THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

April 13, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.

Members-elect Present: Doug Kennard, Robert Nussbaum


The meeting was called to order at 3:00 p.m.

Minutes of the April 6, 1988 meeting were circulated and approved.

petitioned to drop a 1985 SSI grade of F in MAT101. The petition was denied.

A petition to change a grade of F (converted from a grade of I) to a grade of A for was tabled, pending further information.

The draft provisional student policy for 1989-90 was reviewed. The policy was approved by the ASC for Summer, 1989. Before it becomes policy, the statement must be accepted by the administration. The policy would require additional sections of EDU001 in the Fall, 1989 term.

A proposal by Dean Lindstrom to cease summer evaluations of students for continuation standards was discussed. The ASC and Dean Lindstrom jointly agreed that a review at the end of SSI would be sufficient. Probation and probation satisfied letters will be sent at that time, but academic suspensions will not take place.

A proposal by the Undergraduate Dean's Office for revised academic continuation standards was discussed. Several suggestions for wording of the statement were made. No formal action by the ASC took place.

The meeting of the 1987-88 ASC concluded and the 1988-89 committee met briefly to elect officers. Prof. Morrison was re-elected chair of the committee and Prof. Langley was elected secretary.

The meeting adjourned at 5 p.m.

Submitted by,

W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

March 16, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Michael Morgan, Susan Morrison (chair).


The meeting was called to order at 3:00 p.m.

The proposal of the Mathematics Department to exclude some courses from the calculation of the major grade point ratio was discussed. Bill Anderson, registrar, reported that he would prefer that all departments have a consistent policy. Currently, only the Business Administration major specifically excludes some departmental courses, numbered 101 or above, from calculation of the major GPR. After much discussion, the subject was tabled, pending action of the curriculum committee.

Minutes of the March 2, 1988 meeting were circulated and approved.

Dean Lindstrom reported that data and a draft revision of the academic retention standards are being reviewed by the administration and will be brought to the committee as soon as possible.

Bill Anderson asked for committee comments on a revised method of posting a Three-Year Transfer Option student’s record. Members agreed the format was an improvement. Mr. Anderson indicated that whenever a transcript is issued, it must be a full and complete record of the student’s College of Charleston coursework. The purpose of the modified reporting method is simply to clarify the record.

Dean Lindstrom provided data on late course withdrawals for the Fall, 1987 semester. A total of 108 students were allowed to withdraw from a total of 185 courses. Most (96) of the students gave medical, family emergency, employment, college error, financial problems or a learning disability as the reason for withdrawal.

A discussion of a recent administrative announcement of the admissions policy for Fall, 1988 freshman followed. Apparently dormitories are now full, all scholarships have been offered, and applications continue to run 40% ahead of last year. Consequently, applicants with a PGPR less than 1.8 will be denied admission and applicants with a PGPR between 1.8 and 2.0 will only be considered for provisional status. Prof. Morrison will ask an academic administrator to attend the next meeting to discuss the policy and possible implications.

The meeting adjourned at 4:30 p.m.

Submitted by,

[Signature]

W. Hugh Haynsworth
MEMORANDUM

TO: Jim Anderson, Mathematics
    Hugh Haynsworth, Mathematics
    Michael Katuna, Geology
    Tom Langley, Phys Ed & Health
    Mike Morgan, BA/Econ
    Ike Stoneberger, Fine Arts
    Brandon Pitcher, SGA
    Bill Lindstrom, Undergrad. Studies
    Bill Anderson, Registrar
    David Mann, Speaker of the Faculty

FROM: Susan Morrison, Chair, Committee on Academic Standards,
       Admissions & Financial Assistance

RE: Academic Standards Committee meeting

The next meeting of the Academic Standards Committee will be
Wednesday, March 16, 1988, at 3:00 pm in the Maybank Room.

AGENDA
1. Minutes of the last meeting
2. Subcommittee Reports
   A. Financial Aid
3. Memo from Bill Golightly re: calculation of GPA in major
   (continued)---pending information from Bill Anderson
4. Learning Disability Policy---Proposed Alternatives to Language
   Study----pending response from Languages Department
5. Retention Standards---Progress Report (Bill Lindstrom)
6. Guidelines for evaluating requests to waive the rule that 30 of
   the last 37 hours must be taken at the College of Charleston----
   Compilation of questions which the Committee feels should be
   answered
7. Request for Guidance on Procedures followed in the Registrar's
   Office------Bill Anderson (enclosed)
8. Date of enforcement of increased standards for graduation with
   Honors
9. Schedule of meetings for Spring Semester 1988-----Wednesdays at
   3:00 pm:
   March 16
   March 30
   April 6 (note correction)
   April 7 (meeting listed for 19/20 will have to be
   rescheduled)
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and
Financial Assistance

February 24, 1988

Members Present: Jim Anderson, Tom Langley, Michael Katuna, Mike Morgan, and
Susan Morrison (chair).

