

MINUTES
EDUCATIONAL AFFAIRS COMMITTEE
September 24, 1999

Members Present: David Williams, Dan Der Vartanian, Jonathan Moore, Fred Stephenson, Helen Epps, Annette Poulsen, Ann Crowther

Guests: Gary Moore - Registrar

David Williams, Chair, called the meeting to order at 1:30 p.m. and welcomed Jonathan Moore, the Committee's student member. Dr. Williams reported the September 22, 1999 Petitions Subcommittee results.

The minutes of the August 26, 1999 Educational Affairs Committee were approved. Revised meeting agendas, lists of EAC members, and a sign-up form for the Petitions Subcommittee were distributed.

The following proposed University policy for course deletions was presented by Dr. Crowther and Mr. Moore:

Course deletion refers to an administrative process whereby a course is removed from a student's record at any time after the student is officially enrolled in the course. When appropriate, a deletion results in a refund of the tuition paid for that course. In order to have a course deleted from the student's record, it must be determined that the University is at fault, i.e., an official representative of the University of Georgia must be responsible for the student being in the course in error.

Course deletion requires a written student petition followed by the review and approval of the instructor of the course, the department head/program director, and the dean. Questions concerning course deletion should be directed to the Dean's Office of the student's school or college.

A motion was made to forward the proposal to the University Council, seconded, and passed unanimously.

Next, the members discussed a future proposal to be presented by Mr. Moore changing the drop/add period from the first three to the first four days of each term. Mr. Moore will present a formal request at a future meeting.

The following proposal changing the procedure for the late addition of classes was presented by Dr. Crowther and Mr. Moore:

No course may be added to a student's schedule after the first fourteen calendar days of a term without the approval of the instructor of the course, the department head/program director, and the student's dean, with the exception of a research, dissertation, or thesis course at the graduate level.

This proposal eliminates the last step of the process (approval by the Office of the Vice President for Academic Affairs) allowing the academic dean's office to be the final level of approval prior to submission of the form to the Registrar's Office.

The proposal was approved unanimously and will be forwarded to the Executive Committee of University Council.

The next order of business was consideration of the coordination of UGA and Clarke County School's 2001 Spring Break. A letter will be sent to Mike Wooten, Clarke County School District reminding him of the November 1, 1999 deadline to designate the same Break.

Dr. Williams shared information concerning the request from President Adams for the Committee's advice concerning the scheduling of University-wide events or meetings on any religious holidays. Information was requested from peer institutions (UNC-CH, UVA, and UMICH) for policies of this kind. After much discussion, the members voted to allow Dr. Williams to draft a letter to President Adams recommending an approach which centers of the promulgation of pertinent information concerning the dates of important holidays, together with encouragement of tolerance and sensitivity to religious observance by all members of the University community. It will also be recommended that the following statement adapted from one used in a similar way at the University of Michigan be published in the Schedule of Classes:

It is the policy of the University of Georgia to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities, unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on the instructor. It is the obligation of students to provide instructors with reasonable notice of the dates of religious holidays on which they will be absent.

The letter in draft form will be circulated to the members for review and then sent to President Adams.

The Committee will consider a request from Dr. Crowther for review of the University's policy on graduation with honors for students pursuing dual degrees at a future meeting.

The Educational Affairs Committee's operating procedures are in need of revision. The members voted to allow Dr. Williams and Debbie Bell from the Office of the Vice President for Instruction to draft proposed revisions for the Committee's consideration.

Finally, Dr. Crowther asked the Committee to consider a reduction of the number of hours a student on probation must register for each term. After discussion the following proposal was approved unanimously:

Students on probation must register for and complete a minimum of 6 semester hours each semester and earn a term average of at least 2.30 OR raise their cumulative grade point average so that it equals or exceeds the minimum required for their total hours attempted. These 6 hours must be in courses number 1000 or above that are graded A-F exclusively. Courses in which grades of W, V, I, S, U, NR, or ER are received do not count toward the 6 hours.

The meeting adjourned at approximately 2:45 p.m. The next meeting of the Full Educational Affairs Committee is scheduled for 1:30 p.m. November 12, 1999.