

**University Academic Affairs Committee**  
**Minutes**  
**September 11, 2015**  
**3:00 P.M.**  
**ITCC 307**

**Committee:** Janine Davis (at large; chair), Dianne Baker (CAS), Keith Mellinger (at large), Woody Richardson (COB), Beverly Epps (COE; secretary)

**Ex officio:** Kimberly Buster-Williams, Rita Dunston, Tim O'Donnell, Jonathan Levin, Sarah Clay (student member)

**Present:**

Guests: Richard Finkelstein, John Morello

Janine Davis, Dianne Baker, Keith Mellinger, Woody Richardson, Beverly Epps, Kimberly Buster-Williams, Tim O'Donnell

**1. Welcome**

**2. Old Business**

- a. **Direct Transfer for CAS (3.0)—approved, then retracted in UFC:**
- i. Issue was returned to UAAC for review and additional study -- to include GPA data from student transfers from VCCS schools in their junior year, after one term and two terms, and compare them to UMW students of the same standing."
  - ii. The committee reviewed and discussed supporting GPA data provided from the Office of the Provost. While some found the data compelling, there are considerations such as a possible future rise in competitiveness that some believed would mean that we would not want to guarantee that students be admitted at this level (3.0-3.25).
  - iii. Next steps: the committee decided to not pursue the motion to UFC unless a future proposal is brought to this committee.

**3. New Business**

- a. **Posthumous and In Memoriam Degree policy (Morello; see attached pdf "Proposed Policies...")** There is an ad hoc posthumous committee but there is a need to codify procedures. The student's department would have to initiate the process for these degrees to be awarded. The committee voted 5/5 to pass this policy (motion A to UFC, below).
- b. **Graduate Non-Degree Status (Dunston)** Current policy of maximum of 6 credits limits access to students taking course with 4 credits each; committee approved change to 2 course maximum with a vote of 5/5. Current policy for Non-Degree students does not make it clear that there may be restrictions on the course they can take. Committee approved change to accept wording of policy as written, 5/5 (motion B to UFC, below).
- c. **3+3 Law Program (Finkelstein)**

This proposal will be a 3 year undergrad plus a 3 year JD agreement with GMU, and would require an exception to our existing residency requirement for 15 of the final 21 credits of an undergraduate degree. Some support the idea of the agreement, but we agreed that we would need to see it in its final version before giving approval. There are several issues to consider. Related: a faculty-approved policy in 2008 that the number of graduate credits that can count towards both degrees is 12 credits if enrolled in grad program, 6 if not enrolled in a grad program. There are various pieces that may need to be approved by other committees as well. This would be a substantive change with SACS requiring a full prospectus. MOU might include information on the 90 credits max rule. Committee resolution: we support the development of an MOU and recognize that it will require a waiver of the residency requirement. Priority registration might be an additional future consideration for these students. In the future this committee may also add adjusted language about the exceptions for study abroad to the catalog because it is related to this issue (residency requirement).

**d. Military Absence Policy (Mellinger)**

The university needs a policy for military called to active duty during the semester. The current withdrawal process is a barrier. We reviewed an initial proposal. There were some questions about the phrasing, specifically that an instructor must “accommodate” the student. Changes to address feedback will be brought back and discussed in the October meeting.

**e. Procedure for Late Withdrawals (O’Donnell)**

The committee discussed this practice and various questions, such as whether or when a faculty member might be alerted to a student’s late withdrawal from a course after the semester has ended. A solution proposed is that this committee address many of these concerns for the future by developing a policy for administrative change of a grade to W after the course ends. The language of an “administrative withdrawal” may be part of a policy. This would not go in the catalog, but could be outlined in other policy documents. Kimberly will bring policy examples for our next meeting.

**f. Incompletes**

The committee reviewed a message from a faculty member about their concerns about Incompletes moving from an administrative office to being handled by the faculty members (mainly that the faculty member does not feel qualified to make this decision). The office of the registrar sent some feedback that was forwarded to the faculty member to address these concerns (mainly that this is the practice at the majority of other schools). We may continue to discuss this concern at our next meeting, and would review any proposed change to policy for next year, as changes may not be made for this year.

**4. Adjourned at 4:45**

Next meeting: 2:30, Tuesday, October 8, ITCC 307

Minutes approved by email on 9-16-15. Submitted by Beverly Epps.

## Motions

### A. In Memoriam and Posthumous degrees

**Current Policy/Rationale:** There is no existing policy that allows for these kinds of degrees, but this would allow for a way to recognize a student's work.

