

# University Senate

Tuesday, February 7, 2023

3:45pm – 5:00pm

Eberly Auditorium

## Approval of Order

- A. Approval of minutes from November 29, 2022 meeting
- B. Approval of current agenda items and order

## Reports and Announcements

- A. President Driscoll
- B. Provost Luetkehans
- C. Chairperson Piper
- D. Vice Chairperson Haque

## Appendix Page(s)

## Standing Committee Reports

- A. Rules Committee
- B. University-Wide Undergraduate Curriculum Committee
- C. University-Wide Graduate Committee
- D. Awards Committee
- E. Noncredit Committee
- F. Library and Education Services Committee
- G. Research Committee
- H. Student Affairs Committee
- I. University Development and Finance Committee
- J. Academic Affairs Committee

## Chairperson

- Decker
- Sechrist
- Moore/Gossett
- Paul
- O’Neil
- Chadwick
- Sciulli/Guth
- Erwin
- Drye
- Dugan/Wachter

A	2
B	3
C	4-7

## Senate Representative Reports

- A. University Planning Council
- B. Presidential Athletic Advisory Council
- C. Academic Computing Policy Advisory Committee
- D. University Budget Advisory Committee

## Representative

- Moore
- Castle
- Ford
- Soni

## New Business Adjournment



**APPENDIX A  
NON-CREDIT COMMITTEE  
CHAIR O'NEIL**

**FOR INFORMATION:**

**American Language Institute**

**Meeting date: Tuesday, November 29, 2022**

**In attendance: Tess O'Neil, Chair, Marcy Rearick, Vice Chair, Members: Thomas Barnes, Joshua Castle, Rich Muth, Lynn Pike.**

**Interviewees: Emma Archer, Michele Petrucci**

The American Language Institute (ALI) encompasses English Language Programs for International Students and Visitors.

They offer intensive English classes for international students and visitors as well as provide courses for students from beginner to advanced proficiency in English. Students at the ALI take 18-24 hours of course work a week, with 14-week semesters in the fall and spring and a seven-week term in the summer. Cocurricular social and cultural programs are offered to all ALI students.

The ALI offers several programs of study to meet the language needs and academic interests of international students:

- The English for Academic Purposes program is for applicants preparing for study at a US college or university, exchange students, and individuals in the community who want to improve their English skills.
- The Provisional program (ALI-P) is for applicants who plan to study at IUP. This program allows students to receive conditional admission to an undergraduate and several graduate programs at IUP while they study at the ALI to reach the required level of English proficiency.
- The Bridge program allows qualified students to take up to two IUP classes while also studying English at the ALI. If students successfully complete nine IUP credits through the Bridge program, the language proficiency test requirement may be waived for undergraduate admission.

The ALI also works with groups and organizations to create programs to meet their students' schedules and specific language learning needs.



**APPENDIX B  
RESEARCH COMMITTEE  
CHAIR SCIULLI**

**FOR INFORMATION:**

**Meeting Minutes – December 6, 2022**

*Note: The committee currently has vacancies from NSM, CAH, and University Services*

There were 7 USRC small grant proposals for review and the decision was made to fund 5, totaling \$12,657. This month's proposals consisted of 2 research and 5 travel proposals.

- Mimi Benjamin
- Andrea Palmiotto
- Meigan Robb
- Timothy Runge
- Andrew Zhou

See USRC website for research and travel funding opportunities.



**APPENDIX C  
ACADEMIC COMMITTEE  
CHAIR DUGAN**

**FOR ACTION:**

**CURRENT**

**Withdrawal from IUP and Its Impact on Student Financial Aid** (*approved 3.1.2016*)

Students taking a total university withdrawal from all of their courses at IUP may find their financial aid for that particular semester affected. The 1998 Reauthorization of the Higher Education Act requires educational institutions to calculate a Return of Federal Student Aid Funds (Title IV aid) for students who withdraw from all classes on or before the 60 percent attendance point in the semester. A pro-rata schedule is used to determine the percentage of the semester attended; that percentage determines the amount of federal funds earned. The Office of the Bursar applies the federal guidelines and returns the unearned portion to the federal programs in the following order: (1) Unsubsidized Federal Direct Loan, (2) Subsidized Federal Direct Loan, (3) Federal Perkins Loan, (4) Federal Direct PLUS Loan, (5) Federal Pell Grant, and (6) Federal Supplemental Educational Opportunity Grant.

**Example:** If a student withdrew on the 32nd calendar day of a semester that encompassed 106 calendar days (not including breaks of five or more days), the student would have attended 30 percent of the semester. Therefore, the student would have earned 30 percent of his or her federal aid.

In addition to affecting current eligibility, a total withdrawal can affect future eligibility for financial aid. Please refer to the section regarding satisfactory academic progress.

**PROPOSED**

**Withdrawal from IUP and Its Impact on Student Financial Aid**

Students taking a total **semester** withdrawal from all of their courses at IUP may find their financial aid for that particular semester affected. The 1998 Reauthorization of the Higher Education Act requires educational institutions to calculate a Return of Federal Student Aid Funds (Title IV aid) for students who withdraw from all classes on or before the 60 percent attendance point in the semester. A pro-rata schedule is used to determine the percentage of the semester attended; that percentage determines the amount of federal funds earned. The Office of **Student Billing** applies the federal guidelines and returns the unearned portion to the federal programs in the following order: (1) Unsubsidized Federal Direct Loan, (2) Subsidized Federal Direct Loan, (3) Federal Direct PLUS Loan, (4) Federal Pell Grant, and (5) Federal Supplemental Educational Opportunity Grant.

**Example:** If a student withdrew on the 32nd calendar day of a semester that encompassed 106 calendar days (not including breaks of five or more days), the student would have attended 30 percent of the semester. Therefore, the student would have earned 30 percent of his or her federal aid.

