

•COLLEGE SENATE MEETING-SMS•

Senate Minutes Summary

April 13, 2018-Butler 210, 3 p.m.

<u>PRESENT</u>			<u>EXCUSED</u>
Alford Bajus Bayer Ben-Merre Bewlay Blakes Boorady Brickhouse Carson Conway-Turner Ederer Emo Ettestad Floss Fronckowiak Garrity Gellin Gordon T. (V.P)	Kline LeVine Loehr Macho Marren Mayrose Mernitz McCarthy* <small>(for Zhang)</small> Morales Nikischer Ninacs Patti Perreault	Reid Rosen-Brand Santa Maria Sarratori Severson Sharma Shephard Shively Snow Vince Garland Williams Wilson	D'Angelo Fulcher (*for Qualls) Hunt Kenyon Maldonado Oyer (on FML) Qualls* (on FML) Wall Zhang* (Spring sabbatical) <div style="border: 1px solid black; padding: 2px; text-align: center;"><u>ABSENT</u></div> Ameyaw Boyd Dupree Francois A. Gordon (STUDENT) Harris Jean-Baptiste Knowles Louis Martin Ndiaye

•SMS•

April 13, 2018

***The Official Record of the Senate Audio Podcast:**

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

**Please go to the Official Podcast to hear the all audio with full dialogue on reports, discussions, etc. from each Senate meeting.*

CALL TO ORDER: *Senator Reid* officially called the meeting to order at 3:00 p.m.

ADOPTION OF THE AGENDA: *Senator Reid* presented the agenda and asked to amend several items. These changes consisted of the addition of a motion from BSAC, addition of a report from Faculty Staff Welfare, and inclusion of a discussion of Interdisciplinary Units under Unfinished Business. A *senator* moved and *Senator Loehr* seconded. The April 13, 2018 amended Agenda was adopted.

PRESENTATION OF THE SENATE MINUTES: *Senator Reid* presented the minutes summary of March 9th, 2018. *Senator Ben-Merre* requested that one change be made to clarify that **during the March 9th 2018 presentation of the DOPS Policy I: 04:01 Alternate Methods of Earning College Credit (Course Challenge)**, *Senator Ben-Merre* motioned to amend the motion to remove item number six: “6. *The grade grievance policy can be invoked by a student who wishes to appeal an unsuccessful course challenge.*”

Senator Ben-Merre asked that the minutes of March 9th be revised to include the language; “*the motion to delete item 6 failed by one vote.*” Hearing no further substantive changes, the minutes were accepted. **NOTE:** *Senator Ben-Merre’s request will be executed before posting of the March 9th minutes to the Senate website on Monday, April 16, 2018.*

REMARKS OF THE PRESIDENT

To hear the President’s full detailed report, go to podcast:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

President Conway-Turner, the President gave updates on:

- **Budget**
 - Information is being shared via the Daily Bulletin
 - The campus met its 2017-2018 target budget cut of \$1.4m
 - Campus must now focus on the 2018-19 cut of \$2.8m
 - Third year cuts for 2019-2020 will also be \$2.8m.
 - We continue to explore strategies for making savings as well as to enhance our revenue streams.
 - The BCSG (Budget Support Group) is providing useful suggestions and we gathered feedback from the open forums on the budget situation. We will continue to share updates with the campus.

- **Constituent Questions-(CQ)**

- Vice President of Finance and Management, **Michael LeVine**, on **Campus protocol for emergency notifications**.
- Vice President of Student Affairs **Timothy Gordon** on **Athletics protocol** inquiry.

Vice President LeVine- Addressed a CQ on concerns over protocols for campus notifications of event/emergencies. To hear the report go to podcast:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

- This question stems from two recent incidents – a March 20th fire on the roof of the old science building that is being demolished, and a March 27th rupture of a gas line by construction workers at the Bishop Hall construction site.
- The responsibility for determining whether there should be a campus-wide alert rests with the Vice President for Finance and Management, and that decision is based on the recommendations of emergency personnel at the scene (University Police, Buffalo Fire, Environmental Health and Safety, College Facilities). For both of the incidents in question the VP for Finance and Management, the Chief of University Police, and a representative of College Relations were on campus and communicating about the need for a campus alert and were ready to issue one if it was determined it to be necessary.
- In the science building fire, University Police on the scene evacuated the Classroom building for a short period of time as a safety precaution and personally advised residents of Perry Hall of the situation. A perimeter was established around the site by UPD in conjunction with Buffalo Fire, and Buffalo Fire determined that there was no threat to public safety. As a result, we determined that an alert to the campus was not necessary.
- In the Bishop Hall gas leak, Cleveland Hall was directly affected because of the proximity of the building air intakes to the ruptured pipe. The fire alarm in the Building was pulled by UPD to evacuate the building, and surrounding buildings were evacuated by UPD as a safety precaution. The ruptured pipe occurred in an enclosed construction area and an additional perimeter was established by UPD and Buffalo Fire. Once Cleveland Hall and surrounding buildings were evacuated we determined that a campus alert was unnecessary.
- It was noted that any alert issued through our system must be campus-wide; the alert system does not have the capability of targeting specific buildings or groups of people. In addition, we need to use the alert system judiciously to ensure that people pay attention to it when it is actually needed and used.

