

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **20-Sep-19** Curriculum Bulletin _____Effective Date **Fall 2020** Approved by EPC _____

Department _____

College **PR - Provost**Proposal **Revise Policy**

Proposal Name _____

Description of proposal:

This proposal seeks to revise the Catalog Rights and Exclusions policy as published in the University Catalog and the Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings as published in the Policy Register (3342-3-01.1). The revisions update language, clarify practice, allow for consistent application and bring consistency with other policies and procedures.

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

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

Registrar's Office, Undergraduate Deans Council

REQUIRED ENDORSEMENTS

 Department Chair / School Director

____/____/____

 Campus Dean (for Regional Campuses proposals)

____/____/____

 College Dean (or designee)

____/____/____

 Dean of Graduate Studies (for graduate proposals)

____/____/____

 Provost (or designee)

____/____/____

Proposal Summary

Revision of Administrative Policy 3.01.1 in the Policy Register and Catalog Rights and Exclusions Policy in the University Catalog

Subject Specification

This proposal seeks to revise the Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings (3342-3-01.1) as published in the Policy Register and the Catalog Rights and Exclusions policy as published in the University Catalog. The revisions update language, clarify current procedures and practice, allow for consistent application and bring consistency with other policies and procedures.

Background Information

The Office of the University Registrar and the Office of Curriculum Services have been reviewing academic policies in the Policy Register to confirm they reflect current practices and procedures, while also comparing them to same policies in the University Catalog to ensure the policies do not contradict each other. In addition, since the timeline to approve policies in the Policy Register is longer with more steps than the timeline for the University Catalog, the two offices are attempting to revise academic policies in the Policy Register to be more overarching, making them less likely to be outdated and inaccurate in the future, with the University Catalog containing all the required procedural details necessary to implement and administer the policy.

Rationale for Action

The following is a summary of the changes to the Administrative Policy in the Policy Register:

- Renamed policy—from *Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings*—to *Administrative Policy Regarding Academic Requirements, Courses and Policies*. This simpler name reflects the policy no longer contains procedures and now includes information on policies.
- Removed introduction language, which is duplicated in other sections of the policy.
- Clarified further the meaning of a catalog year and how a catalog year is assigned to a student.
- Added the limitation that students cannot revert to an older year after updating their catalog year.
- Removed information on university orientation, which is outdated and refers to only one requirement for undergraduate students. A more updated policy exists in the Catalog.
- Removed details regarding students updating their catalog year. These procedural details are better defined in the University Catalog.
- Added a statement of the university's rights to cancel courses and change the time, location or delivery of a scheduled course.
- Added a statement that academic policies not covered in the Policy Register are defined in the University Catalog per a recommendation from the Office of Legal Counsel.

The following is a summary of the changes to the Catalog Rights and Exclusion Policy in the University Catalog:

- Clarified further how a catalog year is assigned to a student, and the meaning of a catalog year.
- Added the limitation that students cannot revert to an older year after updating their catalog year.
- Replaced the term “in force” with “in effect” when referring to the current catalog. “In force” is not generally understood, and a review of other universities showed that most use the term “in effect.”
- Added a disclaimer that if changes to courses substantially disadvantage an enrolled student, the college may approve appropriate substitutions or waivers. This disclaimer is in the Administrative Policy.
- Added a statement of the university’s rights to cancel courses and change the time, location or delivery of a scheduled course.

Alternatives and Consequences

The alternative to this proposal is to take no action and keep policies with outdated language and not aligned with current practices and procedures.

Specific Recommendation and Justification

The recommendation is to revise the Administrative Policy and Procedure Regarding Academic Requirements, Course Specifications and Course Offerings (pages 2-5) and the Catalog Rights and Exclusions policy (pages 6-8) to update language, clarify practice, allow for consistent application and create consistency with other policies and procedures.

Timetable and Actions Required

Undergraduate Deans Council (approval)	8 October 2019
Educational Policies Council (approval)	18 November 2019
Faculty Senate (approval)	9 December 2019
Board of Trustees (notification)	4 March 2020
Implementation in University Catalog	Fall 2020
Implementation in Policy Register	20 August 2020 (fall 2020)

3-01.1 Administrative Policy – Mark-Up of Revisions

Added ~~Removed~~ ~~Moved From~~ Moved To

3-01.1 Administrative Policy ~~and Procedure~~ Regarding Academic Requirements, Courses and Policies ~~Course Specifications, and Course Offerings~~

~~(A) Policy. The university reserves the right to change academic requirements, course specifications, the time of meetings of a class, and to drop or add any course from the "Schedule of Classes." These actions are normally taken when changes in certification or licensure standards mandate changes in academic requirements or in university programs, or when there is insufficient student demand or resources are unavailable; nevertheless, such changes should not be to the substantial disadvantage of a student during his/her continuous enrollment.~~

(A)~~(B)~~ Academic requirements.

