

THE UNIVERSITY OF
ALABAMA

AGENDA
Council of Assistant and Associate Deans
3:00 pm - 4:45 pm Wednesday, May 13, 2015
G-54 Rose

Agenda

1. Approval of Minutes
2. Reports From Task Force Groups
 - a. Academic Misconduct
 - b. Interim Suspension
 - c. Medical Withdrawal
3. Other Proposals for Discussion
 - a. Learning Management System Course Retention Policy - Ivon Foster-McGowan
 - b. Proposed Modification to UA's Substantive Change Policy - Ginger Bishop
 - c. Priority Registration Policy - Michael George
 - d. Graduation Under a Particular Catalog - Michael George
4. Issue Bin
5. Summer Meeting Schedule
 - June 10
 - July 27-28 (CAAD Retreat)
 - August - No Meeting
6. 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)
- 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), (5/15)
- 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)
- 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

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...

Option #1

Medical Withdrawal

Conditions for a Medical Withdrawal Request

A medical withdrawal request may be made if, during the course of a semester, a student suffers from a diagnosable physical, emotional or psychological condition that significantly interferes with the ability to complete his/her academic responsibilities.

General Information

A medical withdrawal, if granted, is a complete withdrawal from all courses for a given semester. Students are not allowed to medically withdraw from individual courses. The only exception to this policy occurs when parts of term within a given semester have unique start and end dates. For example, the summer semester at UA includes four separate parts of term (Interim, Summer I, Summer II, and Full Term). It would be possible, if approved, for a student to complete coursework in Summer I and medically withdraw from Summer II. In this example, the student would not be medically withdrawn from the entire summer semester, but rather only from all of his/her courses for the Summer II part of term.

All requests for medical withdrawals are processed by The University of Alabama Student Health Center. A designated physician at the Student Health Center will evaluate the request and make the decision whether or not to approve the medical withdrawal and determine if a medical clearance hold is appropriate. Once the withdrawal has been approved and deemed to require a medical clearance hold a designee from the Student Health Center will place a medical clearance hold on the student's record until documentation and approval for clearance is received.

A medical withdrawal request requires medical documentation from a "licensed" physician, psychiatrist, psychologist or therapist. If the student has not been seen at The University of Alabama Student Health Center, documentation from his/her outside "licensed" provider is required. Documentation may be mailed, faxed or hand-delivered. This documentation must specifically recommend a withdrawal from the semester, give an effective date for the withdrawal, and, if available, include a date by which the student will be medically cleared to resume classes at The University of Alabama.

All approvals will contain an effective date for the medical withdrawal. If the student had previously completed a non-medical semester withdrawal prior to the effective date listed on the medical withdrawal approval, the original withdrawal will apply with the earlier date. If the effective date of the medical withdrawal precedes the regular semester withdrawal date, the medical withdrawal will supersede the non-medical semester withdrawal. If the effective date of the medical withdrawal falls within the add/drop period at the beginning of the semester, all courses will be completely removed from the transcript. If the effective date falls on any other date between the end of the add/drop period and the end of the semester, grades of "W" will be assigned for all classes.

If the medical withdrawal request is approved, the designated physician at the Student Health Center will determine if a medical clearance hold is appropriate. If a medical clearance hold is placed on the student's records, the student will be blocked from all future registration at the University until the hold is removed. In addition, the student will be blocked from future readmission if the student's absence is greater than a year. The medical clearance hold is only removed when documentation is received by the Student Health Center from the same licensed health provider that recommended the withdrawal. Documentation should explain that the student is medically cleared to return the University or provide documentation for a Student Health Center provider to recommend clearance (i.e., If a student completes a substance abuse program that provides a report to the Student Health Center substance abuse counselor so they can recommend a student's clearance.) Medical documentation is required whether the recommendation for withdrawal was internal or external to the University.

Student Process for Medical Withdrawal

A student is encouraged to begin the medical withdrawal request process as soon as it becomes evident that a diagnosable physical, emotional or psychological condition has significantly interfered with the ability to complete his/her academic responsibilities. Requests for medical withdrawals should be made during the semester in which the medical event occurs, but must be received no later than six months following the end of that semester. Requests submitted outside of that timeframe will require additional documentation outlining the reason for the delayed request.

