

put resolutions online



Faculty Senate

East Carolina University

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November 5, 2009

Chancellor Steve Ballard
East Carolina University
Spilman Building

Dear Dr. Ballard:

On November 3, 2009, the Faculty Senate adopted the following resolutions for your consideration. Details on the resolutions are either attached or linked electronically.

- 09-37 Fall 2009 Graduation Roster, including honors program graduates.
- 09-38 Revisions to the *ECU Faculty Manual*, Part V. Section I.J. Grade Appeals.
- 09-39 Request for Undergraduate Game Development Certificate within the College of Technology and Computer Science, Request for Realignment of Higher Education Doctoral Concentration within the College of Education, and Request for Film Studies Interdisciplinary Minor within the Department of English.
- 09-40 Revised Department of Geography and Department of Psychology unit codes of Operation.
- 09-41 Approval of Geography 1000 for Social Science Foundations Credit.
- 09-42 Revisions to the *University Undergraduate Catalog*, Section 5: Academic Regulations.
- 09-43 Request for authorization to establish a Master of Science in Security Studies, within the Department of Political Science and a proposed Graduate Certificate in Physical Education Clinical Supervision, within the College of Health and Human Performance.
- 09-44 Curriculum matters contained in the September 10, 2009, September 24, 2009 (includes revised course proposal form and signature form for curricular changes), and October 8, 2009 meeting minutes.

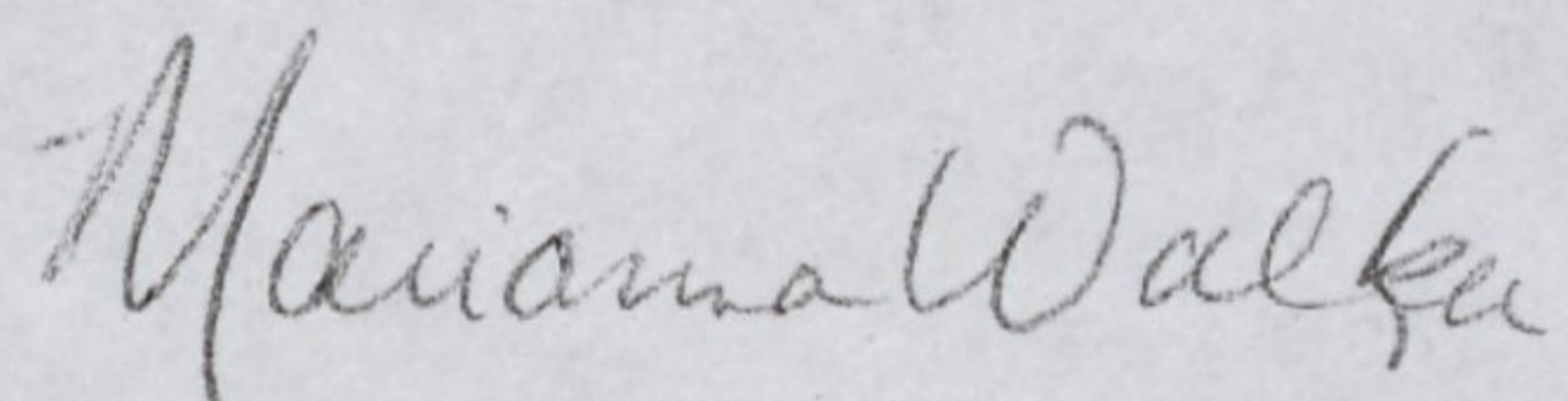
Memorandum
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09-45 Revised Department of Biology and Department of English unit codes of Operation.

09-46 Resolution in Support of the Biosciences Building.

Thank you for your consideration of the above mentioned resolutions.

Sincerely,



Marianna Walker
Chair of the Faculty

copy via email

Faculty Officers

Marilyn Sheerer, Provost and Vice Chancellor for Academic & Student Affairs

Phyllis Horns, Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

**FACULTY SENATE RESOLUTIONS APPROVED
AT THE NOVEMBER 3, 2009, MEETING**

Faculty Senate Resolution #09-38

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: pending

Revisions to the *ECU Faculty Manual*, Part V. Section I.J. Grade Appeals

Current Text

"J. Grade Appeals

A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade. (Faculty Senate Resolution #96-1, January, 1996) Faculty are required to retain for one calendar year from the date a grade is posted all course records that substantiate the posted grade. (Faculty Senate Resolution #00-11, March 2000)"

