THE PENNSYLVANIA STATE UNIVERSITY
The University Faculty Senate
AGENDA
Tuesday, October 27, 2015 – 1:30 p.m.
112 Kern Graduate Building

Senators are reminded to bring their PSU ID cards to swipe in a card reader to record attendance.

In the event of severe weather conditions or other emergencies that would necessitate the cancellation of a Senate meeting, a communication will be posted on Penn State Live at http://live.psu.edu/.

A. MINUTES OF THE PRECEDING MEETING

Minutes of the September 15, 2015, Meeting in The Senate Record 49:1

B. COMMUNICATIONS TO THE SENATE


Appendix A

C. REPORT OF SENATE COUNCIL – Meeting of October 13, 2015

D. ANNOUNCEMENTS BY THE CHAIR

E. COMMENTS BY THE PRESIDENT OF THE UNIVERSITY

Questions for President and Provost.

Question 1:

On January 19, 2015, President Obama announced an ambitious proposal to offer two years of tuition-free community college to some students. Oregon now is poised to follow Tennessee as the second state with a plan on the books to provide free two-year college. The Community College of Philadelphia and Harper College, a two-year institution located in Illinois, recently announced tuition-free plans, joining one the City Colleges of Chicago created last year. Likewise, Minnesota began a pilot program for free technical college, and Washington, D.C., is mulling a free community college plan.

What impact will this trend have on Penn State, and, in particular, the campuses spread throughout the state that depend upon freshmen and sophomore enrollment?
Question 2:

With the growing number of online courses being offered by Penn State, how much of instructor participation and class communications (anything outside of scripted text pre-written for the course, which could include text forum posts, Yammer posts, USeeMe posts, or intra-LMS emails to students) are being preserved electronically, by whom, and for how long? Technology is available to the World Campus potentially to record and preserve everything that occurs in perpetuity. What policies constrain what the World Campus could choose to do with monitoring technology or safeguard the instructional speech of instructors?

Question 3:

To outsiders it appears that the human resources function is increasingly driven through outside consultants. That poses some concern for the state of shared governance since it effectively constitutes a delegation of policy-making from administrators and faculty to consultants whose work is driven by unaccountable administrative policy determinations. Could you:

a–tell us how much we have been spending on outside consultants in the human resources area
b–could you tell us what tasks and missions the outside consultants have been given
c–could you explain the extent to which consultation with faculty with respect to that work.

Question 4:

Do you think the town hall style meeting, where administrators appear to speak at participants, and control discussion, have been successful and what metrics have you used to support that determination?

Comments by the Executive Vice President and Provost

F. FORENSIC BUSINESS

Faculty Benefits

Health Care Benefits Options: Comparison and Discussion
Appendix B
[20 minutes allocated for presentation and discussion]

G. UNFINISHED LEGISLATIVE BUSINESS

H. LEGISLATIVE REPORTS

Special Senate Committee on the Implementation of LionPath

Changes to Senate Policy 37-30
(Entrance to and Changes in Major Programs of Study)
Appendix C

Change to Senate Policy 34-89 (Course Drop)
Appendix D

Change to Senate Policy 34-87 (Course Add)
Appendix E
Change to Senate Policy 47-80 (Repeating Courses)  
Appendix F

Undergraduate Education and Admissions, Records, Scheduling, and Student Aid

Changes to Senate Policies 47-40, 48-20, and 48-80  
Appendix G

I. ADVISORY/CONSULTATIVE REPORTS

J. INFORMATIONAL REPORTS

Joint Committee on Insurance and Benefits

[15 minutes allocated for presentation and discussion]  
Appendix H

Undergraduate Education

Summary of Petitions by College, Campus, and Unit 2014-2015  
[5 minutes allocated discussion]  
Appendix I

K. NEW LEGISLATIVE BUSINESS

L. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE UNIVERSITY

The next meeting of the University Faculty Senate will be held on Tuesday, December 8, 2015, 1:30 p.m., Room 112 Kern Graduate Building.

All members of the University Faculty Senate are asked to sit in their assigned seats for each Senate meeting. The assignment of seats is made to enable the Senate Chair to distinguish members from visitors and to be able to recognize members appropriately. Senators are reminded to wait for the microphone and identify themselves and their voting unit before speaking on the floor. Members of the University community, who are not Senators, may not speak at a Senate meeting unless they request and are granted the privilege of the floor from the Senate Chair at least five days in advance of the meeting.
COMMUNICATION TO THE SENATE

DATE: October 14, 2015

TO: Mohamad A. Ansari, Chair, University Faculty Senate

FROM: Margaret Slattery, Chair, Senate Committee on Curricular Affairs

The Senate Curriculum Report dated October 13, 2015 has been circulated throughout the University. Objections to any of the items in the report must be submitted to Kadi Corter, Curriculum Coordinator, 101 Kern Graduate Building, 814-863-0996, kkw2@psu.edu, on or before November 12, 2015.

The Senate Curriculum Report is available on the web and may be found at: http://senate.psu.edu/curriculum/senate-curriculum-reports/
SENATE COMMITTEE ON FACULTY BENEFITS

Health Insurance Plans: An Overview of Issues

(Forensic)

Statement of the Charge
Penn State University presently offers two options for health benefits to all employees: the traditional PPO Blue Plan and the PPO Savings Plan. It is important that all employees understand the differences between the plans and feel confident when choosing one plan over the other. Health insurance benefits are important to all employees and retirees, and it is imperative that information regarding the various plans and options is presented to employees in a manner that is clear and understandable, and that employees feel confident that plans have been designed to be fair and equitable.

Background
Health Benefits are an important concern for Penn State University and its employees. As health care costs continue to rise and options for providing health care benefits become more varied, understanding health benefit plans and options is increasingly essential to both employers and employees. In 2014, the University introduced the PPO Savings Plan as another health plan option in addition to the PPO Blue Plan, which has been in existence at Penn State since 2008. Presented as a more sustainable alternative to the PPO Blue Plan, the PPO Savings Plan is a “qualified high deductible health plan” with lower employee contributions each pay period, but higher out-of-pocket costs. Deductibles in a high deductible plan are set by the IRS and are higher than the PPO Blue Plan, but the plan is coupled with a health savings account (HSA) to help off-set those costs and is an attractive savings option for future health expenses available to those choosing to enroll in the plan.

Actual annual premium costs to employees would be considerably lower for more than 70% of those currently enrolled in the PPO Savings Plan, when compared to the PPO Blue Plan, yet most Penn State employees continue to choose the PPO Blue Plan. In 2015, 12,702 of employees are enrolled in the PPO Blue Plan as compared to 2,617 who have opted for the PPO Savings Plan. Exploring the same question in August, the Health Care Advisory Committee distributed an electronic survey to all benefits-enrolled employees to help determine decision-making reasons for how and why people choose their health plan. To date, the completion rate for the survey has been 29%. The survey closes on October 1 and findings will be shared with the Faculty Benefits Committee. The Faculty Benefits Committee would like to continue the efforts of the Health Care Advisory Committee and ask for input from the University Faculty Senate regarding the present Penn State health benefits plans.
The Charge
On July 23, 2015, Senate Chair Mohamed Ansari charged the Faculty Benefits Committee with comparing and contrasting the two health insurance options available to Penn State University employees. The committee has expanded this charge to also pursue questions regarding employee perceptions of the plans and gain information about how and why employees choose one plan over the other.

Brief Comparison of the Plans
Table 1 below provides a snapshot of important aspects of the PPO Blue and the PPO Savings Plans. All information included in the table was provided by the Penn State Employee Benefits Office and is available at [http://ohr.psu.edu/benefits/insurance/health/plan-comparison/](http://ohr.psu.edu/benefits/insurance/health/plan-comparison/)

<table>
<thead>
<tr>
<th>Health Plan</th>
<th>PPO Blue</th>
<th>PPO Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feature</strong></td>
<td><strong>In-Network</strong></td>
<td><strong>In-Network</strong></td>
</tr>
<tr>
<td>Deductible</td>
<td>$250: Individual; $500: Family</td>
<td>$1,300: Individual; $2,600: Family</td>
</tr>
<tr>
<td>Preventative Care</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Coinsurance</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>Prescription</td>
<td>Mail: 20%; Retail: 50%; Non-Form: 70% ($1000 max per person; not included in total deductible and out-of-pocket and coinsurance max)</td>
<td>Deductible and Coinsurance Apply (Included in total deductible out-of-pocket coinsurance max)</td>
</tr>
<tr>
<td>Co-insurance Out-of-Pocket Maximum</td>
<td>$1,000: Individual; $2,000: Family</td>
<td>$3000: Individual; $6000: Family</td>
</tr>
<tr>
<td>Total Deductible and Out-of-Pocket Coinsurance Maximum</td>
<td>$1,250: Individual; $2,500: Family</td>
<td>$4300: Individual; $8600: Family</td>
</tr>
<tr>
<td>Primary Care Office Visits</td>
<td>$10 Copayment</td>
<td>Deductible and Coinsurance Apply</td>
</tr>
<tr>
<td>Specialty Care Office Visits</td>
<td>$20 Copayment</td>
<td>Deductible and Coinsurance Apply</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$20 Copayment</td>
<td>Deductible and Coinsurance Apply</td>
</tr>
<tr>
<td>Emergency Room</td>
<td>$100 Copayment (waived if admitted)</td>
<td>Deductible and Coinsurance Apply</td>
</tr>
<tr>
<td>Health Savings Account (HSA); PSU Contribution</td>
<td>Not Applicable</td>
<td>$400: Individual; $800: All other levels (applied January 1)</td>
</tr>
<tr>
<td>HSA Max Employee Contribution</td>
<td>Not Applicable</td>
<td>$3,350 per year: Individual; $6,650 per year: Family; $1,000 catch-up available for 55+ year-olds</td>
</tr>
<tr>
<td>Flexible Spending Account</td>
<td>$2,500 max employee contribution per year</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
When comparing the PPO Savings Plan and the PPO Blue plan, one illustration of cost to medical plan participants is to consider average charges and out-of-pocket expenses for each plan. Table 2 displays 2014 claims data for allowed charges, out-of-pocket expense, claims payments, and numbers of members and employee subscribers. The data are averages for 2014 which indicate that the PPO Savings Plan produced lower costs than the PPO Blue Plan. Please note that the PPO Savings Plan is still immature in its development, since 2014 is its first year of existence. As such, selection bias may be very prevalent and those who are risk averse may have chosen to remain in the PPO Blue Plan and those with anticipated lower out-of-pocket expenses and the desire to accumulate funds towards expenses through the HSA chose to participate in the PPO Savings Plan. The Faculty Benefits Committee will continue to monitor medical expenses and report out information to the Senate.

Table 2: Average Claims Data, based on 2014 Calendar Year

<table>
<thead>
<tr>
<th></th>
<th>PPO Blue</th>
<th>PPO Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Charges Per Member Per Year (PMPY)</td>
<td>$4,414</td>
<td>$2,175</td>
</tr>
<tr>
<td>Out-of-Pocket Per Member Per Year (PMPY)</td>
<td>$398</td>
<td>$579</td>
</tr>
<tr>
<td>Claim Payments Per Member Year (PMPY)</td>
<td>$3,987</td>
<td>$1,588</td>
</tr>
<tr>
<td>Total Number of Members</td>
<td>31,176</td>
<td>5,669</td>
</tr>
<tr>
<td>Total Number of Active Employee Subscribers</td>
<td>13,686</td>
<td>2,216</td>
</tr>
</tbody>
</table>

Each individual’s medical plan utilization experience is different, and the question of unforeseen medical expenses can be a factor in making a choice between health care options. As an example, a catastrophic event could result in out-of-pocket expenses far in excess of the average dollar amounts shown. For a significant claim, the PPO Blue Plan has more safeguards in place with lower plan deductibles, after which co-insurance of 10% reduces the rise in out-of-pocket costs up to the plan limits.