There were no questions for **VP LeVine**.

Student Affairs Vice President Gordon: Response to Constituent Question on Athletics:

I received a constituent question regarding athletics. Our focus as a Division III school is to balance success, on and off the field of play, for our athletes. Given our Division III status our budget is modest and we have done analyses of any expansion opportunities. The most feasible would be Women's Field Hockey. However, given the budget climate we will not be moving forward on this sport, but it is on the docket for the future. In addition, the Athletics department continues to manage the funds responsibly including the combination of some coaching and administrative duties which is allowable and feasible for a program of our type and size and within NCAA guidelines.

- There was no discussion or question for **VP Gordon**.

REMARKS OF THE CHAIR

Senator Reid wished everyone a productive last third of their semester.

COMMITTEE REPORTS

Academic Plan Committee-(APC)- Kimberly Kline, Chair

Senator Kline presented a draft of the SUNY Buffalo State Assessment Principles to the Senate. This document was sent to the Senate prior to the meeting. **(See Appendix A for document draft)**

Please do to Podcast site to hear official presentation and discussion:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

Budget & Staff Allocations Committee-(BSAC)- Fred Floss, Chair

Senator Floss presented the **Student Fee** motion for a vote **(See Appendix B for motion)** This motion was in conjunction with the Student Welfare Committee. There was a brief discussion.

Senator Reid then asked the Senate for a vote on this motion. There was one Nay. The Student Fee motion was approved by the Senate.

Senator Floss introduced another motion: **REALIGNMENT OF FEE SALARIES**

(See Appendix B-1 for motion) This motion had not been sent to the Senate prior to the Senate meeting.

Senator Floss explained the details of the motion and what it would mean for the campus. There was extensive and lengthy discussion/questions and requests of further clarification about this motion.

Senator Reid stepped in to end what was closely resembling a debate. He urged the Senators to discuss this with constituents before the May 11th Senate meeting when the motion is planned to be discussed and voted on.

Please go to the Podcast to hear discussion:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

By-Laws & Elections Committee-(BYLE)- Amy Rosen-Brand, Chair

Senator Rosen-Brand announced the Senate Nomination period extends from Monday, April 16th through Friday, April 20th. She also announced the Senate At-Large Elections would begin on Monday, April 23rd and go through Friday, April 27th (11:59 p.m.). She urged anyone interested to email Slade Gellin and Vincent Masci with their nomination(s). Two Academic At-Large seats and one Academic/Professional Staff seat are open. These positions are for three-year terms; 2018-2021. **Go to the Official Elections Page on the Senate Website for all information including the voting portal link: <http://collegesenate.buffalostate.edu/college-senate-elections-2018>**

There was no discussion.

College Senate Curriculum Committee-(CSCC)-Ann Emo, Chair

Senator Emo gave a brief update on the progress of the General Education program development. There was no discussion.

Faculty & Staff Welfare Committee-(FSW)-Maria Brickhouse, Chair

Senator Brickhouse briefed the Senate on an important issue. It has been found that private companies are buying information from students that is the intellectual property of faculty. This includes exams. This material is being found by faculty on the internet.

Go to the Podcast to hear complete discussion:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

Standards for Students Committee-(S4S)- Amy Wilson, Chair

Senator Wilson presented the motion to revise **DOPS Policy I: 01:05 Transfer Students**.
(*See Appendix C for motion*)

Senator Reid asked for any discussion. There was no discussion. **Senator Reid** then asked for a vote on this motion. Motion was approved.

