

9-8-1988

Academic Standards & Curricula Review 4/30/88 (Received 5/13/88)

Marshall University

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Recommendations from Academic Standards and
Curricula Review Committee
April 30, 1988 (Received May 13)

Recommendation #1

The motion was made, seconded and approved to endorse the Student Government resolution related to scheduling tests, quizzes, papers and projects not included in the course syllabus during the last week of class. The intent of the resolution is to keep instructors from making late course requirements which may interfere with students studying and preparing for final exams. (See attachment for complete resolution).

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: Dan Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____

Recommendation #2

A motion was approved to accept the report of the Curriculum Sub-com. for course additions, deletions and changes. (see attachment)

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: Dan Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____

Recommendation #3

The motion was made, seconded and approved to accept the final draft of the Student Appeals Procedure. (See attachment)

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: Dan Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____

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14/1/72

Resolution 17

Sponsored by: Senators Duncan and White

Reason

- Whereas, some instructors tend to adjust the scheduled dates of exams and papers to a later date than is stated on the class syllabus, and
- Whereas, this adjusted date is sometimes set during the week immediately preceding finals, and
- Whereas, this causes unnecessary pressure for students, and
- Whereas, the week preceding finals, students are in need of a break from exams and papers not scheduled in the class syllabus, or a revised syllabus.

Resolving clause

Therefore, be it herewith enacted by the Marshall University Student Senate in session assembled that, effective fall and spring semesters, there shall be no tests, quizzes, long-term papers, or projects due the week immediately preceding the final in each class unless stated in the class syllabus, or a revised copy thereof. In the event of an unforeseen emergency, such as snow days, bomb threats, power outage, however, this resolution would not be applicable.

Passed

Senate President Pro-Tempore

Failed

Senate President



Rec. # 6

COMMUNITY COLLEGE
Huntington, West Virginia 25701-5401
304 696-3646 800/642-3437

MEMORANDUM

TO: Mahlon Brown, Chairman
Academic Standards & Curricular Review

FROM: F. David Wilkin, Dean *Rec*

SUBJ: Credit By Examination

DATE: April 12, 1988

Per our discussion this morning, the Community College would like to improve the Catalog statement on Credit By Examination. Specifically, we would like to change the statement in the Community College section of the Catalog regarding Credit By Examination (see 1987-88 Catalog, p 173).

Please ask the Academic Standards & Curricular Review Committee to review the attached statement. I would be happy to discuss this statement with the committee.

Note that the Community College Curriculum Committee has already reviewed this statement and recommended adoption.

FDW/ksj

Attachment

cc: Dean's Council



COMMUNITY COLLEGE
Huntington, West Virginia 25701-5401
304.696-3646 800/642-3437

MEMORANDUM

TO: Mahlon Brown, Chairman
Academic Standards & Curricula Review

FROM: Nedra Lowe, Chairperson
Curriculum Sub-Committee

SUBJECT: Action Taken on Curricula 4/21/88

DATE: April 25, 1988

The Curriculum Sub-Committee met on April 21, 1988. The following action was taken:

1. Modern Languages (FRN) 427:
Deletion
Title: Development of French Poetry and the
French Theater I
Hours Credit: 3
2. Modern Languages (FRN) 401:
Addition
Title: Seventeenth Century French Theater
Hours Credit: 3
3. Modern Languages (FRN) 428:
Deletion
Title: Development of French Poetry and
Theater II
Hours Credit: 3
4. Modern Languages (FRN) 402:
Addition
Title: Eighteenth Century French Literature
Hours Credit: 3
5. Modern Languages (FRN) 425:
Deletion
Title: Development of French Prose I
Hours Credit: 3
6. Modern Languages (FRN) 403:
Addition
Title: French Novel of the 19th Century
Hours Credit: 3

