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Academic Standards and Calendar Committee Report #81-82-2: Part I

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 #81-82-2: Part I

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 February 10, 1983*
(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 March 3, 1983 (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.

February 11, 1983
(date)

James Findlay
James Findlay
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 _____.

Feb 24/1983
(date)

F. Newman
President

* Official date for submission of legislation approved on October 7, October 21 and December 2, 1982.

EXAMINATIONS AND GRADES

EXISTING

8.50.10 Academic Records. In accordance with the procedures and guidelines cited in section 6.12.21, the Registrar 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 Registrar shall note on a student's record, semester by semester, all such academic honors earned as inclusion on a dean's list.

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 his/her teaching methods, it is recommended that members of the faculty plan examinations with all three of these purposes in mind.

8.51.11 Final examinations shall be given in all courses unless an exception is made by vote of a department. All final examinations shall be administered during a specific period to be determined by the Registrar.

8.51.20 Scheduling Final Examinations. The final examination in any course, as recommended by the department, shall be scheduled by the scheduling officer only. The length of the final examination shall be decided by the individual college faculty, and it shall be not less than two hours nor more than three hours.

PROPOSED

8.50.10 Academic Records. In accordance with the procedures and guidelines cited in sections 6.12.21, the Registrar 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 Registrar shall note on the student's record, semester by semester, academic ~~honors~~ earned.

An editorial change.

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 effectiveness of teaching methods, it is recommended that members of the faculty plan examinations with all three of these purposes in mind.

An editorial change.

8.51.11 Final examinations shall be given in all courses unless an exception is made by vote of a department. The department chairperson shall notify the Scheduling Officer of all courses in which no final examination is being given and courses in which a take-home examination is being given. All final examinations with the exception of take-home examinations shall be administered during a specific period to be determined by the Registrar.

Notification of the Registrar is recommended so that the exam rooms can be used by others if necessary.

8.51.20 Scheduling Final Examinations. The final examination in any course shall be scheduled by the Scheduling Officer only. The ~~length~~ of a final examination shall be no less than two hours nor more than three hours, *as decided by the individual faculty member.*

The change is recommended to make the paragraph coincide with current practice.

distinctions

time allowed for completion

8.51.26 The Registrar shall attempt to schedule final examinations so that most students have only one examination a day.

8.51.28 A student scheduled for two final examinations at the same hour shall report the conflict to his/her 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.

8.51.30 Security of Examinations. The instructor shall have the primary responsibility for security of examinations and s/he shall exercise this responsibility diligently. This responsibility shall extend through the preparation, duplication and administration of examinations.

8.51.31 The academic deans and department chairpersons shall develop ways to have examinations typed and duplicated by a centralized agency, at least within an academic building.

8.51.32 The department chairpersons shall be responsible for instructing secretaries in all aspects of examination security.

8.51.33 The department chairpersons shall be responsible for informing department members of the procedures for the presentation of examinations.

The Committee recommends deletion of the section.

This is an unrealistic recommendation which, given the size and diversity of the University, is unfeasible; hence we recommend deletion.

8.51.26 A student scheduled for two final examinations at the same hour shall report the conflict to 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 schedule.

This is a renumbering and an editorial change.

8.51.30 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.

These are editorial changes.

The Committee recommends deletion of the section.

This recommendation is not feasible; hence, we recommend deletion.

The Committee recommends deletion of the section.

This as well as the next belabor the obvious; hence, we recommend deletion.

The Committee recommends deletion of the section.

See comment directly above.

8.51.40 Final Examination Repository. The library shall assume the responsibility of housing and maintaining a file in which instructors are urged to place copies of all final examinations they have given. If there are reasons why actual examinations should not be filed, then it is suggested that sample questions be filed. Use of the examination repository by instructors is not compulsory but it is hoped that most instructors will want to enter into this enterprise.

8.53.10 Grades. Student grades shall be reported as A, B, C, D, F. These marks shall represent the following standing:

A -- Superior
B -- Good, above average but not superior
C -- Average
D -- Low grade, below average, passing
F -- Failure

8.53.11 Grades shall be given quality point values as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

8.51.40 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 give.

The changes are basically an editorial simplification.

8.53.10 Grades. Student grades are defined as follows:

A-- Superior
B-- Good, above average, but not superior
C-- Average
D-- Low grade, below average, passing
F-- Failure
I-- Incomplete
S-- Satisfactory, course taught on S-U basis
U-- Unsatisfactory, course taught on S-U basis
P-- Passing, course taken under the Pass-Fail grading option

The changes are so that all possible grades which can be used are given in a single manual section.

8.53.11 Grades shall be given quality point values as follows:

A = 4 points
A- = 3.7 points
B+ = 3.3 points
B = 3.0 points
B- = 2.7 points
C+ = 2.3 points
C = 2.0 points
C- = 1.7 points
D+ = 1.3 points
D = 1.0 point
F = 0 points
U = 0 points

Most of these changes are mandated by prior Senate action (See F.S. Minutes #15a --78-5-11) which was passed with the condition that the plus and minus grading options would take effect when the new student record system became operational. The only change requiring current Senate approval is the addition of the U at the end of list for completeness.

