

## Scholastic Standards

### Minutes

Thursday, December 11, 2014

Hall Dorm

1:30-3:00pm

Attendees: Larry Armstrong; Bethany Brown; Jennifer Lease Butts; Karen Bresciano; David Clokey; Susanna Cowan; Joseph Crivello; Lauren DiGrazia; Hedley Freake; Larry Gramling; Tom Recchio; Peter Tribuzio

Absent: Stuart Brown; Robin Coulter; Gerald Gianutsos; Katrina Higgins; Jill Livingston; Eric Schulz, Carolyn Teschke

Facilitator: Larry Gramling

Guests: Cameron Faustman, Associate Dean, CAHNR, and Patricia Jepson, Director of the academic Advisory Center, CAHNR

1) Approved minutes from November 13, 2014; one change: the date of the next University Senate meeting would be February not January; see attached. **Unanimously approved as changed.**

2) "No W drop" by laws change (with guests Pat Jepson and Cameron Faustman)

Cameron Faustman reviewed the "No W drop" concerns. The issue is the removal of a "W" grade by the associate Deans which is not allowed in the current bylaws: they do NOT have the authority to remove the "W" after the third week according to the bylaws.

VP Reis and CAHNR Associate Dean Faustman had discussed this matter at the December meeting of the associate deans. There have been many cases of approval by Colleges/Schools of "dropping with no W" between the end of the 2<sup>nd</sup> week of classes and the 9<sup>th</sup> week, and the by-laws do not provide for that.

SSSC discussed a number of issues today:

- a. Consideration of a University-wide committee to hear appeals from students who feel they have valid reasons for the removal of the "W".
- b. Consideration of an extended "no transcription notation" drop (i.e., "no W drop") period from two weeks to four weeks; some questions remained concerning the implications for financial aid for students.
- c. The current bylaws indicate that students "must" consult with their advisor before they drop a course, even in the first two weeks.
- d. Consideration of clarifying the bylaws to make it more explicit to associate deans that they do not have the authority to remove "W" grades from the students' transcripts. Larry Gramling offered the attached bylaw revision.
- e. The confusion in the bylaws was the failure of the current bylaws to clearly separate the three different time periods to consider dropping courses: (1) the first week; (2) between the 2<sup>nd</sup> and

9<sup>th</sup> week; and (3) after the 9<sup>th</sup> week. Susanna Cowan discussed that the bylaws should be written to reflect the two possible states: (1) when a course is dropped and No "W" grade is reflected; and (2) when a "W" must be reflected and then delineate any appeals that might be allowed and the process for the appeal. Susanna volunteered to draft appropriate bylaw wording for the next SSSC meeting to reflect this approach.

## 2) Class attendance by laws change

Although this topic was scheduled to be discussed at this meeting, time ran out so this topic will be discussed at the next SSSC meeting in the new year.

## Scholastic Standards

### Approved Minutes

Thursday, November 13, 2014

Hall Dorm

1:30-3:00pm

Attendees: Bethany Brown; Jennifer Lease Butts; Karen Bresciano; David Clokey; Robin Coulter; Joseph Crivello; Gerald Gianutsos; Larry Gramling; Jill Livingston; Eric Schultz; Peter Tribuzio

Absent: Larry Armstrong; Stuart Brown; Susanna Cowan; Lauren Digrazia; Hedley Freake; Katrina Higgins; Tom Recchio; Carolyn Teschke;

Agenda:

- 1) Minutes from November 6, 2014 were approved
- 2) Recommended changes to Semester Examinations and Final Assessments (with guest Desmond McCaffrey)

Discussion: This motion was brought forth for discussion at the November 3<sup>rd</sup> Senate meeting and will be presented for vote at the December 1<sup>st</sup> Senate meeting. Three changes were suggested to the motion at the November 3<sup>rd</sup> Senate meeting: 1) change Directory of Classes to Schedule of Classes, 2) add language that indicates exceptions to examination times need to be made prior to the start of the semester, and 3) add language that provides flexibility for the various deliveries of online examinations, which may be given for extended periods of time.

Decisions: Several changes were approved. These are highlighted in yellow below. Tom Recchio will present these changes when he puts the motion forth for vote at the December 1, 2014 Senate meeting.

During the semester or term, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule ~~can~~ may be granted by the deans or designees of the school or college in which the course is offered. Exceptions must be granted prior to the enrollment period for the semester. Sections of ~~c~~Courses for which such exception has been granted shall carry a footnote to that effect in the published Directory Schedule of Classes. In the event of student absences from in-class ~~assessments~~ examinations given during the semester, decisions regarding possible make-up examinations assessments shall be the prerogative of the instructor.

~~In all undergraduate courses the final assessments must be due at the times scheduled by the university during the week set aside for final assessments, and at no other times, so as not to compromise instructional time at the end of the semester.~~ In the case of ~~In-class~~ and other proctored final examinations, ~~these examinations~~ these examinations must be given in the places and at the times scheduled by the ~~u~~University. In the case of online final examinations, though faculty may choose to make examinations available an extended period of time, students must be allowed the opportunity to take the examination during the time scheduled by the University. ~~For all in-class final~~

~~examinations and for all final assessments that are assigned during the last week of classes, the university's bunched final examination policy will apply.~~

- 3) How do we refer to Dean of Students Office in By-Laws...can language better reflect structures at the regional campuses?

