

1-28-1982

## Academic Standards and Calendar Committee Report #80-81--3: Part II - Spring, 1982

University of Rhode Island Faculty Senate

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UNIVERSITY OF RHODE ISLAND  
Kingston, Rhode Island

FACULTY SENATE  
BILL

Adopted by the Faculty Senate

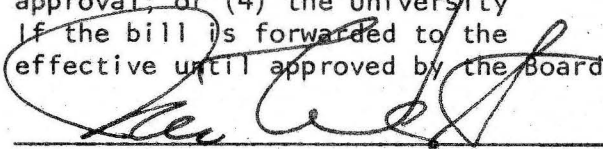
TO: President Frank Newman

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Academic Standards and Calendar Committee Report #80-81--3: Part II - Spring, 1982

is forwarded for your consideration.

2. The original and two copies for your use are included.
3. This BILL was adopted by vote of the Faculty Senate on January 28, 1982 (date)
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.
5. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective on February 18, 1982 (date), 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 Regents for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Regents, it will not become effective until approved by the Board.  
January 29, 1982 (date)

  
Niels West  
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

1. Returned.
2. a. Approved  \_\_\_\_\_
- b. Approved subject to final approval by Board of Regents \_\_\_\_\_
- c. Disapproved \_\_\_\_\_

2/3/82  
(date)

  
President

8.37.10 Credits. Each college shall determine and specify policies governing the number of credits for which a student may register each semester. Such policies shall be listed in the University Catalog.

8.37.11 No regular student shall be registered for fewer than 12 credits ~~but it~~ is understood that a regular student who, after starting the semester, drops a course and thereby continues to take less than the 12-hour credit minimum shall not lose the housing or social privileges of a regular student.

Credits.

8.37.10 ~~A~~ Without written permission of the student's academic dean, the maximum number of credits for which a student may enroll in a semester is: undergraduates - 19 credits; graduate students - 15 credits; graduate assistants ~~12 credits~~ and graduate research assistants - 12 credits. These numbers include all courses taught at the University of Rhode Island.

*The change is recommended in order to state a general university-wide policy. Colleges still would have the discretion to modify the general policy.*

8.37.11 Matriculating and nonmatriculating students may enroll as full-time or part-time students without prior approval. For purposes of fee assessment, undergraduate students with 12 credits, graduate students ~~12~~ 9 credits, graduate assistants and graduate research assistants ~~12~~ 6 credits will be considered full-time.

registered for

registered for

*The change is required to bring the regulation into conformity with previous Senate legislation (See F.S. Minutes #6-80-11-13) and to define "full-time student."*

8.37.12 Any special reduction from the normal load to the 12-credit minimum shall require approval of the advisor and the dean of the appropriate college. In the second semester of the senior year, only such credits as are necessary for graduation shall be required.

8.37.13 The program of a student in the five- or six-week Summer Session term shall be limited to seven credits of course work. The limit may be exceeded only if approved in the case of a regular University student by his/her academic dean or the Graduate Dean, if applicable, and in the case of any other student by the Dean of the College of Continuing Education.

8.37.14 A regular University student who registers in summer school courses at other institutions with the approval of his/her academic dean shall have all the grades and credits included in his/her cumulative record in the same manner as though the courses were taken at the University.

8.37.15 Students who are currently enrolled in residence at the University may enroll in extension courses (with or without credit) only by express permission of the academic dean or equivalent authority.

8.37.16 Former students not currently enrolled in residence at the University may enroll for extension courses at the University whether such courses are listed for University credit or not, subject to the following condition: no credit toward a degree requirement shall be accepted for extension courses if they are taken while the student is under suspension or dismissal from the University, unless express permission for registration has been given by the academic dean or equivalent authority.

8.37.12 Graduate assistants and graduate research assistants are expected to enroll on a full-time basis and must register for at least six credits but no more than 12 credits except with the written permission of the dean.

*The old 8.37.12 is unnecessary. The new regulation is recommended at the request of the Graduate School.*

8.37.13 The program of a student in the five- or six-week Summer Session term shall be limited to seven credits of course work. The limit may be exceeded only if approved in the case of a matriculating University student by the student's academic dean or the Graduate Dean, if applicable, and in the case of any other student by the Dean of the College of Continuing Education.

