FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, October 14, 2014**

# Council Room, 412 Student Union

**AGENDA:**

 1. Roll Call

 2. Approval of the September 9, 2014 Minutes

 3. Approval of Agenda

 4. Special Report:

 A. Dr. Brenda Masters/Steve Brown – Student Survey of Instruction through Scantron

 B. Chris Batchelder – Giving Program

 5. Gary Clark for the President – Remarks and Comments

 6. Report of Status of Faculty Council Recommendations:

 President Hargis, Provost Sandefur, and/or Vice Presidents

 7. Reports of Standing Committees:

 a. Academic Standards and Policies: Carol Jones – Update

 Recommendation: Academic Integrity Policy 2-0822\*

 Recommendation: Academic Forgiveness for Undergraduate Students\*

 Recommendation: Requirements for Undergraduate and Graduate Minors\*

 b. Athletics: Tom Royer – Update

 c. Budget: Pamela Lloyd – No Report

 d. Campus Facilities, Safety, and Security: Nathan Walker – No Report

 e. Diversity: Daqing Piao – Update

 f. Faculty: Karen McBee – No Report

 g. Long-Range Planning and Information Technology: Victor Baeza – No Report

 h. Research: Gilbert John – Update

 i. Retirement & Fringe Benefits: Rita Miller – No Report

j. Rules and Procedures: Nick Materer – Announcement from the chair

 k. Student Affairs and Learning Resources: Barney Luttbeg – No Report

 8. Reports of Liaison Representatives –

 9. Old Business

 10. New Business

 11. Adjournment

*Refreshments will be served at 2:45 p.m.*

*\*Attached*

 **Amended by Passed Failed**

**Recommendation No.** 14-09-01-ASP-Revised   1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   AS&P Committee  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

        **Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**  Revisions to Academic Integrity Policy 2-0822

**The Faculty Council Recommends to President Hargis that:**

The proposed revisions to OSU Policy 2-0822 Academic Integrity and Procedures as presented to Faculty Council on October 14, 2014, be accepted and placed into record.

**Rationale:**

OSU Legal Counsel advised that some of the language in this policy be revised. Also, section 2.09 required clarification. This policy has been approved at the previous Faculty Council meeting but the changes proposed at the October 14th meeting represent review by Legal Counsel.

# Appendices

## Oklahoma State University Academic Integrity Policy and Procedures

|  |  |
| --- | --- |
| Academic Integrity  | **2-0822****Academic** **Affairs****July 2014** |

#### POLICY

1.01 An institution’s reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OSU is committed to instilling and upholding integrity as a core value. This policy embodies OSU’s dedication to maintaining an honest academic environment and ensures fair resolution of alleged violations of academic integrity.

1.02 The following statement summarizes OSU's Commitment toAcademic Integrity:

I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community.

1.03 All members of the OSU community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. Therefore, students, instructors and members of the Academic Integrity Panel are expected to demonstrate academic integrity through the following actions.

 a. Students are expected to:

1. Understand and uphold the academic integrity guidelines established by the University and the instructor.
2. Present their own work for evaluation by their instructors.
3. Cite appropriately the words and ideas of others.
4. Protect their work from misuse.
5. Accept responsibility for their own actions.
6. Treat instructors and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
7. Trust instructors and members of the Academic Integrity Panel to enforce the academic integrity policy and procedures.

 b. Instructors are expected to:

1. Understand and uphold this academic integrity policy and procedures. Standards set by instructors in their classes should be consistent with the guidelines provided within this policy.
2. Discuss and communicate information about academic integrity to students.
3. Reduce opportunities for dishonesty through vigilant exam security and proctoring, and giveclear instructions for homework and projects.
4. Evaluate students fairly and consistently and award credit based on professionally judged academic performance established by the instructor.
5. Trust students to follow the academic integrity policy until the instructor has sufficient information to substantiate a violation, then confront students with information about the alleged violation, follow the procedures,and report violations.
6. Evaluate fairly the information that may indicate a student has violated academic integrity.
7. Assure that teaching assistants or adjunct instructors who work under their direction understand and uphold academic integrity policy and procedures.
8. Treat students and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
9. Trust members of the Academic Integrity Panel to enforce the academic integrity policy and procedures when violations are appealed.

 c. Members of the Academic Integrity Panel are expected to:

1. Accept responsibility for upholding the academic integrity policy and procedures for the University.
2. Uphold instructors’ standards for academic integrity that were clearly communicated to students, consistently enforced, and compatible with the University academic integrity policy, procedure, and guidelines.
3. Evaluate information that may indicate a student has violated academic integrity.
4. Treat students and instructors with respect when violations of academic integrity are examined or appealed.
5. Participate in appropriate training**.**

 d. Academic Integrity Facilitators are instructors, advisors, or academic administrators who are trained in

 academic integrity policy and procedures.

1.04 Behaviors that violate the fundamental values of academic integrity may include but are not limited to:

* 1. Unauthorized collaboration
1. Plagiarism
2. Multiple submissions
3. Cheating on examinations
4. Fabricating information
5. Helping another person cheat
6. Unauthorized advance access to examinations
7. Altering or destroying the work of others
8. Altering academic records

These behaviors may subject the student to disciplinary action including receiving a failing grade on assignment, examination or course, receiving a notation of a violation of academic integrity on the transcript, or suspension from the University. Serious violations discovered after a student graduates may lead to revocation of a degree. These behaviors are described in detail in the Academic Integrity Guidelines.

#### PROCEDURES

2.01 The instructor (e.g., instructor of record, teaching assistant, member of a graduate student committee, professional education program, or veterinary house officer) discovers sufficient information to substantiate an alleged violation of academic integrity. The information should support a determination that it is “more likely than not” that a violation of academic integrity occurred.

