

Serial Number #15-16—30

TO: President David Dooley
FROM: Joëlle Rollo-Koster, Chairperson of the Faculty Senate

- 1. The attached BILL titled, Recommendations of the Faculty Senate Executive Committee for Changes to the University Manual Chapter 8, selected sections, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on March 31, 2016.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective April 21, 2016 three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.

Handwritten signature of Joëlle Rollo-Koster
Joëlle Rollo-Koster
Chairperson of the Faculty Senate

March 31, 2016

ENDORSEMENT

TO: Chairperson of the Faculty Senate
FROM: President of the University

- a. Approved [checkmark]. As amended May 6, 2016
b. Approved subject to Notice of the Council on Postsecondary Education
c. Disapproved

Handwritten endorsement: Approval contingent on satisfactorily revising, as in the opinion of the President, language in 8.51B.11 - 8.51.13

Handwritten signature of David Dooley
Signature of the President

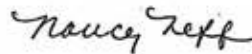
5.18.16
(date)

UNIVERSITY OF RHODE ISLAND FACULTY SENATE

Memorandum

TO: URI Faculty Senate

FROM: Nancy Neff  
Coordinator, Faculty Senate



DATE: May 9, 2016

SUBJECT: Bill #15-16—30, approved by the Faculty Senate on March 31, 2016

The Faculty Senate Executive Committee met with Provost DeHayes and Vice Provost Beauvais on May 6, 2016 to discuss the changes to the University Manual included in Bill #15-16--30, especially Section 8.51.11, taken together with 8.51.12 and 8.51.13. The change to section 8.51.11 (below) was questioned by the Provost and discussed in detail with the FSEC. The Faculty Senate Executive Committee agreed to re-consider sections 8.51.11- 8.52.13 and will return this decision and revised language to the full Senate in Fall 2016. Other changes contained in Bill #15-16—30 were approved and will be submitted to the President for his signature. The President has agreed to sign the legislation contingent upon the FSEC and the faculty senate re-considering and revising the language in sections 8.51.11 – 8.51.13, as discussed at the meeting.

**Proposed change *not* approved:**

**8.51.11** Students who plan to be absent from classes or examinations for religious holy days that traditionally preclude secular activity ([see 6.20.11](#) for how such information is made available) shall discuss this with the appropriate instructor(s) in advance of the holy day. The instructor(s) shall then make one of the following options available:

- a. the same quiz, test, or examination to be administered either before or after the normally scheduled time;
- b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time;
- c. an alternative weighting of the remaining evaluative components of the course, ~~which is mutually acceptable to the student and instructor.~~

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- c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

Faculty Senate Meeting, March 31, 2016  
Amended May 6, 2016

The Faculty Senate Executive Committee has considered the language in selected sections of Chapter 8 of the University Manual (primarily those referenced in the pre-semester memorandum issued by the Provost's Office regarding attendance policy, grading criteria, syllabi statements, etc.) and recommends the following changes:

**8.27.10 Cheating and Plagiarism.** Students are expected to be honest in all academic work. ~~Cheating is the claiming of credit for work not done independently without giving credit for aid received, or any unauthorized communication during examinations.~~ related to the classroom, online, internships, co-ops, study abroad, independent studies, research projects, practica, or other experiential placements.

**8.27.16** Instructors shall have the responsibility of ~~defining plagiarism and informing~~ insuring that students about their expectations regarding the preparation of all assignments with academic integrity. ~~Instructors shall do all that is feasible to prevent plagiarism in term papers or other written work.~~

**8.27.22.** Course content and outlines, exams, and assignments created by instructors shall be considered the instructors' intellectual property. Course materials shall not be distributed, shared in any public domain or third party website, or sold without prior written consent of the instructor.

**8.50.30 Course Syllabi.** All instructors shall make available a syllabus in the first week of class, or first day of class for fully-online accelerated programs (8.51.24), to students enrolled in each of their courses. Syllabi components should clearly communicate classroom policies, essential aspects of the course, and expectations of student participation.

**Not approved. See Memorandum, May 9, 2016**

**8.51.11** Students who plan to be absent from classes or examinations for religious holy days that traditionally preclude secular activity (see 6.20.11 for how such information is made available) shall discuss this with the appropriate instructor(s) in advance of the holy day. The instructor(s) shall then make one of the following options available:

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- c. an alternative weighting of the remaining evaluative components of the course. which is mutually acceptable to the student and instructor(s).