8.53.20 Incomplete. A graduate or undergraduate student shall receive a report of "incomplete" instead of a grade in any course in which the course work has been passing but has not been completed because of illness or another reason which in the opinion of the instructor justifies the report. An "incomplete" for an undergraduate student not removed by the next midsemester shall remain on his/her permanent record, but an "incomplete" for a graduate student not removed within one calendar year shall remain on his/her permanent record, except that, in either case, the instructor with his/her department chairperson's knowledge may extend the time limit, or, in the instructor's absence, the department chairperson may extend the time limit by which the incomplete work must be finished.

8.53.21 The instructor shall accompany a report of "incomplete" for a graduate or undergraduate student with a written explanation and file a copy of the explanation with his/her department chairperson. The student receiving "incomplete" shall make satisfactory arrangements with the instructor, or, in his/her absence, with the instructor's chairperson to remove the deficiency (prior to the next mid-semester for the undergraduate student), and the new grade shall be immediately reported to the Registrar and the department chairperson. The undergraduate student may also repeat the course and the earned grade shall be entered on his/her record and used in calculating his/her quality point standing.

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 University catalogs and bulletins. An S/U course is not to be counted as a course taken under the Intellectual Opportunity Plan.

8.53.20 Incomplete. A student shall receive a report an "Incomplete" instead of a grade in any course in which the course work has been passing, 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" shall forward a written explanation to the student's academic dean.

Most of the changes here are editorial, undertaken in order to place related material closer together. The passages deleted are reinserted with certain changes into the next section.

8.53.21 The student receiving "incomplete" shall make satisfactory arrangements with the instructor, or in the instructor's absence, with the instructor's chairperson to remove the deficiency prior to midsemester for the undergraduate student and within one calendar year for the graduate student. Grades of "incomplete" that are not changed within the stated deadlines shall remain on the student's permanent record, except that in either case, the instructor with the department chairperson's knowledge may extend the time limit, or in the instructor's absence, the department chairperson may extend the time limit by which the incomplete work must be finished. If a student does not satisfactorily complete the course work prior to the deadline set in this paragraph, or by the instructor, the instructor may change the "I" to "F" only if the student has been informed explicitly in writing that failure to meet the deadline will result in a failing grade. The new grade assigned to change an "incomplete" shall be reported within 72 hours to the Registrar and the department chairperson. Students shall not reregister for the course in order to make up an "incomplete".

See comment above. Further, the material regarding changing an incomplete to an F was inserted upon recommendation of both the Ombudsman and the Constitution, By-Laws, and University Manual Committee. The last sentence of the new paragraph consolidates 8.56.12 into this section.

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 University catalogs and bulletins. An S/U course is not to be counted as a course taken under the Pass-Fail grading option.

An editorial change to make the section conform to currently used terminology.

Referred to Committee

8.54.10 Reporting of Records. All grades shall be reported to the Registrar on the prescribed form 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, then the deadline for submitting grades shall be extended to 48 hours (2 working days) after December 25.

8.54.11 Failures shall be reported to the Registrar and the Dean of the college within the same time limits, with the same provision for extension of times as in 8.54.10 for all grade reports. In the computation of time limits, Sunday and holidays shall be excluded.

8.54.12 The Registrar shall issue to the instructor a grade card for every properly registered student in every section. The instructor shall submit to the Registrar on each grade card thus issued a letter grade, an incomplete, or an "S" or "U" if applicable. If the instructor does not submit a letter grade, an incomplete, an "S" or "U", the Registrar shall be authorized to use the designation "NR" (NOT REPORTED) on end-of-semester grade reports and as a temporary entry on the permanent record. Courses receiving the designation "NR" shall not be included in the computation of the student's quality point average. Each "NR" entered on the permanent academic record either shall be reconciled to a grade within one year of the date of entry or, if it is ascertained that the student was not in fact properly enrolled, shall, together with the course name, be stricken from the student's permanent academic record. When any entry is not reconciled or stricken within one year from date of entry, the Registrar shall request the instructor (or the Department Chairperson if the instructor is not available) to determine whether the entry shall be stricken or a grade given therefor. A copy of the Registrar's request shall be sent to the student.

8.55.11 Failure in an elective course may be made up by requesting and passing the course, but removal of failure shall not be required.

8.54.10 Reporting of Records. All grades shall be reported to the Registrar on the prescribed form not later than 43 hours after the end of the final examination period, except by approval of the dean of the college on written request of the instructor. Grades shall be submitted not 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 43 hours when the examination is given on the last day. If the final examination period ends within 48 hours of December 25, then the deadline for submitting grades shall be extended to 43 hours (2 working days) after December 25. In the computation of time limits, Sundays and Holidays shall be excluded.

These are basically editorial changes.

8.54.11 Failures shall be reported on the appropriate form to the student's academic dean.

This is an editorial simplification.

8.54.12 The Registrar shall prepare for the instructor a roster listing every properly registered student in every section. The instructor shall submit to the Registrar for each student whose name appears on the roster a letter grade (A-F), an incomplete, or an "S" or "U" if applicable. If the instructor does not submit a letter grade, an incomplete, an "S" or "U", the Registrar shall be authorized to use the designation "NR" (Not Reported) on the end-of-semester grade reports and on the permanent record. Courses receiving the designation "NR" shall not be included in the computation of the student's quality point average.

