

# University Senate Minutes

April 26, 2022

3:45pm – 5:00pm, ZOOM

- Chairperson Piper called the April 26, 2022 meeting of the University Senate to order at 3:45pm
- Minutes from the April 5, 2022 meeting were APPROVED
- Agenda items for the April 26, 2022 meeting were APPROVED

## Reports and Announcements

### A. President's Report:

- With the end of the academic year almost in sight, I say thank you for your strong, good work to support our students and move the university forward.
- I know that you are eager for news about the outcome of the provost search. I expect that I will be able to announce the next provost within a week. Thanks to all of you who participated in a very robust search process.
- I hope that all of you have had a chance to watch, or read the transcript of, my State of the University speech. Based on some feedback I've heard, I want to clarify a couple of points and mention a few next steps. It appears that talking about "stupid stuff" generated a lot of interest. Please understand that this doesn't mean that all of the smart people that make up the university are being stupid. Rather, stupid stuff refers to things that made great sense at one point and that we keep doing from habit. But some of those things may no longer make sense and may actually get in the way of students' success. A simple example I heard earlier today is that an office is switching from sending paper announcements to electronic announcements, saving about six days of work each semester. The University Planning Council will be sharing more examples and information in the next few days.
- I also want to emphasize what I said last week - the university committees that have been working hard for the last year produced good, useful results. We have learned from them and will pass their ideas on to a new, streamlined committee structure that should reduce overlap in membership and make more efficient use of your time. Expect more information on next steps in the days and weeks ahead.
- I note that the University Senate is ahead of the curve modernization and redesign with its NextSen initiative. The University Senate will remain a key part of IUP's share governance structure and look forward to working with them.
- I think that Dr. Luetkehans will probably mention a few more next steps in her remarks.
- Good luck with the rest of the semester. Take care of yourself and each other. I look forward to seeing many of you at commencement next week.

**B. Provost's Report:**

- I also want to express my appreciation for all the good work that has been done this year. I have a few brief announcements.
- Just a reminder that there is an open call to tenured faculty for the Liberal Studies Director. Applications are due May 4.
- Some opportunities for summer engagement are shaping up. There is an opportunity for faculty to engage with the Center for Teaching Excellence and the Office of Social Equity around integrating DEI into the curriculum, as well as into instruction and syllabi.
- Information is forthcoming about other initiatives related to graduate work and graduate programming, looking at retention with some subgroups of students, advising best practices, and our efforts in building some tools specifically to support advising, connected with Degree Works Audit, Degree Works Planner, and IUP Advise. Finally, there will also be some initiatives around liberal studies and some of the recommendations coming forward from NextGen. Please watch for these additional opportunities.
- The last item that I want to speak about is an initiative coming from a team that has been working since the early part of fall. The team members are Julia Greenawalt, Parimal Bhagat, Yaw Asamoah, Edel Reilly, Lori Lombard, Elizabeth Ricketts, Alea Perry, Yong Colen, Kacey Cowburn, Justin Fair, John Lipinski, and Holly Olexo. This is an exploratory group that was willing to take a risk on a project under the leadership of some higher ed colleagues, Bob Zemsky from Penn, and Lori Carrell from the University of Minnesota – Rochester. An invitation went out to the State System Schools to explore a baccalaureate in three. This group is exploring how we can make a baccalaureate degree more accessible and more affordable to students while increasing our retention and completion rates. There is PASSHE support for this in terms of helping us to navigate some of the barriers. There are conceptual models developing from at least three areas that seem to be very viable possibilities. They are looking at the outcomes of a baccalaureate degree in terms of competencies and achieving those through more integrated experiences. It is still at an exploratory stage. We have researched issues around federal regulations, accreditation, financial aid and are working through some Pennsylvania legislation concerning the PA School Code. I just wanted to make you aware of the great work that has been happening. This must go through many stages of review, including our own curricular process.
- I am looking forward to seeing many of you at celebration for faculty achievement, commencement, and other great events we have coming up.

**FOR INFORMATION:**

The Interim Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Representative Council at their April 21, 2022, meeting as follows:

**From the University-Wide Undergraduate Curriculum Committee:**

1. New Courses
  - KHSS 418 – Fitness Assessment and Exercise Prescription

- COSC 471 – Cloud Computing
  - HIST 211 - World History to 1500
  - HIST 212 - World History since 1500
  - THTR 332 – Auditioning
  - SPAN 454 – Spanish in Four Dimensions
2. The following program revisions will be forwarded to the Council of Trustees for final approval:
- Exercise Science Minor
  - Bachelor of Science in Kinesiology, Health, and Sport Science/Exercise Science
  - Bachelor of Science in Speech-Language Pathology and Audiology (includes title change)
  - Chemistry/Pre-pharmacy Track, Bachelor of Science in Chemistry (removing from moratorium)
  - Family and Consumer Sciences Education PK-12 BSEd (includes title change)
  - Business Administration (for Nonbusiness Majors) Minor (includes title change)
  - Eberly Business Honors Program
  - Information Technology Track
  - Social Studies Education/History, Based
  - Bachelor of Arts in History
  - English as a Second Language Certificate
  - Bachelor of Arts in Theatre
  - Bachelor of Arts in Theatre/Musical Theatre Track
  - Professional Teamwork and Leadership Studies Minor
  - Bachelor of Arts in Spanish
  - Bachelor of Arts in Philosophy
  - General Track in Sociology
  - Human Services Track in Sociology
  - Media Studies Track
3. The following new programs will be forwarded to the Council of Trustees for final approval:
- Art/Studio/Graphic Design and Illustration Track, BFA
  - Interdisciplinary Forensic Sciences Bachelor of Science with the following three tracks
    - Applied Crime Scene Track
    - Laboratory Forensics Track
    - Digital Forensics Track
  - PK-12 Spanish Education Certificate
  - PK-12 Spanish Education Post-baccalaureate Certificate
  - Diversity and Social Justice Certificate
  - News Media Track
  - Emergency Medicine Track
  - Public Health and Community Nutrition Minor
  - Public Health and Community Nutrition Certificate
4. The following programs are being placed in moratorium
- Spanish Education K-12, BSEd
  - Educational Psychology Minor

5. Variability of Delivery will be forwarded to the Council of Trustees for final approval:
  - Bachelor of Science in Finance

**From the University-Wide Graduate Committee:**

1. New Courses
  - HSAD 650 – Leadership for Healthcare Executives
2. The following program revisions will be forwarded to the Council of Trustees for final approval:
  - School Psychology, Education Specialist
  - School Psychology, Doctor of Philosophy
  - Music Educational Specialization, Master of Arts in Music
  - Counselor Education and Supervision, Doctor of Philosophy
  - Safety Sciences, Doctor of Philosophy
3. The following new programs will be forwarded to the Council of Trustees for final approval:
  - Public Health Track, Health Services Administration Master of Science
  - Business Analytics Specialization, Applied Math Master of Science
4. Variability of Delivery will be forwarded to the Council of Trustees for final approval:
  - Doctor of Philosophy in Media and Communication Studies

In response to the Senate recommendations from the April 5, 2022, meeting, I accept the following:

1. Undergraduate policy changes as follows:
  - Experiential Learning Policy
  - Re-enrollment/Readmission Policy

In response to the Senate recommendations from the April 26, 2022, meeting, I accept the following:

1. Undergraduate policy changes as follows:
  - Excess Credit Load Policy
  - Conflict of Interest (in Teaching Relatives) Policy
  - Timely Completion of Degree Requirements
  - Undergraduate Catalog Applicability Time Frame
  - Classification of Students
  - Audit Policy
  - Undergraduate Transfer Admissions
  - Grade Change Policy
  - IUP Student Grade Appeal Policy

In response to the Senate recommendations from the April 26, 2022, meeting, I accept the following:

1. Graduate policy changes as follows:
  - Time Limitations Policy
  - Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation

**C. Chair's Report:**

- There are several items that will need to be voted on through Qualtrics. Be on the lookout for an email from Secretary Racchini.
- Congratulations to the student representatives who are graduating in May!
- Thank you to all who will not be returning to the University Senate this fall.
- Thank you to Todd Cunningham for his assistance in helping our Zoom meetings operate effectively.

