

ACADEMIC POLICIES SUBCOMMITTEE

9/25/08

New Temporary (One-Time-Only) Proposal Form:

Enter College Name Here
Department of _____
Proposal to Create a Temporary Course
(Information Item)

Contact Person: Name, email, phone

1. Identification of proposed course

- 1.1 Course prefix (subject area) and number:
- 1.2 Course title:
- 1.3 Abbreviated course title:
- 1.4 Credit hours:
- 1.5 Schedule type:
- 1.6 Prerequisites/Corequisites:
- 1.7 Course description:

2. Rationale

- 2.1 Reason for offering this course on a temporary basis:
- 2.2 Relationship of the proposed course to courses offered in other academic units:

3. Description of proposed course

- 3.1 Course content outline
- 3.2 Tentative text(s)

4. Second offering of a temporary course (if applicable)

- 4.1 Reason for offering this course a second time on a temporary basis:
- 4.2 Term course was first offered:
- 4.3 Enrollment in first offering:

5. Term of Implementation:

6. Dates of review/approvals:

_____ Department/Division: _____
_____ Curriculum Committee _____
_____ Dean _____
UCC Chair _____
Provost: _____

Attachment: Course Inventory Form

**General Guidelines for
Temporary Course Offerings**

- Approval to offer a temporary course is requested when the course:
 - must be created to accommodate registration, and there is insufficient time to A proposal to create a temporary course is an information item on the UCC agenda.
 - 1) complete the new course approval process,
 - or
 - 2) is proposed for offering on a trial basis.
- The proponent should ensure that the proposed temporary course does not duplicate existing courses in other departments and colleges.
- A temporary course is intended to be offered only once; however, under extraordinary circumstances, approval for a second offering may be granted. A proposal to offer a temporary course for a second time will require additional justification. A temporary course may not be offered more than two times.

PROCEDURE

- Submit the completed Course Inventory Form (including department head's and dean's signatures for approval) and the Temporary Course Proposal Form to the UCC Chair, who will post the Temporary Course Proposal on the UCC website and also forward the documents electronically to UCC members, including College Representatives, and to the college deans, Recipients will be directed to communicate any concerns or objections to the course proponent and to the UCC Chair. Following a seven calendar day posting without objection, the UCC Chair will forward the proposal to the Office of the Provost

for approval. If, during the seven calendar day posting, there is an objection, the proponent will be notified. Parties involved will have an additional seven calendar days to resolve the objection. If the parties agree on the solution, the temporary course proposal will then be forwarded to the Provost by the UCC Chair. If no agreement is reached, the proposal will be returned to the proponent.

- The Course Inventory Form for the approved temporary course will be forwarded to the Office of the Registrar for processing.
- Approved temporary undergraduate course proposals must be submitted by the college curriculum committee as an information item for the next UCC meeting. The UCC Chair will check to be sure the temporary course has been submitted. If not, the UCC Chair will advise the Registrar to pull the course from the schedule.

11/18/2008

REPORT FROM THE STEERING SUBCOMMITTEE

Retta Poe, Chair of the Steering Committee, moved approval of the Bylaws revision. After discussion and some friendly amendments, the following amended proposal was agreed upon. The motion was seconded. The motion carried.

Revision of the UCC Bylaws:

BYLAWS OF THE UNDERGRADUATE CURRICULUM COMMITTEE

Format Effective February 21, 2002. Revised December 12, 2002; March 20, 2003; April 24, 2003; March, 2005; November, 2008.

TABLE OF CONTENTS

Section	Page
Introduction	3
I. Name	3
II. Affiliation	3
III. Purpose	3
IV. Functions	3
V. Membership	4
A. Composition	4
(1) University Senate Representatives	4
(2) College Curriculum Committee Representatives	4
(3) At-Large Representatives	4
(4) Student Representative	4
(5) Advisory Members	4
B. Qualifications	4

C. Terms of Office	4
D. Officers and their functions	5
(1) Chair	5
(2) Vice Chair	5
(3) Recorder	5
(4) Parliamentarian	5
VI. Elections	5
VII. Subcommittees	6
A. Steering Subcommittee	6
B. Academic Policy Subcommittee	6
VIII. Meetings and Rules of Procedure for the UCC and Subcommittees	6

INTRODUCTION

The Undergraduate Curriculum Committee (UCC) is a standing committee of the University Senate as defined in part IV-A of the University Senate Charter. Composed of regular and advisory members representing the faculty, administration, and student body, the Undergraduate Curriculum Committee makes recommendations "to the University Senate concerning university-wide [undergraduate] academic policies" and reviews "particular [undergraduate] programs and courses to determine whether they meet established standards" (Charter of the University Senate, 2001, p. 6). Specific functions of the Undergraduate Curriculum Committee are covered under UCC Bylaws Section IV. The Charter of the University Senate and the Bylaws of the Undergraduate Curriculum Committee govern operation of the Undergraduate Curriculum Committee. The mission of the UCC is not simply to consider passage of undergraduate curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the University fulfill its academic mission.

BYLAWS

I. NAME

The name of the body is the Undergraduate Curriculum Committee (UCC).

II. AFFILIATION

The Undergraduate Curriculum Committee is a standing committee of the University Senate and is subject to the regulations established in the University Senate Charter, Section IV-A-2.

