The meeting of the Committee for April 24, 1997, was called to order at 1:08 PM.

petitioned to be allowed to cross-register for CHEM 231/231L at Trident Technical College. The petition was approved.

petitioned to be allowed to take MATH 120 and CHEM 112 at Harford Community College. The petition was approved.

The Committee had previously examined a proposal for a "Policy and Procedures for Accommodating Students with Learning Disabilities". A motion passed that the attached Policy and Procedures be submitted to Robert Mignone, Speaker of the Faculty, and that the Committee make a motion before the Senate at its first meeting in the Fall that this Policy be adopted as the official College Policy.

The meeting was adjourned at 2:03 PM.

Respectfully submitted,

Walter Pharr
INTEROFFICE MEMORANDUM

To: Faculty Committee on Academic Standards
   William A. Lindstrom, Dean

+From:

Date: April 21, 1997

Subject: Policy and Procedures for Accommodating Students with Learning Disabilities

In Spring 1994 this committee approved and provided to the faculty senate speaker a version of the attached document (Policy and Procedures for Accommodating Students with Learning Disorders and a Summary of Procedures) to replace the outdated statement printed in the Faculty/Administration Manual (EE.2, p137). The revision was (and is currently) necessary because in the manual the Office of Undergraduate Studies is charged with making the determination of certification of a learning disability and then serves as the appeal body for a student denied that certification. The 1994 committee decided it should serve as the appeal body.

The attached document also clearly gives student, faculty, and administration responsibilities in appropriate accommodation of students with learning disabilities. This process also needs a timely route of appeal when disagreements arise as to the appropriateness of requested accommodations. Again, the committee decided to serve as that body.

At this time, I am aware of no cases, pending or in the past, where either of these appeal processes has been needed, but the United States Office of Civil Rights expects us to have the processes and to make them known to students.

Even though the original policy and procedure statement was approved by this committee in 1994, I would like a reconsideration due to a few changes in the process and a vote of approval before it is sent directly to the Senate at as early a date as is possible.

FROM THE DESK OF...

WILLIAM A. LINDBRICK, DEAN
OFFICE OF UNDERGRADUATE STUDIES
COLLEGE OF CHARLESTON
66 GEORGE STREET
CHARLESTON, SC 29414

(803) 953 5674
Fax: (803) 953 5544
Process for Requesting Accommodations

Student self-identifies or is referred to SNAP Services

Testing is submitted documenting learning disability and/or ADD/ADHD. Testing is reviewed by SNAP Coordinator. If all testing criteria have been met, testing is submitted for review by Undergraduate Studies and Special Education personnel.

If petition denied, may appeal decision in writing within 5 days to the faculty Committee on Academic Standards, admissions, and Financial Assistance.

If petition approved, Coordinator provides student with statement of SNAP status and a list of approved accommodations based on documentation.

Student and Coordinator notified.

Faculty disagrees and/or unable to comply. Faculty contacts SNAP Services within one week.

Faculty/SNAP Services Consultation

Disagreement

Agreement and/or modification,

Within two working days, Coordinator of SNAP Services submits report including justifications written by Faculty & Coordinator to the Faculty Committee for Academic Standards for mediation.

Student, Faculty and Coordinator notified.
POLICY AND PROCEDURES FOR ACCOMMODATING STUDENTS WITH LEARNING DISORDERS

POLICY

The College of Charleston and the University of Charleston, S.C. actively and affirmatively seek to accommodate any currently enrolled student with a certified learning disorder. These services and accommodations are provided through SNAP (Special Needs Advising Plan) Services housed in the Center for Academic Advising.

It is the responsibility of the student to:

1) meet admissions requirements

2) maintain academic standards of the College of Charleston

3) provide adequate evidence of their disability. Handouts outlining criteria that must be met may be obtained from the Center for Academic Advising, 88 Wentworth Street (803) 953-5981.

4) submit an application for SNAP Services

5) request in a reasonable amount of time any accommodation(s) required

6) properly appeal an accommodation if the accommodation is not adequate.