Proposed New Text

"Grade Appeal Policy

Overview and Purpose

The goal of this grade appeal policy is to establish a clear, fair process by which undergraduate students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. Recognizing, however, that the evaluation of student performance is based upon the professional judgment of instructors, and notwithstanding the exceptions noted at the end of this policy, appeals will not be considered unless based upon one or more of the following factors:

- An error was made in grade computation.
- Standards different from those established in written department, school or college policies, if specific policies exist, were used in assigning the grade.
- The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Appeals Procedure

1. Formal grade appeals must be initiated by the student by the end of the twenty-first calendar day of the semester (not including summer sessions) following the award of the grade.
2. The first step to resolve differences between an instructor and student concerning a grade should be a discussion with the instructor. If the instructor of record will not be available within one semester (not including summer sessions), the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals.
3. If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter further, he or she must present to the chair of the department or designee in which the course is offered, a written appeal that includes the following:
 - A statement addressing how the appeal meets one or more of the three criteria necessary for a formal appeal.
 - A description of the outcome of the informal discussion process.
 - Any relevant documents the student would like to be reviewed as part of the appeal process.
 - A copy of the course syllabus and assignment descriptions.

The department chair or designee may request additional materials from the student. After receiving a copy of the appeal materials from the department chair or designee, the instructor has fourteen calendar days to respond in writing to the appeal. The department chair or designee will discuss this response with the faculty member and will provide the student with written notification of the outcome of this step within seven calendar days after receiving the instructor's response.

4. If there is no mutually agreed upon resolution between the student and the instructor, and the student wishes to pursue the matter further, he or she has seven calendar days to submit his or her written appeal to the college dean or designee. The college dean or designee will review the appeal, provide copies of all appeal materials to the instructor, and discuss the appeal with both the instructor and the student. The instructor has seven days to review the written appeal the student has presented to the Dean and, if desired, prepare an additional written response. The college dean or designee will provide the student with written notification of the result of this step within fourteen calendar days after receipt of the appeal from the student.
5. If step 4 does not lead to a mutually agreeable resolution between the student and the instructor, and the student wishes to pursue the matter further, then a Grade Appeal Committee shall be formed by the college dean within ten calendar days. This committee shall include three faculty members from the college: one selected by the student, one selected by the instructor of record, and one appointed by the college dean. A majority shall prevail in the committee. The Committee shall elect its own chair. The function of the Grade Appeal Committee shall be to evaluate the appeal in terms of the stated grounds for the appeal. The Committee's decision may be to keep the assigned grade or to raise the assigned grade. The Committee

shall provide a written justification to the college dean for its decision, including minority opinions when they exist, no later than twenty-one calendar days after the Committee's formation. The college dean shall inform the student and the instructor of the Committee's decision and provide both parties with copies of the Committee report.

6. In the case of a change of grade, if the instructor of record does not implement the change of grade decided upon by the Committee within ten calendar days after learning of the Committee's decision, the dean shall implement the change of grade as determined by the Committee on the student's official transcript through the change of grade procedure. This shall be the last step in the deliberation of the formal grade appeal.
7. The college dean shall forward a written record of the results of all grade appeals to the appropriate Vice Chancellor within fourteen calendar days. College deans shall also provide an annual summary to the Faculty Senate of the number of cases heard and the aggregate result of the process.

Exceptions to the Grade Appeal Policy

The Grade Appeal Policy shall constitute the sole internal administrative remedy for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation or when a grade dispute involves an Office of Equal Opportunity and Equity discrimination complaint. If a grade dispute arises from an issue that is covered under the university's Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations must be followed. If a grade dispute arises from an issue that is covered under the university's Equal Opportunity and Equity policies, the process for resolution that the Office of Equal Opportunity and Equity has established must be completed prior to the use of the University's grade appeal process."

Faculty Senate Resolution #09-42

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: pending

Revisions to the *University Undergraduate Catalog*, Section 5: Academic Regulations

In March 2009, the Academic Standards Committee and Admissions and Retention Policies Committee presented a joint response to the Strategic Enrollment Management Task Force recommendations on Academic Policy Changes (section 2.8 of the SEMTEF report). This was provided to the Senators at that time for information only. The Committees are now ready to present proposed changes to the *University Undergraduate Catalog*, Section 5. Academic Regulations.

Proposed additions are noted in **bold** print and deletions are noted in ~~strikethrough~~.

