ACADEMIC & ADMISSIONS POLICIES COMMITTEE
October 27, 2010

Minutes

Call to Order: Convened by J. Patrick Moynahan at 3:00 PM.

Attendance: Per the sign-in sheet, the following members were in attendance: Janis Cassiere, Debra Pearce, Keith Walters, Margaret Myers, Leslie Kyle, Sean Foley, Linda Marquis, Carol Ryan, Nan Littleton, Ben Martz, Ann Taylor, Sallie Parker-Lotz, Andrea Cornuelle, Lisa Rhine, Joel Robinson, Michele Hall, David Emery, Kathy Steffen, Melissa Gorbandt. Guests included: Carole Beere, Amanda Owen, Eileen Baker, Casey Prather, Lisa Besnoy, and Jason Moore.

1. Catalog Revisions
   a) DSST Testing Option
      Lisa Besnoy presented a proposed policy for a DSST Testing Option. After some discussion a motion was made, seconded and unanimously passed to approve the following policy:

      Update “Non-Traditional Credit” section of course catalog to reflect the DSST as a Credit by Examination.

      DSST credit by examination program gives students the opportunity to receive college credit as a form of prior learning assessment. Recommended for credit by the American Council on Education (ACE), the following subject examinations equated below with specific courses offered at NKU are accepted by the University. NKU requires submission of an official score report.

      | EXAMINATION               | MINIMUM SCORE | SEMESTER HOURS | EQUIVALENT NKU COURSE |
      |---------------------------|---------------|----------------|-----------------------|
      | Here's to Your Health    | 50            | 3              | BIO 125               |

2. New Policies
   a) Course Substitution
      Carole Beere submitted the attached Proposed Course Substitution policy. After discussion, a motion was made, seconded and unanimously passed to approve the following amended policy:

      Requirements for specific majors and minors have been carefully established by the faculty of the relevant department, and they have been approved by the University’s Curriculum Committee. Thus, students are strongly urged to complete the requirements as listed in the catalog which
they are following. There are, however, limited circumstances that justify deviating from the required list of courses, and the student may be allowed to substitute a different course in place of a required course. In those instances, a course substitution form must be requested by the faculty advisor and approved by the department chair, and submitted to the Office of the Registrar.

**Implementation Recommendation:** The course substitution form should be hyper-linked to form that may need to be created.

To go into effect in Fall 2011.

b) **Misrepresentation of NKU Credentials**
Carole Beere presented a Misrepresentation of NKU Credentials or Accomplishments proposal. After discussion, a motion was made, seconded and unanimously passed to approve the following policy, as submitted:

> Any person reporting their accomplishments or relationship with Northern Kentucky University is expected to do so in a completely truthful manner. Misrepresentation of accomplishments may relate to, but is not limited to, grades, coursework, co-curricular activities, honors, certificates and degrees. Anyone misrepresenting his/her work or accomplishments at NKU may be barred from future enrollment and/or graduation from NKU. In addition, such behavior may be subject to criminal prosecution.

**Implementation:** To go into effect in Fall 2011.

c) **Graduation Fee**
Carole Beere submitted the attached proposed policy concerning creation of a sliding penalty fee for applications for graduation. After some discussion, a motion was made to refer the policy to the Fee Board. The motion was seconded and unanimously passed.

d) **Course Substitution – Accommodations**
Lisa Besnoy submitted the attached proposal for a policy to establish standards for a reduced course load accommodation for students with disabilities. After discussion, a motion was made and seconded, and the proposal was unanimously passed.

**Implementation:** To go into effect in Fall 2011.

Adjournment: The meeting was adjourned at 4:00 PM.