

**MINUTES OF THE
IUP UNIVERSITY SENATE**

MARCH 4, 2025

Chairperson Seal called the March 4, 2025 meeting of the University Senate to order at 3:45 PM, in Eberly Auditorium.

Senate Minutes for the February 4, 2024 meeting were **APPROVED**.

Agenda items for the March 4, 2025 meeting were **APPROVED**.

REPORTS AND ANNOUNCEMENTS

President's Report

- IUP's Council of Trustees is meeting on Thursday, March 6. The public meeting is at 5pm at the KCAC. Look at the website for open committee meetings that will occur earlier that day.
- The Indiana Area Collaborative Group (I-ACT) is preparing for any post-spring break unsponsored celebratory activities. There will be increase law enforcement to help keep people safe while they have fun. You will see more media reports as you come back after spring break.
- IUP Education and General (E&G) and Auxiliary Budgets are essentially balanced, with a little tweaking required this year for the E&G budget. A few fee and scholarship adjustments for housing and dining will bring the auxiliary budget into alignment next fiscal year.
- I am currently serving as the Vice President for Administration and Finance (VP A&F), working with strong support from my cabinet and the great leadership team in A&F. We should have an interim VP in place by the end of March. After that we'll start a search for the next VP.
- The search for the State System's next chancellor is progressing. I believe that finalists should be identified toward the end of March and there should be opportunities for you to meet with and comment on the finalists. Please look for more information after spring break.
- There is a fair amount of concern about various executive orders, dear colleague letters, and the like. As a public university, IUP must follow established law and has been following established law for the last many years. As such, don't expect any major changes or hasty actions at IUP. We are carefully watching the situation, working with legal counsel, and should any changes become necessary, we will make sure to give you reasonable notice.

Provost's Report

I have just a few announcements today. If you weren't able to attend yesterday's Academic Affairs Progress Update, the video and slides have been posted to the website. An email was sent this morning with the details of where to find the slides and video.

The schedule is live for faculty and student viewing. OnPrem and OneSIS are now operating concurrently. OnPrem will operate through summer, 2025, and OneSIS will be in place for fall 2025. Reports for alternate pins were sent to each college. You may continue to access the PINS in IUP Advise and on the Student Advising Profile in MyIUP. Degree Works is still being tested to ensure that it is working properly with OneSIS. Be sure to attend the OneSIS Information session that is being held on Wednesday, March 5 from 11:00 to noon.

The Advising Center will be holding two Faculty Advising Training sessions as follows:

Thursday, March 6 from 2:00 to 3:00 p.m.

Friday, March 6 from 11:15 a.m. to 12:15 p.m.

The trainings will be held in the Stabley Library, Room B34, and can be accessed via zoom, also.

Should there be unsanctioned events during the March 21 to 23 weekend, please be sure to maintain your academic standards. Reinforce that there are academic expectations for our students.

Happy spring break!

Question from Stephanie Jozefowicz:

Our current students are learning about Crimson Core. Can they switch to the new Crimson Core, are they required to switch to the Crimson Core when they change their major, do juniors and seniors need to take FLY, etc. Guidance needs to be provided to advisors

Provost Luetkehans' Response:

We will be providing information and guidance soon.

Amber Racchini shared that these questions were discussed at an A-Deans meeting this morning and answers to some of the questions will be communicated by the Registrar's Office soon.

Student Questions:

- How will Honors College map to Crimson Core?
 - Response: The HC is updating their curriculum to align with the new Crimson Core
- Can we see the Crimson Core in DegreeWorks?
 - Response: Once classes are through the curricular process, they will begin populating in DegreeWorks under the new Crimson Core requirement

For information:

The Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Representative Council at their February 27, 2025, meeting as follows:

From the University-Wide Undergraduate Curriculum Committee:

A. New Courses

- ENGL 255 – Analog Games as Literature
- PHYS 343 – Thermal and Statistical Physics Laboratory
- LDSP 161 – Teamwork and Leadership in Science, Health and Engineering
- PLSC 202 – Civic Savvy: Navigating Citizenship in the Modern World
- UNIV 101 – First Learning Year: FLY
- IDEA 111 – Design Thinking
- IDEA 112 – Computer Aided Design for 3D Printing
- IDEA 113 – Social Engaged Making