Premiums

Employees enrolled in the PPO Savings Plan pay lower premiums than those enrolled in the PPO Blue Plan because they are responsible for the first $1,300/$2,600 of claims payments before coinsurance applies whereas in the PPO Blue Plan, employees are responsible for $250. For example, an individual in the PPO Blue Plan experiences a payroll contribution of 1.81% of salary, whereas the same individual in the PPO Savings Plan experiences a payroll contribution of 0.52%. So, an individual employee earning $60,000 per year pays $25.87 each month for the PPO Savings Plan or $90.56 for the PPO Blue Plan. For a family, the employee payroll contribution is 1.60% in the PPO Savings Plan and 5.61% in the PPO Blue Plan. For an employee earning $60,000 and insuring a family, the payroll deduction in the PPO Savings Plan is $80.21 and in the PPO Blue Plan is $280.74. Tables 3 and 4 present more complete information regarding salaries and associated monthly premiums for employees.
Appendix B  

10/27/15


Table 3: PPO Blue Plan (Faculty and Staff)

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>$30K</th>
<th>$40K</th>
<th>$50K</th>
<th>$60K</th>
<th>$75K</th>
<th>$85K</th>
<th>$100K</th>
<th>$140K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual (1.81% of Salary)</td>
<td>$42.48</td>
<td>$60.37</td>
<td>$75.47</td>
<td>$90.56</td>
<td>$113.20</td>
<td>$128.30</td>
<td>$150.94</td>
<td>$211.31</td>
</tr>
<tr>
<td>2-Person (4.40% of Salary)</td>
<td>$110.05</td>
<td>$146.74</td>
<td>$183.42</td>
<td>$220.11</td>
<td>$275.13</td>
<td>$311.82</td>
<td>$346.84</td>
<td>$513.58</td>
</tr>
<tr>
<td>Parent/Children (4.08% of Salary)</td>
<td>$101.98</td>
<td>$135.97</td>
<td>$169.97</td>
<td>$203.96</td>
<td>$254.95</td>
<td>$288.95</td>
<td>$339.94</td>
<td>$475.91</td>
</tr>
<tr>
<td>Family (5.61% of Salary)</td>
<td>$140.37</td>
<td>$187.16</td>
<td>$233.95</td>
<td>$280.74</td>
<td>$350.93</td>
<td>$397.72</td>
<td>$467.91</td>
<td>$655.07</td>
</tr>
</tbody>
</table>

Table 4: PPO Savings Plan (Faculty and Staff)

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>$30K</th>
<th>$40K</th>
<th>$50K</th>
<th>$60K</th>
<th>$75K</th>
<th>$85K</th>
<th>$100K</th>
<th>$140K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual (0.52% of Salary)</td>
<td>$12.94</td>
<td>$17.25</td>
<td>$21.56</td>
<td>$25.87</td>
<td>$32.34</td>
<td>$36.66</td>
<td>$43.12</td>
<td>$60.37</td>
</tr>
<tr>
<td>2-Person (1.25% of Salary)</td>
<td>$31.31</td>
<td>$41.75</td>
<td>$52.18</td>
<td>$62.62</td>
<td>$78.27</td>
<td>$88.71</td>
<td>$104.36</td>
<td>$146.11</td>
</tr>
<tr>
<td>Parent/Children (1.16% of Salary)</td>
<td>$28.98</td>
<td>$38.64</td>
<td>$48.30</td>
<td>$57.96</td>
<td>$72.45</td>
<td>$82.11</td>
<td>$96.60</td>
<td>$135.24</td>
</tr>
<tr>
<td>Family (1.60% of Salary)</td>
<td>$40.11</td>
<td>$53.47</td>
<td>$66.84</td>
<td>$80.21</td>
<td>$100.27</td>
<td>$113.63</td>
<td>$133.69</td>
<td>$187.16</td>
</tr>
</tbody>
</table>

Data included in these tables was provided by the Penn State Employee Benefits Office and can be found at [http://ohr.psu.edu/benefits/insurance/health/ppo-blue/](http://ohr.psu.edu/benefits/insurance/health/ppo-blue/)
[http://ohr.psu.edu/benefits/insurance/health/ppo-savings/] Other links that could be helpful in choosing a health care plan can be found by working through the two Health Plan Decision Tools proved by the Penn State Employee Benefits Office. The tools are listed in the left-side menu at [http://ohr.psu.edu/benefits/insurance/health/](http://ohr.psu.edu/benefits/insurance/health/) One of the tools can be accessed directly at [https://app3.ohr.psu.edu/HealthPlanDecisionTool/#/intro](https://app3.ohr.psu.edu/HealthPlanDecisionTool/#/intro) (Note: This tool is not supported by all web browsers.)

Preventive Care

Both the PPO Savings Plan and the PPO Blue Plan cover in-network preventive health care at 100% and out-of-network care at 70%.

Deductibles

The PPO Blue and PPO Savings Plans differ considerably in deductibles. For in-network services the deductible for an individual is $1300 in the PPO Savings Plan and $250 in the PPO Blue Plan. In-network services deductibles for families are $2,600 for the PPO Savings Plan and $500 for the PPO Blue Plan. For both plans, once the deductible is met, the employee is responsible for 10% of claims, and Penn State pays the remaining 90%.
Total Deductible and Out of Pocket Maximums
In the PPO Savings Plan for 2015, the out-of-pocket co-insurance maximum for an individual is $3,000. Adding the deductible ($1,300) to this out-of-pocket maximum yields a total maximum expense to the employee of $4,300. In the PPO Blue Plan, the maximum out-of-pocket expense for an individual ($250 deductible + $1,000 out-of-pocket coinsurance maximum) is $1,250. For a family enrolled in the PPO Savings Plan, the out-of-pocket coinsurance maximum is $6,000. When this figure is added to the deductible of $2,600, the total maximum out-of-pocket costs are $8,600. For 2016, the maximums will be lowered to $3,400 for and individual and $6,800 for a family. (Maximums for HSAs are determined by IRS regulations.) For the PPO Blue Plan, a family’s total deductible and out-of-pocket maximum is $2,500 ($500 deductible + $2,000 total out-of-pocket coinsurance maximum). Once the total deductible and out-of-pocket maximum is met, all remaining health care expenses for that year are covered at 100% by Penn State. For 2016, the out-of-pocket maximum under the PPO Savings Plan is lower ($3,400/$6,800) due to IRS regulations.

Services Applied to Deductible
In the PPO Savings Plan, until the deductible is met, the employee is responsible for all health care costs (with the exception of preventive care which is covered at 100%), which are billed at the Highmark discounted rate. Expenses applied to the deductible in the PPO Savings Plan include prescriptions, office visits, labs, tests, emergency room visits, and hospital stays. In the PPO Blue Plan, labs, tests, and hospital stays apply to the $250/$375/$500 deductible. Copays and prescriptions do not count towards the deductible in the PPO Blue Plan.

Health Savings Account
A health savings account (HSA) is an added benefit to employees enrolled in the PPO Savings Plan. The HSA provides employees with an opportunity to contribute funds to a savings account that can be used to cover costs of office visits, urgent care and emergency visits, and prescription medications. Currently, the annual contribution from Penn State to an HSA is $400 for an individual and $800 for a family. This contribution is applied and is available for employee use for qualified medical expenses from January 1. Employees are able to contribute additional savings to the HSA, in accordance with IRS regulations. According to information provided by Penn State’s Office of Human Resources, an HSA offers the employee:

- The ability to contribute money to an HSA on a pre-tax basis with payroll deductions
- Tax-free growth of money in the HSA which can be withdrawn tax-free to pay for eligible health care expenses
- A balance that rolls over from year to year and grows tax-free with interest, meaning significant savings can be built over time
- The ability to decide the amount to contribute to the HSA, up to the IRS maximums ($3,350 for an individual; $6,650 for family(employer + employee contributions, 2015 limits))
The opportunity to use HSA money now as needed or to save money in the account and grow future savings for eligible health care expenses in the future

- The ability to transfer the HSA balance to another qualified account upon retirement or separation from Penn State
- The ability to change health plans during open enrollment and retain the HSA balance in the event one moves back to the PPO Savings Plan during a future benefits open enrollment

**Questions**

The Faculty Benefits Committee applauds the work of the Health Care Advisory Committee in the on-line survey and would like to continue the efforts by asking for input from the University Faculty Senate regarding the present Penn State health benefits plans. Specifically, we would like to address the following questions:

1. What kinds of information would be most useful for helping employees understand options offered by the different health benefit plans?
2. What are the driving forces for choosing a plan? (Deductibles, out-of-pocket costs, payroll deductions, pre-tax deductions for savings plan or something else?)
3. If you have changed to the PPO Savings Plan, why did you do so, and will you stay with the plan? **OR** If you have not changed plans, why have you continued with the PPO Blue Plan?
4. How can this information most effectively be made available to the University's employees so as to ensure its widest dissemination?

**SENATE COMMITTEE ON FACULTY BENEFITS**

- Susan McGarry Basso
- Renee L. Borromeo, Chair
- Victor W. Brunsden, Vice Chair
- Amy R. Dietz
- Lonnie M. Golden
- Mark W. Horn
- Peter C. Jurs
- Cassandra Kitko
- Chris Muscarella
- Myers, Jamie
- Willie K. Ofosu
- Ljubisa Radovic
- Erica Smithwick
- Gregory Stoner
SPECIAL SENATE COMMITTEE ON THE IMPLEMENTATION OF LIONPATH

Changes to Senate Policy 37-30

(Entrance to and Changes in Major Programs of Study)

(Legislative)

Implementation: Upon approval by the Senate and revision of relevant AAPPM policies by the Administrative Council on Undergraduate Education

Rationale:

LionPATH is the student information system that will be replacing ISIS in the 2016/2017 academic year. This new student information system provides opportunities to rethink some of Penn State’s academic processes and policies. The Project LionPATH Team, in consultation with numerous committees (e.g. Administrative Council on Undergraduate Education (ACUE), LionPATH Academic Advising Advisory Committee, and Central Enrollment Management Group), were tasked to review the entrance-to-major process to see if changes could/should be made in conjunction with the advent of LionPATH. This team developed a new process for entrance-to-major. Rather than admitting students to a major during a target entrance-to-major semester (based on when the student enters the university), this team proposed a more flexible entrance-to-major process in which a student could enter a major once they have met all course, credit and GPA requirements for that major within a defined credit window. The advantages of this policy change are (a) allowing advanced students to enter their major of choice earlier, and (b) providing a more equitable entrance-to-major process for part-time students and for students requiring remedial coursework.

A side effect of this entrance-to-major change is that the process for managing enrollment-controlled majors had to be reformulated. Previously, controlled majors had enrollment ceilings – a cap on the number of students admitted to the major during the entry-to-major process each spring. Since the new entrance-to-major process is doing away with entrance-to-major semesters, enrollment caps no longer have any meaning. Instead, the colleges, in consultation with the Central Enrollment Management Group, will use historical data to determine a minimum GPA for entrance to enrollment-controlled majors. This GPA cutoff will be set to admit approximately the desired number of students to each controlled major. This GPA cutoff will be adjusted each
year in an attempt to keep the number of admitted students close to the target enrollment. It should be noted that, in accordance with University practice, “Entrance-to-Major Criteria are determined for every entering class within an academic year (summer, fall, and spring). Students who meet a major’s entry criteria are guaranteed entry to the major.”
(http://handbook.psu.edu/content/entrance-or-change-in-college-or-major)

This change to Policy 37-30 is a direct result of the changes to the entrance-to-major process. References to enrollment ceilings have been removed from the policy and other small wording changes were made to clean up the policy. A significant change in the policy is the removal of the caveat in the 4th bullet of item 1 that prohibited a program from making an exception for a student if other students were denied due to enrollment cap limits. Under the new guidelines, this restriction is no longer in place.

Note: This legislation addresses only entrance-to-major and change-of-major policies. Change-of-campus procedures are decoupled and are specified in the AAPPM D-1/D-5 documents.