2.02 Within five school days of discovering an alleged violation, but no more than 30 calendar days after the submission due date, the instructor prepares an Academic Integrity Inquiry Form (including a list of possible Academic Integrity Facilitators) and gives or emails the form to the student’s University email address. A school day is defined as a regular class day during the fall or spring semester (if the student is enrolled in a class during summer school or intersession, a school day includes regular class days during the same summer term).

Once an instructor has identified an alleged violation of academic integrity, the student may not drop the course. Students who drop the course will be re-enrolled by the Registrar.

Note: In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), an incomplete grade will be assigned until the allegation is resolved.

2.03 The student contacts the instructor within five school days of receiving Form A to schedule a resolution meeting.

2.04 The instructor recommends an academic sanction for alleged violations of academic integrity. For undergraduate and professional students, the instructor should recommend level one or level two sanctions for alleged violations of academic integrity. For graduate students, the instructor should recommend the appropriate sanction level of either one, two, or three for alleged violations of academic integrity. The following maximum sanctions are:

a. Level one sanction—a grade of "zero" or "F" for the assignment or examination for violations including but not limited to the following:

1. Copying or paraphrasing a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without proper citation.
2. Cheating on a quiz or minor assignment. Minor is defined as 10% or less of the total points for the course.
3. Receiving unauthorized help on an assignment.
4. Working on an assignment with others when the instructor asked for individual work. Turning in work that is identical or very similar to others' work. Excessively relying upon and using the ideas and work of others in a group effort.
5. Using a false excuse to obtain an extension on a due date.
6. Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
7. Failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination)

b. Level two sanction—a grade of “F!” for the course. An F! signifies the student failed the course because of an academic integrity violation. Level two violations include but are not limited to the following:

1. Turning in a paper copied from another student.
2. Turning in a paper obtained in full or in part from a term paper “mill” or website.
3. Copying material almost word for word from a written source and turning it in as one’s own work.
4. Fabricating or falsifying a bibliography.
5. Getting questions or answers from someone who has taken an examination.
6. Obtaining an unauthorized copy of an examination in advance.
7. Using unauthorized notes during an examination.
8. Having another student take an examination.
9. Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
10. Copying from another student during an examination with or without his/her knowledge.
11. Helping someone else cheat on an examination.
12. Stealing an examination or problem answer from the instructor.
13. Having unauthorized access to solutions and/or instructors or solutions manual for a course.
14. Altering a grade or scoring on an examination or paper to obtain unearned credit.
15. In a course requiring computer work, copying another student’s program rather than writing one’s own.
16. Fabricating or falsifying laboratory or research data.
17. Inappropriately sharing or using work on an online assignment or examination.
18. Turning in work done by someone else.
19. Submitting substantial portions of the same assignment to more than one classwithout permission of the instructors.
20. Altering course withdrawal slips and similar academic documents. This includes forging an instructor or adviser signature.

c. Level three sanctions—recommend dismissal from the graduate program; and dismissal from the University when a graduate student is found responsible for a level three academic integrity violation. Level three violations include but are not limited to the following:

1. Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report for a creative component, thesis or dissertation defense, professional education portfolio, professional presentations, or publications.
2. Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation, presentation, or publication.
3. Deleted “Fraudulently” Altering academic records such as transcripts or falsification of applications for admission.

Suspension from the University may be recommended for cheating on required prerequisite exams at the graduate or undergraduate level.

2.05 The student, instructor, and Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form. The following actions may result from this meeting:

1. The instructor and student agree that no violation of academic integrity occurred. No further action is needed.
2. The student admits responsibility for a violation and accepts the instructor’s sanction. A copy of the signed form is given to the student, the instructor retains a copy, and copies are sent to the instructor’s department head and the Office of Academic Affairs.
3. The student admits responsibility but does not agree with the sanction. The instructor recommends a sanction and the case is referred to the Academic Integrity Panel. To initiate an appeal the student must submit documentation to the panel within five school days after receiving official notification from the Academic Integrity Coordinator (see procedures for appeal).
4. The student denies responsibility for the alleged violation and does not agree with the sanction. The instructor recommends a sanction and the case is referred to the Academic Integrity Panel. To initiate an appeal the student must submit documentation to the Panel within five school days after completion of the Academic Integrity Resolution Form (see procedures for appeal).
5. The student fails to appear for the resolution meeting. The instructor and facilitator discuss the alleged violation, the instructor recommends a sanction, and they sign the Academic Integrity Resolution Form. A copy of the form is emailed to the student’s University email address, the instructor retains a copy, and a copy is sent to Office of Academic Affairs.
6. The recommended sanction becomes final if the student does not submit documentation to the Academic Integrity Coordinator by the five school-day deadline.

2.06 The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of “W” if the allegation is dismissed or if the student is found responsible for a level one sanction, however, the student must meet the deadline to drop the course or withdraw from the University. A student may not drop a course in which the “F!” grade was assigned.

2.07 Certain violations (e.g., theft of an examination) may also violate the Student Code of Conduct. Instructors should contact the Student Conduct Office to report such violations.

2.08 Students may remove the first “!” from their transcript by completing an academic integrity education program. The “!” will remain on the transcript for a minimum of one semester.

2.09 Students who are accused of a second alleged violation of academic integrity in the same course in the same semester may have the second violation increased to an F! for the course, even if both incidents were Level One violations. Students who are accused of a second alleged violation of academic integrity resulting in a second F! will be referred to the Academic Integrity Panel. The second ! cannot be removed from the transcript.

2.10 Undergraduate students who are found responsible for multiple academic integrity violations could be suspended from the University. If a student is found responsible for a violation resulting in suspension during the spring semester (even if the violation occurred during the previous fall or winter intercession semester), they will be suspended for the subsequent summer and fall semesters. If a student is found responsible for a violation during the fall semester (even if the violation occurred during the previous spring or summer semester), they will be suspended the subsequent spring and summer semesters. Examples of circumstances that could result in suspension include, but are not limited to:

1. Two or more level two violations.
2. A level two violation followed by a level one violation.
3. Three or more violations (level one and/or level two).
4. In rare circumstances, the Academic Integrity Panel may consider a different sanction if two violations occur at or about the same time.

