

# John Carroll University Educational Policy Proposal Summary

## UCEP Fall 2017

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### 1. **Bulletin of Entry:**

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

Students would be assigned to one *Bulletin* (the one in effect at the time of matriculation) for both degree (Core curriculum) and major requirements. Currently, students are assigned two *Bulletins*.

### 2. **Degree Completion Time Limit:**

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

The ten-year degree completion time limit is current *Bulletin* policy. Language regarding exceptions has been removed.

### 3. **Excused Absences:**

**Committee Determination:** Recommend moving to University Committee on the Student Learning Experience (UCSLE) for further action

The current *Bulletin* now includes “religious holidays” as a situation warranting consideration as an excused absence. The second portion of the proposed policy articulates current practices for documenting absences.

### 4. **Grade Change Time limit:**

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

The revised policy clarifies when a grade change is appropriate and provides concrete timeframes.

### 5. **Grading System:**

**Committee Determination:** Send to Faculty Council as a recommendation for action

Recommended grading system updates include the removal of FA, X, HP, and P grades, and the renaming of the B grade as “good” not “superior.” The F and WF grades remain; the WF requires a last date of attendance.

### 6. **Incomplete Grades:**

**Committee Determination:** Send to Faculty Council as a recommendation for action

The brief *Bulletin* description of an Incomplete grade has been expanded to become a formal policy and process: New language addresses the nature and purpose of an Incomplete, procedures for documentation and approval, and deadline(s) for initiating a request.

### 7. **Student Responsibility:**

**Committee Determination:** Collaboration between Faculty Council and UCEP

The recommended statement addresses student responsibility more directly and broadly and beyond academic advising contexts. The statement would be moved to the *Bulletin's* front page, accompanying other important statements of notice. It also could be included in syllabi.

**8. Summer Graduates Participating in Spring Commencement:**

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

Policy updates provide introductory language regarding the meaning and significance of Commencement, a 2.0 grade point average requirement for summer degree completers, and clarification of ceremony participation for January graduates. The 2.0 grade point average requirement safeguards degree completion for those finishing up off campus.

**9. Transcript Notation and Conduct Letter Policy:**

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

Transcript notation documents dates of attendance and eligibility to return to the University. The accompanying conduct letter provides additional, non-academic information intentionally kept separate from the educational record.

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Bulletin of Entry

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

- **Current University Policy**

Under General Requirements for Degree:

Students are held to the degree requirements in force at the time of their entrance into the college and program. If they are formally readmitted to the college, they are held to the requirements in force at the time of their readmission.

Under Readmission:

All readmission students are held to degree and curricular requirements in force at the time of their readmission to the University unless they are granted special approval by Academic Advising.

Under Education In-Depth—The Major:

Students are held to major requirements in force at the time of their acceptance into the major. If after this they change their curriculum or their major for any reason, they are held to the major requirements in force at the time of acceptance into the new major.

- **Revised University Policy**

Students are held to the degree and curricular requirements outlined in the *Bulletin* in effect at the time of matriculation to the University. Readmitted students follow the *Bulletin* in force at the time of return.

- **Rationale and Discussion**

Current policy stipulates that students fulfill degree and major requirements potentially under two *Bulletins*: For their general degree requirements, they follow the *Bulletin* in effect at the time of entry into the University; for the major, at declaration. Readmitted students abide by the *Bulletin* active at the time of return, unless granted an exception by the Office of Academic Advising.

Under the revised Bulletin of Entry policy, students would follow the *Bulletin* in effect at the time of matriculation for both degree and major requirements. The revised policy does not alter the Bulletin of Entry guideline for readmitted students; those students would follow the *Bulletin* in effect at the time of re-entry into the University.

The UCEP would like to see students use the *Bulletin* actively—as their curricular road map for their time at John Carroll. A single *Bulletin* alleviates students’ confusion about “what Bulletin” to follow when running and reviewing degree evaluations. It also can facilitate timely academic preparation and planning and better awareness of intended areas of interest.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified. In addition to the *Bulletin*, the Major Declaration form would need to be updated. The UCEP and the Office of the Registrar would communicate relevant changes regarding major declaration processes with department chairs and administrative assistants.

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Degree Completion Time Limit

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

- **Current University Policy**

All degree requirements normally must be completed within 10 years of the date on which college work was begun. Exceptions must be approved by the dean, associate dean, or assistant dean.

- **Revised University Policy**

All degree requirements must be completed within 10 years of the date of matriculation as a degree-seeking student at John Carroll University.

