Plymouth State University
AAUP Faculty Formal Grievance Notification Form

This form is to be filed by the PSU-AAUP with the Chief Human Resources Officer or designee within 90 calendar days from the date the grievant knew or should have known of the alleged CBA violation.

(Note: Under Article 10.3.1 of the CBA, the PSU-AAUP is filing this grievance at Level Two.)

Date of submission: September 23, 2019

Name of grievant(s): PSU-AAUP c/o Jeremiah Duncan, President

Cluster/Discipline and MSC: E&D/Chemistry; MSC 48

Email address: jsduncan@plymouth.edu

PSU-AAUP Representative: Jonathan Santore/Linda Carrier

Email address: jsantore@plymouth.edu/llcarrier@plymouth.edu

Provision of CBA violated – Article(s) and Section(s): Article 9, Sections 9.2, 9.2.4, and 9.2.5

Date of CBA violation (or first knowledge of same): August 6, 2019

Statement of grievance (attach extra pages, if needed): On this date, AU and Discipline Coordinators received an email from the Office of Academic Affairs in which a number of changes to academic and catalog policies were presented as completed actions (see Appendix A, attached). The PSU-AAUP asserts that implementation of these changes without required faculty process is a violation of Articles 9.2, 9.2.4, and 9.2.5 of the CBA.

Remedy sought:

1) In conversation with Academic Affairs, the PSU-AAUP has been told that at least some of these changes were necessitated by changes in Federal Financial Aid policy. The PSU-AAUP seeks specific citations of the Federal policy changes that necessitated such academic policy changes, including the specific dates on which these Federal policy changes took effect.

2) In order to avoid inadvertent violations of our CBA in the future, the PSU-AAUP seeks mandatory and periodically-refreshed training in the content of the current CBA for the President of PSU, all members of the President’s Cabinet, and any directors or supervisors below Cabinet level empowered to take actions or make decisions that might inadvertently violate terms of the CBA including, but not limited to, area heads in Enrollment Management, Admissions, Finance and Administration, Financial Aid, and the Registrar’s Office.

Signature of grievant(s): ___________________________ 9/23/19

Signature of PSU-AAUP representative: ___________________________ 9/23/19

Form approved by PSU-AAUP and PSU Administration, November 6, 2018
Plymouth State University
AAUP Faculty Formal Grievance Date Tracker

(Note: Under Article 10.3.1 of the CBA, the PSU-AAUP is filing this grievance at Level Two.)

Level One:

1) Date of CBA violation (or first knowledge of same): N/A

2) Dates of filing Grievance Notification Form (must be within 90 calendar days of 1) above):
   Date submitted by PSU-AAUP: N/A
   Date received by PSU Human Resources: N/A

3) Date of Level One meeting with Provost: N/A
   (must be within 14 days of 2) above, unless 7-day postponement granted)

4) Date of written response from Provost: N/A
   (must be within 21 days of 3) above, unless 7-day postponement granted)

If Level Two sought:

5) Date of grievance submission to President: N/A

6) Date of Level Two meeting with President: N/A
   (must be within 21 days of 5) above, unless 7-day postponement granted)

7) Date of written response from President: N/A
   (must be within 21 days of 6) above, unless 7-day postponement granted)

If Level Three sought:

8) Date of grievance submission to external arbitrator: N/A
   (selection of arbitrator and grievance submission to arbitrator must be within 45 days of 7) above, unless 7-day postponement granted)

Form approved by PSU-AAUP and PSU Administration, November 6, 2018
Academic Policy Changes – Effective fall 2019 (2019/20 Catalog)

1. **Remove late add and late grad app fees** – in spring 2019, these late fees were discontinued. However, meeting the deadline is still expected so that other processing can occur in a timely fashion. (See below for the change to the Late Course Add policy.)
   - Students were notified in March of this change

2. **Adjust Latin honors recognition at Commencement for students who have yet to graduate** – in late spring 2019, the policy was adjusted to include a credit requirement
   - Affected students were notified during the preparation for the May 2019 ceremony

   **Undergraduate Student Graduation Honors**
   Bachelor's degree recipients who have maintained a cumulative average of 3.75 or above for work done at Plymouth State University are graduated summa cum laude. Bachelor's degree recipients who have maintained a cumulative average of 3.50 through 3.74 are graduated magna cum laude. Bachelor's degree recipients who have maintained a cumulative average of 3.25 through 3.49 are graduated cum laude. Degree candidates must have **earned** at least 45 credits at Plymouth State University to be eligible for graduation honors. Recognition is noted on the student’s diploma and final transcript.

   For students who have yet to graduate, honors listed in the Commencement program and announced at the ceremony will be based on the student’s grade point average (GPA) at the end of January of the commencement year. Honors will be calculated only for students who have earned at least 30 credits by January 31st and will **earn** the minimum of 45 credits earned at Plymouth State University by the end of the spring semester.

3. **Late Course Add** – this policy has been adjusted by reducing the amount of time in which a student has to add a course late. Students will no longer be able to add a course “anytime” after the course add/drop period ends. If a student is sitting in your course, but is not on your Banner provided class roster (not Moodle), the student is not officially registered. Students will no longer be able to be added directly into Moodle because a course reflected only in Moodle will not be captured for billing or financial aid and the student will not be able to earn credit for the course. Please send the student to the registrar’s office as soon as possible. Checking your Banner provided class roster right after add/drop ends will provide you with the names of students who are officially registered. If the student’s name is not on that roster, they should not remain in your class.
   - The new Late Course Add form will be posted in early August.
   - Students will be notified in mid-August

   **Course Add/Drop**
   Attendance in a class does not constitute an official add. Failure to attend class, complete coursework, notify the instructor, or make complete payment does not constitute an official drop or withdrawal. Students may add or drop full-semester, first-half, and first-quarter courses until the end of the seventh calendar day of the semester. Internships, practica, individual enrollment courses, independent study, Performance Study, and auditioned courses may be added or dropped until the 10th Friday after the first day of classes. Second-half courses may be added or dropped until the end of the seventh calendar day of the second half of the semester. Adding or dropping a course does not require the signature of the instructor. Courses dropped within the drop period will be removed from the transcript. All adds/drops take place via myPlymouth.