*The changes are editorial or stylistic.*

8.37.14 A matriculating University student who registers for courses during the summer or the academic year at other institutions with the approval of the student's academic dean shall have all the grades and credits included in the student's cumulative record in the same manner as though the courses were taken at the University. Graduate students must earn a grade of "B" or better in graduate level courses (equivalent to 500 level or above) for the courses to be transferred. If the other institution has only a pass-fail grade system or an equivalent one, then pass-fail grades shall be interpreted respectively as University of Rhode Island "P" and "F" grades in calculating the student's cumulative record.

*The changes incorporate 8.37.17 with appropriate new terminology. The addition is at the request of the Graduate School.*

Recommendation is to delete this paragraph.

*This section is not necessary. The College of Continuing Education is an integral part of the University.*

Recommendation is to delete this paragraph.

*This was moved to 8.34.16.*

P

8.37.17 A regular University student who registers, with the approval of the academic dean, in courses at another institution shall have all the grades and credits included in his/her cumulative record in the same manner as though the course were taken at the University. If the other institution has only a pass-fail grade system or an equivalent one then pass and fail grades shall be interpreted respectively as University of Rhode Island "S" and "U" grades in calculating the student's cumulative record.

8.38.10 Attendance Requirements. Each faculty member has a responsibility and authority for determining class attendance requirements. These requirements shall be announced at the beginning of the semester.

8.38.11 Any deviation from the announced attendance policy shall be a matter between instructor and students. A student who finds that s/he will be or has been unable to fulfill any obligation should initiate being excused from that obligation and should arrange with the instructor for making up missed work. This regulation applies to any student regardless of his/her status.

8.39.10 Employee Enrollment. A regular employee of the University, other than a graduate student or an employee of the classified Civil Service list, may register for not more than two courses in one semester upon recommendation of his/her department head and, when applicable, with the consent of the dean of the employee's college.

8.39.11 The employee shall be charged only the registration fee, unless s/he is enrolled in a special summer workshop, in which case the tuition shall be the difference between the regular special student fee per credit and the special workshop fee.

8.39.12 An employee on the classified Civil Service list may register for courses under the provisions of this section provided such registration does not take time from his/her work hours.

Recommendation is to delete this paragraph.

*This is incorporated into the new 8.37.14.*

No  
action  
taken

8.38.10 Attendance Requirements. Each faculty member has the responsibility and authority for determining class attendance requirements. These requirements shall be announced at the beginning of the semester.

*An editorial change.*

8.38.11 Any deviation from the announced attendance policy shall be a matter between instructor and students. Students unable to fulfill any obligation should arrange with the instructor for making up missed work. This regulation applies to all students regardless of status.

*This is a stylistic change.*

8.39.10 Employee enrollment. Regular full-time employees of the University, and spouses and children of full-time employees, may enroll for courses at the University and will be assessed fees according to the appropriate provisions of the collective bargaining contracts and the Board of Regents personnel policies. All employees, spouses, and dependent children must meet eligibility requirements for enrollment in the University's courses and programs.

*This combines 8.39.10 & 8.39.20.*

8.39.11 If an employee, spouse, or dependent child is enrolled in a special summer workshop, the tuition shall be the difference between the regular fee per credit and the special workshop fee when the special workshop fee exceeds the regular per credit fee.

*The changes are principally editorial changes required if new 8.39.10 is adopted.*

Recommendation is to delete this paragraph.

*This is already covered by 8.39.10.*

8.39.20 Spouses and Children of Full-time Employees who are not full-time students may be registered, with the approval of the Registrar, for no more than three courses up to and including 11 credits in any one semester for undergraduate work and no more than two courses up to and including eight credits in any one semester for graduate work (see 8.39.23).

8.39.21 They shall be entitled to the privileges of the class, apply credits toward degrees and be subject to the same fees as defined for University employees in 8.39.11.

8.39.22 In satisfaction of the University's senior residence requirements, however, only one semester of full-time academic work shall be required of undergraduate degree candidates.

8.39.23 Spouses and children of full-time employees, enrolled as full-time undergraduates in the University, shall pay all regular University fees except the "General Fee." Children eligible are those who are unmarried and under age 21 at the time of original registration and who remain continuously registered.

8.39.24 The benefits in 8.39.20-23 available to the immediate family of a faculty member in active service shall also be made available to the family of a faculty member on tenure and with at least seven years' service who retires, is disabled or dies while in service.

8.40.10 Fee for Part-time Students. A student registered under the provisions of 8.19.10-12 shall be charged a basic registration fee and tuition based on the number of credits for which s/he is registered, together with any special laboratory or associated fees.

