

THE UNIVERSITY OF
ALABAMA

AGENDA
Council of Assistant and Associate Deans
3:00 pm - 4:45 pm Wednesday, April 8, 2015
G-54 Rose

Agenda


1. Approval of Minutes
2. CAAD Retreat
3. Reports From Task Force Groups
 - a. Academic Misconduct
 - b. Interim Suspension
 - c. Medical Withdrawal
 - d. Transfer Credit (20 hr rule and expiration)
4. Issue Bin
5. New Business


(Issue Bin located on next page)


CAAD Issue Bin

- Process/workflow for changes in minors, concentrations, etc. (9/14)
- Academic second opportunity for transfer students (9/14), (10/14)
- Academic second opportunity - enrollment subsequent to readmission (9/14), (10/14), (4/15)
- Transfer within the university with less than 20 hours - discarding all previous work (9/14), (11/14)
- Academic misconduct policy - policy review and course grades associated with AM (9/14), (10/14)
- Obsolete transfer credit/time limitation (10/14), (11/14)
- Catalog year determination/assignment (10/14)
- Interim suspensions - make up work (10/14), (11/14)
- Medical withdrawal policy - clear to return (10/14), (11/14)
- Student success initiatives from OAA and Student Affairs (11/14)
- Priority registration (1/15)
- Prerequisites not met - drop processing (1/15), (4/15)
- Academic action (suspension) processing (1/15)
- Access to distance education courses (1/15), (3/15)

Issue Bin Legend (MM/YY)

 = item added

 = work on item initiated

 = item completed; to be removed

CAAD Retreat Planning Notes – For Discussion
3/27/15

Format

Two half-days with social dinner on evening of first day
Week of July 27th
Move around – meeting venue and/or tours

Presentation Ideas

Student Success Collaborative (in-house team & EAB team)
Veterans Affairs(new law)
Library Databases (and other services)
Admissions (goals/vision for future)
SACSCOC Reaffirmation Update
UA Office of Council (any new legal issues)
5-minute Overview from Each College (or a sub-set of colleges/divisions)
Campus Master Plan (including Bryce)
SGA President (or others from SGA)
College of Continuing Studies (online/distance ed initiatives)
Capstone International
Career Services
Hear from New People: VP Student Affairs, Provost, Registrar, Director of
Advising, ??

Places to Visit

New Rec Center in Presidential Village
Shelby Complex
Fresh Food Complex
Ferguson Center

General Transfer Credit Policy

The University of Alabama accepts transfer work from post-secondary institutions that are fully accredited by regional accrediting agencies. Incoming transfer coursework will be evaluated against The University of Alabama catalog in effect for the semester and year in which the student enrolls at the University. A University of Alabama equivalent course, disciplinary elective or general elective will be assigned based on comparability of the course content.

Accreditation

1. Collegiate work will be considered for transfer credit from post-secondary institutions that offer the baccalaureate degree or associate's degree leading to the baccalaureate degree and are fully accredited by one of the six regional accrediting associations below. Institutions that have been granted official candidacy status by a regional accrediting association will be accorded conditional acceptance for the coursework until full accreditation is granted.
 - Middle States Association of Colleges and Schools
 - Higher Learning Commission (North Central Association of Colleges and Schools)
 - New England Association of Schools and Colleges
 - Northwest Association of Schools and Colleges
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
2. Collegiate work from post-secondary institutions not fully accredited by regional accrediting associations will be considered for transfer credit only when approval is recommended by the dean of the student's college of enrollment. Approval must be sought by the student via written petition to the dean.
 - If the work is approved for transfer, the credit will be accepted on a provisional basis.
 - Provisional credit will be applied as appropriate to the student's degree if an average of C or higher is earned for a year of academic work as a full-time student.
 - In the case of the part-time student, a C average or higher must be earned for work completed from the time of initial enrollment through the semester (summer included) in which a total of at least 24 semester hours of work is completed at The University of Alabama.
 - A student who transfers within The University of Alabama will have provisional credit applied as appropriate to the curriculum of the college into which the student transfers.
3. Collegiate work will be considered for transfer credit for courses completed at colleges and universities outside of the United States which are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers, National Association of Foreign Student Advisors and selected other professional organizations and agencies evaluating foreign educational institutions, i.e., World Education Services (WES), New York, NY.