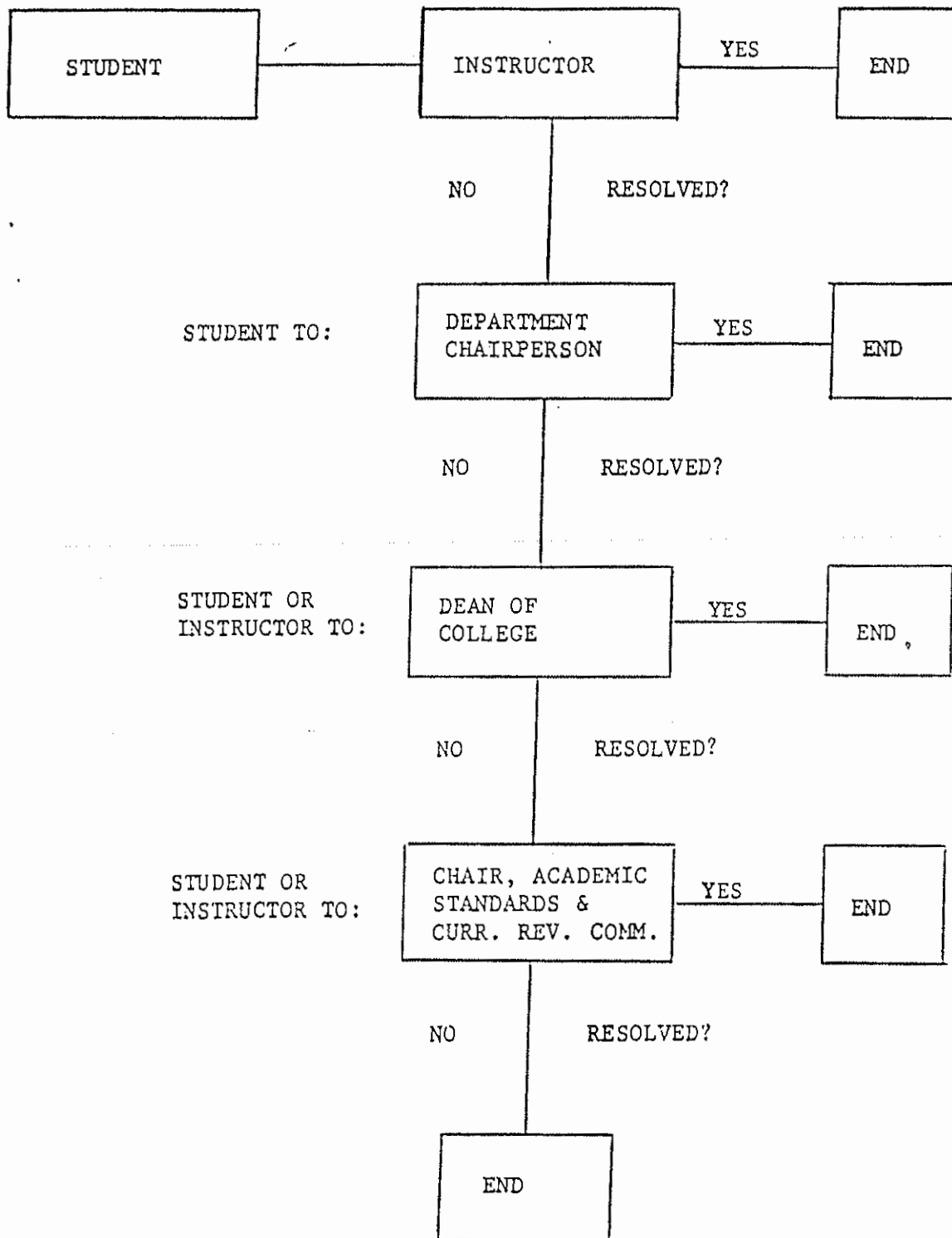
7. Modern Languages (FRN) 426:
Deletion
Title: Development of French Prose II
Hours Credit: 3
8. Modern Languages (FRN) 404:
Addition
Title: Twentieth Century French Novel
Hours Credit: 3
9. Geography (GEO) 100:
Change in Title
Present Title: Introduction to Cultural Geography
Proposed Title: Cultural Geography
Hours Credit: 3
10. Geography (GEO) 203:
Change in Title
Present Title: General Economic Geography
Proposed Title: Economic Geography
Hours Credit: 3
11. Geography (GEO) 309:
Change in content, description, and title
Present title: Geography of Latin America
Proposed title: Geography of South America
New Course Description: A study of settlement,
transportation, manufacturing, agriculture,
geopolitics, and natural resources of South
American Countries
Hours Credit: 3
12. Geography (GEO) 315:
Change in content and title
Present Title: Geography of Africa and Australia
Proposed Title: Geography of Africa
Hours Credit: 3
13. Geography (GEO) 408:
Change in content, title and description
Present Title: Geography of Mexico
Proposed Title: Geography of Mexico and Central America
New Course Description: A geographic study of
agriculture, transportation, settlement, geopolitics,
and natural resources
Hours Credit: 3
14. Geography (GEO) 314:
Addition
Course Title: Geography of Middle East
Hours Credit: 3
15. Geography (GEO) 405:
Change in title
Present Title: World Political Geography
Proposed Title: Political Geography
Hours Credit: 3