A few of the changes are editorial. The committee recommends the major deletion at the end because the procedure was costly in time and effort and produced almost no results.

8.55.11 A student may repeat a failed elective course but is not required to do so.

This is an editorial change.

8.55.12 Failure in a non-credit required course must be removed before graduation, but removal of failures in non-credit elective courses shall not be required.

8.55.13 In case of failure in a required course, the course must be repeated when next offered.

8.55.14 No limit shall be placed on the number of times a course may be repeated, but the credit requirement for graduation shall be increased by the number of credits repeated.

8.56.10 Changes in Records. No grade shall be changed after it has been reported to and recorded by the Registrar except upon written request by the instructor to the dean of the college and approval by the dean, unless the instructor can demonstrate to the Registrar that the grade originally submitted was wrong solely as a result of clerical error.

8.56.11 Grades sent to the Registrar for senior students in the final semester may be changed only upon consultation of the instructor with the dean of the college and the Registrar.

8.56.12 The removal of an "incomplete" as a result of a special examination or the completion of other work shall be reported to the Registrar within 72 hours after such examination or completion (see 8.53.20).

The Committee recommends deletion of the section.

The paragraph was thought to be unnecessary hence, we recommend deletion.

The Committee recommends deletion of the section.

We recommend deletion because there seems to be no way to monitor compliance. Further it is not current practice to penalize students who do not comply.

8.55.14 The Committee recommends renumbering to 8.33.32.

The section fits better in the 8.30 series.

8.56.10 Changes in records. No grade shall be changed after it has been reported to and recorded by the Registrar except upon written request by the instructor to the Dean of the instructor's college and approval by the Dean.

This change brings the section into conformity with current practice.

The Committee recommends deletion of the section.

This section is unnecessary. It is a carryover from the times when seniors were issued grades early.

The Committee recommends deletion of the section.

This was incorporated into 8.53.21.

*Postponed
definitely
pending
action
on 8.53.21*

8.56.13 No examination or work for making up a deficiency shall be allowed to any student who has been suspended or dismissed.

8.57.10 Dean's List. Full-time undergraduate students who have achieved certain levels of academic excellence in any semester shall be honored at the end of that semester by inclusion of their names on the "Dean's List." The Registrar will publish lists of students who have attained the required quality point average. A student may qualify for the Dean's List if s/he has completed 12 or more credits for letter grades in a semester. Freshmen and sophomores shall qualify by achieving a 3.0 quality point average; juniors and seniors, a 3.2 quality point average.

The Committee recommends deletion of the section.

This regulation was thought to be unnecessarily restrictive.

8.57.10 Dean's List. Undergraduate students who have achieved certain levels of academic excellence shall be honored by inclusion of their names on the "Dean's List." Each semester, the Registrar will publish lists of students who have attained the required quality point average. A student may qualify for the Dean's List by completing twelve or more credits for letter grades and by achieving a 3.3 quality point average.

The changes: 1) allow part-time students to become eligible for Dean's List; 2) make the minimum Dean's List average coincide with the level required for graduating "with honors"; and 3) make the required average uniform for all classes.

OFF CAMPUS PROGRAMS

EXISTING

8.70.10 Off-Campus Programs. It shall be the policy of the University to recognize credit work toward the bachelor's degree to be given on a part-time basis off the campus, when, in the judgment of the administration, such programs are warranted.

8.70.11 Policies for admission to and matriculation in such programs shall be the same as those for campus programs.

8.70.12 Requirements for such programs shall normally be completed within 8 to 10 years, but no maximum limit is fixed.

8.70.13 The senior-year-in-residence requirement shall be waived with the understanding that the college concerned shall have the right to require campus attendance for any given course.

8.70.14 To be eligible for the bachelors degree, a student must have completed one quarter of the total requirements while registered in the program.

8.70.15 All academic matters, including approval of faculty personnel, shall be under the control of the dean of the college concerned. The academic standards for all students in the degree programs in the Division of University Extension shall be similar to those in the campus programs. All Division of University Extension faculty who are not members of the regular campus faculty shall be given full information regarding faculty standards and procedures before entering upon classroom duties. All business matters, including the details of scheduling, shall be the responsibility of the Dean of the Division of University Extension.

8.70.16 The University reserves the right to curtail or suspend an off-campus program in the event of inadequate enrollment or other adverse conditions beyond University control.

PROPOSED

The Committee recommends deletion of these sections.

The deletion of these sections is recommended because there is no need to differentiate between the College of Continuing Education and the programs of the other colleges. Further, sections 3.40-10-17 appropriately describe the responsibilities of the College of Continuing Education and are not needed here.

COURSES

EXISTING

8.80.10 Types of Courses. The University offers permanent courses and temporary courses for credit.

8.80.11 Only permanent courses may be listed in the Undergraduate Bulletin or in the Graduate School Bulletin.

8.80.12 An open-ended course is a permanent course, the subject matter of which may vary between offerings. Open-ended courses include workshops, seminars, colloquia, special topics, special problems, and special projects.