B. Course Deletions

- PHIL 325 – Early Modern European Philosophy
- PHIL 330 – Philosophy of Science
- PHIL 350 – The Human Experience of Time

C. The following new programs will be forwarded to the Council of Trustees for final approval:

- Musical Theatre Certificate
- Technological Literacy and AI Certificate

D. The following program revisions will be forwarded to the Council of Trustees for final approval:

- Culinary Arts, AAS
- Baking and Pastry Arts, AAS

E. The following program moratoriums will be forwarded to the Council of Trustees for final approval:

- Religious Study Minor
- Audio Production Certificate

From the University-Wide Graduate Committee:

A. New Courses

- ECON 534 – Managerial Economics
- MUSC 518 – Form and Analysis
- MATH 649 – Analytical Modeling and Optimization
- COSC 518 – Applied Cybersecurity Practices
- COSC 604 – Advanced Python and R Programming

- COSC 636 – Techniques in Artificial Intelligence
 - COSC 670 – Advanced Machine Learning
 - MGMT 657 – Leadership and Ethics in Information Technology
 - ENGL 902 – Scholarly Writing for Publication
- B. Course Deletions
- ENGL 954 – Candidacy Proseminar
- C. The following new programs will be forwarded to Council of Trustees for final approval:
- Information Systems and Management, Master of Science
- D. The following program moratorium will be forwarded to Council of Trustees for final approval:
- TESOL Graduate Certificate of Recognition
 - Literature, Master of Arts
- E. The following program revisions will be forwarded to Council of Trustees for final approval:
- Biorisk Management Certificate
 - Business, PhD
 - Business Administration, MBA
 - Business Analytics, MBA
 - Supply Chain Management (STEM), MBA

Chairperson's Report

- Chairperson Seal appreciates the additional reports that are coming out from Senate committees.

Vice Chairperson Report

- Thank you to all faculty for completing midterm grades and helping students throughout the semester.
- SGA thanks Provost Luetkehans for providing information and answering questions about OneSIS.
- There are several new SGA senators at today's meeting. They look forward to helping Senate committees and the University Senate.

Rules Committee (Senator Decker)

- Phase I and Phase II elections will occur this semester.
- Some departments will need to conduct elections for their senate representatives.
- Thanks to everybody for their input on the proposed changes to the constitution and bylaws.
- Senator Decker provided a first reading of a proposed amendment to the Senate constitution. A discussion took place in the Senate about it and possible changes to

improve it. If the proposed amendment is updated then the Rules Committee will send them as a first reading via email to Senators.

- The committee will meet Tuesday, March 18.

University-Wide Undergraduate Curriculum Committee (Senator Sechrist)

- The committee is working today on reviewing numerous proposals.

University-Wide Graduate Committee (Senator Moore)

FOR ACTION:

The following are proposed changes to Graduate policies in the Graduate Catalog. Changes are indicated in red:

1) Program Changes

APPROVED

CURRENT POLICY

Program Changes

To ensure their quality and relevance, graduate programs at IUP are subject to review and change by duly appointed and responsible university groups.

Because of this, the university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes later occur in specific or general program requirements. Students affected by changes in programs, policies, and regulations are therefore given the option of following those requirements in effect when the student was first enrolled in the program or those in effect at the time of expected graduation. The student cannot, of course, combine chosen elements of the two. Should a question of rule interpretation arise with respect to changes, the student, the student's advisor, or both should petition the dean of the School of Graduate Studies and Research for a decision about which requirements apply.

PROPOSED POLICY REVISION

Program Changes

To ensure their quality and relevance, graduate programs at IUP are subject to review and change by duly appointed and responsible university groups.

Because of this, the university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes later occur in specific or general program requirements. Students affected by changes in programs, policies, and regulations are therefore given the option of following those requirements in effect when the student was first enrolled in the program or those in effect at the time of expected graduation. The student cannot, of course, combine chosen elements of the two. Should a question of rule interpretation arise with respect to changes, the student, the student's advisor, or both should petition the dean **or designee** of the **college** for a decision about which requirements apply.

