

The University of Akron

IdeaExchange@UAkron

The University of Akron Faculty Senate Chronicle

5-7-2020

Faculty Senate Chronicle April 2, 2020

Heather Howley

University of Akron, hhowley@uakron.edu

Follow this and additional works at: <https://ideaexchange.uakron.edu/universityofakronfacultysenate>
Please take a moment to share how this work helps you [through this survey](#). Your feedback will be important as we plan further development of our repository.

Recommended Citation

Howley, Heather. "Faculty Senate Chronicle April 2, 2020." *The University of Akron Faculty Senate Chronicle*, 7 May 2020. *IdeaExchange@UAkron*, <https://ideaexchange.uakron.edu/universityofakronfacultysenate/158>

This Article is brought to you for free and open access by IdeaExchange@UAkron, the institutional repository of The University of Akron in Akron, Ohio, USA. It has been accepted for inclusion in The University of Akron Faculty Senate Chronicle by an authorized administrator of IdeaExchange@UAkron. For more information, please contact mjon@uakron.edu, uapress@uakron.edu.

April 2, 2020

30 pages

SENATE ACTIONS

1. Approved a motion brought by the Academic Policies Committee to change University Rule 3359-20-05.1 in order to specify that all grades for the course are to be included in the records to be retained (attached). Note that there is a second change to the rule regarding the length of time a student has to challenge a grade. That part of the rule change was approved by Faculty Senate in December. Both need to go to the Board of Trustees (Appendix A).
2. Approved courses and programs brought by the Curriculum Review Committee (Appendix B).
3. Approved the list of graduates for the spring 2020 semester.

Table of Contents

Minutes of Faculty Senate meeting held April 2, 2020	3
Appendices to Minutes of the Faculty Senate meeting held on April 2, 2020	
A. The Academic Policies Committee Report.....	16
B. The Report of the Curriculum Review Committee	28

MINUTES OF THE FACULTY SENATE MEETING OF

April 2, 2020

The meeting of the Faculty Senate took place Thursday, April 2, 2020, via WebEx. Senate Chair Linda Saliga called the meeting to order at 3:05 pm. At least forty-six senators were in attendance.

I. Adoption of Agenda

On Senator Jana's motion, the agenda was adopted as amended.

II. Remarks of the Chair

Some video conferencing reminders – please keep your microphone muted unless you have been recognized to speak, and I will unmute your microphone at that time. When recognized, please give your name so your contribution can be properly attributed.

We will be voting using the polling system in WebEx. If you are not a Senator, please refrain from voting. I think each poll will be open for about 30 seconds.

I'm sure you noticed that our agenda is not in its usual order. My fear of technical difficulties prompted me to move action items before the President's and Interim Provost's remarks. This fear is not unwarranted; you will be hearing in the executive committee report that we have been meeting with the President and Provost frequently in the last three weeks and during one of those WebEx

meetings I was hosting, my computer crashed. My computer received a tune-up after that meeting and I haven't had any difficulties since, but I'm still playing it safe.

These are definitely trying times. Moving all classes to online instruction was done for everyone's safety and the social distancing is helping slow the spread of the corona virus. That decision was made by the administration. The executive committee was consulted, and is continually consulted, regarding the temporary policies that are being implemented to best serve our students. I want to thank President Miller and Interim Provost Urgo for their leadership through this difficult situation and for their commitment to shared governance. They truly have our students' best interest in mind during our conversations and remind me constantly that now is a time for patience, support and compassion.

I sent out emails to my four students that I hadn't heard from since before our pause in instruction. I heard back from three of them immediately. All are healthy, but each has a situation external to the University that has kept them from logging in to Brightspace. One was just evicted by a landlord who decided he didn't want anyone in his houses during the pandemic. I'm sharing this with you to emphasize that many of our students are needing to make adjustments in their lives that have nothing to do with moving their classes online but are definitely affecting their schoolwork. Now is a time for patience, support and compassion.

This concludes my remarks.

III. Report of the Executive Committee

The Executive Committee met 5 times since the last regular meeting. Most of the meetings were conducted via WebEx.

On March 10th, the EC met with President Gary Miller, Interim Provost Urgo, and Wayne Hill to discuss the response to the COVID19 coronavirus pandemic. We discussed pausing classes until the 30th and the need for rapid, temporary response measures.