**Proposed policy:** See attached pdf, "Proposed Policies on Posthumous Degrees and In Memoriam degrees."

### B. Graduate Non-degree Status (two parts)

#### Part One:

**Current policy:** Non-degree graduate students may complete a *maximum of six graduate credits*, with approval from the program director.

**Rationale for change to policy:** MSGA courses are four credits so the policy needs to be amended to allow non-degree students to take MSGA courses as a non-degree seeking student.

**Proposed catalog change:** Non-degree graduate students may complete a *maximum of two courses*, with approval from the program director.

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#### Part Two:

#### Non-Degree Student "Policy" Descriptions (motion to accept as written)

Proposed changes presented to the University Academic Affairs Committee by the Office of the Provost

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#### The issue

Our current language does not make it clear that there may be restrictions on the courses that non-degree students are able to take. Many universities have such language. We occasionally have instances in which non-degree students have enrolled in courses that, while technically open, are not good fits for the non-degree student. (Perhaps the course requires certain background knowledge or computer applications expertise that is not captured by whatever the formal prerequisites are.)

Also, in some courses or programs, giving the last spot to a non-degree student may cause difficulties because degree students are still going through drop/add and taking away the final space (especially in a lab course or some other class with inflexible enrollment limits) might cause problems in adequately meeting the needs of degree-seeking students. Some programs also have challenges in keeping up with demand for degree-seeking students. Unrestricted non-degree enrollment exacerbates that problem.

#### What's Missing?

Wording to this effect:

Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.

### **The Proposed Changes** (to take effect immediately and be in next year's *Academic Catalogs*)

#### **Current *Undergraduate Academic Catalog* (with proposed language in red)**

Page 21 of the print catalog and also at <http://publications.umw.edu/undergraduatecatalog/admission-and-enrollment/admission-as-a-non-degree-seeking-student/>

#### **ADMISSION AS A NON-DEGREE-SEEKING STUDENT**

Non-degree-seeking students are permitted to enroll in courses on any campus of the University of Mary Washington but are not matriculated in a degree program. An abbreviated application form is required. Admission decisions are made by the Registrar at the time of enrollment.

Non-degree-seeking students may register for as many as 11 credits per semester and pay tuition according to the number of enrolled credits. Under certain conditions, a non-degree-seeking student may seek permission from the designated university official to exceed the 11-credit limit. Non-degree students wishing to apply for admission to a UMW degree program must do so before completing 30 credits in residence. **Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.**

#### **Current *Graduate Academic Catalog* (with proposed language in red)**

Page 23 of the print catalog and also at <http://publications.umw.edu/graduatecatalog/admissions-and-enrollment/academic-rules-and-regulations/>

**Non-degree status.** Students who enroll in courses but have not been accepted into any degree or certificate program are defined as non-degree students. The same academic rules, regulations, and procedures that govern degree students also govern non-degree students. All credits earned by a student in any certificate program or in a non-degree status may be applied toward a degree program if the courses qualify as degree requirements or electives. **Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.**

Non-degree graduate students may complete a maximum of six graduate credits, with approval from the program director. Such students are required to provide transcripts showing completion of a baccalaureate degree from a regionally-accredited college or university prior to obtaining non-degree status.

#### **Current *Academic Procedures Directory* (with proposed language in red)**

Available at: <http://publications.umw.edu/academicproceduresdirectory/non-degree-student-enrollment/>

#### **NON-DEGREE STUDENT ENROLLMENT**

Any student who has not been officially admitted into one of the University's degree programs is a non-degree student. Such students are eligible to register on the dates indicated on the Academic Calendar for courses on a space-available basis. Non-degree students are governed by the same academic regulations as degree-seeking students. Thus, academic credit may be denied for coursework when regulations such as prerequisites, overlaps, repeats, pass/fail, and course-sequencing are not followed.

Non-degree students must be aware that, should they become degree-seeking students, only courses that have been taken for graded credit can be used to fulfill General Education and Major Program requirements. Non-degree students may not register for individual study, research, or internship courses.

An abbreviated application form is required for non-degree enrollment. Admission decisions are made by the Registrar at the time of course registration. For a non-degree student to convert to degree-seeking status, the student must apply formally for admission to the University.

Non-degree-seeking students may register for as many as 11 credits per semester and pay tuition according to the number of enrolled credits. Under certain conditions, a non-degree-seeking student may seek permission from the Provost to exceed the 11-credit limit or for an exception to the restriction against registering for individual study, research, or internship courses. Non-degree students wishing to apply for admission to a UMW degree program must do so before completing 30 credits in residence.

**Enrollment in specific courses is based on eligibility criteria and availability of space in courses; in certain courses or programs, enrollment may be restricted or prohibited.**