The meeting was called to order at 3:10 p.m.

Minutes of the February 17, 1988, meeting were approved with corrections
(the word "be" was removed from the fifth line of the first paragraph on page
2).

Concerning the denial of a petition to waive the requirement of earning at least 30 of the last 37 semester hours at the College, the
chair made a clarifying statement on the total number of hours which must be
earned at the College. The petition was denied on the basis that he
had not earned the minimum 60 semester hours at the College necessary to qualify him for the 7 of last 37 exemption, nor would he earn the 60 hours at any
time prior to graduation. This distinguished case from an earlier
example in which the petitioner was granted permission to exceed the 7 of last
37 stipulation with only 55 semester hours earned but would earn well over the
60 hour minimum by the time the exemption went into effect.

The discussion concerning calculation of GPA in the Math major was post-
poned since Bill Bolightly, chair of the Math department, was not able to
attend the meeting.

Retention standards were not discussed as scheduled. The committee will
wait for a recommendation from the administration before proceeding with dis-
cussions on this item.

As a point of information, the chair informed the committee that the
recommendation concerning the Alternative to Language Study program has been
forwarded to the Language department for comments from the department as a
whole. Discussion will proceed on this item once comments are received from
the Language department.

Having no further business, the meeting adjourned at 3:45 p.m.

Submitted by,

Thomas D. Langley
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

February 17, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Susan Morrison (chair), Ike Stoneberger.


The meeting was called to order at 3:05 p.m.

Minutes of the January 27 and February 2, 1988 meetings were approved.

Discussion of the proposed Alternatives to Language Study program for learning disabled students was continued from the last meeting. Prof. Andy Abrams explained the legal responsibility of the College. He said that we must provide reasonable accommodation for identified learning disabled students. This does not mean the accommodation should be less rigorous, but a higher standard cannot be required. Prof. Abrams emphasized that reasonable accommodation is not clearly defined and there is not a great deal of legal precedent to provide guidelines. He personally thought that it may not be reasonable to require that courses be taken only after approval or to require that only College of Charleston courses be included in the program. He stated that any approved program should be public, but it need not be advertised.

After considerable discussion, the ASC decided to amend the statement in the memorandum from Prof. Pincus, then send the revised statement to the Language Department for comment before final approval. After final approval, the entire Learning Disabilities program will be presented to the faculty for their information. The following amendments were passed by voice vote:

1) Include the following statements under item IV. Exceptions/Alternatives of the suggested program.

"No course taken as part of any other minimum degree requirement may also satisfy a part of the Alternatives to Language Study program."

"The Alternatives to Language Study program is a twelve credit hour requirement and may not be partially satisfied by foreign language courses not included in the program."

2) Note all courses listed which have prerequisites with an asterisk and include the statement:

*See the bulletin for prerequisites.

A motion to send the amended statement to the Language Department before final action by the ASC was approved by voice vote.
Mr. Bill Anderson, Registrar, reported that [redacted] had failed to pay for summer courses in four different years. After the first occurrence, he was reinstated and received credit for the course. Thereafter, as per the standing policy of the Registrar, he was not reinstated. The ASC promptly denied the petition to receive credit for a Summer, 1987 course which he had attended without paying the appropriate fees.

The petition of [redacted] who has earned 43 credit hours at the College, to transfer up to nine hours to the College during his last 37 hours was denied by a vote of 5 to 1.

A change in the method of calculation of the major grade point average for mathematics majors, as proposed by the Mathematics Department, was discussed. The change involved omitting a number of lower level mathematics courses from the calculation. No action was taken, pending a recommendation of a date for implementation from the registrar.

Grades required of provisional students for admission as undergraduates were considered. The discussion, prompted by a memorandum from Prof. Caroline Hunt, centered around the transcript of one student. Mr. Bill Anderson indicated that this student’s grade label was incorrect and Dean Lindstrom had been provided with the student’s correct grade report. Based on the corrected grade report, the student met the required standard.

The meeting adjourned at 5:05 p.m.