On March 19th, the EC met to prepare for the meeting with the President and the Interim Provost. We discussed governance issues, challenges to online delivery, specific field related issues, and the severity of the crisis in relation to student needs.

On March 19th, we met with President Miller, Interim Provost Urgo, and Wayne Hill to discuss a variety of response measures including adding a credit/no credit option for students. We also discussed other developments related to the coronavirus pandemic including financial requests made to various government bodies.

On March 23rd, the EC met with President Miller, Interim Provost Urgo, and Wayne Hill to discuss developments related to the coronavirus response and to discuss postponing moving forward on strategic plan.

On March 26th, the EC met to prepare for the April Senate meeting via WebEx.

This concludes my report.

IV. Approval of the List of Graduates

Senator Schulze moves to approve the list of graduates. (Appendix C).

The motion carries.

*V. Committee Reports**A. Academic Policies Committee—Chair Klein (Appendix A)*

Senator Klein discussed the motion on grade retention and read the emailed language.

Senator Evans asked how records should be kept and asked if Brightspace was required.

Chair Saliga clarified that it could be in an Excel sheet.

Senator Klein added if grades could be scanned.

Senator Makki asked if courses were kept for five years on Brightspace.

Chair Saliga confirmed that downloading grades from Brightspace was easy.

Senator Schwartz asked when it would go into action.

Chair Saliga stated that next fall was the likely target.

Senator Hreno asked if the department chair was required to keep notes.

Chair Saliga thought it was so.

Senator Shott stated he would vote against the proposal since he felt five years was too long.

Chair Saliga called for the vote.

The motion passes.

Senator Klein briefly discussed the issue of change of major and grade forgiveness and hoped to have that ready for the May meeting.

B. Curriculum Review Committee—Chair Thornton (Appendix B)

Senator Thornton gave the report and asked the body to approve the curriculum proposals under consideration.

The motion carries.

VI. AAUP Report—Senator Schulze

Senator Schulze briefly outlined the negotiation process and explained that COVID19 complicated the negotiation process which previously had been going well.

VII. Remarks of the President

President Miller thanked the body for all their hard work and extraordinary accomplishments in moving forward with instruction. He described the process of contacting students and faculty. He thanked the FSEC for their work in testing various response measures and thanked them for keeping students in mind. He thanked everyone for helping their colleagues.

He stated that the appointment of the Provost occurred, and he expressed his enthusiasm for this appointment.

He discussed some of the tactical response moves made including activating the emergency response team and meeting daily. As of yet, there has not been a positive case at UA. He acknowledged various groups that were

working together to stay ahead of the situation. He stated Wayne Hill has been coordinating emergency response measures. He mentioned university presidents were meeting bi-weekly to share information as well as the congressional delegation. He noted they were also talking with state legislators as well.

President Miller has been in regular contact with the Board and shared their pride in how the campus community responded to this crisis. He described fundraising efforts with donors to fund student technological needs. The fund has grown thanks to these donors and encouraged faculty to send requests. He also shared an uptick in ZipAssist requests for food and rent. He explained that most conversations centered around the post-COVID environment which was uncertain.

President Miller shared the University was very close to signing an MOU for using dorms for local hospital personnel. He noted that construction is continuing since it is currently allowed under the stay-at-home order. He thanked Nathan and Celeste for work on the MOU and the Summit County Emergency Management Team. He also described helping students remove stuff from the dorms and cleaning them. Although most students were fully moved out, some students remained in the residence hall that were either homeless, international, or in dangerous situations. All of these students were relocated into a single dorm building and were practicing social distancing and extra cleaning precautions.

President Miller requested the body keep students in mind, take care of each other, and take care of our communities. He stated the unknowns were serious and difficult times lay in the path ahead. He stated we would take an

unprecedented financial hit and small relief will come from the federal stimulus act. Insurance will not cover the losses. He also asked for revised budgets that were 20% less. He stated that briefings will occur as more information becomes available. He planned to use shared governance to talk about these very hard issues. He thanked the body.

Senator Klein thanked the President for his compassionate response. She asked about resources for homeless students and asked about the technology fund in relation to out of state students.

President Miller encouraged them to contact ZipAssist.

Senator Srinivasan asked how this would impact fall enrollment.

President Miller guessed that there would be a substantial decline in the fall due to economic recession and stated they had put a number of measures in place like moving back the application deadline date. He predicted a big hit. He also expected summer to be way down.

Senator Evans asked how to contribute to the ZipAssist effort.

