

**BOARD OF TRUSTEES  
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**March 13, 2020  
11:00 a.m., University Center, Room 215**

**Agenda**

**1.0 Action Items**

**1.1 Resolution ASA02-20  
Approval of Policy 3.00REV Admission & Degree Requirements**

Dr. Thiel, VP for Academic and Student Affairs, will present Resolution ASA02-20, Revision of Policy 3.00REV Admission & Degree Requirements.

**1.2 Resolution ASA03-20  
Approval of Policy 3.23 Academic Forgiveness**

Dr. Thiel, VP for Academic and Student Affairs, will present Resolution ASA03-20, New Policy 3.23 Academic Forgiveness

**2.0 Information Items**

**2.1 Academic & Student Affairs Executive Report**

Dr. Thiel will report on recent activities in Academic & Student Affairs.

**2.2 Continuation Plan**

Dr. Thiel will summarize a plan for continuation of classes in the event of school closure due to the COVID-19.

**2.3 Alumni Profile & Plan**

Ms. Kara Stump will report on the SSU Alumni Association.

**2.4 Student Programming Board**

Mr. Eli Cole, Student Programming Board, Special Events Chair, will report on SPB clubs and events for spring 2020.

**3.0 Education Item**

Faculty researcher, Dr. Brian Richards, will provide an overview of his study regarding whether positive activities via a web-based tool can promote self-expansion.

**RESOLUTION ASA02-20**

**ADOPTION OF POLICY 3.00REV ADMISSION & DEGREE REQUIREMENTS**

WHEREAS, Policy 3.00 REV, Admission & Degree Requirements, was last reviewed and approved by the Board of Trustees on February 10, 2017, and requires updating; and

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to remove outdated policies, and to modify and update policies; and

WHEREAS, a modification of the policy is recommended in order for the University's doctoral program requirements to be specified; and

WHEREAS, Policy 3.00REV, Admission & Degree Requirements, has been recommended by the President for Board of Trustees approval;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves revision of Policy 3.00REV, Admission & Degree Requirements.

March 13, 2020

# Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	<del>02/10/17</del> <u>03/13/2020</u>
NEXT REVIEW DATE:	<del>03/2022/2020</del>
RESPONSIBLE OFFICER(S):	PROVOST/VPAA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University, created pursuant to O.R.C. Chapter 3362, serves as the regional state university for Southern Ohio. SSU is an open access university for all students who have successfully completed a high school education. This policy serves to identify SSU's requirements for admission to the University's degree programs and the credit requirements for those programs.

## 2.0 ADMISSION REQUIREMENTS FOR BACCALUAREATE AND ASSOCIATE DEGREE PROGRAMS

2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link to state standards webpage below), and (3) ability to meet the requirements of a specific selective-admission program.

2.1.1 Non-College Prepared Students. Applicants not meeting the college preparedness standard will only be admitted into a non-selective admission associate degree program or a bridge program and be required to participate in University programs and courses for underprepared college students.

2.1.2 International Applicants. Admission requirements for international applicants also include meeting a university-established minimum test score on the Test of English as a Foreign Language (TOEFL) or equivalent for applicants whose native language is not English and proof of sufficient financial resources.

2.1.3 Transfer Students. Applicants applying for admission to associate or baccalaureate programs who have earned credit post high school from other regionally accredited colleges or universities are considered transfer

students and are admitted under the same standards described in sections 2.2 and 2.3 of this policy and may be subject to additional requirements.

- 2.2 Associate Degrees. The University offers both selective and non-selective admission associate degree programs. All associate degree programs will require a minimum of 60 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalogeatalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 2.3 Baccalaureate Degrees. The University offers both selective and non-selective admission baccalaureate degree programs. All bachelor's degree programs shall require a minimum of 120 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalogeatalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.

### 3.0 ADMISSION REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS

- 3.1 Master's degree programs shall require a minimum of 30 hours of credit at graduate level and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalogeatalog.shawnee.edu/index.php>) at the time of the applicant's matriculation.
- 3.1.1 Applicants are only admitted to selective admission Master's degree programs.
- 3.1.2 Applicants to an SSU a master's degree program must present evidence of an earned bachelor's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.1.3 International applicants are subject to additional requirements established by the University's Graduate Center.
- 3.2 Doctorate degree programs shall require a minimum of 60 hours of credit at the graduate level beyond the master's degree in a curriculum specified for the particular program prescribed in the Shawnee State University Catalog

(<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalog>)

3.2.1 Applicants are only admitted to selective admission Doctorate degree programs.

3.2.2 Applicants to an SSU doctorate degree program must present evidence of an earned master's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.