**CURRENT POLICY:**

**37-30 Entrance to and Changes in Major Programs of Study**

1. A candidate seeking entrance to a major or desiring to change from one college to another, or from one major to another, or from the Division of Undergraduate Studies to a college, may do so provided any enrollment ceilings of the college or major have not been reached and provided the candidate satisfies the following minimum academic requirements:

   o Meets the entrance requirements (Carnegie Units) of the college the student wishes to enter.

   o Demonstrates at least a C (2.00) cumulative average for all courses taken at the University subject to the conditions of Section 51-50.

   o Satisfies any additional academic requirements that have been proposed by the college or the major and approved by the dean of the college and the University Faculty Senate Committee on Undergraduate Education. Requirements for entrance to a college shall be those in effect at the time of the student’s most recent admission to degree candidacy (see Section 82-20). The candidate also must obtain certification from the dean of the college in which the candidate desires to enroll that all entrance to major and change of college requirements have been met.
The dean of the college, with the approval of the program faculty, may approve exceptions for individual students for entrance to a college or major that is deemed academically appropriate, provided no students meeting criteria a, b, and c are being denied entrance because of enrollment ceilings.

Apply no more than 91 credits of previous work toward a degree in the new college. Exceptions would be allowed under senate policy 37-30 (1)(d), provided any controlled majors had not reached approved control limits.

2. The dean of the college, in accordance with the policies and procedures of the college or major, may require that a student enrolled in the college gain entrance to a major at the beginning of either the student’s third or fourth semester and no later than prior to the beginning of the fifth-semester classification. A student who fails to gain entrance to a major prior to the semester classification specified by the college may be required to dis-enroll from the college at the discretion of the dean (see Section 54-56.1).

3. A candidate desiring to change from a college or major to the Division of Undergraduate Studies must obtain the approval of the director of the Division of Undergraduate Studies.

4. As soon as a change of major is approved at the dean’s level, the administrative responsibility for the student is transferred, and a new adviser is appointed. In most circumstances, an approved change of major is then entered into the academic records database, though not during a final examination period. However, an approved change either between a two-year and a four-year program or between degree and non-degree status for an enrolled student may not be entered in the academic records database after the end of the add period or before the end of the subsequent final examination period. For each grade reporting period, the transcript will show the student’s recorded major at the time the grades are reported.

RECOMMENDATION:

37-30 Entrance to and Changes in Major Programs of Study

1. A candidate seeking entrance to a major or desiring to change between colleges, the Division of Undergraduate Studies and majors, may do so provided the candidate satisfies the following minimum academic requirements:
   a. Meets the admissions entrance requirements (Carnegie Units) of the college the student wishes to enter.
b. Demonstrates at least a C (2.00) cumulative average for all courses taken at the University subject to the conditions of Section Policy 51-50.

c. Satisfies any additional academic requirements that have been proposed by the college or the major and approved by the dean of the college and the University Faculty Senate Committee on Undergraduate Education and/or the Central Enrollment Management Group. Requirements for entrance to a college shall be those in effect at the time of the student’s most recent admission to degree candidacy (see Section Policy 82-20). The candidate also must obtain certification from the dean of the college in which the candidate desires to enroll that all entrance to major and change of college requirements have been met.

d. The dean of the college, with the approval of the program faculty, may approve exceptions for individual students for entrance to a college or major that are deemed academically appropriate, provided no students meeting criteria a, b, and c are being denied entrance because of enrollment ceilings. Proposed to be deleted, but reinstated during the Senate meeting.

e. Apply no more than 91 credits of previous work toward a degree in the new college. Exceptions would be allowed under Senate Policy 37-30 (1) (d).

2. The dean of the college, in accordance with the policies and procedures of the college or major, may require that a student enrolled in the college gain entrance to a major in a timely manner, typically between the beginning of their third- and the end of their fifth-semester classifications. A student who remains in pre-major status beyond the semester classification specified by the major/college may be required to dis-enroll from the college at the discretion of the dean (see Section Policy 54-56.1 (1)).

3. A candidate desiring to change from a college or major to the Division of Undergraduate Studies must obtain the approval of the director of the Division of Undergraduate Studies.

4. As soon as a change of major is approved at the dean’s level, the administrative responsibility for the student is transferred, and a new adviser is either appointed immediately or when the student changes to the campus where the major can be completed.

5. In most circumstances, an approved change of major is then entered into the academic records database, though not during a final examination period. However, an approved change either between a two-year and a four-year program or between degree and non-degree status for an enrolled student may not be entered in the academic records database after the end of the add period or before the end of the subsequent final examination period. For a change of major to be effective for the current semester, it must be approved before the end
of the Add Period. For each grade reporting period, the transcript will show the student’s recorded major at the time the grades are reported effective at that time.

CLEAN COPY:

37-30 Entrance to and Changes in Major Programs of Study

1. A candidate seeking entrance to a major or desiring to change between colleges, the Division of Undergraduate Studies and majors, may do so provided the candidate satisfies the following minimum academic requirements:

   a. Meets the admissions entrance requirements of the college the student wishes to enter.

   b. Demonstrates at least a C (2.00) cumulative average for all courses taken at the University subject to the conditions of Policy 51-50.

   c. Satisfies any additional academic requirements that have been proposed by the college or the major and approved by the dean of the college and the University Faculty Senate Committee on Undergraduate Education and/or the Central Enrollment Management Group. Requirements for entrance to a college shall be those in effect at the time of the student’s most recent admission to degree candidacy (see Policy 82-20). The candidate also must obtain certification from the dean of the college in which the candidate desires to enroll that all entrance to major and change of college requirements have been met.

   d. The dean of the college, with the approval of the program faculty, may approve exceptions for individual students for entrance to a college or major that are deemed academically appropriate.

   e. Apply no more than 91 credits of previous work toward a degree in the new college. Exceptions would be allowed under Policy 37-30 (1) (d).

2. The dean of the college, in accordance with the policies and procedures of the college or major, may require that a student enrolled in the college gain entrance to a major in a timely manner, typically between the beginning of their third- and the end of their fifth-semester classifications. A student who fails to gain entrance to a major prior to the semester classification specified by the major/college may be required to dis-enroll from the college at the discretion of the dean (see Policy 54-56 (1)).
3. A candidate desiring to change from a college or major to the Division of Undergraduate Studies must obtain the approval of the director of the Division of Undergraduate Studies.

4. As soon as a change of major is approved at the dean’s level, the administrative responsibility for the student is transferred. A new adviser is either appointed immediately or when the student changes to the campus where the major can be completed.

5. For a change of major to be effective for the current semester, it must be approved before the end of the Add Period. For each grade reporting period, the transcript will show the student’s major effective at that time.

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SPECIAL SENATE COMMITTEE ON THE IMPLEMENTATION OF LIONPATH

Change to Senate Policy 34-89 (Course Drop)

(Legislative)

Implementation: Upon approval by the Senate and revision of relevant AAPPM policies by the Administrative Council on Undergraduate Education

Rationale:

Though late-dropping a course is not an ideal outcome for any student, it does provide a mechanism for students to step away from courses without directly jeopardizing their immediate academic standing (i.e. grade-point average). Degree completion is the motivating factor for students and academic advisers play a critical role in helping students to evaluate options that will help promote their success as a student.

Current Penn State policy allows students in a baccalaureate program to drop a total of 16 credits. Once the student reaches that limit, no further late-drops are permitted. LionPath’s core functionality is not capable of checking the number of late-drop credits at the time the drop request is made. Adding this functionality would require significant customization, both in initial building and on-going maintenance.

These limitations imposed by LionPath, however, provide an opportunity for us to revisit how we deal with late drop. While it would seem that a limit would decrease the use of this safety valve, at present, many students approach these 16 credits as something to be used strategically during their academic career (for students graduating FA13 to SU14, only 9% exceeded 13 drop-credits). Lifting the limit will help ensure that the late-drop option is viewed as a safety value to be used in appropriate situations after careful and deliberate thought has been given to all viable options.

Additionally, the current limit on the number of late-drop credits often affects students who are grappling with significant life situations—often some of our most vulnerable students—who must stay with classes that are not going well or attempt a petition process for additional late-drop credits. Allowing students the freedom to make informed and independent decisions about whether to withdraw from classes fits with the overarching objective of helping students to take ownership of their own education.

The attendant issue is whether students will abuse unlimited late-drops to meet needed requirements for various academic programs at Penn State. To prevent this sort of situation, a new policy is proposed that would limit attempts for a given course to three (Policy 47-80). The need to manage limited resources (e.g., seats in courses), to help ensure timely degree progress, and to prevent misuse of unlimited late-drops are all addressed by placing a limit on the number of attempts in a given course. By being able to formally prevent students from persisting in courses that are not working for them, we believe that we can better help students identify viable academic plans sooner and, thereby, help promote timely degree completion. As a point of reference, across the Big Ten, our peer institutions are far more likely to allow
unlimited late-drops while placing a limit on the number of attempts in a given course.

Combined, these two policies will help ensure that we are adequately addressing legitimate issues with reasonable solutions. The concern that students will abuse an unlimited late-drop policy is unlikely because of several factors. First and foremost, it is strongly felt that students want to graduate and they fully recognize how not completing courses will delay that outcome. Similarly, federal rules on eligibility for financial aid stipulate that students must be making satisfactory degree progress. Students who potentially misuse the policy on late-drops will quickly find themselves ineligible for federal financial aid. Moreover, placing a three-attempt limit on a given course will ensure that students make thoughtful and informed decisions about whether to late-drop a specific course. Using three attempts on a given course would more closely align Penn State rules with federal financial aid rules (which limit attempts to two).

Note: A second change in this policy is the shortening of the drop/add period from 10 days to six. This change results from Bursar and Financial Aid policy changes. The net result is that students will not be financially penalized for dropping courses during drop/add. Furthermore, financial aid will be calculated based on a Census Day credit count, rather than a rolling count during the first week of classes. The rationale for these changes is described in greater detail in the Change to Senate Policy 34-87 document.

**CURRENT POLICY:**

**34-89 Course Drop**

A student may drop a course without academic penalty during the Course Drop period (however, a tuition penalty may be assessed according to Penn State’s tuition policies – see http://www.bursar.psu.edu/adjustments.cfm#PENALTY). This period is the first ten (10) calendar days of either the fall or spring semester, if the duration of the course is equal to the duration of the semester. For all other courses (those not equal in duration to a semester of which they are part and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying ten (10) days by the duration of the course (in days) divided by seventy-five (75) days, and then rounding up to the next higher whole number of days.

There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student’s academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a WN symbol will be entered on the student’s academic record. Specific rules regarding the use of Late Drop credits are as follows:

1. Use of the Late Drop during the Late Drop period is limited to a maximum of 16 credits for undergraduates in baccalaureate programs. Students registered as nondegree (regular or
Appendix D
10/27/15

conditional), degree-seeking provisional, and associate degree students are limited to ten Late Drop credits.

2. If a student’s period of enrollment is interrupted, the available Late Drop credits do not get reset upon re-enrollment except in the case of academic renewal (Policy 58-60).

3. Late Drop credits used while a student is in nondegree or degree-seeking provisional status will count towards the Late Drop credit limit when the student enters or re-enters a degree program (baccalaureate or associate).

4. Late Drop credits used in one degree program will count towards the Late Drop credit limit for students who switch to another degree program without earning a degree in the first program. However, if a degree in the first program is earned and a student pursues a sequential degree (Policy 60-20), the Late Drop credits are reset to the number allowed for the sequential degree.

Note: By exercising a Late Drop, a student may be seriously jeopardizing his or her expected progress toward graduation. It is possible that a student will not be able to schedule the dropped course in the succeeding semester for a variety of reasons, thereby delaying progress toward graduation. In addition, financial aid may be affected. Therefore, students with financial aid are strongly urged to consult with Penn State’s Office of Student Aid.

A student may not drop or late drop the last/only course on his/her schedule. Dropping or late dropping the last/only course must be done through a withdrawal (policy 56-30).

RECOMENDATION:

34-89 Course Drop
A student may drop a course without academic penalty during the Course Drop period (however, a tuition penalty may be assessed according to Penn State’s tuition policies—see http://www.bursar.psu.edu/adjustments.cfm#PENALTY). If the duration of the course is equal to the duration of the semester, this period is the first ten (10) six (6) calendar days of either the fall or spring semester, beginning midnight on the first day of class. For all other courses (those not equal in duration to a semester of which they are part and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying ten (10) six (6) days by the duration of the course (in weeks) divided by fifteen (15) weeks seventy-five (75) days, and then rounding up to the next higher whole number of days. For example, a 6-week course would have a drop period of 3 calendar days (6 days * 6 weeks / 15 weeks equals 2.4 days, rounded up to 3 days).

