

**Minutes of a Meeting of
The Undergraduate Council
Wednesday, April 12, 1995
#5**

Kenneth Thomas, Chair; Coral Brenneise, Secretary; Linda Closser, Arthur Coetzee, Margaret Davis, Paul Denton, MaryAnn Hoffmann, Mailen Kootsey, Harold Lang, Doug Jones (for Beverly Matiko), Richard Orrison, Ray Paden, David Penner, Derrick Proctor, Laun Reinholtz, Jack Stout, Gary Williams

**MEMBERS
PRESENT**

David Steen

APOLOGIES

Jim Hopkins

BY INVITATION

Mailen Kootsey

PRAYER

Minutes were approved for March 8.

MINUTES

Who's Who in American Colleges and Universities appears to be a dubious honor, merely a moneymaker for the national organization. The question was raised whether Andrews should continue to support the nomination of students.

**WHO'S WHO IN
AMERICAN
COLLEGES AND
UNIVERSITIES**

Those who question it point to its money-making purpose; the inequities of who gets it across the nation; and the supposed lack of value of the honor when viewed by graduate schools.

In its favor: it is well-known; understood to be an honor by the American business community who hires its recipients; it is no cost or loss to the student to be included; Who's Who in American Colleges and Universities is the oldest such organization among many mimics and is likely to outlast the others.

It's value to the student is precisely in the process by which he or she is selected. If the process in most institutions actually selects high quality students, then there is value. If the process is inconsistent, there may be problems. At Andrews the departments produce the working list by selecting students from their disciplines that they think are worthy. Some departments don't follow through and therefore students have, in past, been left out. Honors would like to be in at the departmental level as a double-check that eligible students aren't left out.

AGREED to refer the issue of Andrews' continued participation with Who's Who in American Colleges and Universities to the Student Senate of the Student Association. If students wish to continue the practice, then we will.

February 15, 1995 the Graduate Council recommended policy changes relating to exceptions for those wishing to participate in graduation ceremonies prior to completion of all graduation requirements. They suggested that Undergraduate Council consider similar adjustments for undergraduate programs.

Since that time, a Graduate Council subcommittee has recommended that the action be rescinded and further discussion take place to ensure that some flexibility exists for individual exceptions to be made by the president or deans, but that there should be documentation on the case histories involved and exceptions will not become the rule.

Members of both Undergraduate and Graduate Council have expressed reservations about policy change on this matter. By legislating exceptions to graduation policy, these exceptions may become a rule rather than an occasion for flexibility when it is deemed necessary by the appropriate school officials.

Academic Policies Subcommittee presented the matter to Undergraduate Council with the attached proposal made by Graduate Council and the attached document "Issues to Consider When Reviewing Graduation Policy."

Other universities do allow people who have not completed all graduation requirements to participate at graduations, but our graduation ceremony is probably more momentous. It isn't a party but a celebration of achievement.

Policy making on this or any matter is to minimize problem solving at a stressful moment. A new policy doesn't eliminate situations needing decisions. Changing a policy to reflect an easier stance merely delays problems and changes where the "exceptions" have to be made. But administrators have had to make decisions on who will march and who won't in the past and creating a set of guidelines may make it easier for those administrators. It might be best to state a conservative position for the school and allow administrators to make the exceptions provided that there is appropriate documentation.

WHEREAS there is an ongoing discussion by the Graduate Council regarding participation in graduation ceremonies and this body wishes to be a participant in the discussion, **VOTED** that we are not ready to recommend a change in the present policy regarding who can participate in the commencement service.

NOT READY
TO RECOMMEND
CHANGE
94-95, #10

There currently is a graduation policy but discussion has surfaced and needs to continue. There should possibly be a formalized process for dealing with exceptions to graduation policy.

REFER POLICY
TO JOINT
MEETING OF
GRAD AND
UNDERGRAD
COUNCILS
94-95, #11

Since graduation participation policy affects both graduate and undergraduate programs, joint discussion of this would be profitable.

WHEREAS, a change in the policy regarding participation in the commencement service has implications for both graduate and undergraduate programs, **VOTED** to recommend that the issue be referred to a joint meeting of the Graduate and Undergraduate Councils chaired by the Vice President for Academic Administration.

The current situation brought into focus the lack of current policy for dealing with joint graduate-undergraduate issues. There should be provision for calling such a meeting. We feel that such a joint body should not be a policy-determining body but a consulting group.

WHEREAS the present university policy does not provide a mechanism for consultation about academic policies that affect all academic programs of the university (graduate and undergraduate), **VOTED** to recommend that when a need occurs for consultation between the Graduate and Undergraduate Councils, the Vice President for Academic Administration would call and chair a joint meeting for consultation about the matter. After consensus was reached, any such policy would be ratified/rejected by each council separately.

