

Student Success Committee Meeting
MINUTES
March 8, 2016, 9:00am
University Hall Room 202

- I. Call to Order
- II. February minutes approved by email 2/15/16
- III. Approve Agenda

- A. Additional Agenda Items?

No additional agenda items. Motion to approve agenda, seconded, no discussion, approved.

- IV. Old Business

- A. Charges from Faculty Senate
 - 1. Hardship withdrawals

Hardship withdraw policy withdraw process was discussed. As the committee discussed the current concerns regarding partial hardship withdrawals and consensus was reached on potential changes, Delana created a draft that will be reviewed after the meeting via electronic communication. Committee determined policy needs to be clear and easy to read so the students can follow the directions? What needs to change in this policy?

- 1) Partial hardship withdraw is new to policy. The last day of class is the deadline for filing the application, not midterm.
- 2) Suggested using Bold Font for partial and full withdraw to bring attention to the section.
- 3) Highlight in some way the deadline section to assure they are seeing it. Several suggestions were given.
- 4) Add to language (language change) supporting statement that this is considered a grade appeal to change a "W" or "WF" to a "WH" instead changing an "F" to a "WH". A hardship withdraw should not be a replacement for an F earned in the course.
- 5) Suggestion: Students withdraw from the course when they are aware that the hardship has occurred. The Hardship withdraw can be initiated after the W or WF has been given. In doing so, the hardship withdraw (either full or partial) is treated as an appeal process.
- 6) Students should be expected to withdraw from all courses that are impacted by the hardship prior to the submission of the hardship application. This would require the grade to be posted as such prior to the process.

- 7) Open discussion regarding the Appeal of the Hardship withdraw decision. Should we have an Appeals process that “Denied” hardship withdraw process? Can we request the Academic Appeals Committee to process these appeals? Can we form an Ad-hoc Committee within the Student Success Committee to address this appeals process? Should the Provost office be available as the last say on the appeals process? Should we perhaps add a statement “the Appeal of the decision can only be done based on “new evidence” regarding the hardship? Can we add a question at the end of the application that asks “Is all the evidence/documentation complete and included in this application?” A appeal committee was considered but tabled to allow us to see if the proposed changes are effective as is.
- 8) Revised policy attached to these minutes.

V. New Business

A. Learning support data from the co-remediation model (Greg Anderson)

Co-remediation for students required to take remediation AND the for credit course

Data on English – small sample, need additional data on all students as well as the success of students who took remediation in the old model prior to fall and then ENG in the fall. This year the first group of freshmen was involved the co-remediation model. Comparing Co-remediation of English and Math support courses while students are enrolled in actual courses with the standard pre-requisite model we have currently. Will this reduce the W/F/D grades received in these courses? There are a total of 34 students enrolled in these courses under the co-requisite model. Data in the English section is limited at this time. There is no data for the Math section. Although it is not the same instructors teaching in these courses, there is intra-department collaboration regarding course instruction. There is a poor graduation rate related to the standard pre-req model.

Is there other options for learning support? Trio? Can we add this to those within the co-req model? Can students volunteer to be within this model of instruction? Suggest co-req model if students are required to retake courses due to a failing grade (Algebra which has a high W/F/D failure rate).

- VI. Final Meeting for 2015-2016 (or set final meeting date) Voting on the hardship withdrawal charge will take place electronically and if the committee is able to come to consensus with the required voted, this will be the last meeting of the year.
- VII. Follow Up - Delana to revise this policy/application and send to Barb who will disseminate via email for voting once completed as well as meeting minutes for approval. No further business necessitating another meeting. Meeting adjourned at 10 am.

Hardship Withdrawal from the University

Overview

In the event a student faces circumstances of extreme duress beyond his or her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to drop all classes and leave the university for the remainder of that semester. Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation. On the rare instance that a student's circumstances warrant only a partial withdrawal, thorough documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework.

Hardship Withdrawal Process

A student seeking a hardship withdrawal must first withdraw from the course or courses impacted by the hardship. A grade of W or WF must be posted for a partial withdrawal to be considered. After withdrawing, will the student will consult the Office of Academic Advising and Support Office of Academic Orientation and Advisement to be informed of the procedure for discuss their hardship withdrawal and to be given obtain necessary forms. ~~The Director of the Office of Orientation and Advisement will determine if an in-person meeting is required.~~ The student will return the completed forms for hardship withdrawal with all supporting documentation to the Office of Academic Advising and Support. The Office of Academic Advising and Support Office of Academic Orientation and Advisement will check the forms for completeness and transmit the forms to the Office of Academic Affairs for a decision by the Associate Provost for Student Engagement and Success.

Timeline and Deadlines: A student seeking a **full hardship withdrawal** from the university must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Office of Academic Advising and Support Office of Academic Orientation and Advisement no later than midterm the semester following the withdrawal.

A student seeking a **partial hardship withdrawal** from one or more classes must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Office of Academic Advising and Support Office of Academic Orientation and Advisement no later than the last day of class for the semester in which he/she is seeking a partial hardship withdrawal.

Financial Aid Implications

All students seeking either a partial or full hardship withdrawal are strongly recommended to make an appointment with a financial aid counselor. This is of utmost importance if the student has received *any* financial aid (e.g. scholarship, loans, etc.). The granting of a hardship withdrawal may affect the student's ability to receive future financial aid and may greatly affect the student's ability to meet the ~~Federally~~ federally mandated Standards of Academic Progress. Students should be advised that the granting of a hardship withdrawal does not negate the requirement of meeting the Standards of Academic Progress or the policies regarding mandatory Return of Title IV funds.

Hardship Withdrawal Documentation

Personal Statement of Hardship. The written personal statement of hardship should explain to the Office of Academic Affairs how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. ~~Each page should be initialed and dated, including a full signature on the last page of the document.~~ In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student's personal statement, and all documentation will be verified prior to the rendering of any decision regarding the student's hardship withdrawal.

Categories of Hardship and Documentation Requirements

Medical (e.g. physical or psychological emergencies):

The student will supply a physician's report on office letterhead. This document will include the physician's name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated. A physician's letter is the only approved documentation for hardship withdrawal under the medical category.

Personal (e.g. severe medical illness within family, death in the family, arrests, etc.):

The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information, are dated, and if possible notarized. All documents will be verified as seen fit by the Office of Academic Affairs.

Financial (e.g. loss of sole-supporting job, mandatory job changes)

The student will supply documentation from an employer or supervisor that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional. The student's inability to have financial aid in place at the start of the term is NOT grounds for hardship withdrawal due to financial issues.

SPECIAL NOTE: Application for a Hardship Withdrawal does not guarantee the student a grade of "WH."

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Privacy and Title IX. Armstrong's Sexual Misconduct policy, following national guidance from the Office of Civil Rights, requires that faculty and staff follow Armstrong policy as a "mandatory reporter." Personal disclosure of sexual harassment, abuse, and/or violence related experiences or incidents shared with the faculty or staff member processing Hardship Withdrawals require that the faculty or staff member inform appropriate Armstrong channels to help ensure that the student's safety and welfare, even if the student requests that the disclosure not be shared. These disclosures include but are not limited to reports of personal relational abuse, relational/domestic violence, and stalking. I understand that once the information in this hardship withdrawal request has been disclosed, the recipient may re-disclose it in certain situations. Privacy laws may not protect the information.