Annual Committee Report
Academic Year 2018-2019

Section I

Name of Committee: Student Faculty Policy Committee

Submitted by: Stefania Tracogna, School of Mathematical and Statistical Sciences

Date Submitted:

Roster:
- Melissa Button, Art
- Andrew Chizmeshya, Molecular Sciences
- Manjira Datta, Economics
- Roxanne Doty, Politics and Global Studies
- Cathy Lalley, Edson College of Nursing and Health Innovation
- Ed Maguire, Criminology and Criminal Justice
- Valerie Adams. Interdisciplinary Humanities and Communication
- Hala King, Math and Natural Sciences
- Joseph Russomanno, Journalism and Mass Communication
- Johannah Uriri-Glover, Nursing
- Stacey Whitecotton, Accountancy

Overview Narrative:
The purpose of the Student Faculty Policy Committee (SFPC) is to serve in a policy-forming and advising capacity in matters governing student conduct, consistent with the Rules of Maintenance of Public Order and the Student Code of Conduct, in matter concerning student organizations, and in other matters related to students including:
- undergraduate and graduate admission and readmission policies and procedures
- registration, graduation requirements, grading policies, scheduling, withdrawal policies, course load maximums, and program of study filing requirements
- student activities related to academic development, including advisement, counseling, and academic organizations
- policy development with respect to student-faculty-administration relationships.
- review of organized extra-classroom activities to assess their continued effective relation to university academic goals.
- policy development with respect to academic integrity
- review of undergraduate education, including teaching in a research institution.

The SFPC reviews a variety of Request For Consultation (RFC) submitted by the committee members, senators, ASU faculty, and ASU students. RFCs very often require research and

investigative work by committee members in order to develop a thorough understanding of the particular issue. Common outcomes from the SFPC are either a recommendation directly to the Provost's Office or other administrative organizations, a new policy proposal that is presented to the Senate for a vote, or a decline and closure of the RFC.

The committee has served its intended role as evidenced by the closed RFCs indicated in Section II as well as the motions and ongoing RFCs listed in Section III.

Section II

Request for Consultations and/or topics reviewed by the committee, their outcomes and RFC will not roll over into the next academic year.

1. **RFC-116 Request for ASU to proctor online math placement test for incoming students.**
   Outcome: The committee verified that the math placement test has been proctored since Spring 2018. This has proven very effective as evidenced by a 70% increase in lower level enrollment. This RFC is closed.

2. **RFC-127 Policing class discussion boards for illegal material and links/ Motion Amending ACD 304-10 Course Syllabus** https://usenate.asu.edu/motions/2018-37:
   Outcome: The motion was approved by the provost and ACD 304-10 has been amended accordingly. This RFC is closed.

3. **RFC-150 Review of policies governing the assignment of graders according to class size**.
   Outcome: The resolution was denied by the provost. The provost's response can be found on the senate webpage: https://usenate.asu.edu/motions/2018-32
   This RFC is closed.

4. **RFC-55 Missed assignments by active military or first responders:**
   Outcome: The provost approved new language to be added to SSM201-18, which has been cross referenced in the ACD manual. This RFC is closed.

5. **RFC-143 Synchronizing grades, grade appeals and subsequent enrollment.**
   This RFC had carried over from previous years. The SFPC contacted the originator of the RFC asking for further details and specific examples of this issue. Because of the amount of time that had passed, the originator was unable to provide details or examples of whom it affected.
   Outcome: Due to lack of specifics on the issue, the committee was unable to proceed and no further action was taken. This RFC is closed.

6. **RFC -138 Acceptable use policy on classroom computers**.
A faculty member teaching in the Cronkite building reported that she was asked to agree to an Acceptable Use Policy that appears on the computers in the classroom. The policy stated: "No users should access, create, transmit, display, or publish material, including images and data, which could cause offense, inconvenience, or needless anxiety". The faculty member taught a course that dealt with issues of racial and ethnic justice and therefore might inherently cause offense, inconvenience or anxiety.
Outcome: Stefania Tracogna contacted the Dean of the Cronkite School of Journalism and Mass Communication. The dean was unaware of the policy, but had his IT team check the Cronkite building and remove the signage. The committee was able to confirm that the policy does not appear in classrooms used by faculty outside of the Cronkite school. This RFC is closed.

