

ADVISING COORDINATING COMMITTEE

Thursday, April 2, 2009

12:00 - 1:15 pm - SCI TECH 163

Excused: Pete Campbell, Myra Cook, Danene Dustin, Luella Oaks, Darcie Petersen, Karalee Ransom

1. Presentation of New Professional Advisor Award.....Michelle Larsen
2. QL Requirement/Academic Accommodation.....Dick Mueller
See below material
3. Associate of Science Update.....Vince Lafferty
4. Registration Calendar.....John Mortensen
5. Multiple Purges.....John Mortensen
6. Degree Planner.....Roland Squire
See below material
7. Graduation Process.....Roland Squire
8. Brown BagMichelle Bogdan
9. SOAR.....Lisa Hancock
See below material

Next ACC Meeting: September 2009

2. QL Requirement/Academic Accommodation

Guidelines for Students Encountering Challenges in Meeting the University Studies Quantitative Literacy & Quantitative Intensive Requirements

Advice to Students

The University Studies program, along with study in the major, is designed to assist students in achieving the Citizen Scholar Objectives. The University enacted these requirements to ensure that all Utah State University undergraduate students develop intellectually, personally, and culturally, so that they may serve the people of Utah, the nation, and the world. USU prepares citizen-scholars who participate and lead in local, regional, national, and global communities. The University Studies program is intended to help students learn how to learn not just for the present but also for the future. A critical element of the program is demonstrated competency in Quantitative Literacy (Math 1030, Math 1050, Stat 1040, satisfactory test score, or more advance Math/Stat course) and Quantitative Intensive courses,

The vast majority of students who experience difficulty in fulfilling the Quantitative Competencies will experience success by employing a number of academic support and/or advising strategies. Advice to students is provided below.

Quantitative Literacy Requirement

Students may encounter challenges in fulfilling the QL (Quantitative Literacy) requirements due to lack of adequate preparation, anxious reactions to math content/exams, and/or disability-related difficulties, among other reasons. Despite these challenges, such students are often able to fulfill the University's QL requirements by utilizing instructional support available to *all* USU students, including:

Courses taught at Bridgerland Applied Technology College - Academic Learning Center:

- Math 0800 Fundamentals of Math
- Math 0850 Foundations of Algebra
- Math 0900 Elements of Algebra

Math 1010 Intermediate Algebra
Math 1050 College Algebra

Courses taught at Utah State University
Math 0900 Elements of Algebra
Math 1010 Intermediate Algebra
Math 1030 Quantitative Reasoning
Math 1050 College Algebra
Stats 1040 Intro to Statistics
Math 0920 Math Review

Tutoring services through the Academic Resource Center
(10 Week ARC – Strategies for Success Group)

Meetings with the instructor and/or private math tutors

Enrollment in Student Support Services/courses if eligible

Reduced course load

REACH Peer Relaxation Training

Stress Management Workshop at the Counseling Center
Mindfulness Training at the Counseling Center

Academic Accommodation

In a limited number of cases involving a significant disability the graduation expectations for the quantitative skills has been a barrier to degree completion. In an effort to respond to the extraordinary circumstances of some students while maintaining the academic integrity of [University Studies](#) program requirements, the University has established a policy and procedures for considering academic accommodation to [these](#) requirements that would remove this barrier. It should be noted that the University provides a range of academic support for all students and provides appropriate support and reasonable accommodations for students with documented disabilities as defined by state and federal statutes.

Academic accommodations are only considered after a student has demonstrated that he or she is unable to complete the competency at the University. These situations will involve a student with a significant disability whose documentation and educational history provide compelling evidence that an academic accommodation is reasonable. Academic accommodations are granted only when it is clear that the completion of the requirement is impossible due to a disability. Waivers of [University Studies](#) competencies are never granted.

Academic accommodations are granted on a case-by-case basis and may include [the substitution of](#) an approved alternative course for a required course. Each academic accommodation will be based on the individual case and should not compromise the academic integrity of the requirements for a specific major or degree.

The following rules will apply:

If quantitative competency is deemed as an essential element of a program or course of study, then a substitution is not permitted. The question of "essential element" will be decided by the Department Head.

Academic accommodation will not reduce the number of courses/credits normally required to complete the [University Studies](#) requirements. If the student changes his or her college, major, or program of study, academic accommodations will be reviewed by the appropriate [Department Head](#) in the new college.

