



## Policy on Academic Policies

**Policy Title:** Academic Policies

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03-10-19 (2022)

**Responsible Office:** Office of Academic Affairs

**Responsible Executive:** Vice President for Academic Affairs

**Applies to:** College Community

### PURPOSE

Wiley College publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the college. Academic policies are published, implemented, disseminated to students, faculty and the public through the College's website and publications (e.g. academic catalog, faculty handbook, student handbook) that accurately represent the programs and services offered by the College. All publications of the College are reviewed rigorously for accuracy and consistency.

### SOURCES OF GOOD EDUCATIONAL PRACTICE

Sources of good educational practice that have aided the College and its faculty in academic policy making include the SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, the American Association of Collegiate Registrars and Admissions Officers, standards and guidelines of the Texas Higher Education Coordinating Board, and publications of recognized professional and scholarly organizations specializing in higher education policy and practice such as the American Council on Education, the Council of Independent Colleges and specialized accreditors for academic disciplines.

### POLICY STATEMENT

Principles of good practice that underlie Wiley College's academic policies include:

1. *Requirements for admission* are congruent with the College's Mission.
2. *Transfer of credit or credit gained by non-traditional means* are evaluated for appropriateness and comparability to the College's courses.
3. *Policies for awarding credit and grading* emphasize integrity in communicating to students and other interested parties who have been given consent to receive the information.
4. *Students have the opportunity to appeal academic decisions* with which they disagree.
5. *Monitoring of satisfactory academic progress* is emphasized to enable faculty to assist students in focusing on academic goals.
6. *Policies guiding the educational programs* such as class attendance, registration, advising, refunds, withdrawal, etc., ensure orderliness of processes, fair and equal treatment of students and achieve the goals of the College.

7. *Academic integrity* is foundational for all educational programs of the College.

## **PROCEDURE**

Academic policies are published and provided to students in the Wiley College Academic Academic Policies; and to a lesser extent, are described in the Wiley College Student Handbook Policies pp 22-37. The Academic Catalog is disseminated to the entire College community online through the College's website at <http://www.wileyc.edu>. In addition to the Academic Catalog, students enrolled in the College's adult degree completion program receive a handbook describing academic policies applicable to the program.

## **ACADEMIC POLICIES ARE DEVELOPED BY THE FACULTY AND ACADEMIC ADMINISTRATORS**

The Faculty Handbook, Section 3.2: Faculty Governance in Academic Affairs<sup>3</sup>, describes the faculty's responsibility in developing and recommending academic policies. Also important for faculty are the policies on quality teaching, distribution of syllabi, student advisement, office conference hours, and student retention.

Academic policies are first discussed by faculty in their departments. Following this discussion, policies are presented for broader discussion and vote at division meetings. After which, the respective dean and department chairs propose the policy to the Academic Council, a standing committee of the College that vets academic policies and advises the Vice President for Academic Affairs. Academic matters may be referred to the Council by any of its members and other standing committees of the College. The Academic Council may appoint *ad hoc* subcommittees to assist in its deliberations. If the proposed academic policy is approved by the Academic Council, which consists of faculty representatives, the president of the Faculty Assembly, deans, directors, the registrar, the Vice President for Academic Affairs and Strategic Retention, (the Vice President for Academic Affairs and Strategic Retention serves as Chair), it is reported to the faculty in-session at its monthly meeting. At the monthly faculty meeting, the matter can be referred back to the Academic Council or the originating division for further consideration and back through the established channels. The Vice President for Academic Affairs provides these recommendations that culminate from this process for final approval and discussion by the Executive Cabinet.

## **CONTACT(S)**

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-19 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs and Strategic Retention.