16. Geography (GEO) 412:
Change in title
Present Title: Geography of Soviet Lands
Proposed Title: Geography of Soviet Union
Hours Credit: 3
17. Geography (GEO) 429:
Change in title and description
Present Title: Map Intelligence and Projections
Proposed Title: Cartography
New Course Description: Understanding principles and developing skills in the use of cartographic drafting equipment and in map making.
Hours Credit: 3
18. Geography (GEO) 430:
Change in content, title, and description
Present Title: Applied Cartography
Proposed Title: Cartography and Geographic Information Systems
New Course Description: Introduction to computer use in mapping and geographic information systems.
Hours Credit: 3
19. Music (MUS) 100:
Addition
Title: Applied Music Laboratory
Hours Credit: 0
20. The Curriculum Sub-Committee supports the attendance policy for MUS 100.
21. Philosophy (PHL) 302:
Addition
Title: Applied Ethics
Hours Credit: 3
22. Art (ART) 469:
Change in course number
Present number: ART 469
Proposed Number: ART 301
Title: Printmaking Processes
Hours Credit: 3
23. Art (ART) 300:
Change number
Present Number: ART 300
Proposed Number: ART 302
Title: Relief Printmaking
Hours Credit: 3
24. Theatre (THE) 220:
Change in title
Present Title: Acting I - Stage Movement
Proposed Title: Stage Movement
Hours Credit: 3

25. Theatre (THE) 221:
Change in title
Present Title: Acting II - Stage Voice and Dialects
Proposed Title: Stage Voice and Dialects
Hours Credit: 3
26. Theatre (THE) 222:
Change in title
Present Title: Acting III - Scene Study
Proposed Title: Scene Study
Hours Credit: 3
27. Theatre (THE) 320:
Change in title
Present Title: Acting IV - Styles
Proposed Title: Acting Styles
Hours Credit: 3
28. *Theatre (THE) 420/520:
Change in title
Present Title: Acting V - For the Musical Theatre
Proposed Title: Acting for the Musical Theatre
Hours Credit: 3
- *Approved undergraduate hours.
29. *Theatre (THE) 421/521:
Change in title
Present Title: Acting VI - For the Camera
Proposed Title: Acting for the Camera
Hours Credit: 3
- *Approved undergraduate hours.
30. Theatre (THE) 230:
Addition
Title: Auditioning Techniques
Hours Credit: 3
31. Theatre (THE) 322:
Addition
Title: Advanced Stage Dialects and Accents
Hours Credit: 3
32. *Theatre (THE) 423/523:
Addition
Title: Stanislavski System of Acting
Hours Credit: 3
- *Approved undergraduate hours.
33. Theatre/Dance (DAN) 301:
Addition
Title: Dance for Athletes
Hours Credit: 3

34. Applied Science Technology (CT) 255:
Addition
Title: Desktop Publishing Software
Hours Credit: 3
35. The Curriculum Sub-Committee supports the request for discontinuing both the Certificate and Associate Degree programs in Real Estate and the proposal that the Real Estate Classes necessary for licensing and renewal be offered as a specialization in the Business Management Technology program.
36. *Geology (GLY) 410/510:
Addition
Title: Big Bend Field Excursion
Hours Credit: 2

*Approved undergraduate hours.
37. Geology (GLY) 150L:
Addition
Title: Introductory Oceanography Laboratory
Hours Credit: 1
38. Chemistry (CHM) 490:
Addition
Title: Chemistry Internship
Hours Credit: 1-6
39. The Curriculum Sub-Committee supports the deletion from the catalog the paragraph referring to a CO-OP program in chemistry.
40. Accounting (ACC) 215H:
Deletion
Title: Principles of Accounting - Honors
Hours Credit: 3
41. Accounting (ACC) 216H:
Deletion
Title: Principles of Accounting - Honors
Hours Credit: 3
42. Accounting (ACC) 250H:
Addition
Title: Principles of Accounting - Honors
Hours Credit: 3
43. Accounting (ACC) 441:
Addition
Title: Accounting Information Systems
Hours Credit: 3
44. Economics (ECN) 465:
Addition
Title: Research in Economics
Hours Credit: 3



NOTE: EACH STEP UP THROUGH CHAIR, ACADEMIC STANDARDS AND CURRICULAR REVIEW COMMITTEE TAKES PLACE WITHIN TEN (10) DAYS OF THE LAST STEP.

