

MANSFIELD ASSEMBLY MINUTES

DRAFT FOR APPROVAL

Assembly Meeting: March 21, 2024

Session: AY 2023-24, Meeting IV

Time: 4 pm

Location: 122 Grant Science Center or via Zoom:

<https://commonwealthu.edu.zoom.us/j/95127508271?pwd=SVFYM0E5Tm0wQ2JDSWZWQXFqeU0UT09>

In Attendance: J. Rothermel, B. Lint, A. Rose, D. Rotella, S. Stout, X. Ji, J. Demchak, M. Borzok, L. Pifer, J. Bosworth, S. Kasperek, E. Kwak, T. Welch, S. Williamson, G. Sechrist, H. Warner, W. Walker, S. Wagner, J. Guignard, C. Myers, B. Hanna, K. Billmeyer, A. DeLozier, L. Clifford, E. Ness, L. Wiest, G. Dziuba, J. Cimino, B. Williams, J. Brown, A. Swain, M. Feeny, J. Crowl, N. Lefelhoc, K. Cobb, D. Knorr, J. Brayer, P. Carl, J. Kagle, H. Feldhaus, A. Downs, Z. DuBord, J. Heid, N. Delaney, M. Wygmans, D. Donlick, D. DaVallance, R. McNamara, A. Boswell, M. Decker, J. Scott

- I. Call to order 4:02 by Jonathan Rothermel, (President of CU Senate, Associate Professor Political Science)
- II. Announcements
 - A. Go to the CU Senate website for the latest information and membership lists:
<https://www.commonwealthu.edu/commonwealth-university-senate>
- III. Approval of Minutes (January 25, 2024, meeting) Appendix A: Maegan Borzok, (Assistant Professor Biochem Chemistry) Lynn Pifer, (Professor - Assistant Chair) seconded. All approved.
- IV. Committee Reports
 - A. Academic Policy Committee: Deborah Rotella, (Assistant Professor SSS): Reported that the committee met on March 8th. Several policies will be ready for review in the fall. Not sure about the feedback on the policies and procedures- not sure how the process works. Policies and procedures are now separate so procedures can be updated more quickly, but there is some concern about who is writing the procedures and how they can be changed.
 - i. Enrollment Management Subcommittee: Sean Stout, (Director of Admissions MA), met this week, reviewed Bylaws, pushing them forward in

August. MU is up 22% on first year deposits from last year, 6.2% for transfers, overall up 23% for deposits for fall. 259 students have visited since January, 66% increase over last year.

- ii. IT Subcommittee: Xiaoxuan (Shelley) Ji, (Assistant Professor): Stated that their main focus on the policies review, and they voted to approve three policies, and are working more on the fourth policy.

B. Advancement Committee: Kate Billmeyer, (BU Foundation) Said they are in the final stages of updating the Fundraising policy.

C. DEI Committee: Xiaoxuan (Shelley) Ji: Drafted Bylaws and are reviewing them, planning to vote soon. They reviewed a few policies already and have established sub-committees to work more on that.

D. Finance Committee: Jimmy Guignard, (English Professor): Working on policies.

E. Student Success and Campus Life: Deb Rotella: Also working on policies.

- i. First Year Experience Subcommittee: Lynn Pifer: working on Bylaws, recruited student members from all three campuses, working on the exemption policy, trying to figure out how to staff the fall sections of FYS. MU sections are staffed. Still accepting applications for courses for Fall 2025.

F. Elections Subcommittee: Nick Delaney, (Instructor, Counseling and Human Development) Nomination deadline has been extended. Jonathan Rothermel added a new committee is being established to help with the Space and Facilities issues.

- i. Elections will be held on Monday, April 1.

V. Student Government Report (SGA President Ashley Newell): No report

VI. Campus Administrator Report: Marty Wygmans, (VP Student Success & CL/Campus Admin MA): Thank you to University Police- the tire slashing incidents have been resolved- the perpetrators have been arrested, and were non-students. We have University seals that were removed from in front of Allen Hall and have been now cleaned, and may be replaced outdoors again. The daycare center on campus is talking about moving to another site. If you have questions, ask Rose, the owner. Welcoming Tara Poleski, the new women's soccer coach. She is coming around April 15. Men's and women's basketball have earned an opportunity to play in the PSAC tournament for the first time in many years. Monday March 25, Freddie Coleman, an alum, is coming to talk

with students, etc. President Hanna has been touring the community making sure that people know MU is not closing and is moving forward.