There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student’s academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period,
the student may drop a course (Late Drop), and a notation (Policy 48-20) WN symbol will be entered on the student’s academic record. Specific rules regarding the use of Late Drop credits are as follows:

1. Use of the Late Drop during the Late Drop period is limited to a maximum of 16 credits for undergraduates in baccalaureate programs. Students registered as nondegree (regular or conditional), degree-seeking provisional, and associate degree students are limited to ten Late Drop credits.

2. If a student’s period of enrollment is interrupted, the available Late Drop credits do not get reset upon re-enrollment except in the case of academic renewal (Policy 58-60).

3. Late Drop credits used while a student is in nondegree or degree-seeking provisional status will count towards the Late Drop credit limit when the student enters or re-enters a degree program (baccalaureate or associate).

4. Late Drop credits used in one degree program will count towards the Late Drop credit limit for students who switch to another degree program without earning a degree in the first program. However, if a degree in the first program is earned and a student pursues a sequential degree (Policy 60-20), the Late Drop credits are reset to the number allowed for the sequential degree.

Note 1: By exercising a Late Drop, a student may be seriously jeopardizing his or her expected progress toward graduation. It is possible that a student will not be able to schedule the dropped course in the succeeding semester for a variety of reasons, thereby delaying progress toward graduation. In addition, students have limited attempts at a course (per Policy 47-80). Therefore, late-dropping a course could preclude re-taking it. Finally, financial aid may be affected. Therefore, students with financial aid are strongly urged to consult with Penn State’s Office of Student Aid.

Note 2: Per University policy, students may not change their registration in a course while a case of academic misconduct is being investigated. Likewise, students found responsible for academic misconduct may not change their registration status for that class.

Note 3: A student may not drop or late drop the last/only course on his/her schedule. Dropping or late dropping the last/only course must be done through a withdrawal (Policy 56-30).

CLEAN COPY:

34-89 Course Drop
A student may drop a course without academic penalty during the Course Drop period. If the duration of the course is equal to the duration of the semester, this period is the first six (6) calendar days of either the fall or spring semester, beginning midnight on the first day of class. For all other courses (those not equal in duration to a semester of which they are part and all courses offered in the summer), the duration of the Drop Period is calculated by multiplying six (6) days by the duration of the course (in weeks) divided by fifteen (15) weeks, and then rounding up to the next higher whole number of days. For example, a 6-week course would have a drop period of 3 calendar days (6 days * 6 weeks / 15 weeks equals 2.4 days, rounded up to 3 days).
There is no limit to the number of courses/credits that can be dropped during this period and courses dropped during this period do not show up on the student’s academic record.

The Late Drop period for a course begins with the first calendar day after the Course Drop period and ends on the day when 80 percent of the duration of the course is attained. During the Late Drop period, the student may drop a course (Late Drop), and a notation (Policy 48-20) will be entered on the student’s academic record.

**Note 1:** By exercising a Late Drop, a student may be seriously jeopardizing his or her expected progress toward graduation. It is possible that a student will not be able to schedule the dropped course in the succeeding semester for a variety of reasons, thereby delaying progress toward graduation. In addition, students have limited attempts at a course (per Policy 47-80). Therefore, late-dropping a course could preclude re-taking it. Finally, financial aid may be affected. Therefore, students with financial aid are strongly urged to consult with Penn State’s Office of Student Aid.

**Note 2:** Per University policy, students may not change their registration in a course while a case of academic misconduct is being investigated. Likewise, students found responsible for academic misconduct may not change their registration status for that class.

**Note: 3** A student may not drop or late drop the last/only course on his/her schedule. Dropping or late dropping the last/only course must be done through a withdrawal (Policy 56-30).

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*The committee wishes to thank the members of the Project LionPATH Academic Advisors Advisory Committee and the members of the Senate Committees: SCCA, Undergraduate Education, and ARSSA for their recommendations and consultation.*

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SPECIAL SENATE COMMITTEE ON THE IMPLEMENTATION OF LIONPATH

Change to Senate Policy 34-87 (Course Add)

(Legislative)

Implementation: Upon approval by the Senate and revision of relevant AAPPM policies by the Administrative Council on Undergraduate Education

Rationale:

Currently, the timeframe where students may freely add or drop courses extends through the first 10 days of the semester (with the add window lasting 8 hours longer than the drop). The proposed changes to Policy 34-89 and Policy 34-87 shortens the drop period to 6 days, and extends the add period to 24 hours after the drop period closes. There are several reasons for these changes.

First, the Bursar has secured approval to eliminate tuition penalties during the drop/add period if it is shortened to one week. Currently, students are only refunded 80% of tuition if they withdraw or drop below full time during the first week of classes. So, while there is not academic penalty for schedule adjustments during the drop/add period, there could be financial penalties. With the new changes there will be no financial penalty incurred by students as they adjust their schedule during drop/add.

Second, the Office of Student Aid has agreed to move away from a rolling calculation for some student financial aid to a census date calculation at the end of the drop/add period. Rather than calculating each day, student aid will be calculated based on the number of credits in which a student is enrolled on the census date. This will eliminate the need for students to be sure to add and drop the same number of credits on any given day.

Finally, this change should help encourage instructors to have assessments due earlier since class enrollment is finalized sooner. With the current 10-day drop/add period instructors are reluctant to give quizzes or have assignments due until after the end of that timeframe. Shortening the drop/add period alleviate this problem.
CURRENT POLICY:

34-87 Course Add
A student may add a course to his or her schedule during the course’s Add Period. This period begins on the first day of classes for the semester and ends eight hours after the end of the Drop period (see Policy 34-89). In other words, the Add period continues from midnight to 8 a.m. after the end of the Drop period. A course may not be added to the student’s schedule after this Add Period, except under the following conditions:

1. The course is an individualized instruction course, or the student is advised by an instructor in a scheduled course to move to a lower- or higher-level course in the sequence of courses in which the student is enrolled.

2. Permission is obtained by signature of the instructor of the course in which the student wishes to enroll.

RECOMMENDATION:

34-87 Course Add
A student may add a course to his or her schedule during the course’s Add Period. This period begins on the first day of classes for the semester and ends eight hours one (1) calendar day after the end of the Drop period (see Policy 34-89). In other words, the Add period continues from midnight to 8 a.m. after the end of the Drop period. A course may not be added to the student’s schedule after this Add Period, except under the following conditions: A student may add a course after the Add Period ends only with written permission of the course instructor.

1. The course is an individualized instruction course, or the student is advised by an instructor in a scheduled course to move to a lower- or higher-level course in the sequence of courses in which the student is enrolled.

2. Permission is obtained by signature of the instructor of the course in which the student wishes to enroll.

CLEAN COPY:

34-87 Course Add
A student may add a course to his or her schedule during the course’s Add Period. This period begins on the first day of classes for the semester and ends one (1) calendar day after the end of the Drop period (see Policy 34-89). A student may add a course after the Add Period ends only with written permission of the course instructor.
The committee wishes to thank the members of the Project LionPATH Academic Advisors Advisory Committee and the members of the Senate Committees: SCCA, Undergraduate Education, and ARSSA for their recommendations and consultation.

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SPECIAL SENATE COMMITTEE ON THE IMPLEMENTATION OF LIONPATH

Change to Senate Policy 47-80 (Repeating Courses)

(Legislative)

Implementation: Upon approval by the Senate and revision of relevant AAPPM policies by the Administrative Council on Undergraduate Education

Rationale:

In accordance with the changes made to Policy 34-89 (removal of the late-drop credit limitation) students are limited to attempt any “non-repeatable” course a maximum of three times. Attempts are defined as earning a grade in a class or late-dropping the class. Any exception to the three-attempt limit must be approved by the appropriate academic official within a student’s college of enrollment. Schedule changes during the regular drop/add period do not constitute an attempt. Likewise, when a student withdraws from the university, these courses will not be counted as one of the three allowed attempts on given courses.

By being able to formally prevent students from persisting in courses that are not working for them, we believe that we can better help students identify viable academic plans sooner and, thereby, help promote timely degree completion. This policy change also better reflects similar policies of our peer institutions across the Big Ten.

Placing a three-attempt limit on a given course will ensure that students make thoughtful and informed decisions about whether to late-drop a specific course. Using three attempts of a given course would better align Penn State rules with federal financial aid rules.

CURRENT POLICY:

47-80 Repeating Courses
A student may repeat a course in which a grade of D or F was received. A course in which a grade of C or better was obtained also may be repeated if written evidence of consultation is obtained from the student’s adviser and a copy is submitted to the Office of the University Registrar. Any course repeated under this policy may be counted no more than once as a graduation requirement. Under this policy both grades are included in the computation of the grade-point average.
RECOMENDATION:

47-80 Repeating Courses

A student may repeat a course in which a grade of D or F was received.

A student is limited to attempt any given course a maximum of three (3) times. Attempts are defined as earning a grade in a class or late-dropping the class. Any exceptions to the three-attempt limit must be approved by the appropriate academic official within a student’s college of enrollment.

In situations where a student withdraws from the university (Policy 56-30) these courses will not be counted as one of the three allowed attempts on given courses.

A course in which a grade of C or better was obtained may only be repeated if written evidence of consultation is obtained from the student’s adviser and a copy is submitted to the Office of the University Registrar. Any course repeated under this policy may be counted no more than once as a graduation requirement. Under this policy both grades are included in the computation of the grade-point average.

This policy does not apply to courses designated as “repeatable.”

CLEAN COPY:

A student is limited to attempt any given course a maximum of three (3) times. Attempts are defined as earning a grade in a class or late-dropping the class. Any exceptions to the three-attempt limit must be approved by the appropriate academic official within a student’s college of enrollment.

In situations where a student withdraws from the university (Policy 56-30) these courses will not be counted as one of the three allowed attempts on given courses.

A course in which a grade of C or better was obtained may only be repeated if written evidence of consultation is obtained from the student’s adviser and a copy is submitted to the Office of the University Registrar. Any course repeated under this policy may be counted no more than once as a graduation requirement. Under this policy both grades are included in the computation of the grade-point average.

This policy does not apply to courses designated as “repeatable.”
The committee wishes to thank the members of the Project LionPATH Academic Advisors Advisory Committee and the members of the Senate Committees: SCCA, Undergraduate Education, and ARSSA for their recommendations and consultation.

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SENATE COMMITTEES ON UNDERGRADUATE EDUCATION
AND ADMISSIONS, RECORDS, SCHEDULING, AND STUDENT AID

Changes to Senate Policies 47-40, 48-20, and 48-80

(Legislative)

Implementation: Upon approval by the Senate and revision of relevant AAPPM policies by the Administrative Council on Undergraduate Education

Introduction and Rationale

A Penn State transcript may include one or more of the following currently-used symbols in place of a grade. A student's grade-point average is not affected by these symbols. However, the F in the XF symbol-grade is a failing grade.

<table>
<thead>
<tr>
<th>Symbol Recorded</th>
<th>Meaning of Symbols on Student Academic Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Student registered for class as an auditor and attended regularly (Senate Policy 48-80).</td>
</tr>
<tr>
<td>DF*</td>
<td>Deferred grade (Senate Policy 48-40).</td>
</tr>
<tr>
<td>FL</td>
<td>Student failed a course taken under the pass/fail option. (This option has been replaced by the satisfactory/unsatisfactory grading option.)</td>
</tr>
<tr>
<td>I, INCP*</td>
<td>Incomplete. Student received a DF or NG grade symbol. In a student's grade summary, the I indicates incomplete averages; INCP is recorded beside the semester for which reporting is incomplete.</td>
</tr>
<tr>
<td>NG*</td>
<td>No grade available at the time of grade reporting (Senate Policy 48-50).</td>
</tr>
<tr>
<td>P</td>
<td>Student completed the work in a noncredit course (Senate Policy 47-40).</td>
</tr>
<tr>
<td>PS</td>
<td>Student passed a course taken under the pass/fail grading option. (This option has been replaced by the satisfactory/unsatisfactory grading option.)</td>
</tr>
<tr>
<td>R</td>
<td>Research. Student is registered in a variable-credit course which extends beyond the semester. Adequate time and effort have been given to the work. When the work is completed, a grade is issued (Senate Policy 49-40).</td>
</tr>
<tr>
<td>S</td>
<td>Student earned credits through a proficiency exam prior to summer 2009. (Effective summer 2009, proficiency examinations are offered as credit by examination.)</td>
</tr>
<tr>
<td>SA</td>
<td>Student passed a course taken under satisfactory/unsatisfactory grading option. SA means satisfactory achievement or better (A, B, C) (Senate Policy 49-60).</td>
</tr>
<tr>
<td>UN</td>
<td>Unsatisfactory achievement in a course taken under satisfactory/unsatisfactory grading option--UN indicates unsatisfactory achievement (D, F) (Senate Policy 49-60).</td>
</tr>
</tbody>
</table>
When a letter grade is submitted for a DF or NG, the grade is entered on the transcript, the grade-point average is recalculated, and the I and INCP symbols are removed. The meaning of these symbols is not always immediately clear, resulting in the need to refer to the pre-printed legend that can be found on official transcripts or to have to look the symbols up online in the case of unofficial transcripts (which do not include a legend). This is particularly problematic for prospective student employers, academic advisors, and members of the University’s Academic Standards Committee (which reviews approximately 1,400 student petitions, and their accompanying transcripts, each year).

