

MINUTES OF THE UNIVERSITY SENATE

The May 3, 1983 meeting of the University Senate was called to order by Chairman Stan Tackett at 3:25 p.m. in Pratt Auditorium.

President Worthen did not have a report.

Senators Bartlebaugh, Dakak, Nastase, Norberg, Welty, Worzbyt, C. Johnson, Newkerk and Elliker were excused. Also absent from the meeting were Senators Asting, Bowes, Chickos, H. Cunningham, Forbes, Jones, Knab, McCavitt, Merryman, Millward, Moreau, Mueller, J. Murray, Patterson, Receski, Robbins, Scroxton, Sehring, Solak, Storm, Taiani, Tobin, Vold, Walker, Wilson, Wolfe, Zoni, Adams, Bloom, Haberberger, Rader, Andreassi, Chiapetta, Domineck, Faller, Haas, Hess, Jons, Kosin, Krause, Neely, Schroeder, Smith, Tate, Taylor, Wagner, Williams, Yiengst, Conley, Kline, Miller and Gibb.

Chairman Tackett made the following announcements:

1. Three names have been submitted to Mr. Patrick McCarthy of the Board of Trustees as suggestions for the naming of the Safety Sciences Building. They are Dr. Ralph W. Cordier, Dr. John Chellman and Mr. Bernard Ganley.
2. A letter was sent to the trustees requesting a meeting to try to resolve some of the problems.
3. The past Senate chairmen sent a letter to the Governor asking for a meeting regarding University governance.
4. Board President Stapleton has not responded to Senator Tackett's letter, but did send copies of it to the members of the Board, who will discuss the letter this week.
5. The Trustees met with APSCUF representatives and a committee of three Board members and three APSCUF members has been formed to investigate various things on campus.

As a part of Senator Tackett's report, Senator Bouffard introduced the following resolution, which was drafted at the Senate Faculty Caucus:

WHEREAS all policies which affect IUP and which have not been declared by the contract as exclusively the prerogative of the Bargaining Agent shall be brought to the Senate for due consideration by the elected representatives of the student body, faculty, and administration; and

WHEREAS the ability of the Senate to contribute positively to the academic quality and integrity of IUP depends upon the ability to approve proposed policy and to communicate all recommendations openly and freely to the Board of Trustees; and

WHEREAS the Senate has always relied upon the University President to furnish the communication link between the Senate and the Board of Trustees; and

WHEREAS Dr. John Worthen, without informing the Senate of his intention, initiated the action that stripped the Senate of its power,

EA 690 - The Principal's Internship - 3-6 credits

The internship experience will include the six major areas of competency based principal's program. The intern will work cooperatively with the building principal and the college supervisor in developing an acceptable sequence of administrative activities for this experience.

AC 622 - Program & Process Development in Adult/Community Education - 3 credits

This course is designed to be a knowledge and skill-building course for present and future adult and community education practitioners. It will examine concepts and practices relevant to program development in traditional and non-traditional educational settings.

HE 555 - Home Economics for Individuals with Special Needs - 3 credits

Analysis and evaluation of vocational regulations and public laws in relation to Home Economics. Planning, methods, strategies, and resources for individuals with special needs in Home Economics programs, school and non-school settings. Prerequisite: HE 218, or its equivalent.

HE 556 - Independent Living for Individuals with Special Needs - 3 credits

Adaptations and modifications for independent living. Analysis of management and work simplification techniques, adaptations and modifications of equipment, housing and clothing, and other special techniques for individuals with special needs. Prerequisite: HE 218 or its equivalent.

PH 505 - Human Rights: Their Basis and Boundaries - 3 credits

An analysis of a concept which is the focus of much moral, political and legal dispute. Philosophical sources are supplemented by recent social science research concerning the comparative abilities of human and non-human animals and by environmental studies which prompt consideration of the possible rights of future generations. Questions raised include: Are there rights? What qualifies one as the possessor of rights? Are rights always correlated with obligations? What weight should be given to rights in resolving conflicts? What are the various kinds of rights? Prerequisite: Junior, Senior or Graduate standing in any discipline.