Transferability, Equivalency and Applicability

1. **Transferability** refers to the conditions under which the University accepts credit from other post-secondary institutions for inclusion in the student's record. The Office of the University Registrar (OUR) is responsible for determining transferability.
2. **Equivalency** entails equating transfer credit, both in hours and content, to University of Alabama coursework. Lower level equivalencies will be determined by staff of the OUR, upper level equivalencies will be determined by the college/school which houses the discipline.
3. **Applicability** of credit toward a degree refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of a student's degree requirements. The student's college of enrollment is responsible for determining applicability. **Courses completed more than 10 years prior to the term in which they are transferred to UA may be subject to review by the student's college of enrollment for applicability within the student's chosen degree program.**

Governing Policies

1. Transfer credit is generally awarded for academic credit earned at regionally accredited institutions or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period.
2. The evaluation and award of University of Alabama transfer credit for coursework will be based on official transcripts. To be eligible for evaluation, coursework must appear on an official transcript from the institution that offered the coursework and initially conferred the credit in question.
3. The University of Alabama follows a semester calendar and awards credits earned in semester hours. Earned hours assigned to coursework completed at institutions on non-semester based academic calendars will be converted and reported on The University of Alabama transcript as semester hours. The most common non-semester based academic calendar is the quarter system. Quarter credits are converted to semester credits by multiplying the number of quarter credits by two-thirds. For example, 30 quarter credits equal 20 semester credits.
4. Credit granted by another institution for non-traditional experiences will not be accepted based on that institution's transcript. To receive credit for non-traditional experiences [e.g. College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), military training, etc.], the student must present official documentation from the original provider of the non-traditional experience.
5. The following types of credit are not transferable and will not count towards a degree:
 - placement credit granted by another institution
 - remedial or developmental courses
 - technical courses
 - occupational, vocational and some workforce courses from two-year institutions
 - courses classified as below freshman level by the originating institution
 - courses in religion that are doctrinal, confessional or sectarian in nature
 - courses applying to a previously earned baccalaureate degree
6. Courses from two-year institutions transfer as lower-division (100- and 200-level courses) credit only. Undergraduate courses from four-year baccalaureate degree-granting institutions transfer at the same level, lower- or upper-division, as they were taken. Graduate level coursework may be transferred as undergraduate credit at the written request of the student and upon approval by the appropriate academic department.
7. Credit is granted based on coursework earned, not degrees. Students transferring to The University of Alabama with an Associate's degree will not automatically be granted junior standing.
8. In those instances when a student has repeated a course, all occurrences of the course, including grade, will be posted to The University of Alabama transcript. All grades count in the higher education grade point average, but earned hours will be awarded based on The University of Alabama repeat policy for the equivalent course.
9. Credit in which a grade of "F" was earned is not applicable and will not count toward a degree. However, the course, hours and grade are placed on The University of Alabama transcript and calculated in the higher education grade point average.
10. Courses for which a student has been awarded academic clemency, bankruptcy, forgiveness, etc., by the institution at which the courses were completed will not be posted to The University of Alabama transcript.
11. Students are required to submit official transcripts for all post-secondary institutions attended. All transferable work will be posted to The University of Alabama transcript. Students do not retain the right to pick or choose certain courses for transfer.

DRAFT Interim Suspension Procedures for Academic Units DRAFT

This proposed policy seeks to develop established communication channels between the Office of Student Conduct and the various colleges at UA to provide timely notice to faculty about students in their classes who have received interim suspensions.

Under this policy, in the event that a student is issued an interim suspension:

- The Office of Student Conduct would contact the designated resource person in the college in which the student is enrolled.
- The designated resource person would in turn contact all the faculty of the classes in which the student is enrolled, including those faculty outside the student's college of enrollment. In this initial notification, the faculty member would be told the student's name, CWID, the suspension status indicating that the student is prohibited from attending class, and the effective date. They would also be instructed that if the student appeared in class, they should contact either the Office of Student Conduct or UAPD immediately after class dismissal.
- The designated resource person would also notify the student's faculty of any modifications to that interim suspension (whether lifted or modified to allow class attendance). The resource person would also instruct faculty that if the student has been allowed to return to class, any previous absences as a result of the interim suspension should be considered as excused absences.
- While the instructor would have full discretion to determine whether the student should be allowed to make up missed work, the notification would include language encouraging the faculty member to work with the student to develop an acceptable plan for completing missed academic work.

Requirements for Implementation:

- The Dean of each College would need to designate a resource person for their College. This person should be an associate dean.
- The Office of Student Conduct would need to provide training to the designated resource persons.
- Department Chairs should be notified of the new procedures, as well as expectations for faculty compliance with the request of a resource person from a different college.

Sample Email Notice:

Dear __,

The Office of Student Conduct has placed College of [Name College] student [Student Name] (CWID:----) on Interim Suspension effective [Date].

[Name] will not be allowed to be on campus to live or attend any classes. If s/he attends your class, do not confront but call UAPD at 348-5454 immediately after class to let them know.

S/He may contact his instructors via telephone or email to discuss assignments. It is strictly at the discretion of the college and instructors whether to assist the student in making up any work missed during the interim suspension.

If you have any questions please contact...