With the introduction of Penn State’s new student information system, LionPATH, we have an opportunity to change these transcript symbols, where needed, to something more meaningful to the reader. This report recommends changing the following symbols:

<table>
<thead>
<tr>
<th>Current Symbol</th>
<th>Proposed Symbol</th>
<th>Rationale for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>AUS</td>
<td><strong>Current Use:</strong> Student registered for class as an auditor and attended regularly (Senate Policy 48-80).</td>
</tr>
<tr>
<td><strong>Rationale:</strong> No final grade is given for an audited course. Instead, the transcript notes whether attendance in the audited course was “regular” or “unsatisfactory.” Adding a “S” will make it clearer that the course in question was audited and attendance was regular (satisfactory).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>AUU</td>
<td><strong>Current Use:</strong> Student registered for a course as an auditor and did not attend regularly (Senate Policy 48-80).</td>
</tr>
<tr>
<td><strong>Rationale:</strong> No final grade is given for an audited course. Instead, the transcript notes whether attendance in the audited course was “regular” or “unsatisfactory.” Adding a “U” will make it clearer that the course in question was audited and attendance was unsatisfactory.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>NCP</td>
<td><strong>Current Use:</strong> Student completed the work in a course that carries no credit (Senate Policy 47-40).</td>
</tr>
<tr>
<td><strong>Rationale:</strong> Pursuant to Senate Policy 47-40, a course that carries no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recommendations

These changes will require the following corresponding changes to Senate Policies, 47-40, 48-20, and 48-80, as well as to the legend that appears on the transcript itself.

(Note: Deletions are marked by strike-through and insertions are shown in bold text in the revised policies below)

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47-40 Grading System

Grades for undergraduate and graduate students shall be reported by the following letters: A, A-, B, B+, B-, C+, C, D, or F. In addition the symbols of SA (Satisfactory) and UN (Unsatisfactory) may be recorded on the student’s transcript in accordance with Section 49-60. Courses that do not carry credit shall be graded P NCP if passed and F NCF if failed. The symbols of W, WN LD (Late Drop), R (Research), DF (Deferred Grade), AUS (Audited, Regular/Satisfactory Attendance), AUU (Audited, Unsatisfactory Attendance), and S CRX (Credit by Examination) also may be recorded in place of grades in accord with Section 42-50.2; 48-40; 48-80; and 49-40. Note that CRX does not apply to graduate students.
XF grade—see 49-20 for assignment, designates a disciplinary sanction assigned due to academic misconduct.

48-20 Failure to Complete a Course

1. When a student officially drops a course within the course drop period, no symbol or grade of any kind is to be reported.
2. When a student officially drops a course after the course drop period, a symbol of WN LD, according to the policies of Sections 34-89, is to be reported.
3. When a student registers for a course but ceases to attend class without officially dropping the course, the student is to be given a grade of F in the course.
4. When a student officially withdraws from the University in accordance with Section 56-30, the symbol W shall be reported for each course, unless an accusation of academic dishonesty has been made against the withdrawing student. In such a case, Section 49-20 supersedes the assignment of the symbol W in that course.
5. A symbol of W AUU shall be recorded for unsatisfactory attendance in an audited course in accordance with Section 48-80.

48-80 Symbols for Course Audit

When a student is registered in a course as an auditor, no final grade is to be given, but the symbol AUS shall be used if attendance has been regular (satisfactory), the symbol W AUU if attendance has been unsatisfactory.

Transcript legend (revised)

<table>
<thead>
<tr>
<th>Symbol Recorded</th>
<th>Meaning of Symbols on Student Academic Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUS</td>
<td>Student registered for class as an auditor and attended regularly attendance was regular (satisfactory) (Senate Policy 48-80).</td>
</tr>
<tr>
<td>DF*</td>
<td>Deferred grade (Senate Policy 48-40).</td>
</tr>
<tr>
<td>FL</td>
<td>Student failed a course taken under the pass/fail option. (This option has been replaced by the satisfactory/unsatisfactory grading option.)</td>
</tr>
<tr>
<td>I, INCP*</td>
<td>Incomplete. Student received a DF or NG grade symbol. In a student's grade summary, the I indicates incomplete averages; INCP is recorded beside the semester for which reporting is incomplete.</td>
</tr>
</tbody>
</table>
*When a letter grade is submitted for a DF or NG, the grade is entered on the transcript, the grade-point average is recalculated, and the I and INCP symbols are removed.

Transcript legend (clean copy, alphabetically reordered)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning of Symbols on Student Academic Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCF</td>
<td>Student failed a noncredit course (i.e., did not complete the work) (Senate Policy 47-40). A course that carries no credit was failed.</td>
</tr>
<tr>
<td>NG*</td>
<td>No grade available at the time of grade reporting (Senate Policy 48-50).</td>
</tr>
<tr>
<td>PNCP</td>
<td>Student completed the work in a noncredit course. Student passed a noncredit course (i.e., completed the work) (Senate Policy 47-40). A course that carries no credit was passed.</td>
</tr>
<tr>
<td>PS</td>
<td>Student passed a course taken under the pass/fail grading option. (This option has been replaced by the satisfactory/unsatisfactory grading option.)</td>
</tr>
<tr>
<td>R</td>
<td>Research. Student is registered in a variable-credit course which extends beyond the semester. Adequate time and effort have been given to the work. When the work is completed, a grade is issued (Senate Policy 49-40).</td>
</tr>
<tr>
<td>SCRX</td>
<td>Student earned credits through either a proficiency exam (prior to summer 2009) or Credit by Examination (summer 2009 to present). Not applicable to graduate students. (Effective summer 2009, proficiency examinations are offered as credit by examination.)</td>
</tr>
<tr>
<td>SA</td>
<td>Student passed a course taken under satisfactory/unsatisfactory grading option. SA means satisfactory achievement or better (A, B, C) (Senate Policy 49-60).</td>
</tr>
<tr>
<td>UN</td>
<td>Unsatisfactory achievement in a course taken under satisfactory/unsatisfactory grading option—UN indicates unsatisfactory achievement (D, F) (Senate Policy 49-60).</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal (Senate Policy 56-30).</td>
</tr>
<tr>
<td>W AUU</td>
<td>Student registered for a course as an auditor and did not attend regularly. Attendance was not regular (unsatisfactory) (Senate Policy 48-80).</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew, failing. Student processed a course late drop and was failing at that time (Senate Policy 34-89). Effective fall 2010, this symbol will not be used.</td>
</tr>
<tr>
<td>WNLD</td>
<td>Withdrew, no grade. Student processed a course late drop. (Senate Policy 34-89).</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew, passing. Student processed a course late drop and was passing at that time (Senate Policy 34-89). Effective fall 2010, this symbol will not be used.</td>
</tr>
</tbody>
</table>

*When a letter grade is submitted for a DF or NG, the grade is entered on the transcript, the grade-point average is recalculated, and the I and INCP symbols are removed.
Appendix G
10/27/15

*When a letter grade is submitted for a DF or NG, the grade is entered on the transcript, the grade-point average is recalculated, and the I and INCP symbols are removed.

SENATE COMMITTEE ON UNDERGRADUATE EDUCATION

- Paul E. Barney
- Barbara A. Barr
- Christian M. Brady
• Melik C. Demirel
• Yvonne M. Gaudelius
• Joyce Furfaro
• Daniel J. Magerman
• Emily R. Miller
• John W. Moore
• Angela L. Pettitt
• Karen I. Pollack
• Timothy H. Rinehart
• Anne C. Rose
• Jeffrey L. Shiano
• Elizabeth M. Seymour, Chair
• David R. Smith
• Ann H. Taylor, Vice Chair
• Stephen J. Van Hook
• Fredric Weber
• Victoria L. Woods

SENATE COMMITTEE ON ADMISSIONS, RECORDS, SCHEDULING, AND STUDENT AID

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• Martha Aynardi
• Albert Bartlett
• Clark Brigger
• Stephen Browne
• Joseph Chletsos
• Rachel Fore
• Anna Griswold
• David Han, Vice Chair
• Robert Kubat
• John Marsh
• Eugene McFeely
• Richard Singer
• Douglas Wolfe
JOINT COMMITTEE ON INSURANCE AND BENEFITS

2014-2015 ANNUAL REPORT ON THE STATUS OF BENEFIT CHANGES

(Informational)

This report is a summary of changes to Penn State benefits, changes currently in progress, and benefits issues that were not changed in response to discussions in the Joint Committee on Insurance and Benefits between September 8, 2014 and September 14, 2015.

Approved Changes to Penn State Benefits

Life Insurance

The committee reviewed the University’s life insurance benefit for full-time employees and retirees. The self-funded coverage is fully paid for by the University and currently provides free $5,000 of coverage to both full-time employees and retirees. Additionally, the University provides a death benefit equal to one month’s salary for regular employees.

The committee findings showed that the current benefit was below industry standards. A proposal was made to:

- increase the employer paid benefit from $5,000 to $50,000
- discontinue the death benefit in HR-53
- discontinue the free $5,000 benefit for new retirees

While the committee was satisfied with the proposal for the active employee changes, they felt the take away of the retiree benefits would cause backlash. The proposal was referred to the Senate Committee on Faculty Benefits who submitted an Advisory/Consultative Report to the Faculty Senate on April 28, 2015 supporting the change to a $50,000 death benefit for active employees only. The President accepted the Advisory/Consultative Report, but set the window for retirees to continue to receive the $5,000 death benefit into retirement for the next 5 years. This changes to the active employee life insurance and elimination of the death benefit take effect January 1, 2016, and the retiree window for receiving the $5,000 death benefit into retirement ends on December 31, 2020.

Transgender-Inclusive Benefits

Information on transgender-inclusive benefits was provided and reviewed by the committee. Gender reassignment was not a covered benefit and providers have had to “work around” the coverage which is not appropriate. It was proposed that comprehensive coverage be offered to include hormones, counseling, and surgery. Other institutions already offer transgender-inclusive benefits through their employee health benefit and student health benefit. The support for a change was referred to the Senate Committee on Faculty Benefits. The Committee on Faculty Benefits supported the recommendation for coverage. This change was effective on March 1, 2015.
**Tuition Benefit**

The committee reviewed the current Grant-in-Aid discount for dependents. This policy specified that spouses/same-sex domestic partners of newly hired faculty and staff could not receive the discount until the employee has been employed for two years. It also stipulated that when an employee became ineligible during a semester in which the dependent is receiving the discount, that dependent loses the discount, unless the employee was employed beyond the halfway point in the semester. Additionally, children receiving the benefit must be unmarried, however, there was no age limit restriction.