3.2.3 International applicants are subject to additional requirements established by the University's Graduate Center.

#### 4.0 NON-DEGREE SEEKING APPLICANTS

- 4.1 Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, transient status, dual credit enrollments, ~~College Credit Plus~~~~Post-Secondary Enrollment Option (PSEO)~~, or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.

Link to the State of Ohio's Uniform Statewide Standards for Remediation-free Status:

<https://www.ohiohighered.org/sites/default/files/uploads/data/reports/hs-to-college/20192-UNIFORM-STATEWIDE-REMEDIATION-FREE-STANDARDS%28010913%29.pdf>

#### History

Effective: 04/02/90

Revised: 03/13/20; 02/10/17; 04/21/95; 03/16/92

# Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	03/2022
RESPONSIBLE OFFICER(S):	PROVOST/VPAA
APPROVED BY:	BOARD OF TRUSTEES

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- 3.2.2 Applicants to an SSU doctorate degree program must present evidence of an earned master's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.2.3 International applicants are subject to additional requirements established by the University's Graduate Center.

#### 4.0 NON-DEGREE SEEKING APPLICANTS

- 4.1 Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, transient status, dual credit enrollments, College Credit Plus, or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.

Link to the State of Ohio's Uniform Statewide Standards for Remediation-free Status:

[\\*https://www.ohiohighered.org/sites/default/files/uploads/reports//2019-UNIFORM-REMEDIATION-FREE-STANDARDS.pdf](https://www.ohiohighered.org/sites/default/files/uploads/reports//2019-UNIFORM-REMEDIATION-FREE-STANDARDS.pdf)

#### History

Effective: 04/02/90

Revised: 03/13/20; 02/10/17; 04/21/95; 03/16/92



**RESOLUTION ASA03-20**

**ADOPTION OF POLICY 3.23 ACADEMIC FORGIVENESS**

WHEREAS, Policy 3.23, Academic Forgiveness, was created to assist returning students in achieving their academic degree; and

WHEREAS, the University did not have any policy that provided forgiveness for previous grades earned by a student who has returned and re-committed to their academic success; and

WHEREAS, the establishment of a policy will enable former students to return to the University without the burden of a low GPA; and

WHEREAS, Policy 3.23, Academic Forgiveness, has been recommended by the President for Board of Trustees approval; and

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 3.23, Academic Forgiveness.

March 13, 2020

# Shawnee State University

POLICY TITLE:	ACADEMIC FORGIVENESS
POLICY NO. :	3.23
ADMIN CODE:	3362-3-23
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	03/2023
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 POLICY STATEMENT AND PURPOSE

- 1.1 A student who returns to the University after an extended absence and who demonstrates the ability to do well academically, may use academic forgiveness to remove the effect of earlier unsatisfactory grades.
- 1.2 The Academic Forgiveness policy pertains only to former Shawnee State University (SSU) students returning to the University as undergraduate students after a significant absence and for coursework that does not count toward an earned associate's degree or certificate.

## 2.0 IMPLEMENTATION

- 2.1 An associated procedure developed and vetted through shared university governance outlines the circumstances, criteria, and eligibility requirements, guidelines, and timelines associated with implementation of this policy.
- 2.2 Eligible students are encouraged to meet with an academic advisor to develop an academic plan and to discuss this policy.

### History

Effective: 03/13/2020

Applicable Procedures: 3.23:1 Academic Forgiveness Procedure

# Shawnee State University

PROCEDURE TITLE:	ACADEMIC FORGIVENESS
PROCEDURE NO.:	3.23:1
RELATED POLICY:	3.23
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	03/13/2020
NEXT REVIEW DATE:	03/2023
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

This procedure sets forth the requirements for students who seek academic forgiveness under Board of Trustees Policy No. 3.23.

## 2.0 ELIGIBILITY

2.1 Students who have not been enrolled in the University for five consecutive year are eligible to apply for academic forgiveness.

2.1.1 Academic or faculty advisors will identify students who are eligible for academic forgiveness when the student reenrolls in the university and meets with an advisor to discuss course selection and major. The academic advisor will communicate the requirements to the student at this time (see 3.0 Guidelines).

2.1.2 Students are only eligible for academic forgiveness once in their academic careers at Shawnee State University, no matter how many degrees the student earns from the University. Academic forgiveness only applies to grades and credit hours earned at Shawnee State University.

## 3.0 GUIDELINES

3.1 To obtain academic forgiveness, students must show one academic year satisfactory academic progress (minimum of 15 successfully completed credit hours per semester with a 2.5 minimum GPA).

