

Academic Standards & Calendar Committee Proposal
Report #2008-2009-02
corrected

At the March 6, 2009 meeting of the Academic Standards and Calendar Committee, the following matters were considered and are now presented to the Faculty Senate.

Section 1: Informational Matters

- I. In order to reduce errors, manage corrections, and eliminate inconsistencies, the University will be moving to one comprehensive academic calendar. The Enrollment Services and Faculty Senate calendars will be synced to create the new version.

- II. The following new language will be added to the calendar to comply with the recently amended add period policy 8.33.11:

“e-campus open add period”
“e-campus permission number late add period”

Section 2: Matters requiring confirmation

- I. The following dates must be added to the calendar to comply with 8.33.11:

Proposed calendar changes:

Proposed calendar changes to comply with 8.33.11 (7 - 7 Add period)

FALL	2009-2010	2010-2011	2011-12	2012-13	2013-2014	2014-2015
☐	2009	2010	2011	2012	2013	2014
e-Campus Open Add Period	Sep. 9 - 15	Sep. 8 - 14	Sep. 7-13	Sep. 5-11	Sep. 4-10	Sep. 3-9
e-Campus Permission Number Late Add Period	Sep. 16-22	Sep. 15-21	Sep. 14 - 20	Sep. 12-18	Sep. 11-17	Sep. 10-16

SPRING	2010	2011	2012	2013	2014	2015
e-Campus Open Add Period	Jan. 25-31	Jan. 24 - Jan. 30	Jan. 23 - Jan. 29	Jan. 23 - Jan. 29	Jan. 22-Jan. 28	Jan. 21-Jan27
e-Campus Permission Number Late Add Period	Feb.1-Feb. 7	Jan. 31 - Feb. 6	Jan. 30 - Feb. 5	Jan. 30 - Feb. 5	Jan. 29-Feb.4	Jan. 28-Feb.3

- II. The committee recommends that existing section 8.34.10 of the manual be amended to read as proposed:

Existing Section 8.34.10

A course may be dropped by official procedures determined by the Office of Enrollment Services on or before the end of the eighth week of classes. Departments shall have the authority to designate selected courses as "early drop" courses which may be dropped up to two days before the end of the add period. Early drop courses will be designated in the course schedules. When such courses are offered by the Alan Shawn Feinstein College of Continuing Education they may be dropped at any time prior to the third class meeting or by the University deadline, whichever is later. If the student has not dropped a course by the end of the drop period the instructor must submit a grade. A student may drop a course after the end of the drop period only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. 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 Section 8.34.10

A course may be dropped by official procedures determined by the Office of Enrollment Services on or before the end of the eighth week of classes. If the student has not dropped a course by the end of the drop period the instructor must submit a grade. A student may drop a course after the end of the drop period only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. 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: It is necessary to remove the language that refers to a policy that no longer exist and is not enforceable. If this section is approved the following language will be deleted from the calendar: "Last day to drop early drop courses"

- III. The Enrollment Services Advisory Committee believes it is necessary to formalize the university policy on undergraduate readmission. The Academic Standards and Calendar Committee recommends that the following section be added to the University manual:

Proposed New Sections 8.25.19

An undergraduate readmitting student is one who has been previously admitted and enrolled at the university as a matriculated student, completed the formal withdrawal process or has had a break in enrollment of at least two

regular (fall or spring) semesters without notification during pursuit of an undergraduate degree. Such a break in continuous enrollment automatically terminates a student's active status, necessitating readmission in order to continue toward a degree. A readmitting student may seek readmission into a college and/or program different from that formerly attended. Additionally, undergraduate students who have graduated from the University and wish to pursue a second undergraduate degree must apply for readmission, even if there has been no break in continuity of enrollment. In such a case the student should direct the application to the academic dean of the college in which admittance is sought. Students formerly in University College who have earned at least 25 credits towards graduation and meet degree granting college pre-requisites may submit their application for readmission directly to the degree-granting college to which admittance is sought. (Readmission decisions must be in compliance with 8.25.10-18 Reinstatement of Matriculating Undergraduate Students and 8.42.11-13 Withdrawal.

Rationale: The statement already exists in the catalog and on the readmission form and is being recognized by the University.