VII. Provost Report: Gretchen Sechrist, (Interim Vice Provost & Dean of UG Ed): Deans have reviewed low-enrolled programs. Three programs have self-recommended moratorium. Registration starts April 8. Timely enrollment is critical for securing needed classes. There will be no waitlists this semester. Please read the attachment to the faculty email for procedures regarding advising.

A. Question Tiffany Welch, (Associate Professor): is there a magic number to keep programs? Gretchen Sechrist says, no, there does not seem to be. Bashar Hanna, (President Commonwealth University), says PASSHE looks for 90 students across all campuses. There is not a number for individual campuses.

VIII. CU Senate Business - First Reading Notices/Feedback: Jonathan Rothermel: Three policies were put on the CU Senate Agenda for Feb. 8, and now come back to Local Assembly. We've had the first reading of these, and on April 11, there will be a second reading. See attached for these policies.

A. Policy on Policy (Appendix B) Jonathan Rothermel explained that the templates have been shared out. Can find all interim policies on the CU Senate website. All policies have been assigned to committees and subcommittees.

B. First Year Seminar Exemption Policy (Appendix C)

C. Academic Integrity Policy (Appendix D)

IX. Identifying Problems/Seeking Solutions/Updates

A. *Press Enterprise* (March 10, 2024) article on CU debt (President Hanna): all of the universities in PASSHE have deferred maintenance and debt. It is not insignificant, but it is also no surprise. Scholarships are being increased. All faculty and staff vacancies are assessed based on need. The university is not cutting positions to save money, they are right-sizing their employment complement to fit the student body and programs. Also, the Governor mentioned in his budget address getting a 15% increase for state institutions. This is not guaranteed. The BOG has approved a 6.25% appropriation request, which would allow PASSHE to freeze tuition for the eighth year in a row. There will be a May 22 update to the CPP. The "high risk" term used in the newspaper article just means that CU is a level 2 in financial standing since integration. MU and LHU already were, and BU was level 1. There is no danger currently of MU closing; it is not in discussion.

i The referenced report was given to a student at the student newspaper, who told an administrator it was for a class project. It was a working

document, not an official document. CPP's are presented twice per year, and there will be transparency when those are presented.

- B. MSCHE Update: Amy DeLozier, (Director of Student Recreation Center): Overview of the Middle States process and where we are in it. Input is welcome at this stage.
- C. APSCUF Update – Tentative Contract: Jimmy Guignard: on Monday, Legislative Assembly voted to send the tentative contract to the general membership. If you are a union member, you should be getting emails about reading the new contract. Legislative Assembly has a positive recommendation for accepting it. With questions, start with Adrienne.
- D. Mansfield Traditions Task Force Update: Maegan Borzok: the first goal was to identify MU traditions that are important to MU's mission, second, bring awareness to them, third, suggest an action plan for those events. Of the 46 identified, 24 are already continuing. They have been working on action plans for the rest: there were 15 that needed homes, 11 of those were fairly straightforward, and they are hoping those already in control of them can continue them. Four are identified as really important, and the Task Force is trying to move those forward. Those four are: Employee Recognition Lunch, FYE events, Graduation rehearsal, Senior send-off or graduation brunch. Six they decided to walk away from: Dec. graduation, outstanding senior and mentor recognition are being reimaged, employee field day and picnic lunch (if anyone wants to bring it back, go ahead!), Spirit Fridays, speaker series, campus movie nights (these last two for lack of attendance and funding)
- E. CU-Mansfield Commencement (Gretchen Sechrist): Commencement will be May 11, 4 PM at Van Norman Field. The website below is being updated as we get more information. Commencement speaker is Freddie Coleman. Students will be processing through the faculty; faculty have a tradition of attending Commencement. Direct students to this website for the most updated information about Commencement.
 - i. CU Commencement Website:
<https://www.commonwealthu.edu/cucommencement>
- F. Leadership Transition on April 15 – Dr. Brad Lint, (Associate Professor, incoming Mansfield Assembly President), and introducing Dr. Mark Decker, (Professor Department Chair) incoming CU Senate President, BU Local Assembly President. Next year will be a big year for middle states. Would like to put together a 5 year plan for policy work. If you have a problem with a proposed policy, email him. Mark is the chair of the English Department, and he comes here often. He is in his office in Belknap (108) when he is here.
 - i. CU Senate Minutes are not emailed out, only posted- could they be emailed out, or could we have a short summary emailed out immediately after the meeting?
- G. Red & Black Committee Update: Jonathan Rothermel: 20-25 people at the International Lunch yesterday. The DEI Office supported it. Thank you to Nicole

Book for that. 24 people went to the Elmira River Sharks game. Maybe this summer try to go to baseball in Williamsport for all three campuses?

i. RBC 'Appreciate You' Luncheon on Monday, April 22 from 11:30-12:45 in 307 Alumni Hall.