**D. Vice Chairperson's Report:**

- SGA had over 100 people attend their Leadership Awards ceremony last week.
- SGA is hosting an officer transition meeting tonight. The 2022-2023 officers include
  - President – Abigail Hancox
  - Vice President – Shagufta Hague
  - Secretary – Thomas Oraskovich
  - Treasurer – Matthew Gulyas
  - Chief Justice – Daniel Kukula
- SGA is co-hosting the Multicultural Festival on April 29, 2022 from 2pm-4pm in Wallwork Plaza.
- The outgoing President of SGA, Steven Lomax, shared his appreciation to the Senate. He sent an email to several key leaders at IUP. The email included a recording of the SGA Town Hall meeting and encouraged them to watch the session.

## GSA Report:

- GSA is holding their officer elections from April 25-May 6, 2022.

**Standing Committee Reports****A. Rules Committee (Chair Smith-Sherwood)****FOR INFORMATION:**

**PROPOSED AMENDMENT TO THE CONSTITUTION (APPROVED):** Strike the words “of the Northpointe and Punxsutawney campuses,” replace with “providing instruction at other locations.”

Having cleared the majority vote requirement on the floor of the Senate at the April 5, 2022, meeting, the proposed amendment was ratified with 98.63%, or more than two-thirds of those voting, voting in the affirmative.

**PROPOSED AMENDMENT TO THE BYLAWS (FIRST READING):** V. Standing Committees J. Non-Credit Instruction Committee 2. Membership a. Ex officio: Strike the words “The director of the Office of Extended Studies,” replace with “The Director of Regional Campuses.”

## V. Standing Committees

## J. Non-Credit Instruction Committee

1. Function: The committee shall oversee non-credit instruction and activities sponsored by the university. The committee shall advise administrators and administrative offices responsible for non-credit instruction and activities. The committee shall formulate policy recommendations in the areas related to non-credit instruction and activities including non-credit short courses, workshops, conferences, training, etc.

## 2. Membership:

a. Ex officio: ~~The director of the Office of Extended Studies~~ **The Director of Regional Campuses.**

b. Elected: Four faculty members and one additional administrator/manager shall be elected by and from the University Senate. There shall be no student members on the committee.

c. One staff member may be elected.

3. Officers: Chair, vice chair, and secretary shall be elected by the committee from its membership.

4. Meetings: All regular meetings of the committee shall be open.

**RATIONALE:** There is no longer a director of the Office of Extended Studies. The duties associated with that position that most relate to the function of the Non-Credit Instruction Committee (NCIC) have been assigned to Senator Muth, Director of Regional Campuses. The Rules Committee consulted with Senator Muth and Senator O’Neil (NCIC Chair) as well as President Driscoll and Interim Provost Luetkehans regarding the possibility of this change to the ex officio position to the NCIC and approved the proposal of this amendment to the Bylaws at its April 12, 2022, meeting for a first reading by the University Senate on April 26, 2022.

**FOR ACTION:**

**APPROVED**

**PROPOSED AMENDMENT TO THE CONSTITUTION (SECOND READING):** Strike the word “three,” replace with “four” before “representatives from the staff as elected from and by the staff.”

## CONSTITUTION

(Amended: 4-92/2-93/5-94/4-96/3-01/2-05/2-07/4-19/3-22/4-22)

### UNIVERSITY SENATE CONSTITUTION Revised 4/2022

#### PURPOSE

The purpose of the University Senate is to provide a formal means through which the student body, faculty<sup>1</sup>, staff, and the administration, working as a unified group, shall have a representative share in the governance of the university. In order to further a sense of university community on all issues of governance, the University Senate shall have a consultative role to the president and Council of Trustees that is designed to empower the University Senate with a significant voice in the governance of the university.

The University Senate shall approve all curricular matters before they are implemented. The Association of Pennsylvania State College and University Faculties (APSCUF) has delegated its

---

<sup>1</sup> The term faculty (as distinguished from FACULTY) is used to represent not only those members of the university staff whose duties are primarily instructional, but also members of recognized academic departments, the professional library staff, and the professional or managerial staff of the Student Cooperative Association (with the exception of its director, who is classified as an administrator).

contractual curricular responsibility to the University-Wide Graduate Committee and the University-Wide Undergraduate Curriculum Committee. At least two-thirds of the membership of each of these committees shall be FACULTY<sup>2</sup>. These committees shall forward curricular proposals to the University Senate for approval. The University Senate shall report simultaneously its proposals to the president of the university and the president of APSCUF. As defined by the Collective Bargaining Agreement, past practice, and meet-and-discuss agreements, APSCUF shall retain its usual prerogatives with respect to curricular matters before they are submitted to the council.

The University Senate can study any issue of university governance and make recommendations to the president and the council. The president and the council, (when possible), shall provide the University Senate with an opportunity to review all policies and make recommendations prior to their implementation.

As a matter of expediency, occasionally it may be necessary for administrative personnel, during the normal exercise of their duties, to initiate or modify policies when there is insufficient time to present such matters to the University Senate for consultation. The initiators of such policies shall immediately give notification of their action to the University Senate chair and the chair of the Rules Committee. If it applies, notification shall also be given to the chair of the Senate committee within whose purview subject policy matters ordinarily fall. Such policies will automatically be included as new business on the agenda of the University Senate meeting immediately following such enactment.

Proposed amendments of the constitution shall be referred to the Rules Committee, which shall report the amendment to the University Senate for action no sooner than the regular monthly meeting immediately following the introduction or first reading of the proposed amendment. If the amendment receives a majority vote of those in attendance at this meeting, then the Rules Committee shall refer the proposed amendment in writing, with printed ballots, to the University Senate where a two-thirds affirmative vote of those voting is necessary for passage.

Nothing relating to the organization and administration of the University Senate shall be construed so as to limit the authority of the council or the president of the university with respect to the administration of the university as prescribed by law. Further, nothing in the constitution or the rules and regulations of the University Senate shall be construed so as to limit the authority of the president of the university to appoint such other councils and committees as deemed necessary to facilitate the efficient administration of the university.

## **COMPOSITION & ELECTIVE PROCEDURES**

The University Senate shall consist of a number of faculty double the number of departments of the university, a voting administrative segment one-third the size of the faculty segment, and a student segment one-half the size of the faculty segment.

The Senate shall also include one Alumni Association representative and four representatives from the staff. Faculty, staff, and administrative members shall be employees in good standing at the time of election or appointment and during terms of service. Students must be enrolled and in good standing at the time of election or appointment and during terms of service.

---

<sup>2</sup> FACULTY is herein defined as it is in the Collective Bargaining Agreement between APSCUF, as the bargaining agent for the FACULTY, and the SSHE. FACULTY is defined as all members of the FACULTY bargaining units, union members and non-union members alike.

Faculty is herein defined to include not only those members of the university staff whose duties are primarily instructional, but also members of recognized academic departments, the professional library staff, and the professional or managerial staff of the Student Cooperative Association (with the exception of its director, who is classified as an administrator). The faculty providing instruction at other locations also shall be included. FACULTY is herein defined as it is in the Collective Bargaining Agreement between APSCUF, as the bargaining agent for the FACULTY, and the SSHE. FACULTY is defined as all members of the FACULTY bargaining units, union members and non-union members alike.

For the purposes of University Senate representation, the professional library staff, the managerial staff of the Student Cooperative Association, and the faculty providing instruction at other locations shall be considered as constituting departments.

"Student," as herein used, refers to both the undergraduate and graduate student bodies.

The faculty segment of the University Senate shall consist of one member elected by and from each department of the university, two FACULTY members appointed by the president of APSCUF (one to serve as one of the co-chairs of the University-Wide Undergraduate Curriculum Committee and one to serve as one of the co-chairs of the University-Wide Graduate Committee), twenty-four FACULTY members elected at large for seats on the UWUCC and the UWGC by the FACULTY, and the remainder to be elected at large by and from the FACULTY to make the total at-large faculty segment equal to the number of senators elected by the departments.

The administrative segment shall include the university president (*non-voting senator*) and administrators/managers serving on standing committees by virtue of their offices (*ex-officio*). At least half of the remaining number shall be elected by and from the administrators/managers, with the remainder to be appointed by the university president.