**8.51.14** Requests for make-up of examinations or other work, no matter what for reasons other than those in 8.51.11 and/or 8.51.13, is offered for the absence, must be made within 7 calendar days of before the end of the semester in which the absence(s) occur. The provisions of 8.51.11-134 are not meant to affect instructors' prerogative to honor or not honor the request, rights to give or not to give an Incomplete grade if the circumstances warrant such action (see sections 8.53.20-21).

**8.51.15** Examinations given during the semester (not final examinations) may be administered at a time other than the regularly scheduled class hours provided students are notified in advance by the instructor in the Schedule of Courses and in the course syllabus. Examinations given at a time other than the regularly scheduled class hours may not be scheduled to begin earlier than 6:00 p.m. and may not occur on Saturday or Sunday (See 8.39.10).

**8.51.16** Final examinations are not required by the university, but any final examination, with the exception of take-home examinations, must be administered according to the final examination schedule prepared by the Office of Enrollment Services. Any change must be approved by the Office of Enrollment Services. Take-home examinations may be turned in, by mutual agreement, as early as the first day of finals, but students shall have up to the date and time identified in the final exam schedule. Faculty members cannot administer an examination during the last five days classes are in session in lieu of a final examination, but must instead postpone such an examination to be administered according to the final examination schedule. Given university time and space constraints, the Office of Enrollment Services needs to know when a course section will not need a scheduled examination room. Faculty must notify their chairperson or academic supervisor about sections in which they will either administer a take-home examination or no final examination. The department chairperson or academic supervisor must then notify the Office of Enrollment Services of all sections that will not require final examination rooms. #10-11-23

**8.51.17** All work for courses, including term papers but excepting the final examination, shall be completed by the final class meeting.

**8.51.21** A minimum of 7 calendar days shall be allowed for each final examination period. Exam periods shall be scheduled for a maximum of 3 hours (See 8.70.23). #01-02-27

**8.51.26** A student scheduled for two final examinations at the same hour shall report the conflict to the instructors as soon as possible after the schedule of exams has been posted but not later than 2 weeks before the last scheduled class day. The instructors who shall, in turn, report to the Scheduling Officer. If conflicts are not resolved by the Scheduling Officer, the student shall take examinations in the order in which the classes meet in the regular class schedule.

**8.51.27** A student scheduled for three final examinations in one day shall report the conflict to the instructors as soon as the Common Examination schedule is posted. On the day of the examinations, the student shall take on that day the two examinations in the order in which these classes occur in the week of the student's class schedule

~~(Lecture has priority over Recitation and Laboratory) for the two courses that met first and second in the week during the semester.~~ It is the responsibility of the student to arrange a time with the instructor of the third class not later than 7 days prior to the last class day to take the final examination at a time that would not result in the student taking three final examinations in one day. The instructor of the class occurring third shall make reasonable accommodation for the student to take the examination in a timely fashion even should it result in the student having two examinations on another day during finals.

**8.53.20 Incomplete.** A student shall receive a report of "Incomplete" in any course in which the course work has been passing up until the time of a documented precipitating incident or condition, but has not been completed because of illness or another reason which in the opinion of the instructor justifies the report. An instructor who issues a grade of "Incomplete" may shall forward a written explanation to the student's academic dean.

**8.54.10 Reporting of Records.** All grades shall be reported to the Office of Enrollment Services ~~on the prescribed form~~ in the student information system not later than 48 hours after the end of the final examination period, with the provision that an extension of time may be allowed in individual cases by approval of the dean of the college on written request of the instructor. ~~No instructor shall submit grades later than 96 hours after the end of the final examination in the course concerned, except that the time limits shall be 72 hours when the examination is given on the next to the last day of the examination period and 48 hours when the examination is given on the last day.~~ If the final examination period ends within 48 hours of December 25, the deadline for submitting grades shall be extended at least one working day after December 25. In the computation of time limits, Sundays and Holidays shall be excluded.

#### **Proposed changes accepted:**

**8.27.10 Cheating and Plagiarism.** Students are expected to be honest in all academic work related to the classroom, online, internships, co-ops, study abroad, independent studies, research projects, practica, or other experiential placements.

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