# POLICIES AND PROCEDURES

# OF THE COUNCIL ON

# ADMISSION, GRADUATION, AND ACADEMIC STANDARDS

## *May 3, 2012*

1. Mission Statement
	1. The mission of the Council on Admission, Graduation, and Academic Standards is to recommend, interpret, grant exceptions to, and enforce University policies related to admission, graduation, and academic standards.
2. Membership
	1. The Council shall consist of seventeen members, 12 voting and 5 ex officio:
		1. two undergraduate students selected by the Student Government Association
		2. ten faculty members appointed by the Faculty Senate
			1. two members from each college of the University
			2. two at-large members, who must be from different colleges
		3. The Provost and Academic Vice President, the Registrar, the Assistant/Associate Vice President for Student Judicial Affairs, the Director of Admissions, or their designees, and an advisor elected from the Council of Academic Advisors shall be ex-officio members
3. Responsibilities of the Council on Admission, Graduation, and Academic Standards
	1. To review and evaluate policies, procedures, and requirements concerning admission, retention, academic standards and graduation for departments, colleges and the University.
	2. To make recommendations to the Senate regarding policies concerned with admission, retention, academic standards and graduation, and to establish procedures for the implementation of these policies.
	3. To recommend policy to the Senate and establish procedures for dealing with proficiency examinations and other special examinations, substitution of courses and changes in course of study, credit granted by transfer, honors courses, and other matters involving the academic progress of students.
	4. To maintain liaison with agencies of student government that are concerned with academic matters, and to consider the recommendations of such agencies.
	5. To maintain liaison with the Council on Curricular Programs and Instruction when issues arise concerning both curricular matters and matters of admission, graduation and academic standards.
	6. To maintain liaison with the Graduate Council when issues arise concerning policy of common concern.
	7. To interpret University policies, procedures and requirements regarding admission, retention, graduation and academic standards, and to consider appeals regarding these policies, procedures and requirements.
	8. To perform such other duties as designated by the Faculty Senate.
4. Procedures for Policy Recommendation
	1. Requests for creation or revision of University policy shall be made in writing to the Faculty Senate office. The Senate’s Executive Committee shall refer the request to the appropriate committee, council, or administrative unit.
	2. The Faculty Senate Office will submit appropriate policy matters to the Council for consideration.
	3. The Council will investigate the policy and make one or more recommendations, in the form of a written report, to the Faculty Senate
	4. The chair of the Council should be present at the Faculty Senate meeting to summarize the report and address questions.
5. Procedures for Student Appeal of University Policy
	1. Students have the right to appeal University policies on admission, graduation, and academic standards. The appeal must fully describe and document unusual or extenuating circumstances that prevented the student from achieving the normal University standard.
	2. Students must file a written appeal with the Office of the Registrar, no later than 4:00 p.m. three days prior to the meeting, in order to be placed on the current Council agenda. Appeals filed beyond that deadline will be placed on the next Council agenda.
	3. With the exceptions of University-level grade appeals and academic integrity hearings, students do not appear in person at Council meetings. Decisions are rendered based upon the written appeal and supporting documentation provided by the student.
	4. Decisions are based on a majority of votes cast. The chair does not vote except in case of a tie vote.
	5. Decisions are delivered to students via mail and/or e-mail.
6. Special Guidelines
	1. Total Withdrawal from the University
		1. After the tenth week of the term, requests for total University withdrawal should be filed with the Office of Student Development and Orientation. If denied by that office, students may appeal to the Council for a final decision.
	2. University Sanctioned Activities
		1. The Council will determine what constitutes University-sanctioned activities. Requests by organizations for permanent and/or temporary sanctioning of educational activities will be heard by CAGAS no later than the semester prior to the event in question. (See <http://www.wiu.edu/policies/univsactioned.php> for further information on University-sanctioned activities.)
	3. Gateways and Thresholds
		1. By Faculty Senate action CAGAS has been designated as the University body charged with interpreting the policy concerning additional academic requirements. Requirements or restrictions placed upon students beyond the minimum University graduation requirements which affect the student’s admission to a college, a program, or a course; retention in the University, a college, a program or a course; or graduation from the University are subject to approval by CAGAS and the Faculty Senate. Specifically, the Senate has delegated the authority for initial approval of such requirements to CAGAS in regard to the following:
* An overall GPA beyond a 2.0 in order to declare a major or be admitted into a program
* A GPA beyond a 2.0 in a group of courses in order to enroll in a course, declare a major or be admitted into a program
* Maintaining an overall GPA beyond a 2.0 to be retained in a major or program
* Maintaining a GPA beyond a 2.0 in a group of courses to be retained in a major or program
	1. Special Admits
		1. High school graduates who do not meet normal entrance requirements appeal to the Council for admission to the University. The Council also hears appeals from transfer students who do not meet normal entrance requirements, usually because they were not in good standing at the last school attended or because they have an overall GPA deficiency. The responsibility for making decisions in these cases has been delegated to a sub-committee of the Council (the Admissions Review Committee, which includes a member from the Office of Admissions).
	2. Grade Appeal Hearing
		1. The Council is the University body charged with interpretation of the Grade Appeal policy. Questions should be directed to the chair of the Council.
		2. The Council is the final authority in the grade appeal process. Council decisions are final and may not be appealed.
	3. Academic Integrity Hearing
		1. The Council is the University body charged with interpretation of the Academic Integrity policy. Questions should be directed to the chair of the Council.
		2. The Council is the final authority in the academic integrity process. Council decisions are final and may not be appealed.
1. This document is not intended to be all-inclusive, and therefore, specific CAGAS activities may not be enumerated herein. Questions should be directed to the chair of CAGAS.

*Approved by Faculty Senate: August 28, 2012*