Discussion: The phrase Dean of Students Office appears within five sections of the By-Laws. The committee considered adding language that appropriately addresses the structures in place at the regional campuses.

Decisions: The committee determined that the phrase Dean of Students or designee is inclusive of all designees, regardless of campus. This language is currently used in several places within the By-Laws. Changes to the By-Laws were proposed to make reference to Dean of Students designees wherever appropriate. Small editorial changes that will not affect process in any way were also made. These will be presented for discussion at the December 1 Senate meeting for vote in ~~January~~ **February**.

## **B. Academic Advising and Registration**

### Full-Time and Part-Time Students

Students are admitted to the University with full-time status, which requires their carrying at least 12 credits each semester. Students seeking to obtain part-time status, that is, carry fewer than 12 credits, must obtain written approval from the deans of the schools/colleges in which they are enrolled. Part-time students may not participate in any extra-curricular activity involving intercollegiate competition except by permission of the Dean of Students or designee. Part-time status also affects financial aid, scholastic probation and dismissal, and could affect eligibility for University housing.

### **1. Withdrawals and Leaves of Absence**

All students withdrawing from the University for any reason must complete the proper forms through the Dean of Students Office or designee.

A student who withdraws from the University at any time before the final examinations in a semester shall receive no credit for courses taken nor be charged with any failures during the semester.

No student who withdraws after the end of the sixth week of a semester will be permitted to register for a subsequent semester without the permission of the Dean of Students or designee. It is understood that when such permission is sought, the Dean of Students or designee will ascertain the standing of the student at the time when he or she withdrew. For purposes of application for readmission such students shall be treated as a dismissed student if his or her standing at the time of withdrawal is such that if it were continued to the end of the semester he or she would then be subject to dismissal.

A student in good standing who leaves the University at the end of a semester and is out of residence for one or more semesters may re-enter at the beginning of any later semester upon application to the Dean of Students Office. The attention of such students is called to the fact that special permission is needed to count courses taken more than eight years before graduation (see II.C.1.e).

~~All students withdrawing from the University for any reason must complete the proper forms through the Dean of Students Office.~~

Students in good standing who wish to withdraw from the University may apply to the Dean of Students Office or designee for Leave of Absence, which will permit them to resume their studies in a semester specified by mutual agreement. Normally the period of such leaves would not exceed three semesters. Students called to active duty are afforded additional consideration and should contact the Dean of Students Office or designee to review their circumstances.

## **6. Grades of Incomplete and Absent**

The grade of Incomplete shall be reported only when a portion of the assigned work has not been completed because of the necessary absence of the student or other reason equally satisfactory to the instructor, and then only when the instructor judges the work already done by the student to be of passing quality.

A student who is absent from a semester final examination shall be given a grade of Absent if in the opinion of the instructor the student might by means of a satisfactory performance on the examination complete the work of the course with a passing grade; if in the opinion of the instructor such a student would fail the course regardless of the result of the examination, the student shall be given a grade of F. When a grade of Absent is given, the student may have a later opportunity to take an examination if the absence is excused by the Dean of Students or designee. Excuse will be granted only if the absence is due to grave cause such as the student's serious illness, or the serious illness or death of some member of the immediate family.

Students may obtain credit for courses in which their grades are Incomplete or Absent only by completing the work of the course in a satisfactory manner before the end of the third week of the next semester. If this is not done the grade in the course becomes a failure. The report of the satisfactory completion of such a course shall be by letter grade. In exceptional instances an extension of time for making up Incomplete or Absent grades may be granted by the Dean of Students or designee after consultation with the instructor.

An Incomplete or Absent grade signifies that credit has not been earned at the end of the semester and may subject the student to scholastic probation or dismissal.

### **4) New Business**

The committee discussed whether the By-Laws should include language regarding notification of students registering for class when out-of-class obligations will be required. Pamela Bedore, from C&C, will bring this to the SEC for consideration.

### **Agenda for meeting on December 11<sup>th</sup>:**

- No-W class attendance by laws change (with guests Pat Jepson and Meagan Ridder)
- Class attendance by laws change

### **Known topics for spring meetings:**

1. Admissions ~ Nathan Fuerst

2. Update on student absences from classes with reports from UCMB, Orchestra, Club Sports, other? ~ Jill Livingston
3. University Scholar Program ~ Jen Lease Butts and Monica van Beusekom
4. Length of time grade changes must be resolved/audit findings ~ Lauren DiGrazia
5. Relationship of summer sessions to By-Laws? ~ Susanna Cowan
6. Semester Examinations and Final Assessments (any changes made must take into account differences for summer sessions) -- There shall be no more than five examination periods scheduled each day, covering two class periods, **and each examination period shall be two hours in length.** A student whose final examination schedule includes four examinations in two consecutive calendar days may request a rescheduled examination in place of one of the four scheduled examinations. A student whose schedule includes three examinations in one calendar day or three examinations in consecutive time blocks spanning parts of two consecutive days may request a make-up examination in place of one of the three scheduled examinations. In all cases concerning the rescheduling of bunched exams, the student must present to the instructor a note of permission granted by the Dean of Students Office, whose prerogative it is to determine which of the bunched examinations may be rescheduled.

JML 11/13/14