If a request is being made during the term in which the medical event occurs, students are advised to complete a non-medical semester withdrawal prior to initiating the medical withdrawal request process. In the event the medical withdrawal is not approved, the non-medical withdrawal request will ensure all classes from the term are dropped prior to grades being assigned. A non-medical semester withdrawal request may be submitted through *mybama*. The following steps outline the process for requesting a medical withdrawal:

1. Students should contact The University of Alabama's Student Health Center at 205-348-7164 to initiate the request. A representative from the Student Health Center will advise the student of the documentation necessary to process the request. The student will be responsible for submitting all necessary documentation.
2. Once all documentation is received by the Student Health Center, a designated physician will evaluate the request and render a decision.
3. If the withdrawal request is for a prior term, the Dean's Office of the student's college of enrollment will be consulted prior to a final decision being made to determine the appropriateness of the request, especially if final grades have been posted for the prior term.
4. If approved, both the student and the Office of the University Registrar will be notified of the decision. If the request is denied, the student will be notified by the Student Health Center.
5. At the discretion of the designated physician, after review of the documentation submitted, a medical clearance hold may be placed on the student's account at the time the medical withdrawal is processed. In order for the hold to be lifted, the student must submit appropriate documentation to the Student Health Center showing that they have been medically cleared to return to the University.

IMPORTANT NOTE: If a student's medical condition so incapacitates the student that he/she cannot act on behalf of him/herself, the student's parent or legal guardian should contact the Office of Student Care and Well Being within the Dean of Students Office [230 Ferguson Center] for guidance at 205-348-246.

Option #2

Medical Withdrawal

Conditions for a Medical Withdrawal Request

A medical withdrawal request may be made if, during the course of a semester, a student suffers from a diagnosable physical, emotional or psychological condition that significantly interferes with the ability to complete his/her academic responsibilities.

General Information

A medical withdrawal, if granted, is a complete withdrawal from all courses for a given semester. Students are not allowed to medically withdraw from individual courses. The only exception to this policy occurs when parts of term within a given semester have unique start and end dates. For example, the summer semester at UA includes four separate parts of term (Interim, Summer I, Summer II, and Full Term). It would be possible, if approved, for a student to complete coursework in Summer I and medically withdraw from Summer II. In this example, the student would not be medically withdrawn from the entire summer semester, but rather only from all of his/her courses for the Summer II part of term.

All requests for medical withdrawals are processed by The University of Alabama Student Health Center. A designated physician at the Student Health Center will evaluate the request and make the decision whether or not to approve the medical withdrawal and determine if a medical clearance hold is appropriate. Once the withdrawal has been approved and deemed to require a medical clearance hold a designee from the Student Health Center will place a medical clearance hold on the student's record until documentation and approval for clearance is received.

A medical withdrawal request requires medical documentation from a "licensed" physician, psychiatrist, psychologist or therapist. If the student has not been seen at The University of Alabama Student Health Center, documentation from his/her outside "licensed" provider is required. Documentation may be mailed, faxed or hand-delivered. This documentation must specifically recommend a withdrawal from the semester, give an effective date for the withdrawal, and, if available, include a date by which the student will be medically cleared to resume classes at The University of Alabama.

All approvals will contain an effective date for the medical withdrawal. If the student had previously completed a non-medical semester withdrawal prior to the effective date listed on the medical withdrawal approval, the original withdrawal will apply with the earlier date. If the effective date of the medical withdrawal precedes the regular semester withdrawal date, the medical withdrawal will supersede the non-medical semester withdrawal. If the effective date of the medical withdrawal falls within the add/drop period at the beginning of the semester, all courses will be completely removed from the transcript. If the effective date falls on any other date between the end of the add/drop period and the end of the semester, grades of "W" will be assigned for all classes.