President Miller stated that an appeal to faculty would be forthcoming and appreciated the offer to help.

Wayne Hill stated something will come out to faculty regarding fundraising and appreciated the support.

Senator Schwartz asked if the board would meet via WebEx.

President Miller stated that it would be a phone call and that people could call in.

Celeste Cook mentioned the phone number would be posted in the public notice.

Senator Nicholas commended the President on his response and expressed appreciation from the UA community.

President Miller was planning for face-to-face classes in the fall but asked people to prepare classes with the intention of removing online at short notice.

Senator Ramlo asked about creating a local marketing campaign to persuade students to stay local.

President Miller stated it would not be a marketing campaign, but he did say they would be using all available means to meet students. He discussed virtual orientations and stated that a lot of advising would be going on.

Senator Makki commented positively on the new advertising.

Senator Okocha asked how long the hiring freeze would last.

President Miller could not answer because there were too many unknowns.

Senator Chronister asked about lab use during the summer.

President Miller was concerned about labs as well and asked for input from Joe.

Interim Provost Urgo stated that much depended on whether or not the summer would be online. He hoped that groups were creating online labs.

VII. Remarks of Interim Provost.

Interim Provost Uργο shared his admiration regarding faculty response to the coronavirus. He stated the deans' searches were paused and suspended due to the virus not the hiring freeze. He reminded faculty that the University was not administering student evaluations this semester but welcomed faculty to do evaluations on their own. He discussed the credit/no credit information site and asked people to familiarize themselves with the information to help students.

Senator Nofziger asked for clarification with regard to financial aid and credit/no credit.

Interim Provost Uργο stated that the information is changing daily.

Senator Brown asked about clinical sites.

Interim Provost Uργο stated many conversations have been happening to make that happen.

Senator Nofziger asked about colleges that will not have deans.

Interim Provost Uργο stated decisions will be made soon.

Chair Saliga suggested that Interim Provost Uργο move into the vacancies created by retiring deans.

Senator Seher asked about the plan to clear offices for retiring faculty.

Interim Provost Uργο stated that faculty could get in with notice.

Senator Okocha asked about tests required for students.

Interim Provost Uργο said many accrediting agencies are changing their requirements to help students finish.

Senator Makki asked about graduate and undergraduate courses in Credit/No Credit.

Interim Provost Uργο stated Credit/No Credit did apply to graduate students and suggested that departments provide more specific guidelines.

Senator Stefin asked for an extension for funding for graduate students that cannot get into labs.

Interim Provost Uργο referred her to the graduate school dean.

Trustee Dowling congratulated the body on their leadership and their accomplishments.

Senator Evans discussed AP Exams and whether or not they should count for course credit given the shortened term.

Interim Provost Uργο didn't know but agreed to look into the matter.

Senator Stefin asked how long research activity would be restricted.

Interim Provost Uργο noted that it was dependent on the lifting of state restrictions.

Senator Ramlo noted that schools are required to accept AP credit.

Senator Jana asked about stuck international students and their visas.

Interim Provost Uργο noted that many groups are working very hard to advocate for international students.

Senator Makki asked for clarification on credit/no credit for graduate students.

Interim Provost Uργο stated that departments could not override the policy but could advise their students.

Senator Makki stated that there is no policy in place that states that a C- is credit. The current rule is that no more than six credits can be at the level of a C. In some departments, a C- will not count as credit.

Interim Provost Urgo advised having conversations with the students and emphasized this is a one-time exception for the policy. He noted that it is very difficult to be general about policy. He encouraged chairs to call him directly to discuss it.

Senator Jana noted that limited access to labs will delay graduation and was concerned about the fees that they would incur for the extra semester.

Interim Provost Urgo stated it will be handled on an individual basis since the labs were all operating at differing levels with regard to space and social distancing requirements.

Senator Okocha asked if students could anonymously contact academic affairs.

President Miller asked about the reason for the question and asked if it was related to challenges.

Senator Okocha stated that it was a faculty/student issue and wasn't sure about how to go about it for fear of reprisal.

President Miller asked Wayne Hill to direct Senator Okocha.

Wayne Hill stated that the comments should be sent to OAA or to the Interim Provost directly.

Chair Saliga understood the concern regarding retaliation but stated that OAA needed to know about the source of the issue so they could respond.

Senator Okocha discussed assignments being required during the pause.

Interim Provost Urgo mentioned that anonymous comments are received often and assured the student would be protected.