III. PURPOSE

As per section IV-A-2 of the University Senate Charter, the Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review undergraduate programs and courses to determine whether they meet established standards.

IV. FUNCTIONS OF THE UCC

The functions of the Undergraduate Curriculum Committee shall be:

- to review existing undergraduate academic programs and new undergraduate academic program proposals in light of the university's mission statement.
- to review any academic matter, such as undergraduate admission requirements, awarding of undergraduate academic credit, undergraduate degree and graduation requirements, undergraduate standards of scholastic achievement, and rules and regulations governing faculty-student relations.
- to review existing and new undergraduate courses ~~and new undergraduate courses having significant consequences that cross college lines.~~
- to study any undergraduate curricular matter it chooses.

- to study undergraduate academic matters assigned to it by the Executive Committee of the University Senate.

V. MEMBERSHIP OF THE UCC

A. COMPOSITION

- (1) **University Senate Representatives** (voting)
 - (a) Representatives, one senator from each of the undergraduate colleges ~~or independent schools~~ and the Library, each elected by University Senate colleagues from his/her unit.
 - (b) Alternate representatives, one senator from each of the undergraduate colleges ~~or independent schools~~ and the Library, each elected by University Senate colleagues from his/her unit.
- (2) **College Curriculum Committee Representatives** (voting)
 - (a) Representatives—One elected from each of the undergraduate college/~~school~~ curriculum committees.
 - (b) Alternate representatives—One elected from each of the undergraduate college/~~school~~ curriculum committees.
- (3) **At-Large Representatives** (voting)
 - (a) Three faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate.
 - (b) Three alternate faculty representatives, not necessarily senators, appointed by the Executive Committee of the University Senate.
- (4) **Student Representative** (voting)
 - (a) One student representative, selected by the Student Government Association.
 - (b) One student alternate representative, selected by the Student Government Association.
- (5) **Advisory Members** (non-voting)
 - (a) The University Registrar and a representative of the Office of the Vice President for Academic Affairs.
 - (b) The ~~Deans~~ deans of the undergraduate colleges ~~or independent schools~~ and the Library or their representatives.

B. QUALIFICATIONS

- (1) Faculty representatives and alternates ~~will~~ must be full-time employees of the University who hold faculty rank, instructor and above, excluding visiting professors. The student representative and alternate ~~will~~ must be full-time students in good standing with at least one semester in residency at Western Kentucky University.

C. TERMS OF OFFICE

All voting representatives and alternates shall serve a one-year term from August 1 through July 31 and may be elected or appointed to successive terms of office, not to exceed four consecutive years.

- (1) Vacancies

- (a) If a voting member of the Committee is absent from two regularly scheduled Committee meetings during an academic year and fails to provide an alternate, then the Chair may declare the member's position vacant.
- (b) If the position of a senate or college curriculum committee representative is declared vacant, the respective University Senate college caucus or college curriculum committee, as appropriate, shall hold a new election.
- (c) If the position of an at-large representative is declared vacant, the Executive Committee of the University Senate shall appoint a new at-large representative.

D. OFFICERS AND THEIR FUNCTIONS

(1) Chair

- (a) The Chair will be elected by the Undergraduate Curriculum Committee from among its University Senate Representatives and shall preside at the meetings of the Undergraduate Curriculum Committee, set meeting agendas, insure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
- (b) ~~In addition to~~ The Chair shall ~~serve as editor~~ shall oversee editing of curriculum proposals, prior to their being placed on the agenda. Oversight may include returning proposals to the college curriculum committees for further editing and formatting revisions.
- (c) The Chair shall continue to serve until a new chair is elected.

(2) Vice Chair

- (a) The Vice Chair, who need not be a Senator, will be elected by the Undergraduate Curriculum Committee from among its voting faculty members.
- (b) The Vice Chair shall perform all of the duties of the Chair in the absence of the Chair and shall assume other duties at the request of the Chair.

(3) Recorder

- (a) The Recorder, who need not be a member of the Undergraduate Curriculum Committee, will be appointed by the Chair from the faculty or staff of the University.
- (b) If the Recorder is not a member of the Undergraduate Curriculum Committee, he/she shall not have voting privileges.
- (c) The Recorder shall prepare meeting agendas, keep the minutes for all meetings, and notify the members of all meetings.

(4) Parliamentarian

- (a) The Parliamentarian, who need not be a member of the Undergraduate Curriculum Committee, will be appointed by the Chair.
- (b) If the Parliamentarian is not a member of the Undergraduate Curriculum Committee, he/she shall not have voting privileges.
- (c) The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure.

VI. ELECTIONS

- A. University Senate Representatives to the Undergraduate Curriculum Committee (and alternates) will be elected at the college caucuses as scheduled by the University Senate Executive Committee.
- B. College Curriculum Committee Representatives to the Undergraduate Curriculum Committee (and alternates) will be elected by the end of the spring semester.
- C. The Student Representative to the Undergraduate Curriculum Committee (and alternate) will be named by the Student Government Association prior to the August meeting of the Undergraduate Curriculum Committee.

