

# MINUTES

## Academic Standards and Events Committee

Meeting of January 27, 1994

Present: C. Anderson, K. Blankenship, T. Bodnovich,  
D. Decker, R. Hoover, H. Kim, J. LaLumia,  
S. Martinek, S. Russo, P. Schuster, S. Tingley

Guest: Barbara Brothers

1. Meeting called to order 12:00 noon.
2. Minutes of January 20 meeting approved.
3. Barbara Brothers presented information on incomplete grades and on credit by exam. She also made comments on the general education requirements (GER).

### I. Incomplete Grades.

Brothers reported that issues about incomplete grades were raised at the Dean's Council. She presented the following issues:

- A. The Dean's signature is currently required on the form used to request an incomplete. The Chair's approval would be more appropriate. In A&S, the Chairs are currently approving in place of the Dean.
- B. Incompletes can remain forever. The Deans believe that an incomplete grade should eventually become an F.
- C. Students graduate with incompletes on their records.
- D. An incomplete grade may be assigned only upon a student's request. This prevents a faculty member from assigning an incomplete grade if the student is hospitalized. Even though a faculty member may be aware of some problem, the current policy does not permit the faculty member to initiate the request.

### II. Credit By Exam.

Brothers submitted the following documents to the committee:

(a) Credit By Examination Guidelines, (b) YSU Course Credit Available By Examination, (c) CLEP guidelines from Ohio Universities - Akron, Bowling Green, Cincinnati, Cleveland, Kent, Miami, Ohio State, Ohio Univ., Shawnee, and Toledo. She also presented issues raised at the Dean's Council about Credit By Exam. The following issues were presented:

- A. YSU Credit By Exam(CBE) Guidelines state that accepted undergraduate applicants will have CBE credit posted to their records at the end of the first quarter of attendance. This is too late for students who have Advanced Placement Program (APP) credit. APP credit needs to be on record before attendance, so that proper advisement is given for the first quarter.
- B. YSU CBE Guidelines prevent a four-year degree student from taking CBE during the last 45 hours of credit and they prevent a two-year degree student from taking CBE during the last 30 hours of credit. But some students, particularly BS/MD students, want to take CBE during the last 30 or 45 hours of study.
- C. YSU CBE Guidelines require each department, with approval of its dean, to determine which courses (if any) are appropriate for CBE credit. Some courses were approved for CBE credit many years ago, and it may no longer be appropriate.
- D. Are 700 and 800 level courses appropriate for CBE credit?
- E. State regulations require that YSU must now accept credit from community colleges. The possibility exists that a student can take a CLEP exam at a community college and then transfer the credit to YSU. But some YSU departments do not want to give credit for certain CLEP exams. For example, the YSU English Department does not authorize the CLEP exam for English because the exam does not include an essay. But if a student finds another college that will give a CLEP exam for English, he/she can then try to transfer this credit to YSU.
- F. CBE for general studies needs to be looked at.

### III. GER.

Brothers commented that the entire university community was being invited to participate in the discussion on GER. She also added that the revision process of the GER is benefitting from the work that many other colleges have recently performed in revising their GER. The Academic Standards & Events Committee will receive reformulated goals of the GER after they have been exposed to the university community.

- 4. The committee thanked Barbara for her time and efforts; she left at 12:30 p.m.

5. Credit By Exam. Discussion continued.

Transfer credit may be an issue that needs to be separated from the CBE issue.

S. Russo stated that CBE may be given for upper division Art classes upon the examination of a portfolio. In this case, an actual exam is not given.

P. Schuster stated that CBE may be given to practicing nurses for upper division Nursing courses. This is used by nurses who have earned degrees from non-accredited colleges.

6. Incomplete Grades. Discussion continued.

R. Hoover stated that there is no academic accountability with an infinite time period to finish the work for an incomplete grade. There needs to be some deadline for completing course-work.

H. Kim raised the issue of fairness. If students are graded on a competitive basis, it is not fair to give some students more time than is given to other students.

Most committee members favored (1) giving instructors more freedom in assigning incompletes (2) imposing some type of deadline for completing the work.

C. Anderson will get incomplete grade policies from other universities.

Some changes were suggested for the Explanation of Incomplete Grade form (revised form is attached).

The committee will continue with this issue at the beginning of the next meeting, Thur.. Feb. 3. Dr. Mapley's presentation on commencement will be delayed by 15 minutes to allow time.

7. **Subcommittees.**

Subcommittees were created for Plus/Minus Grading, Commencement, and Credit by Exam.

