

THE
UNIVERSITY
OF RHODE ISLAND



Serial Number #12-13 -24

TO: President David Dooley

FROM: Peter Larsen, Chairperson of the Faculty Senate

1. The attached BILL titled, Academic Standards and Calendar Committee Report #2012-13-1: Sections 8.54.20 and 8.34.10 of the University Manual, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on February 21, 2013.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective March 14, 2013, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

February 25, 2013
(date)

Peter Larsen
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved .
- b. Approved subject to notice to the Board of Governors ____.
- c. Approved subject to final approval by Board of Governors ____.
- d. Disapproved ____.

3.6.13
(date)

David Dooley
President

**University of Rhode Island
Faculty Senate
Academic Standards and Calendar Committee
Report #2012-13-1
(As amended on February 21, 2013)**

The Academic Standards and Calendar Committee met on Friday, 26 October 2012 and discussed sections 8.54.20 and 8.34.10 and now recommends that the Faculty Senate approve the following changes to the University Manual.

A. 8.54.20

Current

8.54.20 Reporting of Records: Academic Progress for Freshmen. Reports of S (Satisfactory), S- (Marginal), or U (Unsatisfactory) shall be made to the Office of Enrollment Services on the prescribed forms not later than mid-semester. The Office of Enrollment Services will prepare for the appropriate instructor a roster listing every properly registered freshman student in every section. The instructor shall submit a report to the Office of Enrollment Services for each student whose name appears on the roster. These reports will be mailed by the Office of Enrollment Services to the students' local address with a copy forwarded to University College. These reports are intended to alert students to their academic status and to aid in advising, but will not become part of the students' permanent academic record nor figure in their quality point average.

Proposed Revision

8.54.20 Reporting of Records: Academic Progress for Freshmen. Reports of S (Satisfactory), S- (Marginal), or U (Unsatisfactory) shall be made to the Office of Enrollment Services no later than the beginning of Week 6. The Office of Enrollment Services will prepare for the appropriate instructor a roster listing every properly registered freshman student in every section. The instructor shall submit a report to the Office of Enrollment Services for each student whose name appears on the roster. These reports will be available online to students, advisors, and University College. These reports are intended to alert students to their academic status and to aid in advising, but will not become part of students' permanent academic records nor figure in their quality point average.

Rationale

The university no longer mails paper copies of these reports to students; this revision reflects what is already current practice, and removes any potential confusion about whether a paper copy should be arriving.

B. 8.34.10

Current

8.34.10 Dropping a Course. A course may be dropped by official procedures determined by the Office of Enrollment Services (e-campus) on or before the end of the third week of classes (Drop Period) with no mark on a student's transcript. Courses may be dropped through e-campus between the fourth and the end of the sixth week of classes (Withdrawal Period) and will be recognized on a student's transcript with a "W." After the end of the sixth week (Late Withdrawal Period), a student may drop a course only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. Such drops will also be recognized on a student's transcript with a "W." If the student has not dropped a course by the end of the withdrawal period the instructor must submit a grade. Fees will not be adjusted downward for courses dropped after the end of the "add" period (see 8.43.20 for adjustment of fees).

Proposed Revision

8.34.10 Dropping a Course. A course may be dropped by official procedures determined by the Office of Enrollment Services (e-campus) on or before the end of the third week of classes (Drop Period) with no mark on a student's transcript. Courses may be dropped through e-campus between the fourth and the end of the sixth week of classes (Withdrawal Period) and will be recognized on a student's transcript with a "W." After the end of the sixth week (Late Withdrawal Period), a student may drop a course only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. Such drops will also be recognized on a student's transcript with a "W." If the student has not dropped a course by the end of the withdrawal period the instructor must submit a grade. All requests to drop courses after the end of the Late Withdrawal Period must be requested/approved by the student's academic dean by the last day of classes for the term in which the drop is sought. Only in exceptional circumstances and with significant supporting documentation will exceptions to this deadline be considered. Failure or low grades on assignments/exams or lack of attendance do not constitute exceptional circumstance. Fees will not be adjusted downward for courses dropped after the end of the "add" period (see 8.43.20 for adjustment of fees).

Rationale

This proposed revision *does not change* the current drop policy. Rather, it clarifies the procedure and adds more information about the policy already in place. Added are the requirements already in place on the form students must fill out to request a drop after the Late Withdrawal Period. It's important for the language in both places to match so that students may easily determine whether or not their drop request is likely to meet the criteria for a drop after the Late Withdrawal Period without having to acquire the paper forms to determine that.