Submitted by,  

W. Hugh Haynsworth
MEMORANDUM

TO: Jim Anderson, Mathematics  
Hugh Haynsworth, Mathematics  
Michael Katuna, Geology  
Tom Langley, Phys Ed & Health  
Mike Morgan, BA/Econ  
Ike Stoneberger, Fine Arts  
Brandon Pitcher, SGA

Bill Lindstrom, Undergrad. Studies  
Bill Anderson, Registrar  
David Mann, Speaker of the Faculty  
Andy Abrams, Legal Affairs  
Michael Pincus, Languages  
Sue Schenck, Education

FROM: Susan Morrison, Chair, Committee on Academic Standards, 
Admissions & Financial Assistance

RE: Academic Standards Committee meeting

The next meeting of the Academic Standards Committee will be 
Wednesday, February 17, 1988, at 3:00 pm in the Maybank Room.

AGENDA

1. Minutes of the last meeting

2. Subcommittee Reports
   A. Financial Aid

3. Student Petitions
   A. (pending receipt of information from Summer 
   Session)
   B. (enclosed)

4. Learning Disability Policy—Proposed Alternatives to Language 
   Study (discussion with Andy Abrams)

5. Memo from re: calculation of GPA in major

6. Memo from Carolina Hunt re: Option students

7. Retention Standards—Progress Report (Bill Lindstrom)

8. Schedule of meetings for Spring Semester 1988—Wednesdays at 
   3:00 pm:
   February 24  March 2
   March 16     March 30
   April 6 (note correction)
   April ? (meeting listed for 19/20 will have to be 
   rescheduled)

enc.
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance
February 2, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Michael Morgan, Susan Morrison (chair), Brandon Pitcher.


The meeting was called to order at 3:00 p.m.

Consideration of the revised learning disabled student policy continued from the previous meeting. A motion was made to rewrite the appeals process of an LD student who had petitioned the ASC for alternative courses for a degree requirement, as follows:

"Students whose petitions are denied by the Academic Standards Committee may appeal the decision in writing to a Dean of the Undergraduate Studies Office within five days of the decision. The Dean and the Coordinator of Learning Disabilities will determine if there is sufficient evidence for another hearing by the Faculty Committee on Academic Standards, Admissions, and Financial Assistance, based on additional information or breach of due process. If so, a hearing with appropriate due process guarantees will be provided and the decision on the appeal will be final."

The motion to approve the amended policy statement passed by voice vote.

The ASC next considered the memorandum from Prof. Pincus regarding a standard format for proposed alternatives to the foreign language requirement. Prof. Katuna moved that no courses from the proposed list could be taken at another institution. Mr. Bill Anderson raised the issue of discrimination, if the motion was approved. The motion was subsequently withdrawn, pending a legal opinion. The secretary suggested the two following statements for inclusion under item IV. Exceptions/Alternates of Prof. Pincus’ memorandum.

"No course taken as part of any other general degree requirement may also satisfy a part of the alternatives to language study program."

"The alternatives to language study program is a twelve credit hour requirement and may not be partially satisfied by foreign language courses not included in the program."

No action was taken on these statements or on Prof. Pincus’ proposal.

Consideration of the recommendations of the Scholarship Committee was continued from the last meeting (see the memorandum from Michael Katuna to Susan Morrison, dated 1/22/88). Recommendation one was amended to read "..., no less than 15% of the grants-in-aid funds will be designated for minority students." Recommendation two was amended to require a 3.4 GPA for Presidential Scholarships. Both amended motions passed by voice vote.

The meeting adjourned at 5:00 p.m.

Submitted by W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

January 27, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Michael Morgan, Susan Morrison (chair), Brandon Pitcher.


The meeting was called to order at 3:00 p.m.

Mr. Brandon Pitcher was introduced as the new SGA student member of the ASC, replacing Ms. Cindy Hope.

Minutes of the January 13, 1988 meeting were circulated and approved.

The petition of [redacted] was reconsidered from the previous meeting. Prof. Kubinec, chair of the physics department, recommended that [redacted] be credited with credit for PHY129-130 and for one lab in astronomy, based on her transfer courses. The laboratory science requirement could be completed by taking PHY129L, thus allowing 7 credit hours to satisfy the science requirement. This recommendation was moved and passed by a vote of 3-2.

As the Learning Disabilities Student Coordinator, Prof. Sue Schenck discussed the proposed revision of the learning disabled student policy with the committee (see a memorandum dated 9/16/87 for the complete statement). About 12 incoming freshmen were admitted as learning disabled students last fall. Prof. Schenck is asked to review all applications from students that identify themselves as learning disabled. Based on past performance of LD students, she now recommends that LD applicants with a predicted grade point average less than 1.8 be denied admission. Once admitted, students are responsible for contacting the LD Coordinator, although all students are made aware of the existence of the LD Coordinator and an LD policy during orientation. No vote was taken at this meeting.