It is the responsibility of the instructor to:

1) provide appropriate accommodations

2) suggest or negotiate accommodations with the student and/or coordinator if recommended accommodations are unacceptable to instructor

3) justify the accommodation he or she proposes or the denial of an accommodation, if appealed by the student.

It is the responsibility of the College and University to:

1) provide information about the availability of services

2) review documentation

3) provide suggestions for accommodations

4) arbitrate appeals

5) educate faculty and students about learning disorders through seminars and newsletters
SUMMARY OF PROCEDURES

A. Reasonable Accommodations in the Classroom

1. Students must apply to SNAP Services, submit the required documentation, and be approved for SNAP Services to be eligible for accommodation. Students who are not registered with SNAP Services but are seeking special accommodation should be immediately referred to SNAP by the instructor. Students are not entitled to accommodations prior to SNAP acceptance. Accommodation will not be granted retroactively.

2. When a student requests accommodation, the instructor may request documentation of SNAP status and recommended accommodations from SNAP Services. With the student’s approval, the SNAP coordinator will provide information about the disability and suggest appropriate accommodation(s). If the student does not approach the instructor at least one week in advance of situations for which accommodation is needed, the instructor is NOT required to provide accommodation.

3. The instructor and student will decide (with the advice of SNAP personnel, if needed) what accommodation will be made available. If the student objects to the accommodation, he or she may appeal the decision. Appeals are initially handled within two working days by SNAP personnel. If an agreement cannot be reached, the case will be expeditiously referred to the Academic Standards Committee for further review.

B. Alternative Courses for the Math/Logic and Foreign Language Requirement

1. A list of courses approved as alternative courses for the math/logic and foreign language requirement is available through SNAP.

2. Courses approved as alternatives may have a higher concentration of students with learning disorders than courses not on the alternative list. To assist instructors of these courses, as well as any interested faculty, SNAP will provide periodic faculty seminars and publish a newsletter each semester. These seminars and newsletters will provide information on learning disorders, procedures for accommodating students approved for SNAP Services, explain and suggest appropriate accommodation, suggest effective pedagogues for teaching students with learning disabilities, and review recent court decisions affecting students with learning disorders at the post-secondary level.
April 18, 1997

Re: [FIELD(first name) FIELD(last name)]
SID#: [FIELD(issn)]

Dear Professor:

This letter is to confirm that [FIELD(first name) FIELD(last name)], a student in your class, has provided proof of a certified learning disability and has been accepted as a qualified member of SNAP Services (services provided for students with learning disabilities and/or Attention Deficit Disorder). The College of Charleston does provide certain accommodations to students with learning disorders when warranted, and the student may be discussing these accommodations with you.

Documentation supports the following accommodation(s):

- [FIELD(acc1)]
- [FIELD(acc2)]
- [FIELD(acc3)]
- [FIELD(acc4)]

Should [FIELD(first name)] require extended time on tests or access to a computer for the writing of in-class essays, the Office of Educational Services (953-1431) can facilitate this if notified in advance. You are responsible for arranging delivery and retrieval of tests.

By law this information is confidential unless made public by the student. Any communication with the student regarding this matter should be conducted privately.

If you have a question regarding these accommodations, need assistance in implementing them, believe that one or more of the accommodations are not appropriate in your class, or feel you cannot provide the accommodation(s) the student requests, please contact me. I will be happy to discuss options with you.

Thank you for working with [FIELD(first name)]; we greatly appreciate your cooperation.

Sincerely,

Bobble Lindstrom
Coordinator of SNAP Services

I am willing to provide the above accommodations. However, the student has chosen not to use the accommodations in this class. 

Student Signature: _______________________________ Date: _______________________________

Professor Name: _______________________________

Professor Signature: ___________________________ Please Print

If the student elects not to use accommodations in this class, please return a signed copy of this form to SNAP Services, Office of Educational Services.
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.*
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
April 10, 1997

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

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

The meeting of the Committee for April 10, 1997 was called to order at 12:25 P.M. Approval of the minutes of the last meeting of April 3, 1997 was postponed until the next committee meeting.

petitioned to take Chemistry 231 and 232 and the corresponding laboratories at Trident Technical College. The discussion of this petition led to a more general discussion of the "seven of last 37" rule. Debbie Miller suggested that next year's Committee on Academic Standards, Admissions, and Financial Assistance investigate this rule and attempt to determine whether a change of this rule is in order (i.e., perhaps to an "eight of last 38" rule, etc.). Paul Allen moved to adhere to the precedent set by the 1992 Committee in terms of exceptions to the "seven of last 37" rule. This motion failed. The discussion was re-focused on the petition. The petition was granted.

petitioned to graduate with "honors" in May, 1997. She has completed 50 hours at the College (i.e., the existing rule states that students need 62 hours at the College to be considered for "Honors"). The petition was denied.