2.11 If clear and convincing evidence of a serious violation of academic integrity is discovered (including but not limited to the violations listed under level three sanctions in 2.05.c.) after a student graduates, revocation of the degree may be recommended by following the Degree Revocation Procedures.

#### Procedures for Appeals of Alleged Academic Integrity Violations

3.01 If the student appeals the alleged violation of academic integrity the student and instructor will meet with the Academic Integrity Panel.

3.02 The student will use the following procedures to file an appeal:

1. The student obtains and completes an appeal form that is available online or from the Office of Academic Affairs. The student should submit documentation to support his or her appeal.
2. The student submits the appeal form to the Academic Integrity Coordinator within five school days after the official email is sent from the Academic Integrity office to the student’s University email address. The Coordinator, who can be contacted in the Office of Academic Affairs, gives the student notice of receipt of the appeal, notifies the instructor of the course, assists the instructor and student in understanding the appeals process, assembles the supporting documents, and transmits the case to the Academic Integrity Panel.

3.03 The instructor submits the necessary forms, sufficient information to substantiate the alleged violation of academic integrity, and the recommended sanction. The instructor must return the evidence and consent to a hearing date within 30 calendar days after the student returns the appeal form or the case will be dismissed.

3.04 The student and instructor have the right to appear in a hearing before an Academic Integrity Hearing Panel. (Refer to the Academic Integrity Guidelines for a complete list of the rights in the Academic Integrity procedures.)

3.05 The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The Panel will make one of the following decisions:

1. The student is found not responsible for a violation of academic integrity. The Academic Integrity Coordinator shall remove the sanction and the instructor shall assign an appropriate grade. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of “W.”
2. The student is found responsible for a violation and the sanction is appropriate. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of “W” if the student admits responsibility for a level one sanction. A student may not drop a course in which the “F!” grade was assigned.
3. The student is found responsible for a violation but the sanction is not appropriate. The panel may uphold, increase, or decrease the sanction.

3.06 After each decision, the Academic Integrity Coordinator sends a Hearing Report to the student, instructor, advisor, and the Registrar (as needed).

3.07 The student may submit a written request for a final appeal before the Appeals Panel. The student must submit an appeal to the Academic Integrity Coordinator within five school days after receiving the Hearing Report if academic integrity procedures were not followed. If new information becomes available after the hearing that could substantially affect the outcome, the student may submit an appeal within one year. The Appeals Panel will determine if the final appeal will be considered.

3.08 The student will use the following procedures to file a final appeal:

1. The student obtains and completes a final appeal form that is available online or from the Office of Academic Affairs. The burden of proof rests upon the student to establish his/her case with a preponderance of information.
2. The appellant submits the final appeal form to the Academic Integrity Coordinator by the date specified on the email sent to the student’s University email address. The Coordinator, who can be contacted in the Office of Academic Affairs, gives the appellant notice of receipt of the appeal, notifies the instructor, assembles the supporting documents, and transmits the case to the Appeals Panel.

3.09 The Appeals Panel reviews written materials and determines if the academic integrity procedure was followed or if the new information warrants another hearing in front of the Academic Integrity Panel. The Appeals Panel may take any of the following actions:

1. The academic integrity procedure was not followed. The Appeals Panel may remand the case to the Academic Integrity Panel.
2. Academic integrity procedure was followed. The Appeals Panel upholds the decision of the Academic Integrity Panel.
3. New information does not warrant a new hearing. The Appeals Panel upholds the decision of the Academic Integrity Panel.
4. New information warrants another hearing in front of the Academic Integrity Panel.

3.10 The Academic Integrity Coordinator notifies the student and the instructor of the Appeals Panel decision.

3.11 The decision of the Appeals Panel is final except when revocation of a degree is recommended by the Academic Integrity Panel. Revocation of a degree requires approval of the Provost, OSU-Stillwater President, A&M Board of Regents, and Oklahoma State Regents for Higher Education.

#### Composition of the Academic Integrity Panel

4.01 Each college will have at least three faculty representatives (at least one should be a full member of the graduate faculty) and up to sevenstudent representatives (5 undergraduate and 2 masters, doctoral, or professional students) on the Academic Integrity Panel. For each college, faculty representatives will be appointed by Faculty Council or by Graduate Council. The college will nominate student representatives; these nominations will be approved by the Student Government Association for undergraduate students and the Graduate and Professional Student Government Association for graduate students. Each student representative should complete at least one semester at OSU in good academic standing before serving on the Panel.

4.02 All members of the panel must complete training on academic integrity.

4.03 When a hearing panel is convened to hear an appeal, it will be composed of at least five members: a student chair, at least two student members and at least two faculty members. The chair will always be a student who has experience on the Academic Integrity Panel.

4.04 For appeals involving alleged violations of academic integrity by graduate students outside of class (e.g., comprehensive or qualifying examination, proposal, theses/dissertation defense), graduate students and graduate faculty will serve on the Academic Integrity Hearing Panel.

**Composition of the Academic Integrity Appeals Panel**

5.01 For final appeals involving violations of academic integrity, three members of the Academic Integrity Panel who were not involved in the case will be selected to serve on the Appeals Panel. The panel will be composed of one student chair, one student member and one faculty member.

