

Institute Undergraduate Curriculum Committee
Minutes
Petitions and Administrative Matters (Full Committee)
Monday, August 18th, 2008

Present: Kubanek (BIO), Tone (HTS), Bottomley (CHEM), Ferri (ME), Schatz (PHYS), Seitzman (AE), Higgins (MGT), Agrawal (CHBE), Amekudzi (CEE), Benkeser (BME), Riley (ECE), Jefferey (ECON), Isbell (COC) Winegarden (ARCH), Barke (PUBP), Parsons (MGT), Stein (DOS), Pikowsky (REG)

Visitors: Jones (REG), Senft (REG)

Administrative Matters

1. All in attendance were asked to introduce themselves, indicating the unit they present.
2. By unanimous vote, John Tone was elected Chair and George Riley was elected Vice-Chair.
3. The meeting schedule was set for 3:00-5:00 PM on Wednesday with petitions subcommittee meetings alternating with academic matters meetings for curricular items. Those committee members who had schedule conflicts with 3:00 PM on Wednesday were appointed to serve on subcommittees that meet on other schedules. The meeting dates will be posted to the web site as soon as rooms are identified. The final meeting schedule will be sent to committee members via the listserv.
4. The majority of subcommittee appointments were made. The Registrar will send the final draft of the list via the listserv to complete the process.
5. The Registrar asked for clarification from the Committee as to the procedure for handling requests from students to take more credits in the final term than the academic standing would normally allow. Given the manner in which such petitions from non-graduating students are handled, it would seem that this process needs review and that some consistency would make sense.

A motion was made and seconded to allow the Registrar some administrative authority in these cases. The motion was seconded and approved.

Procedure for Handling Petitions for Additional Credits in the Final Term

Students who wish to take more credits than their academic standing would normally allow must submit a petition to the faculty. This includes students who have applied to graduate and who wish to take more credits than their academic standing would normally allow in their final term of enrollment. For these graduating students, the petitions will be handled in the following manner:

The student completes the petition and has it signed by the Major School. The Major School forwards the petition to the Registrar, adding information pertinent to the request.

If the student is on *good standing* and wishes to take more than 21 credits (to a limit of 24), the Registrar will act on the petition administratively and take it to the Committee only if she has concerns about it. If the student wishes to take more than 24 credits, the petition will automatically go to the Committee.

If the student is on *academic warning*, the Registrar will act on the petition administratively, up to 19 hours, and will take it to the Committee only if she has concerns about it. If the student wishes to take more than 19 hours, the petition will automatically go to the Committee.

If the student is on *probation*, the petition will automatically go to the Committee regardless of how many credits over 14 the student wishes to take.

6. Dr. Benkeser reported that he will serve as the liaison between the Student Rules and Regulations Committee and the Undergraduate Curriculum Committee to ensure that academic rules and regulations of interest to both Committees may be discussed and/or addressed as needed. In the process of reviewing petitions, there are occasionally policy issues that come to light that might warrant further examination.

Reta Pikowsky added that the Registrar's Office is compiling a list of questions and that some of those would be appropriately vetted through the IUCC before going on to the Rules and Regulations Committee.

Petitions

1. A motion was made to deny the in-person appeal of a student requesting readmission after a second drop. The motion was seconded and approved.
2. Student Petitions Considered and Voted-Upon by the Committee
All were approved except as noted:
 - 2- Late Term Withdrawal Appeal (**1 Denied**)
 - 2- Readmit 2nd drop
 - 2- Late Selective withdrawal (**1 denied**)
 - 7- Late Withdrawal term (**2 Denied**)
 - 4- Extend Credit hours 1 to 6
 - 1- Readmit 3rd drop
 - 2- Academic Renewal
 - 9- Hour Overloads (**4 Denied**)
 - 1- 36-Hour Waiver and Repeat F at another institution
 - 1- Remove W from Transcript (**1 Denied**)
 - 1- Use French 1001 and 1002 for 1 hour of Humanities (**1 Denied**)
3. Petitions Handled by Administrative Decision
The following petitions met the guidelines for "Administrative Action," and were decided by the Registrar under the authority granted to her by the Committee. All were approved except as noted:
 - 1- Readmit FA08
 - 2- 10-year rule waiver
 - 10- Return FA08 after SU08 withdrawal
 - 3- Use D instead of F in class to meet graduation requirements
 - 1- MUSI classes registered incorrectly for Free Elective

Adjourned,

Reta Pikowsky
Registrar