AGENDA
COUNCIL ON UNDERGRADUATE STUDIES
Friday—November 13, 2009—1:30 P.M.
Student Senate Chambers

I. Call to Order

II. Introductions

III. Consideration of minutes of October 9, 2009 meeting

IV. Old business
   a. Proposal for changing the date of the last day to withdraw from a course without a final grade—Calendar Committee
   b. Proposal to change the Academic Integrity Policy—Appling

V. New business
   a. Undergraduate committee reports
      i. Academic Advising Committee—Janice W. 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—Julia Lusk, Patrice Noel
      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—Janice W. Murdoch, Chair

VI. Other business

VII. Adjournment
Minutes  
Council on Undergraduate Studies  
October 9, 2009  

PRESENT: Janice W. Murdoch, presiding; Casey Berkshire; Jeff Appling; Vic Shelburne; Sandy Edge; Mary Von Kaenel; Bob Hogan; Kristin Goodenow; Victoria Johnson; Michael Kolshak; Lib Crockett; Charles Duke; Hugh Spitler; Gail Ring; Patrice Noel; Becky Bowman; Julia Lusk; Robert Barkley; Debra Sparacino; Elizabeth Milam; Dave Barrett; Brad Putman; Verna Howell; Shirley Timmons; Edwin Brainerd; Flora Riley; and Barbara Rogers.  

Also present: Tracy Arwood; Dena Kniess.  

Murdoch called the October 9, 2009 meeting of the Council on Undergraduate Studies to order at 1:30 PM in 111 Rhodes Annex. The minutes of the September 11, 2009 meeting were amended on page 1, add Mike Coggeshall who was in attendance; page 2, paragraph 12, “which includes 3386 freshmen enrolled; 1225 SAT; 27.4 ACT ......”

Tracy Arwood, Director and Research Integrity Officer in the Office of Research Compliance, presented the NSF, RCR training requirements, which will affect Clemson University’s graduate students. The new requirements will be effective January 4, 2010. Arwood distributed information and stated the campus-wide distribution of the plan will begin November 2009 and solicited input and feedback.  

Barrett questioned what was the length of time for the certification?  

Arwood stated neither NSF nor the University had decided, but the length of time would be consistent with other certifications.  

Academic Advising Committee—Murdoch reported the freshman and transfer student academic program (NSAPP) has been completed. NSAPP is an early alert, early warning program for freshman and transfer students to support good educational practices by providing students with prompt academic feedback and supplemental advising.  

Murdoch noted that faculty did not participate as well with transfer students as they did with freshmen and did not provide the expected level of feedback. She stated this is also a busy time in the offices and for advisors.  

Edge stated getting information to students was difficult this year and supports streamlining activities.  

Berkshire stated a full NSAPP report would be available at the November meeting.
Berkshire stated the retention intervention team is attempting to conduct about 500 follow-ups. Below is the current count:

1 class below average – 1077 students
2 classes below average – 374 students
3 classes below average – 106 students
4 classes below average – 14 students
5 classes below average – 1 student

Murdoch stated feedback from CU 101 classes has indicated students do not know how to calculate GPAs.

Riley thanks everyone for sending students to the Career Center to complete the Career Testing Survey; however, she requested appointments be made for more efficient planning.

**Academic Grievance Committee**—Barrett stated there was no report.

**Academic Integrity Committee**—Lusk stated there are six pending AI cases, half plagiarism, half “regular” academic integrity cases.

**Admissions Committee**—Barkley stated things are moving at a rapid pace in the Admissions Office. The first admissions offers will be sent out around the first of November and applications are 3 per cent ahead of last year.

Meetings with Dean Murdoch and the collegiate deans begin later this month to propose 2010 admissions standards.

Barkley announced there will not be any waivers of deposits this year.

**Academic Eligibility Committee**—Lusk stated there is not much to report on Academic Eligibility until December.

Noel mentioned the positive article in *The Tiger* regarding the retention fee added for students on academic probation.

Noel noted NSAPP results will also be used to prepare the next planning stage for the committee.

**Calhoun Honors College Committee**—Lasser reported now is the time for advisor’s cycle for honors students, several new honors courses have been proposed, and the Honors College is accepting applications for continuing students. He encouraged referrals of students who have a 3.50 GPR.
Council on the Freshman Year—Berkshire stated the charge to this council has been met and CoFY is officially discontinued.

E-Portfolio—Ring reminded the council of the e-portfolio general education requirement for students graduating in December who entered in the 06/07 curriculum year and noted she is available to assist students. Ring said there are also workshops and mentors available.

Scholarships and Awards Committee—Milam stated there was not a Scholarships and Awards Committee report.

Milam mentioned that the CHE deadline for 2009-10 appeals was October 1, 2009. The appeal process is in regards to eligibility for LIFE and Palmetto Fellows scholarships.

