AGENDA
COUNCIL ON UNDERGRADUATE STUDIES
Friday—March 12, 2010—1:30 P.M.
Student Senate Chambers

I. Call to Order

II. Introductions

III. Consideration of minutes of February 12, 2010 meeting

IV. Old business

V. New business

a. Undergraduate committee reports.

i. Academic Advising Committee—Jan Murdoch, Chair
ii. Academic Grievance Committee—David E. Barrett, Board Chair
iii. Academic Integrity Committee—Jeffrey R. Appling, Chair
iv. Admissions Committee—Robert Barkley, Chair
v. Calhoun Honors College Committee—Bill Lasser, Director
vi. Academic Eligibility Committee—Patrice Noel, Julia Lusk
vii. ePortfolio Program—Gail Ring, Director
viii. Scholarships and Awards Committee—Elizabeth Milam, Keith Reeves
ix. Registrar’s Report—Stan Smith, Registrar
x. Transfer and Bridge Programs—Sue Whorton, Director
xi. Undergraduate Curriculum Committee—Jan Murdoch, Chair

VI. Other business

a. Proposal to reduce course load with full-time academic status for students with disabilities—Arlene Stewart

VII. Adjournment
MINUTES
COUNCIL ON UNDERGRADUATE STUDIES MEETING
FEBRUARY 12, 2010
STUDENT SENATE CHAMBERS

Attendees: Janice Murdoch, Presiding Chair; Dana Irwin, Lib Crockett; Pedro Ildefonso; Victoria Johnson; Kristin Goodenow; Elizabeth Milam; Stan Smith; Keith Reeves; Sue Whorton; Jeff Appling; Flora Riley; Julia Lusk; Mary Von Kaenel; Rory Gocsen; Kathryn Morgan; Jeff Brown; Sean Brittain; Arlene Johnson; Suzanne Atkinson; Sandy Edge; Gail Ring; Becky Bowman; Amy Sanders; Casey Berkshire; Brad Putnam; Dave Barrett; Jonathon Field; Dan Warner; Verna Howell; and Rhonda Todd.

I. Call to order
Dean Murdoch called the meeting to order at 1:33 PM.

II. Approval of Minutes
The November minutes were approved with a few minor changes to Sue Whorton’s report: Currently, there are 446 BRIDGE students; the number of transfers are being set for next year; orientation planning is taking place; the retention rate is very good with 90% retention here as seniors.

III. Old Business
No old business to report.

IV. New Business – Committee Reports
A. Academic Advising Committee – Murdoch stated that meetings are being scheduled with transfer credit evaluators to ensure that proper credit is given to transfer students. Miscommunication in the process can leave transfer students not receiving proper credit since they do not match up perfectly with Clemson’s classes. Clarifying this will help us avoid the massive switching of classes.

B. Academic Grievance Committee – Barrett reported there is a general grievance situation involving a faculty member who did not follow the academic integrity program. The faculty member followed through with poor grading instead of following current guidelines for handling cheating.

C. Academic Integrity Committee – Lusk reported that cases are still trickling in from the fall semester. This fall was the first year for the use of the plagiarism resolution form. She added that of the 86 that were accused of plagiarism, the students received zeros on their assignments. In closing, she referred committee members to page six and seven of the agenda for a full case report and summary.

D. Admissions Committee – Murdoch reported for Barkley that the admissions department has been extremely busy in an effort to get notices sent out mid-February to the freshman class for fall 2010.
E. **Calhoun Honors College Committee** – Irwin reported the first round of acceptance letters has gone out. Student can continue to apply until March 1st. She stated phone call have been minimal from students receiving denial letters.

F. **Academic Eligibility Committee** – Lusk reported that she and Dr. Noel have been meeting and advising probation students since December. Noel is determining their needs and interceding to keep these students from formal probation. Over 500 students were invited to the academic workshops in January and approximately 350 attended. In addition, they are offering CU101 to troubled students this semester. These students are encouraged to take full advantage of the opportunities offered.

G. **E-Portfolio** – Ring reported that while only 13% of the December graduates had completed e-portfolios in November, the full 100% had completed e-portfolio by December graduation. May graduation has 1874 students that have applied. The Curriculum Committee is determined to hold these students to the same standards as the December graduates. Ring will be holding countless workshops and assisting these students this semester. Committee members questioned how many have completed their e-portfolios. Ring stated that 40% have started and an undetermined number have completed their e-portfolios.

