

**Office of Academic and Student Success**

**Memorandum**

**TO:** Donald Generals  
**FROM:** Samuel Hirsch  
**DATE:** May 31, 2016  
**SUBJECT:** Institution-Wide Committee Meeting – May 23, 2016

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The purpose of this memo is to request an expedited review of Policies and Procedures #8 and #10.

The Institution-Wide Committee Meeting met on Monday, May 23, 2016 where Todd Jones, representing the Sub-Committee on Academic Support, presented the revisions to P and P #8 and P and P #10.

**I. Policies and Procedures Memorandum No 8: Policy on Grading Systems, Academic Standards, and Progress**

The revisions to P and P #8 consisted of the following:

- 1) The effective dates of the two revision were changed to coincide with the dates of the IWC meeting where the changes to the policy were approved.
- 2) The subtitle on page 3 was added to read “Academic Probation Policy” to make it consisted with the rest of the document.

The IWC committed recommends that the effective date of a policy revision should be the dates that are consistent with the President’s approval memo. Thus the IWC will recommend to the President, the effective date for a policy change going forward.

The IWC also recommended that in Section B, page 2, the heading read “Grade Point Average (GPA) Policy” so the phrase is spelled out before the acronym is used. IWC members also recommended that the heading for Section C, page 2 be “Academic Progress Policy.”

IWC members recommend that the effective date of the changes to P & P 8 be July 1, 2016.

The motion (Judith Gay – Motion; Seconded – Bridget McFadden) was to accept the revisions to P & P 8 with the recommended additional. The recommendation was unanimously approved. (Yes: 7; No: 0; Abstain: 0)

## **II. Policies and Procedures Memorandum No 10: Academic and Time Amnesty**

The revisions to P and P #10 consisted of the following:

- 1) The FS grade was added to the policy in every iteration where grades were mentioned.
- 2) The title Vice President for Academic Affairs was changed to Vice President for Academic and Student Success throughout the document.

IWC members recommend that the effective date of the changes to P & P 10 be July 1, 2016.

The motion (Judith Gay – Motion; Seconded – Jacob Eapen) was to accept the revisions to P & P 10. The recommendation was unanimously approved. (Yes: 7; No: 0; Abstain: 0)

Thank you for your consideration of an expedited review of these two policies.