

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **5-Jan-15** Curriculum Bulletin _____

Effective Date **Fall 2015** Approved by EPC _____

Department **Undergraduate Studies / EPC Ad Hoc Committee for Academic Policies**

College

Proposal **Revise Policy**

Proposal Name **Not Permitted to Continue**

Description of proposal:

Proposal seeks to revise the Not Permitted to Continue policy to clarify the process, procedures and communication that will be implemented for students who are identified by their academic unit as not eligible to continue in their declared major because they no longer meet the program's requirements for progression and/or graduation.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Students who are not permitted to continue and do not declare another program by the deadline set by their college will be moved administratively to a non-degree program, Degree Pathway Alternatives, and will receive advising from Undergraduate Studies (Kent Campus) or campus advising unit (Regional Campuses) to find a more suitable degree program to declare. These students will be deregistered from any courses specific to their previous major and be prohibited from registering for any course until they meet with their advisor and develop a new Plan for Continuation.

Units consulted (other departments, programs or campuses affected by this proposal):

Information Services, professional advisors; Office of the Provost; College of Nursing; College of Business Administration; College of Education, Health and Human Services

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Provost and Senior Vice President for Academic Affairs (or designee)

Proposal Summary

Revision of Not Permitted to Continue Policy

SUBJECT SPECIFICATION

This proposal seeks to revise the Not Permitted to Continue policy to clarify the process, procedures and communication that will be implemented for students who are identified by their academic unit as not eligible to continue in their declared major because they no longer meet the program's requirements for progression and/or graduation.

BACKGROUND INFORMATION

Revision of the Not Permitted to Continue university-policy first went to the Educational Policies Council on 18 February 2013. While the council approved the proposal unanimously, members expressed concern about implementation that would allow for tracking and consistent communication to students. They also had many questions about subsequent steps for students deemed not permitted to continue. Consequently, the provost decided to hold the proposal until the Division of Undergraduate Studies and the EPC Ad Hoc Committee for Academic Policies could further determine implementation at the university level and bring back to EPC (and then to Faculty Senate) a more purposeful policy.

This proposal provides a step-by-step process to identify and communicate to students who are not making progress in their program as per the progression criteria determined by that program's faculty and published in the University Catalog or program student handbook and communicated to students in the first semester.

Step 1: At the end-of-term processing (i.e., after final grades roll to academic history), academic units will provide a minimum of one warning to students who are at risk of being deemed not permitted to continue in their declared program. Those students will be required to meet with an advisor and develop a Plan for Continuation, which will include (1) action steps and associated timelines to remain in the program or to declare a new program, and (2) an outline of any university actions such as course deregistration and/or administrative removal from the program if the student does not progress in the current program.

Through required advising and reports and tools such as Cognos, Pathfinder and the GPS degree audit, academic units will determine students' progress toward meeting their Plan for Continuation.

Step 2: Preferably, students will meet the conditions outlined in their plan and remain in the program. However, if that does not happen, and the unit has made the determination that the student is no longer eligible to continue in the program, the student will be notified and expected to initiate a Change of Program workflow within two weeks to move to another degree program that is a better fit for that student.

Step 3: If the student does not take any action within two weeks of being notified, the academic unit will notify the Office of the University Registrar, and that office will move the student (either associate- and baccalaureate-seeking) to a non-degree program, called **Degree Pathway Alternatives**, which will be housed in Undergraduate Studies and offered on each of Kent State's eight campuses.

Step 4: Students moved into Degree Pathways Alternatives will receive official communication explaining the move and subsequent actions. At this stage, they will be deregistered from courses that are required specifically for the program from which they have been removed (e.g., a student removed from the Nursing major will be deregistered from NURS courses). They also will have a PIN placed on their record that will prevent them from registering for any course until they meet with their advisor to create a new Plan for Continuation. The plan will include action steps and timeline for declaring a new degree program. Students in the Degree Pathways Alternatives on the Kent Campus will be advised by Undergraduate Studies; students on the regional campuses will continue to be advised by their assigned advising unit.

It is important to note that students enrolled in the Degree Pathway Alternatives do not meet the criteria to remain in their degree program and have not selected another degree by a predetermined deadline. Therefore, they are no longer considered degree-seeking and will not be eligible to receive financial aid while in the program. They will be encouraged to seek out private loans to fund college expenses until they enroll in a degree- or certificate-granting program.