The student segment shall consist of undergraduate and graduate students in proportion to their FTE enrollment, but no segment shall be less than 20% of the total student contingent. Each delegation shall be elected by its representative student body. Undergraduate students shall be elected under the auspices of the recognized student association as defined in Pennsylvania State Act 1982-188. In both cases, the officiating body shall call for and accept voluntary nominations for election to the University Senate.

The staff segment shall consist of the local AFSCME president or designee and ~~three~~ four representatives from the staff as elected from and by the staff.

The Alumni Association representative shall be appointed by the Alumni Executive Board.

Except where constrained by collective bargaining agreements, the Rules Committee shall exercise general jurisdiction over the manner in which elections to the University Senate are conducted, including such matters as determining the eligibility of university employees and students for University Senate membership, and establishing the rules by which elections are to be conducted. Such rules shall include provisions establishing the means by which voluntary nominations for election to the University Senate may be made to the Rules Committee, or whatever group the Rules Committee or the University Senate establishes to function as a nominating agency. The Rules Committee shall also be responsible for conducting such referendums of the various segments of the university as the University Senate shall deem necessary.



Election to the University Senate for the faculty and administrative segment shall be for a two-year term. Students may be elected to the University Senate for a term of not less than one academic year and not more than two academic years. Terms of the alumni and staff representatives shall be as designated by their respective organizations.

Any member of the University Senate properly elected or appointed to a University Senate committee is a voting member of that committee.

**RATIONALE:** According to the University Senate Bylaws, there are Standing Committee positions for up to five (5) Staff senators, but currently, according to the Constitution, only four (4) Staff senators may serve the University Senate. The Rules Committee regularly receives a request from the Non-Credit Instruction Committee for a Staff senator to serve on that committee, but no additional Staff senator has been available. Until the most recent Phase I election, the number of staff nominees to University Senate has far exceeded the number of available positions. There has been staff interest in participating in shared governance, but a reduced opportunity to do so. The Rules Committee seeks to begin the process of right sizing the staff complement to the University Senate by at least permitting the number of Staff senators as there are potential seats available on Standing Committees. The Rules Committee approved the proposal of this amendment to the Constitution at its March 8, 2022, meeting for a first reading by the University Senate on April 5, 2022.

The Phase II nomination process for standing committees is complete and the Phase II election will occur late this week. The Rules Committee wishes to thank Senators Montgomery and Mulvihill as well as GA Bertuzzi for their service to the committee as well as the wider Senate.

The Rules Committee will meet next Tuesday, May 3, at 3:30 pm via Zoom.

#### Rules Committee report (ADDENDUM)

#### FOR INFORMATION:

**PROPOSED AMENDMENT TO THE CONSTITUTION (APPROVED):** Strike the word “three,” replace with “four” before “representatives from the staff as elected from and by the staff.”

Having cleared the majority vote requirement on the floor of the Senate at the April 26, 2022, meeting, the proposed amendment to the constitution was ratified with 98.73 %, or more than two-thirds of those voting, voting in the affirmative.

**PROPOSED AMENDMENT TO THE BYLAWS (APPROVED):** V. Standing Committees J. Non-Credit Instruction Committee 2. Membership a. Ex officio: Strike the words “The director of the Office of Extended Studies,” replace with “The Director of Regional Campuses.”

Having received a First Reading on the floor of the Senate at the April 26, 2022, meeting, the proposed amendment to the bylaws was approved with 98.73%, or a simple majority of those voting, voting in the affirmative.

- B. University-Wide Undergraduate Curriculum Committee (Chair Sechrist)**
  - No report.
- C. University-Wide Graduate Curriculum Committee (Chair Moore)**

**FOR ACTION:****APPROVED****Proposed Revision for Time Limitation Policy**

The School of Graduate Studies and Research is proposing a revision to the current Time Limitation policy to allow graduate students additional time to complete their master's or doctoral degree requirements. There has been a marked increase in the number of time-to-degree extension requests. Allowing an additional year for graduate students to complete their master's or doctoral degree will reduce the number of requests received, as well as support the SGSR's mission to be student centric.

Nationwide benchmarking of other universities was conducted. It was discovered that some institutions provide as many as 7 years to complete the master's degree and as many as 10 years to complete the doctorate. We believe that providing one additional year at each level is reasonable and appropriate.

The revised policy will go into effect in the forthcoming academic year.

**Current policy:**

Master's students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

**Recommended revision:**

Master's students must complete degree requirements no later than **six** years from the date of earning or transferring credit, unless the period is extended through student petition. **Petitions apply to thesis completion only (i.e., not course completion), and are submitted by the student's graduate program coordinator and approved by the assistant/associate dean** of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than **eight** years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the **eight**-year time limit.

**FOR ACTION:****APPROVED****Proposed Revision for Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation**

The School of Graduate Studies and Research is proposing a revision to the current Time-to-Degree

Extension for Master's Thesis and Doctoral Dissertation policy. The purpose of the revision is to clarify the number of time-to-degree extensions allowed. The revised policy will go into effect in the forthcoming academic year.

**Current policy:**

Masters or doctoral student time limitation (see Time Limitations policy) may be extended through written petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the assistant dean of the School of Graduate Studies and Research (SGSR). The request must include justification for the extension, requested amount of time, and timeline of tasks to degree completion. Official documentation to justify the request for the extension and the amount of time may be required by the assistant dean to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Students should discuss the justification for an extension with their program coordinator and the eligibility criteria. The assistant dean of the SGSR will review all documentation submitted, thesis/dissertation progress, and time-to-degree limitations. The assistant dean will render a decision and convey the decision in writing to the student, program coordinator, and thesis/dissertation chair.

**Recommended revision:**

Masters or doctoral student time limitation (see Time Limitations policy) may be extended through written petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the assistant dean of the School of Graduate Studies and Research (SGSR). The request must include justification for the extension, requested amount of time, and timeline of tasks to degree completion. Official documentation to justify the request for the extension and the amount of time may be required by the assistant/**associate** dean to support the request.

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy). **Master's students must have all program course requirements completed to be eligible for an extension to complete their thesis. No more than two time-to-degree extensions are allowed for doctoral and master's students.**

Students should discuss the justification for an extension with their program coordinator and the eligibility criteria. The assistant dean of the SGSR will review all documentation submitted, thesis/dissertation progress, and time-to-degree limitations. The assistant/**associate** dean will render a decision and convey the decision in writing to the student, program coordinator, and thesis/dissertation chair.

**D. Research Committee (Co-Chair Sciulli)**

- Our next meeting will be Tuesday, May 3, 2022, 3:30PM, via Zoom.

**E. Student Affairs Committee (Chair Erwin)**

- No report.

**F. University Development and Finance Committee (Chair Drye)**

- No report.

**G. Academic Affairs Committee (Chair Dugan)****FOR ACTION:****APPROVED****CURRENT****Excess Credit Load (approved 4.26.2016)**

A student who wishes to schedule 18 or more credits must obtain approval from the dean of the college of the student's major; approval will be predicated on various criteria, such as the student's demonstrated competencies, total courses, and specific conditions. If approval is granted, the dean will set the credit limit and make the appropriate computer entry.

**PROPOSED****Excess Credit Load**

A student who wishes to schedule 18 or more credits **during fall, spring or summer semester/term** must obtain approval from the dean of the college of the student's major; approval will be predicated on various criteria, such as the student's demonstrated competencies, total courses, and specific conditions. If approval is granted, the dean will set the credit limit and make the appropriate computer entry.

**RATIONALE:** Reviewed as part of the five-year review. Minimal, clarifying updates made.

**FOR ACTION:****APPROVED****CURRENT****Conflict of Interest (in Teaching Relatives) Policy**

In order to fulfill the university's educational mission and uphold standards of academic integrity, faculty members are expected to avoid apparent or actual conflicts of interest, favoritism, or bias. Ideally, instructors shall refrain from teaching any person to whom they are related, including their own children, other close relatives (including but not limited to immediate family members), or romantic partners. Instructors with any conflicts of interest have a duty to report, in a timely fashion, the existence of the conflict to their Dean. As part of the disclosure, the instructor shall submit to the Dean a strategy or plan that would mitigate the conflict.

