

Proposal to Amend Faculty Rules Concerning Deadlines

The elimination of May session requires amendment of all rules that make mention of it. Below are three such rules that are relevant to deadlines for petitioning of grades, disenrollments and additions to schedules. With respect to petitioning of grades, the Grade Forgiveness Rule, approved last spring to replace the Freshman Forgiveness Rule, allows students to repeat a course and remove the original grade from the calculation of their grade-point average. As written, the rule requires that students who wish to invoke the rule petition with their college office by the second Friday of the term in which they are repeating the course. Because many students repeating the rule have just completed a course that they will repeat in the very next term (and are generally not on campus during the break between terms), the two-week interval provides students with little time in which to petition and allows college offices little time in which to advise them. The proposed modification to the rule will extend that time to the fourth Friday for semester courses and results in a date that corresponds to analogous deadlines for changes in grading-related changes in enrollment basis (enrollment for pass/non-pass and audit).

WHEREAS the Board of Trustees has eliminated the May session in favor of a summer term containing sessions of varying length; and

WHEREAS the summer sessions of varying length require changing the deadlines for petitioning grades, disenrollment from courses, and adding courses; and

WHEREAS the second Friday of a semester or summer term course has not allowed sufficient time for students to petition in their college offices to apply the grade forgiveness rule; and

WHEREAS the fourth Friday of a semester or summer term course is the date for changes in enrollment status (pass/non-pass and audit);

BE IT THEREFORE RESOLVED that the faculty rules below mentioning May session be amended as follows:

3335-8-27.1 Grade forgiveness rule.

(A) Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:

(1) Permission to apply this rule must be obtained by the ~~second~~fourth Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a ~~six- or eight-week~~ summer session; or the first Friday of a ~~May~~four-week summer session) in which the repeated course is taken.

(2) The same course may be repeated only once under this rule.

(3) This rule may be applied for a maximum of three courses.

(4) The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

(Board approval dates: 7/21/1978, 6/7/1985, 6/7/2005, 6/22/2012, 6/5/2015)

3335-8-33 Conditions and procedures for disenrollment from a course.

(A) The instructor (or in the case of a graduate teaching associate, the supervising faculty member), the chair of the instructor's department (with the agreement of the instructor), or other appropriate administrative official may disenroll a student from a course if:

(1) After the third instructional day of the semester, summer term, or session, the first Friday of the semester, summer term, or session, or the student's second scheduled class meeting of the course, whichever occurs first, the student fails to attend the scheduled course without giving prior notification to the instructor. Under this paragraph, no student may be disenrolled from a course until after the first course meeting following the student's registration. When the department elects to use this procedure, the instructor, the chair, or other appropriate administrative official shall notify the student's enrollment unit. The enrollment unit will notify the student and take appropriate action to remove the student from the course. Since not all departments exercise the option to disenroll students in all courses, this rule does not relieve the student of the responsibility for dropping a course the student is not attending.

(2) The student enrolls to audit a course without the instructor's approval, or fails to meet the prerequisites of the course. Disenrollment procedures shall be the same as in paragraph (A)(1) of this rule.

(3) Before the fourth Friday of a semester, or summer term, the second Friday of a session during autumn or spring semesters, the second Friday of [a six- or eight-week](#) summer session, or the first Friday of [Maya four-week summer](#) session, and following completion of a placement examination, or another appropriate measure of preparation or ability, the student is judged to be registered in an inappropriate course. The department or school offering the course may then instruct the secretary of the college or school in which the student is enrolled to change the student's registration either to a more elementary or more advanced course.

(...)

(F) For disenrollment, exclusive of audit, under paragraphs (A) and (E) of this rule, the university registrar shall enter on the student's official permanent record:

(1) No mark, if the disenrollment occurs before five p.m. of the fourth Friday of a semester or summer term, ~~or the second Friday of a session during autumn or spring semester,~~ or the second Friday of a six- or eight-week summer session; or the first Friday of a Mayfour-week course in summer session-course; or

(2) The mark, "W," if the disenrollment occurs after five p.m. of the fourth Friday of a semester or summer term; ~~or the second Friday of a session during autumn or spring semester,~~ the second Friday of a six- or eight-week summer session; or the first Friday of a Mayfour-week course in summer session-course.

(Board approval dates: 7/9/1976, 7/22/1977, 4/1/1983, 2/3/1984, 7/6/1984, 4/5/1985, 6/5/1987, 11/2/1990, 7/12/1991, 5/3/1996, 4/4/1997, 12/4/1998, 6/22/2012)

3335-9-17.1 Additions to approved schedules.

(A) Until the official closing time on the first Friday of a semester, ~~or~~ or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, additions to approved schedules in undergraduate colleges require the approval of the student's enrollment unit.

(B) After the first Friday of a semester, or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, and until the official closing time of the second Friday, additions to approved schedules require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit.

(C) After the second Friday of a semester, ~~or~~ or summer term, a session of autumn or spring semesters, or a six- or eight-week summer session, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions must be filed with the authorized representative of the dean or director of the student's enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student's control. Additions also require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or of the designated representative of the chair or the director).

(D) Because of the accelerated nature of Mayfour-week session courses in summer term, deadlines for adding these courses are as follows: after the first day of classes until the official closing time on the first Friday of each Mayfour-week session, a student may add a course only with the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit. After this date a student wishing to add a Mayfour-week session course to the approved schedule must petition the authorized representative of the dean or director of the student's enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student's control. Additions also require the permission

of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or of the designated representative of the chair or the director).

(E) For courses of shorter duration deadlines and approval procedures will be established by the instructional unit in which the course is offered after consultation with the office of the university registrar.

(F) The graduate school and graduate professional colleges shall formulate rules to govern additions to approved schedules, subject to approval of the council on academic affairs and publish them in their respective bulletins.

(Board approval dates: 12/8/1977, 2/3/1984, 2/1/1991, 5/3/1996, 6/22/2012)