The Committee discussed the revision in the "Guidelines for the Dean of Undergraduate Studies for Withdrawal from Completed Courses based on Medical/Mental Health Reasons."

The petition of was considered. (The student petitioned to have grades changed to withdraws for one semester; the petition was based on mental health reasons.). The petition was granted.

The meeting was adjourned at 1:50 PM.

Respectfully submitted,

Susan J. Simonian
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 signatutes 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 the 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.
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
March 27, 1997

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

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

The meeting of the Committee for March 27, 1997 was called to order at 12:20 P.M. The minutes of the last meeting of March 13, 1997 were approved with correction of a typographical error in the date of the meeting.

petitioned to take nine of her last 37 hours in London, England. The nine hours are in her major. The petition was approved for nine hours only.

petitioned to transfer 12 units from Trident Technical College. She has 101 earned hours (84 from the College of Charleston). The petition was tabled pending additional information from the student.

The Sub-committee focused on the College Medical/Mental Health withdrawal policy discussed its revised policy proposal. Additional issues were discussed and changes to the revised proposal were suggested. The committee of the whole voted to retain a statement regarding an individual professor's right to deny the change of his/her originally assigned grade to a withdrawal. Susan Simonian will incorporate these changes in the document, and bring the corrected document to the next committee meeting. Walter Pharr will take the final version of the document to Andy Abrams for a legal overview.

The meeting was adjourned at 1:35 P.M.

Respectfully submitted,

[Signature]

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

The Academic Standards Committee moves that the following changes be made to the Undergraduate Catalog. Pages will be referred to as in the 1996-1997 edition of the Catalog.

(1) The Committee moves that a statute of limitations be applied to the acceptance of credits for readmitted students. On p. 8 the following paragraph should be inserted.

College of Charleston or transfer credits earned ten or more years prior to re-enrollment at the College must be evaluated and revalidated by the appropriate department to be applicable for graduation credit.

Rationale:
In ten years the content of a course could change beyond recognition, even though the title of the course is the same. This statute of limitations would allow a department to have the ability to check on a course ten or more years old and determine whether its content is still suitable to be applicable for graduation credit.

(2) The Committee moves that the title of the section currently called "Absence from Final Examinations" on p. 45 be changed to "Final Examinations".

Rationale:
The section in question deals with other aspects of final examinations as well as absence from them.

(3) The Committee moves that in the section currently called "Absence from Final Examinations" on p. 45, the first sentence be changed from the following

Examinations must be taken at the time scheduled (refer to the appropriate copy of "Course Information" or obtain a copy from the registrar) except when 1) two or more exams are scheduled simultaneously, or 2) the student has three consecutive examinations.

to read as follows.

Examinations must be taken at the time scheduled (refer to the appropriate copy of "Course Information" or obtain a copy from the registrar) except when 1) two or more exams are scheduled simultaneously, or 2) the student has three or more examinations within a 24-hour period.

Rationale:
The existing sentence was written when there were essentially three exam periods per day, morning, afternoon, and evening. Thus the policy was to prevent the student from having three exams in what amounted to a 24-hour period. With the current exam schedule the student could have three exams in 24 hours without the exams being technically consecutive. This change is proposed to reinstate the intent of the previous policy.
(4) The Committee moves that the following change be made in the section titled "Credit for Work at Another Institution and for Study Abroad: Transient Student Status" on p. 48. The second sentence of the paragraph numbered "4." is to be deleted.

Criteria for acceptable transfer credits also apply to transient students.

A separate paragraph is to be added, to read as follows.