**PROPOSED****Conflict of Interest (in Teaching Relatives) Policy**

In order to fulfill the university's educational mission and uphold standards of academic integrity, faculty members are expected to avoid apparent or actual conflicts of interest, favoritism, or bias. Ideally, instructors shall refrain from teaching any person to whom they are related, including their own children, other close relatives (including but not limited to immediate family members), or romantic partners. Instructors with any conflicts of interest have a duty to report, in a timely fashion, the existence of the conflict to their Dean. As part of the disclosure, the instructor shall submit to the Dean a strategy or plan that would mitigate the conflict.

**Rationale:** Reviewed as part of the five-year review, no changes deemed necessary.

**FOR ACTION:**

**APPROVED**

**CURRENT****Timely Completion of Degree Requirements**

The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120, or who seek the added benefit of a double major, minor, or specialized program, or who change majors should plan their sequence of courses carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer work or an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect progress toward a degree.

**PROPOSED****Timely Completion of Degree Requirements**

The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120 **credits**, or who seek the added benefit of a double major, minor, or specialized program, or who change majors, should plan their sequence of courses **proactively and** carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer **or winter** work **and/or** an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect **timely** progress toward a degree.

**Rationale:** Reviewed as a part of a five-year review; minimal language clarification changes made.

**FOR ACTION:**

**POSTPONED**

**CURRENT (approved March 1, 2016)****Eligibility and Application for Graduation Policy**

Commencement ceremonies at IUP are in May at the conclusion of the spring semester and in December at the conclusion of the fall semester. Students who have applied for graduation for May and August are invited to attend the May ceremony and are included in the commencement booklet.

Students are responsible for knowing and fulfilling the requirements for graduation in their degree program. All students who expect to graduate are required to apply for graduation. Dual baccalaureate degree students must file a separate graduation application for each degree. Undergraduate students should check the published deadlines for graduation application and should apply on the web at MyIUP ([my.iup.edu](http://my.iup.edu)). Further information on applying for graduation may be obtained at the dean's office of the student's primary major college.

Degrees will not be posted until approval by the dean or the dean's designee of the college of the student's primary major is received in the Office of the Registrar. Diplomas will then be issued provided all financial obligations and requirements (including primary major, secondary majors, and minors) have been satisfied.

## PROPOSED

### **Eligibility and Application for Graduation Policy (Undergraduate)**

Commencement ceremonies at IUP are in May at the conclusion of the spring semester and in December at the conclusion of the fall semester. Students who have applied for **May graduation may attend the May ceremony and are included in the commencement booklet. Students who have applied for August graduation may attend the May ceremony and are included in the May commencement booklet. On an exception basis, August graduates may petition the dean or the dean's designee of the college of the student's primary major to attend the December ceremony but would not be included in the December commencement booklet. Students who have applied for December or January graduation may attend the December ceremony and are included in the December commencement booklet. Please note: Students need to reapply for graduation if they have not met all of their requirements for their initial date of graduation.**

Students are responsible for knowing and fulfilling the requirements for graduation in their degree program. All students who expect to graduate are required to apply for graduation. Dual baccalaureate degree students must file a separate graduation application for each degree. Undergraduate students should check the published deadlines for graduation application and should apply on the web at MyIUP ([my.iup.edu](http://my.iup.edu)). Further information on applying for graduation may be obtained at the dean's office of the student's primary major college.

Degrees will not be **finalized** until approval by the dean or the dean's designee of the college of the student's primary major is received in the Office of the Registrar. Diplomas will then be issued provided all financial obligations and requirements (including primary major, secondary majors, and minors) have been satisfied.

**Rationale:** The policy was reviewed upon learning that some students (typically August graduates) had expressed a need for some flexibility as to when they might participate in commencement. After deep review and given that we do not have an August commencement, the proposed policy provides additional flexibility while recognizing the many facets of planning and printing materials for a commencement.

**FOR ACTION:****APPROVED****Current****Undergraduate Catalog Applicability Time Frame (Approved 11.1.2016)**

The university reserves the right to modify degree requirements through established governance channels. However, the general policy has been established that the following time frame regulations form the basis for application of the university's undergraduate degree requirements:

1. A student who has been in continuous registration (fall and spring semesters) or who has interruption(s) of less than two calendar years is governed by the requirements outlined in the catalog in effect at the time of entrance into a degree program (major).
  - a. A student who changes majors will be governed by the requirements of the major and/or college at the time of acceptance into the new major, without change of Liberal Studies requirements except as specified by the new major.
  - b. A student entering through the nondegree program is governed by the requirements in effect at the time degree candidacy is awarded.
  - c. A part-time student may be covered by these provisions of continuous registration to a maximum of 10 years.
2. A student whose education is interrupted by two or more calendar years will be governed by the requirements in effect at the time of readmission to the university. The readmission may carry specific requirements/substitutions necessary to provide for program integrity.
3. The applicability of course work completed more than 10 years before the degree date is subject to review by the dean or designee for evaluation on a course-by-course basis.

**Proposed****Degree Requirements Based on Undergraduate Catalog**

The university reserves the right to modify degree requirements through established governance channels. However, the general policy has been established that the following time frame regulations form the basis for application of the university's undergraduate degree requirements:

1. A student who has been in continuous registration (fall and spring semesters) or who has interruption(s) of less than two calendar years is governed by the requirements outlined in the catalog in effect at the time of entrance into a degree program (major).
  - a. A student who changes majors will be governed by the requirements of the major and/or college at the time of acceptance into the new major, without change of Liberal Studies requirements except as specified by the new major.
  - b. A student entering through a nondegree program is governed by the requirements in effect at the time degree candidacy is awarded.
  - c. A part-time student may be covered by these provisions of continuous registration to a maximum of 10 years.
2. If changes occur in program requirements during a student's tenure, the student should contact their department for curriculum requirement options and complete any necessary "request for catalog change" forms.
3. A student whose education is interrupted by two or more calendar years will be governed by the requirements in effect at the time of re-enrollment. The re-enrollment may carry specific requirements/substitutions necessary to provide for program integrity.

4. The applicability of course work completed more than 10 years before the degree date is subject to review by the dean(s) or designee(s) for evaluation on a course-by-course basis. **Also see Re-enrollment/Readmission Policy.**

**Rationale:**

Reviewed as a part of the five-year review cycle. Slight language and process clarifications incorporated.

**FOR ACTION:**

**APPROVED**

**Current**

**Classification of Students** (approved 11.1.2016)

To be classified as full-time for the fall, spring, or summer, undergraduate students must be currently enrolled in at least 12 credits. Full-time classification for students enrolled in instructional periods that do not conform to the regularly scheduled academic sessions will be based on the number of enrolled credits during that period of enrollment (e.g., one credit in one week of instruction would equal the minimum full-time certification standard).

For purposes of designating students by class, the following credit classification ranges are used:

**Freshmen** Fewer than 30 credits

**Sophomores** 30-59 credits

**Juniors** 60-89 credits

**Seniors** 90 credits or more

Class designations are based on credits earned rather than credits attempted. People holding a degree and working toward a second baccalaureate degree may be classified as seniors.

**Proposed**

**Classification of Students**

To be classified as full-time for the fall, spring, or summer, undergraduate students must be currently enrolled in at least 12 credits. Full-time classification for students enrolled in instructional periods that do not conform to the regularly scheduled academic sessions will be based on the number of enrolled credits during that period of enrollment (e.g., one credit in one week of instruction would equal the minimum full-time certification standard).

For purposes of designating students by class, the following credit classification ranges are used:

**Freshmen** Fewer than 30 credits

**Sophomores** 30-59 credits

**Juniors** 60-89 credits

**Seniors** 90 credits or more

Class designations are based on credits earned rather than credits attempted. **Students** holding a degree and working toward a second baccalaureate degree may be classified as seniors.

**Rationale:**

Reviewed as a part of the five-year review cycle. No substantive changes needed.