2) Enrolled Students Called to Active Military Service

APPROVED

The following are proposed changes to Graduate policies in the Graduate Catalog. Changes are indicated in red:

CURRENT POLICY

Enrolled Students Called to Active Military Service

IUP provides two options for students who are currently enrolled but called to active military duty before the end of the semester:

Option 1

The student may choose to do a total semester withdrawal from all his/her classes and, under a State System of Higher Education policy, receive a full refund for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of withdrawal. This option requires that the student withdraw from every course and receive no grade for any course taken in that semester.

To process a total semester withdrawal, graduate students must notify the School of Graduate Studies and Research, 101 Stright Hall, (<http://www.iup.edu/graduatestudies>).

Any student who has elected to use this option shall be granted re-enrollment for the next semester in which the student wishes to return to IUP. The student's academic standing at the time of re-enrollment shall remain as it was before the call to active military duty.

For federal student aid recipients, the return of Title IV student aid will be applicable. Students who previously received a refund from their Title IV federal aid awards, may have to return these funds to the university so that federal aid programs can be credited appropriately.

Option 2

If a substantial part of the semester (typically two-thirds to three-quarters of the semester) has been completed by the time the student is called for active military duty, he/she may meet with each instructor to determine an appropriate grade. Since assignment of grades is the responsibility of the instructor, he/she may assign whatever grade is appropriate. If the appropriate grade is an "incomplete," IUP will extend the deadline by which the incomplete must be removed to 180 days from the time the student returns from active duty. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of leaving the university for active duty.

Graduate students must notify the School of Graduate Studies and Research.

Any student who has elected to use Option 2 who wishes to return to IUP must apply for re-enrollment, which will be granted under this policy.

RECOMMENDED POLICY REVISION

The university provides two options for students who are currently **enrolled** but called to active military duty before the end of the semester:

Option 1

The student may choose to do a total semester withdrawal from all his/her classes and, under a State System of Higher Education policy, receive a full refund for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of withdrawal. This option requires that the student withdraw from every course and receive no grade for any course taken in that semester. To process a total semester withdrawal, graduate students must notify the **Assistant or Associate Dean of their college.**

Any student who has elected to use this option shall be granted re-enrollment for the next semester in which the student wishes to return to IUP. The student's academic standing at the time of re-enrollment shall remain as it was before the call to active military duty. For federal student aid recipients, the return of Title IV student aid will be applicable. Students who previously received a refund from their Title IV federal aid awards, may have to return these funds to the university so that federal aid programs can be credited appropriately.

Option 2

If a substantial part of the semester (typically two-thirds to three-quarters of the semester) has been completed by the time the student is called for active **military** duty, **they** may meet with each instructor to determine an appropriate grade. Since assignment of grades is the responsibility of the instructor, **they** may assign whatever grade is appropriate. If the appropriate grade is an "incomplete," **the university** will extend the deadline by which the incomplete must be removed to 180 days from the time the student returns from active duty. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of leaving the university for active duty.

~~Graduate students must notify the School of Graduate Studies and Research.~~

Any student who has elected to use Option 2 who wishes to return to **the university** must apply for re-enrollment, which will be granted under this policy.

Research Committee (Senator Sciulli)

- The committee will meet Tuesday, March 18 via Zoom.

FOR INFORMATION:

Meeting Minutes –February 11, 2025

Research Policy: The committee reviewed the following six university's research policies and approved bringing forward for senate approval minor wording changes to reflect the updated academic structure effective July 1, 2024 (e.g. references to the School of Graduate Studies and Research and Dean/Associate Dean of the SGSR).

Policy for Classification of Gifts, Grants, and Contracts

- Policy for Eligibility to serve as Principal investigator on Externally Funded Grant or Contract Projects
- Policy for Financial Conflict of Interest
- Policy for Oversight of Research Involving Human Subjects

- Policy for Preparation and Training of Students Working with Human and/or Animal Subjects
- Policy for Responding to Allegations of Research Misconduct

Proposal Review: The committee reviewed 14 USRC small grant proposals and awarded funds for 8, totaling \$17,193.

- Franciss Allard
- John Benhart
- Daniel Lee
- John Lowery
- Andrada Maicananu
- Joseph Mannard
- Matthew Nice
- Andrea Palmiotto

FOR ACTION:

The committee has the following six policies for action that are given in a separate pdf file.