The following course was sent back to the Graduate Committee for sign-offs from the proper departments:

SO 537; AN 537 - Childhood and Society - 3 credits

A cross-cultural comparison of child rearing concepts and practices with special attention to the United States both in the present and past. A study of the cultural milieu of children along with sequential adult behavior. Attention is given to divergent world views and role expectations of the child. The course content (involving student participation) is essentially analytical and descriptive rather than applied. Prerequisites: one of the following: SO 151, AN 110, PC 101 or permission of the instructor.

The Psychology Department graduate appeals process for matters other than grades, as recommended by the Graduate Committee, was approved (see Attachment #2).

The Graduate Committee listed the following course title change for Senate information:

AR 644 - 3 and 6 credits - from Fabrics to Fibers.

Approved by the Senate:

Administrative Services and Business Education Proposals

BE 132 - Intermediate Typewriting - 3 s.h.

Emphasis is placed on the development of speed, accuracy and production ability including business letters with special features, business forms, reports, memorandums, and tables, as well as a review of language-arts skills.

BE 134 - Keyboarding - 1 credit

No prerequisite

A class designed to provide students with the fundamental skills to keyboard information quickly and accurately, in fourteen one-hour sessions. It is intended for the student who does not require the additional skills included in Principles of Typewriting, such as letter formats, manuscript typing, and tabulation. Recommended for students in computer science, journalism, criminology, management information systems, etc.

BE 273 - Word Processing Applications - 3 s.h.

In this course students will develop a high degree of proficiency in the use of electronic memory typewriters and word processors. Emphasis is on machine operations and production skills in formatting, text editing, and understanding word processing concepts. Prerequisite: BE 132

DE 434 - Seminar and Work Experience in Distributive Education - 3 s.h.

Prerequisite: DE 333, Principles of Selling

(This is a course reduction -- from 6 to 3 s.h.)

Prior to the student teaching experience, the student spends approximately 240 hours in sales and sales-supporting activities in a distributive business. The course provides productive employment, insights into supervisory and management problems and "hands-on" experience so that more effective coordination competencies are developed.

Approved by the Senate:

AN 337

SO 337

Childhood and Society - 3 s.h.

Prerequisites: one of the following: SO 151, AN 110, PC 101 or permission of the instructor

A cross-cultural comparison of child rearing concepts and practices with special attention to the United States both in the present and past. A study of the cultural milieu of children along with sequential adult behavior. Attention is given to divergent world views and role expectations of the child. The course content (involving student participation) is essentially analytical and descriptive rather than applied.

(A motion by Buterbaugh, seconded by Peterson, to send this item back to the committee for appropriate sign-off procedures was defeated.)

To meet ADA requirements for the General Area of Specialization the student must complete the following:

FN 259	Food Purchasing	3 cr.
FN 313	Quantity Food Production and Service	3 cr.
FN 364	Methods of Teaching	3 cr.
FN 355	455 Nutrition in Disease I, II	6 cr.
*FN 402	Community Nutrition	3 cr.

Other suggested electives include:

BI 150	Human Anatomy	3 cr.
CH 232	Organic Chemistry II	4 cr.
CH 321	Quantitative Analysis	4 cr.
CH 322	Instrumental Analysis	4 cr.
CH 323	Analytical Methods	4 cr.

*The election of FN 402 in addition to the above listed courses would complete the ADA requirements for the Community Specialization.

FN Courses	General Dietetics	Food Service Management	Nutrition Education	Food and Nutrition Science (proposed)
FN 461, Microwave Cooking Technology	E	E	E	E
FN 462, Advanced Experimental Foods	E	E	E	E
FN 464, Food and Nutrition Research Methods	E		E	R
FN 482, Independent Study	E	E	E	E
FN 483, Internship in Food and Nutrition	E	E	E	E
FN 484, Senior Seminar	E		E	R
NATURAL SCIENCE REQUIREMENTS				
CH 101, College Chem 1	R	R	R	
CH 102, College Chem 2	R	R	R	
CH 111, Gen Chem 1	E			R
Ch 112, Gen Chem 2	E			R
Ch 231, Organic Chem 1	E			R
CH 351, Biochemistry	E			R
Ch 355, Biochemistry and Nutrition	R			
BI 105, Cell Biology				R
BI 151, Human Physiology	R		R	R
BI 241, Microbiology	R	R	R	R
BE 111, Business Math		R	R	
MA 121, Calc. I				R
or MA 171, Algebra				or R
MA 217, Prob. and Stat.	E			R
PY 111-1, Physics I Lec.				R
PY 111-2, Physics I Lab				R

*R - Required; E - Elective

AREA OF CONCENTRATION REQUIREMENTS

ACCOUNTING

Present Curriculum

BE 271	Advanced Typewriting	2 crs.
AG 301	Intermediate Accounting I	3
AG 421	Federal Taxes	3
	Electives	8

16 crs.