- X.** Remarks for the Good of the Order: Jonathan Rothermel: ISEP is still available. Ashley Newell, the SGA President, is going to South Korea for the fall. This is a very affordable opportunity to study abroad. M. Borzok: April 26 is the Showcase of Student Scholarship. Tiffany Welch: Campus Cupboard is open, if students have food insecurity issues. Toilet paper and laundry detergent are the first things to go. Alissa Rose: many students are eligible for food stamps, share that information. Brad Lint: we need someone by tomorrow 4 PM to volunteer for the Finance Committee. Also, since this is Jonathan's last meeting as President, we thank him.
- XI.** Adjournment 5:25 PM

Upcoming Spring 2024 Meetings

- CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24

APPENDIX A

MANSFIELD ASSEMBLY AGENDA

Assembly Meeting: January 25, 2024

Session: AY 2023-24, Meeting III

Time: 4 pm

Location: 122 Grant Science Center or via Zoom: <https://commonwealthu-edu.zoom.us/j/91669607161?pwd=dmhXNmlyK2NzNitTR09kUUJlWN3A3Zz09>

In Attendance: Jonathan Rothermel, Brad Lint, Alissa Rose, Nick Delaney, Deb Rotella, Sean Stout, Shelly Ji, Jennifer Demchak, Peggy Carl, Jeanne Kagle, Maegen Borzok, Lynn Pifer, Jeffrey Bosworth, Sheila Kasperek, Nanci Werner-Burke, Eun-Joo Kwak, Tiffany Welch, Ken Cobb, Adrienne McEvoy, Carson Witherite, Suzy Williamson, James Crowley, Stephen Lee, Erik Evans, Ed Keller, Gretchen Sechrist, Diana Rogers-Adkinson, Heidi Warner, Dan Knorr, Mary Feeney, William Walker, Stacey Wagner, Nichole Lefelhoc, Jimmy Guignard, Nichole Book, Amanda Sanko, Rosanna Campbell, Cori Myers, Glorianne Dziuba, David Donlick, Susan Laib, Bashar Hanna, Julie Cimino, Kate Billmeyer, Amy DeLozier, Xia Zhou, Latha Ramakrishnan, Andrea Swain, Zach DuBord, Kristen Long, Leslie Clifford, Logan Wiest, Judi Brayer, Nicolle Mayo,

- I. Meeting called to order at 4:02 by Jonathan Rothermel
- II. Announcements
 - A. Go to the CU Senate website for the latest information and membership lists: <https://www.commonwealthu.edu/commonwealth-university-senate>
- III. Approval of Minutes – Motion by Adrienne McEvoy, 2nd by Maegen Borzok, Approved.
- IV. Committee Reports
 - A. Academic Policy Committee: No Report
 - i. Enrollment Management Subcommittee: Sean Stout: reviewing bylaws, looking at PRP policy 3333, hoping to push it forward to CU Senate by April date. First time freshmen applications up ~30% from last year, deposits up 21%. Transfers up 8.9% in applicants, up 200% in deposits. Up ~40% in visitors to campus from last year.
 - ii. IT Subcommittee: Shelly Ji: first meeting scheduled for Feb.
 - B. Advancement Committee: Kate Billmeyer: will be submitting bylaws, meeting coming up in Feb. Looking for a MU faculty member to be on this committee
 - C. DEI Committee: Shelly Ji: has started to review the policies

- D. Finance Committee: Jimmy Guignard: some bylaws have been written. There is a new VP for Fiscal Affairs.
- E. Student Success and Campus Life: Holly Jackson report by Jonathan Rothermel: Meeting on Monday, working on policies, have submitted bylaws
 - i. First Year Experience Subcommittee: Lynn Pifer: working on how to get the courses filled and finding people to teach the courses. If MU wants to continue the common time, there will be 4 common times, M,W,F 11 or 12, T,Th 11 or 12:30.