- 1) Policy for the Classification of Gifts, Grants, and Contracts
- 2) Eligibility to Serve as a Principal Investigator on Externally Funded Grant or Contract Projects
- 3) Policy for the Preparation and Training of Students Working with Human and/or Animal Subjects
- 4) Policy For Financial Conflict of Interest (FCOI) in University Research
- 5) Policy for Responding to Allegations of Research Misconduct
- 6) Policy for the Oversight of Research Involving Human Subjects

All six proposals were **APPROVED**.

Student Affairs Committee (Senator Benjamin)

FOR INFORMATION:

Meeting – February 11, 2025

The following committee members were present: Lou Garzarelli, Seeyin Lo, Jess Baum Mehus, Mimi Benjamin, Jeremy Risinger, and Tom Segar.

The following committee members were absent: Kaylee Becker-George, Rachel Fox, Laura Krulikowski, Jean-Louis Dassier.

Chair's Remarks

- *Dr. Mimi Benjamin, Professor, Student Affairs in Higher Education*
- With the reorganization, the faculty members on this committee will be reduced from 5 to 4 starting Fall 2024. We anticipate reductions in staff and student members as well and will provide an update when information is available.
- We will begin to plan for the process of electing a new chair.

Student Government Association Remarks

- *Kaylee Becker-George, Student Government Association President*
- Not present

Graduate Student Assembly Remarks

- *Hamzah Sammour, Graduate Student Assembly President*
- Not present

Vice President for Student Affairs' Remarks

- *Dr. Thomas Segar, Vice President for Student Affairs*
- Dr. Segar will be providing temporary leadership support for University Police and Facilities Management and Operations.
- Experience IUP is occurring on February 22.
- Changes to Housing Costs, Scholarships, and Dining Rates were shared.
 - Increasing the amount of housing scholarships awarded to students. \$1000 to students in their first year, \$1500 in their second year, \$2,000 during their third and fourth year of living on campus.
 - Increasing price of one-person private single rooms from \$5,265 to \$5,600.
 - Increasing meal plan rates between 10-22% (average 17% or \$282 per semester) to match the current cost of goods and labor. Meal plan prices have not been increased since 2017.
- Admissions is still currently transitioning to SLATE which provides increased functionality.

New Business

- Policy Review: Community Standards Policy
 - The committee conducted a review of the Community Standards Policy. Recommended updates will be provided to the Division of Student Affairs.

Forthcoming Business

- The committee will complete the review of the Community Standards Policy and will begin the review of the Antihazing and Involuntary Withdrawal policies.

Next Meeting – Tuesday, March 25th at 3:30pm in G12 Ruddock Hall.

University Development and Finance Committee (Senator McDaniel)

- The committee will meet Monday, March 24 via Zoom.

Academic Committee (Senator Dugan)

- The committee will meet Tuesday, March 18.

FOR ACTION:

1) Faculty Emeritus

APPROVED

In addition to the names previously submitted, The Academic Committee recommends that the following faculty member be awarded Emeritus status.

Candidate	Department
Dr. Krys Kaniasty	Psychology

Rationale: Due to administrative error, although the application was submitted on time, the application was not forwarded to the committee for reading in the emeritus cycle. Since the error was administrative, and not the department's, the committee is now forwarding this application for action.

2) Nomination for Honorary Degree

APPROVED

COL Barry D. Gasdek, Army Reserve Ambassador Emeritus (Retired Infantry -Airborne, Ranger, Pathfinder) has provided the United States with a distinguished career of military service from 1964 through 1992, rising to the rank of Lieutenant Colonel, Infantry, U.S. Army, before retirement in June 1992, as well as has provided a lifetime of extensive public service. COL Gasdek holds a Bachelor of Science in education from Indiana University of PA and a master's in counseling/psychology from Georgia State University. His nomination for Honorary Degree comes from the IUP College of Health and Human Services.

Among the key positions in which Colonel Gasdek has served are Professor of Military Science, Army ROTC, University of Wyoming; Deputy Chief Protocol, U.S. Commander, and Chief Pacific Command (USCINCPAC) Hawaii; and Deputy Garrison Commander and Director of Industrial Operations, Eighth Army, United Nations Command, Seoul, Korea.