- **Rationale and Discussion**

The UCEP affirmed the current *Bulletin* policy establishing ten years as the timeframe for undergraduate degree completion, but removed the caveats for exceptions, as being unnecessary.

The Committee also noted that a ten-year time limit safeguards the integrity of degree, especially when degree programs can change substantively over time or cease to exist.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified. The *Bulletin* policy language should be positioned centrally and not just under “General Requirements for Degrees” in the College of Arts and Sciences section. The UCEP could communicate this policy with Office of Admission staff, especially with those who coordinate returning student admission.

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Excused Absences

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Recommend moving to University Committee on the Student Learning Experience (UCSLE) for further action

- **Current University Policy**

A student who must miss a scheduled class meeting may be granted an excused absence at the discretion of the instructor. An excused absence entitles the student to make up any required activity that took place on the day of the absence. The student is still responsible, however, for any material covered during the class period that was missed. Whenever possible, requests for excused absences should be made by the student in advance; moreover, they should be infrequent as well as reasonable in terms of the grounds, necessity and duration. Grounds could include illness, accident, serious emergency, or the observance of a religious holiday that prevents the student from attending class.

- **Revised University Policy**

A student who must miss a scheduled class meeting may be granted an excused absence at the discretion of the instructor. An excused absence entitles the student to make up any required activity that took place on the day of the absence. The student is still responsible, however, for any material covered during the class period that was missed. Whenever possible, requests for excused absences should be made by the student in advance; moreover, they should be infrequent as well as reasonable in terms of the grounds, necessity and duration. Grounds could include illness, accident, serious emergency, or the observance of a religious holiday that prevents the student from attending class.

Documentation supporting a student request for an excused absence should be submitted directly to the Office of Academic Advising, for students in the College of Arts and Sciences, or to the Boler Dean's Office, for students in the Boler School of Business. These offices will communicate the request to the faculty. Documentation to request official notification and accommodation on the basis of a disability should be directed to Student Accessibility Services.

- **Rationale and Discussion**

The Excused Absences policy is one section under the *Bulletin's* "Attendance Regulations." The Provost's Office and University Counsel reviewed the first paragraph of the revised policy and included "religious holidays" in its listing of

cases warranting consideration. The 2017–2019 *Undergraduate Bulletin* reflects this update.

For the forthcoming *Bulletin*, the revised policy would include the second paragraph. This section notes what offices to contact for submitting documentation to support a request for an excused (episodic) absence and for the official notification of disability-related accommodation. These points of contact, as articulated in the revised policy, are current practices.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. While no specific budget implications were identified with these updates, consistent administrative staffing is required to fulfill the tasks of managing the receipt of documentation and follow-up communication.

In addition to its inclusion in the *Bulletin*, the policy guidelines for documenting excused absences should be communicated widely and regularly with faculty, staff, and students. The Office of Academic Advising, Boler Dean’s Office, and Student Accessibility Services, the main offices involved in the notification process for excused absences, could communicate the policy and protocols through emails, webpage postings, advising workshops, and meeting announcements. In addition, the policy could be shared with new students in first-year materials and student life programming, as part of larger messages about actions to take when one misses class. Student Life administrators could communicate the policy with residence life, athletics, and health services staff.

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Grade Change Time Limit

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

- **New University Policy**

Grade changes occur when a grade was calculated or assigned in error; an Incomplete converts to a final grade; or, if appropriate, as a corrective outcome in the grade appeals process. Grades may not be changed as a means to accept and reassess additional work or performance after final grades have been submitted and the course concluded. No grade may be changed after one semester following the term the course was offered: Fall grade changes must be processed by the end of the spring semester; spring and summer grade changes by the end of the fall semester. Further information regarding the submission of a grade change request is available on the Office of the Registrar's webpage.

- **Rationale and Discussion**

The proposed grade change time limit policy attempts 1) to clarify when a grade change is appropriate and 2) to provide a concrete deadline. The policy does not support the negotiation of a better or different final grade through the submission of work after a course has concluded. It also sets parameters for timely administrative processing, such as in the grade appeals process.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified. The new policy would be included in relevant University documents and online information sources, including the *Undergraduate Bulletin* and potentially on the Grade Change form.

The UCEP could collaborate with the Provost's Office, Associate Deans, and the Center for Teaching and Learning to facilitate the communication of the grade change time limit policy through formal and informal venues, such as during New Faculty Orientation or a department chairs' meeting.



# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Grading System

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Send to Faculty Council as a recommendation for action

- **Current University Policy**

B grade: Superior work. 3 quality points per credit hour.

Inclusion of the following grades: HP; P; FA; and X grades.

- **Revised University Policy**

B grade: Good. 3 quality points per credit hour.

Removal of FA; X; HP; and P grades.

- **Rationale and Discussion**

The proposed changes to the University's grading system include the removal of FA; X; HP; and P grades, along with revised descriptive language associated with the B grade. The grading systems at other institutions were benchmarked for perspective, and the University's Office of Financial Aid was consulted. The Honors Program Director is agreeable with the removal of HP/P, especially as a grading option for Pass/Fail courses already exists within the current grading structure.

The streamlining of Failure grades from three options (F, FA, and WF) to two (F, WF) attempts to rectify the uneven understanding and application of the various Failure grades at the University. For clarification, the WF grade is used when a student stops attending a course and does not withdraw formally. An instructor must enter a Last Date of Attendance (LDA) when issuing a WF grade. The LDA is necessary for Title IV refund calculations, or financial aid eligibility. A procedural note regarding the submission of final grades in Banner: If an instructor does not enter a last date for a WF grade in Banner, final grades will not be processed/submitted.

Lastly, on a separate note, the University may want to discuss the rationale for having a D+ grade and not a D- grade in the grading system.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified with these updates. The updated language regarding the University's grading system would need to be amended in the following areas: *Undergraduate Bulletin*; Registrar's webpage; John Carroll University transcript template; Banner systems.

In terms of implementation recommendations, the Office of the Registrar and UCEP could offer additional resources and support for communicating grading expectations. For example, a revised grading FAQ could provide information on what defines a last date of attendance or an academically related activity, as well as how to document a final date when only a general time frame, not a last date, is known.

- **Appendix Documents**

See below.

### Grading Systems at Comparison Institutions

Institution	1. Failure Grade	Multiple Failure Grades	B Grade Description	D- Grade Included
Boston College	X		Good	x
College of the Holy Cross	X		Good	F-
Duquesne University	X		Good	
Fordham University		F; AF; WF	Good. Solid and above-average level of performance.	
Kenyon College	X		Good	x
LeMoyne College		F; WF	Paragraph description	
Ohio Northern University	X		Good	
Regis University	X		Superior	x
Seattle University	X		Good performance	x
Xavier University		F; VF	Good	

Note: Pass/fail, credit/no credit, satisfactory/unsatisfactory, and in-progress grades were not incorporated into (F) failure grade counts.

### John Carroll University Failure Grades: Fall 2015-Spring 2017

Term	F	FA	WF	Total
Fall 2015	195	38	55	288
Spring 2016	168	21	36	225
Fall 2016	159	25	43	227
Spring 2017	267	42	43	352

### Federal Financial Aid Regulations

The Office of Financial Aid provided the following background material on Federal regulations regarding a last date of attendance and aid eligibility.

What Should the Last Date of Attendance be for a Student Who Failed to Earn a Passing Grade in Any Class and Unofficially Withdrew?

**[Knowledgebase](#) > [Category \(browse\)](#) > [Return of Title IV Funds](#)**

**Scenario:** After the semester ended we received information that a student received F grades and did not attend any classes, What date should the school use and what does the regulations state we need to do?

**Answer:** This information can be found on pages 5-56 to 5-58 of the **2015-16 FSA Handbook:**

When students fail to earn a passing grade in any of their classes "an institution must have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. We do not require that an institution use a specific procedure for making this determination. If a student earns a passing grade in one or more of his or her classes offered over an entire period, for that class, an institution may presume that the student completed the course and thus completed the period. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. In some cases, a school may use its policy for awarding or reporting final grades to determine whether a student who failed to earn a passing grade in any of his or her classes completed the period. For example, a school might have an official grading policy that provides instructors with the ability to differentiate between those students who complete the course but failed to achieve the course objectives, and those students who did not complete the course. If so, the institution may use its academic policy for awarding final grades to determine that a student who did not receive at least one passing grade nevertheless completed the period. Another school might require instructors to report, for all students awarded a non-passing grade, the student's last day of attendance (LDA). The school may use this information to determine whether a student who received all "F" grades withdrew. If one instructor reports that the student attended through the end of the period, then the student is not a withdrawal. In the absence of evidence of a last day of attendance at an academically related activity, a school must consider a student who failed to earn a passing grade in all classes to be an unofficial withdrawal.