DROPPING AND ADDING COURSES

"After Schedule Change Period

During the first ~~40~~ **50** percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may, at his or her own option, drop the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing. For regular semester-length courses, the drop period is limited to the first ~~thirty~~ **thirty eight** days of classes of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ~~ten~~ **thirteen** days of classes for the semester or summer term. The same ~~40~~ **50** percent drop-period rule applies to block courses of other lengths as well. It is the student's responsibility to consult official university bulletin boards, documents, and/or the web to determine the appropriate drop period for such block courses. Ordinarily, a student may drop up to four courses or a smaller prorated number in pursuit of a university degree. (See Course Drop Allocations, below.) Extenuating circumstances, however, can warrant consideration for drop by exception, as explained below.

Petitions for drops after the deadline for course drops will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be dropped. Course drops for medical problems will be heard by Student Health Services and course drops for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be dropped. Students who petitions for drops are denied by Student Health Services, the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee. Students may petition the Student Academic Appellate Committee through the Center for Academic Services for drops by exception (drops after the ~~40~~ **50** percent drop period, drops beyond student's allotted number, and drops not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception.

Requests for exceptions will not be considered after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been expected. Petitions for drops by exception will typically be granted only for medical or counseling reasons related to the course(s) to be dropped and will be considered by Student Health Services or the Center for Counseling and Student Development, respectively, upon receipt of appropriate documentation. Students whose petitions for drops by exception are denied by Student Health Services, the Center for Counseling and Student Development, or the Office of the Registrar may appeal the decision to the Student Academic Appellate Committee. The decision of the Student Academic Appellate Committee is final."

GRADING SYSTEM

"Grade Replacement Policy

A student is permitted to use the Grade Replacement Policy a maximum of ~~three~~ **four** times for courses below 3000 in which he or she has earned a grade of D or F. For example, a student may replace a grade in ~~three~~ **four** different courses or may replace a single course grade a maximum of ~~three~~ **four** times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a prerequisite.

~~To replace a grade, the student should request a grade replacement on the grade replacement form, register for the course during the registration period, and submit the form to the Office of the Registrar. For the student to implement the policy, the form should be submitted no later than the last day of classes of the semester in which the student retakes the course.~~ **The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. The grade replacement form for 1 or 2 semester hour courses must be submitted to the Office of the Registrar by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester.** Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994."

ACADEMIC ELIGIBILITY STANDARDS

"Retention requirements are based on hours attempted at East Carolina University and/or transfer hours from another institution. The minimum academic requirements to avoid probation and/or suspension are as follows:

- 1-29 attempted hours and/or transfer hours, ~~1.6~~ **1.8** GPA
- 30-59 attempted hours and/or transfer hours, ~~1.8~~ **1.9** GPA
- 60+ attempted hours and/or transfer hours = 2.0 GPA**
- ~~60-74 attempted hours and/or transfer hours, 1.9 GPA~~ **2.0**
- ~~75 or more attempted and/or transfer hours, 2.0 GPA~~
- Second undergraduate degree, 2.0 GPA

A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.) Please note that Academic Eligibility and Satisfactory Academic Progress for Financial Aid are not the same. Please contact Student Financial Aid for more information about Satisfactory

Academic Progress for continuation of receipt of student financial aid at East Carolina University (www.ecu.edu/financial/).”

Faculty Senate Resolution #09-46

Approved by the Faculty Senate: November 3, 2009

Approved by the Chancellor: pending

RESOLUTION IN SUPPORT OF THE BIOSCIENCES BUILDING

Whereas, the Departments of Biology and Physics, which currently occupy the Howell Science Complex, have grown beyond the capacity of the building with both Departments locating faculty offices and laboratories in other space around campus;

Whereas, the Departments of Biology and Physics have thriving undergraduate and graduate programs in biosciences, which are Science, Technology, Engineering, and Management disciplines;

Whereas, laboratory space and facilities in the Howell Science Complex are outdated and do not meet the needs of the students and faculty in the Departments of Biology and Physics;

Whereas, the Departments of Biology and Physics require more classroom and teaching laboratory space than is available in Howell Science Complex;

Whereas, the Howell Science Complex, which opened in 1969, has extensive problems with the HVAC and other core facilities systems that require a complete renovation of the entire building;

Whereas, ECU Facilities Services has projected potentially “catastrophic” impacts on our core University missions should these decaying systems fail; and

Whereas, temporary relocation of faculty laboratory space for building renovation would interrupt or even halt student and faculty research for multiple and extended periods.

Therefore Be It Resolved That the faculty of East Carolina University support the proposed Biosciences Building that will house the Departments of Biology and Physics and other related programs in a modern facility to promote interdisciplinary teaching and research.