(1) The student's academic requirements for graduation are based on the university catalog year that is in force during assigned initially to the student's first term of enrollment in a degree or certificate program at Kent state university. The student's catalog year identifies the university catalog that contains the requirements for the student's academic program.

(2) Students are permitted ~~may elect~~ to complete an academic program (major, minor, certificate) under a more recent catalog year. When changing catalog year, students must comply with all of the requirements relevant to their program in the newer university catalog. After a catalog year is updated, students are not permitted to revert to an older catalog year.

(3) The university reserves the right to change academic requirements to keep programs in compliance with accreditation, certification, licensure or industry standards. Implementation of these changes ~~standards~~ may require that students update to a more recent catalog year.

(4) The university reserves the right to change academic requirements due to financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the ~~dean of the~~ students' college will identify available alternatives for currently enrolled students to complete their declared programs(s) ~~for the completion of program requirements.~~

~~(1) University orientation. Undergraduate students are required to complete the university orientation course. Adult students (twenty-one years or older at the time of admission) and transfer students entering with more than twenty four semester hours (excluding post-secondary and dual-enrollment credit) are exempted from the requirement. Full-time students are expected to complete the university orientation course during their first full semester of enrollment. Part-time students are expected to complete the course before they attain sophomore standing. In addition to the course, all new undergraduate students are required to attend the university orientation program, which occurs just prior to the first week of class fall semester.~~

~~(2) Catalog in force.~~

~~(a) Student's academic requirements are based on the catalog that is in force during the student's first semester of enrollment in a degree or certificate program at Kent state university.~~

~~(b) Students may elect to complete an academic program (major, minor, certificate) under a more recent catalog. When changing catalog year, students must comply with all of the requirements relevant to their program in the newer catalog.~~

~~(c) Students may declare a different catalog for a minor, certificate or second major/degree; however, students must comply with all of the requirements relevant to the additional program in the different catalog.~~

~~(d) Catalog rights may be granted through inter-institutional curricular agreements. Such rights are subject to the same exclusions noted in this rule.~~

~~(e) Regardless of their first term of enrollment, students are governed generally by the university academic, administrative and operational policies in the catalog currently in force.~~

3-01.1 Administrative Policy – Mark-Up of Revisions continued

- ~~(f) Students who transfer to another university and return to Kent state university are readmitted under the catalog in force at the time of readmission.~~
- ~~(g) Dismissed students are readmitted under the catalog in force at the time of reinstatement.~~
- ~~(h) Undergraduate students who interrupt their enrollment at the university for one full academic year or longer, consecutively, including summer, are updated to the catalog in force at the time of their most recent reenrollment. Transient work and alternative credit do not qualify as enrollment at Kent state university.~~
- ~~(i) Kent state will not permit reentry into programs that are no longer offered at the time of the students' most recent readmission, reinstatement or reenrollment.~~
- ~~(j) Undergraduate students who are enrolled continuously in a degree or certificate program in a catalog older than six years may be required to update to a more recent catalog.~~
- ~~(k) Changes in degree requirements will be made to keep programs in compliance with accreditation, certification, or licensure or industry standards. Implementation of those standards may require that students update to a more recent catalog.~~
- ~~(l) Program changes may be required by financial urgency, unavailability of faculty or unavailability of other instructional resources. In those instances, the dean of the students' college will identify available alternatives for the completion of program requirements.~~

(B)(C) Courses. ~~Course specifications.~~ Course specifications such as title, credit hours, prerequisites, status (e.g., Kent core), etc., are based on the term for which the student registered for the course. If the course is revised after the student completed it, the student does not gain or lose anything with that revision. In the event that a change in prerequisite, for instance, would substantially disadvantage a continuously enrolled student by unreasonably adding one or more courses to that student's degree requirements as specified in paragraph (B)(2) of this rule, dean's offices may authorize course substitutions, waiver(s), or some other appropriate alternative.