VII. SUBCOMMITTEES

- A. **STEERING SUBCOMMITTEE** The Steering Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to interpret the bylaws of the Committee, to consider suggested changes in the bylaws and make recommendations to the Committee, and to advise the Chair on other matters related to the operation of the Committee.
- B. **ACADEMIC POLICY SUBCOMMITTEE** The Academic Policy Subcommittee is a standing subcommittee and shall be appointed by the Chair from the membership of the Committee to review proposals regarding academic requirements and regulations that do not originate from an undergraduate college/school or the Graduate Council. The Registrar shall serve as a voting member of the Academic Policy Subcommittee.
- C. **OTHER SUBCOMMITTEES**
The Chair of the Undergraduate Curriculum Committee may create other subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

VIII. MEETINGS AND RULES OF PROCEDURE FOR THE UCC AND SUBCOMMITTEES

- A. Regular meetings of the Undergraduate Curriculum Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the UCC. Special meetings of the Undergraduate Curriculum Committee may be called at the discretion of the Chair.
- B. Meetings and agendas of the subcommittees shall be arranged by their respective chairs. The subcommittee chair shall notify members of the subcommittee of meetings and agendas.
- C. If a college Curriculum or college Senate representative or an alternate cannot attend a UCC meeting, that representative may send any member of his/her college Curriculum Committee or college Senate caucus to the UCC meeting.
- D. The agenda for each Undergraduate Curriculum Committee meeting shall be prepared by the Chair and the Recorder. Agenda items must be submitted to the Office of Academic Affairs according to the schedule established by the Chair.
- E. The UCC agenda shall be distributed to the members of the committee at least seven days prior to the meeting. For consent and action items, appropriate information shall be distributed with the agenda. All materials shall be made available on the UCC website.

- F. A quorum shall consist of a simple majority of the voting members of the Undergraduate Curriculum Committee.
- G. Sturgis' *Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Undergraduate Curriculum Committee and its subcommittees.
- H. All meetings of the UCC shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the UCC at the discretion of the chair.
- I. On occasion, with consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote. If at least three members object to making a decision electronically, a meeting shall be called at a time announced by the Chair.
- J. The procedures for proposal routing and formats, types and formats of agenda items, deadlines, and other procedures not specified herein but deemed necessary for carrying out the mission of the UCC as defined in these Bylaws shall be governed by the UCC Guidelines, which shall be posted on the UCC website.
- K. Changes to the Bylaws of the UCC require a 2/3 majority vote. Changes to the Guidelines, proposals formats, forms, and operation procedures require a simple majority vote.

REPORT FROM THE ACADEMIC POLICY SUBCOMMITTEE

Larry Snyder, Chair of the Academic Policies Subcommittee, moved approval of the following revision of an Academic Policy. After two friendly amendments, the following amended proposal was agreed upon. The motion was seconded. The motion carried.

Proposal Date: November 3, 2008

Office of the Vice President for Academic Affairs Proposal to Revise an Academic Policy (Action Item)

Contact Persons: Doug McElroy, doug.mcelroy@wku.edu , 745-7009
Freida Eggleton, freida.eggleton@wku.edu, 745-5432

- 1. Identification of proposed policy revision:**
Establish 120 hours as the minimum number of hours for a baccalaureate degree.
- 2. Catalog statement of existing policy:**
A candidate for the baccalaureate degree must complete a minimum of 128 unduplicated undergraduate semester hours.
- 3. Catalog statement of proposed policy:**
A candidate for the baccalaureate degree must complete a minimum of 120 unduplicated undergraduate semester hours. Some baccalaureate degree programs may require more than the minimum 120 semester hours.
- 4. Rationale for proposed policy revision:**
The CPE has requested that all Kentucky public universities consider establishing 120 credit hours as the minimum requirement for a baccalaureate degree. This is seen as a possible way to decrease student tuition costs by reducing time to graduation, and improve institutional graduation rates without compromising the academic quality of degree programs. In response, the Provost appointed an ad hoc committee to assess the feasibility of such a change and its potential impact upon WKU. The committee undertook an intensive review of possible effects of the reduction upon academic programs, course enrollments (including summer and winter terms), related academic policies, tuition revenue, campus services and progress toward degree completion for financial aid recipients and student-athletes. In short, the committee could not identify any specific consequences to academic quality that would prevent the implementation of this policy change.

The current university minimum requirement of 128 semester hours for a baccalaureate degree has been in place for at least 84 years (source: 1924 catalog of Western State

Teachers College and Normal School). Although no rationale was provided, the requirement assumed an average of 16 hours per semester for eight semesters for full-time students, and the catalog stated that 16 hours was the average course load. According to data collected from the 2007 fall and 2008 fall semesters, most full-time undergraduate students currently enroll in 15 hours per semester, with most courses awarding three hours of credit. The result is that full-time, baccalaureate degree-seeking students taking 15 hours per semester for eight semesters cannot complete the degree in four years without earning additional credit via overload or by enrolling in additional winter or summer terms.

In most cases, the reduction in hours would come from free electives, thus preserving the integrity of majors and minors. Those programs that cannot accommodate such a reduction would not be required to alter their major requirements.