Prof. Morrison gave a brief history of grade point ratio requirements for scholarship continuation. Then Prof. Katuna began a presentation of the recommendations of the scholarship committee, as contained in their report. Discussion of the report was carried over to the next meeting.

The meeting adjourned at 5:05 p.m.

Submitted by,

W. Hugh Haynsworth
Minutes of the Committee on Academic Standards, Admissions and Financial Assistance
January 13, 1988

Members Present: Jim Anderson, Hugh Haynsworth, Cindy Hope, Tom Langley, Michael Katuna, Susan Morrison (chair), Ike Stoneberger.

Others Present: William Lindstrom, Michael Pincus.

The meeting was called to order at 3:00 p.m.

Minutes of the December 14, 1987 meeting approved.

Dean Lindstrom reported on academic actions taken at the end of the fall semester. Of 198 fall provisional students, 116 (59.5%) gained acceptance as degree candidates, 71 (36.7%) were denied acceptance, 3 withdrew from the program and 8 were given an additional semester on provisional status. Provisional students who are denied admission and wish to transfer are considered to be non-students, rather than students who have been dropped for academic deficiency. Consequently, they are eligible to apply for admission elsewhere. Statistics of actions taken with regard to academic continuation standards were distributed. Four-hundred-eighty-seven students who began the term in good standing, failed to meet the required academic standards and were placed on probation. Actions were taken on four-hundred-thirty-two students who were not in good standing at the beginning of the fall term. Of these, 90 (21%) satisfied probation, 130 (30%) continued probation, 96 (22%) were given an extended probation and 116 (27%) were dropped for academic deficiency.

petitioned for permission to take up to 15 credits in her last 37 at another institution. The petition was approved with no dissenting votes, pending approval of her major department.

petitioned for satisfaction of the natural science requirement, based on a one-year, six credit, laboratory astronomy course, which was taken and transferred from USC. The petition was referred to the chair of the Physics Department for further investigation, as the catalog description did not state the course included a laboratory. The student will be advised to continue with an alternative sequence in biology.

petitioned to receive credit for a summer school course he had taken, although he failed to pay the course tuition. The petition was deferred, pending more information from the professor.

Professor Pincus met with the committee to discuss alternative courses for the general degree requirement in language for learning disabled students. Prof. Pincus agreed to create a proposed list of alternative course sequences, with input from his faculty. The plan(s) may include restrictions and may exceed twelve credit hours. Prof. Katuna stated that previous academic standards committees had required 12 hours of additional coursework and that previously completed courses could not be included on such a list. Prof. Morrison indicated that this was not precluded by the development of the draft plan(s). Prof. Pincus pointed out the language requirement is a proficiency requirement, not a twelve hour requirement.

The meeting adjourned at 4:45 p.m.

Submitted by W. Hugh Haynsworth
Prof. Katuna reported on the progress of the Subcommittee on Scholarships. Recommendations will come to the committee for action.

The Subcommittee on Scholarships was created and will consist of Tom Langley (chair), Jim Anderson and Ike Stoneberger. The subcommittee will address a request from Donald Griggs to review and revise the financial aid policy.

Dean Lindstrom reported that he had requested student reactions to distributing the reading days throughout the final examination periods, but had gotten little meaningful response. The committee approved a motion to report to Vice President Sommer-Kresse, Academic Standards Committee support of a mid-exam reading day in the calendar (5-0).

After a brief discussion, the committee could reach no decision on what constitutes 'three exams in a row'.

Prof. Morrison reported that Mr. Conrad had assured her that the bookstore does not discourage students from buying books before classes begin. A large percentage of the bookstore sales occur prior to the beginning of each term. Prof. Langley indicated that he had observed this recommendation on a document in a prospective student's acceptance packet. Dean Lindstrom will investigate, to determine which office is responsible for this advice.

The meeting adjourned at 4:40 p.m.

Submitted by,

W. Hugh Haynsworth

W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

December 14, 1987

Members Present: Hugh Haynsworth, Michael Katuna, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.

The meeting was called to order at 11:50 a.m.

Minutes of the December 3, 1987 meeting were circulated and approved.

The petition of Prof. Hartley for a change of grade for [redacted] was considered. [redacted] had received a grade of I in an independent study course, taken in the spring term of 1987. The I had converted to an F during the summer and Prof. Hartley had requested the grade be converted to a grade of B. [redacted] met with the committee to address the request. The petition was denied by a vote of 3 to 0, with one abstention.

