NORTHERN ILLINOIS UNIVERSITY

ADMISSIONS POLICIES AND ACADEMIC STANDARDS COMMITTEE
(APASC)

Minutes of Meeting #139
March 21, 2007

Approved
Amended 04/10/07

Present: Lesley Rigg (LAS/GEOG); M.J. Blaschak (HHS/SAHP); E. Mogren (LAS/HIST); J. Parker (EDUC/KNPE); C. Rollman (VPA/ART); D. Cesarotti (EET/TECH); R. Holly (VPA/Council of Adv. Deans); D. Wade (BUS/MGMT)

Ex Officio: B. Burk (ADMISSIONS); M. Gillis (TRANSFER CENTER); S. Kallembach (REGISTRATION AND RECORDS); B. Gage (ASSISTANT VICE PROVOST)

Visitors: L. Gambino (REGISTRATION AND RECORDS), D. Smith (CATALOG EDITOR/CURRICULUM COORDINATOR)

Absent: B. Goldenberg (UCC); S. Eaton (EDUC SERV & PROG); E. Seaver (VICE PROVOST); Students: R. Garcia (BUS/ACCY); A. Peterson (EL ED); M. Smith (ENGR); M. Zidek (KNPE)

OPENING: The meeting was called to order by D. Wade, Chair.

I. APPROVAL OF THE AGENDA

It was moved by D. Wade, seconded by R. Holly, to approve the agenda. Motion passed.

II. ANNOUNCEMENTS

A. Electronic Approval of Minutes (2/7/07). The minutes for meeting #138 were approved electronically via email.

B. New Student Information System Update

B. Gage stated that the next prototype testing was approaching soon. The PeopleSoft project is now fifty-five percent complete. The PeopleSoft team has been meeting with the academic colleges about how security in the new system is going to work. There will be different levels of security according to the different roles and functions staff and faculty have within each of the colleges. Discussions with the colleges have taken place to determine who does what and who should be assigned what rules. The PeopleSoft team then will be working closely with the consulting group and ITS to develop the access templates and security rules. With each rule there will be a training curriculum. The team has met with all of the undergraduate colleges about policy and procedural concerns and those
concerns have been resolved. We still need to talk about the IAI and how some of the courses transfer based on native vs. non-native students.

III. OLD BUSINESS

There was no old business to address.

IV. NEW BUSINESS

A. Requests for Renewal of Limited Admissions Programs from the Departments of Biological Sciences, Physics, and Technology

*It was moved by D. Wade, seconded by R. Holly, to approve the renewal of limited admissions programs for the departments of Biological Sciences, Physics and Technology. Motion passed.*

B. Catalog Revision Suggestion – Donna Smith

*It was moved by D. Wade, seconded by J. Parker, to approve the online catalog as the definitive version of the program descriptions and of academic policies and procedures. Motion passed.*

C. Catalog Revision – Referred from CUC

The following colleges submitted a catalog change:

- College of Business #8, January 30, 2007
- College of Liberal Arts & Sciences #11, February 7, 2007
- College of Visual and Performing Arts #3, January 29, 2007

*It was moved by D. Wade, seconded by R. Holly, to approve the catalog changes from the College of Business and Visual and Performing Arts. Motion passed.*

There was much discussion on the catalog change from the College of Liberal Arts and Sciences regarding the English core competency requirements and the wording of the inserted note. It was decided that it should be worded as follows:

**NOTE:** For students who have earned a D in either ENGL 103 or 104, or both, equivalent courses in which the student earned a grade of C or better at institutions participating in the Illinois Articulation Initiative will be accepted to satisfy the English core competency requirement, but do not earn transfer credit. Equivalent courses taken at other institutions in which the student earned a grade of C or better may be accepted to satisfy the English core competency requirement, but do not earn transfer credit.

*It was moved by J. Parker, seconded by L. Rigg, to approve the catalog change for Core Competency Requirements with the amended note. Motion passed.*
D. Academic Policy Changes

B. Gage presented the policy change whereby now students would declare their major on their application for university admission. Presently all newly admitted students have to fill out the change of major request form to say they’re going to be what they have already told us they are going to be. The problem with this is that major departments don’t know how many students they have because these forms have not yet been processed.