#### ACADEMIC INTEGRITY GUIDELINES

6.01 Oklahoma State University’s Academic Integrity policy identifies some behaviors that violate the fundamental values of academic integrity. These behaviors are described below:

a. Unauthorized Collaboration: Completing an assignment or examination with other students, turning in work that is identical or very similar to others’ work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.

b. Plagiarism: Presenting the written, published or creative work of another as the student’s own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The studentmust fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:

* Copying another student’s assignment, computer program or examination with or without permission from the author.
* Copying another student’s computer program and changing only minor items such as logic, variable names, or labels.
* Copying or paraphrasing material from an Internet or written source without proper citation.
* Copying words and then changing them a little, even if the student gives the source.
* Verbatim copying without using quotation marks, even if the source is cited.
* Expressing in the student’s own words someone else’s ideas without giving proper credit.

c. Multiple Submissions:Submitting substantial portions of the same academic work for credit to more than one class(or to the same class if the student repeats a course) without permission of the instructors.

d. Cheating on Examinations: Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student take an examination for the student.

e. Fabricating Information: Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain “desired” results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.

f. Helping Another Person Cheat: Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.

g. Unauthorized Advance Access to Examinations: Obtaining an advance copy of an examination without the instructor’s permission or getting questions and answers from someone who took the examination earlier.

h. Altering or Destroying the Work of Others: Changing or damaging computer files, papers or other academic products that belong to others.

i. Fraudulently Altering Academic Records: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or advisor signature and altering transcripts.

6.02 Instructors may identify other behaviors that violate academic integrity.

6.03 Students have the following rights during the Academic Integrity hearing:

1. Written notification of the time and place of the appeal hearing. This notice will be sent to the student’s University email address.
2. A copy of the Academic Integrity Violation and Resolution forms.
3. The right to appear in person and present his/her case. Either party may elect not to appear; in this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
4. The right to meet with the hearing panel at the same time, so no further allegations can be made against the student without the student’s knowledge or against the instructor without the instructor’s knowledge.
5. The right to be accompanied by one person (colleague or friend); however, this person may not address the hearing panel.
6. The right to call witnesses to assist in establishing facts of the case.
7. The right to ask questions.
8. The right to an explanation of the reasons for any decision rendered.
9. The right to be free from retaliation by the instructor.
10. The assurance that all personally identifiable information about alleged violations of academic integrity will be confidential under provisions of the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed except as permitted by FERPA or with written permission of the student.

6.04 The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The following guidelines have been developed for the Panel to use when examining an alleged academic integrity violation:

1. The Panel will review the course syllabus statements about academic integrity.
2. The Panel will determine if the instructor clearly communicated the parameters of the assignment to the students.
3. If more than one student was involved in the alleged violation, the Panel will consider if the students were sanctioned fairly or if one student was singled out for arbitrary or discriminatory treatment.
4. If the student has more than one alleged violation, the Panel will consider when the violations occurred.
5. The Panel will not consider issues related to the quality of instruction or the academic soundness of the instructor’s teaching methods.

#### PROCEDURES FOR DEGREE REVOCATION

7.01 Allegations of serious violations of academic integrity directed at graduates of Oklahoma State University should be made directly to the Dean of the Graduate College (for graduate students) or the Associate Vice President for Undergraduate Education (for undergraduate students), hereafter referred to as the Investigating Official

7.02 The Investigating Official will review the allegations and make a preliminary determination regarding whether the allegation provides sufficient reason to warrant the formation of a Review Committee. He or she will consult with the Office of Legal Counsel to the Board of Regents prior to making a preliminary determination regarding the allegation.

7.03 The Review Committee will be composed of one Academic Integrity Facilitator, one faculty member appointed by the Investigating Official, and one faculty member appointed by the Dean of the graduate’s academic college. Persons appointed to the Review Committee may not have a conflict of interest with the graduate, the person making the allegation, or any other person involved in the case.

7.04 The purpose of the Review Committee is to determine whether clear and convincing evidence of a serious violation of academic integrity supports a recommendation of revocation of the graduate’s degree.

7.05 The Investigating Official, as soon as reasonably practicable, will notify the graduate in writing of the pending allegation against him or her, the possibility of revocation of his or her degree, the placement of a transcript hold, and the formation of a Review Committee to conduct an initial inquiry into the allegation. The written notice must include:

a. The alleged violation of academic integrity committed by the graduate.

b. The information supporting the allegation.

c. The course grades that may be changed to “F!”.

d. The identities of the Review Committee members.

e. The procedure to be followed by the Review Committee.

f. The opportunity for appeal.

7.06 The graduate will respond to the allegations and submit factual reasons for any objections to the composition of the Review Committee within 20 school days of receipt of the written notice. The graduate may request replacement of up to one member of the Review Committee for cause.

7.07 After the 20 school day period, the Review Committee will schedule a meeting with the graduate to discuss the alleged violation. Refer to the Academic Integrity Guidelines (6.03) for a complete list of the rights in the Academic Integrity procedures. The graduate may have legal counsel, at his or her own expense, present for advisory purposes only. Legal counsel may not question Committee members, make statements, or answer questions for persons called to appear before the Review Committee. The following actions may result from the meeting:

1. The Review Committee and graduate agree that the alleged serious violation of academic integrity is not supported by clear and convincing evidence. No further action is needed and the graduate is held harmless against further allegations warranting degree revocation;
2. The graduate admits responsibility for a serious violation and accepts the Review Committee’s recommendation of degree revocation;
3. The Review Committee recommends degree revocation. The graduate admits responsibility for the alleged violation but does not agree with the sanction. The case is referred to the Academic Integrity Panel;
4. The Review Committee recommends degree revocation but the graduate denies responsibility for the alleged violation and does not agree with the sanction. The case is referred to the Academic Integrity Panel;
5. The graduate fails to appear for the meeting with the Review Committee. If the Review Committee recommends degree revocation the case is referred to the Academic Integrity Panel.