You can hear the complete dialogue at:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

Senator Wilson introduced another resolution to revise the language of **DOPS Policy- I: 16:06 Deans Honor List Students**. This motion will come back for a vote at the May 11, 2018 Senate meeting. (*See Appendix C-1 for Dean's Honor List resolution*)

Senator Wilson introduced another resolution on **DOPS Policy- I: 16:08 Repeating Courses**. This motion will come back for a vote at the May 11, 2018 Senate meeting. (*See Appendix C-2 for Repeating Courses motion*)

Senator Wilson asked that **Nigel Mariner**, Registrar speak on this further. **Senator Reid** asked the Senate if there was any objection. There was none.

For Registrar's written document report (See Appendix C-3) or for pdf go to:

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/201>

[7-18REPORTS%20TO%20SENATE/Nigel%20Marriner-Registrar%20Change%20to%20Repeat%20Policy%20-%20Senate%20report%20April%2013%2C%202018.pdf](http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/Nigel%20Marriner-Registrar%20Change%20to%20Repeat%20Policy%20-%20Senate%20report%20April%2013%2C%202018.pdf)

Go to Podcast to hear complete extensive discussions and report from the Registrar and full discussion:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

Unfinished Business

Dean Mark Severson gave a recap/update on two Interdisciplinary Units- (these would be reviewed and approved by the CSCC-College Senate Curriculum Committee).

To hear Dean Severson's report go to:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

The Provost and Deans have agreed to have these IU's in the SNSS. **Dean Severson** presented this at the March 9, 2018 Senate meeting under New Business.

- **Conflict Analysis and Resolution Interdisciplinary Units:**

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/Conflict%20Analysis%20and%20Resolution%20Interdisciplinary%20Unit%20-%20for%20Senate.pdf>

- **Environmental Studies IU:**

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/Environmental%20Studies%20IU%20-%20for%20Senate.pdf>

There were discussion/questions from the Senate floor.

Following the discussions, **Senator Reid** then asked for a vote to endorse both IU proposals. The Senate voted to endorse the concept of both Interdisciplinary Units-(IUs) proposal by **Dean Mark Severson**

New Business

John Draeger, Ph.D.-Provided an update on Teaching and Learning Center Power Point Report

For complete Power Point report go to:

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-8REPORTS%20TO%20SENATE/TL.center.senate.update.april.2018John%20Draeger.pptx>

To hear **Dr. Draeger's** report go to the Official Podcast:

https://newsandevents.buffalostate.edu/sites/newsandevents.buffalostate.edu/files/senate_041318.mp3

Constituent Questions-CQ's

There were no Constituent Questions.

Senator Reid asked for a motion to adjourn. It was moved.

Adjournment: 4:45 p.m.

Appendices **A, B, B-1, C, C-1, C-2 and C-3**

APPENDIX A

SUNY Buffalo State Assessment Principles

*Introduced and Drafted by the College Senate Academic Plan Committee
Spring 2018-Kimberly Kline, Chair*

Fostering and furthering of student success must be at the core of any assessment process. As such, the following principles are recommended for high quality student and programmatic assessment:

1. SUNY Buffalo State's assessment practices should be guided by our institutional mission, strategic plan, and learning outcomes. Practices should be driven by a desire to improve student learning through a comprehensive campus assessment process.
2. Assessment is the shared responsibility of all campus constituents (e.g., College Senate, faculty, staff, students, administration), and is to be ethically conducted using intentional methodologies.
3. Assessment is an ongoing process used to answer meaningful questions, and findings should be broadly shared. This includes measuring the effectiveness of the work of each unit, the progress towards meeting educational outcomes, and providing useful information as a basis for continuous improvement.
4. Individual units are responsible for assessing themselves and responding to the results of that assessment.
5. Assessment must not conflict with academic freedom*, and/or be used for individual faculty or staff performance review.

*<http://system.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-June2014.pdf>

(Based on AAHE's Principles of Good Practice for Assessing Student Learning)

APPENDIX B

Student Fee Motion

BUFFALO STATE

State University of New York

College Senate

Presented by Budget and Staff Allocations Committee in conjunction with the Student Welfare Committee-

April 13th, 2018

Fee RESOLUTION

Whereas enrollments have declined for the past three years, causing a reduction in revenues for the broad-based fee accounts;

Whereas fringe benefit costs continue to increase expenses; and

Whereas in the past years administration has balanced the accounts by reducing administrative overhead expenses, internal reallocations, expenditure controls, and fee increases; now,

Therefore be it resolved:

The Student Welfare Committee recommends, and the Budget and Staff Allocations Committee concurs that,

- 1) The College Senate support the administration's broad-based fee increase of 2.6% the HEPI cap (or \$34) for the 2018—2019 fiscal year,
 - 2) To include the following individual changes: increases for Athletics = \$6.00; Health = \$14.00; and Technology = \$14.00.
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APPENDIX B-1