The committee reviewed the following proposed changes to the current benefit:

- Eliminate the current two year waiting period for spouses/same-sex domestic partners, which would eliminate exception requests
- Allow students to receive the discount for the entire semester, even if the employee becomes ineligible at any point after the beginning of the semester
- Change the age requirement and eliminate the marriage rule to match the health benefits criteria to stay consistent with current dependent rules

The committee proposed that further review and feedback was needed. The group also recommended a phase-in over several years for the changes. The issue was referred to the Senate Committee on Faculty Benefits who presented an Advisory/Consultative Report to the Senate on December 9, 2014. The President accepted the changes recommended by the senate except for the age limit. The new policy took effect on **September 1, 2015** and includes the following criteria:

- Eliminates the marriage rule for dependent children, so the grant-in-aid benefit is available regardless of marital status.
- Allows the grant-in-aid benefit for the entire semester in which the employee is eligible at the beginning of that semester.
- Eliminates the complex table for deceased employees and provides the full grant-in-aid benefit to dependents of a deceased employee who completed three or more years of regular full time employment prior to death.
- Specifies that the grant-in-aid benefit for dependent children is for undergraduate credits for the first Baccalaureate degree.
- Eliminates the 2-year employment waiting period for spouses/same-sex domestic partners to receive the grant-in-aid benefit.
- Specifies that any dependent who has already been approved for the tuition discount and is beyond the age of 26 when the new policy goes into effect will remain on the tuition discount until they attain their first Penn State bachelor’s degree, as long as they do not have two consecutive semesters of non-registration. After two semesters of non-registered status, the tuition discount will be permanently discontinued.
- Specifies that a dependent who reaches the maximum age of 26 to continue receiving the tuition discount until they attain their first Penn State bachelor’s degree, as long as the original approval for the tuition discount was prior to the dependent reaching age 26 and the dependent has not had two consecutive semesters of non-registration after reaching age 26. After two semesters of non-registered status, the tuition discount will be permanently discontinued.
- Specifies that if the dependent is an active member of the armed services on his/her 26th birthday, the dependent will be eligible for the tuition discount beyond the age of 26 with proof of military discharge. The tuition discount will apply until they attain their first Penn State bachelor’s degree.
The dependent must not have two consecutive semesters of non-registration after the age of 26. After two semesters of non-registered status, the tuition discount will be permanently discontinued.

**Same Sex Domestic Partner Benefits**

With the June 2015 Supreme Court ruling legalizing same-sex marriage in all 50 states, effective July 1, 2015, domestic partner benefits were discontinued. However, for those employees who already had their partner enrolled in benefits, they were notified that they will have until June 30, 2017 to marry or their partner will be removed from benefits.

**Health Plan Benefit Changes**

2016 Benefits Open enrollment will present employees with the same two health plan choices and premium contribution strategy as offered in 2015, with two exceptions. Due to Internal Revenue Service Regulations, the Total Deductible and Out-of-Pocket Coinsurance Maximum for the PPO Savings plan will be reduced from $4,300 Individual/$8,600 Family In-Network and $8,600 Individual/$17,200 Family Out-of-Network to $3,400 Individual/$6,800 In-Network and $6,800 Individual/ $13,600 Family Out-of-Network.

The second change is Long-Term Disability rates paid by employees. The rates, which haven’t been increased for years, were increased for the remaining two years of our contract with Prudential, which ends December 31, 2016. A request for proposal will be initiated in early 2016 to be effective January 1, 2017.

It also was noted that because of the negotiated Teamsters’ contract, that population will see an increase in the percent of salary used to calculate premiums for 2016. Aside from the changes mentioned, the PPO Blue and PPO Savings plan design/features will remain the same for employees.

**Open Enrollment Changes**

Changes for open enrollment effective January 1, 2015 were reviewed. Changes included:

- Vision coverage to include an increase to the retail frame allowance and the addition of the VisionWorks frame allowance
- A decrease of 26.5% to the Accidental Death and Dismemberment employee contribution
- Spousal insurance ($100/month) and tobacco ($75/month) surcharges for faculty and staff; tobacco surcharge only for Teamsters’ members

As of the December 8, 2014 Joint Committee on Insurance and Benefits meeting, data from open enrollment showed that:

- 12,566 or 83% enrolled in the Highmark PPO Blue plan
- 2,559 or 16% enrolled in the Highmark PPO Savings plan
- 471 moved from PPO Blue to PPO Savings plan
- 195 moved from PPO Savings to PPO Blue plan
- 31 dropped coverage completely
• 36 Teamster members chose the PPO Savings option
• 90% who were enrolled in the PPO Savings plan last year remained in the plan

2016 Benefits Open Enrollment is November 2, 2015-November 20, 2015 with all changes made effective January 1, 2016.

The committee discussed ways to educate employees about the PPO Savings plan. The group agreed that more education and communication with employees was needed so they can make informed decisions about their benefit elections. The online pricing tool on Highmark’s website was demonstrated. This tool can be used in cost comparison of services, procedures, and medications. An interactive online tool through Jelly Vision was also presented to the committee as a tool to assist employees in their health plan choices. Review of the tool and feedback was requested. There would have been a cost of $75,000 to develop and customize the model. Upon listening to the feedback of this committee and the HCAC, this tool was not pursued, but instead, other methods will be used. They include: Tools on the Benefits web page, the Highmark BlueShield website, a “white board” video explaining common health insurance terms and the two health plan designs, a “microsite” dedicated specifically to Benefits Open Enrollment, post cards mailed to the home, an “e-magazine” rather than paper copy of the benefits open enrollment materials, mass e-mails, articles in the Penn State Today, e-mails to Human Resources Representatives and Webinars.

For 2016, the PA Wage and Collection Law will be fully enacted, which requires that all employees consent to their voluntary benefits’ payroll deductions for the following benefit year. This will require that all employees log in and consent in ESSIC during the benefits open enrollment period in November. The University reserves the right to discontinue benefits for any employee in the absence of consent. Every effort will be made through multiple communication vehicles to reach all employees to avoid termination of benefits.

**TABLE OF HEALTH CARE EXPENDITURES AND CONTRIBUTIONS 2013-14**

2013 and 2014 Health Plan Costs and Contributions

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee &amp; Retiree Subscribers</td>
<td>19,841</td>
<td>19,979</td>
<td>0.70%</td>
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<tr>
<td>Total Enrolled Members</td>
<td>44,833</td>
<td>44,201</td>
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<tr>
<td>Total University Claim Payments</td>
<td>$210,356,862</td>
<td>$213,175,161</td>
<td>1.34%</td>
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<tr>
<td>Combined Employee &amp; Retiree Contribution</td>
<td>$41,167,635</td>
<td>$42,747,904</td>
<td>3.84%</td>
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<tr>
<td>Net University Claim Payments</td>
<td>$169,189,227</td>
<td>$170,427,257</td>
<td>0.73%</td>
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<tr>
<td>Highmark Administration Cost</td>
<td>$7,326,944</td>
<td>$7,483,050</td>
<td>2.13%</td>
</tr>
<tr>
<td>Additional Insurance Cost and Stop-Loss Insurance</td>
<td>$1,256,293</td>
<td>$1,304,786</td>
<td>3.86%</td>
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<tr>
<td>University Contribution to PPO Savings Plan HSA</td>
<td>n/a</td>
<td>$1,590,400</td>
<td>n/a</td>
</tr>
<tr>
<td>Combined University Contributions</td>
<td>$218,940,099</td>
<td>$223,553,397</td>
<td>2.11%</td>
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<tr>
<td>University Contributions Per Employee &amp; Retiree Per Year</td>
<td>$11,035</td>
<td>$11,189</td>
<td>1.40%</td>
</tr>
<tr>
<td>Contributions Per Employee &amp; Retiree Per Year</td>
<td>$2,074.88</td>
<td>$2,139.64</td>
<td>3.12%</td>
</tr>
</tbody>
</table>

Note: The table above reports costs and contributions paid during the 2013 and 2014 calendar years. Highmark reports total allowable medical charges for the plan years as $168,235,856 in 2013 and $168,706,668 in 2014, an increase of .28%, and member out of pocket contributions of $15,890,082 in 2013, and $17,179,997 in 2014, an increase of 8.12%. These plan year data include active (union and non-union) and retirees under 65, but not retirees enrolled in Medicare.

Other Changes under Consideration at this Time

Retiree Healthcare Billing

The process for retiree insurance billing was reviewed. Currently, retirees are billed every six months in February and August. The billing process requires time consuming manual intervention and coordination between the Benefit’s office and the Bursar’s office and is costly to generate. Vendors are currently being reviewed who could manage this billing.

Preferred Providers

The committee discussed the concept of using Preferred Providers which was mentioned in the 2014 Health Care Task Force Report. Hershey Medical Group reviewed lab services claims information and suggested that the University and employees could save money by using one provider for all lab services which would provide volume discounts. Many questions were brought up regarding how to communicate and educate employees on the types of savings available through the use of preferred providers, and what other options are available for convenience and money savings. A Request for Proposals was issued for the provision of laboratory services across the entire Penn State community, and two vendors submitted proposals. These proposals are being reviewed with a target date of July 2016 for the start of preferred provider facilities for all laboratory services.

Acute Care Center on the University Park Campus

In the summer/fall of 2014, discussions ensued with the College of Nursing, Hershey Medical Group and Human Resources about the potential to have a faculty and staff acute care clinic on the University Park Campus. Funding was approved for a renovation of the Health & Human Development East Building to include the acute care/wellness clinic and construction is slated to begin in late fall/early spring of 2015/16. The clinic will be run by the College of Nursing in collaboration with Hershey Medical Group and the Office of Human Resources. In addition to providing acute care, chronic disease management and wellness programs, such as nutrition and weight management education, will be offered in the facility.
Topics Discussed with No Change at this Time or for Informational Purposes

Healthcare Plans

Created in July 2014, the Health Care Advisory Committee (HCAC) was created based on the Task Force Report. Chaired by David Gray, it includes members from Human Resources, the Budget office and academic units. The Chair of the University Faculty Senate was added to the committee in Summer 2015. The HCAC is studying the Faculty Benefits Advisory/Consultative report, “Employee Contributions to Penn State’s Self-Insured Health Care Costs,” approved by the Senate on March 17, 2015. The HCAC has identified the following priorities:

- Promotion of lower-cost, high-quality medical services such as reference-based pricing
- Engaging and encouraging employees to make improved, fiscally beneficial decisions in their healthcare plan selections through improved communications, including price and quality transparency tools
- Building a clinically integrated provider network in the University Park area which will reduce duplication of services
- Developing analytical capability and capacity to support evidence-based decision making through the use of a data warehouse

The Joint Committee on Insurance and Benefits also discussed the Highmark contract which will expire at the end of 2017. During early 2017, the University will embark on a bidding process with other healthcare vendors to provide third party claims processing services. The RFP process will be supported by an external consultant.

Long Term Care

The committee reviewed the future state of the Long Term Care insurance. The current provider, John Hancock, will not accept new enrollments and announced rate increases for current enrollees effective January 1, 2015. Since there currently is not an available group market for long term care insurance, the committee discussed alternative options such as endorsing independent brokers for individual coverage. While the group agreed there should be an alternate option for new and current enrollees, they did not recommend endorsing a particular company and felt employees should take the responsibility to price compare and conduct their own search.

SENATE JOINT COMMITTEE ON INSURANCE AND BENEFITS

- Larry Cata Backer
- Susan Basso
- Shelia Cartwright
- Joseph Doncsecz
- Robin Haas
- Ginny Hosterman
- Krishna Jayakar
- Peter Jurs
- Cassandra Kitko
- John Light
- Jamie Myers, Chair
Appendix H
10/27/15

- James Miles
- Jill Musser
- Willie Ofosu
- Ira Ropson
The Senate permits students to petition for exceptions to the Senate academic rules found in the *Policies and Rules for Undergraduate Students*. Exceptions to these policies are the responsibility of the Senate Committee on Undergraduate Education. The committee reports annually to the Senate on student petition actions. This report provides a summary of petitions by colleges and campuses.

The petition provides an opportunity for the student to receive consideration on extenuating circumstances affecting his/her progress. A petition typically contains a letter and transcript from the student, and supporting documents from advisers, instructors, physicians, or other appropriate professionals. The final decision by the Subcommittee on Academic Standards represents an effort to weigh the personal circumstances of the individual while maintaining the academic standards of the University.

Following the “Summary of Petitions” is an analysis of 2014-2015 petitions by petition type with reasons for submission and denial.