Registrar’s Report—Sparacino stated all students enrolled in fall 2009 semester must provide documentation of their lawful presence in the U.S. This provision is to comply with the South Carolina Illegal Immigration Reform Act, which states that those unlawfully present in the U.S. are prohibited from attending a public institution of higher education in South Carolina. The check for lawful presence applies to all students—citizens, permanent residents and international students. Students may provide documentation to any of the following offices: Admissions, Enrolled Student Services, Financial Aid, Graduate School, Registrar’s Office, and Registration Services.

Sparacino noted students who do not provide documentation will be blocked from registering for spring classes and from immunizations at Redfern. A pop-up screen will let them know what they need to do in order to be cleared.

Transfer Programs and Bridge Program—Von Kaenel stated there are 450 active Bridge students. She and Whorton meet twice each week at Tri-County Technical College and High Point to advise and tutor Bridge students. Plans are being made for January transfers.

Undergraduate Curriculum Committee—Murdoch stated the Undergraduate Curriculum Committee met on October 2 and had a lively, productive discussion about general education. There were few course proposals. She noted the following:

1. A new degree program in Anthropology is in development, which has not reached the college level.
2. The College of Health, Education and Human Development is working on a new proposal.
3. The College of Engineering and Science withdrew the textile courses proposed for deletion until issues with minors could be resolved.

Proposal for changing the date of the last day to withdraw from a course without a final grade—Calendar Committee—Berkshire, Chair, reported the committee had met and will meet
again to review "six weeks" versus "seven weeks" because six weeks only gave three additional days to withdraw. The committee will report at the November meeting.

Proposal for changes the Academic Integrity Policy—Appling presented the proposed changes to the Academic Integrity Policy.

Changes included the following:

A. Add new language to I.B. to restrict "recycled" work (i.e., self-plagiarism)
B. Change "faculty member" to "course instructor" where appropriate
C. Add new language in II.B. to allow supervisors to present charges in the absence of the original course instructors.
D. Add time limit for return of student rebuttals in II.B.5.

The council discussed the following:

A. Can a student submit work that has been turned in for credit for a previous course without consent of the instructor or disclosure?
B. How many days does a student receive to provide rebuttal for an infraction that leads to a hearing for student conduct in OCES? The AI policy requires the written rebuttal and then provides the hearing within 14 days.
C. Whether five working days is still an appropriate length of time for students to provide the rebuttal?
D. Reword the proposed I.B.2 section on recycled student work to include concurrent classes in addition to previous classes.
E. Suggests adding the ten day limit for response to a charge in II.B.4. Split the instructions about rebuttals in IIB5 to make two sentences.

The Council approved the revised policy as amended. The revised policy will be distributed by email and forwarded to the Faculty Senate’s Scholastic Policies Committee for review.

There being no further business, the meeting was adjourned at 2:55 PM.

Respectfully submitted: Barbara Rogers
PROPOSAL FOR CHANGING THE DATE OF THE LAST DAY TO WITHDRAW FROM A COURSE WITHOUT A FINAL GRADE

PROPOSAL
To move the date of the last day to drop a class without a final grade later in the semester, from the beginning of the last seven weeks of the semester to the beginning of the last five weeks of the semester beginning with the fall 2010 semester. Proportionate time periods would apply for Maymester and summer terms.

To move the date for instructors to issue mid-term grades to one week later in the semester beginning with the fall 2010 semester. Proportionate time periods would apply for Maymester and summer terms.

BACKGROUND
Relevant background information includes:

1. Faculty teaching courses in which new freshmen and transfer students are enrolled are currently asked to submit academic progress data for these students during the last week of September so that students may gauge their performance and make educated decisions about whether to withdraw from a course.

2. A significant number of faculty have reported that there is not sufficient time to administer and grade tests, projects or other assignments of significant weight in time to meet the September submission timeframe.

3. Some courses with common testing administer the first exam after last week of September. Omission of performance data for the first exam makes the academic progress data much less useful to students enrolled in these courses.

COMPARISON OF WITHDRAWAL DATES
Clemson’s academic calendar showed 51 days (class days and weekends) between the start of classes and the last day to withdraw from a course without a final grade. In comparing Clemson’s academic calendar with nine public top-20 public institutions (UC Berkeley, UVa, UCLA, Michigan, UNC Chapel Hill, William and Mary, UC Irvine and UGa) showed that the median number of days between the first day of classes and the last day to withdraw was 62 days (class days and weekends) and the mean number of days was 60.1 (class days and weekends).

RATIONALE
The rationale for this request is based on the following:

1. Feedback from faculty is that there is insufficient data to assess student academic performance.

2. Feedback from students is that there is insufficient data to assess their current academic performance some of their courses. As a result, students find it difficult to forecast their future performance.