JOINT
MEETINGS OF
GRADUATE/
UNDERGRAD
COUNCILS
94-95, #12

The Program Review document is not ready for review, but will be for the next meeting. Council membership discussed what should trigger a review of an undergraduate program. Some felt that such an audit or review should be triggered by decision on the Vice Presidential level rather than specific policy written in this document. Another concern was that people on the Program Review subcommittee don't have the expertise to do a financial review of a department.

PROGRAM
REVIEW
DOCUMENT



Kenneth E. Thomas, Chair



Coral Brenneise, Secretary

Proposed Changes in Policies Relating to Graduation Participation Master's-degree programs and Ed.S. programs.
(The M.Div. program in the SDA Theological Seminary has a different policy for participation.)

(See Graduate Programs Manual, p. 29 and p. 36)

Proposal: Add a section after the present Conferral of Degree sections that would be headed Participation in Graduation Ceremonies

5:8.6 and 6:8.5

Participation in Graduation Ceremonies

Normally, only students who have completed all requirements for degree conferral may participate in graduation ceremonies. When other students are granted exceptions to participate, they do so under the following conditions:

1. They must be on regular admission status, have met graduation GPA standards, and be within one quarter (12 credits) of finishing all requirements for their degrees.
2. They must have been advanced to candidacy according to the usual time schedules for such paperwork. Comprehensive examinations must be satisfactorily completed. They must meet the usual deadline for application for participation in the commencement ceremony. All incompletes must be completed two weeks prior to participation in the graduation ceremony.
3. They must have received approval from their school faculty and final petition approval from the appropriate administrative officers (department or program chair, school dean or assistant dean, and Dean of the School of Graduate Studies) for inclusion in the graduation ceremony.
4. During the ceremony, they will not be among those formally recognized for conferral of degrees. The oral pronouncement of degree conferral should be carefully phrased to confer degrees on "those who have completed all requirements for the degree."
5. In the graduation program, they will be designated as having not yet completed degree requirements. At a later graduation, when all degree requirements have been completed, their names should appear in a graduation program as having completed the degrees.

The graduation fee is charged when the name appears in the program the first time.

6. Although they may walk across the platform and pick up the empty diploma covers, they will not receive official diplomas until all degree requirements have been met. The official diploma should be dated with the date of the commencement when the names have appeared in the graduation program as having completed all degree requirements.
7. Students may participate in graduation ceremonies only once for each degree for which they are candidates. Students who are granted an exception to participate prior to completion cannot participate again when they have completed all of their requirements.

ISSUES TO CONSIDER WHEN REVIEWING THE GRADUATION POLICY

1. If students who still have 12 credits to complete are allowed to march at graduation, what will the 12 credits include? Will the following be included in the 12 credits?
 - a. Incompletes
 - b. Deferred Grades
 - c. Transfer Work
 - d. Correspondence Courses
 - e. Field work, Practicum, Internship
2. At what point or time will the "marching only" students need to have only 12 credits lacking? Would this be at the time they apply to march?
3. At the end of the last quarter before graduation, e.g. Spring Quarter for the June graduation, a student who has applied to march receives an "F" grade for a 4 credit course or receives a "D" which is not acceptable in the major. The student is now 16 credits short. Would this student be allowed to march?
4. At the end of the last quarter before graduation, e.g. Spring Quarter for the June graduation, a student who has applied to graduate does not fulfill the degree requirements (e.g. receives an "F" grade or "D" grade which cannot be used in the major.) Will this student be allowed to participate by "marching only" even though the bulletin has been printed? (Other students "marching only" will be identified as such).
5. The date for "marching only" applications will have to be the same as for those graduating as we will need to order regalia for those individuals who are "marching only".
6. If the "marching only" students receive a diploma cover at the graduation ceremony, will they be entitled to a second cover when they eventually graduate and qualify to receive a diploma?
7. The diploma will be issued with the date of the conferral of the degree and not the date of participation in the graduation ceremony for the students "marching only". M Div students who march and sign a special agreement for "marching only" constantly ask for their diploma at the Records Office after the graduation ceremony in which they were allowed to march only.

8. When application is made for "marching only", a degree audit will have to be completed in the Records Office and then when the student applies for conferral of the degree, when all of the requirements have been met, there will have to be a second degree audit.
9. Will students who have lacked one or two courses for several years now be able to apply to take part in a graduation ceremony "marching only" or will this privilege be granted only to students who are currently enrolled?
10. How will parents be officially notified that their son or daughter is "marching only"? (Will this be the responsibility of the Department, Dean, Vice President or President?)
11. When will the students be charged the graduation fee?