

Rec. #2018-05-04 UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST
The University Senate recommends the Academic Quality Subcommittee (AQS)
Report dated 23 April 2018 to the Provost for endorsement.

Academic Quality Committee Report
April 23, 2018 SEC
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The Academic Quality Committee met on 4/16/2018. Minutes to that meeting are included ([Appendix A](#)).

We are working in several areas at present.

First, the Academic Probation Policy. The recommended change is represented in the attached document ([Appendix B](#)). This change was approved by AQ Committee on April 23rd. It is a catalog entry policy change and impacts another recently approved policy change, the Academic Renewal Policy. After discussion, a statement was added to indicate that students may be impacted by the Renewal Policy, and if so, that the Renewal Policy takes precedence.

Secondly, the Extension of the Drop (with a W) and Audit change date. It is noted that WKU has the earliest such date in the state among public universities. WKU positions its last day to drop with a W grade during the 7th week of the semester. It is speculated that this originally had to do with the bi-term start dates. This action team, led by Jim Fulkerson, continues to identify potential impacts. [Appendix C](#) depicts a list of institutions comparable to WKU and the last day to drop with a W date. As shown, WKU is an outlier. Numerous potential issues are being investigated prior to recommending a change to the WKU date. The include, but may not ne limited to, the affect on Priority Registration, student's ability to enroll in 2nd bi-term courses, financial aid impacts, and the institutional impacts involving the WKU Census Date.

Important note here. The SGA has also pass a resolution ([Appendix D](#)) on this topic that I have passed along to this action team.

The April 16 meeting is the final meeting of the term. It is expected that all returning and new Senators will elect a chair at the first meeting in the fall of 2018.

Submitted respectively,

Kirk Atkinson

Kirk Atkinson

Chair, Academic Quality Committee

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Appendix A

Senate Academic Quality Committee

Monday, April 16 @ 9am, WAB 208

Attendees:

Dr. Kirk Atkinson (Chair), Conner Hounshell (SGA), Dr. Sharon Mutter, Dr. Mark Schaffer, Heather Strode, Julie Shadoan, Tiffany Robinson, Jim Fulkerson, Chris Jensen, Christy Spurlock, Dale Rigby, Dr. Doug McElroy, Cara Cordell (minutes recorder)

09:00am- Call to Order

09:00-09:03 am Introductions

09:05-09:15 am Proposal to Revise an Academic Policy Update

Dr. Atkinson- See comment on page 3 of proposal- use “refer to policy...” verbiage

Dr. Mutter and Tiffany Robinson agree

Dr. Mutter- See section 5- is “one term” reasonable

Dr. McElroy- all policies are subject to appeal process, verbiage should be fine.

Dr. Atkinson- added the Senate Executive Committee signature line will need to follow up to see if that body’s approval is needed separately.

Motion to approve- Dr. Sharon Mutter

2nd motion – Julie Shadoan

Motion passes unanimously!

09:15-09:45am Moving Withdrawal Date

Lead by Jim Fulkerson

WKU drop date with a ‘W’ is sooner than other universities. WKU is at week 7 whereas other universities are between the weeks of 9-12 in the semester. (See handout.)

Conner Hounshell- SGA committee favor the push back because some students are unaware of their academic standing at week 7

Dr. Doug McElroy- In the past the week 7 was initiated to:

- allow a student to add a 2nd bi-term course
- prior to official course census
- prior to course evaluations

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Julie Shadoan- Financial aid ramifications for some students?

Chris Jensen- students who are on probation or warning required to have SAP counseling

Chris Jensen- Withdrawal date needs to be prior to start of priority registration

Two options are being further investigated:

Option 1: Allow withdrawal with “w” until week 9

Option 2: Allow withdrawal with “w” until week 10

Follow-up with Institutional Research and Financial Aid office regarding ramifications

Timeline for completion- communicate findings to Dr. Kirk Atkinson via email. Compile and present to
SEC meeting in the fall.

Kirk Atkinson stated that this is the final meeting of the semester but that this item will be properly documented and passed on to the AQ committee Chair in fall 2018.

09:45am Closure- Dr. Kirk Atkinson

Adjourned

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Appendix B

Proposal Date: 4/23/2018

Academic Quality Committee of the Senate
Proposal to Revise an Academic Policy
(Action Item)

Contact Person: Kirk Atkinson, kirk.atkinson@wku.edu, 270-745-8845

- 1. Identification of Proposed Policy Revision:** Revision of the academic standing policy to:
 - a. Clarify requirements for achieving and maintaining scholastic standards that promote timely graduation
 - b. Facilitate early identification of students who are at risk of academic probation and dismissal

- 2. Catalog statement of existing policy:** Page 32-33 of the 2017-2018 Undergraduate Catalog

Academic Standing—To be eligible for continuous enrollment without being placed on academic probation, a student must maintain the following scholastic standards in both the overall grade point average and the total institution grade point average (i.e., courses taken at WKU):

- A. A 1.7 overall and total institution grade point average if the student has 17 or fewer GPA hours.
- B. A 1.8 overall and total institution grade point average if the student has more than 18 but fewer than 34 GPA hours.
- C. A 1.9 overall and total institution grade point average if the student has 34 or more but fewer than 51 GPA hours.
- D. A 2.0 overall and total institution grade point average if the student has 51 or more GPA hours.
Note: At the end of each academic term, students may access their grade report via TopNet which reflects grades for the term, the overall grade point average, and the total institution grade point average.