**FOR ACTION:****APPROVED****Current****AUDIT POLICY (Approved 4.28.2015)**

All audited courses will be identified as such on the student's grade report and transcript. Work taken on an audit basis will not be graded and will not count toward the fulfillment of requirements for a degree to be awarded by IUP. Since credits attempted and quality points will not be awarded for audited courses, they will not affect the student's grade-point average in any way. Auditors will pay normal tuition and such other fees as may be required for the course.

To audit an undergraduate course, a person must be admitted to the university and have met course prerequisites. Students wishing to audit a course for which they registered should obtain a Course Audit Form from the office of the department offering the course. Students must first register for the course before filing a course audit form. All audit processing, including revocation of previously requested audit classification, must be completed during the regular drop/add period. Copies of the completed form are returned to the Registrar's Office, to the department chairperson, and to the student. Audit students have the same privileges as other students in all coursework. There is no limit on the number of courses which may be audited.

**Proposed****AUDIT POLICY**

All audited courses will be identified as such on the student's grade report and transcript. Work taken on an audit basis will not be graded and will not count toward the fulfillment of requirements for a degree to be awarded by IUP. Since credits attempted and quality points will not be awarded for audited courses, they will not affect the student's grade-point average in any way. Auditors will pay **tuition** and such other fees as may be required for the course.

To audit an undergraduate course, a person must be admitted to the university and have met course prerequisites. Students wishing to audit a course for which they registered should obtain a Course Audit Form from the **Registrar's Office website**. Students must first register for the course before filing a course audit form. All audit processing, including revocation of previously requested audit classification, must be completed during the regular drop/add period. Copies of the completed form are returned to the Registrar's Office, to the department chairperson, and to the student. Audit students have the same privileges as other students in all coursework. There is no limit on the number of courses which may be audited.

**Rationale:**

Reviewed as a part of the five-year review cycle. Slight language clarifications incorporated.

**FOR ACTION:****APPROVED****CURRENT****Undergraduate Transfer Admissions (approved 3.30.2021)**

A student who has been attending another institution of higher education and wishes to transfer to IUP must submit an application, official transcripts of all postsecondary educational work, and an official high school transcript. All admissions decisions are made on a rolling basis by the

Admissions Committee. Under a rolling admissions policy, applications are reviewed as they become complete. Decisions can range from automatic acceptance, to requests for additional information, to other alternatives.

Transfer applications are reviewed on the basis of academic college course work attempted or completed. Transfers are required to have at least a cumulative 2.0 GPA on a 4.0 scale (C average) from all schools previously attended and to have met the minimum requirements established by the academic department to which the student is applying. Some majors require increased standards for admission and additional information. Contact the Office of Admissions for specifics. If a student has at least 12 college level (non-developmental and non-technical) credits, the decision will be based solely on their transfer GPA. If the student has less than 12 college credits, the admissions decision considers other evidence of students' performance and ability to be a successful college student.

The evaluation of credits from other institutions of higher education is the responsibility of the Office of Admissions and the application of the credits is at the discretion of the academic dean who has jurisdiction over the student's desired major. Normally, courses considered for transfer are only those taken from institutions that are accredited by the six regional accrediting agencies. In accordance with PASSHE's Student Transfer Policy (Policy 1999-01-A), IUP evaluates learning from non-regionally accredited institutions on a student-by-student basis. IUP uses the American Council on Education's guidelines for learning evaluation to ensure consistency and equity in the application of credit from non-regionally accredited institutions as well as from military service, workplace training, digital credentials, and other alternative educational experiences.

Each course is evaluated separately. The evaluation includes a review of the description, credits, and grade of each course along with the applicability of the course to the student's major at IUP. However, only credits transfer, not grade point average.

Students may transfer credits in courses from regionally accredited institutions where the grade of "D" is earned only if the student has a GPA of 2.0 or higher from each institution attended. Some academic programs at IUP may require the student to repeat certain courses in which a "D" grade was earned. Review of learning from non-regionally accredited institutions will be evaluated on a student-by-student basis.

No matter how many credits are transferable, the student must satisfy all of the degree requirements falling into the categories of (1) university requirements, (2) college requirements, and (3) department requirements.

For Second Bachelor Degree students, a block of 90 credits is awarded if the first degree was earned from another university. Liberal Studies requirements, other than ones specifically required by the major, are considered met. All second degree students, whether they completed the first degree at IUP or another university, are required to complete a minimum of 30 credits to earn the second degree. The academic department determines which courses must be completed to earn the second degree.

University Requirements: All students are obligated to fulfill a basic program in Liberal Studies. The transfer evaluator will look at this area first for applicable credits for transfer. A vast majority of introductory courses are generally equivalent.

Statewide transfer degrees: Also known as "TAOC" degrees these are specific AA or AS transfer programs at Pennsylvania community colleges. Students with these degrees are guaranteed to transfer at junior standing in a parallel program at IUP. Please discuss with the Transfer Services office or

reference the following IUP website [www.iup.edu/admissions/undergraduate/apply-next-steps/transfer/college-guides-articulations-collaboratives/](http://www.iup.edu/admissions/undergraduate/apply-next-steps/transfer/college-guides-articulations-collaboratives/).

## **PROPOSED**

### **Undergraduate Transfer Admissions**

A student who has been attending another institution of higher education and wishes to transfer to IUP must submit an application, official transcripts of all postsecondary educational work, and an official high school transcript. All admissions decisions are made on a rolling basis by the Admissions Committee. Under a rolling admissions policy, applications are reviewed as they become complete. Decisions can range from automatic acceptance, to requests for additional information, to other alternatives.

Transfer applications are reviewed on the basis of academic college course work attempted or completed. Transfers are required to have at least a cumulative 2.0 GPA on a 4.0 scale (C average) from all schools previously attended and to have met the minimum requirements established by the academic department to which the student is applying. Some majors require increased standards for admission and additional information. Contact the Office of Admissions for specifics. If a student has at least 12 college level (non-developmental and non-technical) credits, the decision will be based solely on their transfer GPA. If the student has less than 12 college credits, the admissions decision considers other evidence of students' performance and ability to be a successful college student.

The evaluation of credits from other institutions of higher education is the responsibility of the Office of Admissions and the application of the credits is at the discretion of the academic dean who has jurisdiction over the student's desired major. Normally, courses considered for transfer are only those taken from institutions that are accredited by the **seven** regional accrediting agencies. **Credit from institutions whose accreditation is recognized by CHEA (Council for Higher Education Accreditation) is also eligible for transfer.** In accordance with PASSHE's Student Transfer Policy (Policy 1999-01-A), IUP evaluates learning from non-regionally accredited institutions on a student-by-student basis. IUP uses the American Council on Education's guidelines for learning evaluation to ensure consistency and equity in the application of credit from non-regionally accredited institutions as well as from military service, workplace training, digital credentials, and other alternative educational experiences.

Each course is evaluated separately. The evaluation includes a review of the description, credits, and grade of each course along with the applicability of the course to the student's major at IUP. However, only credits transfer, not grade point average.

Students may transfer credits in courses from regionally accredited institutions where the grade of "D" is earned only if the student has a GPA of 2.0 or higher from **the** institution(s) attended. Some academic programs at IUP may require the student to repeat certain courses in which a "D" grade was earned. Review of learning from non-regionally accredited institutions will be evaluated on a student-by-student basis.

No matter how many credits are transferable, the student must satisfy all of the degree requirements falling into the categories of (1) university requirements, (2) college requirements, and (3) department requirements.

For Second Bachelor Degree students, a block of 90 credits is awarded if the first degree was earned from another university. Liberal Studies requirements, other than ones specifically required by the

major, are considered met. All second degree students, whether they completed the first degree at IUP or another university, are required to complete a minimum of 30 credits to earn the second degree. The academic department determines which courses must be completed to earn the second degree.

University Requirements: All students are obligated to fulfill a basic program in Liberal Studies. The transfer evaluator will look at this area first for applicable credits for transfer. A vast majority of introductory courses are generally equivalent.

Statewide transfer degrees: Also known as “TAOC” degrees these are specific AA or AS transfer programs at Pennsylvania community colleges. Students with these degrees are guaranteed to transfer at junior standing in a parallel program at IUP. Please discuss with the Transfer Services office or reference the following IUP website [www.iup.edu/admissions/undergraduate/apply-next-steps/transfer/college-guides-articulations-collaboratives/](http://www.iup.edu/admissions/undergraduate/apply-next-steps/transfer/college-guides-articulations-collaboratives/).