Coursework completed at other institutions must have a minimum grade of "C" or its equivalent. Credits awarded as a result of placement testing are not acceptable. Courses graded on a pass/fail basis are acceptable only if the institution where the courses were completed will assign a minimum equivalent of "C" to the "pass" grade.

Rationale:
This is not a change of policy. All of the points made explicit in the above paragraph are implied in the sentence being deleted. College of Charleston students taking courses at other institutions sometimes do not notice the sentence or do not understand what it means. This paragraph, based on the paragraph on p. 6, is intended to make it clear what is meant. (In any case the policy should not be part of paragraph 4, part of the procedure for applying to become a transient student.)
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance

The Senate charged the Academic Standards Committee with consideration of the apparent conflict between the faculty member's authority to assign a WA without regard to the withdrawal date and the student's right to withdraw with a W at any time up to the withdrawal date.

The Committee discussed this matter with the Registrar and determined that at this time the student's ability to withdraw does in fact supersede the faculty member's authority to assign a WA. That is, if a faculty member assigns a WA before the last date to drop, and the student subsequently withdraws from the course, still before the last date to drop, the W overwrites the WA.

Upon closely reading the paragraphs in question, the Committee believes that there is no actual conflict. There is nothing in the paragraph discussing the WA that implies that the faculty member's authority to a WA should be able to supersede the student's right to withdraw with a W at any time up to the withdrawal date.

Moreover, the Committee believes that the current state of affairs is as it should be. The student's right to withdraw with a W at any time up to the withdrawal date should take precedence.

Therefore, the Committee's opinion is that no action is needed, and that none should be taken.
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance

The Senate charged the Academic Standards Committee with consideration of the system of alternative courses for foreign languages for students with a learning disability.

The Committee has been in the process of reviewing those courses this year. It is the intent of the Committee to rely in the immediate future on the policies and the system of courses, previously approved by the Faculty Senate, that are in use at this time.

The Committee has begun examining the possibility of establishing a set of four courses taught by a language department (initially probably Spanish) and especially designed for students with learning disabilities affecting the learning of a foreign language. A model program of this sort has just begun this year in a consortium of institutions including Harvard, Radcliff, and Dartmouth.

The Committee will not be able to complete this proposal within the current academic year.
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
March 27, 1997

AGENDA

Minutes of the previous meeting

Student petitions

Old business
  Business before the Senate, 4/1/97
  Medical-based change of grade policy
  Leave of Absence policy
  LD appeal process

New business
The meeting of the Committee for March 12, 1997 was called to order at 1:10 P.M. The minutes of the last meeting of February 27, 1997 were approved with a minor spelling correction.

Chip Condon moved that Walter Pharr, Chair of the Committee, address the Faculty Senate and report the following: The Committee reviewed the "seeming" contradiction regarding "W" and "WA". The Academic Standards Committee supports the existing College policy that a "W" supersedes a "WA" in the event that a student withdraws by the withdrawal date. Therefore, no action is recommended. The motion passed.

The Sub-committee focused on the College Medical/Mental Health withdrawal policy discussed its policy proposal. Multiple issues were discussed and changes to the revised proposal were suggested. Susan Simonian will incorporate these changes in the document, and bring the corrected document to the next committee meeting. Walter Pharr will take the corrected document to Andy Abrams for a legal overview.

The committee began to discuss the petition of [redacted] The discussion was tabled until the next meeting.

The meeting was adjourned at 1:45 P.M.

Respectfully submitted,

Susan J. Simonian
College of Charleston  
Committee on Academic Standards, Admissions, and Financial Assistance  
February 27, 1997

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

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

The meeting of the Committee for February 27, 1997 was called to order at 12:25 P.M. The minutes of the last meeting of February 13, 1997 were approved as corrected.

petitioned to take seven of her last 37 hours at Trident Technical College. She does not have 60 hours of earned credit at College of Charleston. She requested to take courses at Trident Technical College due to the proximity of the institution to her home and the lower cost of courses. The petition was denied.

petitioned to have two failing grades in German 102 "replaced" with grades that she earned in a SNAP alternative Political Science course. The petition was denied.