If the medical withdrawal request is approved, the designated physician at the Student Health Center will determine if a medical clearance hold is appropriate. If a medical clearance hold is placed on the student's records, the student will be blocked from all future registration at the University until the hold is removed. In addition, the student will be blocked from future readmission if the student's absence is greater than a year. The medical clearance hold is only removed when documentation is received by the Student Health Center from the same licensed health provider that recommended the withdrawal. Documentation should explain that the student is medically cleared to return the University or provide documentation for a Student Health Center provider to recommend clearance (i.e., If a student completes a substance abuse program that provides a report to the Student Health Center substance abuse counselor so they can recommend a student's clearance.) Medical documentation is required whether the recommendation for withdrawal was internal or external to the University.

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must submit a request to withdraw from the University to the dean of the student's college of enrollment.

If a request is being made during the term in which the medical event occurs, students are advised to complete a non-medical semester withdrawal prior to initiating the medical withdrawal request process. In the event the medical withdrawal is not approved, the non-medical withdrawal request will ensure all classes from the term are dropped prior to grades being assigned. A non-medical semester withdrawal request may be submitted through *mybama*. The following steps outline the process for requesting a medical withdrawal:

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IMPORTANT NOTE: If a student's medical condition so incapacitates the student that he/she cannot act on behalf of him/herself, the student's parent or legal guardian should contact the Office of Student Care and Well Being within the Dean of Students Office [230 Ferguson Center] for guidance at 205-348-246.

Developing a UA Learning Management System Course Retention Policy

Background

- UA has used the current Blackboard system since summer 2012
- UA's Blackboard system currently contains approximately 55,000 courses
- Blackboard contract extended until October 2017
- Close to 80% of courses taught in Fall 2014 semester have a Blackboard course shell and nearly 80% of all instructors use Blackboard for at least 1 course

Why have a policy to archive and remove older or unused Blackboard courses?

- Maximize system performance
- Easier for faculty and students to find current and recent courses
- Use less server and database space

Policy Development Steps

- Faculty Resource Center and the UA Blackboard administration team determined the need for a policy
- Researched course retention policies at other institutions
- Solicited initial ideas from the campus-wide Technology & Learning Committee
- Registrar's Office provided the state policy on records retention
- Conferred with Kevin Ray, Institutional Records Analyst from the University Archives in the UA Libraries, about state and institutional policies related to the proposed course retention policy
- Developed a draft of the policy
- Gathered additional recommendations from the Technology & Learning Committee
- Shared the draft with the campus-wide Information Technology Committee and gathered recommendations
- Revised the policy
- Policy approved by the Technology & Learning Committee, January 2015

Learning Management System Course Retention Policy

A learning management system course retention policy ensures that the system will remain at a manageable size so that the size of the system does not impede the performance while providing appropriate course access to instructors and students. A learning management system course retention policy helps in cost containment efforts by helping manage the amount of system storage needed. For these reasons the Technology & Learning Committee, the University of Alabama academic technology governance committee, along with the Faculty Resource Center, serving as steward for the learning management system, have created the following learning management system course retention policy.

Learning management system courses are subject to removal from the system 2 years following the end of the semester in which they are taught. For example, a course taught in spring 2015 will be removed in June 2017.

Examples of Course Removal Dates

Semester Course Taught	Course Removal Date
Spring 2014	June 2016
Fall 2014	January 2016
Summer 2014	September 2016

Learning management system courses created administratively rather than through the course registration system, referred to as non-integrated courses, are subject to removal following 2 years of inactivity.

Announcements and messages will inform instructors of course removal dates. Instructions on how to export and archive course content are found in the Learning Management Course Retention Policy Addendum and on the FRC website.

Requests to change this policy may be made in writing to the Faculty Resource Center (frc@ua.edu). The Faculty Resource Center will present the requests for policy changes to the Technology & Learning Committee for review.

Converting an Approved Campus-based Degree Program to a Distance Offering

The process and procedure described below applies to a change in an existing degree program or certificate offered by The University of Alabama's colleges and schools and approved by the appropriate state and regional authorities, i.e. SACSCOC and ACHE. The change considered is either:

- adding online or off-campus delivery of 50% or more of the existing on-campus face-to-face degree program; OR
- replacing the existing on-campus face-to-face degree program with all online or off-campus delivery.

Under these circumstances, SACSCOC substantive change policy does not require prior notification and/or prior approval, but SACSCOC expects that internal procedures are in place to ensure compliance with the pertinent SACSCOC core requirements, comprehensive standards and federal requirements.

