

Academic Standards & Calendar Committee
Report #2009-2010-01

As amended by the Faculty Senate

At the October 29, 2009 meeting of the Academic Standards and Calendar Committee, the following matters were considered and are now presented to the Faculty Senate.

Matters requiring confirmation:

- I. The committee recommends that existing section 8.52.10 - Grading Criteria of the manual be amended to read as proposed:

Existing Section 8.52.10

Instructors shall inform students in writing within one week after the beginning of the class of the criteria upon which grades will be determined including such information as the number and types of tests which will be given, the number and types of papers which will be assigned, the weight of homework assignments, etc. With appropriate written notification, these criteria can be changed by the instructor during the semester.

Proposed Section 8.52.10

Instructors shall inform students in writing within one week after the beginning of the class of the criteria upon which grades will be determined including such information as the number and types of tests which will be given, the number and types of papers which will be assigned, the weight of homework assignments, etc. With appropriate written notification, these criteria can be changed by the instructor *up to the end of the late add period. After that time changes may be made only with the approval of the instructor's chair/dean/director.*

Rationale: This change is to give students an opportunity to drop the course if the changes made to the grading criteria will have a significant impact on their grade. The reason for the chair/director approval is to permit changes but have some oversight.

- II. The committee recommends that existing section 8.26.13 - Appeals of the manual be amended to read as proposed:

Existing Section 8.26.13

Faculty members bear responsibility for the evaluation of students and their professional judgment in this regard is to be respected. Undergraduate and graduate students who object to a recorded grade in a course should discuss the matter initially with the instructor. If the issue remains unresolved, students should make their case in writing to the instructor's department chairperson or immediate administrative supervisor. If the chairperson/supervisor thinks the appeal has merit, she/he should so inform the instructor. If this still fails to produce resolution, the chairperson/supervisor should refer the matter to a departmental or college appeals committee for a recommendation. (The latter would be appropriate in colleges lacking

departments or where department faculty have voted to delegate the authority to a college appeals committee. For petitions concerning grades, appeals committees at both levels shall include a faculty member from a closely allied department or discipline.) If, after investigating the appeal, the committee concludes that compelling reasons exist to modify a grade, it will give the instructor a written explanation of its decision and ask that person to make the change. If the instructor still declines, he/she must provide the committee with a written explanation of the reasons for refusing. If, after considering the instructor's explanation, the committee agrees unanimously that it would be unjust to let the original grade stand, it shall direct the chairperson/supervisor that the grade be changed over the instructor's objection. The chairperson/supervisor will then initiate the change, notifying the instructor, the student, the instructor's dean, the student's dean, and the Office of Student Affairs of this action. The only exception to these guidelines shall be in cases where the instructor can no longer be consulted (e.g., that person has died or moved to an unknown address). In these circumstances, the appropriate chairperson/supervisor shall act in the stead of the absent instructor and modify a student's grade if a departmental or college appeals committee unanimously recommends such action in writing. In general, grades under appeal should not be considered when evaluating students for continuance in an academic program or for scholarship eligibility. The filing of the appeal must occur within two semesters following the issuing of the grade. (See section 8.56.10 concerning time limits for changes to recorded grades. Regarding cases involving cheating and plagiarism, see sections 8.27.10 through 8.27.21. For cases involving harassment/discrimination, see University Manual Appendix G, Policy#85-1.)

Proposed Section 8.26.13

Faculty members bear responsibility for the evaluation of students and their professional judgment in this regard is to be respected. Undergraduate and graduate students who object to a recorded grade in a course should discuss the matter initially with the instructor. If the issue remains unresolved, students should make their case in writing to the instructor's department chairperson or immediate administrative supervisor. ***The chair/supervisor should respond to the request, in writing, after a decision is made.*** If the chairperson/supervisor thinks the appeal has merit, she/he should so inform the instructor. If this still fails to produce resolution, the chairperson/supervisor should refer the matter to a departmental or college appeals committee for a recommendation. (The latter would be appropriate in colleges lacking departments or where department faculty have voted to delegate the authority to a college appeals committee. For petitions concerning grades, appeals committees at both levels shall include a faculty member from a closely allied department or discipline.) If, after investigating the appeal, the committee concludes that compelling reasons exist to modify a grade, it will give the instructor a written explanation of its decision and ask that person to make the change. If the instructor still declines, he/she must provide the committee with a written explanation of the reasons for refusing. If, after considering the instructor's explanation, the committee agrees unanimously that it would be unjust to let the original grade stand, it shall direct the