3. Additional time would permit both faculty and students to better assess academic performance.

4. With additional academic performance data, students would be in a position to make a more educated decision about whether to drop a course.

5. This change would align Clemson’s withdrawal date with its aspirational peers.
1. Fall Break:
   - Begins: 11/4/2010
   - Regr.: 11/9/2010

2. Remember the date:
   - Now drop... 

3. Grades due:
   - Now Mid-term

4. Last day to drop a CIL

5. Number printed... 

6. OCS 1

7. Mid-term Grades Issued

8. Halloween: 10/31

9. Columbus Day: 10/11

10. Mid-term Break: 10/18-10/22

11. Last day to drop a CIL

12. OCS 2


14. OCS 3

15. Winter Break: 12/27-1/3

16. Classes resume: 1/4

17. Spring Break: 3/16-3/18

18. OCS 4

19. Finals: 5/3-5/14

20. Graduation Date: 5/15
Proposed changes to Academic Integrity Policy, Nov. 2009

1. Add new language in I.B. to restrict "recycled" work (i.e., self-plagiarism) – REJECTED by Faculty Senate Scholastic Policies Committee

2. Change "faculty member" to "course instructor" where appropriate

3. Add new language in II.B. to allow supervisors to present charges in the absence of the original course instructors

4. Add time limit for return of student rebuttals in II.B.5.

5. Correct language (compose vs. comprise, etc.)

6. Delete reference to 'D or F' in redemption exclusion. Change this to disallow redemption of the course grade if the penalty is a redeemable grade.
ACADEMIC INTEGRITY

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

I. Academic Integrity Policy

A. Any breach of the principles outlined in the Academic Integrity Statement is considered an act of academic dishonesty.

B. Academic dishonesty is further defined as:

1. Giving, receiving, or using unauthorized aid on any academic work;
2. Submitting work that has been turned in for credit for a previous or concurrent course without consent of the instructor;
3. Plagiarism, which includes the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one's own efforts;
4. Attempts to copy, edit, or delete computer files that belong to another person or use of computer accounts that belong to another person without the permission of the file owner or account owner;

C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of an instructor, an explicit pledge by the student that no unauthorized aid has been received.

D. It is the responsibility of every member of the Clemson University community to enforce the Academic Integrity Policy.

II. Academic Integrity Committee

The power to hear cases of academic dishonesty is vested in an Academic Integrity Committee.
A. Structure—The Academic Integrity Committee is composed of twenty members as follows:

1. Ten tenured members of the faculty; two members from each college elected by their respective collegiate faculties. Faculty members will be elected on a staggered term basis, serving for a period of two years after initiation of staggered terms. Terms commence with fall semester late registration.

2. Ten members of the undergraduate student body; two from each college. Student members are nominated by the Student Body President, through an application and interview process in the spring semester, approved by the Student Senate, and appointed by the provost for terms of two years. Students must have a 3.0 grade-point ratio at the time of appointment and must have completed 30 hours by the end of the spring semester. Nominations will be made in the spring semester with terms of service commencing with fall semester late registration.

3. The committee is divided into four standing boards, hereafter referred to as hearing boards, which will hear the cases of academic dishonesty. Hearing boards convene on a weekly, rotational basis unless there are no cases to be heard. For summer sessions, the Associate Dean of Undergraduate Studies must maintain at least one hearing board to hear cases.

4. Hearing boards are comprised of two faculty members, two students, and one chairperson. Quorum, for a hearing board, is one student, one faculty member, and a chairperson. Decisions by the hearing board will be by majority vote.

5. Chairpersons will be elected from within the Committee’s membership. Two chairpersons are selected from the faculty membership and two from the student membership.

6. Before hearing any cases, a new member of the committee must undergo a training session(s) with the Associate Dean of Undergraduate Studies.

7. The Associate Dean of Undergraduate Studies is the administrative coordinator of the Academic Integrity Committee.

B. Procedures

1. When, in the opinion of a faculty member/course instructor, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall that person must make a formal
written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean of Undergraduate Studies. At the same time, the reporting person faculty member may, but is not required to at his/her discretion, inform each involved student privately of the nature of the alleged charge. In cases of plagiarism (I.B.2.) instructors may use, as an option, the Plagiarism Resolution Form available from the Office of Undergraduate Studies.

2. When, in the opinion of the a student, there is evidence that another student has committed an act of academic dishonesty, he/she should contact the faculty member instructor for the course to discuss the incident. After being contacted, if, in the opinion of the faculty member instructor, there is evidence that a student has committed an act of academic dishonesty, the faculty member instructor shall must make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean of Undergraduate Studies. At the same time, the faculty member instructor may, but is not required to at his/her discretion, inform each student involved privately of the nature of the alleged charge.

