

# University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	<b>Section Number/Title:</b>
<b>Effective date:</b>	11/5/14
<b>Office of origin:</b>	Faculty Senate
<b>Key contact person:</b>	Brigett Scott
<b>Approved by:</b>	Faculty Senate
<b>Name and location of related documents (forms, guidelines, samples, etc.):</b> <i>Provide electronic attachments when possible</i>	P&P Manual Chapter 1 1.14.2.1
<b>Policy/procedure applies to (check all that apply):</b>	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input checked="" type="checkbox"/> Students <input type="checkbox"/> All of the above
<b>Addition/Revision to P&amp;P Manual (date, Section, made by)</b>	Date: 07.02.2018 Section: 1.14.2.1 Made by: Brigett Scott

## REASON FOR CHANGE

**University Policy: 1.14.2.4**

**Procedure(s):**

**PROPOSED CHANGE:** Academic Policies and Standards Committee to be renamed the Academic Appeals Committee

### FROM:

1.14.2.1. Academic Policies and Standards Committee

Purpose: To recommend policy regarding matriculation, act on student grade appeals as the next level of appeal after college committees, act on student appeals related to academic standards, and advise the Vice President for Academic Affairs on policies and standards regarding all academic programs, including but not limited to Honors programs, and travel studies.

Reports to: Vice President for Academic Affairs through the Faculty Senate

Exception: Appeal actions are confidential in nature and appeal files shall not be open to the Faculty Senate. Actions taken related to appeals are sent directly to the Vice President for Academic Affairs.

#### Membership (13):

- One Faculty member from each academic college and the library appointed by the Vice President for Academic Affairs from nominations submitted by the Committee on Committees
- Executive Director of Enrollment Services (ex officio, nonvoting)
- One representative of the Deans' Council appointed by the Vice President for Academic Affairs (ex officio, may vote for issues of student appeals only)
- One representative of Records and Registration appointed by the Vice President for Academic Affairs (ex officio, may vote for issues of student appeals only)
- One representative of Student Affairs and Enrollment Services appointed by the Vice President for Student Affairs and Enrollment Services (ex-officio, may vote for issues of student appeals only)
- Two students appointed by SGA

#### Duties/Procedures:

- Convened by the chair once a semester and otherwise as needed.
- Serve as appeals board for student grade appeals as next level of appeal following college committee.
- Serve as appeals board for student appeals related to academic standards, probation, re admission, etc.
- Recommend policies related to matriculation and standards for academic honors.
- Recommend policy related to Honors Programs.
- Submit recommendations for changes in academic policies or standards to Faculty Senate for action.
- Report to Faculty Senate concerning committee activities at least once a semester.

Policies and Standards Revision: A request for the adoption, modification, or elimination of any academic policy may come from any interested party by means of a memo to the chair of the APSC. Those policies that only affect one particular college should first go through that college's Dean before being sent on to the APSC. Policies that only affect a single department should first be approved by that department before going to the APSC.

Any policy additions, modifications, or deletions that are to appear in the Catalog must be submitted to the APSC on or before October 1 of each year. This is to allow sufficient time for APSC action, Faculty Senate approval, and action by the Vice President for Academic Affairs before becoming Catalog copy. Approved policy changes will go into the following year's Catalog and become effective that academic year or upon approval by the Vice President for Academic Affairs, may go into effect before the next academic year. Policy changes that are not to be in the Catalog may come before the APSC at any time.

Goals for University Undergraduates: The four basic goal areas for University undergraduates are the major and minor fields of study, intellectual skills, intellectual capacities, and knowledge. Intellectual skills are further defined as literacy skills and quantitative skills. Intellectual capacities are defined as problem solving, logical inquiry, and critical analysis. The knowledge areas include aesthetic and ethical values, understanding people, science and technology, and economic, political and social systems.

Student Outcomes: Specific student outcomes for the major and minor fields are to be developed by the faculty of each field. Outcomes for the other areas, including the general education component, are to be developed by the faculty and approved by the Faculty Senate.

**Assessment Plan:** Information on student improvement will be collected and used at the total student body level, the major level, and the individual student level. Of particular interest to faculty is that each degree granting program is to be responsible for assessing the progress of its majors, using one or more assessment tools of the faculty's choosing. The results of assessment at all three levels will be collected and reported annually to the Vice President for Academic Affairs.

**TO:**

1.14.2.1. Academic [REDACTED] Committee

**Purpose:** To recommend policy regarding matriculation, act on student grade appeals as the next level of appeal after college committees, act on student appeals related to academic standards

**Reports to:** [REDACTED] Vice President for Academic Affairs through the Faculty Senate

**Exception:** Appeal actions are confidential in nature and appeal files shall not be open to the Faculty Senate. Actions taken related to appeals are sent directly to the [REDACTED] Vice President for Academic Affairs.

**Membership (13):**

- One Faculty member from each academic college and the library appointed by the Vice President for Academic Affairs from nominations submitted by the Committee on Committees
- Executive Director of Enrollment Services (ex officio, nonvoting)
- One representative of the Deans' Council appointed by the Vice President for Academic Affairs (ex officio, may vote for issues of student appeals only)
- One representative of Records and Registration appointed by the Vice President for Academic Affairs (ex officio, may vote for issues of student appeals only)
- One representative of Student Affairs and Enrollment Services appointed by the Vice President for Student Affairs and Enrollment Services (ex-officio, may vote for issues of student appeals only)
- Two students appointed by SGA

**Duties/Procedures:**

- Convened by the chair once a semester and otherwise as needed.
- Serve as appeals board for student grade appeals as next level of appeal following college committee.
- Serve as appeals board for student appeals related to academic standards, probation, re admission, etc.

Report to Faculty Senate concerning committee activities at least once a semester.

