



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 03/13/24 at 4:00 p.m.

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*Helena College Mission:*

*Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

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In attendance:

- John Hartman (Chair)
- Phillip Sawatzki (Vice Chair)
- ~~Sandra Bauman~~
- ~~Della Dubbe~~
- Sarah Dellwo (ex officio)
- Deb Rapaport

- ~~Stephanie Hunthausen (ex officio)~~
- ~~Rebyn Kiesling~~
- Tod Dumas
- Amy Kong
- Bryon Steinwand (ex officio)
- Bill Hallinan
- Keri Jaynes

Recorder: Paige M. Ferro

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**I. Call to Order**

John called the meeting to order at 4:01 PM

**II. Review of Minutes from February 28, 2024**

Phillip moved to approve the minutes as read, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

**III. Old Business:**

**A. Database (Bryon S)**

Pathways for 24/25 are being uploaded to the website.

**IV. New Business:**

**A. Curriculum Changes**

**Inactivation of CAPP 266**

Tod made a motion to deactivate CAPP 266, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**B. Pathway Changes**

**a. None currently ready for ASCR review**

**C. Catalog (Sarah D.)**

**α. Graduation Requirements (see Addendum I)**

**-Discrepancies in the “age of credits” policy**

Tod made a motion to change the language on graduation requirements to make it clear that the age of credits can be no more than five catalog years to align with BOR regulations, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. Graduation Appeals**

**-Graduation appeals committee as a subcommittee of ASCR**

Phillip made a motion to approve the formation of a graduation appeals committee as a subcommittee of ASCRC comprised of current ASCR members that will meet as needed, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**D. Revival of NRS 291 (Deb Rapaport)**

α. The course NRS 291 (Special Topics) for one (1) credit will be revived to bring the first semester of Nursing program to a full 12 credits beginning in Fall 2024. Deb will submit the course through ASCRC per procedures.

**V. Next Meeting: Wednesday, March 27, 2024**

**VI. Adjournment**

Amy made a motion to adjourn at 4:41, Tod seconded the motion.

## **Addendum I**

### **Graduation Requirements**

Students will need to take the following steps in order to have their degree/certificate posted to their transcript.

1. **Application for Degree or Certificate:** Before planning to graduate, students must meet with their advisor and submit an *Application for Degree or Certificate* to the Registrar's Office. Once received, students will get an official audit of their degree. If they have stackable credentials that haven't been awarded, those will be added to the graduation application for that semester. An email will notify students of the audit results.
2. **Final Audit:** At the end of the term they plan to graduate, a final audit will be conducted. Students will receive an email through their Helena College email if they are missing any requirements.
3. **Submission Importance:** Neglecting to submit an *Application for Certificate or Degree* means students won't receive the appropriate audits and won't be awarded a degree or certificate.
4. **Additional Requirements:**
  - Students must earn a "C-" or higher in all classes used to satisfy certificate or degree requirements per Montana Board of Regents Policy 301.5.3.
  - A cumulative GPA of 2.00 (unless specified otherwise by their program) is necessary.
  - At least 1/3 of their degree coursework must be completed at Helena College.
  - Program credits must have been taken within the last 5 years, and general education credits within the last 15 years, as per Montana Board of Regents Policy 301.5.2.

### **Catalog Governing Graduation**

The Helena College catalog in effect at the time of initial enrollment governs a student's graduation requirements, provided they have been continually enrolled. If a student takes a break for two or more semesters, the catalog at the time of readmission applies. Students may choose to graduate based on any following catalogs.

All program requirements must be completed within five years of enrolling. Students who haven't met requirements within five years will follow the catalog in use at the time of graduation.

In cases of program changes, Helena College determines appropriate substitutions. If a program is eliminated, an appropriate phase-out process is established for current students.



**Addendum II**

<https://www.umt.edu/faculty-senate/procedures/asrc-procedures-201/graduation-appeals-procedure-203.50-r10-14-21.pdf>