- F. Elections Subcommittee: Nick Delaney: call for nominations will be in March
 - i. Seeking to Fill Vacant Mansfield Positions on CU Senate Committees: Enrollment Management Subcommittee (Mansfield Faculty Rep), Advancement Committee (Mansfield Faculty Rep), and Coach Senator (Mansfield Coach)
 - ii. Call for Nominations – March 2024

V. Student Government Report (SGA President Ashley Newell): Carson Witherite, Treasurer: meetings are Tuesdays at 6 PM, everyone is welcome to attend. The first meeting will be in the Hut, after that in Alumni 307. Adrienne McEvoy has resigned as advisor, so they are looking for a new advisor. SGA is investigating moving to the Bloomsburg version of CCSI from the Lock Haven version.

VI. Campus Administrator Report (Dr. Marty Wygmans): The Student Success Center is up and running

- A. Athletics: Peggy Carl: Football ended 4-3, soccer had a very good season, as did field hockey. Hannah Meyer was named as a PSEC top 10 for the fall, August Lewis, Hannah Meyer, and Kennedy Stroup were named to All-American teams. There is a new Track & Field coach. Both basketball teams are playing well. About a quarter of our student body is involved in athletics. 84 student athletes were named to either the President's or Dean's list this fall.

VII. Provost Report: Gretchen Sechrist is the new Vice Provost, please give her grace. The search for the new Provost will be beginning soon. There are some questions about the wait list process, and they are considering extending the Add/Drop period because of that. Discussion of how to get students into courses that appear full. Advisors should contact department chairs to get students into courses they need. Department Chairs, let Lynn Pifer know if there are students who need Comp II in the summer to graduate.

VIII. Identifying Problems/Seeking Solutions/Updates

- A. Mansfield Traditions Task Force (Dr. Maegen Borzok): Powerpoint will be shared out later. (*Appendix A*) Encourage faculty and departments to continue departmental gatherings, either at the beginning or the end of the semester.
- B. ISEP – Study Abroad Opportunities for Students Available at ALL CU Campuses:
Rosanna Campbell: ISEP membership is being maintained. Study Abroad information session Wed. Jan. 31 2 PM at MU, with a 9 PM Zoom for other CU students. May 18-June 1 is the Belize trip, if students are interested.
- C. PASSHE Faculty Council Update: Gretchen Sechrist had to step down, Becky Parks was the alternate, but she had to step down, Jonathan Rothermel is stepping in as the representative, with Brad Lint as the alternate. Should the Local Assembly President be the rep to the PASSHE Faculty Council long-term?
- D. Red & Black Committee Update: Jonathan Rothermel
 - i. RBC Souper Bowl Party is scheduled for Thursday, Feb 8 from 11:30-12:45 in 307 Alumni Hall
 - ii. Other activities are in process

APSCUF: Jimmy Guignard: last Thursday morning the state system and the faculty reached an agreement in principle on the new contract. The language will go out with a couple of weeks to look at it before we have to vote on it. Make sure you can log in to the APSCUF website, be watching your emails for information about the contract.

IX. CU Senate

- A. Policy Review Process Update: University Senate Committees SharePoint have been created, so please do your work within that SharePoint. You can create sub-folders. All policies are going to be interim policies for now. There will be training given by Student-Ready Strategies for committee chairs for writing these policies, and all are welcome to join the training. Senate Executive Committee reviews the policies, then they go to Local Assembly, then to CU Senate for second reading. If a policy needs immediate attention, an interim policy can be issued.

X. Remarks for the Good of the Order:

- A. (Maegen Borzok) Showcase of Student Scholarship will be April 26 (a Friday), open to new ideas.
- B. (Ken Cobb) Loomis Gallery is going to have a Juried Student Exhibition, with opening Feb. 7 @4 PM. Ken is also in charge of campus art collection if anyone needs art for any space.
- C. (Tiffany Welch) Campus Cupboard is up and running with food and hygiene products, 2nd floor of Alumni.

XI. Adjournment: 5:07 PM

Upcoming Spring 2024 Meetings

- CU Senate Meeting @4 pm via Zoom: Thursday, 2/8/24

- Mansfield Assembly Meeting @ 4 pm in 122 Grant Science or via Zoom: Thursday, 3/21/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24

Mansfield Traditions Task Force

A "grassroots" committee that grew from discussions had at our last couple of Mansfield University Senate Meetings.