Another issue that is affected by the current process is financial aid. In order for funds to be disbursed to students, they have to first be declared in a degree program. The funds would have to be held until the paperwork was processed to meet federal regulations.

The proposed catalog changes are as follows:

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**Admission to Major Programs**

Applicants may declare their major on their application for university admission. An “intended major” indicates an area of interest and does not guarantee admission to a degree program in that specific area. The declared major indicates an area of interest and does not guarantee admission to a degree program in that specific area. Procedures for declaring a major are described in the “Academic Regulations” section of this catalog.

The university’s undergraduate academic work is organized under the Colleges of Business, Education, Engineering and Engineering Technology, Health and Human Sciences, Liberal Arts and Sciences, and Visual and Performing Arts. Individual colleges control admission to degree programs. The selection of any courses to be required prior to admission to a major will be determined by each college or department in accordance with its respective expectations. In general, students are strongly encouraged to complete successfully the core competency requirements and some general education courses early in their programs of study.

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**Declaration of Major, Minor, and Degree**

Applicants for Admission

The university requires both freshman and transfer students to declare their primary area of academic interest declare their major at the time they apply for admission. This information is needed for purposes of academic advisement and for institutional planning. It is understood that experience in university courses and
further consultation with academic advisers may lead to changes in the student’s academic interests.

**Enrolled Students**

Although enrolled students indicate a primary area of academic interest indicated when they apply for admission to the university, this does not constitute a declaration of a major, minor, or degree on the application for admission will be considered. Each undergraduate student is required to make a formal declaration of major in addition to the indication of academic interest filed at the time of admission. This formal declaration is required by the end of the semester in which 60 semester hours of credit will have been earned.

**Procedure for Change of Declaration of Major or Declaration of Minor**

After beginning course work, a new undergraduate student or a transfer student with fewer than 60 semester hours of credit must declare a major and emphasis, if applicable, and degree at the office of the department governing the program desired by the student. The student will complete a “Major Request” form in that office. This must be done by the second week of the second semester of enrollment.

A transfer student with more than 60 semester hours must follow the procedure indicated in the above paragraph, but this must be done no later than the end of the first semester of enrollment.

Students who have not followed the procedures outlined in the first paragraph above may not receive appropriate information, since they will not be included in the formal records of the department in which they hope to major. Additionally, a department may restrict enrollment in some courses to declared majors.

**Students will be placed into the major and emphasis, if applicable, at the point of admission if they meet the admission requirements of the degree program.** There are major programs in the university in which acceptance of students either is limited or requires the meeting of specific criteria. Some of these programs may require acceptance into a major or emphasis at the time of admission. Original entry into the university or prior to the time interval specified in the first and second paragraphs. See “Limited Admissions and Limited Retention Requirements” and individual departments.

Many majors have course requirements outside the department. Students, through consultation with an adviser, should insure that these requirements are taken at the appropriate program stage.
There are some majors in which a student must follow a highly structured sequence of courses. It is important to get advice as early as possible to plan a program of study.

A student may declare a minor at any time by completing a “Minor Request” form in the office of the department offering the minor. A student may not take a minor offered by the department of his or her major unless this is specifically permitted in the description of the minor.

There are also some minors which have admission requirements. See individual departments.

Students may change a major, emphasis, or minor by completing a “Major Request” or “Minor Request” form at the office of the department that they wish to enter as a major or minor. Students remain under the jurisdiction of their current major college office until the change of major becomes effective.

Major changes for students who have not been academically dismissed or retained on academic probation initiated within the last three weeks of the term, including the final examination period, will become effective one week after the end of the final examination for that term. Major changes for students who have been academically dismissed or retained on academic probation will require acceptance of the college of the new major.

It was moved by R. Holly, seconded by L. Rigg, to accept the catalog changes for Admission to Major Programs and the Declaration of Major, Minor and Degree. Motion passed.

V. ADJOURNMENT

It was moved by D. Wade, seconded by R. Holly, to adjourn the meeting. Motion passed.

Minutes submitted by Lisa Gambino.