Senator Klein thanked Chair Saliga for asking people to be compassionate to students right now and asked everyone to remind their colleagues that our students are struggling. The senator stressed standards were not being compromised due to these changes in response to COVID-19.

Senator Woyat suggested that a lot of professors have risen to the occasion but stated that there was a lack of communication and information. She noted that there were some issues with the credit/no credit as well as class delivery.

Interim Provost Urgo thanked Senator Woyat for her comments.

Oliva Demas made the following comment, “This is indeed the toughest season that we have faced at UA in 150 years. Thanks to each of you for what you are doing during this time. Remarkable work indeed. We may be physically separated, yet our journey continues. We will meet this challenging moment together. I trust that we will all continue to be patient with each other and take care of yourselves.”

Senator Stefin asked about students in the dorms and their position in the summer.

President Miller noted this is being discussed.

XV. Good of the Order Next page.

Senator Shott thanked Wendy Lampner and everyone else at DDS for helping everyone get classes online.

Senator Nofziger asked everyone to share positive information.

XVI. Adjournment

The meeting was adjourned at 4:42 pm.

—Heather Howley, Secretary.

Questions and comments about the minutes can be emailed to
hhowley@uakron.edu.

APPENDIX A

Report of the Academic Policies Committee to Faculty Senate, April 2, 2020

APC modified the changes to **Rule 3359-20-05.1** in order to specify that all grades for the course are to be included in the records to be retained, as requested by senators in the March 5 meeting. The edited rule is below.

3359-20-05.1 Grading system, discipline, academic probation and dismissal.

(A) Faculty grade records.

- (1) The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. **A record of all grades earned for each course must be retained for a period of five years and shall be uploaded to a central location where they may be accessed by relevant and authorized parties. ~~The records may be maintained in grade books provided by the university and all such records are the property of the university. When a faculty member leaves the employ of the university, or accumulates grade records no longer needed, these records should be surrendered to the department chair for disposition.~~**
- (2) The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

(B) Reporting grades.

- (1) By the end of the fifth week of classes in normal academic semesters (pro-rated for summer sessions), faculty members teaching one hundred-level and two hundred-level classes will assign satisfactory or unsatisfactory performance indicators to all students. Such indicators will be assigned in the system used by the university registrar, and will be based on the faculty members' overall assessment of the students' classroom performance to-date. The system will in turn notify students of any unsatisfactory indicators and direct them to seek the advice of their faculty and/or academic adviser in order to improve their classroom performance.
- (2) At the time for reporting final grades, the university registrar provides each faculty member with appropriate instructions for the reporting of grades.

(C) Grading system.

- (1) Grades, as listed below, are used to indicate academic performance. Overall scholastic averages are computed on a quality point ratio basis, wherein the sum of the quality points earned is divided by the sum of the credits attempted. The quality point value per credit for each letter grade is shown in the following table:

grade	quality points	key
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	undergraduate/law courses
	0.0	graduate courses
D	1.0	undergraduate/law courses
	0.0	graduate courses
D-	0.7	undergraduate/law courses
	0.0	graduate courses
F	0.0	

symbol	quality points	key
I	0.0	incomplete
IP	0.0	in progress
AUC	0.0	audit
CR	0.0	credit
NC	0.0	no credit
WD	0.0	withdrawn
NGR	0.0	no grade reported
INV	0.0	invalid grade reported
PI	0.0	Permanent incomplete

- (2) Incomplete "I" means that the student has done passing work in the course, but some part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to complete the work by the end of the following semester (not summer session, except in engineering) converts the incomplete "I" to an "F." When the work is

satisfactorily completed within the allotted time, the incomplete "I" is converted to whatever grade the student has earned.

It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to the university registrar's office on a change of grade form, which is available from each dean's office. If the instructor wishes to extend the "I" grade beyond the following term for which the student is registered, the instructor should submit an incomplete extension form, which is available from each collegiate dean's office, before the end of the semester.

- (3) In progress "IP" means that the student has not completed the scheduled course work during the semester because the nature of the course does not permit completion within a single semester, such as work toward a thesis. An "IP" grade should be assigned only in graduate courses.
- (4) Credit "CR" means that a student has shown college level competence by satisfactorily pursuing a regular university course under the credit/noncredit registration option. An undergraduate student who has completed at least fifty percent of the work toward a degree, or a postbaccalaureate student, may register for selected courses on a credit/noncredit basis. The student should consult his/her academic adviser for details.