Proposed Curriculum

(1)	BE 273	Word Processing Applications	3 crs.
	AG 301	Intermediate Accounting I	3
	AG 421	Federal Taxes	3
(2)	BE 364	Office Procedures	3
(3)		Accounting Elective (Take One):	3
	AG 431	Auditing	
	AG 311	Cost Accounting	
	AG 300	Managerial Accounting	
		Free Elective	<u>3</u>
			18 crs.

(1) Replaces Advanced Typewriting -- needed for certification. **New Course Proposal is attached.**

(2) Added -- highly recommended course by the Department of Education Evaluation Team.

(3) Recommended breakdown of electives.

SECRETARIAL

Present Curriculum

BE 271	Advanced Typewriting	2 crs.
BE 261	Shorthand Theory	3
BE 262	Shorthand Dictation	3
BE 363	Transcription	3
BE 364	Office Procedures	3
	Elective	<u>2</u>
		16 crs.

Proposed Curriculum

(1)	BE 273	Word Processing Applications	3 crs.
	BE 261	Shorthand Theory	3
	BE 262	Shorthand Dictation	3
	BE 363	Transcription	3
	BE 364	Office Procedures	3
	AD 413	Word Processing Concepts	<u>3</u>
			18 crs.

(1) Replaces Advanced Typewriting -- needed for certification. **New Course Proposal is attached.**

PROFESSIONAL EDUCATION -- 29-30 credits

Present Curriculum

EP 302	Educational Psychology	3 crs.
FE 302	History and Philosophy of American Education	3
CM 301	Instructional Media	3
ED 441	Student Teaching	12
ED 442	Professional Practicum	2
BE 311	Methods and Evaluation in Business Education I	3
BE 312	Methods and Evaluation in Business Education II	2
OR		
DE 410	Methods and Evaluation in Distributive Education I	3
DE 413	Methods and Evaluation in Distributive Education II	3

28-29 crs.

Proposed Curriculum

EP 302	Educational Psychology	3 crs.
FE 302	History and Philosophy of American Education	3
CM 301	Instructional Media	3
ED 441	Student Teaching	12
(1) ED 442	School Law	1
ED 242	Pre-Student Teaching Experience I	1
ED 342	Pre-Student Teaching Experience II	1
BE 311	Methods and Evaluation in Business Education I	3
BE 312	Methods and Evaluation in Business Education II	2
OR		
DE 410	Methods and Evaluation in Distributive Education I	3
DE 413	Methods and Evaluation in Distributive Education II	3

29-30 crs.

- (1) University Senate approved the change of Professional Practicum to Pre-Student Teaching Experience I and II and School Law.

BUSINESS AND DISTRIBUTIVE EDUCATION CURRICULUM

Present Curriculum

General Education	52 crs.
Professional Education	28-29
Business Requirements	28
Concentration	
Accounting	16
Secretarial	16
Data Processing	17
Distributive Education	15
	<u>124-125</u>

Proposed Curriculum

General Education	52 crs.
Professional Education	29-30
Business Requirements	27
Concentration	
Accounting	18
Secretarial	18
Data Processing	18
Distributive Education	18
	<u>126-127</u>

The Senate approved the following curriculum change in Safety Sciences:

Formalize the requirements for a Minor in Safety Sciences consisting of already existing courses now offered on a regular basis.

A minor in Safety Sciences will consist of 18 credit hours consisting of the following:

- SA 101 Introduction to Occupational Safety & Health Management
or SA 102 Introduction to Mine Safety Management
- SA 111 Industrial Safety Engineering I
or SA 211 Industrial Safety Engineering II
- SA 301 Health Hazard Identification
- Any other three (3) SA courses approved by the Chairperson of the Safety Sciences Department.

