COMMITTEE: Student Academic Appellate

MEETING DATE: March 2, 2005

PERSON PRESIDING: Janice Lewis

REGULAR MEMBERS IN ATTENDANCE: Janice Lewis, Greg Lapicki, Janice Neil, Cindy Putnam-Evans, Mario Rey

REGULAR MEMBERS ABSENT: Vic Aeby (excused), Jeni Parker (excused), Michael Schinasi

EX-OFFICIO MEMBERS PRESENT: Tom Durham, Elizabeth Layman, Yong Wang

EX-OFFICIO MEMBERS ABSENT: Jonathan Wacker

OTHERS IN ATTENDANCE: Jolene Jernigan, Jennifer McMahon, Lynne Roeder

ACTIONS OF MEETING

Agenda Item: Minutes from the February 2, 2005 meeting

Discussion:

Action Taken: approved

Agenda Item: Discussion with Lynne Roeder and Jolene Jernigan regarding the procedures used by the Center for Counseling and Student Development and Student Health Service in evaluating students’ requests for health-related course drops and withdrawal.

Discussion: Dr. Roeder noted that she only considers requests for retroactive withdrawals and late drops going back one year. The office received more than 200 requests last year. Dr. Roeder handles requests that involve psychological issues, while Ms. Jernigan handles those that involve physical health issues. They talk to faculty and medical personnel and review medical records, when appropriate. They investigate the factual basis for the claim and meet with the student.

Action Taken: The committee decided that when the Center for Counseling and Student Development or the Student Health Service deny requests for retroactive withdrawals and late drops, the committee will only hear appeals based on claims of procedural error on the part of the University or its representatives. The committee will not hear appeals that seek a redetermination of the adequacy of the underlying facts. Dr. Roeder will put a notice on the denial form that informs students of the availability of an appeal for procedural matters only. Jennifer McMahon will try to identify and refer any appeals that involve health issues that have not already been considered by the Center for Counseling and Student Development or Student Health Service.

Agenda Item: Two appeals held from the February meeting.

Discussion:

Action Taken: 1 denied; in the second appeal, Dr. Roeder will inform the student that he can retroactively withdraw from all classes, but cannot retroactively drop just two of his courses.

Agenda Item: 1 Retroactive Drop request
Discussion:

**Action Taken:** Denied in part; referred to Dr. Roeder for consideration of retroactive drop of a 2004 course

**Agenda Item:** 1 Retroactive Drop / Retroactive Withdrawal request

**Discussion:**

**Action Taken:** Retroactive withdrawal request granted, but retroactive drop request denied

**Agenda Item:** 1 Grade Replacement of a Higher Level Course

**Discussion:**

**Action Taken:** denied

**Agenda Item:** 7 Additional Drop Requests

**Discussion:**

**Action Taken:** 2 denied; 3 granted; 2 referred to Dr. Roeder

**Agenda Item:** 18 Late Drop Requests

**Discussion:** There have been numerous situations in which advisers have signed schedule change forms for course drops before the last day for drops, but the students have not turned them in on time to the Registrar’s office. In the committee’s annual report, we will recommend that the form be revised so that the adviser must date the schedule change form, in addition to signing it. We will also recommend that the following statement be added at the bottom of the form: “This form is not complete until submitted to the Registrar’s Office.”

**Action Taken:** 12 denied; 5 granted; 1 deferred pending receipt of additional information

**NEXT MEETING:** April 6, 2005 at 3:15 in Rawl Annex 142