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**SENATE COMMITTEE ON UNDERGRADUATE EDUCATION**

- Andrew J. Ahr
- Robin M. Bower
- Christian M. Brady
- David Eggebeen
- Richard R. Garey
- Galen A. Grimes
- William C. Lasher
- Keefe B. Manning, Chair
- Emily R. Miller
- John W. Moore
- Daniel F. Perkins
- Angela L. Pettitt
- Janina M. Safran
- Jeffrey L. Schiano
- David R. Smith
- Ann H. Taylor, Vice Chair
- Mary E. Williams
### COMPARATIVE SUMMARY OF PETITIONS
**2013-2014; 2014-2015**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
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<td>Agricultural Sciences</td>
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<td>39</td>
<td>4</td>
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<td>Arts and Architecture</td>
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<td>Communications</td>
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<td>Div. of Undergrad. Studies</td>
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<td>25</td>
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<td>Health and Human Dev.</td>
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<td>7</td>
<td>0</td>
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<td>-35</td>
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<td>5</td>
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<td>-28</td>
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<tr>
<td><strong>University College</strong></td>
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<td>1</td>
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<td>Lehigh Valley</td>
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<td>9</td>
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<td>York</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td><strong>1061</strong></td>
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<td><strong>29</strong></td>
<td></td>
<td><strong>1365</strong></td>
<td><strong>-5</strong></td>
</tr>
</tbody>
</table>

*Data for the 2013-2014 academic year may be slightly different than in previous reports due to ongoing process updates and subsequent data entry corrections.*

**NOTE:** Data represents the total number of petitions submitted for each academic unit. These numbers include specialized petitions where applicable (i.e., World Campus, eLion, Trauma, and Appeal petitions).
INCREASE/DECREASE IN SUBMITTED PETITIONS BY CASE TYPE

<table>
<thead>
<tr>
<th>Case Type</th>
<th>2013-2014*</th>
<th>2014-2015</th>
<th>% of Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Renewal</td>
<td>6</td>
<td>7</td>
<td>17%</td>
</tr>
<tr>
<td>Corrected Grade</td>
<td>41</td>
<td>20</td>
<td>-51%</td>
</tr>
<tr>
<td>Course Cancel</td>
<td>12</td>
<td>9</td>
<td>-25%</td>
</tr>
<tr>
<td>Late Add</td>
<td>68</td>
<td>48</td>
<td>-29%</td>
</tr>
<tr>
<td>Late Drop</td>
<td>561</td>
<td>580</td>
<td>4%</td>
</tr>
<tr>
<td>Late Registration</td>
<td>50</td>
<td>49</td>
<td>-2%</td>
</tr>
<tr>
<td>Other**</td>
<td>34</td>
<td>35</td>
<td>3%</td>
</tr>
<tr>
<td>Registration Cancel</td>
<td>4</td>
<td>4</td>
<td>0%</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>589</td>
<td>540</td>
<td>-8%</td>
</tr>
<tr>
<td><strong>TOTALES</strong></td>
<td>1365</td>
<td>1292</td>
<td>-5%</td>
</tr>
<tr>
<td>World Campus</td>
<td>95</td>
<td>88</td>
<td>-7%</td>
</tr>
<tr>
<td>eLion</td>
<td>47</td>
<td>46</td>
<td>-2%</td>
</tr>
<tr>
<td>Trauma</td>
<td>37</td>
<td>49</td>
<td>32%</td>
</tr>
<tr>
<td>Appeals</td>
<td>44</td>
<td>42</td>
<td>-5%</td>
</tr>
</tbody>
</table>

*Data for the 2013-2014 academic year may be slightly different than in previous reports due to ongoing updates and subsequent data entry corrections.

**Examples of petitions in the “other” category: exceeding the 12-credit scheduling limit for Non-degree Conditional students; changing registration of a course to reflect the number of credits completed for internships; taking an additional semester/session in non-degree status past the 30-credit limit.

NOTE:

- A **World Campus** petition is one that involves requests for courses taken through World Campus.
- An **eLion** petition is one where a student indicates the failure of eLion as the basis of the petition.
- A **Trauma petition** is one where the student’s circumstances require unusual confidentiality (e.g., the victim of a sexual assault or violent crime).
- An **Appeal petition** is one where a student provides additional documentation to support a previously denied request.
## THREE-YEAR SUMMARY OF PETITIONS BY CASE TYPE

### Academic Year: 2012-2013*

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Submitted</th>
<th>Granted</th>
<th>Denied</th>
<th>Cncl/Pndg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Renewal</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>0</td>
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<tr>
<td>Corrected Grade</td>
<td>43</td>
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<td>1</td>
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<tr>
<td>Course Cancel</td>
<td>11</td>
<td>8</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Late Add</td>
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<td>75</td>
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<tr>
<td>Late Drop</td>
<td>580</td>
<td>316</td>
<td>241</td>
<td>23</td>
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<tr>
<td>Late Registration</td>
<td>37</td>
<td>35</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other**</td>
<td>36</td>
<td>29</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Registration Cancel</td>
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<td>0</td>
</tr>
<tr>
<td>Withdrawal</td>
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<td>433</td>
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<td>1373</td>
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<td>389</td>
<td>47</td>
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</table>

*Data for the 2012-2013 and 2013-2014 academic years may be slightly different than in previous reports due to ongoing process updates and subsequent data entry corrections.

### Academic Year: 2013-2014*

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Submitted</th>
<th>Granted</th>
<th>Denied</th>
<th>Cncl/Pndg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Renewal</td>
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<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Corrected Grade</td>
<td>41</td>
<td>41</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Course Cancel</td>
<td>12</td>
<td>11</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Late Add</td>
<td>68</td>
<td>67</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Late Drop</td>
<td>561</td>
<td>379</td>
<td>169</td>
<td>13</td>
</tr>
<tr>
<td>Late Registration</td>
<td>50</td>
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<td>Other**</td>
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<td>Registration Cancel</td>
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### Academic Year: 2014-2015

<table>
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<td>0</td>
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<tr>
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<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Course Cancel</td>
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<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Late Add</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Late Drop</td>
<td>580</td>
<td>445</td>
<td>122</td>
<td>13</td>
</tr>
<tr>
<td>Late Registration</td>
<td>49</td>
<td>47</td>
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<td>2</td>
</tr>
<tr>
<td>Other**</td>
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<td>3</td>
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<td>Withdrawal</td>
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<tr>
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<td>1292</td>
<td>1061</td>
<td>202</td>
<td>29</td>
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</tbody>
</table>

*Overall Percentage Granted: 68%

**Examples of petitions in the “other” category: exceeding the 12-credit scheduling limit for Non-degree Conditional students; changing registration of a course to reflect the number of credits completed for internships; taking an additional semester/session in non-degree status past the 30-credit limit.
# THREE-YEAR SUMMARY OF SPECIALIZED PETITIONS


### Academic Year: 2012-2013*

<table>
<thead>
<tr>
<th>Case Type</th>
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<th>Cncl/Pndg</th>
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<tr>
<td>eLion</td>
<td>60</td>
<td>37</td>
<td>21</td>
<td>2</td>
</tr>
<tr>
<td>Trauma</td>
<td>47</td>
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<td>4</td>
<td>1</td>
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<tr>
<td>Appeals</td>
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<td>31</td>
<td>14</td>
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### Academic Year: 2013-2014*

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<td>eLion</td>
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<td>19</td>
<td>2</td>
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<tr>
<td>Trauma</td>
<td>37</td>
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<td>0</td>
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<tr>
<td>Appeals</td>
<td>44</td>
<td>36</td>
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### Academic Year: 2014-2015

<table>
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<th>Case Type</th>
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<tr>
<td>World Campus</td>
<td>88</td>
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<td>6</td>
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<tr>
<td>eLion</td>
<td>46</td>
<td>33</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Trauma</td>
<td>49</td>
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<td>0</td>
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<tr>
<td>Appeals</td>
<td>42</td>
<td>31</td>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

*Data for the 2012-2013 and 2013-2014 academic years may be slightly different than in previous reports due to ongoing updates and subsequent data entry corrections.

**NOTE:**

- A World Campus petition is one that involves requests for courses taken through World Campus.
- An eLion petition is one where a student indicates the failure of eLion as the basis of the petition.
- A Trauma petition is one where a student’s circumstances require unusual confidentiality (e.g., the victim of a sexual assault or violent crime).
- An Appeal petition is one where the student provides additional documentation to support a previously denied request.

**NOTE:** Numbers of specialized petitions displayed here are also included in the Comparative Summary of Petitions by College/Campus above. Data for specialized petitions is tracked due to specific interest in the numbers of World Campus, eLion, Trauma, and Appeal petitions submitted.
### SUMMARY OF MENTAL HEALTH RELATED PETITIONS
#### 2009-2015

<table>
<thead>
<tr>
<th></th>
<th>Total Number of Petitions Submitted</th>
<th>% of Mental Health Related Petitions based on TOTAL Number of Petitions Submitted</th>
<th>% of Mental Health Related Petitions based on Number of WITHDRAWAL AND LATE DROP Petitions Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2009-2010</strong></td>
<td>1201</td>
<td>25</td>
<td>30</td>
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<td><strong>2010-2011</strong></td>
<td>1298</td>
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<td>1407</td>
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<td>36</td>
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<tr>
<td><strong>2012-2013</strong></td>
<td>1373</td>
<td>32</td>
<td>38</td>
</tr>
<tr>
<td><strong>2013-2014</strong></td>
<td>1365</td>
<td>33</td>
<td>40</td>
</tr>
<tr>
<td><strong>2014-2015</strong></td>
<td>1292</td>
<td>41</td>
<td>40</td>
</tr>
</tbody>
</table>

**NOTE:** Mental Health Related petitions are any that involve mental health issues (e.g., anxiety, depression, Attention Deficit Hyperactivity Disorder (ADHD), and Post-Traumatic Stress Disorder (PTSD)). Generally, mental health related petitions are for retroactive withdrawals and retroactive late drops. Therefore, it is important to reflect these data in the report, along with the percentages of the total number of petitions submitted.
ANALYSIS OF 2014-2015 PETITIONS WITH REASONS FOR SUBMISSION AND DENIAL

Note: Due to students’ multiple reasons for petitioning, numbers will not always total 100%.

REGISTRATION CANCELLATION PETITIONS

4 Granted
0 Denied
0 Cancelled/Pending
4 TOTAL

Reasons for Petition
- *Other: 3 (75%)
- Mental health: 1 (25%)

*Examples of “Other” reasons for petitioning for retroactive registration cancellation would be miscommunications and family conflict.

COURSE CANCELLATION PETITIONS

9 Granted
0 Denied
0 Cancelled/Pending
9 TOTAL

Reasons for Petition
- *Other: 4 (44%)
- Financial difficulties: 3 (33%)
- Mental health: 1 (11%)
- Illness/death of family member or friend: 1 (11%)

*Examples of “Other” reasons for petitioning for retroactive course cancellation would be course overload; student/instructor conflicts; administrative error; and transportation issues.

LATE REGISTRATION PETITIONS

47 Granted
0 Denied
2 Cancelled/Pending
49 TOTAL

Reasons for Petition
- Financial difficulties: 39 (80%)
- *Other: 9 (18%)
- Mental health: 1 (2%)

*Examples of “Other” reasons for petitioning for retroactive late registration would be confusion about regular and internship scheduling.
LATE ADD PETITIONS
48 Granted
0 Denied
0 Cancelled/Pending
48 TOTAL

Reasons for Petition
- *Other: 38 (79%)
- Financial difficulties: 9 (19%)
- Mental health: 2 (4%)

*Examples of “Other” reasons for petitioning for retroactive late add would be administrative error; accidentally dropping course; confusion about adding Internship; Research, ROTC, or Independent Study courses; and student thought department/adviser added course.

CORRECTED GRADE PETITIONS
20 Granted
0 Denied
0 Cancelled/Pending
20 TOTAL

Reasons for Petition
- *Other: 15 (75%)
- Mental health: 2 (10%)
- Illness/death of family member or friend: 2 (10%)
- Medical: 1 (5%)
- Financial difficulties: 1 (5%)

*Examples of “Other” reasons for petitioning for retroactive corrected grade would be Internship time lines; instructor failed to report grade; student/instructor conflicts; and Independent Study completed.

