

Policies Effective Fall 2014-15

Undergraduate Policies

1. Revision to administrative policy (3-01.2) regarding class attendance and class absence to ensure compliance with state and federal laws (e.g., Americans with Disabilities Act) and to provide greater procedural clarity relative to the various reasons for students' class absences.

The revisions clarify what a legitimate "excused" absence is, with some examples (e.g., illness, injury, military service, disability-related concerns). It also emphasizes that academic departments and faculty members are not obligated to waive essential or fundamental academic requires to accommodate student absences from a course. The policy now gives greater detail of the procedures to request and respond to legitimate absences (i.e., student responsibilities, instructor responsibilities, and the different procedures for specific legitimate absences). ***This is an important policy to share with instructors as consequences for not following it may be legal repercussions from the Office of Civil Rights.*** At the bottom of the policy online (www.kent.edu/policyreg), there is a link to the "Class Absence Authorization Form" for an absence due to a sponsored activity (e.g., athletic, band) that the student needs to complete and give to the instructor.

2. Revision to policy on instructional activities and the credit hour to include a definition of emporium courses. Per the Higher Learning Commission, we are mandated to have written policies defining how we award credit. The policy on instructional activities and the credit hour is posted online at the Curriculum Services website (www.kent.edu/provost/curriculum). The policy should assist chairs and directors when developing curriculum as well as when complying with accrediting agencies (who are now asking for this information).

3. Revision to policy on catalog rights and exclusions to inform students that the specificatons of a course (e.g., credit hours, prerequisite) are in force for the term in which the student is enrolled in the course. If the course is revised after the student took it, the student does not gain or lose anything with that revision. To have a healthy and effective curriculum, courses need to be regularly reviewed and updated. That may result in changes to credit hours, content, prerequisites and such designations as Kent Core, diversity, writing intensive, etc. Therefore, students are subject to the requirements associated with a course at the time they take the course, and not on what the course looked like in that student's catalog. For example, when a student arrived in fall 2013, a course in that year's catalog may have been 2 credits with no prerequisites. By the time the student registers for it in fall 2014, the course is now 3 credits with inclusion of a lab component and several prerequisites. In that situation, we would not allow the student to ignore the lab component, earn only two credits and side step all the prerequisites. The opposite is true also. A student may have taken a 2-credit course in fall 2013. In 2014, that course was revised to 3 credits and is now approved to fulfill the diversity requirement. A student cannot now ask for an extra credit and the diversity designation based on revisions to the course after the student completed it.

4. Revision to administrative policy on academic forgiveness to replace outdated language regarding how the university calculates credit hours and GPA when academic forgiveness is applied to a student's record. This is a housekeeping issue to update old language that may have been true in 1981 when it was added to the policy. The language stated that when implementing academic forgiveness for a student, all cumulative calculations of attempted

hours were adjusted for that student. Revisions reflect practices that have been in effect for the past 15 years or longer. The university adjusts all calculations of earned hours. Students may attempt to earn hours, but the earned hours are what count toward the GPA.

5. Revision of admission requirement for new freshmen to the Kent Campus and for deferred students at a regional campus wishing to enroll at the Kent Campus. Revision removes specific criteria a student should have to be admitted to the Kent Campus (e.g., ACT scores). This allows us to be flexible when deciding how selective the Kent Campus will be in a given year based on the academic profile for the entering class for that year. The revised policy also makes clear that students deferred to a regional campus must have completed all prescribed remedial courses before enrolling at the Kent Campus.

6. Revision of Transient Work at Another University policy to eliminate the 18-credit restriction and require students to be in good academic standing for eligibility, among other changes.

This policy addresses Kent State students who take a course at another institution while remaining a Kent State student. In those cases, there is a formal review and approval process to designate the student as transient. This 18-hour restriction is an old policy, and we found that there are quite a few appropriate reasons why a student may take more than 18 hours at another institution as a transient student. In addition, a review of other institutions found that very few have a similar limitation, and if they did, it was tied to the institution's residence policy. Another revision to the policy requires that students be in good academic standing and have been a Kent State student for at least one semester to be eligible for transient. The policy also clarifies that transient courses do not count in the KSU GPA. Students mistakenly believe that if they are not doing well here, they can take coursework elsewhere and transfer the course back to improve their Kent State GPA.

7. Revision of undergraduate Dismissal policy to include statement that the provost will not dismiss a student who earned a 2.000 term GPA (unadjusted for the recalculation provisions in the course repeat policy).

This statement inadvertently was removed the last time the policy was revised. This is a housekeeping issue to correct an accidental removal when the policy was last revised a couple of years ago. The standard practice has been to not dismiss a student on probation who earned a 2.0 GPA for that probationary term.

8. Revision of Placement Testing policy due to the uniform statewide standards established by the Ohio Board of Regents to determine testing thresholds for remediation-free status. Name of policy changes to University Readiness Standards.

A mandate from the state. Students who earn a specific ACT/SAT score must be placed into non-remedial coursework. In addition, remedial college writing and reading/study strategies courses will now be offered at the regional campuses only. Students on the Kent Campus will be placed directly into the college-level writing course(s).

Graduate Policies

1. Revised policy – Leave of Absence (see attached)

Two minor revisions were made to this policy: (1) We've had a number of cases where we've approved a student's re-enrollment following a leave of absence, but the student was prevented from re-enrolling by the Bursar's Office because s/he owed the university money. Thus,

language was added to the policy to indicate that overdue accounts are "subject to regular procedures". (2) The timeframe for a leave of absence was changed from "one to two semesters" to a maximum of one year (defined as three consecutive terms, including summer as one term) so that it would be consistent with the graduate enrollment policy. The policy does allow for an extension of one semester.

2. Revised policy – Combined Bachelor's/Master's Degree Programs (see attached)

This policy was substantially revised. The old policy essentially described the procedures, and did not adhere to the Ohio Board of Regents guidelines for minimum credit hours. The new policy adheres to credit hour guidelines; includes the purpose of combined bachelor's/master's programs; distinguishes between formally and informally established programs; and clarifies the point at which an undergraduate student is changed to a graduate student (which has important policy, grading and financial aid considerations).

3. New policy –Change in Graduate Program of Study (see attached)

Previously, a number of colleges had developed their own forms to be used when a graduate student wanted to change their degree and/or major, but there was no policy in place. This new policy provides students (and programs) with guidance for such changes. The student is instructed to meet with the proposed program, and, based on the information needed by the program to make an informed admission decision, *the proposed program will determine whether the student will need to submit a new graduate application or a Change of Program of Study form*. It is anticipated that more significant changes (e.g., new major within a different department/school) would likely necessitate a new application, while less significant changes (e.g., new concentration within the same department/school) could be accomplished by the completion of a form. In either case, the proposed program may accept application materials that had been submitted to the student's original graduate program and/or may require the student to submit new application materials (e.g., letters of reference, goals statement).

4. Revision of six academic policies to clarify and update information and language as they pertain to graduate students, and not to change the policies' intent. The policies are **Admission–Former Kent State Student** (now appropriately refers students to policy on Academic Standing rather than UG policy on Dismissal, Appeal, and Reinstatement), **Admission–Non-Degree Student** (UG policy on special non-degree and the graduate policy on non-degree students combined into a single policy), **Course Repeat Policies** (specify which part of the policy pertains to graduate students and which to UG only), **Enrollment–Graduate** (clarifies that "a year" refers to three consecutive terms rather than a calendar year), **Time Limits for Graduate Degrees** (removes language that is included in the admissions policy), and **Transient Work at Another University** (add "UG" to the title of the policy).