Responsibility:

It is the responsibility of the department chair, the associate dean, and the college or school dean where the degree program resides to ensure that the following steps are completed before the distance delivery of the program is initiated.

Required Process and Procedure:

Step 1

At least 12 months prior to planned implementation, Department Chair submits a description of proposed change with Substantive Change Routing Form to the SACSCOC Liaison and Provost/Vice President for Academic Affairs to determine if change is substantive and requires notification and/or approval from SACSCOC, ACHE or The University of Alabama System. (If change does require notification and/or approval from SACSCOC, please consult the SACSCOC Substantive Change Policy and with the SACSCOC Liaison for next steps.)

Step 2

If proposed change does not require notification and/or SACSCOC approval, the Department Chair, Associate Dean, and Dean of College or School, and Dean of Graduate School (if applicable) sign the Substantive Change Routing Form to affirm the following:

- That the degree program is currently listed on the official UA ACHE Degree Program Inventory. ([add link to ACHE Degree Program Inventory for UA](#))
- That each course syllabus for the program contains clearly defined and measurable course-level student learning outcomes to be achieved upon completion of the course.

- That the faculty members assigned to teach each course holds the appropriate degree and/or credentials qualifying him/her to teach the respective course in accordance with The University of Alabama and SACSCOC faculty credential requirements.
- That each course to be delivered online or off campus meets The University of Alabama Credit Hour Policy. ([add link here](#))
- That assessment of student learning outcomes of the proposed program will be conducted according to UA assessment policies and practices.
- That the students enrolled in the proposed program will have access to the same or comparable library and information resources as the on-campus student enrolled in the program or comparable face-to-face programs and that staffing and services are in place to support the distance offering.
- That adequate physical facilities and equipment are accessible to the student at off-campus instructional sites to meet the demands and expectations of the degree program.

Step 3

The completed Substantive Change Routing Form is returned to the Provost (or his/her designee) with copies to the SACSCOC Liaison, the Registrar, and the Dean of Continuing Studies.

The University of Alabama Substantive Change Routing Form

Name of the Degree Program: _____

Originating Department: _____

Description of Proposed Change (to be completed by Department Chair):

Affirmations

As proposed, this change does not require notification and/or approval by SACSCOC, the University of Alabama Board of Trustees, and/or ACHE.

SACSCOC Liaison _____
(Print Name) *(Sign)*

As the parties responsible for ensuring the integrity of this proposed program, we:

- Affirm that the degree program is currently listed on the official UA ACHE Degree Program Inventory.
- Affirm that each course syllabus for the program contains clearly defined and measurable course-level student learning outcomes to be achieved upon completion of the course.
- Affirm that the faculty members assigned to teach each course holds the appropriate degree and/or credentials qualifying him/her to teach the respective course in accordance with The University of Alabama and SACSCOC faculty credential requirements.
- Affirm that each course to be delivered online or off campus meets The University of Alabama Credit Hour Policy.
- Affirm that assessment of student learning outcomes of the proposed program will be conducted according to UA assessment policies and practices.
- Affirm that the students enrolled in the proposed program will have access to the same or comparable library and information resources as the on-campus student enrolled in the program or comparable face-to-face programs and that staffing and services are in place to support the distance offering.
- Affirm that adequate physical facilities and equipment are accessible to the student at off-campus instructional sites to meet the demands and expectations of the degree program.

Department Chair _____
(Print Name) *(Sign)*

College Associate Dean _____
(Print Name) *(Sign)*

College Dean _____
(Print Name) *(Sign)*

Graduate Dean
(if applicable) _____
(Print Name) *(Sign)*

Provost _____
(Print Name) *(Sign)*

Priority Registration Policy Proposal

Introduction

The student's schedule of classes is a significant aspect of the quality of the education. The registration process, in which a student receives a schedule of classes, must recognize the principle of equal access. Allowing some students to register before others is a practice that must be justified as fair, ultimately to those last in line and closed out of courses because they are not allowed the privilege of priority registration. This policy defines the categories of need that merit permission to receive priority registration.