chairperson/supervisor that the grade be changed over the instructor's objection. The chairperson/supervisor will then initiate the change, notifying the instructor, the student, the instructor's dean, the student's dean, and the Office of Student Affairs of this action. The only exception to these guidelines shall be in cases where the instructor can no longer be consulted (e.g., that person has died or moved to an unknown address). In these circumstances, the appropriate chairperson/supervisor shall act in the stead of the absent instructor and modify a student's grade if a departmental or college appeals committee unanimously recommends such action in writing. In general, grades under appeal should not be considered when evaluating students for continuance in an academic program or for scholarship eligibility. The filing of the appeal must occur within two semesters following the issuing of the grade. (See section 8.56.10 concerning time limits for changes to recorded grades. Regarding cases involving cheating and plagiarism, see sections 8.27.10 through 8.27.21. For cases involving harassment/discrimination, see University Manual Appendix G, Policy#85-1.)

Rationale: The reason for requiring a written response is to provide a record of why the request was denied.

- III. The committee recommends that existing section 8.27.17 - Cheating of the manual be amended to read as proposed:

Existing Section 8.27.17

Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Vice Provost for Urban Programs shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Continuing Education (e.g. courses with the code BGS).

Proposed Section 8.27.17

Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean, *the instructor's dean, and the Office of Student Life*. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Vice Provost for Urban Programs shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Continuing Education (e.g. courses with the code BGS).

Rationale: This change is to correct an omission. Student Life should be notified so that there is a record in case there are numerous offenses by the same student.

IV The ASC Committee recommends that the Faculty Senate approve the amended calendar for Summer 2010.

CALENDAR - SUMMER 2010

Session 1 – May 24 – June 25

February 26, Friday	e-Campus Registration For Courses Opens
April 20, Thursday	DEADLINE For ASFCCE Summer Scholarship Applications
May 19, Wednesday	Under-enrolled Courses Cancelled
May 24, Monday	Classes Begin
May 31, Monday	Holiday, Memorial Day Celebrated, No Classes
May 28, Friday	Last Day to ADD Courses
May 24-May 26, Monday-Wednesday	DROP with 100% adjustment of fees
May 27-May 31, Thursday- Monday	DROP period with 70% adjustment of fees
June 1- June 2, Tuesday-Wednesday	DROP period with 50% adjustment of fees
June 4, Friday	Makeup Monday Classes
June 4, Friday	Last Day to DROP Courses
June 9, Wednesday	Mid-Term
Week of June 21	Classes End and Final Exams Given
July 2, Friday	Final Grades due in e-Campus by 5:00 PM

Session 2 – June 28– July 30

February 26, Friday	e-Campus Registration For Courses Opens
June 23, Wednesday	Under-enrolled Courses Cancelled
June 28, Monday	Classes Begin
July 2, Friday	Last Day to ADD Courses
June 28-June 30, Monday-Wednesday	DROP with 100% adjustment of fees
July 1-July 5, Thursday-Monday	DROP period with 70% adjustment of fees
July 6 – July 7, Tuesday-Wednesday	DROP period with 50% adjustment of fees

July 5, Monday	Holiday, Independence Day Celebrated, No Classes
July 9, Friday	Makeup Monday Classes
July 9, Friday	Last Day to DROP Courses
July 14, Wednesday	Mid-term
Week of July 26	Classes End and Final Exams Given
Aug 6, Friday	Final Grades due in e-Campus by 5:00 PM

Session 3 – May 24– July 30

February 26, Friday	e-Campus Registration For Courses Opens
May 19, Wednesday	Under-enrolled Courses Cancelled
May 24, Monday	Classes Begin
May 28, Friday	Last Day to ADD Courses
May 24-May 30, Monday-Sunday	DROP with 100% Adjustment of Fees
May 31-June 2, Monday-Wednesday	DROP Period with 70% Adjustment of Fees
June 3-June 6, Thursday-Sunday	DROP Period with 50% Adjustment of Fees
May 31, Monday	Holiday, Memorial Day Celebrated, No Classes
June 4, Friday	Makeup Monday Classes
June 4, Friday	Last Day to DROP
June 25, Wednesday	Mid-term
July 5, Monday	Holiday, Independence Day Celebrated, No Classes
July 9, Friday	Makeup Monday Classes
Week of July 26	Classes End and Final Exams Given
August 6, Friday	Final Grades due in e-Campus by 5:00PM

Rationale: The current Summer 2010 calendar needs to be amended due to an oversight of the dorm move-in/cleaning schedule.