A slate of alternative courses to the language requirement for [redacted] as proposed by the chairman of the language department, was reviewed. The slate, with the restrictions proposed by Prof. Pinkus and with the exception of biblical archeology, was approved (4 - 0).

The standard meeting time for the spring term will be on Wednesdays, beginning at 3 p.m.

NEXT MEETING: 3:00 p.m., Wednesday, January 13, 1988.

The meeting adjourned at 12:55 p.m.

Submitted by,

W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON  
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

December 3, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Tom Langley, Michael Katuna, Michael Morgan, Susan Morrison (chair).


The meeting was called to order at 3:00 p.m.

Minutes of the November 20, 1987 meeting were circulated and approved, with a correction as noted on the chair's copy.

Prof. Langley, chair of the Subcommittee to Review the Financial Aid Policy, distributed a federal form used by the financial aid office. The form requires information on financial aid continuation standards. Consequently, Prof. Langley felt any recommendation by his subcommittee would depend on changes in academic standards to be considered in January.

The petition of [deleted] to add additional courses to his list of alternative courses was considered. It was moved that ENG 303 and HIS 361 be added to the list of approved courses, with the provision that no additional revisions will be considered. The petition was approved by voice vote.

The committee next considered a proposed policy statement for learning disabled students, sent to the committee under cover of a September 16, 1987 memorandum from Dean Lindstrom. Discussion included concerns regarding the degree to which a course must be changed to accommodate a learning disabled student. No action was taken on the policy statement.

Prof. Morrison determined that the only times available for regular spring meetings of the committee were from 3:00 to 5:00 p.m. on Wednesdays or Fridays. She will notify the committee of the regular spring meeting time, after contacting those members who were not present today.

The meeting adjourned at 4:30 p.m.

Submitted by,

W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON  
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial  
Assistance

November 20, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Cindy Hope, Tom Langley,  
Michael Katuna, Susan Morrison (chair), Ike Stoneberger.

Others Present: William Lindstrom

The meeting was called to order at 3:00 p.m.

Minutes of the November 6, 1987 meeting were approved.

petition for alternatives to the language requirement was considered. Prof. Morrison reported that she had discussed the petition with Prof. Rudd, who had been supportive of . Prof. Rudd said that a business administration major, had never asked for special consideration, although he was known to have a learning disability. After this brief report, and his father joined the committee meeting. Both gave background information on identification as a learning disabled student and on his academic effort's. The petition was approved (3 - 1), pending the selection of a slate of alternative courses. It was agreed that the language department chair would be asked to help select the alternative courses.

The petition of was distributed and Dean Lindstrom was asked to secure documentation prior to the next meeting.

Prof. Morrison reported she had returned a request for a change in the slate of alternative courses for to Prof. Shenck.

Prof. Katuna reported for the Scholarship and Financial Aid Subcommittee that recommendations for committee action will be ready in January.

Prof. Langley reported that the Subcommittee to Review the Financial Aid Policy has met with Donald Griggs and they plan to bring recommendations to the committee for action.

Dean Lindstrom reported work is in progress on data to support possible changes in the college's academic continuation standards.
The committee next approved two changes in academic regulations, as requested by Deans Lindstrom and Powers in a September 16, 1987 memorandum, by votes of 4 – 1 and 5 – 0, respectively. Both changes will be presented as motions to the faculty. They are as follows:

Replace the third sentence in the paragraph labeled "Leave of Absence" on page 329 of the 1986-1988 College of Charleston Bulletin, ["Request for leaves of absence after that time will only be considered if there is a medical emergency."] with: "Requests for leave of absence after that time will be considered only under fully documented extenuating circumstances."

Delete the sentence under the section labeled "Dropped Courses" on page 323 of the 1986-1988 College of Charleston Bulletin which states: "Any student who at any time voluntarily withdraws from all courses for which he or she is registered automatically will be withdrawn from the College, and application for readmission will be required."

Prof. Morrison asked that all committee members bring copies of their spring schedules to the next meeting, in order to schedule meetings for the spring semester.

Dean Lindstrom announced that all hours of a provisional student's course load will be used in determining the student's semester grade point ratio. This calculation, which may include grades in non-degree credit courses, is used only in determining whether the student will be accepted as a degree candidate.

The meeting adjourned shortly before 5:00 p.m.

Submitted by,

W. Hugh Haynsworth
Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

November 6, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Cindy Hope, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.

Others Present: William Lindstrom, Michael Pincus.

The meeting was called to order at 3:00 p.m.

Minutes of the October 30, 1987 meeting were circulated and approved.