The minor in Safety Sciences has been requested by faculty and in other departments and by students with other majors such as Criminology and Business. It will offer an interdisciplinary preparation much in demand by business and industry.

Initially we are confident that students desiring to earn a minor in Safety Sciences can be accommodated in existing sections although this will increase class sizes somewhat. If the number of SA minors reaches 100 within the next five (5) years, this will create a need for an additional two (2) faculty positions.

We anticipate no additional equipment, library resources, classroom facilities, etc., will be required to support SA minors above that which we are now planning to obtain for our present needs.

MASTER OF SCIENCE IN SAFETY SCIENCES
PROPOSAL ABSTRACT
INDIANA UNIVERSITY OF PENNSYLVANIA
Indiana, Pennsylvania 15705

A program of study is proposed that will lead to a Master of Science Degree in Safety Sciences. This program will be administered by the Safety Sciences Department which has offered Baccalaureate coursework at IUP since 1971.

Studies of safety-related graduate programs have revealed that there is presently not a single program in this country that is both,

1. Designed for students who are experienced in safety or who have completed undergraduate safety studies.

AND WHICH

2. Offers graduate coursework in most of the Safety Sciences primary constituent subdisciplines.

The Department has hypothesized that such a program might be needed nationally. Moreover this need might be such as to support at least one, and perhaps more than one, program of this type in the industrialized region between New York and Chicago. In surveys of Western Pennsylvania alone conducted in both 1979 and 1981, this need was well verified. Presently there are only three schools in Pennsylvania (Pitt, Temple and Drexel University) offering any graduate coursework in this area, and the offerings in each case are very limited. Because there is no similar program anywhere in this region and because IUP has an excellent reputation in Safety Sciences Education, enrollment prospects appear excellent. 25-30 full-time graduate students is the enrollment expected when the program reaches a "full-time" status.

The program proposed for IUP requires 36 graduate credit hours with a thesis option and with a broad array of Safety Sciences courses rather than the limited, narrow and repetitive offerings that seem to typify the programs at other universities. Full-time students should be able to complete the program in two (2) years. The curriculum focuses on a strong core of 18 credits in required courses, all of which would have great utility for any safety practitioner. Other courses are available which will give the student a choice of generalizing within the Safety Sciences or concentrating to some degree within subdisciplinary areas such as Occupational Safety, Occupational Health, Fire Protection or Safety Management. The student may choose to complete 0-12 hours of electives from outside of the Safety Sciences Department. Figure 1 below illustrates the thesis - non thesis options available to the student under this proposed program of study.

The coursework in subdisciplinary areas is justified because there are many students who will have rather specialized educational objectives, eg.,

1. The student who has already received undergraduate preparation in one of the subdisciplinary areas and wishes to continue these studies at the graduate level.
2. The student who has gained extensive professional experience in one of the subdisciplinary areas, and desires to have the Master's Degree work reflect this same orientation.
3. The student who has an excellent technical background in a related field of study other than safety, but whose professional interests lie mainly in one of the safety subdisciplines.

The primary thrust of this proposed program is the generalist option, and while the above learning objectives can also be achieved, the proposed coursework is that which would be necessary to support the generalist option. Additional courses to be developed later will strengthen the subdisciplinary specialties and at the same time add greater course selection to the generalist option. Figure II shows all proposed and contemplated coursework outside of the core. Table I includes all catalog descriptions of all proposed courses.

The proposed coursework is a natural extension of the undergraduate program in Safety Sciences at IUP which has been very successful and which has attained a national reputation. The department is already offering undergraduate courses in each of the subdisciplinary areas shown in Figure II. Faculty now in the department have both experience and teaching competencies in all of these subdisciplines; research and/or consulting has been ongoing in each of these areas.

The Safety Sciences Department has corresponded with all of the departments who offer courses which might be considered as electives in this proposed program, their suggestions have been, in large part, incorporated into the proposal. Table II shows courses, which at the present time would be considered electives for students pursuing either the generalist option or one of the speciality options.

TABLE I

SUMMARY OF PROPOSED
COURSE CATALOG DESCRIPTIONS

SA 541 ACCIDENT INVESTIGATION 3 s.h.