3.1.1 Students who do not maintain the minimum GPA or credit hours will be ineligible for academic forgiveness. In addition, if their GPA falls below minimum standards they may be put on probation, suspension, or dismissal according to the academic policies governing those actions, which would also make them ineligible for academic forgiveness.

- 3.2 Students will work with their academic advisor and the Registrar to determine which credits are eligible for academic forgiveness. The Registrar has final say in this matter. Upon the Registrar's approval, the quality points and attempted hours for previously earned credits below a grade of C (C-, D+, D, D-, and F) will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript. Students do not receive credit for forgiven courses they have failed, and students must retake courses with failing grades that apply to the General Education Program (GEP) or their degree program(s). Academic forgiveness does not apply to grades earned in pass-fail or non-credit courses. Grades for no more than 30 credit hours may be forgiven.

Students must meet the degree and GEP requirements for their catalog year. However, substitutions approved by the GEP director and/or department chair may be used to apply previously earned credit to a degree program.

#### 4.0 EXCLUSIONS

- 4.1 Academic forgiveness does not apply to financial aid standing. Federal regulations regarding financial aid will still apply. Grades that are academically forgiven will still count toward academic progress ratios, maximum credits earned for financial aid eligibility, and GPA calculated for financial aid eligibility. There will be no automatic eligibility for financial aid based on academic forgiveness. If academic forgiveness is granted, by federal regulations the Financial Aid Office must include all courses attempted in evaluating a student's satisfactory academic progress. Therefore, students deemed to have unsatisfactory academic progress for financial aid purposes and who receive academic forgiveness will need to file a financial aid appeal and document mitigating circumstances. Federal regulations regarding maximum number of credit hours eligible for financial aid will still apply.
- 4.2 Credits awarded through evaluation (transfer, College Level Examination Program (CLEP), Life-Learning Experience, in-house examination, military experience, prior learning experience, and Advanced Placement) are not altered by this program, regardless of date received.
- 4.3 Per Department of Defense regulations, students receiving benefits from the Veterans Administration will not be reimbursed for repeating courses they have failed or for repeating courses they have passed (courses with a grade of D-, D, D+, C-).
- 4.4 Academic forgiveness does not apply to developmental coursework since these credits do not count toward a degree; however, a student who had previously failed developmental coursework and/or taken a developmental course three times, may retake the coursework but must pass it the first time after reinstatement or

reenrollment. Students may also appeal their placement upon reinstatement or reenrollment.

- 4.5 If a student has been awarded an associate's degree and/or certificate from Shawnee State University, only courses not used in completion of an associate's degree and/or certificate will be eligible for the application of the Academic Forgiveness policy.
- 4.6 Credits earned through College Credit Plus or PSEO may be forgiven; however, academic forgiveness only applies to a student's Shawnee State University transcript and NOT their high school transcript.
- 4.7 This Academic Forgiveness Policy does not apply to graduate students.

## 5.0 TIMELINE

- 5.1 Upon a student's reenrollment or reinstatement to the university, a faculty or professional advisor will identify and inform students eligible for academic forgiveness of the program's guidelines and exclusions, and the advisor will apply a tag to the student's advising file in AVISO or similar student retention software for tracking and reporting purposes.
- 5.2 At the end of each semester, the Director of Advising and Academic Resources will pull a report from the student retention software to identify students who have completed the required one (1) academic year (30 credit hours) and 2.5 GPA standards necessary to apply for academic forgiveness. The Director of Advising will notify students who have not met the requirements for academic forgiveness.
- 5.3 After the Director of Advising and Academic Resources notifies students that they are eligible for academic forgiveness, the student works with an academic advisor and department chair to identify eligible credits for forgiveness that would be most beneficial to the student.
- 5.4 After successfully completing one (1) academic year (30 credit hours) of study and prior to the student's final semester at SSU, the student may petition for academic forgiveness by completing a petition in the Registrar's office.
- 5.5 Within two (2) weeks of receiving a student's petition, the Registrar's office verifies the student's GPA since returning to the institution in order to ensure that the student has made satisfactory progress. If the GPA is below 2.5, the Registrar rejects the student's petition for academic forgiveness. If the GPA is above 2.5, the Registrar

notifies the student's academic advisor that a petition for academic forgiveness has been received.

- 5.6 Within two weeks of notifying a student that the petition for academic forgiveness has been approved, the registrar recalculates the student's GPA reflecting academic forgiveness. The quality points and attempted hours for grades below a C (C-, D+, D, D-, and F) that have been approved for academic forgiveness will be excluded from the student's grade point average (GPA) calculation, but the grades will remain on the transcript.

History

Effective: 03/13/2020