ACADEMIC RENEWAL PETITIONS
5 Granted
2 Denied
0 Cancelled/Pending
7 TOTAL

Reasons for Petition
- *Other: 7 (100%)

*Examples of “Other” reasons for petitioning for academic renewal would be attaining academic renewal prior to the 4-year absence, and attaining academic renewal while having a previous cumulative GPA that was not below 2.00.

Reasons for Denial (2 Denied)
- Insufficient extenuating circumstances: 2 (100%)
LATE DROP PETITIONS
445 Granted
122 Denied
13 Cancelled/Pending
580 TOTAL

Reasons for Petition
- Mental health: 201 (34%)
- *Other: 152 (26%)
- Medical: 130 (22%)
- Illness/death of family member or friend: 69 (12%)
- Financial difficulties: 56 (10%)
- Work/School conflicts: 13 (2%)
- Military: 5 (1%)

*Examples of “Other” reasons for petitioning for retroactive late drop would be the need to exceed late drop credit limit; confusion about late drop procedure/date; not enough time to evaluate anticipated grade; adjustment issues; family issues; and student/instructor conflicts.

Reasons for Denial (122 Denied)
- College/Campus not supportive: 59 (47%)
- Insufficient extenuating circumstances: 49 (39%)
- Other: 43 (34%)
- No reason for not completing action in timely manner: 40 (32%)
- Insufficient documentation: 35 (28%)
- Time frame documented does not match request: 9 (7%)
- eLion log does not verify events in student letter: 9 (7%)
- Selective drop: 8 (6%)
WITHDRAWAL PETITIONS
451 Granted
78 Denied
11 Cancelled/Pending
540 TOTAL

Reasons for Petition
- Mental health: 322 (59%)
- Medical: 137 (25%)
- Illness/death of family member or friend: 105 (19%)
- *Other: 43 (8%)
- Financial difficulties: 14 (3%)
- Work/School conflicts: 15 (3%)
- Military: 13 (2%)

*Examples of “Other” reasons for petitioning for retroactive withdrawal would be family issues, relationship issues, transportation issues, and relocation.

Reasons for Denial (78 Denied)
- College/Campus not supportive: 37 (47%)
- Insufficient documentation: 33 (42%)
- Insufficient extenuating circumstances: 26 (33%)
- No reason for not completing action in timely manner: 22 (28%)
- Time frame documented does not match request: 14 (18%)
- Selective withdrawal: 5 (6%)
- Other: 2 (3%)
MINUTES OF SENATE COUNCIL
Tuesday, October 13, 2015 – 1:30 p.m.
102 Kern Graduate Building


Absent: R. Bascom, K. Jablokow, E. Knodt, A. Taylor, C. Weidemann

CALL TO ORDER

Chair Ansari called the meeting to order at 1:30 p.m. on Tuesday, October 13, 2015, in 102 Kern Graduate Building.

MINUTES OF THE MEETING OF August 25, 2015

The minutes of the August 25, 2015, meeting were approved.

ANNOUNCEMENTS AND REMARKS

Chair Ansari welcomed all new and continuing members and special guests.

Additional announcements by Chair Ansari:

- The Faculty Advisory Committee met this morning with Provost Jones and discussed the following topics: Faculty Athletics Representative Percent Appointment, New Office of Information Security/Search for Chief Information Security Officer, Mental Health Services for Students at Penn State, Department of Education data set used to compare Colleges and Universities, Update on Strategic Plan and Campaign Plan, Update on Administrative Position Searches, Update on Canvas and WorkLion, Update on Graduate Student Town
Executive Vice President and Provost Nick Jones addressed several topics. The search for the Dean of Penn State Law and the School of International Affairs is progressing. The search for the Dean of Dickinson Law is on hold for now. The new Vice Provost for Planning and Assessment will be forming the new Office for Assessment. The Board of Trustees approved and provided funding for the conversion from ANGEL to Canvas. Vice Provost Jean Younken, Vice President for Research Neil Sharkey, and the Provost have conducted four Town Halls with graduate students to date. The title Evan Pugh Professor has been changed to Evan Pugh University Professor so that the prestige associated with that title is clear. The draft strategic plan is undergoing final edits before it is to be released for input from the entire university community. He mentioned that the emphases of the new capital campaign will parallel the strategic plan. The Provost also spoke about the case of a Temple University faculty member who had been exonerated after being arrested and charged with releasing restricted technology to another country. The Provost answered several questions about readiness to respond when faculty are accused of inappropriate actions, and support of academic freedom. The Provost stressed the administration’s support for academic freedom, but the necessity for the University to cooperate with authorities when any University employee is the subject of a criminal investigation.

Vice Provost Blinnie Bowen mentioned the Promotion and Tenure Workshop scheduled for Friday, October 16. Vice President Madlyn Hanes reported the process for filling four Chancellor positions is going well. Interviews for some of those vacancies should be held soon. Vice President Rob Pangborn reported enrollment for Fall 2015 increased by about 1500 students over last year. The number of out of state students increased, but the number of international students declined slightly, primarily due to a reduction in students from China. University Park and Commonwealth Campus enrollments increased slightly; World Campus increased by approximately 1000 students.

Vice Provost Marcus Whitehurst underscored the Promotion and Tenure Workshop on October 16.

Chair-Elect Jim Strauss spoke about the responsibilities of Senate Council and relationship with the Faculty Advisor Committee to the President. The other Senate officers and the Executive Director had no comments.

There were no comments from Councilors.

**ACTION ITEMS**

The Penn State Altoona proposal to change the name of the Division of Business and Engineering to the Division of Business, Engineering, and Information Sciences and Technology was supported on an Eckhardt/Brunsden motion. The Office of Undergraduate Education will be notified of this action.
The College of Engineering proposal to close the Engineering Entrepreneurship Minor was approved on a Szczygiel/Wilson motion. Myers pointed out the administrative enrollment hold on the program that occurred well before the proposal to close the program was submitted. Provost Jones and Vice President Pangborn responded that students already in the program were allowed to complete it while the program was merged with other programs. The Office of Undergraduate Education will be notified of this action.

The University College proposal to close the Associate in Engineering Technology in Materials Engineering Technology at Penn State DuBois was approved on a Brunsden/Szczygiel motion. The Office of Undergraduate Education will be notified of this action.

DISCUSSION ITEMS

University Ombudsperson Pam Hufnagel presented the 2014-2015 University Ombudsperson Report. In answer to a question about the recommendations in the report, she stated that Committee on Committees and Rules is drafting a Legislative Report to establish an Ombudsperson-Elect position to provide a year of training.

REPORT OF THE GRADUATE COUNCIL

Minutes from the September 16, 2015, Graduate Council meetings are posted on the Graduate School website at http://www.gradschool.psu.edu/gradcouncil/2015-16-graduate-council-meetings/. C. Eckhardt mentioned Graduate Council is still getting organized for the academic year.

AGENDA ITEMS FOR SEPTEMBER 15, 2015

Forensic Business

Forensic Report on Health Care Benefits Options: Comparison and Discussion. This report was placed on the Agenda on a Brunsden/Aynardi motion. Twenty minutes was allocated for presentation and discussion.

Legislative Reports

Special Senate Committee on the Implementation of LionPath — Changes to Senate Policy 37-30 (Entrance to and Changes in Major Programs of Study). This report was placed on the Agenda on a Szczygiel/Wilson motion.

Special Senate Committee on the Implementation of LionPath — Change to Senate Policy 34-89 (Course Drop). This report was placed on the Agenda on a Grimes/Kuldau motion.

Special Senate Committee on the Implementation of LionPath — Change to Senate Policy 34-87 (Course Add). This report was placed on the Agenda on a Grimes/Wilson motion.

Special Senate Committee on the Implementation of LionPath — Change to Senate Policy 47-80 (Repeating Courses). This report was placed on the Agenda on a Szczygiel/Grimes motion.
question was raised about the limit of repeating a course three times. D. Babb agreed to address the rationale when the report is presented during the plenary session on October 27.

_Undergraduate Education and Admissions, Records, Scheduling, and Student Aid_—Changes to Senate Policies 47-40, 48-20, and 48-80. This report was placed on the Agenda on a Brunsden/Wilson motion.

Advisory/Consultative Reports: none

Informational Reports

_Joint Committee on Insurance and Benefits_—2014-2015 Annual Report on the Status of Benefit Changes. This report was placed on the Agenda on an Eckhardt/Grimes motion. Fifteen minutes was allocated for presentation and discussion. Greg Stoner, new appointee in Human Resources, will be introduced at the meeting when the report is presented.

_Undergraduate Education_—Summary of Petitions by College, Campus, and Unit 2014-2015. This report was placed on the Agenda on a Grimes/Aynardi motion. Five minutes was allocated for discussion.

APPROVAL OF THE AGENDA FOR OCTOBER 27, 2015

The Agenda was approved on an Aynardi/Wilson motion.

NEW BUSINESS

There was discussion about the content of forensic reports and the relative amount of time spent introducing those reports and time available for questions. Brunsden urged Councilors to bring comments about the forensic topics from their units to make the forensic discussions more robust. T. Turner pointed out an error in the Senate Council roster, as printed in the Constitution, Bylaws, and Standing Rules booklet provided to Councilors.

ADJOURNMENT

Chair Ansari thanked Council members for their attendance and participation. The meeting was adjourned at 2:40 p.m.

Daniel R. Hagen
Executive Director
Date: October 16, 2015

To: All Senators and Committee Members

From: Daniel R. Hagen, Executive Director

Following is the time and location of all Senate meetings for October 26 and 27. Please notify the Senate office and committee chair if you are unable to attend.

MONDAY, OCTOBER 26, 2015

6:30 p.m. Officers and Chairs Meeting 102 Kern Graduate Building

8:15 p.m. Commonwealth Caucus Meeting 102 Kern Graduate Building

TUESDAY, OCTOBER 27, 2015

8:00 a.m. Intercollegiate Athletics 502 Keller Building

8:30 a.m. Admissions, Records, Scheduling, and Student Aid 203 Shields Building

Committees and Rules 201 Kern Graduate Building
Curricular Affairs 102 Kern Graduate Building
Educational Equity and Campus Environment 315 Grange Building
Faculty Affairs 202 Hammond Building
Faculty Benefits 519 Elliott Building
Intra-University Relations 217 Forest Resources Building
Outreach 214 Business Building
Research 217 Grange Building
Undergraduate Education 110C Chandlee Lab
University Planning 324 Agricultural Sciences and Industries Building
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<thead>
<tr>
<th>Time</th>
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<tr>
<td>9:00 a.m.</td>
<td>Global Programs</td>
<td>412 Boucke Building</td>
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<td></td>
<td>Libraries, Information Systems,</td>
<td>510A Paterno Library</td>
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<td></td>
<td>and Technology</td>
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<td>Student Life</td>
<td>409H Keller Building</td>
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<td>11:00 a.m.</td>
<td>Student Senators Caucus</td>
<td>114 Kern Graduate Building</td>
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<td>and Orientation</td>
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<tr>
<td>11:15 a.m.</td>
<td>Commonwealth Caucus Meeting</td>
<td>Alumni Lounge, Nittany Lion Inn</td>
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<tr>
<td>1:30 p.m.</td>
<td>University Faculty Senate</td>
<td>112 Kern Graduate Building</td>
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Date: October 13, 2015

To: Commonwealth Caucus Senators (includes all elected campus senators)

From: Galen Grimes and Matthew Woessner, Caucus Co-chairs

MONDAY, OCTOBER 26, 2015 – 8:15 PM
102 KERN BUILDING

The Conversion from Angel to Canvas
Terry O’Heron, Information Technology Services Manager

To join the evening caucus meeting by phone or video, please dial 440351 for video or 814-867-5845 and enter the ID# 440351 for phone.

TUESDAY, OCTOBER 27, 2015 – 11:15 AM
ALUMNI LOUNGE, NITTANY LION INN

A buffet luncheon will be provided at 12:15 p.m.

Agenda

I. Call to Order

II. Announcements

III. Committee Reports

IV. Other Items of Concern/New Business

V. Adjournment and Lunch