Prerequisites: Junior Standing

Focuses on the various aspects of accident investigation such as recent theories associated with accident causes, investigative techniques, data acquisition, structure of investigative reports, management responsibilities and remedial actions. Particular emphasis is placed on determining sequence of events to develop management actions which will prevent recurrence of accidents.

SA 561 AIR POLLUTION 3 s.h.

Prerequisites: CH 101 and 102 or equivalent and SA 301 or equivalent courses, and junior standing; or permission of the instructor.

Focuses on the various major aspects of the air pollution problem. These include sources of pollution, evaluation and engineering control of pollutants, government regulations, atmospheric chemistry and dispersion, and human and non-human effects. Particular emphasis is placed on information that is practical for the Safety Sciences and Industrial Health professionals.

SA 562 RADIOLOGICAL HEALTH 3 s.h.

Prerequisites: SA 301, PY 111, PY 112, and junior standing; or permission of the instructor.

This course involves the study of problems associated with ionizing radiation in the human environment. Emphasis is given to biological effects, radiation measurement, dose computational techniques, exposure control, and local and federal regulations. The study and use of various radiological instruments is included.

SA 581 SPECIAL TOPICS 3 s.h.

Prerequisites: Permission of the instructor.

A dual level elective offering in which the specific topic may vary from one term to the next.

SA 601 CONCEPTS OF RISK MANAGEMENT 3 s.h.

Prerequisites: MA 217 or permission of instructor.

The concept of risk is implicit in every justification for hazard control measures and is an important criterion in the evaluation of hazards. This course provides definitions and methods for risk measurement in various contexts. Rationale are developed for establishing acceptable risk levels, and for safety management decision making.

SA 623 ADVANCED SAFETY ADMINISTRATION

3 s.h.

Prerequisites: SA 412, FS 360 or permission of instructor

Analyzes the management structure for its procedures, organizations, policies, departmental competencies as they relate to safety. Ways to audit and improve management's safety effectiveness are covered.

SA 642 ADVANCED MINE SAFETY ENGINEERING

3 s.h.

Prerequisites: SA 232, SA 401 or permission of instructor

Provides an understanding of advanced subjects concerned with mine health and safety. Details the cost-benefit analysis of each phase of the mineral industry and the design features of various mining operations of the United States.

SA 643 CONSTRUCTION SAFETY

3 s.h.

Prerequisites: SA 211 or permission of instructor

This course provides an in-depth treatment of hazard recognition, evaluation, and control principles used in the construction industry. Extensive coverage of federal standards is given together with the means by which a construction safety program can be developed and administered.

SA 663 INDUSTRIAL HYGIENE LABORATORY METHODS

3 s.h.

Prerequisites: SA 302, SA 303 or permission of instructor

Laboratory methods germane to industrial hygiene are studied in depth. The student is introduced to a variety of laboratory procedures as well as biological monitoring. The statistics of sampling is also emphasized.

SA 681 SPECIAL TOPICS

3 s.h.

Prerequisites: Permission of instructor

A graduate-only elective offering in which the specific topic may vary from one term to the next.

SA 682 CHEMICAL PROCESS SAFETY

3 s.h.

Prerequisites: SA 301, SA 311, and SA 345 or permission of instructor.

This course is designed to cover all important aspects of loss prevention as it is practiced in the chemical process industries. Its objective is to prepare the safety professional so that he/she may be able to work more effectively with chemists and chemical engineers in joint hazard identification, evaluation, and control projects.