The Review Committee will provide a written report of their findings to the graduate, the Academic Integrity Panel, and the Investigating Official. If degree revocation is recommended, the Review Committee will submit sufficient information to substantiate clear and convincing evidence of a serious violation of academic integrity and the recommended sanction of degree revocation.

7**.**08 If degree revocation is recommended the graduate will participate in a hearing with the Academic Integrity Panel unless he or she admits responsibility for a serious violation and accepts the Review Committee’s recommendation. Refer to the Academic Integrity Guidelines (6.03) for a complete list of the rights in the Academic Integrity procedures. The graduate may have legal counsel, at his or her own expense, present for advisory purposes only. Legal counsel may not question Panel members, make statements, or answer questions for persons called to appear before the Academic Integrity Hearing Panel. The graduate will use the following procedures in filing an appeal:

1. The graduate obtains and completes an appeal form that is available online or from the Office of Academic Affairs. The graduate should submit documentation to support his or her appeal.
2. The graduate submits the appeal form to the Academic Integrity Coordinator within 20 school days after the graduate receives the written report from the Review Committee. The Coordinator, who can be contacted in the Office of Academic Affairs, will assign a consulting member of the Academic Integrity Panel to assist the graduate in understanding the appeals process, assemble the supporting documents, and present the case to the Academic Integrity Panel.

7.09 The Investigating Official will act as the proponent in presenting the alleged violation to the Academic Integrity Hearing Panel.

7.10 If the graduate does not respond within 20 school days or fails to appear for the hearing, the consulting member of the Academic Integrity Panel will act as respondent on behalf of the graduate before the Hearing Panel.

7.11 After the hearing, the Academic Integrity Hearing Panel will determine A) if the graduate committed an act that was a serious violation of academic integrity and B) if degree revocation is an appropriate sanction. The Panel will make one of the following decisions:

1. The graduate is found not responsible for a serious violation of academic integrity;
2. The graduate is found responsible for a serious violation and the sanction is appropriate. The Hearing Panel will recommend degree revocation to the Provost
3. The graduate is found responsible for a serious violation but recommends a lesser sanction.

The Academic Integrity Coordinator will provide a written report of the Hearing Panel’s findings to the graduate, Provost. and Investigating Official.

7.12 If the Hearing Panel recommends degree revocation the graduate will have 20 school days after receipt of the report of the Hearing Panel to submit a written request for a decision appeal before the Appeals Panel. The graduate will use the following procedures to file a decision appeal:

1. The graduate obtains and completes a decision appeal form that is available online or from the Office of Academic Affairs. The burden of proof rests upon the graduate to establish his/her case with clear and convincing evidence;
2. The appellant submits the final appeal form to the Academic Integrity Coordinator by the date specified on the report from the Chair of the Academic Integrity Hearing Panel. The Coordinator, who can be contacted in the Office of Academic Affairs gives the graduate notice of receipt of the appeal, notifies the Investigating Official, assembles the supporting documents, and transmits the case to the Appeals Panel.

7.13 The Appeals Panel reviews written materials and determines if the academic integrity procedure was followed or if additional information provided by the graduate warrants another hearing in front of the Academic Integrity Panel. The Appeals Panel may take any of the following actions.

1. The academic integrity procedure was not followed. The Appeals Panel may remand the case to the Academic Integrity Panel or recommend against degree revocation.
2. The academic integrity procedure was followed. The Appeals Panel upholds the decision of the Academic Integrity Panel and recommends degree revocation.
3. Additional information provided by the graduate does not warrant a new hearing. The Appeals Panel upholds the decision of the Academic Integrity Panel and recommends degree revocation.
4. New information warrants another hearing in front of the Academic Integrity Panel.

The Chair of the Appeals Panel will provide a written report of the Panel’s findings to the graduate, Provost, and Investigating Official.

7.14 The Provost will review the written statements of the graduate and recommendations of the Review Committee, Academic Integrity Hearing Panel, and Appeals Panel. If the Provost supports the recommendation for degree revocation, he or she will submit a letter to the President with a copy to the graduate. If the Provost does not support the recommendation for degree revocation, the graduate will be notified in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.15 The President will review the written statements of the graduate and recommendations of the Provost, Review Committee, Academic Integrity Hearing Panel, and Appeals Panel. If the President supports the recommendation for degree revocation, he or she will submit a letter to the OSU/A&M Board of Regents with a copy to the graduate. If the President does not support the recommendation for degree revocation, he or she will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.16 The OSU/A&M Board of Regents will review the recommendation of the President. If the OSU/A&M Board of Regents supports the recommendation for degree revocation, the President will submit a letter to the Oklahoma State Regents for Higher Education (OSRHE) with a copy to the graduate. If the OSU/A&M Board of Regents does not support the recommendation for degree revocation, the President will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.17 OSRHE will review the recommendation of the President and the OSU/A&M Board of Regents. The Chancellor will notify the President of the OSRHE decision. The President will provide a copy of the OSRHE decision to the graduate in writing. If the OSRHE does not support the recommendation for degree revocation, the President will notify the graduate in writing and the case will be considered closed with the graduate held harmless against further allegations warranting degree revocation.

7.18 If the degree revocation is approved by OSRHE, the Registrar will remove the degree designation from the transcript, assign F! grades for applicable courses, and send copies of the revised transcript to all individuals who have previously received official copies of the transcript. The Registrar will request that the graduate return the diploma. In cases of serious violations involving theses or dissertations, the Graduate Dean will remove the thesis or dissertation from the library and electronic copies will be recalled.

 **Amended by Passed Failed**

**Recommendation No.**  14-10-01-ASP  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Academic Standards & Policies  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

        **Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**   Revisions to OSU Policy 2-0820: Academic Forgiveness for Undergraduate Students

**The Faculty Council Recommends to President Hargis that:**

The proposed revisions to OSU Policy 2-0820 Academic Forgiveness for Undergraduate Students as presented to Faculty Council on October 14, 2014, be accepted and placed into record.