Before retirement, COL Gasdek served in a variety of senior leadership and staff positions and earned the Distinguished Service Cross, Silver Star, Five Bronze Stars, Soldiers Medal and two Purple Hearts, as a Vietnam Infantry Company Commander. He also earned 17 Air Medals for over 180 Air Combat Missions as an Ariel Observer/ Brigade S-3 Air and was shot down twice, while serving in Vietnam. He was honored by serving as the Legion of Valor (LOV) National Commander 2008-2009 and currently serves on the LOV Board of Directors. Mr. Gasdek also serves as Wyoming Cowboy Chapter President, Association U.S. Army (AUSA), past Wyoming State Director, American Legion Boys State, Past Region III, and current State Commander of the Military Order of the Purple Heart, (MOPH) and Military Outreach Director, Employer Support Guard/Reserve (ESGR) DOD.

In addition to the military honors notes, COL Gasdek has amassed many honors, among which are Eagle Scout- Order of the Arrow (Vigil) Member, Boy Scouts of America, Former Member Board of Directors Miss Georgia Pageant, Former Member Board of Directors of the Springer Opera House, State Theatre of Georgia, Pennsylvania Hall of Valor at the Soldiers and Sailors Memorial Hall and Museum in Pittsburgh, PA, Purple Heart Hall of Honor in Vails Gate, NY, Indiana University of PA (IUP) Distinguished Military Graduate- Army ROTC, IUP Athletics Hall of Fame and Army ROTC Hall of Fame, Army Cadet Command National ROTC Hall of Fame, Army Superior Civilian Service Award- DOD, Association of the U.S. Army(AUSA), Soaring Eagle Award and AUSA 2021 Leadership Award, Wyoming Outstanding Military Outreach Coordinator for 2022, Employer Support for Guard and Reserve-DOD, 2024 ESGR Lifetime Achievement Award- Cowboy Battalion Alumni Association, ROTC Hall of Fame- University of Wyoming, Distinguished Alumnus- Indiana University of PA, Phi Kappa Phi Honor Society(Life), Two Lions International Leadership Awards, Three U.S. Presidents Volunteer Awards, Wyoming Employer Support for Guard/Reserve Volunteer Award, Former Commissioner and State Veterans Service Officer, Wyoming Veterans Commission, Grand Marshal Cheyenne Memorial Day Parade, IUP Homecoming Parade and Green River Mountain Man Rendezvous Parade and Tribute from U.S. Senate, noted in the Congressional Record 2012.

Befitting an honorary degree nominee, his service includes not just military related organization but also the wider community. COL Gasdek is Life Member of the Legion of Valor, the U.S. Army Ranger Association, the Association of the United States Army, the National Infantry Association, the CIA, the Military Officers Association of America, the Military Order of the Purple Heart, the American Division Association, the American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans Association, Employer Support for Guard/Reserve, the University of Wyoming Veterans Task Force, the Laramie Area Chamber of Commerce, CSA, the Lions Club and Rotary.

COL Gasdek's wide ranging commitment to public services leads the Academic Committee to recommend that an Honorary Degree be conferred upon him and seeks Senate affirmation of this recommendation.

3) Canceled Semester Policy

APPROVED

Current Policy

Canceled Semester Policy

(Approved 11.5.2019)

Purpose. The Canceled Semester Policy provides for cancellation from the cumulative record of the effects of **one semester below a GPA of 2.00** for the purpose of helping a student improve academic standing.

Conditions. A student who has been separated from the university for a minimum of one calendar year (12 consecutive months) and has reenrolled at the University may apply for/request a Canceled Semester from the appropriate college dean or designee. The college dean or designee and/or the student's advisor may also recommend that the student pursue this Canceled Semester option. Having reviewed the prior and intervening factors for evidence

of potential for improved academic success, the college dean or designee may grant the canceled semester on a case-by-case basis.

Academic Standards and Application. A student reenrolled under this policy must meet current degree requirements and will be reviewed under current academic standards requirements applicable at the time of reenrollment. A student must apply to the college of which the student was a member at the time of last enrollment. If a student wishes to enter a major in a college other than the one from which they were separated, they will apply to the original college, which will forward the application and related records to the new college for action. The college will inform the Office of the Registrar if the application is approved. Authorization for registration will come from that office.