### **Undergraduate Credit Transfer Specifications**

- In the acceptance and application of undergraduate transfer college-level credits, IUP will first apply as many college-level credits as possible toward the satisfaction of liberal studies requirements, then to requirements in the major, and finally to elective credits.
- IUP recognizes the integrity, design, and validity of liberal studies programs at other institutions with CHEA-recognized accreditation and will accept liberal studies coursework when comparable. Liberal studies credits aligned with the PA Statewide Transfer Credit Framework will transfer toward the liberal studies requirements at IUP.
- Students who transfer to IUP from a postsecondary institution with CHEA-recognized accreditation with an Associate of Science or an Associate of Arts degree, or having completed liberal studies requirements for a bachelor’s degree, an Associate of Science or an Associate of Arts degree, shall have satisfied the liberal studies requirements at IUP. Exceptions may be made for the following, provided that these exceptions do not extend the student’s time to the degree: (a) One signature liberal studies course (up to 3 credits), if applicable; (b) Any prescribed liberal studies course required for the major, if not satisfactorily completed; (c) Specific liberal studies overlays satisfied in advanced courses in the major.
- Undergraduate students who transfer into IUP with an Associate of Arts or an Associate of Science degree from a postsecondary institution with CHEA-recognized accreditation in a parallel academic program or as part of the Program to Program (P2P) articulation agreements will be awarded full junior standing and shall not be required to satisfactorily complete more than 60 credits to earn a 120-credit baccalaureate degree in a P2P or other parallel program, regardless of the courses they took to earn the Associate degree; they will have the same requirements for admission to a particular academic program and for retention as students who began their education at a IUP. Students transferring into a program with accreditation or licensing/certification standards may be required to take limited additional credits to meet those standards.

**Rationale:** This recently updated policy was further updated to reflect PASSHE system transfer changes.

**FOR ACTION:**

**APPROVED**

**CURRENT (approved March 1, 2016)**  
**Grade Change Policy**

Once earned grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal. It is not appropriate to change a grade based on options, such as supplemental assignments, that are not equally available to all students. The deadline for corrections of clerical and/or calculation errors is the end of the next regular (fall/spring) semester after the grade has been awarded.

## PROPOSED

### **Grade Change Policy**

Once **final** grades have been recorded, they may be changed only in the case of clerical and/or calculation error or in the event of a successful grade appeal. **For instance**, it is not appropriate to change a grade based on options, such as supplemental assignments. The deadline for corrections of clerical and/or calculation errors is the **last day of classes** of the **following** semester (**fall or spring**) after the grade has been awarded.

#### **Rationale**

The policy was reviewed as part of a five-year cycle. Language clarifications made.

**FOR ACTION:**

**APPROVED**

**CURRENT POLICY – 2018-2019 UG Catalog (pp. 36-37) Approved 4.8.2019**

### **IUP Student Grade Appeal Policy**

#### **Purpose**

Grade Review and Grade Appeal are designed as means to resolve differences between students and faculty members related to grading.

#### **Grade Review**

A student may disagree with the instructor's professional evaluation of his or her work but have no grounds for making an appeal based on a claim of discrimination, capriciousness, and/or error as defined below. In these cases, the student should discuss the matter directly with the instructor and, if unsatisfied, with the chairperson of the department in which the course was offered and, if still unsatisfied, with the dean of the college in which the course was offered. If resolution does not occur during grade review, the decision of the instructor shall be final. If there is basis for claiming discrimination, capriciousness, and/or error, the student may proceed with a grade appeal.

#### **Grade Appeal**

If a student believes that an improper grade has been assigned, an appeal may be filed only on the following grounds:

1. **Discrimination:** On the basis of race, ethnicity, color, religion, national origin, sex, age, ancestry, disability, gender identity, sexual orientation, veteran status, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. Disagreement with the instructor's professional evaluation is not sufficient by itself for a claim of capriciousness.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

## Procedures of Appeal

### Level I: Informal Resolution

Every effort should be made to resolve the disagreement at Level I. Once a student has determined the proper grounds for appeal, he or she must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college that offers the course. A Student Government Association member may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

### Level II: Appeal Screening

- A. Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, three members elected by and from the Senate Academic Committee (one faculty, one administrator, one student), and one student appointed by the Student Government Association. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty members. If a quorum of the Level II committee is not available to meet within the designated time limits, the Office of the Provost will seek additional members from the appointing bodies. If these bodies are unable to respond in a timely manner, the Office of the Provost may select additional members from the appropriate groups.
- B. Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Office of the Provost. This form must be filed within 60 calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Office of the Provost may extend the 60-day limit only in unusual circumstances when equity demands it. (Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.) The Office of the Provost will notify the appropriate dean, department chairperson, instructor, APSCUF president, and the Student Government Association president of the student's initiation of the Level II process.
- C. Procedure to Process Appeal:** In addition to the appeal form, the student will be expected to submit pertinent information/documentation and rationale for his/her complaint, which will serve as supporting evidence. The faculty member instructor will be expected to submit in writing the course grading procedure and any other pertinent information. The director of Social Equity or designee will advise in appeals based on discrimination. Appeals based on capriciousness will be reviewed in light of the instructor's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuation. Denial of appeal continuation must be by a negative vote of a majority of those present. This committee will immediately inform the Office of the Provost of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the instructor of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Level III Grade Appeal Panel within 15

class days to be convened before the conclusion of the semester.

### **Level III: Appeal Review**

- A. **Composition:** The Grade Appeal Panel will consist of five voting members: one academic dean or assistant/associate dean and four faculty members. The Student Government Association Executive Committee designee may advise as requested by the student. The director of Social Equity or designee will advise in appeals based on discrimination. The panel will be constituted from the Grade Appeal Pool by random selection. The panel chairperson will be elected by and from the panel before each review.
- B. **Membership:** The Grade Appeal Pool will be established in the spring semester to serve for the following academic year. Using random selection methods, the pool will be established by the Office of the Provost. A pool of three deans or assistant/associate deans and 12 full-time faculty members will be maintained. To establish the membership for each appeal panel, before each appeal, the names of pool members will be supplied to all parties involved. A panel member must recuse him or herself if there is a conflict of interest. The student and the instructor each may eliminate only one dean or assistant/associate dean and two faculty members. The opportunity to disqualify panel members will take place only once. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of the Provost will supplement the pool using appropriate random selection methods.
- C. **Procedure:**
  1. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom he or she may consult but who may not participate in the proceedings.
  2. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the Office of the Provost will assemble a committee of three appropriate faculty members (knowledgeable in the discipline but excluding the instructor against whom the complaint was lodged), who will review the student's work and recommend to the panel the appropriate grade or suitable remedy. The panel will incorporate this recommendation in its determination, which it then forwards to the Office of the Provost for implementation, ordinarily within 30 days. The Office of the Provost will initiate the processing of grade changes resulting from Level III decisions. The Office of the Provost will notify the student of grade changes resulting from Level III decisions.
  3. The written report sent to the Office of the Provost will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the instructor have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept for one year to ensure the appropriate action is taken before they are destroyed or returned to the individual presenting the evidence.
  4. The Level III decision is final for all involved parties.

### **Ancillary Provisions**

- A. **Amendment:** Amendments may be implemented upon concurrence by University Senate, APSCUF Representative Council, and Meet-and-Discuss. In the amendment process,

specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.

