**Educational Policy Committee**

**March 6, 2019**

**Minutes**

**Committee Members Attending:** Watkins (chair), Bodzin, Hoelscher, Li, Liu, Lotto, Zhang, Piispanen, Tremblay

**Guests:** Sczcepanski, Tonkay, Zalatan, McClaind, Jensen, Wilson, L. Bell, A. Baker

The chair called the committee to order.

The committee approved the minutes from 2/6/2019. (The meeting for 2/20/2019 did not occur, as the university closed early due to weather.)

**First agenda item: Proposal from Study Abroad** (via Kathryn Welsh-Radande and Katrina Zalatan)

The Committee reviewed a proposal for to change the transfer credit limit policy—not in R&P—from 16 study abroad credits to 18, which would be consistent with Lehigh’s internal standards for regular course loads.

The committee discussed the proposal, and that the original limit was probably to keep students from overreaching in their credit loads. After discussion, the committee agreed that the proposal should not be a rigid 18 credits, but rather *the same full-time credit load and overload permission policies should apply to study abroad as apply here on campus (i.e. R&P 3.2.4)*, so long as that is within the full-time load at the international institution. Those policies vary by student status and should apply consistently. The proposal, as revised to include the usual policy of variability of credit load by student status, was approved by consensus.

**Second agenda item: Review of the processes to review prerequisites and to petition to waive a prerequisite** (via SOS)

Linda Bell presented data on the number of prerequisite overrides that Registration and Academic Services processes during the first week of the semester. During the fall and spring semesters, the number ranges between approximately 600 and 700 overrides (in the past four semesters).

Is a paper form needed? Consensus emerged that Yes, not all faculty will use the Banner system. Yet, too many faculty will sign a petition form allowing someone to late add, and not check whether a student has completed a prerequisite.

Does our current 10th day of classes drop/add deadline allow students to add classes too late in the semester? The committee discussed the challenges of students adding courses in the second week. Issues included: Are students generally attending class in the second week, even though the petition might not be processed until a few days later? Would changes in the way we process petitions— the forms, or electronically—improve things? Should all prerequisite waivers be required electronically?

Central questions are: Who gives prerequisite waivers, and how does that happen in the system? When should the deadline be for petitions?

The committee agreed that the *late-add petition form should be used exclusively to grant permission to add the course late, not to authorize waiving a prerequisite*. Waiving a prerequisite should be a separate process. This could be checked in Banner, and a student could be notified if they needed a prerequisite. A student is generally at RAS as the petition is being processed by a RAS staff member, so the student could be told immediately that the student needs to get a prerequisite waiver.

Ashley Baker, associate registrar, recommended that *the form be revised to indicate that the faculty signature is only to grant the late add*, despite missing coursework. The student would need to pursue signatures (or electronic submission) for any other types of course permissions, such as prerequisites.

The committee agreed by consensus that the form will be changed. RAS will make these changes. The associate deans will help publicize this change.

The committee also discussed whether the deadline to submit a petition for a late add should be moved from eay 10 to an earlier date. After discussion, there was no change of the submission deadline.**]**

The meeting adjourned at 4:28.