8.80.13 A temporary course (formerly designated as experimental) may be offered no more than twice and only during a two-year period following its approval. A temporary course must meet one or more of the following criteria: a) it is experimental in nature. It is innovative, using unconventional devices in pedagogical methods, course materials, approach to course content or student-teacher relationships; b) it is being tried out on a temporary basis so that its value and effectiveness can be tested before it is added to a department's permanent curriculum; c) it is intended for a limited duration, such as in the case of employing a visiting specialist temporarily available or to satisfy temporary needs and interests of students or to deal with timely issues.

PROPOSED

8.80.10 Types of Courses. The University offers permanent courses and temporary courses for credit toward degree requirements. In addition, non credit courses are offered. Approval procedures for all courses are found in Appendix E of the University Manual.

These changes make the section comprehensive.

8.80.11 A permanent course is one which has no restrictions on the number of times it may be offered. A permanent course may be open-ended; that is, a course whose subject matter may vary between offerings. Open-ended courses may include workshops, seminars, colloquia, special topics, special problems, and special projects. Only permanent courses may be listed in the Undergraduate Bulletin or in the Graduate School Bulletin.

These changes are intended to give clear definitions of "permanent" and "open-ended".

The Committee recommends deletion of the section.

This was incorporated into the previous section.

8.80.12 A temporary course may be offered no more than twice and only during a two-year period following its approval. A temporary course must meet one or more of the following criteria: a) it is experimental in nature. It is innovative, using unconventional devices in pedagogical methods, course materials, approach to course content or student-teacher relationships; b) it is being tried out on a temporary basis so that its value and effectiveness can be tested before it is added to a department's permanent curriculum; c) it is intended for a limited duration, such as in the case of employing a visiting specialist temporarily available or to satisfy temporary needs and interests of students or to deal with timely issues.

This is an editorial change and a renumbering.

8.81.10 Course Approval. All new courses must be approved by a vote of the department faculty. Policies and procedures for the approval of new courses (published yearly by the Faculty Senate Curricular Affairs Committee and the Graduate Council) are outlined in Appendix E.

8.81.10 Course Approval. All new courses must first be approved by a vote of the faculty of the originating department. A course which does not originate in a specific department or college must be approved by the governing committee(s) with responsibility for administering it. After departmental or committee approval, a permanent course must gain the approval of the college(s), the Curricular Affairs Committee and/or the Graduate Council, the Faculty Senate and the President.

These changes consolidate related material from the next two sections into one. Temporary courses are discussed later.

where applicable,

8.81.11 A course which does not originate in a specific college must be approved by the governing committee(s) with responsibility for administering it. After committee approval, a permanent course must gain the approval of the Curricular Affairs Committee and/or the Graduate Council, the Faculty Senate and the President. A temporary course shall have the approval of the committee(s), and the Curricular Affairs Committee and/or the Graduate Council. Any temporary course offered for more than 5 credits that does not originate in a specific college must also gain the approval of the Faculty Senate.

The Committee recommends deletion of the section.

See comment to previous section.

8.81.20 Permanent Courses. After departmental approval a permanent course must gain the approval of the college(s), the Curricular Affairs Committee and/or the Graduate Council, the Faculty Senate, and the President.

The Committee recommends deletion of the section.

See comment to section 8.81.10.

8.81.30 Temporary Courses. A temporary course shall have the approval of the department(s) proposing it, the dean(s) of the college(s) involved, and the Curricular Affairs Committee and/or the Graduate Council, except that a temporary University College mini-course (a one-credit lower-level undergraduate course taught during the fall or spring semester) does not require the approval of the Curricular Affairs Committee. The Curricular Affairs Committee shall, however, receive information about any temporary University College mini-course after it has been approved by the college dean. The Graduate Council may refuse to grant or may attach conditions to the granting of graduate program credit for a temporary course. Each college may require internal channels of approval in addition to those specified here.

8.81.30 A temporary course shall have the approval of the department(s) or committee proposing it, the dean(s) of the college(s) involved, and the Curricular Affairs Committee and/or the Graduate Council, except that a temporary University College mini-course (a one-credit lower-level undergraduate course taught during the fall or spring semester) does not require the approval of the Curricular Affairs Committee. The Curricular Affairs Committee shall, however, receive information about any temporary University College mini-course after it has been approved by the University College dean. The Graduate Council may refuse to grant or may attach conditions to the granting of graduate program credit for a temporary course. Each college may require internal channels of approval in addition to those specified here.

These are editorial changes.

8.81.40 Open-Ended Courses. An open-ended course shall be administered by the department which originated it. Initially, an open-ended course shall be proposed and approved in the same manner as other permanent courses (see 8.81.20 above). Prior to each offering the content of the course shall be discussed in a department meeting, thereby allowing its faculty to become aware of the subject matter to be presented and to have an opportunity for constructive criticism.

8.81.41 After approval of each offering of an open-ended course at the departmental level, a copy of the title, subtitle, and description shall be forwarded for schedule authorization to the Registrar via the academic dean.