Noncredit "NC" is assigned if the work pursued under this option is unsatisfactory. The student may secure information about this option from an adviser or from the university's "Undergraduate Bulletin."

- (5) Permanent incomplete "PI" means that the student's instructor and the instructor's dean may for special reasons authorize the change of an "I" to a "PI."
- (6) No grade reported "NGR" indicates that at the time grades were processed for the current issue of the record, no grade had been reported by the instructor.
- (7) Invalid "INV" indicates the grade reported by the instructor of the course was improperly noted and thus unacceptable for proper processing.

(D) Dropping courses - applicable to undergraduate and graduate students.

- (1) It is the responsibility of the student to determine the impact of dropping from courses on matters such as financial aid (including scholarships and grants), eligibility for on-campus employment and housing, athletic participation, and insurance eligibility.
- (2) Students may drop a course through the second week (fourteenth calendar day) of a semester or proportionally equivalent dates during

summer session, intersession, and other course terms. No record of the course will appear on the student's transcript. For purposes of this policy, the course term for a course that meets during a semester but begins after the beginning of a semester and/or ends before the end of a semester begins when its class meetings begin and ends when its class meetings end.

- (3) Dropping a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the code of student conduct.
 - (4) Degree-granting colleges may supplement this policy with more stringent requirements.
 - (5) This policy shall take effect at the beginning of the fall 2011 semester for all newly enrolled undergraduate students. In addition, this policy shall take effect at the beginning of the fall 2013 semester for all currently and previously enrolled undergraduate students who have not graduated prior to the start of the fall 2013 semester.
- (E) Withdrawing from courses - applicable to undergraduate and graduate students.
- (1) It is the responsibility of the student to determine the impact of withdrawing from courses on matters such as financial aid (including scholarships and grants), eligibility for on-campus employment and housing, athletic participation, and insurance eligibility.
 - (2) After the fourteen-day drop period, and subject to the limitations below, students may withdraw from a course through the seventh week (forty-ninth calendar day) of a semester or proportionally equivalent dates during summer session, intersession, or other course terms. A course withdrawal will be indicated on the student's official academic record by a grade of "WD."
 - (3) This policy shall take effect for all students at the beginning of the fall semester of 2011.
- (F) Withdrawing from courses - applicable to undergraduate students only.
- (1) Undergraduate students may not withdraw from the same course more than twice. If a student attempts to withdraw from a course after having withdrawn from it twice before, he or she will continue to be enrolled in the course and will receive a grade at the end of the semester.
 - (2) Full-time undergraduate students who need to withdraw from all courses for documented extraordinary, non-academic reasons (e.g., medical treatment or convalescence, military service) must obtain the permission of the dean of their college. For purposes of this paragraph,

- (a) Students are considered full-time if they were enrolled as full-time students at the beginning of the term; and
 - (b) Courses for which the student has completed all requirements are excluded.
- (3) Undergraduate students who withdraw from two courses either before they have earned thirty credits, or after they have earned thirty credits but before they have earned sixty credits, are not permitted to register for additional courses until they have consulted with their academic adviser. The purpose of this consultation is to discuss the reasons for the course withdrawals and to promote satisfactory academic progress by helping students develop strategies to complete their courses successfully.
- (4) Except as otherwise provided below, undergraduate students may not withdraw from more than four courses before they have earned sixty credits. Students who attempt to withdraw from more than four courses will continue to be enrolled in those courses and will receive grades at the end of the semester.
- (5) Undergraduate students who need to withdraw from all courses for documented extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service) may, after consulting with their adviser, submit a written petition to the dean of their college requesting that these courses not be counted toward the four-course withdrawal limit. The dean may grant this permission if, in the dean's judgment, it is consistent with the best academic interests of the student and the best interests of the university.
- (6) After the withdrawal deadline, undergraduate students may submit a written petition to the dean of their degree-granting college requesting partial withdrawal, after the deadline, for documented extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service). If the student is not yet admitted to a degree-granting college, the withdrawal request must be submitted to the dean of the student's intended degree-granting college or, if the student has not declared a major, from the deans of the degree-granting colleges offering the courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by circumstances beyond the student's control and is consistent with the best academic interests of the student and the best interests of the university.
- (7) Undergraduate students who have reached the four-course withdrawal limit as noted above may, after consultation with their adviser, submit a written petition to the dean of their college seeking permission to withdraw from one or more additional courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by

circumstances beyond the student's control and is consistent with the best academic interests of the student and the best interests of the university.