January 2024 Update



COMMONWEALTH UNIVERSITY

The WHO and the What

• Members

- Nichole Book
- Maegen Borzok
- Leslie Clifford
- Kenneth Cobb
- Lynn Pifer
- Amanda Sanko
- Gretchen Sechrist
- Andrea Swain

• Mission

- Promote historical events and traditions with the goal of fostering a family and community climate on the Mansfield campus
- Mansfield is a culture of care, presences, and love that is like a thread woven through everything and is not embodied in a single event.

The HOW

- **Three-Pronged Approach**

- Identify Mansfield University traditions (could be events or other)
- Bring awareness of such events to the Mansfield campus (through MA Assembly) and the greater campus community (through University Senate)
- Suggest action plans for events and traditions that align with the goal

- **Identification of Traditions**

- Where did the list come from?
 - Brainstorming sessions from the Task Force
 - Employee feedback and suggestions

List of Traditions – Student Centered

1. Convocation with campus picnic to follow
2. Showcase of Student Scholarship
3. Outstanding Senior Student and Mentor Recognition
4. Student Academic Honors Reception
5. Common FYS timeslots
6. FYE events
7. Student Leadership awards (for students and organization)
8. Graduation Senior Brunch
9. Graduation Rehearsal
10. Graduation not on Friday
11. December Graduation
12. Faculty Procession at Graduation
13. Prism (typically homecoming weekend)
14. Holiday Concert (typically December)
15. Musical Theatre Productions (typically in March)
16. Opera Theatre Productions (typically in November)
17. Homecoming Parade
18. Weekly Music Recital Hour (Promenade) Thursdays at 1pm in Steadman
19. Dean's list
20. New Student Orientation (Welcome week)
21. Transfer student orientation
22. End of Semester Formal Dances
23. Thanksgiving dinner served by faculty and staff
24. Student Activities Trips to Niagara Falls

List of Traditions

Campus/Community/Alumni Focused

1. Campus Bookstore
2. Homecoming Weekend
3. Alumni Weekend
4. Athletic/Alumni Hall of Fame
5. Student Trustee Position
6. Outstanding Alumni Reception
7. Speaker Series (Bringing notable people to speak in Manser or Straughn)
8. Alumni Reception at homecoming football game
9. The Hut (weekend DJ and dances)
10. Campus Movie night in Straughn

Campus/Community/Alumni Focused

11. Themed Dinners in Manser
12. Ski Club (open to all)
13. Department gatherings (welcome week and end of semester)

Employee Focused

1. Employee Recognition Luncheon (years of service along with faculty awards)
2. Employee Picnic/Field Day
3. Faculty inclusion in orientation
4. Spirit Friday's (wear jeans with your Mansfield attire)

Next Steps

- Continued Awareness
- Group Traditions (if we can)
- Identify where each tradition should/could live

MANSFIELD 

COMMONWEALTH UNIVERSITY

APPENDIX B

Policy on Policies

Policy Number 0-01

Commonwealth University of Pennsylvania

Issued as Interim Policy 0-01 on XXX

Issued by Suzanne Williamson, Vice President for Administration & Chief of Staff

Responsible Office: Office of the President

1. Purpose

Policies are critical to creating and maintaining an environment that fosters excellence, integrity, and accountability. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at Commonwealth University (CU) of Pennsylvania.

2. Scope

All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, volunteers, visitors, and contractors may be impacted by CU policies or related procedures, standards or guidelines.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **University:** shall mean Commonwealth University of Pennsylvania

3.1.2. **Policy:** A formal statement of principle which may or may not apply to all University locations consistent with the statutory authority granted under Act 188 of 1982, as amended. A policy mandates, specifies, or prohibits conduct in order to enhance the institution's mission, strategic objectives, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk. The University President (or designee) may issue separate procedures, standards, or guidelines related to supporting a University policy.

3.1.3. **Interim policy:** An interim policy is a policy issued by the President and/or a Vice President of the University due to developing needs or situations, such as the emerging health, safety, and welfare issues of the University community; changes to applicable law, regulation or governing policy concerning University matters; upon the advice of legal counsel; to avoid liability; or other matters that require implementation of a policy governing University business.

