College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
April 17, 1997

Walter Pharr, Chair 96-97
William Lindstrom
Susan Simonian, Secretary
Elaine Griffin
Deborah Miller
John Creed

Computer Science
Dean of Undergraduate Studies
Psychology
Languages
Education
Political Science

The meeting of the Committee for April 17, 1997 was called to order at 12:15 P.M.
The minutes of the meetings of April 3 and April 10, 1997 were approved as written.

petitioned to take 12 of her last 37 hours at Trident Technical College.
The petition was granted.

petitioned to take 13 of his last 37 hours at Sea Education Associates/Boston College. The petition was granted.

petitioned to take seven hours at Trident Technical College this summer. She has earned 55 hours (including the Spring, 1997 semester). The petition was denied.

Walter Pharr discussed the results of the motion before Senate (Leave of Absence Policy). The Senate approved the policy.

requested that the committee suggest a course to satisfy his language alternative at the 202 level. No course is available during the summer semesters. The committee suggested he look to other institutions for possible transfer units.

The committee reviewed a the most recent revision in the "Guide for the Dean of Undergraduate Studies - Withdrawals from Courses Based on Medical/Mental Health Reasons". Minor changes and additions were made. This revised version was approved.

Bill Lindstrom reviewed a handout on the "Process for Requesting Accommodations" for SNAP services.

The meeting was adjourned at 1:35 PM.

Respectfully submitted,

Susan J. Simonian
GUIDELINES FOR THE OFFICE OF UNDERGRADUATE STUDIES*
WITHDRAWALS FROM COURSES
BASED ON MEDICAL/MENTAL HEALTH REASONS

I. COMPLETED COURSES***

1. Documentation is required from a licensed physician or clinical psychologist regarding medical or mental illness. A standard form available in the office of Undergraduate Studies will be used by the student to obtain information from appropriate professionals regarding medical or mental illness. A practitioner who documents a student's medical or mental illness for this purpose will be required to provide information regarding the date of diagnosis, duration, intensity, and frequency of symptoms, mental status in the case of mental illness (including loss of contact with reality, need for inpatient treatment, etc.), treatment undertaken, etc. The documentation must be signed and include credentials. A dean in Undergraduate Studies will review the student's file in Undergraduate Studies, the student's record, the request, and the documentation provided. He or she will use these guidelines and professional judgement in determining the appropriateness of the request. The dean then will decide whether to approve or deny the request or to refer it to the Faculty Committee on Academic Standards.

2. Allow special accommodation/consideration/withdrawal for the semester that includes the date of formal diagnosis. A student who is diagnosed in a semester is eligible for special consideration/accommodation/withdrawal for that semester only. If the student enrolls post-diagnosis and post-original consideration/accommodation/withdrawal from the College or College classes, no additional petitions for grade changes to withdrawals will be approved, based on the original diagnosis. In addition, selective withdrawal is not allowed, i.e., student must petition to change all grades to W for the semester in which accommodations are sought.

3. Individual professors will retain the right to deny the change of their originally assigned grade to a withdrawal.

4. The College's standard of a two calendar year statute of limitations will be strictly followed in such cases. (ref: 1996-1997 Undergraduate Catalog, p. 44)

***Completion of a course is represented by completion of course requirements. If a student leaves without completing all course requirements (final examination, term papers, etc) the course is considered uncompleted.

II. UNCOMPLETED COURSES***

1. Documentation is required from a licensed physician or clinical psychologist regarding medical or mental illness. A standard form available in the office of
Undergraduate Studies will be used by the student to obtain information from appropriate professionals regarding medical or mental illness. A practitioner who documents a student's medical or mental illness for this purpose will be required to provide information regarding the date of diagnosis, duration, intensity, and frequency of symptoms, mental status in the case of mental illness (including loss of contact with reality, need for inpatient treatment, etc.), treatment undertaken, etc. The documentation must be signed and include credentials. A dean in Undergraduate Studies will review the student's file in Undergraduate Studies, the student's record, the request and the documentation provided. He or she will use these guidelines and professional judgement in determining the appropriateness of the request. The dean will then decide whether to approve or deny the request or to refer it to the Faculty Committee on Academic Standards.

2. Allow special accommodation/consideration/withdrawal for the semester that includes the date of formal diagnosis. A student who is diagnosed in a semester is eligible for special consideration/accommodation/withdrawal for that semester only. If the student enrolls post-diagnosis and post-original consideration/accommodation/withdrawal from the College or College classes, no additional petitions for grade changes to withdrawals will be approved, based on the original diagnosis.

3. Individual professors will retain the right to deny the change of their originally assigned grade to a withdrawal. This would be rare in cases of a student who stops attending and does not complete the course.

***Completion of a course is represented by completion of course requirements. If a student leaves without completing all course requirements (final examination, term papers, etc) the course is considered uncompleted.

*These guidelines for deans in Undergraduate Studies were approved by the 1996-97 Faculty Committee on Academic Standards on April 17, 1997.*