

**THE UNIVERSITY OF MICHIGAN-FLINT  
COLLEGE OF ARTS AND SCIENCES**

**THE STANDING RULES OF THE FACULTY**

Adopted: 1976  
Compiled by the Secretary: April 2005

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**Note 1:** These rules were adopted by the CAS Faculty in 1976. The date and CAS Minutes page of subsequent rules and revisions is indicated in parentheses. The text has been revised to remove gender-specific language as authorized by the Faculty (September 11, 1991, p. 776).

**Note 2:** Missing numbers in the sequence of rules represent rules deleted because they are archaic or have been superseded by other procedures.

## 1. GRADING PROCEDURES

### 1.1. Grading System

The grade N, which signifies neither credit nor grade-point value, is used in numerous courses. For these courses, the lowest grade counted for credit may be anyone of the following: C, C-, D, D-, depending on the course. The use of a particular grading system in a course will be indicated in the time schedule of course offerings and will be announced at the beginning of these courses. Departments may adopt an ABC(C-)N and ABCD(D-)N system for individual courses if the department wishes. Departments should decide for each one of its N courses whether a grade of C- or D- may be issued for that course. The department should send a proposal of its desire to use the N grade, along with the lowest grade accepted for credit, to the Curriculum Committee, in advance of the new course schedule so that courses with the "N" grade can be readily identified in the course schedule. Furthermore, the department must announce its grading system to the students at the beginning of the semester. *(rev. March 1, 1978, p. 237; April 4, 2002, p. 1103)*

Grade point averages are computed by dividing total honor points by credits. The computation is limited to points and credits earned at the University of Michigan-Flint. *(rev. Nov. 1, 2000, p. 1044)*

The report of I (incomplete) may be made by the instructor if the student is unable to complete the course work within the specified time. An I may be made up while a student is not enrolled and must be made up by the end of the fifth week of the next semester in which a student is enrolled, or one calendar year from when the I was given, whichever is first. *(rev. April 5, 1989, p. 692)*

If for sufficient reason the student cannot remove the incomplete by one of the above deadlines, the Dean of CAS may grant an extension of the time upon request from the student and the instructor. Failure to make up the grade within the time allotted will result in the I being automatically changed to a grade of E, F or N as applicable. *(rev. October 15, 1981, pp. 425-426; April 5, 1989, p. 692)*

If a grade has already reverted from an I to an E when a grade change report is received from the instructor, the Dean has the authority to effect the grade change without consultation with the Academic Standards Committee. *(April 8, 1987, p. 647)*

A grade once reported (with the exception of I) may be changed only to correct a demonstrable clerical error and then only with the approval of the Dean. After the end of the semester a copy of the official grade report is mailed to each student at the student's address of record.

The Y grade applies to courses designed to extend over more than one semester and indicates "work in progress." If after two years from the initial registration date a final grade has not been submitted, an extension may be granted if the student demonstrates a clear plan for completing the work in a timely manner which is acceptable to the instructor; in this case, an extension form indicating the date when the work is expected to be completed will be submitted to the Registrar. If there is no acceptable plan, the instructor will assign a final grade in accordance with course guidelines. If after the two-year period or extension thereof, the student and/or instructor cannot be contacted, the department chair will assign a final grade. In the eventuality that no grade is assigned, the Y will automatically be changed to a W (withdrawn) after notification to the instructor and/or department. *(Approved by the Academic Standards Committee; reported to the CAS Faculty October 4, 2001, p. 1080)*

## **1.2. Limit on N Grades**

Although N grades do not affect the grade-point average, the accumulation of an excessive number of Ns is considered insufficient progress toward a degree. Therefore, after the first three courses for which a grade of N is received, any subsequent grade of N will be recorded as an E, regardless whether a course in the original nine credits is retaken.

Note: a) The effective date for the change is September, 1986.  
b) The counting of attempted credits for which the N grades are earned will begin in the Fall, 1986 semester.  
c) If there are two four-credit courses which have earned Ns, only a one-credit course could earn an additional N grade. A three-credit course would be E.

*(December 4, 1985, p. 602)*

## **1.3. Credit without Grade**

The provision for credit-without-grade (pass-fail) is intended to encourage students to attempt courses outside their major fields of interest. Subject to the following regulations, a student may elect a limited number of courses without concern for his or her cumulative honor point average.

The following conditions must be met unless a course is offered only on a Pass-Fail basis:

1. The student has accumulated 55 or more credits.
2. The student is in good academic standing (GPA 2.0 or better).
3. Only one course may be elected pass/fail per semester.
4. The election does not put the student over the four class pass/fail election limit.
5. The course is outside the student's concentration and outside any elected minor.
6. The course cannot be used to fulfill general education requirements (except for a foreign language). *(rev. December 5, 1990, pp. 743-744)*

In Teacher's Certificate Programs the concentration subject includes a major and a minor.