[Regulatory Reference: DCL **GEN-04-03**, February 2004]

"Last date of attendance at an academically related activity: A school that is not required to take attendance may always use a student's last date of attendance at an academically related activity, as documented by the school, as the student's withdrawal date, in lieu of the withdrawal dates listed above. So, if a student begins the school's withdrawal process or otherwise provides official notification of his or her intent to withdraw and then attends an academically related activity after that date, the school would have the option of using that last actual attendance date as the student's withdrawal date, provided the school documents the student's attendance at the activity. Similarly, a school could choose to use an earlier date if it believes the last documented date of attendance at an academically related activity more accurately reflects the student's withdrawal date than the date the student began the school's withdrawal process or otherwise provided official notification of his or her intent to withdraw. Please note that a school is not required to take class attendance in order to demonstrate academic attendance for this purpose. For more information on what qualifies as academic-related activity, see the discussion under Academic attendance and attendance at an academically related activity." [Regulatory Reference: 34 CFR **668.22**(c)(3)]

# John Carroll University Educational Policy Proposal

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**Date:** October 12, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Incomplete Grades

**Time Sensitivity:** Critical; implementation targeted for upcoming semester

**Committee Determination:** Send to Faculty Council as a recommendation for action

- **Current University Policy**

Under Grading System:

Incomplete. Work incomplete. Work is to be completed within one month following the last normal examination date of the semester in which the grade is incurred or the grade of I converts to F. An extension may be granted by the appropriate dean for very serious reasons, usually medical.

- **New University Policy**

A student who is unable to complete final assignments in light of serious, documented medical or extenuating circumstances may ask the instructor for an Incomplete grade through an academic petition. Incomplete grades may be granted when a student is currently earning a passing grade, has completed the majority of the course material at the time of the request, and the withdrawal deadline has passed. Fall and spring semester requests should be submitted by the end of Reading Day, or by Monday of the last week of classes for summer.

To start the Incomplete request process, the student will submit supporting documentation to the Office of the Academic Advising, for the College of Arts and Sciences, or to the Boler School of Business Dean's Office. The respective office will confirm receipt of the supporting documentation with the students' instructors. The student will complete an academic petition for each Incomplete request. Only in exceptional circumstances will the University grant an Incomplete not initiated by the student. Instructors may wish to consult with the respective assistant dean of their college in instances of student incapacity.

The instructor is responsible for granting the Incomplete and will indicate the terms for course completion in the academic petition. Those terms include a list of all outstanding assignments, a deadline date (if earlier from the standard one-month submission due date for Incomplete grades), and relevant logistical information (communication preferences and instructions for the submission of make-up work).

Incomplete work must be submitted to the instructor within one month following the last normal examination date of the semester in which the grade is incurred or the grade of I converts to an F. If the precipitating circumstances behind the initial Incomplete request continue, an extension may be granted with supporting

documentation to the appropriate assistant dean. Instructors should follow the University's grade change procedures when changing an Incomplete grade.

- **Rationale and Discussion**

The new Incomplete Grades policy clarifies the nature and purpose of an Incomplete, procedures for documentation and approval, and deadline(s) for initiating a request. The policy maintains the current expiration time frame (one month following the last normal examination date of the semester).

Expectations regarding Incomplete work would be documented in an academic petition, including outstanding assignments, relevant submission date(s), and logistical details. A structured approach to course completion will provide clear guidance to students and may facilitate timely and improved completion outcomes.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the spring 2018 semester. No budget implications were identified. The Incomplete Grades policy and related procedures would need to be updated in the following areas: *Undergraduate Bulletin*; Registrar's webpage; OnBase; and Banner.

- **Appendix Documents**

See below.

**John Carroll University Incompletes: Fall 2014–Spring 2017**

<b>Fall 2014 Totals</b>		
214	I or X grades (Minus 500 level and BPD courses)	
71	Turned to F	33%
65	Were changed to a passing grade by the deadline (6 weeks)	30%
78	Were changed to a passing grade after the deadline	36%

<b>Spring 2015 Totals</b>		
194	I or X grades (Minus 500 level and BPD courses)	
47	Turned to F	24%
84	Were changed to a passing grade by the deadline (6 weeks)	43%
63	Were changed to a passing grade after the deadline	32%

<b>Fall 2015 Totals</b>		
164	I or X grades (Minus 500 level and BPD courses)	
50	Turned to F	30%
42	Were changed to a passing grade by the deadline (6 weeks)	26%
72	Were changed to a passing grade after the deadline	44%