7. **RFC – 176: Inserting Open Access Policy into the ACD manual and change "Faculty" to "Academic Assembly".**
Outcome: The policy was rewritten in a format that can be included in the ACD. It will be included as ACD 306-02. This RFC is closed.

8. **RFC 193: Discussion of +/- grades and possible inclusion of C-**.
The question was raised as to why ASU does not allow C- grades.
Some research in the Senate archives led to a document that summarizes the history of +/- grades at ASU. Based on the document and the committee's discussion, the following issues were identified:

   - If a C- is allowed to be a passing grade:
     a) a conflict would arise with current requirements for a grade of C or higher in order to receive course credit. All the requirements for pre-requisite courses or upper division major courses would have to be revised
     b) anomalies would arise in which a student could pass all of his or her courses at an acceptable level, namely at a C- or higher, and yet not have attained the 2.0 necessary for graduation or successful academic standing
     c) issues would arise in transferring credit to or from other institutions. Currently ASU precludes the transfer of credit for any course in which a student received a grade below 2.0. If a C- is considered a passing grade, this issue would have to be addressed. Also, will the community colleges accept a C- grade from an ASU student desiring to take a community college course in which the C- grade at ASU was from a prerequisite course?

   - If a C- is not allowed to be a passing grade, then it would be futile to add that option to the possible grades, since in the majority of cases the student will have to retake the course anyway.

   Outcome: Based on the issues listed above, the committee decided not to pursue the possibility of adding C- as a grade option.

9. **RFC-192: Are instructors allowed to take pictures of their students to use as attendance record.**
   Outcome: a representative from the registrar office provided the following response: "After consulting with OCG, the general consensus is that the proposed photos are educational records which are protected by FERPA, but the faculty member would meet the exception allowed for "school officials" with a "legitimate educational interest," i.e., taking photos of his/her own class for attendance purposes. Under the same conditions attached to the university-provided class roster photos, the faculty member cannot share the photos with any 3rd persons, including the other students in the class, nor should he/she use the photos for any purposes other than the stated purpose. Some other caveats include:

   - The instructor should tell the students in advance that he/she is using this mechanism for taking attendance.
   - If a student has a reasonable argument as to why his/her photograph should not be taken (religious, safety, etc.), the instructor should provide an alternative.
   - If the instructor will be saving these photos for future reference, he/she should check with his/her department's technical staff to make sure they are stored in a location and manner which meets ASU's data security standards, including destruction for when the purpose is no longer served."

Section III
Ongoing Request for Consultations that need to be carried over to the next academic year and their current status.

1. **RFC – 35 Social media use -best practices document for the faculty**
   Outcome: The committee drafted a two-page document to be used as guideline for faculty on the use of social media. The document was submitted to the provost office.

2. **RFC – 157 Require students who have withdrawn from a class three or more times to receive unit level approval before enrolling for an additional time**
   Outcome: The committee drafted a motion, which was approved by the senate https://usenate.asu.edu/motions/2019-23.

3. **RFC – 165: Proposal to require all newly accepted online students to submit a photo to be uploaded to the enrollment site prior to initial course enrollment**.
   Outcome: The policy in https://www.asu.edu/aad/manuals/pur/pur703.html was updated to include the following statement: "Online students are required to have an approved photo on file with the Sun Devil Card Services." However, it is still not clear how the policy is enforced and there is still a backlog of about 20,000 students with no official photo. Meanwhile, the provost office gave permission to faculty to include in their syllabus a statement that grades will be withheld until students have an official photo on file.

Recommendation:
The SFPC and the Senate should continue monitoring the implementation of this policy, which is crucial in maintaining academic integrity standards in ASU online courses.

4. **RFC – 169: Revisions of ACD 804 Tobacco Free Campus to include a ban on vaping.**
The committee worked in collaboration with Dr. Aaron Krasnow, Associate Vice President of ASU Counseling Services and Health Service, Dr. Kevin Salcido, VP Office of Human Resources, as well as representatives of undergraduate and graduate student government and drafted a policy that was approved by the Senate on 2/25: https://usenate.asu.edu/motions/2019-27

5. **RFC-188: Request senate review the current Academic Renewal policy**.
The College of Nursing and Health Innovation requested a policy adjustment to the SSM 202-06 Academic Renewal policy. The College listed several reasons for the need of an adjustment, including the fact that the current policy does not address community college courses completed during or after the 5-year absence from the university, and the fact that the current policy does not take into account select pathways programs that have transfer eligibility for up to 75 hours. The documentation submitted by CoNHI is presented in the appendix.