Professor Michael Pincus, chairman of the Department of Languages, met with the committee to discuss alternative courses to the language requirement for learning disabled students. Professor Pincus stated that while the language requirement focuses on a single language, the requirement has a four-fold purpose: 1) to gain a reading and speaking knowledge of a language for communication; 2) to learn to read the language as a research tool; 3) to study other cultures, past and present; and 4) to study the literature of the language. Prof. Pincus felt that ideally these four areas should be addressed in an alternative program, although this would be difficult to do in only four courses.

The discussion of the committee included the following:

- more than four courses could be required as an alternative to the requirement;
- the existence of a pre-approved list of courses would be helpful to the committee in removing self-imposed requirements such as selecting courses that are listed for the next term;
- pre-approved courses would be helpful to students who are identified as learning disabled upon admission to the college;
- sixteen learning disabled petitions have come to the committee since 1981 and thirteen were approved, allowing substitute courses for the foreign language requirement.
- the committee could only recall one petition not involving the foreign language requirement. Prof. Pincus felt this was due to the new patterns or structure required in the study of foreign language.

Dean Lindstrom shared the planned changes in the final exam schedule, moving a reading day to into the exam period. This change, made in response to the committee's request, will first be implemented next spring.

Prof. Morrison requested the committee prepare for the petition of [Redacted], to be discussed at the next meeting.

Dean Lindstrom discussed his memorandum to the committee, requesting deletion of a passage in the bulletin. The meeting ended at 4:30 p.m., as the meeting no longer had a quorum.

Submitted by,

W. Hugh Haynsworth
Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

October 30, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Cindy Hope, Michael Katuna, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.

Others Present: None.

The meeting was called to order at 3:00 p.m.

Minutes of the October 16, 1987 meeting were circulated and approved after rewriting the paragraph beginning "The Subcommittee on Scholarships...". The paragraph now reads:

The Subcommittee to Review the Financial Aid Progress Review Process was created and will consist of Tom Langley (chair), Jim Anderson, Ike Stoneberger and Donald Griggs (ex. officio). The subcommittee will address a request from Donald Griggs to review and revise the financial aid policy.

The minutes were approved with this correction.

The committee briefly reviewed a statement from the SCCHE, clarifying "allowable exceptions to the admission prerequisites (1988)."

[Redacted] who had previously been granted alternative courses to meet the language requirement, petitioned the committee for permission to modify the approved list of alternative courses. The petition was due to the fact that the approved courses had not been offered since the list was approved. The committee approved two additional courses, both of which are offered in the spring semester (6-0).

Prof. Morrison reported that Vice President Sommer-Kresse agreed to accept the committee's recommendation that reading days be split. This policy should be implemented no later than December, 1988.

A discussion of how to determine retention standards for provisional students revolved around including grades earned in non-degree courses (ex. MAT 90). No decision was reached.

The committee agreed that the chair would write Vice President Festa and the Council of Chairs, to ask that Dr. Festa and the department chairs remind faculty that final exams should be given when scheduled and no tests or final exams should be given on a reading day.

The next meeting of the committee will be Friday, 11/6/87.

The meeting adjourned at 4:10. Submitted by [Signature]
Minutes of the Committee on Academic Standards, Admissions and Financial Assistance

October 16, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Cindy Hope, Michael Katuna, Tom Langley, Susan Morrison (chair).

Others Present: William Lindstrom, Don Burkhard.

The meeting was called to order at 3:00 p.m.

Minutes of the October 2, 1987 meeting were approved with corrections as noted on the chair’s official file copy of the minutes.

The committee discussed the proposed bulletin statement of admissions procedures and related issues at length. A summary of the discussion follows:

Dean Burkhard indicated that 54% of our 1987 freshmen met the 1988 secondary school preparation requirements. For 1988, applicants may be accepted without meeting the CHE secondary school requirements, based on case-by-case evaluations. This review process will be described in detail in the bulletin. Typically a student with a high predicted grade point average (PGPA) will be accepted despite a deficiency in the requirements, while students with a marginal PGPA is not likely to be accepted as a degree candidate.

Dean Lindstrom agreed to bring a report and recommendation regarding retention standards to the first committee meeting of the spring term. After addressing these recommendations, the committee will review the admissions policy, which includes PGPA standards based on the current freshman retention standards.

General discussion of admission policies in South Carolina centered on concern of members of the committee with the increasing involvement of the Commission of Higher Education in setting regulations.

Dean Burkhard stated that the admissions office continues to use a floor of a PGPA of 1.2 for provisional students. Applicants with a PGPA of 1.6-1.8 will be reviewed carefully for admission, rather than granting automatic admission and students with less than a 1.6 will not be considered for degree candidacy. This procedure is in response to a goal of maintaining freshman enrollment, while raising the quality of the students.