- (8) Withdrawing from a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the student code of conduct.
- (9) Degree-granting colleges may supplement this policy with more stringent requirements.
- (10) This policy shall take effect at the beginning of the fall 2011 semester for all newly enrolled undergraduate students. In addition, this policy shall take effect at the beginning of the fall 2013 semester for all currently and previously enrolled undergraduate students who have not graduated prior to the start of the fall 2013 semester.

(G) Changing grades.

- (1) A faculty member who, because of an error, wishes to change a final grade already awarded to a student must submit a written request on the change of grade form for that change to his/her dean. **Grade changes must be initiated by the end of the fifth week of the spring semester for fall semester courses, and by the end of the fifth week of the fall semester for spring or summer semester courses. The change of grade must be completed by the end of the semester in which it was initiated. Grade changes for grades earned during the semester in which a student graduates must be completed before the degree is posted to the student's permanent record.** The dean notifies the faculty member and the university registrar of the decision.

(2) A student who wishes to appeal a final grade must initiate the procedure by the end of the fifth week of the spring semester for grades received during the preceding fall semester, and by the fifth week of the fall semester for grades received during the preceding spring or summer semesters. For grades earned during the semester in which a student graduates, grade appeals must be initiated and completed before the degree is posted to the student's permanent record. Students must first review the matter with the instructor. If the matter is not resolved, or if the instructor is not available, the student must submit a written appeal to the department chair or school director.

- ~~(3)~~ Re-examination for the purpose of raising a grade is not permitted.

(H) Retroactive withdrawal.

- (1) A retroactive withdrawal may be granted only when a student has experienced unforeseen, documented extenuating medical or legal circumstances that he/she could not have reasonably expected.
 - (2) The student must submit all retroactive withdrawal requests within one calendar year of resuming coursework at the university of Akron.
 - (3) The student must initiate the withdrawal request by providing written documentation of the circumstances, a current university of Akron transcript, current contact information, and a cover letter of explanation addressed to the dean of the college in which he/she is enrolled.
 - (4) Upon receipt of required materials from the student, the dean of the student's college will discuss the request with the instructor(s) of record, relevant chair(s), and other deans (if the student is requesting retroactive withdrawal from courses in other colleges). Based on these discussions, a coordinated joint response regarding the request will be formulated by the dean. If approval of the request is recommended by the dean, the university registrar will initiate the retroactive withdrawal. The dean will notify the student of the action taken. If the student is not yet admitted to a degree-granting college, the withdrawal request must be submitted to the dean of the student's intended degree-granting college or, if the student has not declared a major, from the deans of the degree-granting colleges offering the courses.
 - (5) Requests that have been denied can be appealed to the office of the provost.
 - (6) This process addresses academic changes to a student's record only. Once the academic record changes have been made, the student has the right to submit an appeal for tuition and/or fee changes.
- (I) Course credit by examination.
- (1) Qualified students may obtain credit for subjects not taken in a course by passing special examinations. The grade obtained is recorded on the student's permanent record and counts as work attempted whenever quality ratio calculations are made.
 - (2) Any student desiring to take special examinations for credit, before beginning to study for the examination and before asking the course instructor for direction, must first receive permission from both the student's dean and the dean under whose jurisdiction the course is listed. After permission is granted, the student prepares for the special examination without faculty assistance. Faculty members may describe only the objectives of the course and the work to be covered. The examination must be comprehensive and demand more from the student than is expected on a regular final examination in the course.

The faculty member will file copies of the examination and the student's answers with the faculty member's dean.

(3) Credit by examination is not allowed during a student's last semester before graduation.

(J) Exemption from required courses.

Qualified students may be exempted from courses by examination, testing, or other means approved by the college faculty in which the course is offered.

(K) Faculty tutoring.

If a faculty member tutors a student in a credit course, the student's examination and other performance in the course must be planned and evaluated by another faculty member or by an approved faculty member from another university.

(L) Repeating courses.

Any course may be repeated twice by an undergraduate student subject to the following conditions:

- (1) To secure a grade ("A" through "F") a student may repeat a course in which the previously received grade was a "C-," "D+," "D," "D-" or "F," "CR," "NC," or "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (2) To secure a "CR," a student may repeat a course in which the previously received grade was a "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (3) To secure a grade ("A" through "F"), "CR," "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (4) A graded course ("A" through "F") may not be repeated for a grade of "AUD."
- (5) A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- (6) With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at the university of Akron.
- (7) Grades for all attempts at a course will appear on the student's official academic record.