8.81.50 Intensive Short Courses. Information regarding intensive short courses is found in sections 8.32.10-8.32.13.

8.81.60 Scheduling Courses. Courses submitted to the Registrar for scheduling shall be certified by the department chairperson via the academic dean as being permanently approved or authorized temporary courses. For each course not listed in the latest issue of the Undergraduate Bulletin or Graduate School Bulletin, an authorization form signed by the Chairperson of the Curricular Affairs Committee and/or the Dean of the Graduate School must be on file with the Registrar.

8.81.70 Limitations. It is the responsibility of the Registrar to limit the offering of a temporary course to only twice during a two-year period.

8.81.71 A course which has been formally deleted may not be offered again without formal approval.

8.81.20 A open-ended course shall be administered by the department which originated it. Initially, an open-ended course shall be proposed and approved in the same manner as other permanent courses (see 8.81.10 above). Prior to each offering the content of the course shall be discussed in a department meeting, thereby allowing its faculty to become aware of the subject matter to be presented and to have an opportunity for comment.

Renumbering and editorial changes.

8.81.21 After approval of each offering of an open-ended course at the departmental level, a copy of the title, subtitle, and description shall be forwarded for schedule authorization to the Registrar via the college dean and the graduate dean for 400, 500, and 600 level courses.

A renumbering plus a clarification regarding upper level courses.

The Committee recommends renumbering to 8.81.40.

8.81.50 Scheduling courses. Courses submitted to the Registrar for scheduling shall be certified by the department chairperson via the college dean as being permanently approved or authorized temporary courses. For each course not listed in the latest issue of the Undergraduate Bulletin or Graduate School Bulletin, an authorization form signed by the Chairperson of the Curricular Affairs Committee and/or the Dean of the Graduate School must be on file with the Registrar.

Renumbering and an editorial change.

8.81.60 Limitations. It is the responsibility of the Registrar to limit the offering of a temporary course to twice during a two-year period.

Renumbering and an editorial change.

The Committee recommends renumbering to 8.81.61.

8.81.72 A course not given for four successive academic years shall be deleted from the curricular offerings unless its retention can be justified. The Scheduling Officer shall determine annually which courses have not been given in the previous four successive academic years. The Registrar shall furnish to the Curricular Affairs Committee and the Graduate Council a full list of such courses. These committees shall notify the appropriate department chairpersons and academic deans of the courses under their jurisdiction that are on the list. The committees shall rule on the justification submitted to them by the department chairpersons and/or the academic deans and report their rulings to the Faculty Senate for confirmation.

8.81.80 Course Approval Records. The permanent record for all temporary and open-ended courses shall be maintained by the Registrar and shall consist of the certifications required in Sections 8.81.41 and 8.81.60.

8.81.90 Course Jurisdiction. The content, textbook, over-all conduct and method of presentation of single section courses shall be the responsibility of the instructor. The administration of multi-section courses shall be determined by departments.

8.81.62 A course not taught for four successive calendar years shall be deleted from the curricular offerings unless its retention can be justified. The Scheduling Officer shall determine annually which courses have not been given in the previous four successive calendar years. The Registrar shall furnish to the Curricular Affairs Committee and the Graduate Council a full list of such courses. These committees shall notify the appropriate department chairpersons and college deans of the courses under their jurisdiction that are on the list. The committee shall rule on the justification submitted them by the department chairpersons and/or the college deans and report their rulings to the Faculty Senate for confirmation.

Renumbering and editorial changes.

8.81.70 Course Approval Records. The permanent records for all temporary and open-ended courses shall be maintained by the Registrar and shall consist of the certifications required in Sections 8.81.21 and 8.81.50.

Renumbering and editorial changes.

The Committee recommends renumbering to 8.81.80.

ADMISSIONS, ACCEPTANCE OF CREDIT AND INTERNAL TRANSFER

EXISTING

8.10.10 Admissions Policy Statement. The University desires that its students shall be men and women who are not only competent to perform well in the classroom, but also possessed of wide interests and positive qualities of character and personality. The admission requirements are not designed to keep people out of college but rather to determine which persons give the best promise of intellectual ability, leadership and constructive citizenship. No person with a strong preparatory record, who possesses better than average intelligence, or who has special academic or creative aptitude or talents should hesitate to apply.

8.10.11 Students are selected for enrollment primarily on the basis of their academic competence, without regard to age, race, sex, creed or national origin. However, the University recognizes its special obligation to the citizenry of Rhode Island, and accordingly assigns priority in admission to well-qualified residents of the State of Rhode Island. At the same time, the University recognizes that the intellectual horizons of its students are greatly broadened by an exchange of ideas with students from other parts of the United States and from other countries. Accordingly, a liberal number of places is reserved for out-of-state and foreign students.

8.10.12 Culturally disadvantaged students are candidates who for social or economic causes have not enjoyed the normal opportunities in preparatory work. Selection for admission to the University is made without regard to age, race, sex, creed or national origin, but the University does recognize that many potentially worthy candidates may have suffered deprivation in following the normal pattern of preparatory studies for causes quite beyond their control. Accordingly, the admissions staff is instructed to search carefully into the qualifications of candidates who appear to be culturally disadvantaged and to counsel these candidates in terms of remedial work or such study as may be appropriate.