The committee concluded that the minimum number of hours could be reduced from 128 to 120 without sacrificing the quality of a WKU baccalaureate degree. The following considerations support the reduction:

- Most WKU baccalaureate degree programs (major/minor plus General Education plus general electives) can be completed in 120 hours without reducing the number of hours in majors, minors or General Education.
- While it is true that some WKU baccalaureate programs cannot be completed in 120 hours, it is also true that there presently are several baccalaureate programs that cannot be completed in 128 hours. Students who choose these majors do so with the understanding that they will have to complete more than the minimum 128 hours.
- In most cases, students will be able to complete a baccalaureate degree with 120 hours by using fewer general elective courses.
- SACS states that 120 hours is the minimum number of hours for a baccalaureate degree.
- Of the eight Kentucky public universities, two have had a 120-hour graduation requirement for decades (UK and UofL) and Murray State, KSU and NKU have recently adopted 120 hours as their minimum requirement.
- Of our 19 benchmark institutions, 11 have a 120-hour minimum graduation requirement.
- Of the U.S. News and World Report top-rated Tier 1 Southern Schools (of which WKU is classified), five of 12 have a 120-hour minimum graduation requirement.

5. Impact of proposed policy revision on existing academic or non-academic policies:

Reducing the graduation hour requirement may have an impact upon the following academic policies. Separate proposals will be submitted at a later time to address changes to these policies.

- Senior residence hours required (currently 16 hours earned after student attains senior status)

- Residence hours required for graduation with honors (currently 64 hours, which is half of the 128 hour graduation requirement)

6. Proposed term for implementation:

The proposed policy change would be effective for students completing baccalaureate degrees at the conclusion of the 2009 fall semester and thereafter.

Larry Snyder moved approval of the following revision of an Academic Policy. After one friendly amendment, the following amended proposal was agreed upon. The motion was seconded. The motion carried.

Proposal Date: November 3, 2008

**Office of the Vice President for Academic Affairs
Proposal to Revise an Academic Policy
(Action Item)**

Contact Persons: Doug McElroy, doug.mcelroy@wku.edu , 745-7009
Freida Eggleton, freida.eggleton@wku.edu, 745-5432

1. Identification of proposed policy revision:

Establish 60 hours as the minimum number of hours for an associate degree.

2. Catalog statement of existing policy:

A candidate for an associate degree must complete a minimum of 64 unduplicated undergraduate semester hours.

3. Catalog statement of proposed policy:

A candidate for an associate degree must complete a minimum of 60 unduplicated undergraduate semester hours. Some associate degree programs may require more than the minimum 60 semester hours.

4. Rationale for proposed policy revision:

The CPE has requested that all Kentucky public universities consider establishing 120 credit hours as the minimum requirement for a baccalaureate degree. This is seen as a possible way to decrease student tuition costs by reducing time to graduation and improve institutional graduation rates without compromising the academic quality of degree programs. In response, the Provost appointed an ad hoc committee to assess the feasibility of reducing the number of credit hours for a baccalaureate degree from 128 to 120 and a corresponding reduction of hours for the associate degree from 64 to 60 hours. The committee undertook an intensive review of possible effects of the reduction upon academic programs, course enrollments (including summer and winter terms), related academic policies, tuition revenue, campus services and progress toward degree completion for financial aid recipients and student-athletes. In short, the committee could not identify any specific consequences to academic quality that would prevent the implementation of this policy change.

According to data collected from the 2007 fall and 2008 spring semesters, most full-time undergraduate students enroll in 15 hours per semester, with most courses awarding three

hours of credit. The result is that full-time associate degree-seeking students taking 15 hours per semester for four semesters cannot complete the associate degree in two years without earning additional credit via overload or by enrolling in additional winter or summer terms.

In most cases, the reduction in hours would come from free electives, thus preserving the integrity of majors. Those programs that cannot accommodate such a reduction would not be required to alter their major requirements.

The committee concluded that the minimum number of hours could be reduced from 64 to 60 without sacrificing the quality of a WKU associate degree. The following considerations support making the reduction:

- Most WKU associate degree programs (major plus a minimum of 15 hours of General Education plus general electives) can be completed in 60 hours without reducing the number of hours in the major or General Education.
- While it is true that some associate degree programs cannot be completed in 60 hours, it is also true that there are presently several associate degree programs that cannot be completed in 64 hours. Students who choose these majors do so with the understanding that they will have to complete more than the minimum 60 hours.
- In most cases, students will be able to complete an associate degree with 60 hours by using fewer general elective courses.
- SACS states that 60 hours is the minimum number of hours for an associate degree.
- The KCTCS colleges require a minimum of 60 hours for the AA, AS and AAS degrees.

5. Impact of proposed policy revision on existing academic or non-academic policies:
Reducing the graduation hour requirement may have an impact upon the number of residence credit hours required for a student to be awarded graduation honors (With Distinction, With High Distinction). Currently, an associate degree student must earn at least 32 hours in residence, which is based upon half of the 64 hour degree requirement. A separate proposal will be submitted at a later time to address a change in this policy.

6. Proposed term for implementation:
The proposed policy change would be effective for students completing associate degrees at the conclusion of the 2009 fall semester and thereafter.