- (8) Only the grade for the last attempt will be used in the grade point average.
 - (9) For purposes of this policy, credit for this course or equivalent will apply only once toward meeting degree requirements.
- (M) Approbation, probation, and dismissal.
- (1) An undergraduate student who carries twelve or more credit hours during a semester and earns a quality point average of 3.50 or better is listed on the dean's list of the student's college.
 - (2) An undergraduate student who carries twelve or more credit hours during a semester and earns a quality point average of 4.00 is listed on the president's list of the university.
 - (3) An undergraduate student whose cumulative grade point average falls below 2.0 is placed on academic probation and is subject to such academic action, including but not limited to mandatory repeat for change of grade, credit hour restriction, and student success programming, as may be imposed by the dean of the student's degree-granting college, or by the dean's designee. While on probation, an undergraduate student may not change major or transfer to another degree-granting college.

An undergraduate student whose cumulative grade point average falls below 2.0 for each of two consecutive semesters will be evaluated for dismissal from the university by the dean of the student's degree-granting college, or by the dean's designee. The dean may retain an undergraduate student for one additional semester if the term grade point average has improved significantly but the cumulative grade point average remains below 2.0. An undergraduate student whose cumulative grade point average falls below 2.0 for each of three consecutive semesters will be dismissed from the university. An undergraduate student not yet enrolled in a degree-granting college will be evaluated for dismissal, according to the criteria above, by the head of the division of student success, or by the head's designee.
- (4) Probation is a warning to the student whose academic record is unsatisfactory and who is in danger of being dismissed from the university. A student may, however, be dismissed without having previously been placed on probation.
 - (5) Students dismissed from the university are not eligible to register for any credit courses. They may, however, register for noncredit work. To be eligible for readmission, the student must have either:
 - (a) Completed at a regionally accredited college or university, with a grade point average of 2.5 or higher, at least eighteen credit hours

that will transfer to the university of Akron and apply toward a degree, or;

(b) Satisfied both of the following:

(i) Wait a minimum of five calendar years from the date of dismissal, and;

(ii) Submit a written statement describing the causes of poor academic performance and steps taken toward improvement since dismissal.

(6) Students readmitted under paragraph (M)(5) of this rule will be evaluated for dismissal immediately following the first semester after readmission, with the option to retain for one additional semester if the term grade point average has improved significantly, but the cumulative grade point average remains below 2.0.

(7) Students dismissed from the university for reasons other than failure to meet academic standards are readmitted by action of the president only.

(N) Auditing courses.

A student choosing to audit a course must elect to do so at the time of registration. The student pays the enrollment fee and may be expected to do the work prescribed for students taking the course for credit, except that of taking the examination. Any faculty member may initiate withdrawal for a student not meeting these expectations.

(O) Scheduling field trips.

The university encourages faculty members to arrange worthwhile field trips which they believe will add substantially to the course they teach. Before scheduling a field trip which is not listed in the university "Undergraduate Bulletin" as an integral part of the course, faculty members should receive approval from their dean. The request for approval should state the name and number of the course, the number of students and faculty members making the trip, the nature of the trip, the destination and the time required for the trip. If students will miss other classes, they must consult their instructors so that work missed because of an approved trip can be made up. Faculty members should contact the purchasing department about insurance coverage.

(P) Dealing with academic misconduct.

(1) The university reserves the right to discipline any student found responsible of academic misconduct in accordance with the code of student conduct. The student's faculty member shall refer the matter to

the office of student conduct and community standards or a designated representative of that office to investigate the alleged misconduct and determine the outcome.

- (2) A faculty member who has evidence that a student has cheated in any term papers, theses, examinations or daily work shall report the student to the department chair who in turn shall report the matter to the student's dean. Faculty members should be familiar with the student disciplinary procedures in order to protect the rights of students who have been alleged of academic dishonesty or other misconduct.
- (3) All tests and examinations shall be proctored except in colleges of the university with honors systems which have been approved by the faculty senate.
- (4) Members of the faculty of the school of law should consult with their dean as to procedures under the honor system of that school. Faculty members should become familiar with the student disciplinary procedures and the school of law honor system.