PROPOSED

8.10.10 Matriculating Students. A matriculating student is a student who has been formally admitted to University College or to a degree-granting program by the Director of Undergraduate Admissions or the Dean of the Graduate School. A matriculating student may be either full or part-time and is entitled to full privileges as a student at the University of Rhode Island.

This new section is intended as a definition of matriculating student and is required in order to bring the manual into conformity with previous Senate legislations. (See F.S. Minutes, #5 --80-11-13).

8.10.20 Admission Policy Statement. The University desires that its matriculating students shall be not only competent to perform well in the classroom, but also possess wide interests and positive qualities of character and personality. Students are selected for enrollment primarily on the basis of their academic competence and potential without regard to age, race, sex, creed, national origin, or handicap. However, the University recognizes its very real obligation to the citizenry of Rhode Island, and accordingly assigns priority in undergraduate admission to well-qualified residents of the State of Rhode Island. At the same time, the University recognizes that the intellectual horizons of its students are greatly broadened by an exchange of ideas with students from other parts of the United States and from other countries. Accordingly, places are reserved for out-of-state and international students.

This is a consolidation and simplification of existing sections 8.10.10 and 8.10.11.

8.10.21 The University recognizes that many potentially worthy candidates may have suffered educational deprivation for causes quite beyond their control in following the normal pattern of preparatory studies. ~~Therefore, cultural disadvantages may be considered as factors at the time of admission.~~ *This circumstance maybe taken into account at the time of admission.*

This is a simplification of existing 8.10.12.

8.10.13 According to the University's admission policy governing undergraduate and graduate curriculums, admission to enroll shall be determined solely by an evaluation of the applicant's academic record and academic potential. The registration of any student may be revoked if admission to the University is achieved by willful misrepresentation of material facts or any willful withholding of material information and such misrepresentation or withholding serves to deceive the admissions staff in its review of the student's credentials.

8.10.20 Military Services Personnel assigned to duty in Rhode Island or otherwise having their principal and normal operational base in this state are treated during the period of such assignment as residents of Rhode Island in the review of their credentials for admission and in the assessment of fees. Their spouses and unmarried children are treated in like manner in admission and billing for the duration of such military assignment. This privilege lapses whenever the military person is reassigned to headquarters outside Rhode Island.

8.10.30 New England Board of Higher Education Compact Students are residents of other New England states qualifying for participation in certain curriculums not available at their home-state university. By cooperative arrangement with the other New England state universities under a plan sponsored by the New England Board of Higher Education to avoid costly and unnecessary duplication of facilities, area residents who meet the usual entrance requirements are granted priority over other out-of-state candidates in admission and are also exempted from payment of the usual out-of-state tuition charge.

8.11.10 Undergraduate Admissions Procedure. The applications and supporting credentials of candidates seeking admission as freshmen normally must be received prior to March 1 of the academic year in which admission to the University is requested. Applications are reviewed as rapidly as full credentials are available for study, and response is made to the candidate as promptly as possible thereafter.

8.10.22 Admission to the University is determined by evaluating the applicant's record and potential. The registration of any student may be revoked if admission to the University is achieved by willful misrepresentation of material facts or any willful withholding of material information.

This is basically a simplification of the existing section.

8.10.23 Residency. Regulations defining resident and non-resident student status and the appeal process at all ~~Rhode Island colleges~~ are under the governance of the Board of Governors. The President of the University shall designate an officer or officers to determine the residency status of students.

public institutions of higher education in Rhode Island
The new section is a more general statement of residency policy and covers the matter of existing 8.10.20.

8.10.24 New England Board of Higher Education Compact Students are residents of other New England states qualifying for participation in certain curriculums not available at their home-state university. By cooperative arrangement with other New England state universities under a plan sponsored by the New England Board of Higher Education to avoid costly and unnecessary duplication of facilities, area residents who meet the usual entrance requirements are charged a regional tuition rate. Undergraduate applicants to this program are granted priority in admission over other out-of-state candidates.

These changes are intended to make a more accurate and clearer statement about NEBHE Compact policies.

Interinstitutional
8.10.25 Student Exchange Program. Full time students matriculated at one of the other public institutions of higher education in Rhode Island may enroll for a maximum of seven credit hours of their full time schedule of study at the University at no additional expense. College of Continuing Education and Summer Session registrants are not covered under this program.

This new section is mandated by an existing policy of the Board of Governors.

8.11.10 Undergraduate Admissions Procedure. The applications and supporting credentials of candidates seeking admission normally must be received prior to the deadlines specified in the Undergraduate Bulletin. Applications are reviewed as rapidly as full credentials are available for study, and responses made to the candidate as promptly as possible thereafter.

The change is recommended because the original is unnecessarily specific.

8.11.11 Accepted candidates are requested to acknowledge within 10 days their invitation to register, but the University subscribes to the spirit and purpose of the Uniform Candidates Reply Date sponsored by the College Entrance Examination Board (CEEB), and normally allows accepted students until May 1 to submit a financial binder in evidence of their intent to register.