The committee approved the proposed 1988-90 bulletin statement of admissions procedures (5-0). The statement will not go to the faculty, as no policy change is involved.
A discussion of consortium courses followed. The discussion centered around the fact that grades earned in courses taken through the CHEC at other local colleges are recorded and used in determining the GPA of our students. Members of the committee expressed the opinion that these grades should not be taken into consideration when determining eligibility for honors. No action was taken.

Prof. Katuna, reporting for the scholarship sub-committee, indicated that both President Lightsey and some potential donors would like shift to need based scholarships from merit based academic scholarships. It is likely that some scholarship funds will shift into the former category. Several members of the committee will attend the administrative retreat next week and will represent the committee on this issue.

Other items on the agenda were deferred until the next meeting.

The meeting adjourned at 5:00 p.m.

Submitted by,

W. Hugh Haynsworth

W. Hugh Haynsworth
THE COLLEGE OF CHARLESTON  
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions and Financial Assistance  

September 18, 1987

Members Present: Jim Anderson, Hugh Haynesworth, Michael Katuna, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.

Others Present: William Lindstrom

The meeting was called to order at 3:00 p.m.

Minutes of the September 4, 1987 meeting were approved.

Student petition: __________ petitioned the committee to include Religious Studies 201 and 202 in the list of courses provided as an alternative for the language requirement. __________ had earlier been granted permission to substitute four courses from an approved list in lieu of the language requirement. The above courses were deleted from a list proposed by Prof. Schenck, with an explanation that the courses were taught in the department of his major. The philosophy department wrote to indicate this was not the case and to support petition. Prof. Katuna felt the courses should not be approved, as they had been taken prior to the original petition (transferred from another institution). The petition was approved (4 to 1).

Discussion followed as to what courses and conditions were appropriate for a student's alternative program and whether a previously approved program could be used by any student who subsequently successfully petitioned for alternatives to the language requirement. While the precedent of a previously approved list may have some bearing on a case, each student petition is treated separately. No consensus was reached on needed action.

Honors for three-year option students: Based on the recommendation of a sub-committee, two motions were adopted by the committee. They are:

"To increase the number of credit hours of College of Charleston coursework required to be eligible for graduation with honors from 60 to 90." (Approved unanimously.)

"For the purpose of calculating GPA for graduation with honors, all course work taken at the College of Charleston will be included in that calculation." (Approved by a vote of 4-1.)

Both motions will be presented to the faculty for their action.
THE COLLEGE OF CHARLESTON
Charleston, SC 29424

Minutes of the Committee on Academic Standards, Admissions
and Financial Assistance

September 4, 1987

Members Present: Jim Anderson, Hugh Haynsworth, Michael
Katuna, Tom Langley, Michael Morgan, Susan Morrison
(chair), Ike Stoneberger, Cindy Hope

Others Present: William Lindstrom

The meeting was called to order at 3 p.m.

The previously circulated minutes of the 8/20/87
meeting were approved.

A petition by [naming individual] to convert a grade of F
(converted form a grade of I) to a grade of W was approved.

A petition by [naming individual] to use the three-year
transfer option rule was denied. The student had previously
been advised of the requirements associated with the rule
and failed to meet those requirements.

Prof. Morrison reported that the work of the
sub-committee on scholarship and financial aid is in
progress and a substantive report will be forthcoming. The
same is true of the sub-committee to study the relation of
graduation with honors and the three-year transfer rule.

Prof. Haynsworth reported that he had met with Deans
Lindstrom and Powers to discuss academic retention standards
and that the deans agreed to develop a proposal to revise
the current standards. They will bring the proposal to the
committee for possible adoption. It was emphasized that
proposed changes will need to be studied carefully before
adoption.

Dean Lindstrom presented a proposed policy statement
regarding a second bachelors degree for graduates of the
College as well as for transfer students who have earned a
bachelors degree elsewhere. In summary, a graduate of the
College need only complete the requirements of the desired
second degree in effect when last admitted as a degree
candidate. However, upon completion of the second degree,
no additional diploma is issued. Transfer students who
already hold a degree must meet the same requirements that
undergraduate transfer students meet and may receive a
diploma upon completion of the degree. The policy statement
was approved and will be presented to the faculty for adoption.

Future fall semester meetings of the committee will be held on 9/18, 10/2, 10/16, 10/30, 11/6, 11/20, and 12/4 at 3:00 p.m.

