I. ADOPTION OF THE AGENDA

A motion to adopt the agenda was made by D. Zinger, seconded by S. Marsh amending it to move Old Business Item C prior to Old Business Item A. **Motion passed unanimously.**

II. ANNOUNCEMENTS

A. APPROVAL OF MINUTES FROM February 10, 2016 MEETING

A motion was made by J. Wolfskill, seconded by J. Umoren to approve the minutes from the February 10, 2016 APASC meeting. **Motion passed unanimously.**
III. OLD BUSINESS

A. Attendance Policy

Language proposed for addition to attendance policy (p. 53) to account for absences due to military duties and an appeal process. J. Wolfskill made a motion to accept the proposed language, seconded by S. Marsh. **Motion passed unanimously.**

B. Withdrawal from the University for Violation of Student Conduct

There was some discussion about sanctions, temporary suspensions and expulsions in general. The policy currently withdraws students from courses without any consideration of the student’s appeal efforts.

J. Wolfskill made a motion to approve the language presented (p. 47 2015-16 Undergraduate Catalog) with the following edit:

…If the sanction is upheld upon appeal, the student will be withdrawn from all enrolled courses effective the date of initial sanction….

seconded by R. Johns. **Motion passed unanimously.**

C. Drop Policy and Schedule Changes

S. Estes said that after the discussion at the last meeting he drafted some language and changes to the table contained in the catalog based on what the committee had suggested the new policy might be. He indicated J. Montag said there could be financial aid implications in the last half of the semester and invited Rebecca Babel to discuss the issue. J. Montag said that after the last meeting he made a new academic calendar for Donna that gave students two weeks to drop via MyNIU and one week to add and then the second week of add was with the permission of their department. He said if you look at the academic calendar, the same amount of time to add and drop is currently given for full semester courses and first half of the semester courses. The last half semester courses are only given one week for add and one week for drop. He indicated that it had something to do with Financial Aid disbursement and that’s why he invited Rebecca to join the discussion. Rebecca said that as she investigated she found that quite some time ago the drop period for 16 week classes was the first two weeks of the semester but the drop period for 8 week courses was the first week. She said that got changed several years ago. She said that was put in place without the withdrawal and refund policy being considered. That caused a disconnect between the academic and financial sides. It is about percentage attended. The Board approved refund policy says that students get 100% refund through the first week of an 8 week course. So currently the policies are consistent for full semester classes and last half classes but not for the first half classes. She indicated that this causes students to have a charge for a non-transcribed course. A drop in the second week of an eight-week course allows for only 25% refund. She believes that the change was done for consistency since the drop period for the 16 week course was two weeks - it was made the same for a first half 8 week course but not for the
Last half courses. Last half courses are messy to begin with. Babel said there are only two options for financial aid: 1) they can disburse the aid the student is eligible for disregarding the last half courses and then wait until the second half semester courses are locked and disburse the rest of the aid or 2) we could decide, as an institution, to assume the students will be in those second half classes and disburse all the aid at once but if they drop last half classes their aid must be reduced. Neither of those options serve the students well. She added that non-transcripted courses cannot be counted in enrollment for MAP and PELL programs and also impacts loans. She said whatever the committee decided about extending the second half course drop dates - that it should consider putting the refund information within the add/drop table.

R. Johns mentioned that the matter was discussed at UCC and there was concern brought up regarding lab courses and the impact the second week drops have there. He said that individual thought allowing self service into the second week may add to that problem. He added one individual thought the drop policy should be eliminated completely or turn it over to the curricular deans to discuss.

R. Babel said that NIU, from a financial perspective, has an incredibly generous refund policy even for 16 week courses. They benchmarked the other public universities last fall and none of them let students try classes for two weeks and allow drops for free. Most of them have a much less generous refund policy. Montag mentioned a lot of institutions have a 100-80-60-40 policy. Babel added as revenue is looked at very seriously by the financial side of the house, she wouldn't be surprised if a change to the refund policy was implemented. She said that the policy encourages a certain student behavior. Babel said we've created an environment that doesn't encourage students to have their schedule figured out the first week of school. As mentioned earlier aid cannot be disbursed until add/drop is complete. That delays the disbursement and not just for students adding and dropping but all students receiving aid. L. Matson said she thinks, from a student perspective, that the drop policy should match the financial policy. She said it's very confusing and the delay in aid also prohibits students from buying their books since they are waiting for aid. Babel said students with aid are allowed to charge up to $700 at the NIU bookstore. Matson said she didn't think a lot students were aware of that.

Klonoski asked if the academic policy changed would the financial policy then change? Babel said two policies would have to change in coordination: the policy of how long we allow students to drop and also at what point do we stop giving 100% refund - Al Phillips would have to drive that through a Board committee. To shorten the add/drop period for the first 8 week courses to one week would only take of this committee since the last half courses are already set that way on the financial side.

R. Johns made a motion to align academic and financial aid policies so that 8 week courses (first or second half) will have a one week add/drop period leaving the 16 week course policy as is, seconded by J. Wolfskill. **Motion passed unanimously.**
IV. NEW BUSINESS

M. Parks indicated that this is a change of an emphasis in Theatre to a B.F.A in Dance Performance. This was suggested by the NASD and will allow reviews by that organization and participation in recruiting events that they were previously denied. None of the requirements are changing. A motion by M. Parks, seconded by S. Marsh to approve the B.F.A. in Dance Performance. Motion passed unanimously.

V. ADJOURNMENT

A motion to adjourn @ 4:20 p.m. was made by S. Estes, seconded by S. Marsh. Motion passed unanimously.

Respectfully submitted,

Jeanne Ratfield
Administrative Assistant
Office of the Provost