Academic Warning — If the previous academic standing was Good Standing (GS), and the student does not satisfy the term GPA requirement but satisfies the WKU GPA requirement and Overall Higher education GPA requirement, the new academic standing is Academic Warning (AW). Students whose academic standing falls to Academic Warning will be asked to attend an Academic Warning Workshop during the first week of classes. In this workshop, students will learn what it means to be on Academic Warning, what the implications are for not raising their GPA, and what resources are available on campus to help them succeed in their coursework.

Academic Probation — Students failing to meet the scholastic standards listed above are placed on academic probation. A student on academic probation is allowed continued enrollment on a semester-by-semester probationary status as long as a 2.0 grade point average is maintained each term. The academic

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probation and dismissal processes for Western Kentucky University are administered by the AARC. The AARC utilizes two of its programs to provide students with resources to reach academic good standing: The Best Expectation Programs (BEP) and The Learning Center (TLC). Please see Academic Standing, Probation, and Appeal under the Academic Information section of this catalog for more information. Students on academic probation are required to participate in the Best Expectation Programs (BEP) through the Academic Advising & Retention Center (AARC).

Academic Dismissal — Any student placed on academic probation who fails to earn a current (term) grade point average of 2.0 or higher is academically dismissed and is not eligible to enroll in WKU classes for one calendar year. Academic status for all students who complete a term is shown on TopNet. It is the student's responsibility to stay informed of his / her academic status and to improve academic performance until he / she is returned to good standing status.

Academic Dismissal Appeal Procedure — Students who are academically dismissed may file an appeal with Academic Appeal Committee through the AARC. The Academic Dismissal Appeal Committee may dismiss the student from the University or allow the student continued enrollment under academic probation status with stated restrictions for one additional term. A student dismissed from the University by the Academic Dismissal Appeal Committee may appeal the decision to the Executive Appeals Committee. If the Executive Appeals Committee approves an appeal, the student will be permitted to register for an additional semester on academic probation with conditions determined by the Executive Committee at the time of approval. Detailed operational procedures followed by the University Academic Dismissal Appeal Committee may be obtained from the AARC located in the Dero Downing Student Union 2141. Students who are either dismissed or who voluntarily withdraw due to academic deficiencies are eligible to reapply for readmission after one calendar year of absence from WKU. Readmission will be determined according to WKU admission standards at the time of application for readmission. Applications for readmission are to be filed with the Office of Admissions by published deadlines.

3. Catalog statement of proposed policy:

Academic Good Standing—To be eligible for continuous enrollment without being placed on academic probation, a student must maintain a **2.0** ~~the following scholastic standards~~ in both the overall grade point average (GPA) and the total institution GPA ~~grade point average~~ (i.e., courses taken at WKU). **Note: At the end of each academic term, students may access TopNet to obtain their term GPA, their total institution grade point average, and their overall grade point average.**

- ~~A. A 1.7 overall and total institution grade point average if the student has 17 or fewer GPA hours.~~
 - ~~B. A 1.8 overall and total institution grade point average if the student has more than 18 but fewer than 34 GPA hours.~~
 - ~~C. A 1.9 overall and total institution grade point average if the student has 34 or more but fewer than 51 GPA hours.~~
 - ~~D. A 2.0 overall and total institution grade point average if the student has 51 or more GPA hours.~~
- ~~Note: At the end of each academic term, students may access their grade report via TopNet which~~

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~~reflects grades for the term, the overall grade point average, and the total institution grade point average~~

Academic Warning — ~~If a student's term GPA falls below the 2.0 requirement, but the student satisfies the 2.0 requirement for the institutional GPA and the overall GPA, the student's new academic standing is Academic Warning. If the previous academic standing was Good Standing (GS), and the student does not satisfy the term GPA requirement but satisfies the WKU GPA requirement and Overall Higher education GPA requirement, the new academic standing is Academic Warning (AW).~~ Students whose academic standing falls to Academic Warning will be asked to attend an Academic Warning Workshop during the first week of classes **of the term following the change in academic standing**. In this workshop, students will learn what it means to be on Academic Warning, what the implications are for not raising their GPA, and what resources are available on campus to help them succeed in their coursework.

Academic Probation — ~~If a student's~~ ~~Students whose~~ institutional GPA and overall GPA fall below the 2.0 GPA requirement ~~failing to meet the scholastic standards listed above are placed~~ **the student is placed** on Academic Probation. A student on Academic Probation is allowed continued enrollment on a semester-by-semester probationary status as long as **the student achieves** a 2.0 grade point average ~~is maintained~~ each term **until returning to academic Good Standing**. The academic probation and dismissal processes for Western Kentucky University are administered by the AARC. The AARC uses ~~utilizes~~ The Best Expectation Programs (BEP) and The Learning Center (TLC) ~~two of its programs~~ to provide students **on Academic Probation** with resources to achieve ~~reach~~ academic Good Standing. ~~Please see Academic Standing, Probation, and Appeal under the Academic Information section of this catalog for more information.~~ Students on Academic Probation are required to participate in the Best Expectation Programs (BEP) through the Academic Advising & Retention Center (AARC).