2/26/2009

Proposal Date:

Enter College Name Here
Department of _____
Proposal to Create a New Academic Degree Type
(Action Item)

Contact Person: Name, email, phone

1 Identification of Academic Degree Type:

- 1.1 Academic degree type name:
- 1.2 Standard degree type abbreviation:
- 1.3 Catalog description of academic degree type:

2 Rationale:

- 2.1 Reason for developing the proposed academic degree type:
- 2.2 Document need for academic degree type for professional certification, program accreditation, licensure, career advancement, and/or higher education in the academic field:
- 2.3 List other universities in Kentucky and in other states (including programs at benchmark institutions) offering this academic degree type:
- 2.4 Evidence that this academic degree type is recognized by relevant professional organization(s), regional accreditor(s), and/or the Department of Education:
- 2.5 Relationship of the proposed degree type to other academic degree types now offered by the university:
- 2.6 Current WKU major(s) qualifying for this degree type:
- 2.7 Projected number of annual graduates in the proposed degree type:

3 Proposed term for implementation:

4 Dates of prior committee approvals:

_____ Department/Division: _____

_____ Curriculum Committee _____

Consultation with CPE through Provost's Office _____

Undergraduate Curriculum Committee _____

University Senate _____

Board of Regents _____

General Guidelines for Proposal to Create a New Academic Degree Type

- This form is used to create a new degree type (e.g., bachelor of arts, bachelor of science).
- Proposals to create a new academic degree type are **action items** on the UCC.
- If the proposed degree type may be appropriate for programs offered by another department/unit, the head of that department/unit should be consulted.
- Early in the development of each new academic degree type (before the formal proposal is routed for approval) a letter giving an overview of the proposed academic degree type must be sent to the CPE by the Office of the Provost.
- Depending on the response, it *may* be necessary to post the request for the new academic degree type on the CPE web site. Such a posting will be by the representative from the Office of the Provost and can be done concurrently with the curricular approval process. However, the posting must be completed before the Proposal to Create a New Degree Type is brought to the Board of Regents.
- **Item 1.2** should be the standard recognized degree type abbreviation in the United States.
- The catalog description in **item 1.3** should be written in complete sentences, include a clear rationale for the degree type, distinguish the degree type from the currently offered degree types, and outline who will receive this degree. Additional relevant information may be included. It should follow the same format as those degree types currently listed in the undergraduate catalog (p. 31 of the 2008-09 catalog).
- **Item 2.1** should discuss the factors that led to the decision to propose a new academic degree type, including how the proposed degree type might provide service to students in other programs, if known. For example, what societal trends or changes in the academic discipline suggest a need for this proposed degree type? Has the proposed degree type been developed in response to student demand? Employer or alumni demand?
- **Item 2.2** should describe the reasons for creating this degree type. Specific justification for this degree type, including supporting data if appropriate, should be cited. For example, is the new degree label necessary to meet professional certification guidelines from an accrediting agency or for program certification? Is the degree type required for licensure, career advancement, and/or higher education in the academic field?
- **Item 2.3** should list in bullet form institutions in Kentucky and other states, especially our benchmark institutions, offering this degree type.
- **Item 2.4** should provide evidence that this degree type is a commonly accepted degree type by showing how it is recognized by relevant professional organization(s), regional accreditor(s), and/or the Department of Education
- **Item 2.5** should show how this degree type differs from currently offered degree types.
- **Item 2.6** should list the proposed new program/major to be awarded this degree type and/or all existing programs/majors that are proposed to be awarded this degree type.
- **Item 2.7** should state the basis for the projected number of annual graduates in the proposed new degree type as well as the projection itself.
- **Item 3** should indicate the term when the proposed degree type goes into effect and any special provisions for currently enrolled students.

▪ Proposal Date:

Enter College Name Here
Department of _____
Proposal to Revise A Program
(Action Item)

Contact Person: Name, email, phone

1. Identification of program:

1.4 Current program reference number:

1.5 Current program title:

1.6 Credit hours:

2. Identification of the proposed program changes:

3. Detailed program description:

(side-by-side table is requested for ALL program changes except title changes showing new program on right and identifying changes in bold type.)

4. Rationale for the proposed program change:

5. Proposed term for implementation and special provisions (if applicable):

6. Dates of prior committee approvals:

_____ Department/Division: _____

_____ Curriculum Committee _____

Professional Education Council (if applicable) _____

General Education Committee (if applicable) _____

Undergraduate Curriculum Committee _____

University Senate _____

Attachment: Program Inventory Form

General Guidelines for Proposals to Revise a Program

- This form is used to revise an existing program, including: major, minor, associate degree program, certificate program, graduate program.
- The types of program revisions that may be included in this form are program title changes, curriculum revisions (course substitutions, course additions, course deletions), changes in program credit hours, changes in the functions (e.g., core, elective, restricted elective) of courses within a program, changes in admission requirements, and/or changes in academic regulations.
- * All program revisions are **action items** on the UCC agenda.
- ~~▪ Proposals for program title changes only are **consent items** on the UCC agenda. Proposals for all other program revisions are **action items** on the UCC agenda.~~
- Each proposal to revise a program must be accompanied by a completed Program Inventory Form. Proposals lacking the form will not be considered by the UCC and will be returned to the sponsoring department/unit.
- If the proposed program revisions involve courses offered by another department/unit, the head of that department/unit should be informed so that appropriate scheduling decisions can be made.
- **Item 2** should present a bulleted summary list of the proposed program changes (e.g., adding courses to a program, dropping courses from a program, modifying prerequisites or electives, establishing or modifying admission requirements, and/or changing catalog description).
- The current and proposed programs should be compared in **item 3**, preferably in adjacent columns with the changes indicated in bold or italics. Course credit hours should be included.
- **Item 4** should describe the reasons for making each of the proposed program changes. Specific justification for each change, including supporting data if appropriate, should be cited. For example, is the change necessary to meet certification guidelines from an accrediting agency? Do surveys of students, alumni or employers of alumni suggest a need to change the program? Is the change necessary to make the program consistent with programs at other institutions, such as benchmark schools? Is the change necessary because of technological advances or changes in the availability of certain resources?
- **Item 5** should indicate the term when the proposed changes go into effect and any special provisions for currently enrolled students.

