

Faculty Senate Meeting, March 31, 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:

From Academic Requirements (8.20.10 – 8.27.21)

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.

8.27.11 A student's name on any written exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study, stated in the student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources of assistance. Occasionally, students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.

8.27.12 In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper shall be listed in the bibliography. It is not necessary to give footnote reference for specific facts which are common knowledge and have obtained general agreement. However, facts, observations and opinions which are new discoveries or are debatable shall be identified with correct footnote references even when restated in the student's own words. Material taken word for word from the written or oral statement of another person must be enclosed in quotation marks or otherwise clearly distinguished from the body of the text and the source cited. Paraphrasing or summarizing the contents of another's work usually is acceptable if the source is clearly identified but does not constitute independent work and may be rejected by the instructor.

8.27.13 Notebooks, homework and reports of investigations or experiments shall meet the same standards as all other written work. If any work is done jointly or if any part of an experiment or analysis is made by someone other than the writer, acknowledgment of this fact shall be made in the report submitted. Obviously, it is dishonest to falsify or invent data.

8.27.14 Written work presented as personal creation is assumed to involve no assistance other than incidental criticism from others. A student shall not knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures or similar sources.

8.27.15 In writing examinations, the student shall respond entirely on the basis of the student's own capacity without any assistance except that authorized by the instructor.

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.~~

8.27.17 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 Dean of the Alan Shawn Feinstein College of Continuing Education and Professional Studies shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Continuing Education and Professional Studies (e.g. courses with the code BIS). #09-10-12

8.27.18 If the violation warrants more severe censure, the instructor may recommend additional action to the instructor's dean. Upon this recommendation the dean may authorize the instructor to fail the student in the course. The student or instructor may appeal the dean's decision to the Provost and Vice President for Academic Affairs whose decision on the appeal shall be final.

8.27.19 Either the instructor, the instructor's dean or the student's dean may request judicial action (see 9.21.10 9.23.31) on an allegation against a student for cheating or plagiarism. Any of the judicial sanctions listed in sections 9.22.10 – 9.22.18 may be imposed after a finding of guilty. If the request comes from an instructor it shall be accompanied by a statement of position from the instructor's dean (see 9.20.10 and 9.21.10).

8.27.20 Students accused of academic dishonesty within the drop period may be denied the opportunity to drop the course. This requires permission from the instructor's dean. If the accusation is not upheld in an appeal, the student will be given the same options available before the end of the drop period without penalty. #04-05-32

8.27.21 Any record of scholastic integrity infractions where actions have been taken (i.e., assignment of an "F" on an assignment and notification of the student's dean, dean's authorization to assign an "F" for the course, referral to the University Board on Student Conduct) will be forwarded to the Office of Student Life. A cumulative file will be maintained in that office. The Dean of Students shall notify the student's dean of subsequent infractions and may initiate conduct action against the student. #04-05-32

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.

From Examinations and Grades (8.50.10 – 8.57.10)

8.50.10 Academic Records. In accordance with the procedures and guidelines cited in section 6.12.21, the Office of Enrollment Services shall keep complete records of the registration and scholastic achievements of undergraduate and graduate students who are enrolled for academic credit in a college or school of the University. The Office of Enrollment Services shall note on a student's record, semester-by-semester academic distinctions earned.

8.50.20 Reading Days are scheduled following the final day of classes to enable students to prepare for final examinations. Classes, examinations, and laboratories will not be scheduled during this period. Counseling, advising and optional review sessions in preparation for final examinations may take place on a voluntary basis for both students and faculty.

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.

8.51.10 Examinations. On the premise that examinations offer the teacher a valuable teaching aid, an essential means of testing the student's grasp of the course subject matter, and an opportunity for self-evaluation of the effectiveness of teaching methods, it is recommended that members of the faculty plan examinations with all three of these purposes in mind.

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 the prerogative of the ~~mutually acceptable to the student and~~ instructor(s).

8.51.12 Students who expect to be absent from classes or examinations for University sanctioned events shall discuss this with the appropriate instructor(s) at least one week in advance of the sanctioned event(s). The instructor(s) concerned shall then offer the student an alternative listed in section 8.51.11. For these purposes University sanctioned events shall be those events approved for class excuses by the Provost and Vice President for Academic

Affairs, a Vice President, a Dean, or the Director of Intercollegiate Athletics. No event shall be regarded as University sanctioned until the Provost and Vice President for Academic Affairs has been notified. Disagreements over the validity of an event being categorized as University sanctioned shall be mediated by the Provost and Vice President for Academic Affairs. If agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and that decision shall be final.

8.51.13 When serious illness, accident, personal tragedy, or other serious matters prevent students from attending classes, taking examinations, or meeting deadlines, the instructor(s) concerned shall offer the student an alternative listed in section 8.51.11. Disagreements over the seriousness of an illness, accident, personal tragedy, or other serious matter may need to be mediated by the concerned instructor's department chair, dean, or eventually the Provost and Vice President for Academic Affairs. Either students or their instructors may seek such mediation. If an agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and his/her decision shall be final.

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 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.

8.51.20 In short courses and summer session courses (see 8.32.12) the final exam shall be administered during the last regularly scheduled class session unless otherwise approved by the scheduling office. The amount of time allocated to the final exam shall be no less than one hour. #01-02-27

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

8.51.22 The examination schedule of the final day of examinations shall be rotated so that no faculty member or group of faculty members shall be continually penalized by having to submit grades within 48 hours.