Students should submit a petition for accommodation to his or her Academic Advisor, who will forward it along with a formal recommendation to the Chair of General Education. All decisions involving academic accommodations will be determined by the Chair of General Education in consultation with the Academic Advisor and/or Department Head. Decisions will be communicated in writing to the student and his or her Advisor.

It is in the best interest of the student to determine at the earliest possible time whether to apply for an academic accommodation. Failure to do so in a timely fashion may delay graduation.

PETITION FOR STUDENTS SEEKING AN ACADEMIC ACCOMMODATION TO THE UNIVERSITY STUDIES QUANTITATIVE COMPETENCY REQUIREMENTS

Academic Accommodation Petition Checklist

- ___ A signed *Academic Accommodation Petition* cover sheet (this page)
- ___ A personal statement outlining the reasons for the request and an explanation of the difficulties you have experienced in quantitative courses
- ___ A complete listing of the quantitative courses you have attempted to date
- ___ Unofficial transcripts from all colleges and high schools you have attended
- ___ Evidence that you have actively pursued academic support; which may include letters of support from professors, high school teachers, tutors, math instructors, lab instructors, Student Support Services, Disability Resource Center, Academic Resource Center and/or academic advisors
- ___ A letter with a student release of information form documenting your need for an academic accommodation from the Disability Resource Center.

Procedures

Consideration for an academic accommodation is done on a case-by-case basis. You should initiate the process through your Academic Advisor as soon as it is apparent that an academic adjustment needs to be considered and after a plan of study has been selected.

This *Academic Accommodation Petition* should be prepared as early as possible in your undergraduate career and certainly no later than the semester prior to your last year so that you will have ample time to complete the requirements, whether accommodation or not. You should submit all materials to your Academic Advisor, who will then forward them to the Chair of General Education. Please note that academic accommodations if granted do not guarantee a degree especially if you later change majors or institutions.

Student Name: _____
[First] [Middle] [Last]

Student Major: _____

Student banner ID _____

Student Contact Information:

Phone: _____

Mailing Address: _____

Email Address: _____

Student Signature [date] Advisor Signature [date]

(indicating awareness of submission of this petition)

6. Degree Planner

With changes being put in place this weekend, CAPP should be running for all students again.

Degree Planner is very close. We plan to start sending Degree Planner reports instead of CAPP reports within the next 30 to 60 days. We could also send CAPP reports for a while if you want us to. *We will also have the Web Degree Planner available for you to use within the next 30 to 60 days. We will send out an email with instructions.*

We will send out a “Registration Checklist” type report in the grad packet so you can review it. The thought is to come up with a new cover page for the signature part of the Graduation packet and just attach this report as the items the student still needs to complete. We will do a draft and then change it based on your input. We will create the packets as you want them. We will start out with more rather than less and then you can tell us what you no longer want.

As you review the Degree Planner reports, please note any problems and any requests that you have for changes. For example we can now present custom “advice” for students for the Gen Ed requirements. Several of the majors suggest what Gen Ed courses a student should take for that major. We can now do this type of advice based on major. At present only the most current requirements are coded in Degree Planner. We will be happy to work with you to come up with requirements for other catalog years if you would like us to.

As you identify changes that you need us to make or enhancements you want us to make, please set up a time to meet with us in the Registrar’s Office. The tools we use for Degree Planner are PC tools and therefore are only available on our PC’s in our office. Many of the changes we could make right then and let you see the results. Changes that will take more time we can just make notes and make the changes and then let you know to review them once we have made the changes. We are happy to provide individualized training in your Colleges. Just let us know.

With the latest release of Banner, we now have a way for students to apply for graduation on-line. At present the on-line application process just sends an email to our staff. The new on-line process updates Banner with the diploma mailing address and an indication if the student plans to attend the ceremony etc. We are just starting to test this process and will get you more information as we complete our testing. I am encouraged that this will allow us to streamline our process to create the graduation packets and it will be much better for the students.

9. SOAR Dates

Tuesday, April 7 (very small SOAR for students starting summer semester)

Tuesday, May 26

Wednesday, May 27

Monday, June 8

Tuesday, June 9

Monday, June 15 (first day of two-day SOAR)

Monday, June 29

Wednesday, July 1

Thursday, July 9 (outdoor SOAR students join with this SOAR group)

Monday, July 20

Tuesday, July 21

Tuesday, July 28

Wednesday, July 29

Wednesday, Aug 5