**Rationale:**

OSU Policy 2-0820 is more restrictive than UAR 6.13 in that 2-0820 specifies that a minimum 12 hours of coursework (with 2.0 GPA and no grade lower than C) must be earned at OSU prior to requesting an academic reprieve or renewal. The language of UAR 6.13 is more general in that it does not specify the work must be earned at OSU. Similar to UAR 6.13, OSRHE policy (3.11.6.E-F) is more general, and it states that if State System institutions choose to offer academic reprieve/renewal, the institutional policy must be consistent with OSRHE policy. We have received clarification from OSRHE that the stricter version of our policy (OSU Policy 2-0820) is *not* consistent with their policy:

 …this element of the policy is to be non-restrictive and open to utilizing transfer credit. If the student successfully completes at least 12 hours of coursework (with a 2.0 or higher with no grade lower than a “C”) at a previous institution after the last semester for which the reprieve or renewal is requested, the completion of at least 12 hours of coursework (with a 2.0 or higher with no grade lower than a “C”) from the previous institution counts as successfully meeting this portion of the policy. Therefore, OSU Policy 2-0820 is not

 consistent with State Regents’ Policy 3.11.6. E-F. (José Dela Cruz, OSRHE Senior

 Coordinator of Academic Affairs, by email March 18, 2014

**Oklahoma State University Policies and Procedures**

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| **ACADEMIC FORGIVENESS FOR UNDERGRADUATE STUDENTS** | **2-0820****ACADEMIC****AFFAIRS****<Month> 2014** |

**ACADEMIC FORGIVENESS GENERAL INFORMATION**

1.01 Academic forgiveness allows students who qualify to recover from previous academic performance that jeopardizes their academic standing. In accordance with the Oklahoma State Regents for Higher Education (OSRHE) “Grading” policy (3.11.6), Oklahoma State University provides three types of academic forgiveness provisions for undergraduate students:

1. Repeated Courses (courses with original grades of “D” or “F” that are re-taken);
2. Academic Reprieve (forgiveness of one or two consecutive semesters); and
3. Academic Renewal (forgiveness of all academic work prior to a specific date).

1.02 All forgiven courses and grades remain on the academic transcript but are denoted as repeated, reprieved, or renewed and are not included in the retention/graduation GPA, according to the policy and procedure provided below.

1.03 Currently enrolled or former OSU undergraduate students may seek academic forgiveness utilizing the institutional procedures provided below. Students may receive no more than one academic reprieve or renewal in their academic careers, and only one option (reprieve or renewal) can be used. The repeated courses provision may be utilized independent of reprieve or renewal within the limits prescribed in this policy.

**POLICY ON REPEATED COURSES**

2.01 A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the retention/graduation GPA, up to a maximum of four (4) courses but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F".

2.02 All attempts of a repeated course shall be recorded on the transcript with the earned grade for each listed in the semester earned (official transcripts do not display grades for individual transfer courses). The transcript denotes which grades used in the calculation of the retention/graduation GPA.

2.03 If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention/graduation GPA.

2.04 Students repeating courses above the first four courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

**PROCEDURE FOR REPEATED COURSES**

3.01 The Office of the Registrar shall be the administrative unit that is responsible for recording the repeated grades on the student’s transcript when the student repeats a course within the provisions of the policy.

**POLICY ON ACADEMIC REPRIEVE**

4.01 Undergraduate students who are currently enrolled or are former students and who meet the following criteria are eligible to petition for academic reprieve, consistent with OSRHE policy:

A. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.

B. Prior to requesting the academic reprieve and subsequent to the semester(s) to be reprieved, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded (A, B, C, D, F) course work, including OSU and transfer work and excluding activity or performances courses.

C. If the student has a "D" or "F" during any course work following the semester(s) requested reprieved and has repeated the course(s) with a "C" or above, the student is eligible to petition for academic reprieve, provided he/she meets the other policy requirements.

4.02 Students who meet the criteria as stated in 4.01 above may petition the University for academic reprieve of one semester or term of enrollment or two consecutive semesters or terms of enrollment. Consecutive semesters may include a period of non-enrollment, such as a break between semesters or a semester of withdrawals. If the student's petition is for two consecutive semesters, the University may choose to reprieve only one of the two semesters.

4.03 The student must present in his/her petition extraordinary situations that resulted in poor performance due to extenuating circumstances. (Extenuating circumstances might include but are not limited to a serious illness or medical emergency, severe financial distress, significant work conflicts, or a specific personal crisis.)

4.04 If the University approves the student's academic reprieve petition, all grades and hours during the enrollment period will be excluded from the student's retention/graduation GPA and will remain on the student's transcript with a notation that academic reprieve was granted by the University.

4.05 According to OSRHE Policy on Grading, if the reprieved enrollment period includes course work with a passing grade, the coursework may be used to demonstrate that the student mastered the content of a course. Therefore, the student does not have to repeat the same course but the course may not be used to fulfill the total number of credits required for the degree.

4.06 A student may receive only one academic forgiveness option (reprieve or renewal) during his/her academic career.

4.07 The University will honor course work/semesters reprieved at other State System institutions if the student met all OSRHE academic reprieve criteria. The University will not honor academic reprieves granted by institutions outside the State System.

**POLICY ON ACADEMIC RENEWAL**

5.01 Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Undergraduate students who are currently enrolled or are former students and who meet the following criteria are eligible to petition for academic renewal, consistent with OSRHE policy:

A. At least five years must have elapsed between the period in which the grades being requested renewed were earned and the renewal request.

B. Prior to requesting the academic renewal and subsequent to the semester(s) to be renewed, the student must have earned at least 12 credit hours and a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded (A, B, C, D, F) course work, including OSU and transfer work and excluding activity or performance courses.