- B. **Appeals on Procedural Grounds:** Decisions may not be challenged merely because the Office of the Provost fails to comply with Ancillary Provisions E, J, or I.
- C. **Confidentiality:** Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings. Those breaching confidentiality subject themselves to possible disciplinary action. This shall not abridge the First Amendment rights of the student appellant nor the instructor against whom the appeal has been filed.
- D. **Continuing Rights:** This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.
- E. **Discrimination:** Discrimination in this policy generally means unlawful discrimination. To the extent that any form of discrimination identified in this definition is not unlawful discrimination, this definition shall not be taken to create a cause of appeal against the university. In such cases, the final appeal procedures stated in this policy will be final and binding on the student.
- F. **Dissemination of Grade Appeal Information:** The Office of the Provost will annually report to the university community a statistical summary of grade appeal data that does not compromise confidentiality, including (1) the number of appeals filed, (2) the resolutions at levels II and III, and (3) the final implementation of level III decisions.
- G. **Faculty Compensation:** If a Level III Grade Appeal Panel (hearing) is scheduled at a time when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.
- H. **Intended Purpose:** Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of students or instructors.
- I. **Intentional Misrepresentation:** Intentional misrepresentation in the filing of grade appeals by students will be referred to the university judicial system for students. Intentional misrepresentation by faculty instructors in the grade appeals process will be referred to the Office of the Provost.
- J. **Support Mechanism:** The Office of the Provost, after consultation with the Senate Academic Committee and APSCUF, will be responsible for identifying a pool of at least 10 faculty members well versed in the preparation of grade appeals who will be available upon request to help students or faculty members prepare documentation for the grade appeals process.
- K. **Tenure and Promotion Committee Membership on Grade Appeals Committees:** Members of the university-wide tenure and promotion committees may not serve concurrently on grade appeals committees.
- L. **Training/Support:** Upon request, the Office of the Provost will offer information sessions/workshops to assist deans, chairs, grade appeals panel/committee members, and members of Student Government Association/university in identifying issues and to provide guidance for the resolution of grade appeals.

## **PROPOSED POLICY**

### **IUP Student Grade Appeal Policy**

#### **Purpose**

Grade Review and Grade Appeal are designed as means to resolve differences between students and faculty members related to grading.

#### **Grade Review**



A student may disagree with the instructor's professional evaluation of his or her work but have no grounds for making an appeal based on a claim of ~~discrimination~~, capriciousness and/or error as defined below. In these cases, the student should discuss the matter directly with the instructor and, if unsatisfied, with the chairperson of the department in which the course was offered and, if still unsatisfied, with the dean of the college in which the course was offered. If resolution does not occur during grade review, the decision of the instructor shall be final. If there is basis for claiming ~~discrimination~~, capriciousness and/or error, the student may proceed with a grade appeal.

### **Grade Appeal**

If a student believes that an improper grade has been assigned, an appeal may be filed ~~only~~ on **one** of the following grounds:

- ~~1. **Discrimination:** On the basis of race, ethnicity, color, religion, national origin, sex, age, ancestry, disability, gender identity, sexual orientation, veteran status, or political affiliation.~~
1. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. Disagreement with the instructor's professional evaluation is not sufficient by itself for a claim of capriciousness.
2. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

**Note:** If a student believes that an improper grade has been assigned due to discrimination, the student should contact the Office of Social Equity.

### **Procedures of Appeal**

#### **Level I: Informal Resolution**

Every effort should be made to resolve the disagreement at Level I. Once a student has determined the proper grounds for appeal, he or she must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college that offers the course. A Student Government Association member may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

#### **Level II: Appeal Screening**

- A. **Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for ap- peal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, three members elected by and from the Senate Academic Committee (one faculty, one administrator, one student), and one student appointed by the Student Government Association. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty members. If a quorum of the Level II committee is not available to meet within the designated time limits, the Office of the Provost will seek additional members from the appointing bodies. If these bodies are unable to respond in a timely manner, the Office of the Provost may select additional members from the appropriate groups.
- B. **Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Office of the Provost. This form must be filed within 60 calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Office of the Provost may extend the 60-day limit only in unusual circumstances when equity demands it. (Note: Grade appeals will not generally be processed during the summer.

Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.) The Office of the Provost will notify the appropriate dean, department chairperson, instructor, APSCUF president, and the Student Government Association president of the student's initiation of the Level II process.

- C. **Procedure to Process Appeal:** In addition to the appeal form, the student will be expected to submit pertinent information/documentation and rationale for his/her complaint, which will serve as supporting evidence. The faculty member instructor will be expected to submit in writing the course grading procedure and any other pertinent information. ~~The director of Social Equity or designee will advise in appeals based on discrimination.~~ Appeals based on capriciousness will be reviewed in light of the instructor's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuation. Denial of appeal continuation must be by a negative vote of a majority of those present. This committee will immediately inform the Office of the Provost of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the instructor of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Level III Grade Appeal Panel within 15 class days to be convened before the conclusion of the semester.

#### **Level III: Appeal Review**

- A. **Composition:** The Grade Appeal Panel will consist of five voting members: one academic dean or assistant/associate dean and four faculty members. The Student Government Association Executive Committee designee may advise as requested by the student. ~~The director of Social Equity or designee will advise in appeals based on discrimination.~~ The panel will be constituted from the Grade Appeal Pool by random selection. The panel chairperson will be elected by and from the panel before each review.
- B. **Membership:** The Grade Appeal Pool will be established in the spring semester to serve for the following academic year. Using random selection methods, the pool will be established by the Office of the Provost. A pool of three deans or assistant/associate deans and 12 full-time faculty members will be maintained. To establish the membership for each appeal panel, before each appeal, the names of pool members will be supplied to all parties involved. A panel member must recuse him or herself if there is a conflict of interest. The student and the instructor each may eliminate only one dean or assistant/associate dean and two faculty members. The opportunity to disqualify panel members will take place only once. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of the Provost will supplement the pool using appropriate random selection methods.
- C. **Procedure:**
1. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom he or she may consult but who may not participate in the proceedings.
  2. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the Office of the Provost will assemble a committee of three appropriate faculty members (knowledgeable in the discipline but excluding the instructor against whom the complaint was lodged), who will review the student's work and recommend to the panel the appropriate grade or suitable remedy. The panel will incorporate this recommendation in its determination, which it then forwards to the Office of the Provost for implementation, ordinarily within 30 days. The Office of the Provost will initiate the processing of grade changes resulting from Level III decisions. The Office

- of the Provost will notify the student of grade changes resulting from Level III decisions.
3. The written report sent to the Office of the Provost will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the instructor have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept for one year to ensure the appropriate action is taken before they are destroyed or returned to the individual presenting the evidence.
  4. The Level III decision is final for all involved parties.

#### Ancillary Provisions

- ~~A. **Amendment:** Amendments may be implemented upon concurrence by University Senate, APSCUF Representative Council, and Meet and Discuss. In the amendment process, specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.~~
- A. **Appeals on Procedural Grounds:** Decisions may not be challenged merely because the Office of the Provost fails to comply with Ancillary Provisions E, J, or I.
  - B. **Confidentiality:** Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings. Those breaching confidentiality subject themselves to possible disciplinary action. This shall not abridge the First Amendment rights of the student appellant nor the instructor against whom the appeal has been filed.
  - C. **Continuing Rights:** This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.  
~~**Discrimination:** Discrimination in this policy generally means unlawful discrimination. To the extent that any form of discrimination identified in this definition is not unlawful discrimination, this definition shall not be taken to create a cause of appeal against the university. In such cases, the final appeal procedures stated in this policy will be final and binding on the student.~~
  - D. **Dissemination of Grade Appeal Information:** The Office of the Provost will annually report to the university community a statistical summary of grade appeal data that does not compromise confidentiality, including (1) the number of appeals filed, (2) the resolutions at levels II and III, and (3) the final implementation of level III decisions.
  - E. **Faculty Compensation:** If a Level III Grade Appeal Panel (hearing) is scheduled at a time when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.
  - F. **Intended Purpose:** Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of students or instructors.
  - G. **Intentional Misrepresentation:** Intentional misrepresentation in the filing of grade appeals by students will be referred to the university judicial system for students. Intentional misrepresentation by faculty instructors in the grade appeals process will be referred to the Office of the Provost.
  - H. **Support Mechanism:** The Office of the Provost, after consultation with the Senate Academic Committee and APSCUF, will be responsible for identifying a pool of at least 10 faculty members well versed in the preparation of grade appeals who will be available upon request to help students or faculty members prepare documentation for the grade appeals process.
  - I. **Tenure and Promotion Committee Membership on Grade Appeals Committees:** Members of the university-wide tenure and promotion committees may not serve concurrently on grade appeals committees.
  - J. **Training/Support:** Upon request, the Office of the Provost will offer information sessions/workshops to assist deans, chairs, grade appeals panel/committee members, and

members of Student Government Association/university in identifying issues and to provide guidance for the resolution of grade appeals.