8.12.10 Freshman Candidates. The University recognizes several categories of freshman candidates (8.12.20-8.12.66)

8.12.20 Regular Candidates, who have completed their secondary school preparatory studies, normally shall be considered for enrollment at the start of the fall term. They shall submit full transcripts of their secondary school preparation, reports of scores on the required entrance examinations, and personal endorsements from school officials or other acceptable references.

8.12.21 When specific entrance unit requirements, as determined by the faculty of each college, are not fully satisfied by secondary school certificate, they may be met wholly or in part by satisfactory performance on appropriate examinations administered by the University, the College Entrance Examination Board or similar agencies.

8.12.30 High School Seniors who are enrolled in the last year of their preparatory studies shall be required to submit transcripts of all preparatory work completed and a listing of the courses in progress. Applications of high school seniors are assessed on the basis of their performance in six or seven semesters of preparatory study, a review of their scores on the required entrance tests, and their personal references.

8.12.31 Acceptances offered students on the basis of incomplete preparatory records are subject to review again at the end of the school year and may be revoked if the applicant fails to complete his/her studies satisfactorily.

8.12.32 High school seniors must file their applications prior to March 1, and processing otherwise follows the patterns described for Regular Candidates.

8.12.40 Early Admissions Candidates, who have demonstrated an unusual capacity for academic work and who are recommended for admission to college without the formality of completing the usual preparatory program, must be nominated by their secondary school principals as having a competence in academic matters and a social maturity beyond their years.

8.12.41 Candidates who have attained outstanding preparatory school records and strong scores on CEEB tests may be granted admission to the University when there is convincing evidence of a readiness for collegiate study and indication that a continuance in secondary school would be wasteful of the student's time and talents.

8.12.42 Application procedures and deadlines are otherwise as outlined for Regular Candidates.

8.11.11 Accepted candidates are requested to acknowledge within a reasonable period their invitation to register. The University subscribes to the spirit and purpose of the Uniform Candidates Reply Date which allows accepted students until May 1 to submit a financial binder in evidence of their intent to register.

The changes are recommended because the original is unnecessarily specific and restrictive.

8.12.10 Freshman Candidates who have completed their secondary school preparatory studies shall be admitted to degree status only for the start of the fall or spring term. High school seniors who are enrolled in the last year of their preparatory studies shall be required to submit transcripts of all preparatory work completed and a listing of the courses in progress. Upon completion of courses in progress, a final transcript shall be submitted for review.

This represents a consolidation and simplification of existing manual paragraphs 8.12.10, 8.12.20-21, and 8.12.30-32. The old sections were unnecessarily specific or confusing and described a category of applicants not specifically identified by the Admissions Office. The matter of existing 8.12.21 was deleted because it is included in existing 8.21.14 recently passed by the Senate.

*Referred
to
Committee*

8.12.11 Early admission candidates are students who seek to begin college prior to graduation from high school. Students considered for early admission are expected to present a strong scholastic record, to give evidence of social and intellectual maturity, and be able to benefit more from beginning collegiate studies than completing a standard high school curriculum. Early admission is granted only with the recommendation of the school and, where the student is a minor, with parental permission.

This is a consolidation and simplification of existing 8.12.40-42.

8.12.50 Early Decision Candidates are candidates of superior ability who designate the University as first choice among their college selections. Candidates who consistently have achieved their preparatory school's college certification standard in course grades and whose scores on the required entrance examinations range above the median for entering freshmen may submit applications for admission to the University prior to November 1 of their senior year of preparatory study.

8.12.51 Applications labeled "Early Decision Candidate" and accompanied by all supporting credentials are reviewed on a priority basis and a decision is reported to the candidate by November 30.

8.12.52 Students accepted under early decision are required to withdraw all applications to other colleges and to remit their enrollment deposits by February 1. Appropriate adjustments in these deadlines are made when scholarship assistance is a pertinent consideration in the candidate's decision.

8.12.60 Advanced Placement Candidates. The University shall consider an application for advanced placement from an entering student when 1) the student has completed college level courses at a secondary school participating in the Advanced Placement Program and has passed with a grade of 3 or better the College Entrance Examination Board (CEEB) Advanced Placement Examination in the subject area for which advanced placement is sought, or 2) the student has passed with a "C" or better an advanced placement examination compiled by a department.

8.12.61 It is recommended that standardized examinations, preferably part of a national program, be used when available as the second criterion for advanced placement.

8.12.62 No student who has passed a CEEB examination shall be required to complete a departmental test to qualify for credit or placement.

8.12.63 There shall be no limit on the number of CEEB Advanced Placement Examinations offered by an applicant for admission to the University at the time of entrance.

8.12.64 Upon recommendation of the Director of Admissions, college credit shall be granted for an advanced placement examination for which the student's academic dean shall determine the credit value and course equivalent to be assigned.

8.12.65 A student who has received college credit by passing a CEEB Advanced Placement Examination or a departmental advanced placement examination shall have the number of credits granted by the University for the accepted course applied toward the total credits required for his/her baccalaureate. No curricular requirements shall be added as a substitute for the course or courses credited by advanced placement.

8.12.66 Advanced Placement Candidates must file the usual credentials and otherwise meet the qualifications of high school seniors. Additionally, they must notify the Director of Admissions of their participation in the Advanced Placement Program and of their wish to receive recognition for this work.