H. **Scholarship and Awards Committee** – Reeves stated the Scholarships and Awards Committee unanimously adopted a policy change allowing the usage of university funded scholarships for study abroad students in a transient status (i.e., tuition to foreign institutions). Previously, students were not allowed to use university funded scholarships when studying abroad in a transient classification.

Reeves stated that Financial Aid will be shifting to direct lending this year. This decision was brought about due to the shortage of loan funds by banks and credit unions. Committee members wanted to know if FA would be assisting students with this change. Reeves stated that FA will assist students, and they anticipate no problems for students since the process will be simple; however, some students may have two loans to repay at graduation.

I. **Registrar’s Report** – Smith stated that the Academic Council approved the academic calendar changes to reflect the last day to drop courses without a final grade from the last seven weeks to the last five weeks. Academic Council approved this in early January with the understanding they would get Graduate Council’s approval before proceeding. After discussing this with Dean Rafert, he felt this would be approved with no problem for fall 2010.

J. Mr. Smith reported that staff personnel on the 1st floor of Sikes will be moving around from February 15th through March 1st in an effort to install new carpet. Offices on the 1st floor of Sikes should be the only offices affected by the move.

K. **Transfer Programs and Bridge Programs** – Whorton reported there was a 22% increase in Bridge students accepted to the program. They are expecting 550 Bridge students in fall 2010. She stated that five Bridge students are due to graduate this May, and this will be the first group to graduate since the program began.
Dr. Whorton agreed with earlier discussion concerning transfer credits. The Transfer Council will be obtaining information to ensure core substitutions are being made correctly for transfer students.

L. **Undergraduate Curriculum Committee** — Murdoch reported the Curriculum Committee has been hard at work. She stated that course approvals have been slower, but the committee has spent a great amount of time discussing competencies. The committee agrees that 19 competencies is too many, but the smaller number needed is still being debated.

V. **Other Business**

A. Smith reported the “Proposal for a Uniformly Scheduled Fall Break” (page 8 of agenda) was unanimously approved for fall 2010; however, an issue lies with the calendars that have been published with holidays for faculty and staff. Smith proposed moving the change to fall 2011 instead of fall 2010. Smith felt this would allow time for employee calendars to reflect the change. Committee members felt strongly that this policy change needed to take effect immediately. Howell suggested tabling the proposal to discuss with Faculty and Staff Senate before the next meeting. The committee agreed to vote on the proposal as submitted. Sixteen were in favor of going forward, as is, for fall 2010. None were opposed.

B. Ildfonso proposed a “Resolution to Support the Amendment of the Academic Integrity Policy” (page 11 of agenda). Student Body President, Abby Daniels, approved the formation of a cabinet level Ad-hoc Committee for the purpose of editing the current Academic Integrity Policy. Committee members reviewed and commented on several of the proposed changes:

a. Lines 30-34. Committee members stated that this would be difficult to get faculty to agree with since the syllabus is already so long; adding the Academic Integrity Policy would be extremely difficult.

b. Lines 35-38. Appling stated the Faculty Senate agreed that technological devices allowed in classroom will be determined by individual instructors.

c. Lines 39-43. Howell was concerned about language used. Howell wanted to know if students had discussed this and realized the ramifications of this statement. Berkshire stated this is putting students at risk if violations are not reported. Appling proposed in the spirit of efficiency that the Committee should delay this debate and wait for Faculty Senate to review. Morgan, Student Senate President, stated that the constructive comments and feedback of this group was necessary for the Ad-hoc Committee to determine whether to proceed, or not, with this resolution.

d. Lines 44-51. Berkshire stated that this policy would mitigate the plagiarism form that has already been approved. Bowman wanted to know if self-plagiarism was discussed at all.

e. Lines 52-63. The Committee was strongly opposed to this proposed change. Committee members stated that this was flawed to expect a unanimous decision since there is no precedence for this anywhere that one minority vote can change the findings of the majority. The Committee expressed that the
hearings are democratic proceedings. The Committee stated that the current policy gives each student his/her due process.
f. Ildefonso and Morgan thanked the Committee for their comments.
g. Col. Edge commended the students.

VI. There being no further business the meeting adjourned at 3:10 PM.

Respectfully submitted: Rhonda Todd
Policy: Reduced Course Load with Full-Time Academic Status (RCL/FTAS) for Students with Disabilities

Responsible Administrative Offices: Undergraduate Studies or the Graduate School
Student Disability Services

Implementation Date: August 1, 2010

Policy: Students with documented disabilities may, on an individual basis and under extraordinary circumstances, apply for full-time academic status while taking a reduced course load. This is understood to mean taking fewer than 12 hours for an undergraduate and fewer than 9 hours for a graduate student. In general, the approved number of credit hours for RCL/FTAS is 9 hours for undergraduate students and 6 hours for graduate students. The RCL/FTAS designation is not available during Maymester or summer sessions. The request for RCL/FTAS must be made each semester.

