan with college/school academic advisor or Success Coach

Student must obtain a 2.0 or higher term GPA to continue at UND

Dismissal

Conditions occur for a 2nd suspension; however, instead of a 2nd suspension, the student is dismissed

A request for readmission is made to the University Senate Student Academic Standards Committee

The deadline to request readmission after dismissal is 30 days prior to the beginning of the term in which the student wishes to re-enter
✓ Dismissed students may apply to return to the University after a minimum of a one year separation from the Institution along with evidence of academic potential and a plan for significant academic success.

**Process Following Readmission from Dismissal**
✓ Student is readmitted on probation
✓ Success Coach and academic advisor holds placed on student’s record (holds removed once meetings take place; probation hold and advising hold)
✓ Student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services by the 5th week of the semester following being placed on academic probation
✓ Additionally, student is required to meet with an academic advisor in the college/school or a Success Coach in Student Academic Services after the 8th week of the semester following being placed on academic probation (prior to registration for the subsequent semester)
✓ Student is required to develop a success plan with an academic advisor in the college/school or a Success Coach
✓ Student to review outcomes of success plan with college/school academic advisor or Success Coach
✓ Student must obtain a 2.0 or higher term GPA to continue at UND
✓ Upon readmission, students may request grade forgiveness. The grade forgiveness policy applies only after a minimum of seven (7) years away from higher education at any institution. Student must be enrolled in order to request grade forgiveness as per policy.

**Needs**
✓ Creation of an online application for reinstatement/readmission (combined form)
✓ Process to move application for readmission and reinstatement forms through to appropriate areas for review; Registrar’s Office, Dean of Students Office, and college/school/unit
✓ Probation and academic advisor holds placed/removed each semester -- involvement with academic advisors/Success Coaches in the college/school/unit
✓ All colleges/schools/unit to follow new policy/procedures
✓ Policy approval process – SEM, Legal Counsel, University Senate Student Academic Policies and Admissions Committee, and the University Senate
✓ Communication plan for academic advisors and Success Coaches
✓ Training for academic advisors and Success Coaches
✓ Communication plan for students
✓ Success Plan to be placed in Starfish
✓ Establish a suspension/dismissal designation to allow a student to transfer to another institution
✓ Policy and procedure language to change
✓ Process to grandfather current/returning students into new policy
Implementation Timeline

✓ Approval from Strategic Enrollment Management Committee -- Fall 2015
  o Approval to move forward granted on 12/17/15
✓ Review by Legal Counsel -- Fall 2015
✓ Policy changes brought forward to University Senate Student Academic Policies and Admissions Committee -- Spring 2016
✓ Policy changes brought forward to University Senate -- Spring 2016
✓ New policy included in 2016 academic catalog -- Spring 2016
✓ New policy in place -- Summer 2016