The Committee recommends deletion of these sections.

Since the University has adopted a rolling admissions policy, these sections are no longer relevant.

8.12.20 Advanced Placement Program. The University shall award advanced placement credit to an entering freshman student when the student has completed the college level courses at a secondary school participating in the advanced placement program (APP) and has passed with a grade of 3 or better on the College Entrance Examination Board (CEEB) advanced placement examination. *student has passed with a "C" or better an advanced placement examination compiled by a department*
8.12.21 A student who has qualified for credit award through an APP examination shall not be required to complete a departmental test to qualify for credit or placement.

8.12.22 There shall be no limit on the number of CEEB Advanced Placement Examinations offered by an applicant for admission to the University at the time of entrance.

8.12.23 A student who has received college credit by passing a CEEB Advanced Placement Examination shall have the number of credits granted by the University for the accepted course applied toward the total credits required for the student's baccalaureate. No curricular requirements shall be added as a substitute for the course or courses credited by advance placement.

These changes are intended to consolidate, simplify, and clarify existing manual sections 8.12.60-66. The reason that option 2) mentioned in the existing 8.12.60 was not included in the proposed sections is because these

sections are intended to describe the College Board sponsored program. The issue of credit by examination should be the subject of a separate manual sections and will be discussed by the committee this year.

8.13.10 Transfer Students. The University recognizes that the changing patterns in American education, the growth of junior colleges, and the increasing mobility of the nation's population require a flexible attitude in the evaluation of the work of candidates seeking enrollment with advanced standing. The integrity of the University's standards must be a major concern of those evaluating transfer credits, but the University acknowledges the worth and integrity of educational experiences acquired at other accredited colleges and in other settings. Accordingly, the University rejects rigidity in its evaluation of course patterns and seeks to reconcile differences in curriculum outlines in terms of the broad educational purposes of the institution and the specific goals of the student.

8.13.11 Candidates previously enrolled at any other college or university are required to submit to the Director of Admissions official transcripts of all work completed, a statement of honorable separation from each institution attended, the high school record and entrance examination score reports.

* 8.13.12 The credentials of transfer students shall be reviewed by the Director of Admissions, who shall determine the admissibility of the candidates, and who shall thereafter refer the transcripts of earlier college work to the academic dean of the college in which the applicant seeks registration for a formal evaluation of the transfer allowance. A student holding an Associate of Arts degree oriented toward the Baccalaureate degree from an accredited public postsecondary education institution in Rhode Island with a quality point average of 2.4 or higher shall be assured admission.

* 8.13.13 Transfer credit may be given in those courses in which the student received a grade of "C" or better, but no credit shall be given for courses in which s/he received "D" or "F". However, college-level credit earned with minimally acceptable grades at another accredited public postsecondary education institution in Rhode Island shall be transferable as earned credit, but a grade of "C" or better may be required in certain specified courses before they can be used to satisfy prerequisite requirements. Transfer credit shall not be used to calculate the student's quality point average; academic standing shall be based solely on achievement at the University of Rhode Island.

8.13.14 Except in very unusual circumstances, candidates incurring academic or disciplinary dismissal from other institutions are not eligible for admission to the University.

8.13.15 Candidates accepted with transfer credit shall be classified as freshmen, sophomores, juniors or seniors according to the number of credits accepted for transfer. Priority in transfer assignments is granted candidates seeking entry at the junior or senior level. Freshmen and sophomore transfers usually are considered for enrollment only at the start of the academic year in September, but junior and senior level candidates may file for enrollment at the beginning of any semester.

8.13.10 Undergraduate Transfer Candidates. A student who has earned at least 24 transferable credits, and has met all of the requirements for admission to a specific degree granting college at the University of Rhode Island, may be admitted directly to that college. The student, however, may elect to enter the University College provided not more than 60 transferable credits are presented.

8.13.11 Candidates previously enrolled at any other college or university are required to submit to the Office of Admissions official transcripts of all work completed, the high school record, ~~and entrance examination score reports~~ and other evidence as may be required by the Office of Admissions.

8.13.12 The credentials of transfer students shall be reviewed by the Office of Admissions, which shall determine the admissibility of the candidates, and which shall thereafter refer the transcripts of earlier college work to the academic dean of the college in which the applicant seeks registration for a formal evaluation of the transfer allowance.

8.13.13 Transfer credit may be given in those courses in which the student received a grade of "C" or better but no credit shall be given for courses in which a "D" or "F" was earned. (Board of Governors policy on articulation *and determination*

and transfer between state institutions of higher education defines exceptions to this regulation.) However, the transfer credits shall not be used to calculate the student's quality point average and academic standing shall be based solely upon achievement at the University of Rhode Island.

~~8.13.14 Except in unusual circumstances, candidates incurring academic or disciplinary dismissal from other institutions are not eligible for admission to the University.~~

8.13.15 Transfer credit may be awarded for educational achievement gained in military service schools and for other educational experiences deemed appropriate by the dean of the college.

These changes are intended to simplify, clarify, or rectify the existing sections 8.13.10 thru 8.13.15. Some of the deleted material is covered in the Board of Governors' policy on articulations and transfer and was thought to be unnecessary here.