Transcript Effects. Cancellation removes the mathematic effect of all grades (passing, failing, withdrawals) from the semester. However, all courses and original grades remain visible on the official transcript; credit toward graduation remains for those credits associated with passing grades.

Financial Aid Effects: Students reenrolled under the Canceled Semester Policy must still meet the financial aid qualitative and quantitative SAP requirements (using all previously enrolled semester data). Federal regulations do not permit the financial aid office staff to remove or ignore any academic statistics.

Constraints. This policy may be invoked only once in a student's undergraduate enrollment in the university. While reenrollment may be based on the application of the canceled semester, the transcript record will reflect this only after the student is enrolled and attending IUP. It is not a tool to qualify for transfer to another institution.

Definition of a Semester. A "Canceled Semester" refers to any semester of enrollment, whether full- or part-time. Students may elect to use an enrolled summer as their "semester" to be canceled. The entire summer of any given year will be treated as a semester for the purpose of cancellation of grades. The definition of a "Canceled Semester" does not include the winter term.

PROPOSED

Canceled Semester Policy

Purpose. The purpose of the Canceled Semester policy is to help a re-enrolling student improve their academic standing. This policy allows a student to cancel one semester below a GPA of 2.00 from their cumulative record under the conditions noted following.

Conditions. This policy may be invoked only once in a student's undergraduate enrollment in the university. It is not a tool to qualify for transfer to another institution. A student who has been separated from the university for a minimum of one calendar year (12 consecutive months) and has re-enrolled at the University may apply for/request a Canceled Semester from the appropriate college dean or designee. The college dean or designee and/or the student's advisor may also recommend that the student pursue this Canceled Semester option. The college dean or designee may grant the canceled semester on a case-by-case basis following the review of the student's

prior experience and evidence of potential for improved academic success. The canceled semester can only be applied after completion of least one semester post reenrollment.

Academic Standards and Application. A student re-enrolled under this policy must meet current degree requirements and will be reviewed under current academic standards requirements applicable at the time of re-enrollment. A student must apply to the college of which the student was a member at the time of last enrollment. If a student wishes to enter a major in a college other than the one from which they were separated, they will apply to the original college, which will forward the application and related records to the new college for action. The college will inform the registrar if the application is approved. Authorization for registration will come from that office. (Note: Students re-enrolling with below a 2.00 will have to be reviewed by the University College.)

Transcript Effects. Cancellation removes the mathematic effect of all grades (passing, failing, withdrawals) from the semester. However, all courses and original grades remain visible on the official transcript; credit toward graduation remains for those credits associated with passing grades.

Financial Aid Effects. Students re-enrolled under the Canceled Semester Policy must still meet the financial aid qualitative and quantitative SAP requirements (using all previously enrolled semester data). Federal regulations do not permit the financial aid office staff to remove or ignore any academic statistics.

Definition of a Semester. A “Canceled Semester” refers to any semester of enrollment, whether full- or part-time. Students may elect to use an enrolled summer as their “semester” to be canceled. The entire summer of any given year will be treated as a semester for the purpose of cancellation of grades. The definition of a “Canceled Semester” does not include the winter term.

Rationale: The canceled semester policy was reviewed as part of the five-year review cycle. Changes were made to clarify the intent and parameters of the policy.

4) Incomplete Grades Policy:

APPROVED

Current Policy

I (Incomplete) Policy

(Approved November 5,2019)

The “I” (incomplete) designation is used to record work, which so far as covered, is of passing grade (e.g., student has completed passing work throughout most of the semester) but is incomplete because of a late in the semester emergency (e.g., personal illness, bereavement absence, or other unavoidable reason). The “I” designation may be requested by the student or offered by the instructor; however, the instructor will have final say as to whether an “I” designation is a viable option.

Step 1. Before assigning the “I” designation when entering grades online, the instructor must confirm with the student the details of the work to be completed and the deadline for completion.