<b>Spring 2016 Totals</b>		
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172	I or X grades (Minus 500 level and BPD courses)	
48	Turned to F	28%
56	Were changed to a passing grade by the deadline (6 weeks)	33%
68	Were changed to a passing grade after the deadline	40%

Fall 2015 Totals		
287	I or X grades (Minus 500 level and BPD courses)	
63	Turned to F	22%
156	Were changed to a passing grade by the deadline (6 weeks)	54%
68	Were changed to a passing grade after the deadline	24%

Spring 2017 Totals		
146	I or X grades (Minus 500 level courses)	
61	Turned to F	42%
52	Were changed to a passing grade by the deadline (6 weeks)	36%
33	Were changed to a passing grade after the deadline	23%

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Student Responsibility

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Collaboration between Faculty Council and UCEP

- **Current University Policy**

Although students are encouraged to make full use of the help that can be provided by academic advisors, they are expected to read and understand this *Bulletin* and to accept ultimate responsibility for the decisions they make. In no case will a degree requirement be waived or an exception granted because students plead ignorance of regulations or assert that they were not informed of them by the advisor or other authority.

- **Revised University Policy**

Students are ultimately responsible for knowing and abiding by John Carroll University policies, procedures, and requirements as articulated in the *Bulletin*. To this end, students are encouraged to make full use of University resources for consultation and guidance. In no case will a degree requirement be waived or an exception granted based on lack of knowledge of regulations or assertions of not being informed by University personnel.

- **Rationale and Discussion**

The University's current Student Responsibility statement is included in the *Bulletin* under "Academic Advisors." The revised policy language attempts to address student responsibility more directly and broadly—beyond advising contexts.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified. The revised statement could be highlighted and moved to the front page of the next *Bulletin*, accompanying other important statements of notice. In addition, new student programming could include opportunities to learn about the *Bulletin* and student responsibilities regarding abiding by University educational policies and academic requirements. Moreover, the UCEP recommends the inclusion of the Student Responsibility statement to the University's standard syllabus template.

# John Carroll University Educational Policy Proposal

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**Date:** October 9, 2017

**Authors/Sponsors:** University Committee on Educational Policies

**Policy Name:** Summer Graduates Participating in the Spring Commencement Ceremony

**Time Sensitivity:** Part of *Undergraduate Bulletin* review cycle

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

- **Current University Policy**

Summer Graduates Participating in the Spring Commencement Ceremony. The following criteria will apply for allowing students to participate in the commencement ceremonies prior to the completion of all degree requirements.

1. Undergraduate students must have no more than 9 remaining credit hours in order to complete their degree program. If the course(s) needed to graduate is (are) not offered at John Carroll University during the summer, arrangements must be completed which will ensure proper transfer to the student's degree program at John Carroll, including the filing of online academic petitions.
2. Students cannot have more than a three-quality-point deficit in any of the various categories in which a 2.0 grade average is needed for graduation. (This includes overall grade-point average, average in the major, and, in the case of Boler School students, average in all business courses.) Quality points will be calculated after course work for the spring semester has been completed and prior to the graduation ceremony. Quality points are computed to two decimal places and are truncated, not rounded.
3. Undergraduate students participating in the May commencement ceremony who have not completed all degree requirements will have their honors listed in the commencement program according to their overall grade-point average as of the end of spring semester.

- **Revised University Policy**

The Spring Commencement Ceremony signifies academic completion and merit for the year's graduating class of students. The following criteria will apply for allowing summer graduates to participate in the ceremony prior to the completion of all degree requirements:

1. Undergraduate students must have no more than (9) nine remaining credit hours in order to complete their degree program. If the course(s) needed to graduate is (are) not offered at John Carroll University during the summer, arrangements must be completed which will ensure proper transfer to the student's degree



program at John Carroll. Summer graduates must indicate the August degree conferral date on their Graduation Application.

2. Students must have a 2.0 grade point average in any of the various categories in which a 2.0 average is needed for Graduation (overall, major/minor, support courses, and business courses in the case of Boler School students). The grade point average will be calculated after coursework for the spring semester has concluded and prior to the Commencement Ceremony. The average is computed to two decimal places and truncated, not rounded.
3. May Commencement Ceremony participants who have not completed all degree requirements will have their Graduation Honors listed in the Commencement program according to their overall grade point average at the end of spring semester.
4. January graduates, those students who complete their degrees with fall coursework, are invited to participate in Commencement the following May.