Policy

Permission to enter the registration process is governed by the general principle of earned hours. The more hours a student has earned, the earlier that student may enter registration. In order to accommodate student populations impacted by specific obligations or other circumstances outside their control, approved populations are allowed to register earlier than earned hours alone would dictate.

Procedure

- I. Students shall be allowed to register in the following order:
 - a. Group 1: Graduate and Law students
 - b. Group 2: Priority students as defined below
 - c. Group 3: Undergraduate students with 90 or more earned hours
 - d. Group 4: Post graduate students
 - e. Group 5: Undergraduate students with less than 90 earned hours
- II. Categories of Group 2 (Priority) students
 - a. Students who are registered with the UA Office of Disability Services
 - b. Students participating in the UA Cooperative Education Program
 - c. Students who participate in intercollegiate sports governed by the NCAA
- III. Registration time slot assignment
 - a. Time slots within groups 2, 3 and 5 are assigned based on number of overall, earned hours (in-progress courses are not considered in the calculation).
 - b. In groups 3 and 5, students enrolled in the University of Alabama Honors College will be given priority over students who share the same student classification (senior, junior, sophomore, freshman). For example, a senior in the Honors College with 91 earned hours would be allowed to register before a senior with 115 earned hours who is not enrolled in the Honors College. Likewise, a senior with 94 earned hours not enrolled in the Honors College would be able to register before any freshman, sophomore or junior enrolled in the Honors College.
 - c. The exact earned credit hour range of each time slot will vary from semester to semester based on the number of students that potentially fit into each slot with consideration for the load placed onto the registration system.

Rationale

The substantial benefit of priority registration must be balanced by equally substantial, relevant and recognized needs. Justification for the inclusion of specific student populations in the priority registration group is as follows:

I. **Students registered with the UA Office of Disability Services**

Priority registration is granted in order to provide students with disabilities an opportunity to establish a class schedule that will accommodate their physical and academic needs. Some students require time between classes due to mobility limitations or testing accommodations. Others may need a balance in the types of classes or additional time to secure specific academic accommodations. Priority registration provides an opportunity for students with disabilities to secure a class schedule that minimizes the limitations of their disability.

II. **Students participating in the UA Cooperative Education Program**

Students participating in the Cooperative Education Program (co-op) alternate semesters of full-time studies with semesters of full-time work. During the on campus semesters, co-op students must adhere to a strict plan of study so as to continue progressing toward a degree. Because their time on campus is so limited, priority registration is granted to ensure that co-op students have every opportunity to complete their program of study in a timely manner.

III. **Students who participate in intercollegiate sports governed by the NCAA**

Student-athletes are required to commit a significant amount of time preparing for and participating in University-sponsored athletic events. Practice schedules both during the competition season and in the off-season pose significant scheduling and time-management challenges for student-athletes. Priority registration allows student-athletes the ability to minimize conflicts occurring because of these University-sponsored athletic obligations.

Graduation under a Particular Catalog

Current UA Undergraduate Policy

Students are required to complete the degree requirements as stated in the catalog for the academic year during which they begin earning baccalaureate credit at The University of Alabama. Transfer students will be held to the same standard regardless of when baccalaureate credit may have been earned at other institutions. If students do not complete degree requirements within seven years from the date they began earning baccalaureate credit at The University of Alabama, they must change to a current or more recent catalog, under which they will have seven years from the start of that catalog year to complete their degree. Students may choose a later catalog up to or including the one current at the time of their graduation.

Proposed UA Undergraduate Policy

Choice of Catalog

The University of Alabama Undergraduate Catalog is produced annually and takes effect at the start of each fall semester. Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student may graduate under the provisions of any catalog in effect since the student began continuous enrollment at The University of Alabama. A student who enrolls for at least one semester within an academic year is considered to have satisfied the minimum requirements for continuous enrollment. Students must follow a single catalog, not a combination of catalogs, to meet graduation requirements for their degree program.

The catalog year for an undergraduate student's degree program is first set as the catalog year in effect at the time of initial enrollment as a degree-seeking student at The University of Alabama. At their option, students may choose to move to a catalog for any subsequent year up to, and including, the catalog in effect at the time of graduation. Students must graduate within a period of seven years from the term in which their catalog took effect or they will be required to move to a more recent catalog.