

TO: Fort Wayne Senate
FROM: Educational Policy Committee
Yvonne Zubovic, Chair
DATE: January 24, 2014
SUBJ: Degree Map and Free Course Guarantee Policy

WHEREAS, the Indiana General Assembly passed House Enrolled Act 1348-2013 which established a requirement that public colleges provide degree maps to all first-time full-time students; and

WHEREAS, the Act also provides a course-scheduling guarantee to all first-time full-time students that if a course on a student's degree map for a particular semester is full or is not offered, then the institution must provide the course for free in a future semester unless it provides the student with a revised degree map; and

WHEREAS, the Act directs the Indiana Commission for Higher Education to provide guidance for establishing degree maps and provisions for the guarantee policy; and

WHEREAS, the proposed policy reflects the guidance provided by the Indiana Commission for Higher Education; therefore

BE IT RESOLVED that the Educational Policy Committee determines that the IPFW policy conforms to state guidelines and needs no Senate review.

Approving:
Peter Dragnev
Abdullah Eroglu
Hamilton Tescarollo
Cigdem Gurgur
Ann Livschiz
Yvonne Zubovic

Disapproving:

Abstaining:

Absent:
Jeff Anderson

Non-voting:

Patrick McLaughlin

Degree Map and Free Course Guarantee Policy

In 2013, the Indiana General Assembly passed House Enrolled Act 1348-2013 (*HEA 1348-2013*) which established a requirement that public institutions provide a degree map to all new first-time full-time associate and bachelor degree seeking students enrolling in the Fall semester of 2014 or later. The act also provides a course-scheduling guarantee to these students; if a course on a student's degree map for a particular semester is not offered or is full, the institution must provide the course for free in a future semester unless the institution provides a revised degree map.

Degree Map

IPFW will provide a “*standard*” degree map to all new first-time full-time associate and bachelor degree seeking students who attend new student orientation or attend an initial advising meeting prior to enrollment of the first semester. Either during or immediately following the first semester of enrollment, each eligible student will be provided access to a “*customized*” degree map which will include completed dual credit and/or accepted advanced placement work.

Students who have selected a major will be provided a full map complete with specific courses. Students who have *not* selected a major will be provided a map with the first 30 credit hours based on the general education core, and these students will receive a full map when a major is declared at or before the completion of the 30 credits.

Free Course Guarantee

HEA 1348-2013 also contains a provision which requires institutions to provide (at no cost to the student) any course on a student's degree map in which the student cannot enroll (because it is full, offered only at the same time as another mapped class, or is simply not offered). The free course guarantee only applies to students who have complied with their degree map. If a course is not available, IPFW will either provide a new degree map which does not delay graduation or provide the course free of charge to the student the next available semester.

To qualify for the “free course guarantee” the student must have:

- Followed his or her degree map in each prior semester. The student must have successfully completed the prescribed courses or satisfied the prescribed electives in the semester mapped.
- Been unable to register for the course because it is not offered, only offered at the same time as another mapped course or is at full capacity. The course is considered full only if all sections of the course are full, not just the preferred time slot.
- Attempted to register for the course during “priority registration” (students waiting to register after the priority registration period will not be eligible for the free course guarantee).
- Not received a revised degree map that maps the unavailable course in a future semester without altering the graduation date.
- Been within 150 percent of the standard time (*six years for a bachelor's degree or three years for an associate degree*) to complete the degree.

Any student who believes he or she qualifies for the “free course guarantee” should meet with his or her academic advisor during priority registration to proactively reach a solution which would allow for on-time completion.