Students will submit a form to the Registrar's Office after having registered in order to elect course for credit without grade. They may not elect this option after the end of the first two weeks of the semester, nor change to credit with grade after the announced deadline for dropping classes.

Students choosing the credit-without-grade option will be expected to complete all assigned work and examinations of the course. If in the judgment of the instructor the student earns a grade of C (2.0) or better, the course will appear on the student's transcript with a grade of "P" and with credits earned; if the grade earned is less than a C, the course will appear with a grade of "F" without credit.

Courses elected for credit-without-grade will not be included in the calculation of the honor point average.

Some courses are offered by departments only on a pass-fail basis. A department should send a proposal of its intention to use the P-F system for a specific course to the Curriculum Committee in advance of the new time schedule. Students should be informed of the new P-F credit system at the beginning of the semester. *(rev. April 4, 2002, p. 1103)*

## **1.4. Credit by Examination**

The provision for credit by examination is intended to encourage students to engage in independent study.

The maximum number of courses which may be passed by examination is three, and only courses offered by the University of Michigan-Flint can be used. Study Abroad courses are excluded, as are other courses as determined by the several departments.

A student who deems his or her preparation adequate to pass a departmentally approved course by examination should request the appropriate Chair for an interview to assess his or her competence, which must appear to be at least C, and to secure the consent of departmental faculty selected by the Chair to make the decision. Having received written approval of the Chair and the selected faculty, the student will register at the Office of the Registrar and thereafter take the examination at a time and place determined by the department. The appropriate letter grade will be entered on the student's record as if the student had taken the course conventionally. Credit-without-grade cannot be earned by this means, and ordinarily a student may attempt credit by examination in a given course only once. *(rev. April 4, 2002, p. 1103)*

### **1.5. Deadline for Term Grades**

The faculty agreed to report final grades to the Registrar within 72 hours of the final examination.

### **1.6. One Day Final Exam Study Period Established**

The faculty adopted the principle of a period for student review of the semester's work after all assignments (except the final examination) have been completed. In the event the last scheduled class day of any semester falls on the day immediately preceding the first calendar day of scheduled examination, this day shall be considered a study period and classes shall not be held.

### **1.7. Plagiarism**

Intellectual honesty is crucially important in the academic community. Plagiarism is a violation of intellectual honesty. A writer plagiarizes by consciously or unintentionally appropriating the ideas, words, or phrasing of another person without acknowledging the source, attempting to receive credit for them as his or her own work.

Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism may indicate intellectual laziness. Both are to be avoided in the academic world, where ideas are important and their sources are a primary basis for respect and reward.

An instructor may, at his or her discretion, impose a penalty on a student guilty in the instructor's estimation of plagiarism. Such a penalty may include failure or reduced grade on a particular assignment, failure or reduced grade in a course, or a recommendation to the Committee on Academic Standards that a student be dismissed from the University.

Any students who are penalized for cheating, plagiarism, or another form of intellectual dishonesty may appeal the case to the Committee on Academic Standards, which has the authority to investigate the act. See also the UM-Flint Policy on Academic Integrity as stated in the UM-Flint Catalog and approved by the CAS faculty on December 5, 1990, pp. 741- 743.

### **1.8. Final Examinations**

Final examinations may only be given in accordance with the official schedule issued each semester and not before the end of the semester. A student must take the final examination in each of his or her courses for which a final examination is required at the time fixed for it on the official examination schedule. Students who because of hardship, conflict, or other unusual circumstances wish to change the scheduled time of a final examination must have their request approved by the instructor. *(rev. April 4, 2002, pp. 1103 & 1108)*

## 2. HONORS AND GRADUATION HONORS

### 2.1. Recognition of Superior Scholarship

A full-time student carrying twelve graded (not Pass-Fail) credits or more who earns a 3.5 grade-point average for any semester will receive the honor of being designated a "University of Michigan-Flint Scholar" for that semester. These further conditions apply in considering candidates for this honor:

1. Any E, F, or N final grade in any course during the semester under consideration excludes a candidate from receiving this honor.
2. Regular and Non-Candidate-For-Degree Students are eligible for the honor; Guest Students are not.

Students with cumulative grade-point averages of at least 3.5 but less than 3.75 will be recommended for degrees "with honors." Students with cumulative grade point averages of at least 3.75 will be recommended for degrees "with highest honors."