Dean Lindstrom described his criteria for evaluating requests to take consortium summer courses if the same course was offered on the College of Charleston campus. [Requests by students who live near the TTC or Baptist College campus and who were living at home during the summer were generally approved. About six students fell into this category. Requests by students who live no closer to one of these campuses, such as those living West of the Ashley, were denied. Students are also required to obtain permission of the appropriate College of Charleston department chair.] The committee voiced approval without a vote.

The meeting adjourned at 4:30 p.m.

Submitted by,

W. Hugh Haynsworth
Minutes of the Committee on Academic Standards, Admissions and Financial Assistance
August 20, 1987

Members Present: Hugh Haynsworth, Tom Langley, Michael Morgan, Susan Morrison (chair), Ike Stoneberger.


1. The meeting was called to order at 9:05 a.m.

2. Minutes of the July 29, 1987 meeting were circulated and approved with minor corrections as noted on the chair's official file copy of the minutes.

3. In response to a request of the committee, Bill Lindstrom provided information regarding the number of course withdrawal requests processed by the Undergraduate Studies Office in 1986-87. In 1986-87, 182 requests were approved and 48 requests were denied. A summary of the nature of each request was provided to the chair.

4. Turning to the agenda, Prof. Morrison raised the issue of the admissions policy statement which had been distributed to the committee. Dean Burkhart is concerned that the high school units required of entering freshmen in September, 1988 will deny access to capable students, especially those from out-of-state. These requirements were developed by the South Carolina Commission of Higher Education and were approved by the faculty in 1982. Only 37% of the freshman class of 1986 met all the requirements. The deficiencies were distributed over all areas. More students were deficient in science than in any other subject area.

The SCCHE is scheduled to reconsider these requirements at their September meeting. The committee deferred any action on the policy statement until after the results of the SCCHE meeting are reported.

5. Acting on a memorandum from Deans Lindstrom and Powers, the committee adopted the following changes in the Undergraduate Bulletin. The underlined sentence of item (b) will be presented for the vote of the faculty. All other changes will be reported as information only, as they involve no changes in policy.

   a) Add the following paragraph to the section titled "Grade of I" (p. 323):
The grade of I also signifies that an agreement has been established between professor and student as to the quantity of work remaining to be done, the deadline established for its completion, and a schedule of meeting times. It is recommended that this agreement be made in writing with both professor and student having a copy.

b) Add the following to the section titled "Absence from Examinations" (p. 324):

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 [a] two or more exams are scheduled simultaneously or [b] the student has three consecutive examinations. Permission to reschedule one exam may be obtained from the Office of Undergraduate Studies with written permission of the instructor. This permission must be obtained prior to the first day of the examination period.

c) Replace the appropriate paragraph in the section titled "Grade Point Ratio(GPR)" (p. 325) with the following:

THREE YEAR TRANSFER OPTION

Students readmitted to the College after an absence of three or more years may choose to have their previous College of Charleston record treated as transfer credit if they achieve a GPA of 2.50 or better upon the completion of 15 semester hours. Previous work at the College will remain on the students' permanent records; however, only course work completed since readmission will be used to calculate their cumulative GPA. Students choosing this option should request it in writing by addressing their request to the Office of Undergraduate Studies.

NOTE: Students choosing to apply the three year transfer option to their record should be aware that any D course work done prior to readmission will not count toward graduation requirements.

While discussing the above memorandum, the committee agreed to add consideration of the need for faculty to give exams when scheduled and to turn in grades on time to our future agenda.

6. Acting on a memorandum from Dean Lindstrom, the committee moved acceptance of additions to the statement in the Undergraduate Bulletin regarding recognition of a student who earns two majors. The additions will be reported to the faculty as information.
The same memorandum presented a statement regarding recognition of a second degree. This statement was discussed and returned to Deans Lindstrom and Powers to be clarified and returned for further consideration.

7. The committee briefly discussed whether it was appropriate for students who elect the three-year transfer option to receive academic honors. Suggestions included:

   a) Do not consider any type of transfer student for honors.
   b) Increase the in-residence hours needed for honors to ninety.
   c) Declare three-year option students ineligible for honors.

   Ike Stoneberger, Mike Katuna and Bill Anderson (ex. officio) were asked to draft a statement for committee consideration. Bill Anderson agreed to research the issue.

8. Prof. Morrison determined when those present were free to meet during the fall and will select a regular meeting time after checking with Prof. Anderson, Prof. Katuna and Miss Hope.

9. The meeting adjourned at 11:40 a.m.

Submitted by,

[Signature]
W. Hugh Haynsworth