Academic Dismissal — Any student ~~placed on academic probation~~ who fails to earn a term GPA of 2.0 or higher ~~current (term) grade point average of 2.0 or higher~~ **while on Academic Probation** is academically dismissed and is not eligible to enroll in WKU classes for one calendar year (**except as specified in the Academic Renewal Policy**). Academic status for all students who complete a term is shown on TopNet. It is the student's responsibility to stay informed of his / her academic status and to improve academic performance until he / she is returned to good standing status.

Academic Dismissal Appeal Procedure — Students who are academically dismissed may file an appeal with Academic Appeal Committee through the AARC. The Academic Dismissal Appeal Committee may dismiss the student from the University or allow the student continued enrollment under academic probation status with stated restrictions for one additional term. A student dismissed from the University by the Academic Dismissal Appeal Committee may appeal the decision to the Executive Appeals Committee. If the Executive Appeals Committee approves an appeal, the student will be permitted to register for an additional semester on academic probation with conditions determined by the Executive Committee at the time of approval. Detailed operational procedures followed by the University Academic Dismissal Appeal Committee may be obtained from the AARC located in the ~~Derro~~ Downing Student Union 2141. Students who are either dismissed or who voluntarily withdraw due to academic deficiencies are eligible to reapply for readmission after one calendar year of absence from WKU. Readmission will

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be determined according to WKU admission standards at the time of application for readmission. Applications for readmission are to be filed with the Office of Admissions by published deadlines.

4. Rationale for proposed policy revision

- a. The current policy is confusing to students. For example, students who are in Good Standing with a 1.7 GPA in their first semester at WKU may not be aware that this same GPA will not be sufficient to keep them in Good Standing in later semesters.
- b. Students should be working consistently every term to achieve the 2.0 GPA required for graduation. Under the current policy, students may find it difficult to achieve the GPA they need to graduate.
- c. The AARC does not have a means to intervene with students who are in Good Standing with a GPA below 2.0. It would be beneficial for these students and the institution if we intervene earlier to ensure student success.

5. Impact of proposed policy revision on existing academic or non-academic policies:

- a. Impact on existing policies: Yes, Academic Renewal Policy
- b. Impact on populations that may be affected: Certain students who are now in Good Standing under the current policy will no longer be in Good Standing under the proposed policy. It is recommended that these students be given one term to bring their GPA into alignment with the new requirements.

6. Proposed term for implementation: Fall 2018 or Spring 2019

7. Dates of prior committee approvals:

Senate Academic Quality Subcommittee 4-16-2018 _____

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Appendix C

WKU vs Other Similar Institutions "W" Date Comparison

Institution	Week of Drop with a W (week of classes)
Western Kentucky University	7
Eastern Kentucky University	12
Kentucky State University	10
Morehead State University	11
Murray State University	12
Northern Kentucky University	10
University of Kentucky	12
University of Louisville	9
Appalachian State University	10
Ball State University	10
Bowling Green State University	12
Central Michigan University	12
East Carolina University	10
East Tennessee State University	9
Florida Atlantic University	12
Illinois State University	Unknown
Indiana State University	12
James Madison University	9
Middle Tennessee State University	10
Northern Illinois University	Anytime between week 3 and 8; later with special permission
Ohio University	10
Towson University	10
University North Carolina at Charlotte	11
University North Carolina at Greensboro	10
University of South Alabama	12
University of Southern Mississippi	12

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Appendix D

SGA Withdrawal Date Resolution

First Reading: March 27th, 2018

Second Reading: April 3rd, 2018

Pass: Yes

Fail:

Other:

Resolution 5-18-S: Resolution to Support the Push Back of the University Withdrawal Date

PURPOSE: For the Student Government Association of Western Kentucky University to support the push back of the university withdrawal date.

WHEREAS: Western Kentucky University's withdrawal date currently occurs halfway through the semester, and

WHEREAS: Many students are not aware of their academic standing in a course at this point in the semester, and

WHEREAS: A later withdrawal date will allow faculty more time to put in substantial grades to indicate the likelihood of a student's success in their course, and

WHEREAS: A later withdrawal date will therefore allow students more time to make informed decisions for academic success without the financial burden of a withdrawal fee, and

WHEREAS: A later withdrawal date will likely increase retention rates, and

THEREFORE: Be it resolved that the Student Government Association of Western Kentucky University support the push back of the university withdrawal date.

AUTHOR: Conner Hounshell, Chief of Staff

Kara Lowry, Administrative Vice President

Andi Dahmer, Student Body President

Savannah Molyneaux, Executive Vice President

SPONSOR: Academic and Student Affairs

CONTACTS: Dr. Kirk Atkinson, Chair of Academic Quality

Dr. Patricia Minter, Chair of Faculty Welfare Committee

Dr. Eric Kondratieff, Chair of Faculty Senate