TO: University Senate

FROM: Barbara Polivka, Chair, Senate Rules Committee

DATE: 4/8/2010

RE: Proposal to change faculty rules to reflect a semesters calendar

WHEREAS the University Senate on June 11, 2009 charged the University Senate Rules Committee to make the appropriate changes in the University Faculty Rules to reflect a semesters calendar;

WHEREAS the proposed set of routine changes were approved by the rules committee on March 6, 2010;

NOW THEREFORE BE IT RESOLVED that the University Senate approves the proposed changes to Faculty Rules regarding semesters, and respectfully requests the concurrence of the Board of Trustees, said proposal to be effective upon approval by the Board of Trustees.

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3335-3-19 University registrar.
Subject to the direction of the executive vice president and provost, the principal duties of the university registrar shall be the supervision of the details of registration, records, and scheduling which shall include: distribution of registration forms; distribution of approved schedules; fee assessments and adjustments; record of fee payments; maintenance of current quarter, semester, or session schedules; maintenance of home or permanent addresses, name and address of person(s) to be notified in case of emergency, local addresses and the respective telephone numbers of all currently enrolled students; the posting of quarters, semesters, and sessions of attendance; the posting of all courses and respective marks; recording of all probations and dismissals; recording of withdrawals; recording of all degrees earned and dates; recording of all past names and other demographic data; the distribution of the official student records to include the proper confidentiality safeguards; scheduling of classroom space, classes, and final examinations; offering placement testing, admission testing, test scoring services, a mechanism for student evaluation of teaching, and coordination of the credit by examination programs; other routine duties associated with the registration, records and scheduling of students; and special projects and duties that may be assigned from time to time by the executive vice president and provost. (B/T 7/12/91, B/T 4/4/97, B/T 12/4/98)

3335-5-45.2 Secretary of the university senate.
(A) The secretary of the university senate shall be a tenured member of the regular faculty, appointed by the president from three nominees submitted by the steering committee. The term of office shall be for three years. Prior service as secretary need not preclude nomination to this office. During the term of office the secretary shall be reassigned for a minimum of fifty per cent of time to the office of the university senate during autumn, winter, and spring semesters, and summer quarters. May and summer sessions. The secretary of the senate will be evaluated annually by the executive vice president and provost, the chair of the senate steering committee, and the chair of faculty council.

3335-5-48.6 Council on enrollment and student progress
(B) Duties and responsibilities.
(3) Initiate recommendations and review proposals with regard to policies and procedures pertinent to students’ passage through the institution, including, but not limited to, the university calendar, student records, approval of transfer credit, and quarter, semester, and session-end validation procedures.
3335-5-48.7 Committee on academic misconduct.
(C) Organization.
(2) If the caseload of the committee should from time to time become such that cases cannot be set for hearing within four weeks (excluding periods of examinations or between quarters, semesters or sessions), the chair shall be empowered to ask alternate members to serve voluntarily and temporarily as members of hearing panels.

3335-8-37 Convocations Commencement.
A convocation commencement for the conferring of degrees and certificates shall be held at the close of each quarter after the autumn and spring semester and the summer session.

3335-9-01 Classification of students for admission.
Students shall be classified as:
(D) Transient students. This shall include regular enrollees of other institutions who with the recommendation of their college authorities enter this university for a brief residence (usually one quarter, semester, or session, or term) without transfer of credits.

3335-9-02 Time of admission.
(A) Admission as an undergraduate student. Undergraduate students who are residents of the state of Ohio and who meet all admission requirements shall be admitted to any one of the four quarters in the autumn or spring semester, or the summer session.
(B) Admission as a graduate student. Graduate students meeting all admission requirements may be admitted in any one of the four quarters the autumn or spring semester, or the summer session.

3335-9-04 Specific admission requirements.
(A) Undergraduate student. For admission as a regular undergraduate student, an applicant must be a graduate of a high school (or equivalent preparatory school), or must have passed equivalent entrance examinations. For unconditional admission the applicant must present a minimum of fifteen high school units distributed in accordance with a preparatory curriculum approved by the university faculty and must meet the special requirements of the college or school the applicant desires to enter, subject to such deficiencies (or conditions) as that college or school may permit (see also rule 3335-9-24 of the Administrative Code). The preparatory curriculum is not required for the unconditional admission of regular undergraduate students with high school graduation five or more years prior to the first quarter semester or session of enrollment.

3335-9-12 Enrollment conditional upon payment of fees.
All bills, fees, and deposits required from students for a quarter, semester, or session, must be paid at the office of fees and deposits no later than the fee payment deadline for that quarter, semester, or session set by the office of the university registrar and approved by the council on enrollment and student progress. (B/T 6/7/2005)

3335-9-14 Time of registration and payment of fees; penalties.
(A) Payment of fees is required of all students each quarter, semester, or session, by the close of business on the date established by the executive vice president and provost in cooperation with the appropriate offices, and published by the office of the university registrar. This fee payment deadline will apply to the postmark date for fees paid by mail and to the date of receipt for fees paid in person. Failure to meet this requirement will result in a penalty assessment, unless excused by the university registrar or designee.
3335-9-16 Administrative holds.
(A) With the approval of the executive vice president and provost, an administrative hold may be placed on the records or accounts of any person who fails to comply in a reasonable period of time with an obligation imposed under university rules or who has an overdue debt or fine. An administrative hold will cause certain services to be withheld, including, but not limited to: obtaining current quarter grades, registering or enrolling, being certified as eligible to obtain a degree or certificate, receiving a transcript, borrowing books or equipment, or participating in discount plans available to faculty, staff, or alumni.

3335-9-26 Academic dismissal.
If the student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the college or school shall be empowered to dismiss the student from the university. An exception to this authority for undergraduate professional students shall be in accordance with paragraph (A) of rule 3335-9-23 of the Administrative Code. Notice of the dismissal shall be sent to the student by the dean of the college or the director of the school in which the student was registered for the quarter semester or session, except as provided in rule 3335-9-27 of the Administrative Code. No student shall be subject to academic dismissal unless he or she is currently on probation.

3335-9-32 Requirements for a professional degree.
(B) Waiver of minimum requirements may be made by the faculty of the college or school recommending the degree or by a committee approved by that faculty. Requests for such waiver may be initiated by student petition or by the dean or director. The council on academic affairs shall be notified at least quarterly of each semester or session of such actions.