College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
April 3, 1997

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

Computer Science
Dean of Undergraduate Studies
Psychology
Business/Economics
Languages
Education
Political Science

The meeting of the Committee for April 3, 1997 was called to order at 12:25 P.M. The minutes of the last meeting of March 27, 1997 were approved as written.

Walter Pharr reported on the response to items introduced the Faculty Senate Meeting.

Bill Lindstrom proposed changes in the wording of the Leave of Absence Policy document. There was much discussion and many suggestions for revisions in wording. However, the content of the document was unchanged. The committee agreed on a revised version of the document and bulletin statement. The revised bulletin policy statement will be sent to the Faculty Senate for approval.

petitioned to have grades changed to withdrawals for the Spring, 1996, Fall, 1995, and Summer, 1993 semesters. The petition was based on mental health reasons. The committee voted to approve the change for Spring, 1996 grades to withdrawals as follows: Change grades to withdrawals for the three classes for which professor signatures had been obtained; change the grade in a fourth class to withdrawal contingent on professor's signature for the change. The change of grades to withdrawals for the Fall, 1995 and Summer, 1993 semesters was denied.

The meeting was adjourned at 2:00 P.M.

Respectfully submitted,

Susan J. Simonian
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance

The Academic Standards Committee moves that the Leave of Absence policy, on page 46 of 1996-1997 edition of the Undergraduate Catalog, be deleted in its entirety and replaced by the following.

All requests for leaves of absence must be addressed to a Dean of Undergraduate Studies. Students participating in exchange programs with other universities may have leave status approved through the Office of International Education and Programs. When official leave is granted, students need not apply for readmission. However, students should notify the Office of the Registrar at the time of registration that they are returning from leave.

Leaves for periods of time up to one year are normally granted prior to the W date in the semester. For students having a GPA of 2.0 or better, a written request filed with Undergraduate Studies will be approved. For students having a GPA less than 2.0, a request should be addressed to a Dean of Undergraduate Studies. This request should be in writing and should explain the circumstances. Appropriate documentation should accompany the request.

Leave requests presented after the W date should be addressed to a Dean of Undergraduate Studies. These requests should be in writing and should explain the circumstances. Appropriate documentation should accompany the request.

Note: If an unofficial leave of absence is taken, a student will have to reapply through the Office of Admissions, be charged another admission fee, and the student will also have to register through Academic Orientation upon returning to the College.

Rationale:
The present policy allows official leaves of absence up to two weeks into any regular semester. Currently students on official leave of absence receive communications from the offices of the College regarding returning, advising, and registration. Those who simply withdraw from all classes within the first 6 weeks of class are de facto taking an unofficial leave and receive no communication.