3. If, for any reason, the person who first discovered an integrity violation is not available to present a charge, the department chair (or designee) or college Associate Dean for the department in which the course is taught may submit the charge to the Associate Dean of Undergraduate Studies.

4. When the Associate Dean of Undergraduate Studies has received a formal charge of an alleged violation, he/she will contact the student involved privately to notify him/her of the charge and at the same time will provide the student with a copy of the charge and a copy of the procedures that the Academic Integrity Committee has adopted, pursuant to number 6-7 below. If a student is charged with academic dishonesty, he/she may not withdraw from the course unless he/she is exonerated of the charge. If a student is found in violation of an academic dishonesty violation the academic integrity policy and receives a D or F and redeemable grade as the penalty, he/she will not be allowed to redeem that grade under the Academic Redemption Policy. If the student fails to respond to the Associate Dean’s requests for a meeting within ten working days, the student is considered to have waived his/her right to a hearing, thus admitting to being in violation of the Academic Integrity Policy.

45. After informing the student involved, the Associate Dean of Undergraduate Studies will convene
one of the boards of the Academic Integrity Committee within 14 calendar days (exclusive of University holidays) from the date that the accused student provides a written rebuttal to the charge. The student will provide the rebuttal no later than five working days following notification of the charge from Undergraduate Studies. (Students charged in the spring term, but not enrolled in summer sessions, may be given a continuance to the next fall term. Should the University schedule be interrupted due to emergency circumstances, academic integrity cases will be resolved as soon as possible once classes resume.) All students will be presumed not in violation of a charge until found in violation by a hearing board. Each party is responsible for having present at the hearing all witnesses that he/she wishes to speak on his/her behalf. Witnesses must have first-hand knowledge of the events under discussion.

65. A charge of academic dishonesty in a course must be made within thirty days after the beginning of the next term, exclusive of summer vacation. For cases that are not resolved before course grades are due, instructors will assign a # as a placeholder for the grade. This symbol will be replaced with the course grade once the case is resolved.

76. The Academic Integrity Committee will adopt its procedures, to be followed by all hearing boards, prior to the first case heard by a hearing board. In addition to providing the student with a copy of the procedures, as stated in number 43 above, the Associate Dean of Undergraduate Studies will provide a copy of the procedures to the involved faculty member, course instructor and also the hearing board members. The Associate Dean of Undergraduate Studies will also retain copies of these procedures. The procedures must afford both faculty instructors and students the opportunity to present their cases and the opportunity for rebuttal.

87. In cases in which there is a finding of “in violation,” the faculty member, course instructor may consult with the Associate Dean of Undergraduate Studies to consider any past precedent established regarding academic penalties levied in similar cases. Faculty members, Instructors must inform the Associate Dean of Undergraduate Studies of the academic penalty for a student found “in violation” by a hearing board.

98. The Associate Dean of Undergraduate Studies is responsible for notifying the registrar and all other appropriate University personnel of the finding of “in violation” and the academic penalty. The
Associate Dean of Undergraduate Studies retains all records of academic dishonesty cases and their findings in accordance with the University’s Records Retention Policy.

C. Penalties

1. Upon a finding of “not in violation” by a hearing board, the student’s record will not reflect the incident.

2. Upon a finding of “in violation” by a hearing board, the Associate Dean of Undergraduate Studies will notify the student and faculty member/course instructor of the decision immediately. If the offense is the first for the student, then the faculty member/instructor has the ability to determine the academic penalty, which shall not exceed a grade of F for the course.

3. If the finding of “in violation” is not the student’s first offense, the student will receive a grade of F for the course, will be suspended from the University for one or more semesters, and may be permanently dismissed from the University. The hearing board will determine the period for which the student will be suspended or, if applicable, permanently dismissed. If the accused student waives his/her right to a hearing and the incident is not a first offense, the student will receive a grade of F for the course and will be suspended from the University for one or more semesters. The length of the suspension will be determined by the Associate Dean of Undergraduate Studies. Suspension or dismissal requires the approval of the President of the University.

D. Appeals

1. Students do not have the option to appeal a decision rendered by the hearing board, whether it is the first, second, or any subsequent offense. Students do not have the option to appeal the penalty determined by the faculty member/course instructor for first offenses or to appeal the grade of F for the course given for second offenses.

2. For offenses resulting in suspension or permanent dismissal, students have the option to present written information to the Dean of Undergraduate Studies to appeal the length of the suspension or to appeal a decision of permanent dismissal. Students must present information in their defense, as allowed in this paragraph, to the Dean within five working days after receipt of written notification.
of the suspension or dismissal. However, as stated in number 1 above, students cannot appeal a decision rendered by the hearing board.