C. If the student has a "D" or "F" during any course work following the semester(s) requested renewed and has repeated the course(s) with a "C" or above, the student is eligible to petition for academic renewal, provided he/she meets the other policy requirements.

5.02 Students who meet the criteria as stated in 5.01 above may petition the University for academic renewal for coursework taken prior to a date requested by the student. The institution may choose to renew only a portion of the request.

5.03 The student must present in his/her petition extraordinary situations that resulted in poor performance due to extenuating circumstances that would warrant excluding those grades in calculating the student's retention/graduation GPA. (Extenuating circumstances might include a serious illness or medical emergency, severe financial distress, significant work conflicts, or a specific personal crisis.)

5.04 If the University approves the student's academic renewal petition, all grades and hours during the enrollment period will be excluded from the student's retention/graduation GPA and will remain on the student's transcript with a notation that academic renewal was granted by the University.

5.05 Neither content nor credit hours of renewal coursework may be used to fulfill any degree or graduation requirements.

5.06 A student may not receive more than one academic renewal or reprieve during his/her academic career.

5.07 The University will honor course work/semesters that were renewed at other State System institutions if the student met all OSRHE academic renewal criteria. The University will not honor academic renewals granted by institutions outside the State System.

**ACADEMIC REPRIEVE AND RENEWAL PROCEDURES**

6.01 The procedures for a current or former student to petition the University for academic reprieve or renewal are as follows:

A. The student must complete a "Petition for Academic Reprieve/Renewal" form that can be obtained from his/her college student academic services office. The petition must include the student's specific reasons or circumstances that caused him/her to receive poor grades (with supporting documentation as appropriate), signatures of the student's dean or director of student academic services and the student's adviser, and a copy of transcripts for all college course work from each school attended. Failure to provide a complete academic history will result in nullification of the petition. The petition must be submitted to the Associate Provost.

B. A review panel is composed of the Associate Provost, who will serve as chair; the chair of the Academic Standards and Policies Committee of Faculty Council (or another faculty representative appointed by the Faculty Council Chair); and the appropriate college student academic services director for the student. The panel will review all petitions. The panel will convene at least once each semester and may request supporting documentation or a personal interview with the petitioning student.

C. Should the review panel determine that the student's extenuating circumstances warrant academic reprieve or renewal, the panel's approval of the petition will permit the exclusion of all course work during the specified terms from the student's retention/graduation GPA. The course work and grades received will remain on the student's transcript with a notation that academic reprieve/renewal was granted by the University.

D. The decision of the review panel is final. Students whose petitions have been denied may request an additional review by the panel if new documentation or written information regarding the petition is promptly submitted.

6.02 The University will honor academic reprieves/renewals granted by other institutions only if the institutions are part of the State System governed by the Oklahoma State Regents for Higher Education and the reprieves/renewals conform to OSRHE policy. The procedures for consideration of academic reprieve/renewal granted by other State System institutions are as follows:

A. For students seeking admission to the University, Admissions officials will review the student's admission application to verify that the student meets OSRHE academic reprieve/renewal criteria.

B. Upon verification, the Office of Undergraduate Admissions will honor the reprieve/renewal and provide notification to the Office of Academic Affairs.

6.03 The Office of Academic Affairs is the administrative unit responsible for the academic reprieve/renewal process. The unit is responsible for coordinating the process, maintaining official records, and producing annual reports.

Approved: Instruction Council, December 9, 2005

 Faculty Council, April 11, 2006

Council of Deans, April 13, 2006

Revision Approved: Directors of Student Academic Services, August 6, 2014

 Instruction Council

 Faculty Council

 Council of Deans

 Executive Team

**Amended by Passed Failed**

**Recommendation No.**   14-10-02-ASP 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**   Academic Standards & Policy Committee  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

        **Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:**    Revisions to OSU Policy 2-0128: Requirements for Undergraduate and Graduate Minors

**The Faculty Council Recommends to President Hargis that:**

The proposed revisions to OSU Policy 2-0128 Requirements for Undergraduate and Graduate Minors as presented to Faculty Council on October 14, 2014, be accepted and placed into record.

**Rationale:**

Once a graduate degree is conferred, the degree cannot be appended as the student cannot re-enter the same degree program. Since a minor is not an independent degree program, this change also aligns with national best practices to not allow a primary degree to be modified after it has been conferred.

**Oklahoma State University Policy and Procedures**

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| **RequirementS for Undergraduate****and GRADUATE minors** | **2-0128****ACADEMIC AFFAIRS****September 2013** |

PURPOSE AND SCOPE

1.01 Minors provide a means by which a matriculated student may record significant educational experience in coursework either outside, or ancillary to, the requirements for the degree earned. Minors may not be earned independently of a degree granted by Oklahoma State University. They may be earned at the same time as a degree or after a degree has been earned, subject to the limitations described in this policy. The purpose of this policy is to establish minimum requirements for a body of work to be classified as a minor, and to establish processes for declaring minors and posting minors to academic transcripts. Minors do not appear on diplomas.

POLICY

**Undergraduate Minors**

2.01 An undergraduate minor must include between fifteen and thirty hours, inclusive, of undergraduate coursework.

2.02 A minimum of six credit hours for the minor must be earned in residence at OSU.

2.03 The courses required for a minor may be included in the course requirements for any undergraduate degree or they may be in addition to degree requirements, depending on the overlap between the minor and degree requirements. However, an undergraduate minor must be earned in an academic field other than the student’s declared degree option. The minor may not duplicate the degree major or option (for example, a student who earns a BA in Art with an Art History option may earn a minor in Studio Art but not Art History).

2.04 A student generally follows the minor requirements associated with his or her matriculation year or newer requirements that have been established since matriculation. The time limit for following minor requirements from a given academic year is six years.