BUFFALO STATE COLLEGE BSAC RESOLUTION REALIGNMENT OF FEE SALARIES

Introduced at the April 13, 2018 Senate meeting-Fred Floss- BSAC Chair

WHEREAS, the continued rising cost of fringe benefits on Athletics and Health salaries in the fee accounts (IFR fund), lower enrollment, and a lack of cash reserves, have attributed to challenges in balancing those respective budgets annually,

WHEREAS, it is in the best interest of Buffalo State to realign Athletics and Health budget resources and expenditures to accommodate the transfer of salaries from the fee accounts to their respective core operating budgets (state purpose fund),

WHEREAS, whereas the realignment of resources and salary expenditures should be cost neutral to the state purpose and IFR funds,

WHEREAS, reduced costs to the Athletics and Health programs would help limit future student fee increases to Athletics and Health,

RESOLVED, that administration consider realigning Athletics and Health salaries between the funds to reduce the fringe costs to the Athletics and Health programs and allowing the programs to continue to maintain the quality of service that Buffalo State students deserve, is hereby approved.

APPENDIX C

DOPS Policy Resolution DOPS Revisions: Transfer Students

Introduced at the March 2018 Senate meeting by the Standards for Students Committee-Amy Wilson, Chair
Brought for vote to the April 13, 2018 Senate meeting

WHEREAS, Students may transfer from institutions where they have been granted clemency for courses previously taken or excluded due to course repeat policy, which means the courses are excluded from overall credit earned and not factored into their overall GPA; and

WHEREAS, Courses for which students have been granted clemency or excluded due to course repeat policy may be included on a transcript, however, they should be excluded from transfer consideration, and

WHEREAS, Buffalo State has not been accepting courses that fall under clemency or have been excluded under course repeat policy, however, the current policy does not reflect this standard practice;

THEREFORE, BE IT HEREBY RESOLVED that Buffalo State amend its DOPS Policy on **Transfer Students** to clarify current and best practice surrounding courses excluded on transferring institution transcripts and transfer credit.

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:01:05

Subject: Transfer Students (section of full policy)

Current Policy

Transfer students should understand that only credit is transferable. Credit is granted only from institutions listed on the application for admission. Grades, quality points, and cumulative averages do not transfer. Credit hours previously earned will be evaluated for all transfer students upon admission to college. Most credit hours earned at other institutions will be accepted, although the college cannot guarantee how credit hours earned at two-year institutions will relate to bachelor's degree requirements. The most common cases in which transfer credit hours are not accepted are as follows:

1. Developmental courses in mathematics, English, and learning skills
2. Courses in theology or religion with sectarian emphasis
3. Courses in programs that do not exist at Buffalo State.

Proposed Revision

Transfer students should understand that only credit is transferable. Credit is granted only from institutions listed on the application for admission. Grades, quality points, and cumulative averages do not transfer. Credit hours previously earned will be evaluated for all transfer students upon admission to college. Most credit hours earned at other institutions will be accepted, although the college cannot guarantee how credit hours earned at two-year institutions will relate to bachelor's degree requirements. The most common cases in which transfer credit hours are not accepted are:

1. Developmental courses in mathematics, English, and learning skills.
2. Courses in theology or religion with sectarian emphasis.
3. Courses in programs that do not exist at Buffalo State.
4. Courses excluded (e.g., clemency, course repeat policy) on the transcript from the transferring institution.

APPENDIX C-1

Introduced at the April 13, 2018 Senate meeting by the Standards for Students Committee-Amy Wilson, Chair
DOPS Policy Resolution

DOPS Revision: Dean's Honor List (section within policy)

Introduced at the April 2018 Senate meeting by the Standards for Students Committee-Amy Wilson, Chair

WHEREAS, the current requirements for baccalaureate honors designation is completion of 54 credits at Buffalo State; and

WHEREAS, this means that less than half of a student's degree may be completed at Buffalo State and still receive honors; and

WHEREAS, the language within the current policy does not reflect the new senior status criteria used within the online degree application process; and

WHEREAS, the current policy lacks clarity regarding eligibility and notification of honors designation,

THEREFORE, BE IT RESOLVED that Buffalo State amend its DOPS policy on **Dean's Honors List**, specifically the section related to Baccalaureate Academic Honors/Gold Honors Cord, as revised in this document, to clarify the eligibility requirements for and enhance the distinction conferred by the honors designation

BE IT FURTHER RESOLVED THAT this policy change be effective at the start of the 2018-2019 academic year for all entering first-year and transfer students, and that the college catalog and college website be updated to ensure that DOPS language is consistently reflected in the catalog and on the website for this policy.