The faculty member must complete a hardcopy Incomplete Grade Form, indicating/documenting the reason for the incomplete grade, the work to be completed, deadlines for completion (it is not necessary to permit the maximum allowable time), and a default grade if the work is not successfully submitted by the established deadline. While the time needed to complete the work will vary based on amount and type of work, instructor time frame, and student situation, incomplete coursework must be submitted to the instructor by the end of the next regular (fall/spring) semester (i.e., last day of classes). For the department files, both the instructor and student will sign a hardcopy Incomplete Grade Form; the instructor signature signifying agreement and the student signature signifying understanding of the required work and time frame. Students are encouraged to stay in touch with the instructor to discuss progress on completing the work during the semester.

Step 2. To officially record the incomplete, the following information must be entered into the IUP Grade Management System: the “I” grade, the default grade (incomplete final grade), and date when deliverable(s) are due (extension date). The system then electronically notifies 1) the instructor, 2) the student, 3) the student’s advisor, 4) the chairperson of the department that delivered the course, and 5) the dean of the college of the course that delivered the course.

Step 3. Upon submission of the incomplete coursework, or notification by the student that the course work will not be completed, the instructor will calculate the final course grade and submit the change of grade in the IUP Grade Management System no later than the last day of classes for the next regular (fall/spring) semester.

If the student fails to submit the designated coursework by the last day of classes for the next regular (fall/spring) semester, the “I” designation automatically converts to an F or the default grade at the end of the grading period of the next regular (fall/spring) semester after the designation was assigned. Likewise, if the instructor fails to submit the appropriate grade change by the end of the grading period of the next regular (fall/spring) semester after the designation was assigned, the “I” designation converts to an F or the default grade. To monitor designations, the registrar will provide semester reports of outstanding “I” designations to department chairs.

Under extreme circumstances, with instructor agreement, an “I” designation may be extended through the end of an additional regular semester following the initially designated semester for completion. For this to occur, an instructor must complete another hardcopy Incomplete Grade Form, forward the form to the dean of the college that delivered the course, obtain the dean’s approval, and inform the Registrar’s Office (registrars-office@iup.edu) of the approved extension.

Note: Students have the right to use the University’s Grade Appeal Policy to resolve any differences between a student and instructor related to the granting and resolving of an “I” designation.

Receiving an “I” designation in a course means that the course DOES NOT satisfy prerequisites.

PROPOSED

I (Incomplete) Policy

The “I” (incomplete) designation is used to record work, which so far as covered, is of passing grade (e.g., student has completed passing work throughout most of the semester) but is incomplete because of a late in the semester emergency (e.g., personal illness, bereavement absence, or other unavoidable reason). The “I” designation may be requested by the student or offered by the instructor; however, the instructor will have final say as to whether an “I” designation is a viable option.

Step 1. Before assigning the “I” designation when entering grades online, the instructor must confirm with the student the details of the work to be completed and the deadline for completion. The faculty member must complete an **Incomplete Grade Form**, indicating/documenting the reason for the incomplete grade, the work to be completed, deadlines for completion (it is not necessary to permit the maximum allowable time), and a default grade if the work is not successfully submitted by the established deadline. While the time needed to complete the work will vary based on amount and type of work, instructor time frame, and student situation, incomplete coursework must be submitted to the instructor by the end of the next regular (fall/spring) semester (i.e., last day of classes). For the department files, both the instructor and student will sign an **Incomplete Grade Form**, the instructor signature signifying agreement and the student signature signifying understanding of the required work and time frame. Students are encouraged to stay in touch with the instructor to discuss progress on completing the work during the semester.

Step 2. To officially record the incomplete, the “I” grade must be entered into the IUP Grade Management System.

Step 3. Upon submission of the incomplete coursework, or notification by the student that the course work will not be completed, the instructor will calculate the final course grade and submit the change of grade in the IUP Grade Management System no later than the last day of classes for the next regular (fall/spring) semester.

If the student fails to submit the designated coursework by the last day of classes or the date set by the professor, whichever is earlier, for the next regular (fall/spring) semester, the “I” designation automatically converts to an F or the default grade at the end of the grading period of the next regular (fall/spring) semester after the designation was assigned. Likewise, if the instructor fails to submit the appropriate grade change by the end of the grading period of the next regular (fall/spring) semester after the designation was assigned, the “I” designation converts to an F or the default grade.