Enter College Name Here
Department of _____
Proposal to Create a New Major Program
(Action Item)

Contact Person: Name, email, phone

1. Identification of program:

- 1.1 Program title:
- 1.2 Degree Type:
- 1.3 Classification of Instructional Program Code (CIP):
- 1.4 Required hours in proposed major program:
- 1.5 Special information:
- 1.6 Program admission requirements:
- 1.7 Catalog description:

2. Rationale:

- 2.1 Reason for developing the proposed major program:
- 2.2 Projected enrollment in the proposed major program:
- 2.3 Relationship of the proposed major program to other programs now offered by the department:
- 2.4 Relationship of the proposed major program to other university programs:
- 2.5 Relationship of the proposed major program to similar programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
- 2.6 Relationship of the proposed major program to the university mission and objectives:

3. Objectives of the proposed major program:

4. Program description:

- 4.1 Curriculum:
- 4.2 Accreditation, certification, approval, and/or licensure:
- 4.3 Program delivery:

5. Resources:

- 5.1 Faculty:
- 5.2 Technological and electronic informational resources (e.g., databases, e-journals)
- 5.3 Facilities and equipment:

6. Proposed term for implementation:

REPORT FROM THE UCC ACADEMIC POLICY SUB-COMMITTEE

The Chair opened the floor for discussion of the proposals: Judy Byrd and Marleen Murphy from the Office of the Registrar were present to answer questions concerning the proposals. The Chair moved approval of each of the four proposals presented by the Office of the Registrar, but stated that we would take each separately. The motion carried.

I. The Chair opened the floor for discussion of the Proposal to Revise Repeat Policy:

Proposal to Revise Repeat Policy

1. Identification of proposed policy revision:

Amend the repeat policy to eliminate the number of hours that can be repeated and simply state the number of courses that can be repeated.

2. Catalog statement of existing policy:

An undergraduate student is permitted to repeat a maximum of 18 hours or 6 courses, whichever comes first. Only 6 of the hours or 2 courses, whichever comes first, in which a grade of "C" or above has been earned, may be repeated. It is the student's responsibility to notify the Office of the Registrar when a course has been repeated.

3. Catalog statement of proposed policy:

An undergraduate student is permitted to repeat a maximum of six courses. Only two courses, in which a grade of "C" or above has been earned, may be repeated.

4. Rationale for proposed policy revision:

Students who repeat courses worth four or more hours are penalized because they do not receive the benefit of being permitted to repeat six courses. If a grade of "C" is repeated in a four-hour course, the student is frequently limited to repeating only one "C."

5. Impact of proposed policy revision on existing academic or non-academic policies: None

6. Proposed term for implementation: Fall 2009

II. Next the Chair opened the floor for discussion of the Proposal to Revise the Withdrawal Policy.

Proposal to Revise the Withdrawal Policy

After considerable discussion, Andrew McMichael moved to postpone definitely for revisions to the language of the policy. The motion was seconded. The motion carried.

III. The chair next opened the floor for discussion of the Proposal to Revise the Grading Policy

Proposal to Revise Grading Policy

(NOTE: Friendly amendments were made and corrected for the official record)

- 1. Identification of proposed policy revision:**
Cease awarding quality points for grades earned in developmental courses (courses numbered below 100)
- 2. Catalog statement of existing policy:**
Course numbering system
50-099 Special purpose courses; neither hours nor the grades earned in these courses shall count toward the hours and grade point average required for graduation
- 3. Catalog statement of proposed policy:**
Course numbering system
50-099 Developmental courses; grades earned in these courses will not count toward the student's GPA, but may be considered in making university business decisions. Hours earned in these courses are not degree applicable.
- 4. Rationale for proposed policy revision:**
Developmental courses are pre-college level and are not degree applicable. WKU's current policy to include developmental grades in the student's GPA is rare among the public institutions in Kentucky. Morehead State University and Kentucky State University are the only other Kentucky public institutions whose grading policies for developmental courses are similar to WKU's current policy. KCTCS colleges do not include grades earned in developmental courses in their students' GPA.
- 5. Impact of proposed policy revision on existing academic or non-academic policies:**
 - a. Students enrolled in developmental courses will be assigned letter grades which will appear on the transcript; however, no quality points will be awarded for these grades.
 - b. Students will continue to earn credit hours for developmental courses, which is necessary for a variety of business purposes both internal and external to the University.
 - c. WKU will no longer accept quality points for transferred developmental courses if the student's previous institution granted quality points for developmental courses.
 - d. If a student repeats a developmental course to earn a higher grade (which may be necessary as a pre-requisite for a course), the repeat will not count against the student's allotted number of repeated courses. During the transition, if a developmental course for which quality points were originally awarded is repeated, the course will not count against the student's allotted number of repeated courses.
 - e. Grades earned in developmental courses by Title IV financial aid recipients must be considered when evaluating satisfactory academic progress.
 - f. Grades earned in developmental courses must be considered when evaluating academic probation.
 - g. Grades earned in developmental courses will not be used in determining recipients of Dean's Scholar and President's Scholar recognition at the end of the fall and spring semesters.
- 6. Proposed term for implementation:** Summer 2009

IV. Chair Plummer opened the floor for discussion of the Proposal to Revise Requirement for Graduation Honors Designations:

Residency

Proposal to Revise Residency Requirement for Graduation Honors Designations

1. Identification of proposed policy revision:

Reduce the number of residence hours required for graduation honors

2. Catalog statement of existing policy:

Students who maintain superior cumulative grade point averages are recognized at graduation according to the following designations:

With Distinction—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.4 - 3.69 and a minimum of 32 semester hours earned in residence at WKU.

