

John Carroll University Educational Policy Proposal

Date: Fall 2018

Authors/Sponsors: University Committee on Educational Policies;
Office of the Registrar; Office of Student Enrollment and Financial
Services

Policy Name: Experiential Education Registration and Grading Policy:
Non-standard Academic Work

Time Sensitivity: Spring 2019

- **New University Policy**

For integrity of degree and Federal aid regulatory compliance, academic, credit-bearing experiential work, such as study abroad and internships, must start and end within fourteen (14) total, calendar days of the beginning and ending dates of the standard term dates, including the summer term, as established by the University's Academic Calendar. The last day of Final Exams is considered the start date for the end of term. The experiential work must occur during the semester of registration. The instructor may issue an in-progress (PR) grade as a temporary Final grade if the work will be concluded after Final grades are due, but within the standard semester time frame, including the fourteen-day allowance.

If the experiential work extends beyond the standard term and fourteen-day allowance, the work must be listed as two separate courses for registration and billing purposes: 1) as a non-credit, experiential course and 2) as a departmental course, an Independent Study or Career Education course for academic credit(s). Tuition will be assessed and eligibility for aid determined based on the credit-bearing Independent Study.

The grade of SA will be used for the non-credit, experiential portion. The student's Final grade for the experiential work will be the Final grade issued for the Independent Study.

- **Rationale and Discussion**

The policy provides guidance on registration and grading procedures for standard and non-standard term experiential education course offerings. Experiential offerings that extend beyond a standard term, plus a fourteen-day allowance, may not be listed as standard-term courses for Title IV (Federal student financial aid) compliance. In terms of this allowance, the last day of Final Exams is the start date for the end of term. The policy keeps the institution in Federal regulatory compliance. The Office of Student Enrollment and Financial Services was consulted during the policy development process.

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

The implementation effective date would be for Spring 2019. The policy supports fiscal clarity regarding course registration, forecasting, and budgeting. UCEP and the Office of the Registrar would communicate this policy broadly, and be available for consultation for departments or instructors who wish to consult on this policy and its impact on their non-standard experiential course offerings.

Regarding grading, in-progress (PR) grades can remain on a student's record beyond 14 days; however, the course will not be eligible for financial aid. This becomes an aid issue if the course is part of a twelve-credit load or a semester overload (over 18 credits). Instructors leading a course where the work ends after the 14-day window will need to alert students that the course is not eligible for aid, so students can make sure they are registered for a minimum of 15 credits that semester. The Registrar's Office will code courses like this as not eligible for aid.

Lastly, the Faculty may wish to consider the creation of a standardized experiential education course and number system for the credit-bearing portion of non-standard term offerings (offered as Arts & Sciences; General Education; other department, etc.). A standard experiential education course would allow John Carroll to more accurately track and assess experiential activities and offerings, as well as provide a means to highlight, and potentially expand, experiential education at the University. Career Education internship courses could serve as model for such course development.