

<b>SENATE PROGRAM PROPOSAL FORM</b> for:			(Do not write in this space)											
• CHECK ONE: <input type="checkbox"/> Add, <input checked="" type="checkbox"/> Change, <input type="checkbox"/> Combine, <input type="checkbox"/> Drop, <input type="checkbox"/> Archive • CHECK ONE: <input type="checkbox"/> Degree program, <input type="checkbox"/> Minor, <input type="checkbox"/> Certificate, <input type="checkbox"/> Emphasis area			<b>ROUTING:</b>											
From: <u>Academic Affairs</u>	Approved By: _____	Date: _____	Academic Affairs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Initials</th> <th style="width: 50%;">Date</th> </tr> <tr> <td style="text-align: center;">BAT</td> <td style="text-align: center;">4/18/13</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="text-align: center;">MTA</td> <td style="text-align: center;">4/18/13</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Initials	Date	BAT	4/18/13			MTA	4/18/13		
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BAT	4/18/13													
MTA	4/18/13													
From: _____ Department	Approved By: _____ Department Chair	Date: _____	Graduate School (if applicable)											
From: _____ School or College	Approved By: <u>Glen H. Cope, 5373</u> Dean	Date: <u>4/17/13</u>	Senate C & I Reported to Senate Academic Affairs											
Title of Degree, Minor, or Certificate Program: <b>Undergraduate Academic Policies</b>														
Page(s) and year of the current Bulletin listing.														
If other departments are affected by this proposal, please secure “sign-offs” and indicate for each department the following:														
<b>Department</b>	<b>Contact Person</b>	<b>Phone #</b>												
1.			Proposal received: <input type="checkbox"/> No major objections, <input type="checkbox"/> Objections											
2.			Proposal received: <input type="checkbox"/> No major objections, <input type="checkbox"/> Objections											
3.			Proposal received: <input type="checkbox"/> No major objections, <input type="checkbox"/> Objections											
<b>Current Bulletin listing:</b>		<b>Proposed Bulletin listing:</b>		<b>Rationale:</b>										
<b>ACADEMIC POLICIES</b>  <b>Dropping/Adding Courses</b> To add courses to their original enrollment, students must get approval from their advisers. Students may not enter courses after the first week of a regular semester, the first four days of an eight-week session, or the first three days of a four-week session.  Courses may be dropped, without approval and without receiving a grade, through the fourth week of a regular semester, the second week of an eight-week session and the first week of a four-week session. Spring, summer, and fall session calendars include specific deadlines. Students who officially drop one or some of their classes may have fees reassessed and/or refunded based on the current fee reassessment schedule.		<b>ACADEMIC POLICIES</b>  <b>Dropping/Adding Courses</b> To add courses to their original enrollment, students must get approval from their advisers. Students may not enter courses after the first week of class of a regular semester, the first four days of class of an eight-week session, or the first three days of class of a four-week session.  Courses may be dropped, without approval and without receiving a grade, through the fourth week of classes of a regular semester, the second week of classes of an eight-week session and the first week of classes of a four-week session. Spring, summer, and fall session calendars include specific deadlines. Students who officially drop one or some of their classes may have fees reassessed and/or refunded based on the current fee reassessment		To clarify when classes may be added, dropped, or withdrawn from and to correct typos that have crept into the Bulletin in the past.										

<p>During <b>this period</b>, students may withdraw from a course with an "Excused" grade, providing they are passing the course and receive the approval of their instructor, and dean's office representative. Otherwise, a failing grade is given. Students not attending classes who fail to drop officially receive an F or FN grades, depending the level of participation in class. After the allowable period, "Excused" grades are given only in exceptional instances where the instructor's approval and dean's approval are given. These grades are recorded on the students' official records. If an F or FN grade is recorded, it is computed in the student's grade point average. No partial credit is granted to students who withdraw from a course during any semester or otherwise fail to complete the work required for full course credit. Please refer to the Semester Calendar to determine allowable timelines.</p>	<p>schedule.</p> <p>During <b>5<sup>th</sup>-12<sup>th</sup> week of classes</b>, students may withdraw from a course with an "Excused" grade, providing they are passing the course and receive the approval of their instructor and dean's office representative. Otherwise, a failing grade is given. Students not attending classes who fail to drop officially receive an F or FN grades, depending the level of participation in class. After the allowable period, "Excused" grades are given only in exceptional instances where the instructor's approval and dean's approval are given. These grades are recorded on the students' official records. If an F or FN grade is recorded, it is computed in the student's grade point average. No partial credit is granted to students who withdraw from a course during any semester or otherwise fail to complete the work required for full course credit. Please refer to the Semester Calendar to determine allowable timelines.</p>	
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