Outcome: Although the policy seems reasonable, most of the committee members had remaining questions and some concerns due to the fact that the proposed revisions will have a university wide impact. The committee expressed interest in having vice provost Fred Corey along with representation from CoNHI more fully explain and elaborate on the details and the implications of this proposal. Since the RFC was submitted at the end of the semester, there was no time to arrange for a meeting. The SFPC recommends this RFC be reviewed by next year's committee.

Section IV

Recommendations to the Senate or Final Comments

It has truly been an honor to serve on the SFPC for the past two years and serve as its chair in 2018-19. I am very grateful to the committee members for all their efforts. The committee had a very productive year and was able to achieve significant progress in support of our students and faculty. Many RFCs were closed and two new policies were approved.

The committee and the Senate should follow up to assure effective implementation of the RFCs in Section III.

Appendix A: Documentation submitted by CoNHI for RFC-188

The College of Nursing and Health Innovation requests a policy adjustment to the SSM 202-06 Academic Renewal policy.

The current policy states that the purpose of academic renewal is to "allow credit earned by a readmitted student for courses taken at ASU five or more years ago to be treated as transfer credit." The policy also states, "Credit earned before the absence is accepted in the same manner as is community college transfer credit. Students following catalog year 1996/98 or subsequent may carry forward up to 60 hours of credit for which a grade of "C" or better was earned. Students following catalog years previous to 1996/98 may carry forward up to 64 hours of credit for which a grade of "C" or higher was earned."

Considerations:
- The policy states "courses taken at ASU five or more years ago" are "treated as transfer credit." The policy does not reference a limitation on overall transfer credit. It references that ASU credit will be treated as transfer credit.
- Community college courses completed during or after the 5-year absence from the university are not addressed in the current policy. Examples: 1) student leaves ASU in 2002, begins attending a community college in 2007, returns to ASU in 2010 2) student leaves ASU in 2013 and attends the community college during their absence.
- The "carry forward" reference is unclear. It is unclear if the "carry forward" timeline begins at the time of re-entry to ASU or the time period after the 5-year absence. It is also unclear if the "carry forward" reference applies only to ASU courses (as referenced in the purpose of the policy) or a combination of ASU and transfer coursework.
- Select pathway programs have transfer eligibility for up to 75 hours. The current academic renewal policy was last revised in 2006 (per note in SSM) which was prior to the creation of transfer pathway programs permitting select pathway programs to transfer up to 75 credit hours from community colleges.

Requiring students to petition:
While students have the option to petition a university policy, students are only eligible to apply for academic renewal after they have completed a minimum of 12 semester hours at ASU after reentry. Students are reluctant to return to ASU to complete 12 semester hours before knowing if their exception will be granted. They can attend another four-year institution that will accept their credit hours and restart their grade point average. Adjusting this process to make it easier to return may have an impact on degree completion at Arizona State University.

Recommendations:
- Adjust business practice to permit students to transfer credits earned at another institution during their absence from ASU following ASU's transfer guidelines. For community college pathway students, permit students to transfer up to 75 transferrable hours. For community college non-pathway students, permit students to transfer up to 64 transferrable hours. For students enrolled at a four-year institution during the absence, permit students to transfer up to 90 transferrable hours.
- *OR*
- Adjust the Academic Renewal Policy to specifically address the 75 hour pathway programs:
  Credit earned before the absence is accepted in the same manner as is community college transfer credit. Students following catalog year 1996/98 or subsequent may carry forward up to 60 hours of credit for which a grade of "C" or better was earned. Students following catalog years previous to 1996/98 may carry forward up to 64 hours of credit for which a grade of "C" or higher was earned. *Students completing a 75 hour transfer pathway program with a community college during their absence from ASU may apply up to 75 hours.*

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Current Policy – SSM reference
Student Services Manual (SSM)
SOURCE: https://www.asu.edu/aad/manuals/ssm/ssm202-06.html