**Rationale:** PASSHE is developing new discrimination policies which would usurp references in the previous Grade Appeal policy, and which will necessitate a new way of investigating any charges of discrimination. This new way will be thorough but may delay the progression of other complaints such as a grade appeal as it must first look at broader discrimination.

From an historical perspective, most Grade Appeals filed at IUP should be filed under "capricious" but often are initially listed as "discrimination." The change herein still affords a student the opportunity to reflect a concern about discrimination, but also allows the grade appeal to progress in a timely fashion. In making these changes, the opportunity for a timely grade appeal is provided, as well as the opportunity for charges of discrimination preserved.

#### H. Awards Committee (Chair Paul)

- The 2022 Senate Award Winners include:
  - Dr. Todd Thompson – Teaching
  - Dr. Stephen Shiring – Service
  - Dr. Lorraine Guth – Research

#### I. Non-Credit Committee (Chair O'Neil)

##### **FOR INFORMATION:**

##### **Academy of Culinary Arts**

##### **Zoom meeting Tuesday, April 19, 2022**

**Attendees:** Tess O'Neil, Chair, Members: Lynn Pike, Marcy Rearick, Thomas Barnes.

**Excused:** Rich Muth

**Interviewees:** Chef Lynn Pike, Chef Thomas Barnes

##### **IUP Academy of Culinary Arts Report and Updates:**

##### **Fall 2022 enrollment numbers:**

##### **Culinary**

Admitted: 83

Confirmed: 54

##### **Baking**

Admitted: 30

Confirmed: 29

##### **Total**

Admitted: 113

Confirmed: 83

##### **New Hire**

Over the last year a new admissions counselor was hired. Alumni '19 Kala Vargo. Kala has joined the team to help bring students to the program.

**Chef out-of-the-classroom activities**

The Chefs have been taking part in judging opportunities with Pennsylvania Pro-Start, (nationwide, two-year program for high school students that develops their talent into tomorrow's restaurant and foodservice industry leaders) as well as other Pro-start competitions in the surrounding states. The Chefs have also been routinely attending sites for visits and attending advisory councils for many of the surrounding Vocational programs. Our presence is crucial in building lasting relationships with the vocational programs that bring students to our programs.

In addition to the visits, the Chefs and Kala have been working on new and exciting ideas to market our program at the events Kala attends. One of our strongest marketing efforts has been our Chef curated spice blends that we give out to prospective students that visit our admissions table.

The Chefs welcomed Family and Consumer Science teachers from around the state and Vo-Tech instructors for a professional development day. They have also been busy in their fundraising efforts for scholarships. Chef Reed and Barnes both participated in events to raise money for student scholarships through our Professional organization, the American Culinary Federation (ACF) Groundhog Chapter. Chef Reed held the Holiday Treat box event, which was very successful and Chef Barnes, with the help of other chefs and students, participated in the Brews, Blues, and BBQ event in downtown Punxsutawney.

**New Academy of Culinary Arts Building Proposed**

Progress is being made with the development of funding for the new Academy of Culinary Arts building proposed. \$500,000 was allocated and donated to the project from Congressman GT Thompson. There was also the announcement of the funding being earmarked and appropriated for the demolition of the existing buildings on the site, in the amount of \$2 million dollars.

**Students transition to the Main campus for Associate and/or Bachelor's degrees**

Students can transfer credits into Hospitality Management, Nutrition, Dietetics, and Family and Consumer Science degree programs, giving them a head start on their degree. Students can also earn an AAS degree in Culinary or Baking and Pastry Arts by taking another semester of liberal arts classes. Currently 31 students are enrolled in the Culinary/Baking and Pastry AAS programs. In addition, students may go on to a bachelor's degree. This is approximately 30% of the Culinary/Baking and Pastry programs.

**Staffing Concerns**

There are currently eight full-time faculty teaching and running the department. One retired chef and one that left were not replaced. If admissions into the program continue to improve, an additional faculty person will be needed to prevent over-crowding and safety issues in the lab classrooms. They will have to limit students to 120 with the current faculty numbers. There is a limit to 20 students in each kitchen, which is very tight, and they cannot take more to secure safety in the kitchen. Faculty teach 25 hour per week, including labs.

**J. Library and Education Services Committee (Chair Chadwick)**

- A. No report.

**Senate Representative Report****A. University Planning Council (Chair Moore)**

- Look for further communication next week.

**B. President's Athletic Advisory Committee (Chair Castle)****FOR INFORMATION:****Meeting Minutes: March 25, 2022****Welcome and Remarks – Dr. Joshua Castle, Chair****Remarks from Dr. Michael Driscoll**

- Mentioned the success of the all the winter sports and congratulated all the athletes and coaches
- Division II Presidents Council is working on the new Committee structure that adjusts to the changes to NCAA Constitution.
- NCAA still has not taken action on the integration of the PSAC Schools

**Remarks from Dr. Tom Segar**

- Shared with the committee that next year every athlete will be going through the Green Dot Training.

**Report from Athletic Administration – Todd Garzarelli**

- Winter and Spring Sports Update
  - Thanked Administration and committee for their support. Specifically, Marcomm and Ryan Rebolz for their work highlighting the success of the winter sports Swimming and M & W Basketball.
  - Tennis had their highest rank in history
  - Highlighted Kendall Branan's success in Track.
- Personnel Updates
  - Informed the committee about the hiring of the new Head Volleyball Coach, Volleyball, Lorelle Hoyer and Head Field Hockey Coach, Kelly Terwilliger. Along with the hiring of these two head coaches, Mr. Garzarelli mentioned the hiring of Larry Wilson and Brett Brice as assistant football coaches.

**Report from University Advancement – Khatmeh Osseiran Hanna**

- Congratulated the success of the winter sports and talked about the watch parties for the Men's Basketball. It was highlighted that there was a tremendous amount of community engagement around the Men's Basketball tournament run.
- Informed the committee that there are 7 new members on Athletic Advancement Council.
- This year there has been \$631,000 in donations from 643 donors.
- There is a push in donations for a golf simulation lab and endowed golf scholarship.

**Report from University Admissions – Dr. Patti McCarthy**

- To date admissions is up by 15 freshmen for net deposits.
- They are expecting 95-130 to new students-athletes attending in the fall.
- Since the March 2<sup>nd</sup> announcement of the tuition change, there has been an increase of 21% net deposits and 18% transfers from 2021.

**Report from Faculty Athletics' Representative – Jim Racchini**

- Dr. Racchini reported on the Fall 2021 academic highlights.
  - Dean's List - 242 Total (57.8%)
    - 80 men (39.2%)
    - 62 women (75.4%)
  - 4.0 GPA – 89 (21.2%)

- 27 men (13.2%)
  - 62 women (28.8%)
- Semester GPA– 3.20
  - Men (2.88) – Golf (3.42), Baseball (2.98), Cross Country (2.96)
  - Women (3.53) – Tennis (3.75), Volleyball (3.67), Cross Country (3.62)
- PSAC Champion Scholars - the PSAC Champion Scholar Awards are modeled after the NCAA's Elite 90 awards and honor the student-athlete with the top grade-point average who is competing at the site of each of the PSAC's 23 team championship finals.
  - Rachel Johnson (women's swimming)
  - Michael Clark (Men's Indoor Track and Field)

**Report from Student Athletic Advisory Committee – Rachel Johnson**

- Informed the committee that SAAC will be hosting Leslie Ferraro VP Marketing Hershey Entertainment Reports on Wed. as part of the Continued Speaker Series.
- Mentioned that before Spring Break SAAC sponsored a mini food drive and in April, they will be sponsoring a support Baseball and Softball day.

**C. Academic Computing Policy Advisory Committee (Senator Ford)**

- Our next meeting is May 4 at 3:00pm.

**D. University Budget Advisory Committee (Senator Soni)**

- Provided further interpretation on a chart that was included in the UBAC report from last meeting.

**New Business**

**Adjournment**

- The meeting adjourned at 4:50pm.

Respectfully submitted:

*Amber N. Racchini*