The Sub-committee focused on the College Medical/Mental Health withdrawal policy discussed its policy proposal. Multiple issues were discussed and the committee of the whole recommended several changes to the original proposal. Susan Simonian will incorporate these changes in the document, and bring the corrected document to the next committee meeting. Walter Pharr will take the corrected document to Andy Abrams for a legal overview.

The committee discussed whether the petition of should be considered at this time. The committee decided to table this discussion until the next meeting.

The meeting was adjourned at 1:42 P.M.

Respectfully submitted,

Susan J. Simonian
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
February 13, 1997

Walter Pharr, Chair 96-97
William Lindstrom
Susan Simonian, Secretary
Paul Allen
William Anderson
John Creed
Chip Condon

Computer Science
Dean of Undergraduate Studies
Psychology
English and Communications
Registrar’s Office
Political Science
Business/Economics

The meeting of the Committee for February 13, 1997 was called to order at 12:25 P.M. The minutes of the last meeting of January 23, 1997 were approved as written.

The committee discussed issues related to the petition of [redacted] The larger issue of interdisciplinary majors was discussed. A decision on this petition was tabled until the issue of transfer credits/hours earned in "major" for interdisciplinary majors can be fully discussed.

The Sub-committee focused on the College Bulletin proposed the following changes to the Bulletin:

1. Issue: Re-validation of credit transferred to the College.

   Proposed change: Transfer credit earned greater than or equal to 10 years prior to re-enrollment must be evaluated and validated by the appropriate department to be applicable for graduation credit. - Insert to #4 on page 37.

   Decision: Change approved.

2. Issue: Minimum grade for course work transferred from other institutions.

   Proposed change: Course work competed at other institutions must have a minimum grade of "C" or its equivalent. Credits awarded as a result of placement testing are not acceptable. Courses graded on a pass/fail basis are acceptable only if the institution where courses were completed will assign a minimum grade of "C" to the passing grade. - Insert on p. 37 in reference to Transient Student Status.
Decision:  Change approved.

3. Issue:  Number of semester hours required for Major program (i.e., within that program). Issues specific to interdisciplinary majors.

Proposed change:  None - Tabled pending further discussion within committee and between committee and involved departments.

4. Issue:  P. 35 "Absence from Final Examinations".

Proposed change:  Change to "Final Examinations".

Decision:  Change approved.

5. Issue:  Final Examination Policy (i.e., "3 consecutive examinations")

Proposed change:  Three consecutive examinations or more within a 24 hour period.

Decision:  Change approved.

The subcommittee on Mental/Physical Health based student petitions for withdrawals discussed their recommendations. The discussion was tabled until the next committee meeting.

The subcommittee on Learning Disability student course work alternatives is to meet on February 14, 1997. Issues will be discussed at the next meeting.

The meeting was adjourned at 1:35 P.M.

Respectfully submitted,

Susan J. Simonian
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
January 14, 1997

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

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

The meeting of the Committee for January 14, 1997 was called to order at 12:25 P.M. The minutes of the last meeting of December 2, 1997 were approved with a minor correction in grammar.

The committee discussed possible meeting times for the Spring, 1997 semester. A tentative time was set: The second and fourth Thursdays of each month, at 12:15 PM. The next meeting is tentatively scheduled for January 23, 1997.

petitioned to take 15 of his last 37 hours in Ireland. The petition was granted.

petitioned to take up to 11 of her last 37 hours at Nene College in North Hampton, England. The petition was granted.

petitioned to take 12 of his last 37 hours as part of a Semester at Sea through the University of Pittsburgh. The petition was granted contingent on approval of the film studies class by the appropriate department.

petitioned to take Physics 307 at the Citadel (Physics 410) during the Spring, 1997 semester. This is his senior year. The course is offered at the College of Charleston, but the student prefers the time of the course at the Citadel. He claims that the Citadel course will allow him a more favorable work schedule. The petition was denied.

petitioned to take 10 of her last 37 hours at Nene College in North Hampton, England. The petition was granted.

petitioned to change his failing grades from the Spring, 1996 semester to Withdrawals. He cited mental health reasons as the justification for change. He took the final examination in three of five courses. The failing grades have been changed to
withdrawals for the classes in which final examinations were not taken. There was much
discussion on the issue. The committee wishes to discuss this issue further, as it has
implications for future decisions regarding mental health/medical based grade change
petitions.

