

UPAC Meeting Notes
December 12, 2018
Marley 230
8:45-10:00 AM

General Petitions - Mary Ellen Clark & Bobbi McKean

- Bobbi McKean and David Ortiz are co-chairs of General Petitions committee
- Committee is made up of 9 faculty members, who serve five year terms
- **General Petitions:** read independently by at least 3 committee members (more if needed); feedback is set to Mary Ellen Clark, who processes
- All students have the right to appeal the decision, may be asked to provide additional information and meet with co-chair
- **Medical Petitions:** Go through Campus Health. Dr. Harry McDermott, the director of Campus Health, reviews the student's medical documents (preferred letter from student's doctor) and makes a recommendation. The co-chairs then reads the petition and Dr. McDermott's recommendation (but not the medical documentation) and make a decision.
- Petitions generally take 3-5 weeks to review and process
- Students can contact Mary Ellen Clark for status updates
- Biggest mistakes students make: not all instructor signatures, petition isn't signed, wrong form, or fail to explain why requesting a partial withdrawal
- If the petition is for a semester more than one year ago, the student needs to make a great case for why
- Dean's offices should provide as much details as possible if they check "for consideration"
- If a medical withdrawn is done in summer, student can self-report to the Registrar's Office to have the withdrawal count as a WC (not W) and therefore not count against their 18 units of W

Transfer Credit Policies - Nicole Kontak

- Transfercredit.arizona.edu
- UA now accepts Non-Regionally Accredited Course Work (can find under "Credit Option" on website)
 - For example, ITT Tech, Brown Mackie
 - Max of 10 units, must be usable in degree plan
 - Need to provide syllabus
 - Visit advisor to fill out form (also on website) to check for applicability to degree
- UA also now accepts Credit for Prior Learning (under "Credit Options" on website)
 - For example, Homeland Security Training
 - Max of 6 units of LD, general elective (no gen. eds.)
 - Need to provide syllabus-like document, documentation of hours (45 hours = 1 unit)
 - Visit advisor to fill out form (available on website)
 - Cannot process for prospective students
- Transfer Credit and Articulation Office took over everything transfer credit (both domestic and international)

- Transcripts still submitted to Registrar's Office, but then processed by Transfer Credit and Articulation
- Will hire two new people to help with International transcripts
- Email articulation@email.arizona.edu if have transfer/transcript questions (e.g., transcript on UAccess, but not loading into ADVIP)

Study Abroad transfer credit process - Nicole Kontak, Lisa Turker, Michael Greeley, Paloma Boykin

- New form for transfer credit articulation for study abroad
 - Students bring syllabi to advisors and advisors sign off on applicability to program
 - Then, Study Abroad and Transfer/Articulation work together to check if credits will transfer and confirm if credits are LD or UD
 - Website will be updated with pre-approved courses
- All exchange students receive an email 2 weeks into their semester to check if any of their classes changed
 - If so, study abroad will follow up with advisor to check if courses still apply
- Advisors could be asked to sign International Studies Credit Approval form for research or internships
- If student studying abroad through non-UA Global program, they still need to fill out a short, free application through UA Global

ARC updates – Meredith Aronson

- Meredith's team meets with Civitas every two weeks
- If advisors find problems with Degree Map, email Meredith at maronson@email.arizona.edu
- President pledged \$10 million to CRM system to be used by multiple offices
 - Forum on 12/18 12-1 (email invite to be sent out) for advisors to learn more about new tool

Advisor trivia/fun facts

- Advisor trivia game
- Laura Novotny won!