- 3.1.4. **Procedure:** A Procedure is a written description of the operational processes necessary to implement and support a policy. A procedure represents required actions, and may include mandatory forms.
- 3.1.5. **Standard:** Standards are established criteria or requirements that define a level of quality, performance, compatibility, or consistency that is expected to be met. A standard describes required criteria, and may include mandatory forms.
- 3.1.6. **Guideline:** Guidelines provide recommendations, interpretations, administrative information, best practices guidance, or frameworks for the University administration, students or employees to follow under particular circumstances. Guidelines are informational and not mandatory.
- 3.1.7. **PASSHE:** The Pennsylvania State System of Higher Education.

3.2. Roles and Responsibilities

- 3.2.1. The process for posting policies on the University's website and the process for issuing related procedures, standards and guidelines shall be determined by the Office of the President.
- 3.2.2. The format of policies, procedures, standards and guidelines shall be determined by the Office of the President. Each policy and related procedure, standard and guideline will be numbered according to a subject matter category by University division or functional operation.
- 3.2.3. The Office of the President will be responsible for maintaining and posting to the University website an Index of Policies and related Procedures, Standards and Guidelines.

4. Policy

- 4.1. Issuance of policies will be in accordance with this policy and the related shared governance processes described in the University Senate Constitution.
- 4.2. Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee).

5. Compliance and Enforcement

- 5.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2. All policy reviews will be conducted by the responsible division/office to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

6. Additional Information

6.1. Supporting Documents

6.1.1. University Policy Template:

<https://www.commonwealthu.edu/documents/2024-cu-policy-template>

6.1.2. Commonwealth University Senate Constitution:

<https://www.commonwealthu.edu/documents/senate-constitution>

6.2. History

6.2.1 Issued as an Interim Policy by the Office of the President, replacing [BLOOMSBURG UNIVERSITY PRP 0101 - POLICIES, RULES, AND PROCEDURES \(PRPS\) ISSUING PROCEDURES](#) issued by President Bashar W. Hanna effective 9/26/2018 which replaced Bloomsburg University PRP #0101,0102,0103 dated 8/24/81; Cabinet Concurrence 7/9/94; GAC 10/27/94; Revised by GAC 2/16/95; Approved by Forum 3/22/95; Revised 2/22/01; Revised by GAC 4/5/18; Approved by Forum 9/26/18

6.2.2. Effective Date – XXX

6.3. **Related Policies – N/A**

6.4. Contacts for Additional Information and Reporting

Office of the President, Commonwealth University, Attn: Daniel Knorr,
dknorr@commonwealthu.edu, 570.389.4655

APPENDIX C

FYS (First Year Seminar) Exemption/Exception Policy

New undergraduate students matriculating at Commonwealth University beginning in the fall 2023 semester are required to complete a First-Year Seminar (FYS) as part of the General Education Curriculum.

Course Description

FYS 100 promotes the retention of first year students by introducing them to skills in support of their academic success, encouraging them to engage with the wider university community outside of the classroom, helping them foster their personal development and wellness, and promoting a greater understanding of diversity and social responsibility. These courses pair this core curriculum with a topic that reflects the instructor's pedagogical or personal interests.

Some students may be exempt from FYS.

The exemption policy applies to ***any student who has completed one semester as a full-time, degree-seeking student, with a minimum of 12 credits, at least half of which are completed in face-to-face modality.***

- This supports the mission and goals of the FYS 100 course within the general education curriculum.
- This policy allows for transfer students to be exempt from the class.
- Other considerations will be made if a student has proof of taking FYS-equivalent coursework at another institution (e.g., transfer in FYS 100 or another equivalent, such as ISTD 199).

Students re-enrolling after more than one academic year may elect to opt-in to First-Year Seminar.

Regardless of the number of incoming credits, **dual-enrollment students will select an FYS course.**

Students should consult with their academic advisor to discuss alternatives or special circumstances.

Exemption form process:

1. An exemption form not accessible to students (and on the whole not advertised) would be initiated by the student's advisor or other faculty member for the student to complete. *(Please see attached Undergraduate Petition from MA as an example).*
2. Addendums to this form provided by the student would allow the student to demonstrate that they had met the SLOs of the FYS 100 course via previous coursework at another institution or via dual-enrollment.
2. That form, when complete, would route to the Chair, then Dean, then Registrar as a petition for exception.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

DRAFT

[Name of Policy]

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated.

2. Scope

Commonwealth University of Pennsylvania students, faculty, staff, academic and student life officers.