The meeting was adjourned at 1:30 P.M.

Respectfully submitted,

[Signature]
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
January 23, 1997

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

Computer Science
Dean of Undergraduate Studies
Psychology
English and Communications
Registrar’s Office
Political Science
Languages
Education

The meeting of the Committee for January 23, 1997 was called to order at 12:25 P.M.
The minutes of the last meeting of January 14, 1997 were approved as written.

The committee discussed issues related to credit from approved study abroad institutions.
Specific questions were raised as to whether students are required to petition this committee
to classes taken at these institutions. More information will be collected regarding the exact
policy approved by Academic Senate.

petitioned to take 15 of her last 37 hours at the University of Hawaii, Manoa.
The petition was granted.

The committee engaged in lengthy discussion regarding language alternative courses for
SNAP students. The committee introduced the issue of developing language courses taught
by alternative methods.

The committee discussed outstanding issues for consideration by the committee. It was
decided to break the committee of the whole into subcommittees. Each subcommittee will
develop recommendations for a specific issue, and return to the committee of the whole with
these recommendations. The following subcommittee appointments were established.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Members</th>
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<tr>
<td>1. Accommodations for LD students</td>
<td>John Creed</td>
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<td>Elaine Griffin</td>
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<td>Chip Condon</td>
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<td>2. Mental Health/Medical-based</td>
<td>Paul Allen</td>
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<td>grade changes</td>
<td>Deborah Miller</td>
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3. Bulletin

William Lindstrom will work with all three subcommittees.

The meeting was adjourned at 1:35 P.M.

Respectfully submitted,

Susan J. Simonian

Susan Simonian
William Anderson
Walter Pharr
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
December 2, 1996

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

Computer Science
Dean of Undergraduate Studies
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The meeting of the Committee for December 2, 1996 was called to order at 1:03 P.M.
The minutes of the last meeting of November 18, 1996 were approved as corrected.
Specifically, three changes were made in the third paragraph: 1) "expunge" was changed to "change all grades to withdrawals"; 2) "Bill Lindstrom proposed changing" was changed to "It was proposed to change"; and 3) "motion was granted" was changed to "proposal was approved". In addition, the minutes of the meeting of October 21, 1996 were corrected by changing the term "expunge" to "change all grades to withdrawals".

The committee discussed issues relevant to original petition of [redacted] The
Discussion was tabled until President Sanders arrived.

[redacted] petitioned to take 15 of her last 30 hours in Nene College in England. The Petition was approved.

[redacted] petitioned to take up to 15 hours during the last semester of her senior year at the University of South Queensland in Australia. These hours are not needed for graduation. The petition was approved contingent on approval by the academic departments involved.

The committee discussed issues regarding the joint program with Coker College.

President Sanders talked to the committee regarding his dealings with [redacted] and her parents. There was a lengthy period of discussion and questions from the committee. Following the departure of President Sanders, the committee continued discussion of the petition. There was a motion to continue to deny the original petition for a full medical withdrawal, and uphold the decision to change [redacted] failing grades from one semester to withdrawals. Motion was approved.

Dean Hines and Sharon Pothering met with the committee to discuss issues relevant to the Coker College issue. Ms. Pothering described the Trujillo Spain program and issues relevant to course credit. Dean Hines discussed issues surrounding credit of courses in the Humanities area and the Art History versus Art Appreciation course issue. There was a
motion to accept the Art course in question as Humanities 1GG (i.e., counts toward general
degree credit) for this one semester. Motion was approved.

The meeting was adjourned at 3:00 P.M.

Respectfully submitted,
College of Charleston  
Committee on Academic Standards, Admissions, and Financial Assistance  
November 18, 1996  

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

Computer Science  
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The meeting of the Committee for November 18, 1996 was called to order at 1:05 P.M. The minutes of the last meeting of October 21, 1996 were approved as submitted.

petitioned to take her senior year courses in France. Courses requested are related to France. Petition was granted.

petitioned the committee to reconsider her original petition to expunge her College of Charleston academic record. The two professors that previously refused to change failing grades to withdrawals have now agreed to such a change. There was considerable discussion about changing failing grades to withdrawals after a final examination is taken. The petition to expunge the record was denied. proposed changing only the failing grades in History and Computer Science (Spring, 1995) to withdrawals. This was the semester during which was misdiagnosed. The motion was granted.

