

## ANNUAL REPORT OF THE COURSE DROP APPEALS COMMITTEE

- I. DATE: April 29, 1987  
TO: Faculty Senate  
FROM: Jack W. Thornton, Chairperson
- II. Members: Dr. Jimmie Grimsley (HPERS), Secretary  
Dr. Susan McDaniel (Biology)  
Professor Miriam Quick (Nursing)  
Dr. Barr Taylor (Education)  
Dr. Jack W. Thornton (Decision Sciences), Chair  
Dr. Veronica Wang (English)  
Ms. Lisa M. Horn (Student Representative)  
Dr. Kevin O'Brien (Allied Health, term expired August, 1986)  
Dr. Robert Thompson (Political Science, term expired August, 1986)

III. Committee Meetings:

Date	Absences (including excused)
June 24, 1986	Horn, Quick
August 20, 1986	Horn
October 1, 1986	Horn, Quick
October 22, 1986	Horn
November 5, 1986	Horn
November 19, 1986	Horn, Quick
December 3, 1986	Horn, Quick
January 22, 1987	Grimsley, Horn, Quick
February 4, 1987	Horn, Quick
March 4, 1987	Horn, Wang
March 18, 1987	Grimsley, Horn, Quick
April 1, 1987	Grimsley, Wang
April 15, 1987	Horn, Quick
May 20, 1987 (anticipated)	

- IV. Reports to the Faculty Senate: none
- V. Specific Instructions : none other than those in constitutional 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 for 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 they believe that their case fits within the University's guidelines 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 and the results of petition decisions are sent to each Committee member to the General College and to the office of the Vice-Chancellor for Academic Affairs.

VII. Committee Accomplishments:

Thirty-one late drop petitions were heard; 5 granted, 22 denied, 4 referred

June 24, 1986	Stephen Dudley, denied
October 1, 1986	Gerald Keyes, denied
October 22, 1986	Anthony Pistorio, denied
November 5, 1986	Christopher S. Everhart, denied
	Timothy R. Biggs, granted
	Sandra Simms, denied
	Julie A. Strien, referred to Counseling Center
November 19, 1986	Russell Lowe, denied
	Frederick B. Rector, denied
	Stacey Brinson, denied
December 3, 1986	D. Tracie Oden, denied
	Kenneth Rhodes, referred to Student Health Services
January 22, 1987	Kenneth Rhodes, referred to student Health Services with new evidence
February 4, 1987	Kenneth Rhodes, denied by Dr. McCallum
March 4, 1987	Beverly A. Davis, granted
	Gina Brown, denied
	Adele Goodman, denied
March 18, 1987	Terry L. Davis, referred to Student Health Services
	Patricia M. Arthur, granted
	Crystal A. Sparks, denied
	Scott DuBrosky, denied
	Brett Nover, denied
April 1, 1987	Jeffrey B. Hester, denied
	Leroy R. Reid, granted
	Scott E. Thomas, denied
	Christopher D. Jones, denied
	John Laffiteau, denied
April 15, 1987	Jonathan S. Holzhauser, granted
	Robert T. Kirkpatrick, denied
	Walter K. Gable, denied
	Carl L. Blair, denied

The Committee also revised the form sent to professors requesting information on students. This was done at the suggestion of an academic department whose members felt that the old form was somewhat intimidating. The Committee also established as policy that if the Committee is given significant additional information pertinent to the drop request than had been listed on the student's original request with the General College, that the case would be referred back to the General College for reconsideration. This change in policy was initiated by such a case that came before the committee in March, and was made at the suggestion of Dean Bailey.

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

Jack W. Thornton, Chair