With High Distinction—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.7 - 4.0 and a minimum of 32 semester hours earned in residence at WKU.

Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.40 - 3.59 and a minimum of 64 semester hours earned in residence at WKU.

Magna Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.60 - 3.79 and a minimum of 64 semester hours earned in residence at WKU.

Summa Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.80 - 4.00 and a minimum of 64 semester hours earned in residence at WKU.

Scholar of the College—At commencement, on the basis of the total cumulative overall grade point average and a minimum of 64 semester hours earned in residence at WKU, one student from each undergraduate college is designated “Scholar of the College.”

Ogden Foundation Scholar—The Ogden Foundation Scholar Award is presented to one graduating baccalaureate degree senior who has demonstrated exceptional academic achievement and outstanding university and civic engagement. Student(s) with the highest gpa in each college (based upon the gpa at the beginning of the term in

which degree requirements will be completed) who have earned at least 64 hours in residence will be invited to apply for the award. The application will consist of an application form, an essay and two letters of recommendation. A committee comprised of a representative of each baccalaureate college and a member of the Ogden Foundation Board of Trustees will select the top three candidates to be interviewed and will select the award recipient. The recipient will receive a plaque and a monetary award.

3. Catalog statement of proposed policy:

Students who maintain superior cumulative grade point averages are recognized at graduation according to the following designations:

With Distinction—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.4 - 3.69 and a minimum of 27

semester hours earned at WKU.

With High Distinction—The graduation honor given to students who have completed their associate degree with both cumulative overall and cumulative WKU grade point averages of 3.7 - 4.0 and a minimum of 27 semester hours earned at WKU.

Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.40 - 3.59 and a minimum of 54 semester hours earned at WKU.

Magna Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.60 - 3.79 and a minimum of 54 semester hours earned at WKU.

Summa Cum Laude—The graduation honor given to students who have completed their baccalaureate study with both cumulative overall and cumulative WKU grade point averages of 3.80 - 4.00 and a minimum of 54 semester hours earned at WKU.

Scholar of the College—At commencement, on the basis of the total cumulative overall grade point average and a minimum of 54 semester hours earned at WKU, the student(s) with the highest GPA from each undergraduate college will be designated “Scholar of the College.”

Ogden Foundation Scholar—The Ogden Foundation Scholar Award is presented to one graduating baccalaureate degree senior who has demonstrated exceptional academic achievement and outstanding university and civic engagement. Student(s) with the highest gpa in each college (based upon the gpa at the beginning of the term in which degree requirements will be completed) who have earned at least 54 hours at WKU will be invited to apply for the award. The application will consist of an application form, an essay and two letters of recommendation. A committee comprised of a representative of each baccalaureate college and a member of the Ogden Foundation Board of Trustees will select the top three candidates to be interviewed and will select the award recipient. The recipient will receive a plaque and a monetary award.

3. Rationale for proposed policy revision:

The university has recently adopted a revised minimum number of hours to complete the baccalaureate and associate degrees. Historically, 64 of 128 hours for the baccalaureate degree and 32 of 64 hours for the associate degree must be earned in residence to qualify for graduation honors. The recent reduction in the number of hours required to graduate, along with statewide and university focus on seamless transferability, provides a timely opportunity to consider reducing the number of residence hours for students to graduate with honors. Several outstanding students are denied honors status each graduation period due to lacking a few hours of residence credit, frequently as a result of studying abroad. Three Kentucky universities require a minimum of 43-45 hours in residence for baccalaureate honors recognition, and some of our benchmark institutions require only a minimum of 45 hours in residence for baccalaureate honors recognition. Others require 64-66 hours earned in residence. There was a desire to reduce the number of residence hours from half of the minimum number of hours to earn a degree, but not to be in the lower end of the range. The recommendation of 54 residence hours puts the requirement between the low and high end of the range among other Kentucky universities and our benchmark institutions.

5. Impact of proposed policy revision on existing academic or non-academic policies:

None

6. Proposed term for implementation: Fall 2009

3/36/09

Proposal Date: March 16, 2009

Office of the Vice President for Academic Affairs

**Proposal to Revise the Withdrawal Policy
(Action Item)**

Contact Person: Dean Kahler, dean.kahler@wku.edu, 745-6169

1. Identification of proposed policy revision:

Revise the withdrawal policy to include provisions for (1) medical withdrawal, (2) administrative withdrawal, and (3) retroactive withdrawal.

2. Catalog statement of existing policy:

A. For various reasons it is occasionally necessary for a student to withdraw from the university. Prior to the midpoint of the semester, students may use TopNet to withdraw. After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their instructors as to the withdrawal grade. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar. Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications.

B. Other existing withdrawal policy to be added to the catalog:

Military Withdrawal – Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled at WKU are entitled to the following options.