Walter Pharr discussed results of the Committee's motions before the Faculty Senate. There were some wording issues in the paragraph regarding absences that was passed by the Senate at the November 12, 1996 meeting. Walter Pharr will confer with Bob Mignone, the Speaker, regarding changing "permissible number" to "maximum allowed absences". The First Day of Class resolution was not passed by Senate. The Europe as a "single area" for SNAP Foreign Language alternatives was not passed. Walter Pharr has requested copies of the existing substitutes and policies and the working documents from last year's Committee. John Creed asked for data regarding the number of SNAP students served from the onset of the program to present. It was suggested that the discussion of the SNAP Foreign Language alternatives be broadened to include participation from other relevant departments (e.g., Learning Skills, etc.).

The Committee discussed concerns raised by Susan Morrison regarding a statement allegedly made in a Continuing Education Bulletin regarding auditing courses. The discussion was tabled until the Committee secures a copy of the Continuing Education Bulletin in question.

Bill Lindstrom began a discussion of the Leave of Absence policy. He proposed formalization of the Leave policy with divisions according to temporal factors. The discussion was tabled until the next meeting. The meeting was adjourned at 2:35 P.M.

Respectfully submitted,

[Signature]
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance

At the Nov. 12 meeting of the Senate, this Committee moved that the existing paragraph concerning attendance and the WA policy be changed to the following:

Since class attendance is a crucial part of any course, students are expected to attend all classes and laboratory meetings of the courses in which they enroll. During the first week of classes instructors will announce and distribute their attendance policies. However, whatever the policy may be, each student is responsible for all information disseminated in the course. As a student approaches the maximum allowable absences, the professor will notify the student that exceeding the limit will result in a grade of WA. If the student then misses more than the permissible number, the professor may instruct the Registrar to record a grade of WA for the student.

A friendly amendment in the Senate resulted in the following paragraph:

Since class attendance is a crucial part of any course, students are expected to attend all classes and laboratory meetings of the courses in which they enroll. During the first week of classes instructors will announce and distribute their attendance policies. However, whatever the policy may be, each student is responsible for all information disseminated in the course. If the student misses more than the permissible number, the professor may instruct the Registrar to record a grade of WA for the student.

Unfortunately, this has a missing antecedent. I therefore propose the following paragraph:

Since class attendance is a crucial part of any course, students are expected to attend all classes and laboratory meetings of the courses in which they enroll. During the first week of classes instructors will announce and distribute their attendance policies. However, whatever the policy may be, each student is responsible for all information disseminated in the course. If a student has more than the maximum allowed absences, the professor may instruct the Registrar to record a grade of WA for the student.

The question is, do we have to take this back to the Senate for further action, can we send it to the Senate "for information," or can we even assume that it is so obvious a change that we can make it without bothering the Senate with it at all.

P. 35 - replace 1st paragraph under "Attendance"
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
October 21, 1996

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

Computer Science
Dean of Undergraduate Studies
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Education

The meeting of the Committee for October 21, 1996 was called to order at 1:05 P.M.

The minutes of the last meeting of October 7, 1996 were approved as amended. "Annual" was added to the statement regarding review of the Academic Regulations section of the College Bulletin to stipulate a yearly review of said policies.

petitioned to have all course grades taken during her semesters at the College of Charleston expunged from her permanent record. She petitioned on the grounds of medical illness. spoke in favor of the petition. The committee also heard discussion from Professor Larry Fulton of the Computer Sciences Department regarding his desire to maintain with the originally assigned grade in his course. After much consideration, the committee voted to deny the motion to expunge the record.

petitioned to allow transfer credit from the Community College of the Air Force. The credit in question was for his military physical training. The petition was denied.

petitioned to allow courses taken at Brandeis University apply for his SNAP alternatives for foreign language requirements. The petition was approved.

petitioned to have 15 semester hours awarded from MUSC apply as transfer credit for her last 37 hours at the College. Three of these 15 hours are in the Biology major and 12 are elective hours. The Biology department at the College has approved her request. The petition was approved.