- **Rationale and Discussion**

The Summer Graduates Participating in the Spring Commencement Ceremony policy has been revised to include 1) introductory language regarding the meaning and purpose of JCU Commencement; 2) a grade point average requirement for summer degree completers; and 3) clarification of ceremony participation for January graduates.

While the remaining credit-hour limit would remain the same at (9) nine credits in the revised policy, the required grade point average would be a 2.0 (truncated, not rounded) in all categories in which a 2.0 is required for graduation. In other words, it would no longer be possible to have up to a three-quality-point deficit in any of these grade point averages.

A 2.0 minimum grade point average would be a positive change to the Commencement participation policy. A grade point average is a clearer, more easily understood expectation and benchmark over a quality-point deficit. The determination of a quality-point difference must be done manually. Lastly, a 2.0 grade point average safeguards degree completion for those finishing up off campus, as transfer coursework does not impact a JCU grade point average.

Other institutions allow seniors with summer degree completion plans to participate in graduation ceremonies; see Appendix below.

Under the third bullet, “Graduation Honors” clarifies the nature of the listing: The listing recognizes Latin honors, based on a graduate’s cumulative grade point average, not participation in the Honors Program.

The fourth bullet clarifies Commencement participation for January graduates, or those students who complete their degrees with fall or winter coursework.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified with these updates. The new policy and related communication would be added to the *Undergraduate Bulletin*; the Graduation Checklist on the Office of the Registrar’s webpage; and the Graduation Canvas site. The Graduation Coordinator can communicate this policy at senior meetings and in senior-targeted communications, including Inside JCU postings and degree-progress emails. Further outreach with faculty and administrative assistants could be beneficial, as well.

- **Appendix**

Graduation Ceremony Eligibility  
Registration for Remaining Requirements During the Summer

Emerson College  
Unification Theological Seminary  
Southeast Missouri State University (and meet established deadlines)  
Meredith College  
Oberlin College (must be registered *at Oberlin*)  
Heidelberg College  
University of Northwestern, St. Paul  
Fairfield University  
University of Detroit Mercy  
Heidelberg University  
University of Mount Union (1 course)

# John Carroll University Educational Policy Proposal

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**Date:** June 7, 2017

**Authors/Sponsors:** Office of the Registrar, Office of Legal Affairs and the Dean of Students Office

**Policy Name:** Transcript Notation and Conduct Letter Policy

**Time Sensitivity:** Part of *Undergraduate Bulletin* revision cycle

**Committee Determination:** Notify Faculty Council and post on UCEP site for comment

This policy was developed following national best practices and consistent with written guidance from the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

## Transcript Notations

Notations will be made on a student's transcript for academic or conduct reasons, as described below.

1. Minor Academic or Conduct Violations:

For instances where a student has been placed on probation or warning for minor academic or conduct violations, no notation will appear on the transcript.

2. Involuntary Separation:

In instances where a student involuntarily separates from the University, a transcript notation will be used to denote the interruption or cessation in a student's studies.

a. Suspension:

For instances where a student has been *suspended* due to academic or conduct issues the following notation will appear on the transcript for the duration of the suspension and will be removed once the suspension has expired:

***"Suspended, Eligible to Return (term year)"***

*Suspension* - is defined as a temporary separation from the University due to an academic or conduct reason, for a specific period, with the option of a possible future return. Examples include academic warnings due to a failure to meet minimum GPA requirements, academic dishonesty or serious conduct issues.

b. Dismissal:

For instances where a student has been permanently *dismissed* or expelled due to academic or conduct issues, the following notation will appear on the transcript indefinitely:

**“Dismissed, Ineligible to Return”**

*Dismissal* – is defined as a permanent separation from the institution due to an academic or conduct reason. Examples include final failure to meet minimum GPA requirements, severe academic dishonesty or serious conduct issues.

3. Conduct Letter

In instances where a student requests that a transcript be sent to another institution *and* the student has been suspended or dismissed from the University due to conduct violations, a conduct letter from the Dean of Students Office will accompany the transcript. The conduct letter will include the student’s name; student identification number; transcript notation of either suspended (with date eligible to return) or dismissed; nature of conduct violation (academic or conduct) for which student was found responsible; and referral to the Dean of Students Office or other University department for additional information.

4. Pending Academic or Conduct Issues

For serious pending academic or conduct matters involving a student prior to a finding of responsibility and determination of a sanction, a “Hold” will be placed on the release of a transcript until a determination as to responsibility is made and any sanction is imposed.