Effective: 12/4/1979	**Revised:** 11/1/2006

ASU	**SSM 202–06: Academic Renewal**

Purpose

To allow credit earned by a readmitted student for courses taken at ASU five or more years ago to be treated as transfer credit

Sources

Academic Administration Advisory Council
University Senate
University Registrar Services

Policy

A readmitted undergraduate student whose GPA is below 2.00 may petition to have his or her ASU cumulative GPA recalculated, under specific guidelines, to include only satisfactorily completed courses taken at ASU prior to readmission, if the student:

1. was absent from the university for at least five years
2. has satisfactorily completed at least 12 or more college-approved semester hours in residence at ASU within three semesters after reentry with a cumulative GPA of 2.50 or higher with no grade lower than a "C" and
3. applies for academic renewal before the third semester after readmission.

The dean of the college offering the student's major specifies the minimum number of hours a student must earn to be eligible for academic renewal. The dean must require the student to earn at least 12 hours but may require more than 12 hours.

Credit earned before the absence is accepted in the same manner as is community college transfer credit. Students following catalog year 1996/98 or subsequent may carry forward up to 60 hours of credit for which a grade of "C" or better was earned. Students following catalog years previous to 1996/98 may carry forward up to 64 hours of credit for which a grade of "C" or higher was earned.

Note:	Selected graduation requirements, including final hours in residence, academic recognition hours in residence, and GPA must be fulfilled by course work completed after academic renewal has been granted.

Academic renewal may be effected only once in a student's academic career and is transferable among the ASU colleges. The student's cumulative ASU GPA is based only on credit earned after academic renewal. However, a student's complete record—before and after academic renewal—remains on the transcript and may be taken into consideration when a student applies for undergraduate professional or graduate programs.

Current Policy – SSM reference (continued)
Student Services Manual (SSM)

Responsibility	Action
Student	1. Request the Application for Academic Renewal from University Registrar Services, or from the dean of the college offering the student's major. 2. Submit the Application for Academic Renewal to the dean or academic advisor of the college offering the student's major no later than the beginning of the third semester after readmission.
	Upon receiving the Application for Academic Renewal:
Dean of the college offering the student's major	3. Specify a minimum of 12 semester hours the student must complete within three semesters after reentry, with a minimum cumulative GPA of 2.50, to be eligible for academic renewal.
	Upon the student's completion of the specified semester hours with at least the minimum GPA:
	4. Forward the approved Application for Academic Renewal to University Registrar Services.
University Registrar Services	5. Verify that the form is complete.
	If the form is not complete:
	6. Return the form to the dean or academic advisor.
	If the form is complete:
	7. Process the academic renewal and adjust the student's record, posting hours earned before academic renewal in the same manner as that for community college transfer credits. 8. Send a revised copy of the transcript to the student.

Cross-Reference

For more information on readmission, see the other policies in SSM 202, "Readmissions and Course Equivalencies."

Current Policy – Catalog Reference

Academic renewal is a university policy administered to recalculate the cumulative ASU GPA of an undergraduate student who fulfill these three criteria.

- is pursuing their first undergraduate degree and has not previously received an academic renewal
- has a cumulative ASU GPA below 2.00 (individual colleges may elect to consider applications for students whose GPA is a 2.00 or higher)
- is readmitted to a degree program after an absence of at least five continuous calendar years (including summer sessions)

Courses (including transfer credits) completed before the five-year absence with a grade of "C" (2.00) or higher are treated in the same manner as if all the credits were transfer credits, up to a maximum of 60 credit hours.

The cumulative GPA is based only on credits earned subsequent to the student's re-entry. Graduation requirements for resident credit hours and GPA must be fulfilled after the academic renewal. Graduation requirements for academic recognition (resident credit hours and GPA) must also be fulfilled after the academic renewal.

Courses completed before and after the academic renewal remain on the transcript and may be considered when students apply for undergraduate professional or
graduate programs.

A request for academic renewal follows this procedure:

1. Students interested in academic renewal must fill out the Application for Academic Renewal and submit the form to the Dean's Office in the college of their major.
2. The Application for Academic Renewal may be submitted immediately upon readmission but must be submitted no later than the start of the third semester after readmission.
3. The Dean's Office specifies in advance a minimum of 12 semester hours required for completion.
4. When the approved credits are completed with a cumulative GPA of 2.50 or higher, and no grade lower than "C" (2.00) in each course, the Dean's Office will forward the Application for Academic Renewal to the University Registrar's Office for processing.