The meeting was adjourned at 2:25 P.M.

Respectfully submitted

Next meeting
Mon Dec 2, 1996
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
September 2, 1996

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

Computer Science
Dean of Undergraduate Studies
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Political Science
Education
English & Communications

The meeting of the Committee for September 16, 1996 was called to order at 1:05 P.M.

The minutes of the last meeting of September 2, 1996 were approved.

petitioned to take all of her required Foreign Language courses at USC Beaufort. The Committee approved Spanish 109 at USC Beaufort (equivalent of Spanish 101). The Committee was supportive of the student’s situation, but requested that she check C of C course listings each semester, and petition to take additional language courses on a semester by semester basis.

The Committee discussed courses that are substitutes for SNAP program students for the Foreign Language Requirements. The feasibility of a “Western European” grouping (versus individual groupings for France, Germany, etc.) was discussed. This option was approved by the Committee. Other issues relevant to course alternatives were discussed. It was motioned to take this revision to the Faculty Senate for consideration/approval.

The Committee discussed issues related to the Student Attendance Policy proposal. The Committee rejected the "First Day of Classes" proposal. Dr. Anderson and Dr. Miller will develop a working draft of a response to this proposal. The response will include possible alternatives to the "First Day of Classes" proposal.

The meeting was adjourned at 2:15 P.M.

Respectfully submitted

[Signature]
College of Charleston  
Committee on Academic Standards, Admissions, and Financial Assistance  
September 2, 1996

Walter Pharr, Chair 96-97  
William Lindstrom  
Susan Simonian, Secretary  
Elaine Griffin  
Chip Condon  
William Anderson  

Computer Science  
Dean of Undergraduate Studies  
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Business/Economics  
Registrar’s Office

The meeting of the Committee for September 2, 1996 was called to order at 1:05 P.M.

The minutes of the last meeting of August 16, 1996 were approved as corrected.

[Redacted] a Studio Arts major, petitioned to take 12 hours of his senior year in Florence, Italy. His department approved of his petition. The petition was approved.

[Redacted] petitioned to take two additional hours (over the allowed seven hours) during her senior year as part of an internship at Walt Disney World. Her department approved of her proposal. The petition was approved.

The committee began discussion of courses that may serve as substitutes for SNAP program students for the Foreign Language Requirements. Last year it was proposed that a “Western European” grouping would be more appropriate than individual groupings for countries (e.g., France, Germany, etc.). This may serve to improve the availability of courses. This issue will be discussed further.

The committee discussed issues that may be relevant to cross-disciplinary majors.

The committee discussed issues related to page 42-43 of the College Catalog regarding minimum hours in residence for majors and minors. The committee will review relevant information from other colleges and universities.

The committee discussed issues related to the Student Attendance Policy proposal.

The meeting was adjourned at 12:50 P.M.

Respectfully submitted

[Signature]  
[Date]
College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
August 16, 1996

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

Computer Science
Dean of Undergraduate Studies
Psychology
Political Science
Education
Languages

The meeting of the Committee for August 16, 1996 was called to order at 12:20 P.M.

The minutes of the last meeting of June 27, 1996 were approved.

petitioned to take Russian 101 and History 245 (Tsarist Russia) to satisfy the language 201 and 202 requirements. (He completed Spanish 101 and 102.) The petition was rejected. The committee discussed two possible alternatives: 1) Two African Studies classes, one of which is at the 300 level; 2) history 245 (Tsarist Russia) plus Religion 102. The second option was approved.

Dr. Lindstrom introduced issues regarding the wording of certain sections of the Undergraduate Catalog. The Faculty Senate has requested that the Committee discuss these sections and propose revisions to update relevant policies. The sections include: 1) Major Requirements, under the broad heading of Academic Information; and 2) Residency Requirements.

The committee discussed possible meeting times for the Fall, 1996 semester.

The meeting was adjourned at 12:50 P.M.

Respectfully submitted