In computing averages only courses taken at the University of Michigan-Flint will be included. *(rev. March 3, 1982, pp. 441-442; April 6, 1994, p. 850; April 14, 1994, p. 854; November 1, 2000; p. 1044; April 4, 2002, p. 1103)*

### 2.3. Graduation Honors: Waiver Procedure

Students otherwise qualified for graduation with honors but lacking the number of University of Michigan credit hours required may be considered for graduation with honors by the Academic Standards Committee upon petition to the Committee by the academic advisor of the student. *(rev. April 4, 2002)*

## 3. FACULTY GOVERNANCE PROCEDURES

### 3.1. Conduct of Faculty Meetings

1. The meetings of the Faculty of the College of Arts and Sciences shall be called to order within five minutes of the scheduled hour, whether a quorum has been reached or not;
2. Normally the agenda shall be organized as follows:<sup>1</sup>
  - a. Elections requiring faculty vote at the meeting;
  - b. Matters of old business requiring faculty action;
  - c. Reports of committees which require faculty action;<sup>2</sup>
    - i. Nominating Committee
    - ii. Curriculum Committee
    - iii. Committee on Admissions and Scholarships
    - iv. Committee on Academic Standards
    - v. Ad hoc committees
  - d. Other new business requiring faculty action;
  - e. Reports not requiring faculty action.
  - f. Report of the Dean.
  - e. Report of the Secretary. *(rev. April 4, 2002, p. 1104)*

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<sup>1</sup> The Chairman at any meeting of the CAS may make a change from this order to the agenda, provided that the change is not opposed by a majority of the members present.

<sup>2</sup> In order of importance as determined by the Secretary to the Faculty.

3. Reports may be given, debates conducted and minutes taken although no quorum has been reached. However, no actions requiring the vote of faculty may be taken.
4. When a quorum is reached, reports and debates are to be closed as quickly as possible and business requiring decisions will be begun.
5. A committee report which calls for faculty action must be circulated at least 48 hours in advance of the meeting at which the report is to be discussed.
  - a. This rule shall be waived only in demonstrably unusual circumstances.
  - b. Presentation of the report at the meeting should presume prior acquaintance with and understanding of the report by the faculty; appropriate action should be taken without undue delay.
  - c. The report should contain all relevant information and should be clearly and thoughtfully written.
6. The faculty shall elect a Parliamentarian for a one-year term. The Parliamentarian may be reelected for additional terms. The Parliamentarian, together with the Secretary, shall sit at the front with the Chair. The Parliamentarian shall be elected at the April meeting from a slate presented by the Nominating Committee. Additional nominations may be made from the floor. *(November 2, 1977, pp. 214-215; April 4, 2002, p. 1104)*

### **3.2. Content of Faculty Minutes**

The Secretary to the Faculty of the College of Arts and Sciences should include in the regular minutes those sections of reports by faculty standing committees that record action taken by the committees in the name or by the authority of the faculty. The number of votes cast for individual candidates in faculty elections should not be printed in the CAS Minutes. *(rev. April 22, 1985, p. 594)*

### **3.4. Compilation of Standing Rules**

The Secretary will annually compile the Standing Rules of the Faculty of College of Arts and Sciences in their entirety regardless of where else they might appear, and publish them to the faculty. *(February 4, 1976, p. 53)*

### **3.5. Reports to the Faculty Distributed through Office of the Dean**

Reports of faculty committees and committee materials intended for general circulation should be brought to the office of the Dean for the actual distribution in order to be certain that such materials would indeed reach all on the distribution list.

Reports must be submitted to the Dean's office, preferably in electronic form, and if not, in camera-ready form, by 10 a.m. of the morning four working days prior to the day of the next scheduled meeting (for example, Thursday morning for a meeting scheduled on the following Wednesday). Exceptions to this policy may be granted by the Secretary to the Faculty. *(November 9, 1994, p. 869; April 4, 2002, p. 1104)*

### **3.6. Convener of Committee in Absence of Chair**

It was agreed by the faculty that in the absence of an elected Chair, the person whose name is first alphabetically will have the responsibility of calling the first meeting of the committee.

### **3.7. Procedure in Case of Resignation from Committees**

A faculty member wishing to resign membership on a committee should address a written letter of resignation to the Secretary to the Faculty of the College of Arts and Sciences, who in turn will notify the Chair of the Nominating Committee of the committee vacancy.