- (1) Course specifications such as title, credit hours, prerequisites, status (e.g., Kent core), etc., are based on the term for which the student registered for the course. If a the course is revised after the student completed it, the student does not gain or lose anything with that revision. If a course is revised before a continuously enrolled student has attempted the course—a prerequisite for example—in the event that a change in prerequisite, for instance, would and the revision substantially disadvantages the a continuously enrolled student in completing the student's declared program by unreasonably adding one or more courses to that student's degree requirements as specified in paragraph (B)(2) of this rule, the college administering the student's program dean's offices may authorize a course substitutions, waiver(s) or some other appropriate alternative.
- (2) The university reserves the right to change course specifications; cancel a scheduled course; and change the time, location or delivery of class meetings for a scheduled course the time of meetings of a class, and to drop or add any course from the "Schedule of Classes." If a course is canceled, every attempt will be made to contact the registered students. Students registered in canceled courses will be given the opportunity to change to another course with seats available.

(C) Policies.

- (1) Academic policies not covered in the Kent state university policy register are defined by the university catalog.
- (2) Students are governed generally by the university academic, administrative and operational policies in the university catalog in effect for the current academic year, currently in force, regardless of students' their first term of enrollment.

3-01.1 Administrative Policy – Clean Version of Revisions

3-01.1 Administrative Policy Regarding Academic Requirements, Courses and Policies

(A) Academic requirements.

- (1) The student's academic requirements for graduation are based on the university catalog year that is assigned initially to the student's first term of enrollment in a degree or certificate program at Kent state university. The student's catalog year identifies the university catalog that contains the requirements for the student's academic program.
- (2) Students are permitted to complete an academic program (major, minor, certificate) under a more recent catalog year. When changing catalog year, students must comply with all the requirements relevant to their program in the newer university catalog. After a catalog year is updated, students are not permitted to revert to an older catalog year.
- (3) The university reserves the right to change academic requirements to keep programs in compliance with accreditation, certification, licensure or industry standards. Implementation of these changes may require that students update to a more recent catalog year.
- (4) The university reserves the right to change academic requirements due to financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the students' college will identify available alternatives for currently enrolled students to complete their declared programs(s).

(B) Courses.

- (1) Course specifications such as title, credit hours, prerequisites, status (e.g., Kent core), etc., are based on the term for which the student registered for the course. If a course is revised after the student completed it, the student does not gain or lose anything with that revision. If a course is revised before a continuously enrolled student has attempted the course—a prerequisite for example—and the revision substantially disadvantages the student in completing the student's declared academic program, the college administering the student's program may authorize a course substitution, waiver or some other appropriate alternative.
- (2) The university reserves the right to change course specifications; cancel a scheduled course; and change the time, location or delivery of class meetings for a scheduled course. If a course is canceled, every attempt will be made to contact the registered students. Students registered in canceled courses will be given the opportunity to change to another course with seats available.

(C) Policies.

- (1) Academic policies not covered in the Kent state university policy register are defined by the university catalog.
- (2) Students are governed by the academic policies in the university catalog in effect for the current academic year, regardless of students' first term of enrollment.

Catalog Rights and Exclusions – Mark-Up of Revisions

Added ~~Removed~~ ~~Moved From~~ Moved To

The university has established the following Catalog rights and exclusions relating to requirements for students in an academic program (major, minor, certificate). While these Catalog rights establish specific academic program requirements for students, the exclusions noted ensure that the knowledge and skills acquired by students will be current with the state of knowledge in their fields of study.

Rights

1. ~~The student's~~ Student's academic requirements for graduation are based on the Catalog year that is ~~in force during their assigned initially to the student's first fall, spring or summer~~ term of enrollment in a degree or certificate program at Kent state university. The Catalog year identifies the University Catalog that contains the requirements for the student's academic program.
2. Students are permitted ~~may elect~~ to complete an academic program (major, minor, certificate) under a more recent Catalog year. When changing Catalog year, students must comply with all ~~of~~ the requirements relevant to their program in the newer Catalog year. After a Catalog year is updated, students are not permitted to revert to an older catalog year.
3. Students may declare a different Catalog year for a minor, certificate or second major/degree. However, students must comply with all ~~of~~ the requirements relevant to the additional program in the different Catalog year.
4. Catalog rights may be granted through ~~inter-institutional-curricular~~ mutual agreements with other institutions. Such rights are subject to the same exclusions noted below.