DOPS: I:16:06: Deans Honor List (section within policy)

Proposed Revised Policy

Baccalaureate Honors Designation

Baccalaureate honors designation is awarded to graduating seniors who have achieved a minimum cumulative GPA of 3.50 for all work completed at SUNY Buffalo State. Graduates with a cumulative average of 3.80 to 4.00 are designated summa cum laude; 3.65 to 3.79 magna cum laude; and 3.50 to 3.64 cum laude. No degree candidates with outstanding grades of I, N, U, or X may be considered for honors.

Seniors must complete a minimum of 60 credit hours in residence at Buffalo State to be eligible for honors designation. "In residence" is defined as enrollment in courses offered by Buffalo State on campus or through distance education. To be eligible for honors designation, students must complete their final 30 credit hours in residence. Students who are approved for study abroad or national student exchange in the second to last semester before graduating are exempt from the requirement to be in residence for the full final 30 credit hours. Baccalaureate honors designation is confirmed

once a final degree audit is conducted and the degree is awarded. Honors designation is noted on the diploma and official transcript.

No honors designation exists for master's degrees or certificates of advanced study.

Gold Honors Cord/Commencement Ceremony

December and January term bachelor's graduates who meet the baccalaureate honors designation criteria are invited to wear the gold honors cord at the spring commencement ceremony to signify their academic achievement. Bachelor's degree candidates who meet the baccalaureate honors designation criteria by the close of either the fall semester or January term just prior to their final spring semester, and have completed or have in progress a cumulative 60 Buffalo State credit hours for the spring semester may be eligible for honors designation when they graduate. Qualifying degree candidates are invited to wear the gold honors cord at the spring commencement ceremony. Academic honors are also noted in the commencement program.

Only eligible graduates and degree candidates may purchase and wear the gold honors cord. The Academic Affairs Office notifies eligible graduates and degree candidates by mail. An eligibility list is also maintained during commencement registration and ticket distribution in the campus bookstore where caps, gowns, and honors cords may be purchased. Wearing the gold honors cord at commencement is optional.

Gold honors cord eligibility is calculated using the following semester grades and credit hours:

- December and January graduates: Final cumulative GPA and credit hours.
- May and August degree candidates: December or January cumulative GPA (whichever term is the most recent), the cumulative number of Buffalo State credit hours earned, and the credit hours in progress during the spring semester.

Eligibility for baccalaureate honors designation is subject to change based on the calculation of final grades. Eligibility to wear the gold honors cord at commencement does not guarantee notation of the baccalaureate honors designation on the diploma or transcript.

Current Policy

Baccalaureate Academic Honors/Gold Honors Cord

An honors citation is given to graduating students who have achieved a minimum cumulative GPA of 3.5 for all work completed. Students with a cumulative average of 3.8 to 4.0 will be designated summa cum laude; 3.65 to 3.79 magna cum laude; and 3.5 to 3.64 cum laude. To be considered for an honors citation, a student must complete a minimum of 54 credit hours at Buffalo State College. No student with outstanding grades of I, U, X, N may be considered for honors.

Degree candidates with a minimum GPA of 3.5 who have completed or have in progress 54 credit hours at Buffalo State College may be eligible for academic honors. These students are invited to wear a gold cord at commencement to signify their academic achievement, and they are recognized in the commencement program. They will be notified by Academic Affairs separately from the Commencement Information Brochure, which is sent to degree candidates' homes in March. They also will be on a list at Commencement Headquarters where caps, gowns, and honors cords are purchased.

APPENDIX C-2

DOPS Policy Resolution

Introduced at the April 13, 2018 Senate meeting by the Standards for Students Committee-Amy Wilson, Chair

DOPS Revision: Repeating Courses

Introduced at the April 2018 Senate meeting by the Standards for Students Committee-Amy Wilson, Chair

WHEREAS, the current policy does not allow students to repeat courses outside of Buffalo State; and

WHEREAS, students who wish to improve their academic standing or GPA by completing courses at another institution are prevented by current policy from applying successfully completed transfer courses (except for Cross Registration courses) to their Buffalo State transcripts and from removing the earlier Buffalo State grade from their GPA; and

WHEREAS, students who are able to repeat a course successfully at another institution when that course is not being offered at Buffalo State, may be more likely to recover, maintain their plan of completion, and/or successfully graduate in a timely manner from Buffalo State; and

WHEREAS, 73% of our student population receives federal financial aid that is governed by Satisfactory Academic Progress (SAP) standards (Pace and GPA),

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Repeating Courses** as revised in this document to enhance student success and completion.

