**IUPUI**
**Academic Policies and Procedures Committee**
**Minutes**
**Friday 11/07/03**
1:00 – 3:00

***Note Room Location***— UL 1126

**Minutes**
- The 10/03/03 minutes were approved.

**Announcements**
- Items from the Chair
  - An updated statement on determination of in-state fee eligibility was developed so that all campuses would use the same language. Recent discussions about the determination of fees for undocumented persons resulted in the generation of the statement. This information should be shared with the Deans of Academic Units.

*Students who are under age 21 and financially dependent on their parent(s), and whose parent or parents live in Indiana, are eligible for in-state tuition fees. The immigration or citizenship status of students who meet all the above conditions is not a factor in assessing in-state fees.*

**Academic Affairs Committee Report**  *Ken Rennels,Chair*

- The edited Policy For Undergraduate Probation, Dismissal, and Reinstatement was shared. The content remains essentially the same. Additional suggestions were made. The intent is to have the AAC finalize the document in the near future.
- Ken Rennels has accepted an administrative position within E & T and will be stepping down as chair of the AAC. The new chair has not yet been appointed.

**Items for Review, Discussion, or Action**

- Use of document imaging/document management process for undergraduate and international admissions AND the implications for academic units--
  *Mona Loft and Kathy Wiegand*
  - The new processes being used by the Office of Undergraduate Admissions were presented. Initially the documents related to admissions will be imaged and coded. Once Admissions has determined that the retrieval process functions efficiently, academic unit personnel will be trained in the retrieval process. This will eliminate the need to generate paper folders for admitted students.
  - The access to the system is being provided to the academic units at no cost to the academic units.

- Update on SIS
  - Single summer term with multiple sessions for 05
    - Within the SIS, summer will be configured as a single term with multiple sessions. This will not change how the units conceptualize summer offerings (e.g., Summer I and Summer II) and will permit more flexibility for offerings outside of the traditional two summer sessions.
    - There are implications for other business practices such as registration, billing, and awarding financial aid, but these have not been resolved.
    - Note that the change is scheduled for summer 05, so there is still time to work through the issues.

- o Email to Chancellors (attached)
  - ▪ This is provided as information and to emphasize that requests for information need responses by the deadlines contained in the requests. In order to remain on schedule for the implementation 'go lives', project staff will not have the time to make repeated calls for input.
  - o Train the trainer approach for academic advising
    - ▪ Each unit needs to think about the priority of the staff that need to be trained. Remember that the current advising tools will remain in place during the spring semester, so the transition can occur during the semester.
    - ▪ Cathy Buyarski will coordinate the IUPUI advisor training working with Carla Boyd.
    - ▪ A request will be sent to each academic unit requesting the name of the lead trainer for that unit.
  - o Information related to concern on availability of student email addresses to academic advisors using SIS
    - ▪ Student school email address will not be stored in PeopleSoft, but that is no different from the current legacy systems. The email addresses (which reside in the Global Directory Service) will be available to advisors via IUIE.
    - ▪ Processes are being developed to provide the advisors with the same level of functionality that is available via the legacy systems.
- Report on administrative withdrawal for fall 03—*Gayle Williams*
  - o Information on the use of administrative withdrawal for fall 03 is attached.
  - o Courses can be added for the spring semester. Contact Gayle.
- Special credit fees—*Mark Grove*
  - o To avoid problems with a student being issued a form and not submitting it to the Registrar for months (or years), consider adding the following to the form provided to the student by the academic unit
    - ▪ "This form should be processed promptly and becomes void "X" months from the date of issue. Please contact your school regarding any need for re-issue."
  - o Special credit fees policy attached for reference.
  - o Consensus was that the form should expire in 4 weeks. After that period, the student would contact the academic unit to reissue the form.
- Undergraduate Certificates—*Mike Donahue*
  - o Graduate nondegree students who take the series of courses that compose an undergraduate certificate in a particular area think that they are eligible for the certificate.
  - o The student can not receive an UG certificate unless the student is admitted as an undergraduate.
  - o A mechanism needs to be developed that will reinforce this information with students enrolled in the courses composing a certificate.
  - o Mike Donahue will compose a statement to be added to the syllabi of appropriate courses and send the information to academic units offering undergraduate certificates.
  - o (The memo that was subsequently generated is attached to these minutes.)

**Future Agenda Items**

-Policies and procedures related to transfer of students from other institutions
-Visiting student requests for admission after the beginning of classes
-Mailing of grades
-Printing of schedule of classes

*Meeting Dates and Locations*
12/5 UL 1126
1/9  UL 1126

2/6 UL 1126
**3/5 UC2110**     **Note ROOM CHANGE**
4/2 UL 1126
5/7 UL 1126

Information on the administrative withdrawal policy for fall 2003 is provided below—by individual courses as well as totals.

| Dept | Course | CountOfCourse |
|------|--------|---------------|
| BUS | X100 | 21 |
| BUS | X103 | 11 |
| COMM | R110 | 13 |
| CPT | 106 | 5 |
| CPT | 115 | 1 |
| ENG | L105 | 2 |
| ENG | L115 | 3 |
| ENG | W130 | 11 |
| ENG | W131 | 33 |
| ENG | W132 | 8 |
| ENG | W140 | 3 |
| ENG | W231 | 4 |
| MATH | 001 | 15 |
| MATH | 110 | 23 |
| MATH | 111 | 6 |
| MATH | M001 | 13 |
| MATH | M118 | 21 |
| PSY | B104 | 36 |
| SOC | R100 | 14 |
| UCOL | U110 | 19 |

The total number of students involved and number of letters per student are as follows:

Number of Letters: 262
Number of Students: 209
Students with 1 Letter: 171
Students with 2 Letters: 28
Students with 3 Letters: 6
Students with 4 Letters: 3
Students with 5 Letters: 1

Prepared by Larry Hill
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**SPECIAL CREDIT FEES**
(Hours determined by issuing department).