Exclusions

1. ~~Regardless of their first term of enrollment,~~ Students are governed ~~generally~~ by the ~~university academic, administrative and operational~~ policies in the Catalog ~~currently in force,~~ in effect for the current academic year, ~~Regardless of students' their first term of enrollment.~~
2. Students who transfer to another university and return to Kent State are readmitted under the Catalog ~~in force~~ in effect for the term ~~at the time~~ of readmission.
3. Dismissed students are reinstated under the Catalog in effect for the term ~~in force at the time~~ of reinstatement.
4. Undergraduate students who interrupt their enrollment at the university for one full academic year or longer, consecutively, including summer, are updated to the Catalog in effect for the term ~~in force effective at the time~~ of their most recent reenrollment. Transient work and alternative credit do not qualify as enrollment at Kent State University.
5. Kent State will not permit admission or reentry into programs that are no longer offered ~~at the time of the students' most recent readmission, reinstatement or reenrollment.~~
6. Undergraduate students who are enrolled continuously in a degree or certificate program in a catalog older than six years may be required to update to a more recent Catalog year.
7. The university reserves the right to change academic requirements ~~Changes in degree requirements will be made~~ to keep programs in compliance with accreditation, licensure or industry standards. In these situations, the college administering the program ~~Implementation of these standards~~ may ~~require that students~~ update students to a more recent Catalog year.
8. The university reserves the right to change academic requirements due to ~~Program changes may be required by~~ financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the ~~dean of the~~ students' college will identify available alternatives for currently enrolled students to complete their declared programs(s) ~~the completion of program requirements.~~

Catalog Rights and Exclusions – Mark-Up of Revisions

9. Course specifications such as title, credit hours, prerequisites, status (e.g., Kent Core), etc., are based on the term for which the student registered for the course. If the course is revised after the student completed it, the student does not gain or lose anything with that revision. In the event that a change in prerequisite, for example, would substantially disadvantage a continuously enrolled student by unreasonably adding one or more courses to that student's academic requirements, the college administrating the student's program may authorize course substitutions, waiver(s) or some other appropriate alternative.
10. The university reserves the right to change course specifications; cancel a scheduled course; and change the time, location or delivery of class meetings for a scheduled course. If a course is canceled, every attempt will be made to contact the registered students. Students registered in canceled courses will be given the opportunity to change to another course with seats available.

Catalog Rights and Exclusions – Clean Version of Revisions

Rights

1. The student's academic requirements for graduation are based on the Catalog year that is assigned initially to the student's first term of enrollment in a degree or certificate program at Kent State University. The Catalog year identifies the University Catalog that contains the requirements for the student's academic program.
2. Students are permitted to complete an academic program (major, minor, certificate) under a more recent Catalog year. When changing Catalog year, students must comply with all the requirements relevant to their program in the newer Catalog year. After a Catalog year is updated, students are not permitted to revert to an older catalog year.
3. Students may declare a different Catalog year for a minor, certificate or second major/degree. However, students must comply with all the requirements relevant to the additional program in the different Catalog year.
4. Catalog rights may be granted through mutual agreements with other institutions. Such rights are subject to the same exclusions noted below.

Exclusions

1. Students are governed by the academic policies in the Catalog in effect for the current academic year, regardless of students' first term of enrollment.
2. Students who transfer to another university and return to Kent State are readmitted under the Catalog in effect for the term of readmission.
3. Dismissed students are reinstated under the Catalog in effect for the term of reinstatement.
4. Undergraduate students who interrupt their enrollment at the university for one full academic year or longer, consecutively, including summer, are updated to the Catalog in effect for the term of their most recent reenrollment. Transient work and alternative credit do not qualify as enrollment at Kent State University.
5. Kent State will not permit admission or reentry into programs that are no longer offered.
6. Undergraduate students who are enrolled continuously in a degree or certificate program in a catalog older than six years may be required to update to a more recent Catalog year.
7. The university reserves the right to change academic requirements to keep programs in compliance with accreditation, certification, licensure or industry standards. In these situations, the college administering the program may update students to a more recent Catalog year.
8. The university reserves the right to change academic requirements due to financial urgency, unavailability of faculty or unavailability of other instructional resources. In these instances, the students' college will identify available alternatives for currently enrolled students to complete their declared programs(s).
9. Course specifications such as title, credit hours, prerequisites, status (e.g., Kent Core), etc., are based on the term for which the student registered for the course. If the course is revised after the student completed it, the student does not gain or lose anything with that revision. In the event that a change in prerequisite, for example, would substantially disadvantage a continuously enrolled student by unreasonably adding one or more courses to that student's academic requirements, the college administering the student's program may authorize course substitutions, waiver(s) or some other appropriate alternative.
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