8.51.23 Large-class examinations shall be scheduled early in the examination period.

8.51.24 For online courses taught in the fully-online accelerated calendar, final projects and/or final exams shall be scheduled by faculty according to the learning outcomes of the class and best pedagogical practices for online learning. The calendar of due dates for assignments and assessments shall be in the syllabus and available to students on the first day of class. No final exam or final project shall be due after the last day of the session. #14-15-08

8.51.25 There shall be at least one weekday Reading Day between the last day of classes and the beginning of the final examination period (See 8.70.22). #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.

8.51.30 Final Examinations and Athletic Events. The University of Rhode Island shall not schedule intercollegiate athletic contests and compulsory practice sessions for the Reading Day(s) and Final Exam Days, except that home contests or contests requiring local travel may be scheduled for non-exam Saturdays or Sundays. #11-12-10

8.51.31 Participation in conference-scheduled competitions, conference championships, and NCAA championships is permitted on the Reading Day(s) and Final Exam Days. The Athletics Advisory Board must be notified in advance on a timely basis when such participation will occur and what the off-campus travel requirements will be. #11-12–10

8.51.32 Participation in special tournaments or other major athletic competitions not controlled through University scheduling that occur, or require off-campus travel, on the Reading Day(s) and Final Exam Days require approval of the University President if recommended by the Athletics Advisory Board. A request for such participation shall be forwarded in a timely manner to the Board for its consideration. If the Board agrees to recommend that the President waive the provisions of section 8.51.30, then the Board shall also provide the Faculty Senate Executive Committee with appropriate documentation and explanation for making the recommendation. The explanation to the Executive Committee should be forwarded simultaneously with the recommendation to the President. The President shall inform the Athletics Director, the Athletics Advisory Board Chair and the Faculty Senate Executive Committee of his/her decision within 48 hours of receipt of the recommendation. #11-12–10

8.51.40 Security of Examinations. The instructor shall have the primary responsibility for security of examinations and shall exercise this responsibility diligently. This responsibility shall extend through the preparation, duplication and administration of examinations. [#03-04–15](#)

8.51.50 Final Examination Repository. The Library shall assume the responsibility of housing and maintaining a file in which instructors may place copies of any examinations they have given.

8.52.10 Grading Criteria. 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. [#09-10–12](#)

8.52.20 Instructor's Records. Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least two semesters from the date on which the grade was submitted. Instructors, teaching assistants, etc., who are going on leave or who are leaving the employ of the University shall deposit copies of such grading records in departmental (or college) offices. [#06-07–32](#)

8.52.21 All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students shall be retained by instructors for at least two semesters (not including summer sessions) after the end of the semester in which the items were submitted. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor. [#06-07–32](#)

8.53.10 Grades. Student grades are defined as follows:

A – Superior

B – Good

C – Fair

D – Low grade, passing

F – Failure

I – Incomplete

S – Satisfactory, course taught on S-U basis

S* – Satisfactory, course taken by a graduate student under the Pass-Fail grading option

U – Unsatisfactory, course taught on S-U basis

U* – Unsatisfactory, course taken by a graduate student under the Pass-Fail grading option, not calculated into graduate GPA [#13-14-2](#)

P – Passing, course taken under the Pass-Fail option

NW – Enrolled – No work submitted

NR – Enrolled – No grade reported [#06-07-22](#)

8.53.11 Grades shall be given quality point values as follows:

A = 4.00 points

A- = 3.70 points

B+ = 3.30 points

B = 3.00 points

B- = 2.70 points

C+ = 2.30 points

C = 2.00 points

C- = 1.70 points

D+ = 1.30 points

D = 1.00 points

F = 0 points

U = 0 points

U* = not calculated in GPA [#13-14-2](#)

8.53.12 Enrolled – No Work Submitted. In those instances when a student enrolls in a course through the registration process and (1) never attends the course, or (2) stops attending early in the semester, the instructor may record a grade of NW, no work submitted. The grade will not affect the student's attempted or earned credits and will have no effect on a student's QPA.

8.53.13 Enrolled – No Grade Reported. Assigned by Enrollment Services when instructor does not submit grade. (See 8.54.12). [#06-07-22](#)

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.

8.53.21 The student receiving an "Incomplete" shall make necessary arrangement with the

instructor or, in the instructor's absence, with the instructor's chairperson to remove the deficiency. This arrangement shall be made prior to the following mid-semester for the undergraduate student and within one calendar year for the graduate student.

8.53.30 S/U Courses. Certain courses do not lend themselves to precise grading (e.g., research, seminar). For these courses, only a Satisfactory (S) or Unsatisfactory (U) shall be given to all students enrolled. To qualify as an S/U course, the course must be approved by the Faculty Senate after recommendation by the Curricular Affairs Committee and/or the Graduate Council. S/U courses shall be so labeled in the University Catalog. An S/U course is not to be counted as a course taken under the Pass/Fail grading option. Courses numbered below 100 that are graded on an S/U basis shall not be included in the calculation of a student's quality point average or credits earned. Courses numbered above 500 that are graded on an S/U basis shall not be included in the calculation of a student's quality point average. [#13-14-2](#) [#14-15-6](#)

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.