Under extreme circumstances, with instructor agreement, an “I” designation may be extended through the end of an additional regular semester following the initially designated semester for completion. For this to occur, an instructor must complete another **Incomplete Grade Form**, forward the form to the dean of the college that delivered the course, obtain the dean’s approval, and inform the registrar (registrars-office@iup.edu) of the approved extension.

Note: Students have the right to use the University's Grade Appeal Policy to resolve any differences between a student and instructor related to the granting and resolving of an "I" designation.

Receiving an "I" designation in a course means that the course DOES NOT satisfy prerequisites.

Awards Committee (Senator Paul)

- The committee will meet Tuesday, March 18 via Zoom.

Noncredit Committee (Senator O'Neil)

- The committee will meet Tuesday, March 18 via Zoom.

Libraries and Educational Services Committee (Senator Chadwick)

- There are IT policies that may be considered by the committee in the near future.
- The operating systems of IUP computers will be updated to Windows 11.
- The committee will meet Tuesday, March 18.

University Planning Council (Senator Moore)

- The committee wants to remind everyone that we have a website about IUP's strategic plan. Please review it before Middle States visits IUP.

Presidential Athletic Advisory Council (Senator Castle)

FOR INFORMATION:

**President's Athletic Advisory Committee
Tuesday, February 18, 2025
2:00 p.m.
Zoom**

Observations

Welcome and Remarks – Dr. Joshua Castle, Chair

Remarks from Dr. Michael Driscoll

-President Driscoll talked about the life in the balance, which is the NCAA motto for Division II athletics. It covers three distinct areas: Athletics, academics, and community service. He discussed the concern in Division II intercollegiate athletics due the impact of the fairly new legislation of NIL and the transfer portal and the issues that have developed at Division I. He feels that these issues are an attack on that balance. At IUP we are going to continue try and maintain that balance.

Remarks from Dr. Tom Segar

- Provided his take aways from the NCAA Convention**
 - IUP and college athletics need to continue to prioritize mental health.**
 - We need to continue to utilize athletics as leadership development**
 - IUP and the conference needs to educate our student athletes about NIL. This is a joint process between student athletes, coaches, and administrators.**
 - The NCAA and its institutions need to be more proactive about gambling education with the increased access for everyone, since it is readily available on phones.**

Report from Athletic Administration – Todd Garzarelli

- Provided an update of winter sports update. Highlighted the alumni basketball game this Saturday (Feb 22nd)**
- Swimming is at Conference Championships this week.**
- Indoor track and field will be gearing up for their championship.**
- Spring sports baseball, softball, Lacrosse are starting contests this week.**

Report from Athletics Compliance - Sam Goettman

- Provide the committee with an update on the legislation that was approved at the NCAA convention. A discussion followed regarding how some of the new approved legislation would impact IUP Athletics and student athletes.**

Report from Faculty Athletics' Representative – Jim Racchini

- Provided an update on academic awards for athletics**
 - Dan Gibney, Cross Country, was recognized for the PSAC Top 10 Award. This award goes to an individual that has 3.5 GPA and is a key starter on the team.**
 - The following individuals were selected to the 2024-25 All-District Team. For volleyball, Bailey Flowerdew and Pakize Memisoglu. In football Gerald Comedy, Marcus Day, Daniel Deabner, Karst Hunter, Brayden Landherr, and Isaiah Towler were selected.**
 - The National Field Hockey Coaches Association DII Scholars of Distinction, which requires students to post a 3.9 GPA, were Mia Gerick, Cassidy Kibler, Amira Lux, Sydney, Schmouder and Emma Toth.**
 - Hannah Scardina was selected to the United Soccer Coaches Scholar All-American 2nd Team.**

Report from Student Athletic Advisory Committee – Eric Moyer

- Super bowl weekend SAAC had a meeting. One of the items discussed was the Crimson Cup. Women's Field Hockey and Lacrosse are leading at this point.**
- SAAC continued their tradition of passing out holiday cards.**
- At the next SAAC meeting they are going to come up with some new initiatives for community service and giving back.**

Academic Computing Policy Advisory Committee

- The committee will meet on Wednesday, March 19 via Zoom.**

University Budget Advisory Committee (Senator Soni)

- The committee met on February 20. All senators will receive handouts about that meeting via email.

New Business

- There was no new business.

Respectfully submitted by
Russell Stocker
University Senate Secretary