Recommendation is to delete this paragraph.

*This is incorporated into the new 8.39.10.*

Recommendation is to delete this paragraph.

*This is incorporated into the new 8.39.10.*

Recommendation is to delete this paragraph.

*The deletion is recommended because the regulation is unnecessarily restrictive to part-time students.*

Recommendation is to delete this paragraph.

*This was incorporated into 8.39.10.*

8.39.12 The benefits in 8.39.10-11 available to the immediate family of a faculty member in active service shall also be made available to the family of a faculty member on tenure and with at least seven years service who retires, is disabled or dies while in service.

*Editorial changes required because of previous changes.*

8.40.10 Fees for part-time students. Part-time students shall be charged a basic registration fee and tuition based on the number of credits for which the student is registered together with any special or associated fees.

*Principally editorial changes.*

R

8.41.10 Withdrawal. A student who wishes to withdraw from the University shall obtain a withdrawal form from the Office of Counseling and Career Services. This form shall include spaces for such receipts as may be appropriate. If the student is enrolled in Military Science, s/he shall obtain a receipt from the Department of Military Science for the return of all military equipment, thus releasing the \$100 bond filed by the parent. When the form, including the appropriate receipts, is completed and signed by the student's academic dean, it shall be presented to the Bursar.

8.41.11 If the withdrawal form is completed satisfactorily and the student has cleared all financial obligations to the University, the date of withdrawal shall be noted on his/her permanent record, no grades for the current semester shall be recorded, except as provided in 8.41.12, and s/he shall be eligible to re-register at the beginning of any regular term subject to the conditions of 8.41.13.

8.41.12 If the student withdraws from the University after midsemester, a symbol "W" shall be recorded for each course in which the student was registered.

8.41.13 Undergraduate students who withdraw from the University after the date designated as the last day for dropping courses and who seek readmission to the University for the next semester shall be readmitted only upon approval of the Scholastic Standing Committee for the college or school in which registration is desired.

8.41.10 Withdrawal. A student who wishes to withdraw from the University prior to the end of a semester or Summer Session term shall do so according to procedures outlined in that semester's Schedule of Courses. Students who withdraw from the University after the last day of classes but before a semester ends shall be graded in all courses for which they are officially registered.

*This change is recommended because it defines the procedure in unnecessarily specific terms. The last sentence of the new regulation is intended to prohibit withdrawal as a "bail-out" during final exam week.*

8.41.11 If the withdrawal process is completed satisfactorily and the student has cleared all financial obligations to the University the date of withdrawal shall be noted on the student's permanent record. No grades for the current semester shall be recorded. The student may apply for readmission for any regular term subject to the conditions of 8.41.13.

*This change is intended to eliminate any distinction between early and late withdrawals.*

8.41.12 If the student withdraws from the University after mid-semester, grades shall be recorded for any course which has an officially specified completion date prior to the date of withdrawal.

*The old 8.41.12 is unnecessary. The replacement specifies how courses which finish before the end of the semester (such as minin-coursee) shall be treated.*

8.41.13 Undergraduate students who withdraw from the University after midsemester and who seek readmission to the University for the next semester shall be readmitted only upon approval of the Scholastic Standing Committee for the college or school in which registration is desired.

*The change is required by the change in the drop period.*

8.42.10 Refunds. Refunds of payments made or credits against amount due to the University shall be made to students who officially withdraw for reasons other than induction into military service, according to the following scale:

Period of Attendance in Which Withdrawal Occurs <sup>1</sup>	Percentage of Refund
First two weeks.....	80%
Third week.....	60%
Fourth week.....	40%
Fifth week.....	20%
After five weeks.....	No refund

<sup>1</sup> Counted from the first day of registration and including weekends and holidays.

8.42.11 When the cause for withdrawal is induction into military service, the percentage of refund shall be the same as the percentage of time left in the semester after the withdrawal date. Refund shall also be made on the unused balance of a student's meal ticket and the University deposit, whenever the student withdraws.

8.43.13 Academic course credit and CEUs shall be noted on the same permanent record, provided that CEUs are clearly labeled. No grades shall be recorded for CEUs. CEUs shall not be recorded in segments of less than 1.0 CEU and fractional CEUs above 1.0 units shall be in increments of 0.1.