Only readmission students working toward their first undergraduate degree are eligible to apply for academic renewal, which may be implemented only once during a student's academic career.

Academic renewal is transferable among colleges.

All students with a cumulative ASU GPA below 2.00 and who have been absent from ASU for five consecutive calendar years or more are eligible to petition for academic renewal. Individual colleges may elect to entertain petitions for academic renewal from students with ASU GPAs above 2.00. College standards committees have final authorization on academic renewal petitions.

Current Policy – Registrar Form

Academic Renewal Guidelines

Academic renewal is a university policy administered to recalculate the cumulative ASU GPA of an undergraduate student who:
- Is pursuing his/her first undergraduate degree and has not previously received an academic renewal; and
- Has a cumulative ASU GPA below 2.0; and
- Is readmitted to a degree program after an absence of at least five consecutive years.

Courses (including transfer credits) completed before the five-year absence with a grade "C" or better are treated in the same manner as if all the credits were transfer credits, up to a maximum of 60 credit hours.

Graduation requirements for resident credit hours and GPA must be fulfilled after the academic renewal. Graduation requirements for academic recognition (resident credit hours and GPA) must also be fulfilled after the academic renewal.

Courses completed before and after the academic renewal remain on the transcript and may be considered when students apply for undergraduate professional or graduate programs.

Procedure:

The student must:
- Print the Application for Academic Renewal form from the web, or request it from the college of the student's major; and
- Submit the form to the dean's office in the college offering the student's major before the first day of the third semester after readmission.

The dean's office of the college of the student's major:
- Specifies a minimum of 12 semester hours the student is required to earn with a minimum cumulative GPA of 2.5 and no grade lower than a "C," to be completed within three semesters after reentry.

Upon completion of the requirements by the student, the dean's office:
- Forwards the approved Application for Academic Renewal to the Course Catalog and Curriculum Maintenance section of University Registrar Services.

Course Catalog and Curriculum Maintenance section of University Registrar Services:
- Processes the academic renewal and adjusts the student's credit hours and GPA; and
- Sends an unofficial transcript showing the processed academic renewal to the student.

ACADEMIC RENEWAL APPLICATION AND POLICY
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

Submit to the dean of the college of your major

		Date Submitted

Student Name	ASU ID#	Campus/College/Major
Dates of Prior Attendance at ASU (Sem/Yr)	Date of Re-Entry (Sem/Yr)	# of Years Break in Attendance (Must be at least 5 continuous calendar years)

TO BE COMPLETED BY THE COLLEGE (See Academic Renewal Worksheet, if used)

The following courses must be completed by the end of _____ (Sem/Yr) with no grade lower than "C" and a minimum cumulative grade point average of 2.50.

Course Prefix/Number	Course Title	Hours	Grade	Honor Points (H.P.)
Additional College Requirements:		Total Hours	Total H.P.	
			GPA	

Enrollmentt Dates Verified	Student's Catalog Year	Pre-Renewal Semester Hours Acceptable for Academic Renewal (Maximum 60)	Academic Hours Lost	Interim Transfer Hours	Verified by (name, position)

AGREEMENT SIGNATURES

I understand the criteria and also understand that:
- a complete record of all previous ASU work will always be part of my ASU transcript;
- **no more than 60 pre-renewal semester hours will apply to my degree;**
- all graduation residency, academic recognition hours in residence (e.g. cum laude) and GPA requirements must be met through post-renewal ASU credits; and,
- my Program of Study/Declaration of Graduation may require amendment.

Student Signature	Date
Address (Street, City, State, Zip)	Phone ( )
Advisor Signature	Date
College Signature	Date

Final Disposition: ☐ Yes   ☐ No

Determine if the student has met the requirements for academic renewal.

☐ Implement academic renewal   ☐ Remove probation/disqualification   ☐ Program of study needs amendment

☐ Other   ☐ Deny academic renewal

Comments:

Authorized College Signature	Date

Registrar Notification To Student

Date	Person Making Notification