1. Students may work with each individual instructor to determine if an incomplete grade is appropriate, or
2. If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the entire schedule of classes. A full refund of tuition and fees will be issued for those courses from which the student has withdrawn.

Students who are called to active duty while enrolled should contact the Office of the Registrar to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process.

3. Catalog statement of proposed policy: (Add to existing withdrawal policy)

In special circumstances, as described below, a complete withdrawal from the university after the mid-point of a term will be considered.

Medical Withdrawal – A student may request and be considered for a medical withdrawal from all courses in a term when extraordinary circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing his or her classes after the mid-point of a term, and incompletes or other arrangements with the instructors are not feasible or possible. A medical withdrawal must be substantiated with appropriate documentation from the attending health care provider.

Once the rationale for a medical withdrawal has been validated by the Office of the Registrar, the student's instructors will be sent notification of the withdrawal, and "W" grades will be recorded for each course. A student who requests a medical withdrawal, or an individual requesting a withdrawal on behalf of the student who is physically or mentally unable to request the withdrawal, should contact the Office of the Registrar to obtain medical withdrawal procedures. Tuition refund appeals for medical withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

Administrative Withdrawal – A request for an administrative withdrawal is initiated by the University because of a disciplinary situation or when, in the professional judgment of a health care provider, psychologist and/or university administrator, there is reason to believe a student is a substantial threat to him/herself or interferes with the welfare of other members of the university, the education process, or the orderly operation of the university. The Vice President for Student Affairs or the Associate Vice President for Academic Affairs, or their respective designees, will notify the student of the involuntary withdrawal, and the Registrar will be directed to withdraw the student from all classes in which the student is currently enrolled and cancel registration that has occurred for any future terms. The Office of the Registrar will notify the student's instructors of the withdrawal, and "W" grades will be recorded for the term in progress. A student who is administratively withdrawn will have a registration hold placed by the Vice President for Student Affairs or the Associate Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee. A student may file a written appeal of an involuntary withdrawal through the office that administered the withdrawal. Tuition refund appeals for administrative withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

Retroactive Withdrawal – A student who leaves the university for extenuating circumstances without an official withdrawal during the term of departure may apply for a retroactive withdrawal. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature; poor academic performance that is not attributed to non-academic extenuating circumstances is not a consideration for retroactive withdrawal. A student may appeal for a retroactive withdrawal within two calendar years following the end of the term for which withdrawal is requested. A student need not be enrolled at WKU at the time the application for retroactive withdrawal is submitted. An appellate board will review the request for a retroactive withdrawal. The board will consider the following factors, including, but not limited to:

- a. Documentation of extenuating circumstances

- b. Written letter of support from an academic administrator, faculty member, advisor or other university professional who is familiar with the student's situation

If a retroactive withdrawal is approved, the Registrar will notify the student's instructors and department heads of the request for a retroactive withdrawal, and they will be given 14 calendar days to raise objections if the student's classroom performance was such that a withdrawal (W) would not be appropriate. If objections are raised by the instructor or department head, the Registrar will be informed of the objection, and the student will not receive a "W" in the class. Instructions for filing an appeal for a retroactive withdrawal may be obtained from the Office of the Registrar. A tuition refund is not granted for a retroactive withdrawal.

4. **Rationale for proposed policy revision:**

This proposal is intended to clarify complete withdrawal policies for extraordinary circumstances and to create consistent procedures for students, faculty and administrators. Students may experience legitimate personal hardships which affect their academic records, and this proposal provides a consistent application of "W" grades for circumstances beyond the student's control. The proposed withdrawal policies are quite common at other universities.

- a. **Medical Withdrawals:** Our current procedure for processing complete withdrawals for medical reasons is inconsistent, burdensome and time-consuming for the student and/or the person on whom the student is dependent for assistance during the time of illness. Currently, a student (or designated person) must present documentation of the medical condition to each instructor to obtain a withdrawal grade, and gain approval from the department head and dean. Students who need to withdraw from a term for medical reasons may receive a combination of "W" and "F" grades. It is proposed that the Office of the Registrar be given the authority to determine the legitimacy of the medical condition that prompted the need for withdrawal after the mid-point of a term and record "W" grades for each course.
- b. **Administrative Withdrawals:** Current Student Life Policies include the provision for involuntary withdrawals by the Vice President for Student Affairs for disruptive behavior due to emotional disturbance. The proposal extends the option for administrative withdrawals to the Associate Vice President for Academic Affairs. The proposal further stipulates that the student will receive "W" grades if the involuntary withdrawal is after the mid-point of a term.
- c. **Retroactive Withdrawals:** Our current procedure for processing complete withdrawals retroactively is inconsistent, burdensome and time-consuming. Currently, a student must present his/her case and supporting documentation to each instructor, department head and dean to obtain a retroactive withdrawal in each course. Such processes are complicated when the faculty member is no longer at WKU. Some faculty may agree to a withdrawal, while others may not.

It is proposed that the legitimacy of a retroactive withdrawal be determined by an appellate board.

5. Impact of proposed policy revision on existing academic or non-academic policies:

The proposal is intended to address complete withdrawals, not withdrawal from individual courses after the mid-point of a term. The impact of withdrawals upon the refund policy is addressed in the proposal.

6. Implementation Date: Immediately upon final approval