TABLE NO. II
RECOMMENDED ELECTIVE COURSES
FOR SA GRADUATE STUDENTS

Fire Protection Specialty*	Occupational Health Specialty*	Occupational Safety Specialty	Safety Management Specialty
CH 540 Physical Chem.	BI 572 Rad. Biology	CH 610 Inorganic Chem.	AD 610 Bus. Comm. & Report Writing
CH 610 Inorganic Chem.	BI 653 Animal Biology	CO 601 Fund. Computer Programming	AG 607 Mgt. Acct.
CH 630 Organic Chem.	CH 521 Advanced Instru- mental Methods of Analysis	CH 561 Learning Systems Design	CM 561 Learning Sys- tems Design
CH 642 Chem. Kinetics	CH 531 Organic Qualita- tive Analysis	EC 501 Found. Modern Economics	EC 501 Fund. Modern Economics
CO 601 Fund. of Computer Programming	CH 576 Radiochemistry	HP 632 Assessment of Human Physiolog- ical Functions	EC 634 Econ. Corp. Decisions
MA 521/522 Advanced Calculus I & II	CH 620 Analytical Chem.	MA 521/522 Advanced Calculus I & II	FS 640 Mgt. Info. Systems
MA 545 Programming Models in Oper. Research	CH 622 Spectrochemical Methods of Analy- sis	MA 545 Programming Models in Oper. Research	LR 526 Case Studies in Labor/Mgt Relations
MA 546 Probabilistic Models in Oper. Research	CH 623 Physical & Chem. Methods of Sepa- ration	MA 546 Probabilistic Models in Oper. Research	LR 613 Fund. Labor Relations
PY 507/508 Intro. to Math. Physics I and II	CH 630 Organic Chemistry	PC 561 Human Motivation	LR 650 Alternative Work Styles
P 20 Advanced Labora- tory Practice	HP 632 Assessment of Human Physio. Functions	PC 668 Learning Theories	MG 630 Mgt. Theory
PY 535 Thermal and Stat. Physics	MA 521/522 Advanced Calculus I & II	PY 520 Advanced Lab. Practice	PC 561 Human Motiva- tion
	MA 545 Programming Models in Opera- tions Research	PY 535 Electronics	PC 569 Ind. Psychol
	MA 546 Probabilistic Models in Oper- Research		PC 645 Behavior Modification
			PC 651 Planned Soci- Change
			PC 668 Learning Theories
			PS 520 Internationa- Law

GENERALIST OPTION

CO 601 Fundamentals of Computer Programming
EC 634 Economics of Corporate Decisions
LR 510 Employee Rights Under Law
LR 613 Fundamentals of Labor Relations
MA 545 Programming Models in Operations Research
MA 546 Probabilistic Models in Operations Research
PS 544 Science, Technology and Public Policy

* Students applying for enrollment in these options will be required to have undergraduate degrees in Engineering or the Natural Sciences.

GRADUATE APPEALS PROCESS FOR MATTERS OTHER THAN GRADES

- A. When a graduate student wishes to waive or modify a departmental requirement, the request must be made in writing to the appropriate training committee. The training committee's decision will become part of the student's file.
- B. Graduate students have the right to appeal decisions of Psychology departmental committees including decisions to recommend a specific action to the Graduate School (i.e. dismissal, probation, delay of candidacy, etc.). The appeal process involves several possible steps.

The first step is to present a written notice of an appeal to the Chairperson of the Psychology Department within two calendar weeks of notification of the decision. A meeting between the student, chairperson and a representative from the committee will be set by the chairperson. The student shall be notified of the results of the meeting within two calendar weeks.

The decision of the chairperson shall be final and not open to further appeal unless the student can present evidence that the initial committee decision and the chairperson's decision were based on one or more of the following factors:

1. discrimination (e.g. sex, race, religion, or personal beliefs)
2. unsubstantiated claims (e.g. "We suspect the student behaved in an unethical manner with a client")
3. failure to follow procedures established and published by the program or department

The student may not appeal until he/she has been notified that the department chairperson has denied his/her appeal or the Graduate School has decided in favor of a recommendation from the Department. If the student elects to present another appeal based on the above factors, the student must submit the appeal in writing simultaneously to the Dean of the College of Natural Sciences and Mathematics and the Dean of the Graduate School within two calendar weeks after receiving the chairperson's decision.

The two Deans will appoint a committee consisting of five faculty members. This committee will meet with the student within three weeks of the notification of the appeal. Recommendations of the committee shall be based on simple majority vote of the five members and shall be made to the Graduate Dean. The Graduate Dean will notify the student and the department chairperson of its decision within two calendar weeks of the meetings. Should the committee find in favor of the student, the committee shall make a recommendation as to the proper disposition of the case.

No part of this appeal procedure shall become part of the student's college record. All discussions and documents are to remain strictly confidential by all parties concerned.

ACADEMIC VIOLATIONS POLICY

IUP is an academic community within the society at large. The following policies and procedures are established to preserve the academic integrity of the University community and to provide a process which assures the necessary rights and protections for the student who allegedly violates these policies.