In addition to affecting current eligibility, a total withdrawal can affect future eligibility for financial aid. Please **contact the Office of Financial Aid for more specific information.**

**RATIONALE:** Updated as part of a cyclic review.



**FOR ACTION:****CURRENT****Total University Withdrawal Policy** (*approved 3.1.2016*)

The Total University Withdrawal Policy provides students who are unable to complete a term with the option of withdrawing from all classes, and thus from the university, for that term. During the fall and spring semesters, Total University Withdrawals may be processed between the first day of classes and the end of the 11th week of the term. During summer and winter terms, the deadline is the two-thirds point of each course for which the student is registered. Questions about academic impact of withdrawal should be directed to the Advising and Testing Center (see “Process” below). Questions about the financial impact of withdrawal should be addressed to the Office of the Bursar and/or the Office of Financial Aid.

**Late Withdrawal:** Any undergraduate student who needs to withdraw from the university after the deadline must process a waiver through the office of the dean of his or her college. Approval of the waiver is contingent on documentation of catastrophic circumstances preventing the student from completing the term. Approved waivers must be submitted to the Advising and Testing Center and attached to the Total University Withdrawal form for processing as below.

**Involuntary Withdrawal:** Any undergraduate student involuntarily withdrawing from the university as a result of suspension or expulsion unrelated to violations of the Academic Integrity Policy will automatically have the designation of “W” assigned to each registered course as a result of such judicial action.

**Process:** Undergraduate students voluntarily withdrawing from the university should first review information on withdrawals on the Advising and Testing website ([www.iup.edu/advisingtesting](http://www.iup.edu/advisingtesting)) and check the financial impact of withdrawal. Then they must process a Total University Withdrawal either via MyIUP ([my.iup.edu](http://my.iup.edu)) or by form completion with the Advising and Testing Center, Pratt Hall, 724-357-4067 (V/TD; [advising-testing@iup.edu](mailto:advising-testing@iup.edu)). Once the Total University Withdrawal has been processed, a withdrawal designation (“W”) will be assigned to all registered courses from which the student is withdrawing. There are no financial leniencies for withdrawals caused by medical situations. IUP’s percentage of forfeiture rates follow state and federal dictates, which do not address medical situations.

**PROPOSED****Undergraduate Total Semester Withdrawal Policy**

The Total **Semester** Withdrawal Policy provides students who are unable to complete a semester with the option of withdrawing from all classes, and thus from the university, for that **semester**. During the fall and spring, Total **Semester** Withdrawals may be processed between the first day of classes and the end of the 11th week of the semester. During summer and winter **sessions**, the deadline is the two-thirds point of each course for which the student is registered. Questions about academic impact of withdrawal should be directed to the **University College** (see “Process” below). Questions about the financial impact of withdrawal should be addressed to the **Office of Student Billing** and/or the Office of Financial Aid.

**Late Withdrawal:** **Undergraduate students** who **need** to withdraw from the **current academic semester** after the deadline must process a waiver through the office of the dean **of the college of their primary major**. Approval of the waiver is contingent on documentation of catastrophic circumstances preventing the student from completing the



**semester and/or session.** Approved waivers must be submitted to the **University College** and attached to the Total **Semester** Withdrawal form for processing as below.

**Involuntary Withdrawal:** Any undergraduate student involuntarily withdrawing from the university as a result of suspension or expulsion unrelated to violations of the Academic Integrity Policy will automatically have the designation of “W” assigned to each registered course as a result of such judicial action.

**Process:** Undergraduate students voluntarily withdrawing from the university should first review information on withdrawals on the **University College’s Academic Success Center** website (<https://www.iup.edu/success/student-resources/total-university-withdrawal-for-undergraduates/index.html>) and check the financial impact of withdrawal. Then **the student must submit** a Total **Semester** Withdrawal either via MyIUP (*my.iup.edu*) or by form completion with the **University College, B01 Stabley Library, 724-357-2375**. Once the Total **Semester** Withdrawal has been processed, a withdrawal designation (“W”) will be assigned to all registered courses from which the student is withdrawing. There are no leniencies for withdrawals caused by medical situations. IUP’s percent of forfeiture rates follow state and federal dictates, which do not address medical situations.

**Re-Enrollment:** Students should refer to the **Re-enrollment** Policy in the Admissions section of this catalog for further information about returning to IUP.

**RATIONALE:** Policy was reviewed as part of the committee’s cyclic review. It was updated to include current language and the title was updated to better reflect what the policy entails.



**FOR ACTION:****CURRENT****Midterm Grade Report Policy**

(approved, 4.2.2019)

Students are advised to be in contact with instructors throughout the semester to remain current on their course status and progress. To help students monitor their academic performance, instructors will post midterm grades for all undergraduate students. Each semester, the registrar will establish and announce the dates for instructors to enter midterm grades in MyIUP and for students and advisors to access them.

The midterm grade is an advisory grade and is not a permanent part of a student's academic history. It is not used to determine enrollment status, dismissal, or eligibility for financial aid, housing, or athletics.

**PROPOSED****Midterm Grade Report Policy**

Students are advised to be in contact with instructors throughout the semester to remain current on their course status and progress. To help students monitor their academic performance, instructors will post **advisory** grades for all undergraduate students **reflective of each student's progress to date**. Each semester, the registrar will establish and announce the dates for instructors to enter midterm grades in MyIUP and for students and advisors to access them.

The midterm **grade is not** a permanent part of a student's academic history. It is not used to determine enrollment status, dismissal, or eligibility for financial aid, housing, or athletics.

**RATIONALE:** The policy was reviewed to ensure that its intent was clear. Language was updated to better reflect the policy intent, time frame and role in the advisory process.