15. The student, or any other person, may not tape the proceedings.

16. In an appeal related to a final grade, the appeals board will complete the change of grade forms and submit that information to the Registrar.

Academic Appeals Procedures:

It is the intent of these procedures to insure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

1. The time and place of the hearing are determined by the Hearing Officer. Upon written request, the Hearing Officer may at his/her discretion, grant a continuance to any party for good cause.
2. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
3. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. Attorneys are not permitted to appear on behalf of any appellant or appellee.
4. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
5. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.
6. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor if any, and the appellee and his/her advisor if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
7. Anyone disrupting the hearing, may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the

person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy.

8. Except as provided in 7 and 11 herein, all evidence must be presented in the presence of the student.

9. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.

10. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with the question those persons against whom the appeal is filed.

11. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.

12. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.

13. Upon completion of the testimony and presentation of evidence, all persons, except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Academic Standards and Curricular Review Committee. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Academic Standards and Curricular Review Committee by the Hearing Officer. The actual vote of the Board will not be disclosed. The Hearing Officer is a non-voting member of the Board.

14. The findings of the Board and any sanction shall be announced at the conclusion of the hearing. The student shall be notified in writing of the findings and any sanction at the conclusion of the hearing. A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

Recommendation #3

Appeals for Instructor-Imposed Sanctions:

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Undergraduate ~~and graduate~~ students:

- a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or in case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with the Department Chairperson.
- b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the dean of the College in which the course is offered within ten (10) days of the action taken in Step 2 (b). The dean will attempt to achieve a mutually satisfactory resolution. The dean of the College in which student is enrolled will be notified.
- d. Should the issue not be resolved by the dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the Chairperson of Academic Planning and ~~Standards~~ *Curricula Review* Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary. The decision of the appeals panel is binding.

Recommendation #4

The motion was made, seconded and approved to remove the words "graduate students" from the Appeals Procedures. The rationale for this action is that the Graduate Council will have a grade appeal process for graduate students.

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: David Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____

Recommendation #5

The motion was made, seconded and approved to rewrite the Catalog statement of the grade point average requirement for graduation. (See attachment for wording change).

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: David Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____

Recommendation #6

The motion was made, seconded and approved that the Catalog statement on credit by examination for Community College students be rewritten as requested by Dean David Wilkin.

Faculty Senate President:

Approved: Rainey Duke Date: 9/8/88

Disapproved: _____ Date: _____

University President:

Approved: David Fitzgerald Date: 9/9/88

Disapproved: _____ Date: _____



MEMO -

Rec. #5

TO: Academic Deans
FROM: E. S. Hanrahan *ESH*
SUBJECT: Grade Point Average Required for Graduation
DATE: February 17, 1988

In reviewing our current policies, it occurs to me that our current catalog statement (p. 74) is less than crystal clear and is subject to possible misinterpretation.

I recommend for your review and consideration that we replace paragraph #2 of the section Grade Point Average Required for Graduation with the following (thanks to the College of Business):

Candidates for graduation must have a quality point average of at least 2.0 in each of the following categories of course work:

1. All courses attempted at Marshall and elsewhere. (overall GPA)
2. All courses attempted at Marshall. (M.U. GPA)
3. All Marshall course work applied toward specific requirements for a major.

ESH/lf

cc: Dr. Carol A. Smith
Mr. Robert H. Eddins

1. Credit By Examination

Credit by examination is available for certain courses. The awarding of credit is based upon the evaluation of specific criteria established by appropriate faculty. Proficiency examinations for credit will be given at a stated time before the end of the schedule adjustment period each semester or at a time designated by appropriate faculty.

To be eligible to take an exam, the student must be fully admitted and have advisor's permission. Part-time students must pay a non-refundable fee of \$30 per proficiency exam attempted; no extra fees will be charged full-time students.

Exams may only be taken once and they are not available if student is currently enrolled in course or has been previously enrolled in course (except IW grades). Credit only (not a grade) will be recorded on transcript for successful completion; no transcript record will be recorded for failure.

Students may obtain additional information from their advisor or chair. See also the College Level Examination Program and Advanced Placement Examination on pp. 18-19.

(Proposed substitute for 1987-88 Catalog statement, p 173)