If the credit is awarded as a result of credentials or experience, the fee will be assessed at the nominal rate per credit hour, not to exceed the 5 hour rate.

If the credit is awarded as the result of an examination and the application is:

1.  for a beginning student within the first three semesters following matriculation*, there is no charge.

2.  for a first semester* transfer student, there is a nominal fee per credit hour.

3.  if neither of the above, the standard credit hour resident or nonresident rate will be assessed.

*The date used to determine the student's status is that when the Special Credit form is processed in the offices of the Bursar and Registrar.  Current fees (as appropriate) are charged in cases where the examination was taken in a preceding year.  Special Credit forms expire six months from the data of issue.

**TO:**   **Chancellors**   (Bantz, Bergland, Brehm, Fulton, Patterson-Randles, Person, Reck)
       **AOC Members**   (Andrews, Atnip, Green, Guillaume, Hannah, Plater, Roberts, Vasquez)
       **Enrollment Officers**   (Caul, Garvey-Nix, Pellicciotti, Tharp, Young)

**FROM: Don Hossler & Becky Porter**

**SUBJ:   SIS Implementation**

**DATE:  10/20/03**

Colleagues:   As you know, the next 14 months have a number of important implementation points for components in the SIS.  At this stage of any project as large and as complicated as the SIS, project management reaches a point where decisions have to be made quickly in order to keep the implementation schedule on its timeline.  As we all know, the word "quickly" is not one normally used in the halls of an academic institution.  Nevertheless, we have to establish processes to enable us to move as quickly as possible.  To that end, we (Becky & I) plan to play an intermediate role in determining which decisions have to involve senior administrators on each campus and which ones we can make in order to move things along.

In instances when we believe consultation is not necessary, the SIS project staff has been empowered to proceed forward with setting up the business rules of the PeopleSoft product.  When there is an issue for which consultation and/or input is needed from each campus, we have to request a very quick turn around.  We will communicate with the individual we think is the appropriate officer (e.g., Financial Aid Director) on each campus with a copy to the Enrollment Officer (listed above).  We will rely upon these individuals to consult with whoever is necessary on their campus and provide a rapid response to the SIS project team.  If the campus does not return the information by the specified date in the initial e-mail, the SIS project staff will move forward based on the existing information from the campus or by entering default values.  In general, we are making every effort to keep the Enrollment Officers up-to-date on the important policy issues that are likely to exert the greatest impact on our campuses.  When you have questions about the SIS/SES, your respective Enrollment Officer will be in the best position to either have the information or to locate it for you.

If you have any questions or concerns about this memo, please contact us.  Thank you once again for your support and the good questions you raise that help us make every effort to assure that the SIS serves all of Indiana University.

DH/RP:ndb

cc:      Norma Holland
       Michael McRobbie
       Judy Palmer
       Laurie Sullivan

# MEMO

TO: Associate Deans and Department Chairs


FROM: Mike Donahue, Director of Admissions

Date: November 13, 2003


**UNDERGRADUATE CERTIFICATES**


We are encountering a serious problem with **graduate non-degree students** who believe they are working on an undergraduate certificate. We have students approaching us after they complete all of the course work stating that they were told to pursue the certificate as a graduate non degree student. In some cases the student contacts us several semesters after the coursework is completed and wanting the certificate posted on their official transcript. In our legacy system, making the changes was a about a 30 minute process. In SIS, the process will be very labor intensive and time consuming.

Please help us serve students effectively by reviewing the following information.

If your school offers an undergraduate certificate which "stands alone" please note:

1. "Stands alone" to the Admissions Office means that the certificate may be earned without pursuing a bachelor's or an associate degree. (Some certificates at IUPUI may be earned while pursuing another major at IUPUI and we do not admit students to those certificates.) If it is not a "stand alone" certificate then the only way a student (with a bachelor's degree) may earn that certificate is to pursue a second associate or bachelor degree at IUPUI and add the certificate while pursuing the new degree.
2. Undergraduate "stand alone" certificates cannot be awarded to students who are registered as grad non-degree students. Those students must apply through the office of Undergraduate Admissions and be accepted into the appropriate certificate program.
3. All of these undergraduate certificates have required courses. We are asking faculty who teach such courses to include in their course syllabi the following statement: "Some students take this course as part of an undergraduate certificate program. Graduate non-degree students interested in earning an undergraduate certificate must first be admitted by the Office of Undergraduate Admissions, even if they already hold an undergraduate degree"
4. The following certificate programs are considered "Stand alone".
    - A. School of Dentistry
        1. Dental Assisting
    - B. School of Technology
        1. Clinical Lab Equipment
        2. Computer Graphics
        3. Construction Management
        4. E-Commerce
        5. Electronics Manufacturing
        6. Human Resource Management
        7. International Leadership

8.  Technical Communications
C. School of Journalism
9.  Public Relations
D. Division of Labor Studies
10. Labor Studies
E. School of Liberal Arts
11. American Sign Language
12. Effective Citizenship
13. International Studies
14. Museum Studies
15. Paralegal Studies
16. Technical Communications
17. Translation Studies
F. Department of Tourism, Convention, and Event Management
18. Beverage Management Services
19. Food Production Specialist
20. Cultural and Heritage Tourism
21. Event Management
22. Lodging Management
G. School of Public and Environmental Affairs
23. Effective Citizenship
H. School of Science
24. Applied Computer Science
I. School of Social Work
25. Case Management