8.42.10 Refunds. Refunds of payments made or credits against amount due to the University shall be made to students who officially withdraw from the University or who cancel their registration in all courses, according to the following schedule:

Period of Attendance in Which Withdrawal Occurs <sup>1</sup>	Percentage of Refund <sup>2</sup>
First two weeks	80%
Third week	60%
Fourth week	40%
Fifth week	20%
After five weeks	No refund

<sup>1</sup> Counted from the first day of registration and including weekends and holidays.  
<sup>2</sup> Fees subject to refund are defined by the University Controller.

*The changes are principally editorial.*

Recommendation is to delete this paragraph.

*The old regulation is unnecessary.*

8.42.20 Adjustment of fees. The last day for fee adjustment for students who reduce their credit load shall be at the end of the "add" period. For College of Continuing Education students, the last day for fee adjustment shall be prior to the third class meeting or by the prescribed University deadline, whichever is later. Fees will be adjusted downward according to the number of credits of enrollment as of the last day adjustment is permitted.

*This new regulation would make official the existing practice.*

8.43.13 Academic course credit and CEUs shall not be noted on the same permanent record. No grades shall be recorded for CEUs. CEUs shall not be recorded in segments of less than 1.0 CEU and fractional CEUs above 1.0 units shall be in increments of 0.1.

*The change is recommended in order to conform to guidelines established by the American Association of Collegiate Registrars.*

T



8.43.15 The CEU course instructor or coordinator shall initiate appropriate advertisement for the course, register students, make arrangements for the collection of fees and maintain attendance records. The CEU course instructor or coordinator may obtain administrative assistance for these responsibilities through the Division of University Extension in Providence and the Conference Office in Kingston.

8.43.16 Upon completion of the CEU course, the registration forms with the appropriate CEUs awarded shall be forwarded to the Registrar's Office by the CEU course instructor or coordinator for entry into the University records system. The individual's transcripts will be issued by the Registrar's Office through the appropriate administrative procedures.

8.43.17 Certificates of Award may be presented by the CEU course instructor or coordinator at the conclusion of the course. A supply of standardized certificates shall be available in the Registrar's Office and in the offices of the Division of University Extension.

8.44.10 Classes. The schedule of classes shall be made by a designated scheduling officer, and no instructor may change the time or place of a scheduled class or laboratory without approval of this officer.

8.44.11 No student shall be so scheduled in a course that his/her attendance will be divided between two or more sections of that course or in one in which full attendance is impossible.

8.44.12 Class periods shall normally be 50 minutes in length. Instructors must adhere to the time limit.

8.43.15 The CEU course instructor or coordinator shall initiate appropriate advertisement for the course, register students, make arrangements for the collection of fees and maintain attendance records. The CEU course instructor or coordinator may obtain administrative assistance for these responsibilities through the College of Continuing Education.

*An editorial change.*

Recommendation is to delete this paragraph.

*The deletion is recommended because the regulation is unnecessarily specific. Procedures should be left to the discretion of the appropriate office.*

Recommendation is to delete this paragraph.

*The paragraph is unnecessary.*

8.44.10 Classes. The Schedule of Courses shall be made by designated scheduling officers, and no instructor may change the time or place of a scheduled ~~class~~ **Course** without approval of the ~~Registrar~~ **Registrar or designee.**

*Editorial changes.*

8.44.11 No student shall be registered in courses in which full attendance is impossible without prior permission of the course instructors and the student's academic dean.

*The change is intended to give deans more latitude in dealing with unusual cases.*

8.44.12 The standard class period shall normally be 50 minutes in length for the Monday, Wednesday, Friday sequence and 75 minutes in length for the Tuesday, Thursday sequence. Instructors must adhere to the time limit. Class periods for the College of Continuing Education and Summer Session courses may vary from this standard, but must meet minimum standards as specified in 8.32.10-13.

*The changes are intended to complete and clarify the existing paragraph.*

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8.14.15 Students who seek matriculated undergraduate status on the basis of the future successful completion of 12 approved credits may be admitted to the University through the College of Continuing Education upon the recommendation of the appropriate admissions officer. Such admissions shall be termed Performance Based Admissions and shall be limited to students for whom recent academic evidence or records otherwise demonstrating admissibility are unavailable. Students admitted under this regulation are subject to the same regulations as students admitted in the usual way.

*This new regulation creates a form of probationary admission intended to serve the needs of certain College of Continuing Education students.*

8.52.10 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 during the semester.

8.52.20 Instructors' 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 ~~one semester~~ *one semester* 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.

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 one semester (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.

*These new sections are proposed on the bases of recommendations from the Ombudsman.*

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