3. Definitions, Roles and Responsibilities

3.1. **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1. [**Academic Integrity:**] refers to the adherence to agreed-upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty.



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The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

- 3.1.1.1. [**Cheating:**] (a) Using notes, study aids, or information on an examination or assignment which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- 3.1.1.2. [**Plagiarism:**] (a) Inclusion of a particular idea or term which one has obtained from another source, and which is presented as one's own opinion or idea; (b) Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source; (c) weaving into the text random writings of others without proper identification of the sources; (d) paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation; (e) reusing your own work without citation.
- 3.1.1.3. [**Fabrication:**] (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- 3.1.1.4. [**Misrepresenting Circumstances:**] (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.
- 3.1.1.5. [**Impersonation:**] (a) Representing oneself as another student in an examination; (b) Signing another's name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work; (d) Unless expressly permitted by a faculty member, using generative artificial intelligence (AI) for any test or assignment.
- 3.1.1.6. [**Obtaining an unfair advantage:**] (a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student's academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.



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- 3.1.1.7. **[Aiding and Abetting Academic Dishonesty:]** (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.
- 3.1.1.8. **[Falsification of Records and Official Documents:]** (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
- 3.1.1.9. **[Unauthorized Access to Computerized Academic or Administrative Records or Systems:]** (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.

3.2. Roles and Responsibilities

3.2.1 **Provost or their designee.** For Academic Integrity policy cases adjudicated at Level III, the Provost makes the final determination on whether a policy violation has occurred. If the student(s) are found to be responsible, the Provost determines sanctions for violations in consultation with the Dean of Students.

3.2.1.1 **Office of Academic Affairs** provides accused student(s) written notice of the time, place, and modality of the Academic Grievance Board hearing, providing the student with a written copy of the charges.

3.2.2 **Dean of Students** convenes Academic Grievance Board hearings.

3.2.2.1 **Executive Director of Student Conduct** receives and processes Academic Integrity Report forms, maintaining an information database of previous offences.

3.2.3 **Academic Grievance Board** is convened when a student does not accept the charged violation of the Academic Integrity Policy or does not accept the assigned penalty. In such cases, an Academic Grievance Board determines whether the student is responsible for the charges and suggests sanctions to the Provost.

3.2.4 **Faculty** encourage high standards of academic integrity. They instruct students on ways to avoid academic dishonesty. Faculty investigate suspected cases of academic misconduct from their classes. Faculty charge students with violations of the Academic Integrity Policy with options for resolving the issue informally or with formal charges at Level I, II, or III.

3.2.5 **Students** are expected to be familiar with what constitutes academic dishonesty and to abide by the University's policies and procedures.



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4. Policy

- 4.1. Commonwealth University prohibits academic dishonesty in all forms.

5. Procedures, Standards, and Guidelines

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue.

If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Level I and II.

Level III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate.

The faculty member has 30 days from the date the infraction was discovered to notify the student that an infraction has occurred.

If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an "X" grade. The faculty member will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

5.1 Level I: Informal Confidential Resolution

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who dispute the fairness of the charge or penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students.

The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

If the student accepts the charges but withdraws from the course before the end of the semester, the faculty member has the option to upgrade the resolution from Level I to Level II. If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.



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5.2 Level II: Informal Resolution with a Filed Report

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

If the student withdraws from the course, the Academic Integrity Policy Violation Report remains on file with the office of the Executive Director for Student Conduct.

If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.

5.3 Level III: Formal Resolution by the Academic Grievance Board

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Office of the Dean of Students.

If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Office of the Dean of Students will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will provide the student with written notification of the time, place, and modality of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred.

The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Office of the Dean of Students.

The decision of the Provost will be final.

[Academic Integrity Report Form](#)

5 Compliance and Enforcement



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- 5.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

5.3 Supporting Documents

- 5.3.1 [Include title of supporting documentation here.] [\[Link\]](#)

5.4 History

- 5.4.1 The policy supersedes Bloomsburg University PRP 3512 – Academic Integrity Policy, Effective date: 5/28/98 Revised by BUCC 2/22/06, Reported to Forum 3/1/06 Effective date; Fall 2006.
- 5.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 5.4.3 Revised - [Date of Revision]
- 5.4.4 Next Review Date - [Date of Revision]

5.5 Related Policies - [Reference related policies]

5.6 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]