The Degree Pathways Alternative program will be considered a last resort. It is anticipated that only a small percentage of students will be moved to the program due to the intensive notification and advising that will occur in earlier stages as it becomes clear that a student is no longer progressing in his/her declared degree program.

A flow chart outlining the steps is listed at the end of this proposal.

ALTERNATIVES AND CONSEQUENCES

The alternate is the current policy with no implementation at the university level. Consequently, students who are not progressing in their program will either not return to Kent State or continue to stay in a program from which they may never graduate. Creating a policy with set procedures that can be enforced will ensure students will seek out assistance to find a best fit for their academic needs and skills.

SPECIFIC RECOMMENDATION AND JUSTIFICATION

It is recommended that the revised Not Permitted to Continue policy, outlined below, be approved to increase student persistence and graduation rates.

Current Policy

If a student's GPA does not meet the standards required for a selective degree program, the dean may decide that the student is not permitted to continue in that academic program. Unless the student's cumulative GPA also is below the dismissal standard, the student may continue at the university, but may either be asked to change to a general category in the college of the student's major (for exploration of other majors in the college) or be referred to another program (including those on the regional campuses) that does not have a graduation standard above the university minimum 2.000 cumulative GPA. (www.kent.edu/catalog/2014/info/policies?policy=acstandug)

Proposed Policy

Students not progressing academically in their selected academic program will be deemed Not Permitted to Continue based on criteria established by their program area. The criteria set forth by each program area can be found under the program section of the University Catalog. Students enrolled in a program that has Not Permitted to Continue criteria will be notified upon entrance to the program.

Prior to being deemed not permitted to continue, students will receive a minimum of one warning and will be required to work with an advisor in their academic unit to develop a Plan for Continuation. The plan will include all actions necessary to continue in current program, the opportunity to declare a different program, a timeline of when actions should occur, and next steps if actions are not followed. Students who have received a warning the previous term will be reviewed during end-of-term processing to determine their status regarding continuation in their current program.

Students deemed ineligible to continue in their current program and who have not identified and declared a different program within two weeks after grades post will be administratively moved to the Degree Pathways Alternatives non-degree program. They also will be deregistered from all applicable courses in their former major. Students administratively moved to Degree Pathways Alternatives and enrolled at the Kent Campus will receive academic advising in Undergraduate Studies, while regional campus students will receive advising in their assigned advising unit.

Students deemed not permitted to continue and who are subsequently enrolled in Degree Pathways Alternatives will not be able to register for courses until they meet with an advisor to complete a new Plan for Continuation, which will include selecting a degree program at a time specified on the plan. In addition, they will no longer be eligible to receive financial aid and will be encouraged to seek out private loans to fund college expenses until they enroll in a degree-granting program. or a Federal Title IV aid-eligible certificate Federal Title IV or state

ACTIONS REQUIRED AND ANTICIPATED TIMELINE

Educational Policies Council.....	26 January 2015
Faculty Senate.....	9 February 2015
Appoint Task Force for Implementation.....	February 2015
Published in University Catalog.....	Fall 2015
Implementation (see list below).....	Fall 2016

language admendments approved by EPC on 26-Jan-15; additional language provided by Office of Student Financial Aid.

IMPLEMENTATION TOOLS FOR NOT PERMITTED TO CONTINUE (NPC)

Banner Tools

- Code NPC students in Banner (SPAAPIN) so data can be pulled from Banner into Cognos.
- Develop a process for moving administratively students to Degree Pathways Alternatives.
- Develop an indicator to identify students who have been moved.
- Develop a process for deregistering students from major-specific courses and adding a registration PIN to their record.
- Develop a process for blocking students from re-declaring a major for which they are NPC and still do not meet criteria.

Advising Tools

- Develop a process to display and archive NPC warning and letters to students and a Plan for Continuation (and a new plan if applicable) in KSU Advising (formerly Web Scheduler).
- Enhance the Change of Program workflow to allow for reporting.
- Develop a review process that aligns NPC with dismissal.

Cognos Reports

- Develop a report to identify students who are not making adequate progress as set forth by their declared program.
- Develop a report to identify students who have been officially deemed not permitted to continue.
- Develop an accounting process for the college/unit to continue to receive RCM funding for any student moved administratively to the Degree Pathways Alternatives non-degree program (Undergraduate Studies) until the students declare a new program.

NOT PERMITTED TO CONTINUE FLOWCHART