Purpose: To provide full-time academic status (RCL/FTAS) to students with significant disabilities who, because of the direct impact of the disability, are unable to carry a full academic course load.

Process: 1. Students will initiate the process by meeting with a Disability Specialist at Student Disability Services, who will review the appropriateness of the request, and verify that documentation and/or recent academic performance or medical/psychological issues support such a request.

2. The student will fill out a RCL/FTAS request form.

3. The student will take the (RCL/FTAS) form to each of the designated signees to discuss the accommodation, make appropriate plans for continued academic progress, and obtain signatures.

4. Any designated signee who has questions, should contact the Director of Student Disability Services before signing the form.

5. The Director of Student Disability Services will send a letter of approval or non-approval to the student and a copy of the RCL/FTAS form and the approval/non-approval letter to the major department, Records and Registration and Undergraduate Studies or the Graduate School, as appropriate.

6. Applications for RCL/FTAS must be approved before 30 calendar days of the semester have elapsed each Spring and Fall semester for which the designation is sought. Applications for RCL/FTAS must be renewed each semester.

Notes: 1. Students approved for RCL/FTAS are held to the same academic requirements and standards for satisfactory academic progress that apply to other students.

2. Students approved for RCL/FTAS will be billed for tuition based on the number of credit hours for which they register. Regular charges will apply.

3. Clemson University cannot control whether external entities (such as health insurance companies and scholarship donors) will accept this designation.

4. Some honors and designations (such as the Dean’s and President’s Lists and some scholarships) are based on course load and will not be available to students with RCL/FTAS.

5. The reduced course load may result in an adjusted financial aid package. It is recommended that students who request this accommodation consult with a financial aid counselor.

6. State of South Carolina scholarship eligibility while on RCL/FTAS is possible with approval from the Commission on Higher Education (CHE). A request to CHE stating that this student is taking an appropriate course load based on the documented disability is necessary. A letter of support from Student Disability Services (SDS) may also be necessary. It is the student’s responsibility to file the request for RCL/FTAS each term and to get the letter of support from SDS each academic year.

7. Student-athletes must consult with the Office of Compliance Services in the Athletic Department to verify continued athletic eligibility. Student-athletes should be aware that an NCAA waiver is required to participate in intercollegiate athletics while enrolled in less than 12 hours for an undergraduate student and 9 hours for a graduate student. In addition, if the student-athlete wishes to seek relief from NCAA degree-progress requirements, a separate NCAA waiver is required.

8. Student-athletes should also consult with an advisor at Vickery Hall.

9. Any student who receives a RCL/FTAS accommodation, but then decreases his/her credit hours below the number of hours approved for RCL/FTAS, will no longer have full-time academic status at Clemson University.

February 21, 2010
Clemson University
Request for Reduced Course Load with Full-Time Academic Status

Name: ____________________________________________

CUID Number: ___________________________ E-mail: ____________________________

- I am requesting a reduced course load with full-time academic status for the _______________ semester. Current disability documentation is on file with Student Disability Services (SDS).
- I agree to stay enrolled in at least ___________ hours for the remainder of this semester.
- I have read the Reduced Course Load with Full-Time Academic Status Policy and Notes.

______________________________________________________________________________
Student Signature

______________________________________________________________________________
Disability Specialist Signature

______________________________________________________________________________
Approved – Major Dept. Chair or Academic Advisor*

______________________________________________________________________________
Approved – Undergraduate Studies or Graduate School

______________________________________________________________________________
Approved – Director, Student Disability Services**

* Departmental signature indicates that a plan for continued academic progress is in place and has been agreed to by the student and the department.

** SDS Director signature indicates Clemson’s approval of the request. Other signatures are to ensure that the student’s academic program has been reviewed and all parties are in agreement to support this request.

Upon return of this form, with all appropriate signatures, to Student Disability Services, a letter will be issued by SDS to the student confirming or denying Reduced Course Load/Full-Time Academic Status. A copy of the letter and this form will be sent to the major department, Records and Registration, the Office of Compliance Services, the Athletic Department and Undergraduate Studies or the Graduate School, as appropriate.

Policy and Notes on Reverse

Student Disability Services  864-656-6848  20-G Redfern Health Center  sds-l@clemson.edu