VIOLATIONS:

- a. cheating by those who give as well as receive aid in course or lab work.
- b. intentionally evading of academic policies and procedures.
- c. plagiarizing.
- d. possessing or obtaining an examination without the instructor's authority or prior knowledge.

PROCEDURE:

If an instructor believes that a student has violated an academic policy, he/she may recommend a sanction ranging from failure in the course up to and including suspension or expulsion from the university. Recommended sanctions may include but are not limited to the following: reduction of grade in the course, failure in the course, disciplinary probation, campus community service/educational experience, suspension, expulsion. A combination of sanctions may be recommended. The instructor must file a written report of the violation with the Vice President of Student and University Affairs within five (5) class or work days of the violation. The instructor should also send a copy to the student. The report should be submitted on a form available in each departmental office and must include the following: name of student involved; course; instructor; date and time; circumstances and supportive data and sanction recommended.

In instances involving a violation of academic policy, or where final action on civil or criminal charges is pending, the Vice President for Student and University Affairs or the President may summarily suspend a student consistent with the procedures outlined on page 41 of The Eye, the student handbook.

The Vice President for Student and University Affairs or designee will formally notify the student of the allegation and the recommended sanction.

If the student disagrees with the sanction recommended, the following procedure will be followed:

1. Within six (6) class or work days of receipt of the Vice President's notification, the student must request a conference with the Chairperson of the Department. The student and the instructor involved will meet with the Chairperson and conduct a hearing on the allegation. The Chairperson may uphold the sanction imposed by the instructor or reduce it. Within five (5) class or work days of the hearing, the Chairperson must forward a written report of his/her decision concerning the case to the student, the instructor involved and the Vice President for Student and University Affairs. Failure to forward a written report within the time period indicates the Chairperson's affirmation of the sanction recommended by the instructor.

GRADE APPEALS POLICY

BASIS OF APPEAL

The appeal of a grade will be permitted on one or more of the following grounds:

1. Discrimination based upon personal appearance, sex, sexual preference, physical disability, race or national origin, and/or religious or personal beliefs.
2. Works not returned or made available to the student for review.
3. Substantive unwarranted deviation from grading standards set forth during the first week of classes. These standards should state the method and frequency of evaluations as well as other components of the grading system. This information will also be made available to students "adding" the course. A written syllabus from the instructor is highly recommended. It should be noted that the class attendance is not to be used for grading except as permitted by university policy.

PROCEDURE OF APPEAL

LEVEL I:

The student must first seek a resolution to the disagreement with the instructor. If the student is not satisfied with the results, he/she must speak with the chairperson of the department to which he/she is appealing. If still unsatisfied, he/she must discuss the matter with the dean of the college in question. An SGA member will accompany or advise the student during this procedure, if requested. Every effort should be made to solve the disagreement at Level I.

LEVEL II:

The next step of appeal is to file a grievance form with the Provost's Office. This form must be filed within thirty (30) calendar days of the beginning of the semester immediately following the semester in which the grade was received. Grade appeals will not generally be processed during the summer; therefore, any grade received in the spring or summer sessions will be processed in the fall. In the summer a review will be scheduled only when the student's academic eligibility is jeopardized by the grade in question or if the student is a graduating senior. The Provost's Office will notify the appropriate dean, department chairperson, faculty member, and the SGA president of the student's initiation of the Level II appeal process.

The Senate Academic Affairs Committee or designated sub-committee will review the appeal to determine the existence of the substantive basis for appeal. Denial of grievance continuance must be by a two-thirds majority of those voting. This committee will inform the Provost's Office of its findings. Within five (5) working or class days of the committee's report, the Provost or designee will notify the student and the faculty member of the findings. If the basis for grievance was determined to be substantive, the Provost or designee will convene the Grade Review Committee within fifteen (15) working or class days.

LEVEL III:

The Grade Review Committee will consist of seven members. Five will be voting members: an academic dean or associate dean, two faculty members, and two students. Four-fifths of the voting membership will be a quorum. The SGA Academic Affairs Committee chairperson will advise as requested. The Affirmative Action Officer will advise with respect to disagreements dealing with discrimination. The committee chairperson will be elected by and from the committee before each review.