2.05 The Oklahoma State Regents for Higher Education (OSRHE) do not require a minimum enrollment or graduation rate for a minor to be maintained, however, the Vice President for Academic Affairs may require review of minors with few students enrolled or graduated.

**Graduate Minors**

3.01 A graduate minor must include between nine and eighteen hours, inclusive, of coursework eligible for graduate credit. At least two-thirds of the applicable coursework must be at the 5000-level or above.

3.02 No more than one-third of the credit for the minor may be earned through transfer credit of courses taken at other institutions, with approval of the coordinator of the minor. The student must have been an enrolled graduate student at the other institution at the time the credit was earned.

3.03 The courses required for a graduate minor may be included on a Plan of Study for any graduate degree or they may be in addition to the degree requirements, depending on the overlap between the minor and the degree Plan of Study. However, the graduate minor must be earned in an academic field other than the student’s major or degree option (for example, a graduate student who is majoring in Economics could not receive a graduate minor in Economics).

3.04 For graduate minors, requirements must be ~~not~~ completed at the time of conferral of the primary degree. ~~must be completed within two years of degree conferral.~~ All graduate courses used to complete the minor must have been taken within ten years prior to the date of completion of the graduate minor requirements.

3.05 The OSRHE do not require a minimum enrollment or graduation rate for a graduate minor to be maintained, however, the Vice President for Academic Affairs may require review of graduate minors with few students enrolled or graduated.

PROCEDURE

**Approval Process**

4.01 Undergraduate and graduate minors may be offered by any academic unit (e.g., department, school, program) or combination of academic units at Oklahoma State University.

4.02 Minors must be approved by the appropriate department, school or program and academic college. Approval must be granted by each college involved in multi- or interdisciplinary programs that involve units in multiple colleges. Graduate Council and the Graduate Dean must approve graduate minors. Final approval will be granted by Instruction Council.

4.03 Significant changes to minors (e.g., changes in the name of the minor, total number of hours or grade point average required for completion of the minor) require approval as described in 4.02.

4.04 A list of approved minors will be published in the University Catalog. Course requirements for undergraduate minors are published in the Undergraduate Programs and Requirements book.

4.05 A graduate student may earn a graduate minor in any subject area that was declared on a Plan of Study approved by the Graduate College prior to the start of the 2011-12 academic year.

4.06 A proposal for a minor must include, at a minimum:

A. Minor name and sponsoring academic unit(s)

B. Statement of justification/need for the minor;

C. Clientele served by the minor;

D. Requirements for admission to the minor (if any);

E. Procedures for administration of the minor, including the assignment of a coordinator (an individual responsible for certification of the requirements for that minor);

F. Requirements for the minor including courses, number of credit hours required, etc., and any new courses that will be proposed for the minor; and

G. Any minimum grade requirements for the minor to be awarded.

While the use of OSRHE forms pertaining to new degree programs may be helpful in consolidating this information, the use of such forms is not required.

**Declaring a Minor**

5.01 Undergraduate students will declare an undergraduate minor by entering it in the appropriate section of an Undergraduate Academic Program Declaration Form. The pursuit of undergraduate minors is denoted on the academic transcript while in progress.

5.02 Graduate students will declare a minor by entering it in the appropriate section of an original, or revised, Plan of Study, submitted prior to conferral of the degree. The pursuit of graduate minors is not denoted on the academic transcript while in progress.

**Posting an Undergraduate Minor to the Academic Transcript**

6.01 After a student completes the courses required for an undergraduate minor, the college offering the minor will certify the completion of the minor requirements and will submit the related documentation to the Registrar’s Office according to the graduation clearance timeline provided by the Registrar’s Office.

6.02 If transfer work is used to fulfill undergraduate minor requirements, the transfer work must be posted to the OSU transcript.

6.03 If the coursework required for the undergraduate minor is completed either before or during the semester in which the degree is conferred, a notation of the minor will be added to the student's transcript by the Registrar’s Office alongside the degree conferral when the degree is posted.

6.04 If undergraduate minor requirements are completed in a semester subsequent to the student’s degree conferral, a notation of the undergraduate minor will be added to the student's transcript by the Registrar’s Office including the term in which the minor requirements were completed.

**Posting a Graduate Minor to the Academic Transcript**

7.01 After a student completes the courses required for the graduate minor, the coordinator for that minor should submit a memorandum listing the courses completed to the Graduate College certifying the completion of the minor requirements.

7.02 If transfer work is used to fulfill graduate minor requirements, the transcript from the other institution must be attached to the minor completion certification documents.

7.03 If the coursework required for the graduate minor is completed either before or during the semester in which the graduate degree is conferred, a notation of the minor will be added to the student’s transcript by the Registrar’s Office alongside the degree conferral.

7.04 For graduate minors, requirements must be ~~not~~ completed at the time of conferral of the primary degree ~~must be completed within two years of degree conferral~~. All graduate courses used to complete the minor must have been taken within ten years prior to the date of completion of the graduate minor requirements. A notation of the graduate minor completed ~~after degree conferral~~ will be added to the student’s transcript by the Registrar’s Office indicating the term in which the minor requirements were completed.

**Removing a Declared Minor from the Transcript**

8.01 If an undergraduate student will not complete a declared undergraduate minor, the student should work with the adviser to submit an updated Undergraduate Academic Program Declaration Form to remove a declared undergraduate minor.

8.02 The pursuit of a graduate minor is not denoted on the transcript while in progress.

Approved:

Graduate Council, August 20, 2011

Instruction Council, August 27, 2010

Faculty Council, October 12, 2010

Council of Deans, November 11, 2010

Revisions Approved:

Student Academic Services Directors, July 17, 2013

Instruction Council, August 2, 2013

Faculty Council, September 10, 2013

Council of Deans, September 12, 2013

E-Team, November 13, 2013