

**COMMITTEE ON ACADEMIC POLICY,
Minutes of Meeting #10 on December 8, 2017**

Present: M. Humi (Chair), A. Heinricher, M. Elmes, D. Olinger, M. Chudy, M. Liberacki,
Guests S. Miles

- The meeting was called to order at 12:00 noon by Chair Humi.
- The minutes of CAP #8 meeting on November 3, 2017 were approved with minor revision.
- The minutes of CAP #9 meeting on December 1, 2017 were modified. Secretary Olinger will send revised minutes to the committee via e-mail for final approval.

Mingjiang Tao (CEE) has been appointed to CAP for a one year term. N. Rahbar will now fill B. Eddy's three year term.

Policy on excused absences from classes

CAP began discussion on establishing a policy for excused student absences from classes for medical and family emergencies, religious events, and university sanctioned events. No formal policy on this topic has been voted on by the Faculty.

M. Elmes asked whether there are established processes on campus to validate student absences. Such a process exists for medical absences through the Office of Health Services. M. Liberacki asked whether a student appeal process for faculty decisions on excused absences would be appropriate.

A.Heinricher suggested that CAP reach out to faculty to identify best practices and syllabus language on excused absences, as CAP might choose to draft standard language for uses on syllabi, similar to that which is provided for learning accommodations. Chair Humi will contact the Faculty.

Policy on course repeats & downgrading of student grades

SGA representative M. Liberacki brought this issue to CAP.

Currently if an undergraduate student takes a course twice, both grades are listed on their transcript, but only one counts towards graduation requirements. Students, at times, also request that faculty change a lower course grade to an NR to keep their 'GPA' from dropping. Details of a course repeat policy can affect graduate and medical school applications, and financial aid and academic standing evaluations.

A possible repeat policy of changing the 1st grade to an NR, and counting the 2nd grade was discussed. Faculty academic freedom issues must be considered in any proposed policy.

The SGA representatives will draft a proposed motion for CAP to consider at a future meeting. The meeting was adjourned at 12:55 pm by Chair Humi.

Respectfully submitted,
David Olinger, CAP Secretary