

ADMISSIONS AND ACADEMIC POLICY COMMITTEE (AAPC)

Purpose:

Reviews, revises, develops, and recommends academic policies for undergraduate students.

Charge:

Review, revise, develop and recommend academic policies for undergraduate students, including policies relating to university-wide admission standards, academic standing (warning, probation, and suspension), academic renewal, transfer of credit, non-traditional credit, course repeats and withdrawals, graduation requirements, etc.

Membership:

- The Committee will be comprised of 24 members as follows:
- Five faculty representatives – designated by the Faculty Senate (one from each of the colleges)
- Council of Chairs representative
- University Curriculum Committee representative
- Registrar
- Dean of the College of Arts & Sciences (or designee)
- Dean of the College of Business (or designee)
- Dean of the College of Education & Human Services (or designee)
- Dean of the College of Informatics (or designee)
- Dean of the College of Health Professions (or designee)
- Dean of the Honors College (or designee)
- Director of Norse Advising and Chair of the Advising Council
- Director of International Students and Scholars
- Vice President for Student Affairs and Dean of Students
- Student Government Association representative
- Assistant Vice President for Enrollment and Financial Assistance
- Assistant Vice President for Enrollment and Student Success
- Senior Advisor to the President for Inclusive Excellence
- Chair of the Graduate Council (ex-officio)
- Vice President for Enrollment and Degree Management*
- Vice Provost for Undergraduate Academic Affairs*
- *Co-Chair with voting privileges

[A list of current members of the AAPC 2017-2018 can be found here.](#)

Terms:

- Each academic dean may appoint a designee (e.g., associate or assistant dean) to represent the college. The designee will serve a 1-year term, with renewal in subsequent years at the discretion of the dean.

- If an administrator cannot attend a meeting, the administrator may send an “alternate” to represent the unit. However, the administrator should select one person to serve as alternate for the meetings each year rather than sending different substitutes on a meeting-by-meeting basis.
- Faculty representatives will serve annual terms, with renewal each year at the discretion of the Faculty Senate.
- The student appointee will serve a 1-year term and may serve no more than three successive terms. The student appointee must be an undergraduate student currently enrolled at NKU.

Meetings:

- The AAPC will meet monthly during the academic year. The schedule for the year will be posted on Blackboard and the committee’s website, which will be maintained by the Office of the Vice Provost for Undergraduate Academic Affairs.
- The co-chairs may schedule additional meetings to complete the agenda of a prior meeting or to handle additional issues that require immediate attention.

Proposal Process:

Policy proposals and recommendations for policy review may be submitted to the Admissions and Academic Policy Committee through any of the following avenues:

- Academic units that report to the Provost and Executive Vice President for Academic Affairs;
- Student support units that report to the Vice President for Student Affairs and Dean of Students;
- Academic Affairs Council;
- Council of Chairs;
- Faculty or university committees;
- Sub-committees or work groups of AAPC assigned to review or develop policies on related issues; and
- Task forces, committees or work groups appointed by the Provost and Executive Vice President for Academic Affairs or the Vice President for Student Affairs and Dean of Students to examine related issues.

Submission

New policy proposals and recommendations for policy review should be submitted to the Office of the Vice Provost for Academic Affairs at least two weeks prior to the next scheduled meeting to make the agenda for that meeting. Policy proposals should be submitted using the [Academic Policy Template](#).

Procedures

- At least one week before a meeting, the agenda will be distributed electronically to committee members, deans and department chairs and will be posted to the committee’s website. Comments on agenda items may be posted to the website or sent electronically to the Office of the Vice Provost for Undergraduate Academic Affairs for consideration by the committee.
- The committee will seek advice from, and collaborate with, the Office of Legal Affairs and General Counsel and the Office of Compliance and Institutional Ethics, as appropriate. The

committee will determine if other stakeholders should be consulted such as Budget, Institutional Research, etc.

- To see a chart of the academic policy approval process please click [here](#).
- The AAPC will conduct two hearings on each proposal:

First Reading:

The AAPC's recommendations on the proposal will be submitted to the Provost (on the standard academic policy template) within two weeks of the decision, along with the vote of the committee. The AAPC may recommend adoption of the proposal, rejection of the proposal or referral of the proposal to other relevant committees for input or action (e.g., Faculty Senate).

Second Reading:

The committee will review any feedback, make applicable revisions and take appropriate action.

Actions

The AAPC's recommendations on the proposal will be submitted to the Provost (on the standard academic policy template) within two weeks of the decision, along with the vote of the committee. The AAPC may recommend adoption of the proposal, rejection of the proposal or referral of the proposal to other relevant committees for input or action (e.g., Faculty Senate).

Final Approval

The Provost may choose to approve, reject, or refer the draft or revised policy.

Once the Provost has approved the new or revised academic policy, it will be forwarded to the Senior Vice President for Administration and Finance (University Policy Administrator) and placed on the agenda for review by the President's Executive Team. The President will notify the Provost and the SVP for Administration and Finance of approval.

New and revised academic policies will be housed on the University policy website, which is maintained by the University Policy Administrator. Academic policies in other web locations should link or provide reference to the policy on the official University policy website: policy.nku.edu.

The Provost will notify the committee of the final disposition of the recommendation, including approval by the Board of Regents, if such approval is required.

Questions

Please direct questions to the co-chairs of the committee:

Matt Cecil

Vice Provost for Undergraduate Academic Affairs

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Email: matt.cecil@mnsu.edu

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Ms. Kimberly Scranage

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Membership Roster (2018-19)

Name	Title	Email	Phone
Kim Scranage	Vice President for Enrollment and Degree Management *	Scranagek1@nku.edu	7852
Matt Cecil	Vice Provost Undergraduate Academic Affairs	matt.cecil@mnsu.edu	
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Dannie Moore	Assistant Vice President for Student Affairs (VP designee)	Moored8@nku.edu	6692

Name	Title	Email	Phone
Jarett Lopez	Student Government Association representative	lopezj@nku.edu	N/A
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Kathleen Roberts	Senior Advisor to the President for Inclusive Excellence	Robertsk10@nku.edu	6630
Brian Hackett	Graduate Council representative (ex-officio)	hackettb1@nku.edu	6072
James Buss	Dean of Honors College	Bussj1@nku.edu	5946