

ANNUAL REPORT OF THE COURSE DROP APPEALS COMMITTEE

I. DATE: April 19, 1988
TO: Conner Atkeson, Chair of the Faculty
FROM: Susan J. McDaniel, Chairperson

II. Members: Dr. Judy Bernhardt (Nursing)
Dr. Jimmie Grimsley (HPERS), Secretary
Dr. Paul Haggard (Mathematics)
Dr. Susan J. McDaniel (Biology), Chair
Dr. Barr Taylor (Education), Vice Chair
Dr. Jack Thornton (Business)
Ms. Lisa M. Horn (Student Representative)
Dr. Donald Collins (Library Sciences), Ex Officio
Ms. Miriam Quick (Nursing) (term expired August, 1987)
Dr. Veronica Wang (English) (term expired August, 1987)

III. Committee Meetings:

| Date | Absences (including excused) |
|-------------------|-----------------------------------|
| May 20, 1987 | Horn, Taylor |
| August 19, 1987 | Haggard, Horn |
| October 6, 1987 | Horn |
| November 10, 1987 | Thornton, Haggard, Horn |
| November 24, 1987 | Horn |
| December 1, 1987 | Horn |
| December 8, 1987 | Horn, Grimsley, Thornton, Collins |
| December 15, 1987 | Horn, Collins |
| February 2, 1988 | Horn, Haggard |
| February 16, 1988 | Bernhardt, Collins |
| March 15, 1988 | Haggard |
| April 19, 1988 | Collins |

IV. Reports to the Faculty Senate: On November 12, 1987, the committee reported to the Committee on Committees of the Faculty Senate that its ex-officio representation was entirely appropriate. This annual report constitutes the other necessary communication to the Senate.

V. Specific Instructions: none beyond the committee charge.

VI. Committee Operations:

The Committee meets as an appellate body. This year no sub-committees were utilized. Students seeking to appeal a late-drop denial by the General College are given an appeals petition by the Chair of the Committee. When the petition is returned, an appellate meeting is scheduled. A copy of the petition is sent to the instructor of the course which the student is attempting to drop

requesting the instructor's comments. The Chair consults with the General College concerning their reasoning for denying the petitioner initially and presents their comments to the Committee along with the student's petition to the Committee and the instructor's response. In addition to these procedures, advice is solicited from the Student Health Service and/or the Counseling Center if the student's case warrants it. At the hearing the student petitioner is given an opportunity to explain to the Committee why he/she believe that the case fits within the University's policy for a late drop. Committee members may then question the petitioner and/or the involved instructor if they have chosen to attend. After the student's presentation, the Committee discusses the petition and makes a decision. The student is notified immediately and, if a drop has been granted, is given a Change of Schedule form signed by the Committee Chair. Minutes of the meeting noting results of petition decisions are sent to each Committee member, to the General College and to the Office of the Vice-Chancellor for Academic Affair.

VII. Committee Accomplishments:

The Committee heard 24 appeals; 18 were denied, 5 were granted and one remanded back to the General College with new information. The appeals were as follows:

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| May 20, 1987 | Holly Lynn Parker, denied Kelwyn Sherard Love, granted (for PHYE) Kelwyn Sherard Love, denied (for PSYC) Derek Edward Gray, denied William Tingle, granted Billy Darrell Mabe, denied |
| November 10, 1987 | Linda Dobrinske, denied Roxanne R. Roch, denied Thomas G. Simpson, granted Stacy T. Brinson, denied |
| November 24, 1987 | Ricky Branch, denied Joseph P. Welsh, Jr., denied |
| December 1, 1987 | Jackie Lester Armstrong, denied |
| December 8, 1987 | Derek Gray, denied James D. Gardner, granted |
| December 15, 1987 | Herbert Ray Jones, denied Todd Stewart, denied |
| February 2, 1988 | Sherry Buck, granted Richard W. Winstead, denied Leonard L. Mollo, denied |
| February 16, 1988 | Willie Eugene McNeill, denied |
| March 15, 1988 | Richard K. Thurston, remanded back to General College |
| April 19, 1988 | Richard Howe, denied Paul J. Bassett, denied |

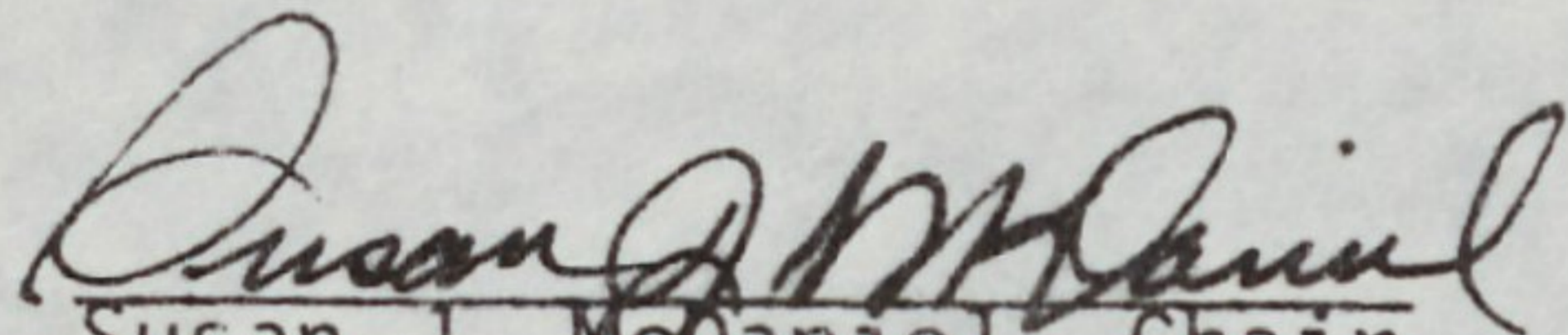
VIII. Senate Resolutions: none

IX. Recommendations: none

X. Evaluation:

- A. Structure: quite adequate, given the purpose of the committee
- B. Duties: clear
- C. Functions: committee actually has more contact with students than the number of petitioners indicates as more students pick up petitions than return them to the committee for hearing
- D. Personnel: committee's size is adequate, given its responsibilities. Current personnel have discharged their duties conscientiously and with distinction.

XI. Suggestions: none


Susan J. McDaniel, Chair