   Late Course Adds are allowed with the signature of the instructor and must be finalized before 25% of the term or part of term has elapsed*. For example, for a course in a 16-week term, adding late will require the form to be submitted to the Registrar’s Office no later than the end of week four. The Late Add Form is available on the Registrar’s Office website, campus.plymouth.edu/registrar. Forms received after the 25% mark will not be accepted.

   *Due to the built-in two month add period, courses scheduled in the IND part of term must be added by the end published add/drop period. Late adds will not be approved.
4. **First Day Drop** – policy has been **eliminated**. Students are responsible for dropping themselves from courses thereby requiring them to pay attention to what a course(s) drop does to their bill, financial aid package and possibly other campus eligibility (ie athletics) that require a certain enrollment status.
   - Students will be notified in mid-August

   Additional Attendance Considerations and First Day Drop/Non-Participation

   Students are reminded that they have the responsibility to choose their extracurricular activities at times not in conflict with their academic classes.

   Students who do not appear for the first class meeting of each course and do not notify the instructor before the class meeting that they will be absent, may be dropped from the course by the instructor or online classes. Students who have not logged in to the course within a week of the start date and have not notified the instructor of a delay in their participation may be dropped from the course by the instructor. In both instances, the student’s place in the class may be given to another student. Students should not, however, assume they have been dropped if they miss the first class. This policy is most typically used by instructors of courses in which demand is high and ability to accommodate extra students is low. Students should make a point, early each semester, to verify their academic schedule online. Student teachers are subject to the same attendance rules as the regularly employed cooperating teachers, within the bounds of the University calendar. Absences because of sickness of the individual or a family member can be excused by the principal or superintendent of schools. Absences for other causes have to be agreed upon jointly by the principal or superintendent and the University’s director of educator preparation.

5. **Early Evaluation** – policy **adjusted** to remove the option for first-semester, first-year students to drop a course(s) 8 weeks into the semester. If a student no longer wishes to be enrolled in the class(es), they must withdraw.
   - As this policy was only for incoming students, this policy will be the only policy incoming fall 2019 students will know; they will not be informed that there used to be a different policy

   **Early Evaluation**

   All students are evaluated at the end of the first six weeks of classes during the fall and spring semesters. Instructors of full-semester courses submit grades on students’ performance. Students are urged to discuss these grades with their advisors and instructors. All first-semester, first-year students (those who have attempted fewer than 12 credits) after consultation with the advisor and instructor(s), may drop full-semester course(s) within two weeks after notice of the early evaluation.

6. **Enrollment Status (PT vs FT)** – policy **adjusted** so that enrollment status mis-matches will be reviewed and changed in-office instead of the student filling out and submitting a form to the registrar’s office. This review/change will take place at the end of each term and part-of-term add/drop period
   - Students will be notified in mid-August
7. **Undergraduate Student Class Level** – policy has been adjusted to eliminate and automatic “5th year senior” category and reflect a traditional 4-year bachelor’s timeline. Students are simultaneously being bombarded with a campaign highly encouraging them to successfully register and complete 15 credits that count toward their program requirements (major, option, minor, certificate, general education or free electives) or have a plan to make up credits over the course of the 4 years. For example, if they take 14 credits one semester, they need to take 16 credits in another semester. 

- Students were notified of this change in May

8. **Graduate Student Inactivity Policy** – adjusted from 2 years to 1 year
9. **Retroactive Addition of Option, Minor, Major** – adjusted to allow for students to return to PSU for a second degree (BA or BS), but to no longer be able to add portions of the degree (major, option, minor) to the degree already conferred. New languages is as follows:

**Second Degree Requirements**

Students desiring to return to Plymouth State University to earn a second Bachelor’s degree, in addition to either the B.A. or B.S. they have already completed, must complete a second residency requirement of 30 credit hours and meet all major course requirements for the second degree. The second degree can be the same as the first (ie a second BA or a second BS), but the major must be from a different discipline. Students will not be required to complete additional general education requirements. Students who wish to return for a second degree after graduation will begin with Admissions and will pursue the additional degree from the catalog in effect at the time of their re-matriculation.
10. **Graduate Student Transfer Credits** – adjusted to clarify maximum number of credits that can be transferred into a program, including certification and certificate programs. Removed the restriction on reusing courses.

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**Transfer Credits**

Grades for transfer courses must be a B or higher and appropriate to the program attempted at PSU. Only credits may be transferred, not grades, therefore, the grade for transfer courses does not count toward the required 3.0 grade point average for program completion. Generally, up to nine graduate-level credits from other regionally accredited institutions may be transferred into programs with 30 or more credits. Transfer of credits into Certification and certificate programs that are less than 30 credits will be evaluated on a case by case basis and generally cannot exceed 25% of total program credits. MBA, MS in Accounting, and EdD students should refer to the transfer credit policy in the respective catalog sections for more information.
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11. Graduate students have been added into the University Withdrawal Policy

12. **Excused Absence Policy** – adjusted via the Academic Affairs Committee

13. **Undergraduate Academic Standing Policy** – adjusted via the Academic Affairs Committee