BE IT FURTHER RESOLVED THAT the college catalog and college website be updated to ensure that DOPS language is consistently reflected in the catalog and on the website for this policy.

**BUFFALO STATE COLLEGE
DIRECTORY OF POLICY STATEMENTS**

Policy Number: I:16:08

Subject: Repeating Courses

Proposed Revised Policy

Students may repeat once any course in which a C-, D+, D, E or EV grade was earned. To count as repeated, the course must have the same prefix number, title, and credit hours. A course in which a student earned a C-, D+, D, E, or EV cannot be repeated with a Pass/Fail option. All grades remain on the permanent record but only the second grade and those semester hours will be used in the GPA. This policy will pertain *even if* the grade earned during the second attempt is lower than the initial grade. Courses with letter grades A through C cannot be repeated.

Practicum courses may differ. Contact the department in which the course is offered.

Repeating courses affects financial aid. Students should check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

GPA calculations are completed at the time the degree or certificate is conferred and are not affected by any subsequent coursework at Buffalo State.

Transfer credit

If at the initial time of admission to Buffalo State a student is awarded transfer credit for a course that earned a grade of C-, D+ or D, the student may repeat the course at Buffalo State and the grade and credit of the second course will count in the GPA.

A Buffalo State course in which a C-, D+, D, E or EV was earned may be repeated at another institution with prior campus approval on file in the [Registrar's Office](#). The Buffalo State course will be excluded from the GPA and the transfer credit will count toward degree completion. The transferred course grade will not be used in the Buffalo State GPA calculation.

Current Policy

A student may repeat a given course once for which a C-, D+, D, E or EV grade was earned. The course must have the same prefix number, title, and credit hours. The repeated course must be taken at Buffalo State College. Only the second grade and those semester hours completed will be used in determining the GPA. A student may not repeat a course for a third time.

All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D, E or EV grade was earned. A passing grade will not replace an F or a U grade, since F and U are not computed in the GPA. Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum courses may differ. Check with the department that offered the course. Repeating courses affects financial aid. Students should check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

Once a student has completed a bachelor's degree, a final average for the degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State College.

APPENDIX C-3

DOPS Policy Resolution-Report from Buffalo State Registrar-Nigel Marriner

Report from the April 13, 2018 Senate meeting on the DOPS Revision: Repeating Courses

1. Change to **Repeat Policy**
 - a. Administrative Challenges
 1. Transcript Processing

- a. Manual Work
 - i. There is no way, at the transfer credit entry position, to know whether the student has already taken course
 - ii. Would result, for a period of time, in double credit and no change to the student's GPA
 - 2. This process is predicated on student getting pre- approval
 - a. We already have Off Campus Study forms that students should have completed before going somewhere else but 50% of them do it after the fact (Average 145 Off Campus Study forms per year)
 - i. This process would likely get similar results.
 - 3. Additional Manual Oversight for students already at the transfer maximums
 - a. What courses need to be swapped from the record
 - ii. All or nothing as it relates to TR grade
 - 1. Transfer courses don't have grades attached to them in Banner (all have TR)
 - 2. System set so that transfer work cannot be repeated in registration
 - 3. Would require configuration change that would also allow students to repeat transfer courses where they earned a "C" or higher
- b. Perceptions
 - i. Missing "Include" grade on transcript
 - 1. Institutions typically have a way to indicate both the included and excluded courses on the transcript
- c. Philosophy of removing local grade
 - i. Allows students to fix transcript grade
 - ii. Seems highly irregular
 - 1. "Selective Clemency without the waiting period"
 - iii. If our students take the repeated course elsewhere, is there any concern that they would be ready for the higher-level courses that may have built off those earlier courses?
 - iv. Is there any guidance from Middle States on this approach?
 - 1. A handful of SUNY schools allow something similar, especially where the transferred grade must be above a "C"
- d. Revenue
 - i. Loss of revenue from repeated courses
 - 1. Majority of repeated courses are taken in J-term or summer (37 in J-term and 183 in Summer 2017)
 - a. This makes it easier for students to take courses elsewhere

Consideration for an appeal process that we could use as a pilot project? This would allow us to better understand the implications and problems that might arise leading up to implementation.