### **3.8. Eligibility for Nomination to the Executive Committee**

Any member of the CAS Executive Committee who is serving a term of one year or less will be exempt from the one-year waiting period required for renomination by the CAS Code. (*April 5, 1984, p. 534*)

### **3.9. Statement from Nominees for the Executive Committee**

Nominees to the faculty Executive Committee will be asked to submit to the faculty a brief statement outlining their qualifications for the position and their opinions on what they consider to be the major issues confronting the committee. The Secretary to the CAS Faculty will request such a statement from each nominee and circulate it with the mail ballot for the Executive Committee. The Secretary is also empowered to set a reasonable deadline for the submission of such a statement. (*September 11, 1986, p. 616*)

## **4. FACULTY CONCERNS**

### **4.2. Outside Employment**

Professional faculty members (including administrative personnel) may engage in outside employment for remuneration subject to the following guidelines:

1. Teaching, consulting services and other appropriate work are generally considered advantageous to UM-Flint if they do not exceed an average of 20 hours a month during the academic year.
2. Such activities must be conducted with no involvement of UM-Flint equipment, materials or staff, and there should be no interference with total responsibilities to UM-Flint.
3. Such employment should be approved in advance by the department Chair and the Dean and the Executive Committee. (*rev. April 4, 2002, p. 1104*)

### **4.3. Policies and Procedures for Personnel Decisions in CAS**

Minimal procedures for personnel decisions (evaluation, promotion, and non renewal of contract).

1. a. By June 1st of each academic year, the department Chair shall notify every faculty member in the department that evaluations for promotion and tenure are pending. Such notice should indicate the evidence to be used in arriving at judgments concerning his/her performance, and should solicit self-evaluations from individual faculty members concerned.  
  
b. In addition to such self-evaluations, each of these faculty members shall also be evaluated according to procedures that each department shall have put in writing and disseminated to all members of the department. A copy of such procedures shall be filed with the Dean of the College. (*rev. April 4, 2002, p. 1104*)
2. Departmental consideration of merit shall be initiated during the first week in April, and shall include considerations of self-evaluation provided by members of the department. The Chair

- shall then prepare a departmental recommendation based on written procedures adopted by the department and following Executive Committee guidelines.
3. In cases that may lead to nonreappointment or termination: If the department Chair feels that a faculty member's performance is unsatisfactory the Chair should discuss with the individual the perceived shortcomings to give him/her an opportunity to improve. (*rev. April 4, 2002, p. 1104*)
  4. Where promotion or tenure is not recommended by the department or promotion committee the Chair or committee convenor will notify the faculty member concerned and be available for discussion before the recommendation is forwarded to the Dean. (*rev. April 4, 2002, p. 1104*)
  5. Any individual being considered for termination shall be so informed at least thirty days prior to the time the notice of nonreappointment must be made, and by May 1 for those faculty members who have completed two or more years at the University of Michigan-Flint. Such prior notice should be given after consultation between the Chair and those faculty members designated by departmental procedures. Upon request, the individual under consideration should be made acquainted, in writing, with the reasons for the possible recommendation, should be given an opportunity to produce reasons why such a decision should not be made, and again, upon request, should be given an opportunity to discuss the pending decision in a conference with the Chair and other faculty members designated by departmental procedures. The Chair will inform the Dean and Executive Committee of a decision to terminate, in time for the provisions of section 4.3.6 to be observed. (*rev. April 4, 2002, p. 1104*)
  6. A faculty member must be given written notice of nonreappointment:
    - a. Not later than three months preceding the expiration date of the first academic year of service, if the appointment expires at the end of that year.
    - b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year. In cases of appointments terminating at other times, notice of nonreappointment will be given not later than the beginning of the last term covered by the appointee's current appointment.
    - c. Not later than the end of the first two weeks of the fall academic term of the terminal year after two or more years at the University of Michigan-Flint. If the term appointment terminates during the academic year, notice should be given no later than a date which would provide two full academic terms in advance of the termination. (*April 6, 1978, pp. 257-259; rev. January 18, 1996, p. 910*)

#### **4.4. Discrimination Based on Sexual Orientation**

The College, along with the Senate Assembly of the University of Michigan, endorses the Presidential policy issued in 1984 which prohibits discrimination based on sexual orientation, and will state its adherence to this policy in official publications. The College will work to eliminate discrimination based on sexual orientation and to create an environment free of such discrimination for all faculty, students, and staff. (*Senate Assembly: December 16, 1991; CAS: April 2, 1992, p. 791; April 4, 2002, pp. 1104-1105*)

## 5. APPEAL PROCEDURES FOR CAS INSTRUCTIONAL STAFF

The appeal procedures outlined below are available to instructional staff members<sup>3</sup>, both regular and supplemental, of the College of Arts and Sciences who have problems or complaints concerning the way decisions have been made about any aspect of their employment. It is the intent of these appeal procedures to provide a prompt and humane review of College or departmental action so that, if mistakes have been made, they may be corrected or alternatively, and if action taken was proper, it may be better understood by the person affected. It is intended that informal consultation will resolve most problems and that these appeal procedures will apply only when informal methods have failed.

