

**Indiana University East
Admissions and Academic Affairs Committee
2009-2010 Year-End Report**

Members of the Committee

Michele Curry (Chair, NURS, '10)
Kathleen Felton (HSS, '10)
Pamela Whitt (EDUC, '10)
Vacancy ('11)
Huafan Ma (BUSE, '11)
Walter Scott (NSM, '11)
Cheryl Stolle (EDUC, '11)

Meeting Dates

The AAA committee met eight times in Whitewater Hall at 9 a.m. to 10:30 a.m. on the first Tuesdays of the month. The committee had numerous cyber meetings in addition to the structured scheduled meetings. Meet dates were: 8-24-2010 (Student appeals and meeting); 10-6-2009; 11-3-2009; 12-1-2009; 1-11-2010 (student appeals and meeting); 2-2-2010; 3-2-2010; 4-6-2010.

Original Charges to the Committee

Examine student-related policies in the Academic Handbook, updating them as needed.

- Review the Drop, Add, and Change of Section Policy; review the Deviations from Degree Requirement.
- Examine the Academic Forgiveness policy and determine whether it is serving the intended purpose.
- Investigate whether the 90 days allowed for students to initiate grade appeals can and should be reduced to a shorter period. If so, consider proposing a revision to the Grade Appeals policy or proposing a revision to School policies as applicable. There may have been abuses of the current appeals policy, e.g., students waiting 90 days to initiate a grade appeal, meanwhile taking the next class in a sequence without having completed the prerequisite. Schools should be consulted about proposed IUE or School revisions. Revisions must keep IUE policies in line with IU policies.
- Examine and revise the eligibility for serving on the Review Board for Misconduct and Grievances, to which student misconduct appeals are brought. Currently, it was possible for Deans of Schools, Associate VCAs, the EVCAA and the Chancellor to serve on the Committee. This creates conflicts of interest because students may appeal decisions by Deans, etc., to this Committee.
- Update other AAA-related policies and materials as needed.

Report of the Committee's Activities

- The committee members met with the representatives from the university advising department to discuss a change in the way student appeals were processed when the student is reinstated.
- Committee members and university advising agreed the advising department would meet with those students being reinstated and advise them about which courses best suited their course plan and what courses could be FX'd.
- It was decided that an advisor would be present at the student's appeal and based on the decision of the committee would then escort the student to the advising department for further discussions.
- It was believed this directed the advising to the proper department, shortened the length of each student's appeal, shortened the time committee members were devoting to the overall appeals time, and served the reinstated students efficiently.
- The procedure was initiated at the January 11, 2010 student appeals and went smoothly.
- Other business addressed by the committee:
 1. In response to a student's petition to change the criteria for grading at IUE, the AAA Committee decided against recommending any further action be taken in consideration of this petition. Executive Vice Chancellor and Faculty Senate President were both notified of the committee's decision.
 2. Drop, Add, and Change of Section Policy
 1. Was reviewed by the committee
 2. This policy was moved to the Agenda committee for review in April 2010.
 3. Due to the large amount of Senate voting items, the review of this policy was tabled until a later date.
 3. Academic Forgiveness Policy
 1. This policy was reviewed by the committee. It was the consensus of the committee that the policy needed to be revised to meet the needs of the students while staying within the guidelines of the university
 2. A meeting with Dennis Hicks brought clarity to the needs and revisions that would be possible in regard to SIS, IU policies, and IUE policies.
 3. Further revisions are needed by the AAA committee before this policy will be ready to bring forward to the Agenda Committee.
 4. Examined and revised the eligibility for serving on the Review Board for Misconduct and Grievances, to which student misconduct appeals are brought.
 1. The committee addressed this charge at the October and November meeting.
 2. Members' eligibility to serve on this committee was revised. The policy was brought to Senate Agenda Committee and on to Faculty Senate for approval.
 5. Grade Appeals policy
 1. Revisions were addressed by the AAA committee after asking that committee members take this policy to each of the schools for comment.
 2. Based on school comments, revisions were made and this policy was moved to the Senate Agenda Committee in April 2010.
 3. Policy was approved by the Faculty Senate in May 2010.
 1. Lengths of times to appeal and time for instructor or Dean of Schools to respond were the biggest changes.

2. Faculty Senate did ask that the format of the policy be changed to improve clarity in the explanation of the process of appealing. Since it was late in the spring semester, it was agreed to table the formatting changes to fall semester 2010.
6. Deviations from Degree Requirements
 1. Policy was reviewed and revisions were made by a consensus of the committee
 2. Policy was brought to the Faculty Agenda committee and moved to Faculty Senate on March 2, 2010. Policy was approved.

Recommendation of Charges for 2010-2011

1. Examine the Academic Forgiveness policy and make revisions based on university policies.
2. Review the Drop, Add, Change revised policy and move it forward to the Senate Agenda Committee for consideration.
3. Continue to address student appeals and update procedures as needed
4. Evaluate if the early warning system is working and if the procedures for monitoring progress of the students being reinstated back into classes is continuing to serve students and student retention.

Chair's Comments

The members of this committee are to be commended for their patience, caring attitude to students, and dedication to the charges and time that is required of this committee. In total this committee reviewed 60 student cases during 2009-2010 academic year with twenty-five cases denied and thirty-five students reinstated. In total, the chair of this committee reviewed seventy-two student records. Twelve of the students, asking for information regarding student appeals, did not appeal due to financial and other reasons not shared with this chair.

I applaud the members. Thank you for your support. This committee would not be all that it is, if it was not for the members of the committee.

Respectfully submitted by,

Michele C. Curry RN, MS
Senior Lecturer
Chair of Admissions and Academic Affairs 2009-2010