Effective: 12/22/2019

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 11/27/1989, 07/20/1990, 05/22/1991,
07/31/1992, 09/16/1996, 02/01/2003,
02/22/2003, 03/20/2003, 06/25/2007,
06/13/2008, 06/30/2011, 07/30/2011,
02/14/2013, 05/23/2013, 07/05/2013,
05/09/2014, 02/01/2015, 08/27/2017,
04/20/2019

APPENDIX B

Course Proposals for Faculty Senate for April 2, 2020				
Code	Title	Status	Initiator	Received
2780:206	2780:206: Applied Human Anatomy Physiology I	Edited	knk	3/12/2020
2780:207	2780:207: Applied Human Anatomy Physiology II	Edited	knk	3/12/2020
2780:210	2780:210: Applied Human Anatomy Physiology Lab I	Edited	knk	3/12/2020
2780:211	2780:211: Applied Human Anatomy Physiology Lab II	Edited	knk	3/12/2020
2870:480	2870:480: Automated Production	Edited	kandray	3/21/2020
3250:601	3250:601: Economic Decision Making for Business	Added	nelson2	3/12/2020
3400:221	3400:221: Humanities in the World since 1300	Edited	sharp	3/19/2020
3400:250	3400:250: U.S. History to 1877	Edited	gmartinotr utor	3/12/2020
3400:251	3400:251: U.S. History since 1877	Edited	gwilson	3/12/2020
3400:297	3400:297: Global Societies: Middle East	Edited	klein	3/19/2020
3400:324	3400:324: Europe from World War I to the Present	Edited	sharp	3/12/2020
3800:386	3800:386: Courtroom Proceedings and Testimony	Added	nmarion	3/12/2020
4400:309	4400:309: Design Project Seminar - Electrical Engineering	Edited	veillet	3/12/2020
4400:340	4400:340: Signals Systems	Edited	veillet	3/12/2020
4450:309	4450:309: Design Project Seminar - Computer Engineering	Edited	veillet	3/12/2020
4600:420	4600:420: Introduction to Finite Element Method	Edited	ssawyer	3/12/2020
5200:338	5200:338: Social Studies for Primary Teachers	Edited	svakil	3/12/2020
5550:426	5550:426: Nutrition for Sports	Edited	kappler	3/12/2020
5600:675	5600:675: Practicum in Counseling	Edited	rsc	3/12/2020
7760:200	7760:200: Sustainability, Foods and Environments	Added	glotzer	3/13/2020

Course Proposals for Faculty Senate for April 2, 2020				
Code	Title	Status	Initiator	Received
<u>7760:429</u>	<u>7760:429: Medical Nutrition Therapy II Clinical</u>	Edited	liu4	3/19/2020
<u>7760:481</u>	<u>7760:481: Community Nutrition I-Clinical</u>	Edited	liu4	3/19/2020

Program Proposal for Faculty Senate for April 2, 2020				
Code	Title	Status	Initiator	Received
	: Graduate Certificate in Financial Management	Added	thomson1	3/12/2020
	: Graduate Certificate in Public Humanities	Added	jkearns	3/12/2020
	: Family Nurse Practitioner Track, MSN	Added	cscotto	3/12/2020
	: MS Biomedical Engineering	Added	willits	3/12/2020
560005MA	560005MA: Clinical Mental Health Counseling, MA	Edited	rsc	3/12/2020
561207BS	561207BS: Primary Inclusive Teacher Preparation	Edited	svakil	3/12/2020
570104MA	570104MA: Educational Administration Leadership, MA	Edited	aaa44	3/12/2020
620004MSA	620004MSA: Accounting, MSA	Edited	lw37	3/24/2020
620007MSA	620007MSA: Accounting, Accelerated BS/MS	Edited	jbb14	3/12/2020
640000MBA	640000MBA: Business Administration, Finance Concentration, MBA	Deleted	thomson1	3/12/2020
640007MBA	640007MBA: Business Administration, Risk Management and Insurance Concentration, MBA	Deleted	thomson1	3/12/2020
650004MSM	650004MSM: Master of Science in Management, Business Analytics - Information Systems Concentration	Edited	bsv	3/12/2020
650205MSM	650205MSM: Master of Science in Management, Business Analytics - Supply Chain Concentration	Edited	adey	3/12/2020
820300DNP	820300DNP: Nurse Anesthesia Track, DNP	Edited	radesic	3/12/2020