Plus/Minus Grading	Commencement	Credit By Exam
C. Anderson	K. Blankenship	C. Anderson
K. Blankenship	T. Bodnovich	T. Bodnovich
R. Hoover	D. Decker	S. Russo
H. Kim	S. Martinek	S. Schulick
J. LaLumia	S. Schulick	
P. Schuster	S. Martinek	
S. Tingley		

Assignment to subcommittees was on a voluntary basis. Members may be asked to serve on additional subcommittees.

8. Next meeting will be

Thursday, February 3  
12 noon to 12:50 p.m.  
Kilcawley Center - Buckeye III

Agenda: Incomplete Grades

Commencement

(Dr. Mapley will present information)

9. Meeting adjourned 12:50 p.m.

Minutes recorded by: Tom Bodnovich,  
Computer & Information Sciences

EXPLANATION OF INCOMPLETE GRADE

To the Instructor:

An Incomplete grade may be assigned only under the following conditions:

~~1. THE STUDENT MUST REQUEST THAT AN INCOMPLETE GRADE BE ASSIGNED.~~

1.  THE STUDENT'S PREVIOUS WORK IN THE COURSE MUST HAVE BEEN SATISFACTORY.

2.  THE REASON(S) GIVEN MUST BE BEYOND THE STUDENT'S CONTROL AND DEEMED JUSTIFIABLE BY THE INSTRUCTOR AND THE CHAIR.

IN NO CASE MAY AN INCOMPLETE BE USED TO ALLOW A DEFICIENT STUDENT EXTRA TIME TO AVOID FAILING A COURSE.

Each course must have a separate explanation of an Incomplete grade. The completed explanation must accompany the Grade Report Rosters and be returned to the Registrar's Office through regular procedures. The Registrar's Office will effect distribution.

STUDENT'S NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

INSTRUCTOR'S NAME \_\_\_\_\_ INSTRUCTOR'S DEPT. \_\_\_\_\_

Quarter/Year \_\_\_\_\_ Course Code # \_\_\_\_\_ Department \_\_\_\_\_ Cat. # \_\_\_\_\_

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor: Please read before signing.

I certify that the above named student has initiated this request, has been doing satisfactory work in the course listed, and I consider that the reason(s) given is (are) justifiable and beyond the student's control.

\_\_\_\_\_  
Instructor's Signature Date

*CHAIR'S* \_\_\_\_\_  
Dean's Signature Date  
(School/college in which course is offered)

Copy Distribution:  
WHITE - Records  
YELLOW - Student  
~~PINK - Dean~~  
GOLDENROD - Department



# Academic Standards & Events Committee

Youngstown State University / Youngstown, Ohio 44555-0001

TO: Members of the Academic Standards & Events  
Committee

FROM: Tom Bodnovich, *Tom*  
Chair, Academic Standards & Events Committee

DATE: January 21, 1994

SUBJECT: Meeting  
Thur., Jan. 27, 1994, 12:00 P.M. to 12:50 P.M.  
Kilcawley Center, Cardinal Room

## Agenda

1. Investigation of Incomplete Grades  
(Dr. Brothers will present information)
2. Investigation of Credit By Exam  
(Dr. Brothers will present information)

CC: Dr. Brothers,  
Dean of Arts & Sciences  
Virginia Phillips,  
Chair of Academic Senate  
Library (Circulation File)



# Academic Standards & Events Committee

Youngstown State University / Youngstown, Ohio 44555-0001

TO: Members of the Academic Standards & Events Committee  
FROM: <sup>Tom</sup> Tom Bodnovich, Chair, Academic Standards & Events Committee  
DATE: January 26, 1994  
SUBJECT: Meeting Times

I apologize to those members who are unable to attend meetings on Thursdays from 12 noon to 12:50 p.m.. I have tried to select a time when most members can attend.

Since we seem to have several projects all of a sudden, I would like to suggest that we consider breaking into several smaller groups, with each group addressing one or more projects. I hope that smaller groups will allow (1) meeting times when all involved members may attend, and (2) more efficient use of our time. Please let me know what you think of this idea.

Our next two meetings are scheduled as follows:

- I. Thur., Jan. 20 - 12 noon to 12:50 p.m.  
Kilcawley Center, Room 2057

Agenda

Investigation of Incomplete Grades  
(Dr. Brothers will present information)

Investigation of Credit By Exam  
(Dr. Brothers will present information)

- II. Thur., Feb. 3 - 12 noon to 12:50 p.m.  
Kilcawley Center, Buckeye III

Agenda

Commencement Changes  
(Dr. Mapley will present information)

C: Virginia Phillips,  
Chair of Academic Senate  
Library (Circulation File)