

ACADEMIC POLICY COMMITTEE REPORT

February 6, 2013 Meeting Minutes

Attendees: Richard Bayer, Jean Gauger, Catherine Luther, Norman Magden (chair), Clare Milner, Cheryl Norris, Taylor Odle, Missy Parker, Noah Rost, Wendy Tate, Matthew Theriot

Based on earlier feedback from the Academic Policy and the Curriculum Committees, Matthew Theriot submitted a proposal to change the current procedure for reviewing courses not taught in four or more years. The proposal was approved and the information will be included in the Undergraduate Curricular Submission Guidelines manual (accessible via the UG Council website).

The committee also approved a proposal to remove all references in the catalog to correspondence courses. UTK no longer offers correspondence courses, and the Office of Distance Education and Independent Study closed a few years ago.

A cautionary statement was added to the transfer credit policy to address UTK students who may consider taking courses at other institutions over the summer. While the new D- or higher standard will apply, students are reminded that a C or higher is often required in majors.

Changes to the study abroad transfer credit policy were tabled until more information could be collected from peer and aspirational peer institutions. The committee initially considered removing the A-C transfer statement to make it consistent with the new domestic transfer credit policy. However, direct study abroad credit is only awarded on an S/NC grading scale, so bringing in a D- or higher would have created a double standard.

Proposed Procedure and Guidelines for Reviewing Undergraduate Courses Not Taught in Four or More Years—APPROVED

Each fall semester, the Registrar's Office compiles a list of all undergraduate courses that have not been taught for four or more years. This list is provided to the dean in charge of academic or curricular affairs in each college. The college may select one of the following options:

- **Retain Course**
 - A rationale and specific timeline for offering the course must be provided approximately three weeks prior to the October Curriculum Committee meeting.
 - Retained courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.
- **Archive Course**
 - The course is removed from the *Undergraduate Catalog* but not permanently dropped. The course number is retained, but the course cannot be taught in the next academic year.
 - Archived courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.

- To reinstate an archived course, the dean in charge of academic or curricular affairs must send a request to the Registrar's Office by February 1st (for summer and fall offerings) or September 1st (for spring offerings). If a college would like a reinstated course to satisfy a General Education requirement, the usual procedures and deadlines for adding a general education course must be followed.
- Reinstated courses do not require Curriculum Committee, UG Council, or Faculty Senate approval but will be included in the UG Council minutes for documentation purposes.
- **Drop Course**
 - The course is removed from the *Undergraduate Catalog* and the course inventory. The course number may not be reused for six years.
 - Dropped courses must be approved by the Curriculum Committee, the UG Council, and the Faculty Senate.

It is the responsibility of the deans to disseminate the four-year course report to their department heads, gather the requested information, and submit it to the Registrar's Office by the published deadline. All courses on the four-year course report for which no rationale is provided will be automatically dropped.

References to Correspondence Courses—APPROVED

Academic Policies and Procedures—Academic Dismissal (2nd paragraph)

Students who have been academically dismissed are not eligible to enroll in classes, either full-time or part-time at the University of Tennessee (including ~~correspondence and~~ online courses). Academically dismissed students are not permitted to live in university housing and no longer have the privileges provided through the UT student identification card (VolCard). Academically dismissed students must remain away from the university for a mandatory absence and should use the period of dismissal to reflect on and address the factors that led to poor performance.

Academic Policies and Procedures—Academic Second Opportunity

An undergraduate student may petition for Academic Second Opportunity upon meeting the following requirements.

- The student has re-enrolled following an absence from UT Knoxville of at least three full calendar years.
- The student's previous academic record at the university was unsatisfactory (normally, below a C average).
- Since readmission, the student has completed 15 or more graded hours (~~correspondence course work may not be included in the 15 hours~~), earning a 2.5 GPA or above.

About the University—Student Financial Aid (3rd paragraph)

To receive aid from federal student aid programs, a student must have financial need, with the exception of some of the loan programs. Students must also be U.S. citizens or eligible noncitizens, have a valid social security number, have a high school diploma or General Education Development (GED) certificate, be admitted in a degree program, make satisfactory academic progress, sign a statement of educational purpose and a certification statement on overpayment and default, and register with the Selective Service. Students may not receive aid for ~~correspondence~~,