The Secretary to the CAS Faculty will provide information about grievance procedures and will, on request and with the consent of all parties concerned, attempt to mediate disputes, or refer parties to appropriate University of Michigan resources or personnel intended to help resolve disputes. The Dean may, in addition, request the department or the College Executive Committee to reconsider a case if the Dean thinks an improper decision about professional competence may have been made. No action by the Secretary to the CAS Faculty or the Dean, however, will deny a grievant continuing access to the prescribed appeal procedure. (*rev. April 4, 2002, p. 1105*)

The College believes that a faculty member's professional competence and a department's staff requirements, in all but extraordinary circumstances, can best be evaluated at the departmental level, with appropriate external consultations. The College therefore does not implement the provisions of this document unless there is a charge that a department has reached a decision by procedures that are manifestly unfair or inconsistent, or are illegal in their consequences (e.g., discrimination by race, sex, etc.). Departments are expected to rely scrupulously and consistently on decision-making procedures that are fair and commonly known.

In matters of tenure and promotion<sup>4</sup>, departments shall take special care to ensure that evaluations of faculty members always involve persons who are competent and willing to make fair and just evaluations of quality. When candidates are nominated for promotion by a department, the final decision at the College level is made by the Executive Committee of the College. A negative decision at this level, which may be appealed by the candidate only on procedural grounds, shall be acted upon in accordance with the procedures described under "Collegiate Appeals" below.

### 5.1. Initiation of Grievance

The College hopes and expects that the great majority of faculty grievances can and should be settled promptly by informal discussions between a grievant and the appropriate administrative supervisor, normally the department Chair. If a complaint cannot be resolved in such a fashion and the faculty member wishes to pursue the matter further, the grievant shall submit a written complaint, labeled as a grievance, a bill of particulars, and any relevant documents to the department chair within 180 calendar days of the date the grievant first knew or could reasonably have been expected to know of the decision or event that gave rise to the grievance. The Executive Committee shall be notified at the same time by the department chair that a grievance has been initiated. Within two weeks after receipt of the complaint the Chair shall respond in writing to the grievant, giving a decision on the grievance and the reasons for that decision.

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<sup>3</sup> "Instructional staff" includes "regular instructional staff," namely, professors, associate professors, assistant professors, and lecturers, and "supplemental staff," namely, all ranks of adjunct and visiting instructional appointments.

<sup>4</sup> It should be remembered that promotion procedures are prescribed by the Regents' Bylaws and spelled out in more detail in the Promotion Guidelines developed by the CAS Dean and Executive Committee, and circulated to departments. Nothing in this appeals document should be interpreted as permitting alterations in those established promotion procedures.

## **5.2. Appeals Beyond the Chair's Decision**

Within two weeks after receiving the Chair's decision, the grievant, if still dissatisfied, shall either (a) request the initiation of departmental appeal procedures or (b) request the Dean and Executive Committee of the College to initiate collegiate appeal procedures. The grievant shall send a copy of the written request in the former case to the Chair and in the latter case to the Dean. Within two weeks after receiving a grievant's written request for the initiation of departmental appeal procedures, the department Chair shall choose one of two responses: (a) to initiate a departmental appeal procedure as requested or (b) to decline to initiate departmental appeal procedures and instead request the Dean and Executive Committee of the College to deal with the case, in either instance informing the grievant in writing of what is being done.

## **5.3. Departmental Appeal Procedures**

If dealt with at the departmental level, an appeal shall be heard, as the grievant shall propose when initiating the appeal, either by those instructional staff members of an appropriate standing committee designated by departmental policies, such as the department's executive committee or grievance committee, or by an ad hoc committee of three members of the instructional staff of the department. Such an ad hoc committee shall be composed of one member named by the grievant, one member named by the department Chair, and a third member chosen by the two appointees; this third member shall act as Chair of the committee.

The proceedings of the departmental appeal committee, whether standing or ad hoc, should be flexible and informal. The grievant and the department Chair have the right to be present when testimony is taken, to call and question such witnesses as the committee decides to hear, and to offer rebuttal to testimony. The grievant and the department Chair may each invite a member of the departmental faculty to be present as advisor. However, only committee members may attend and participate in the deliberations of the committee. A complete record of the deliberations shall be kept and deposited with the office of the Secretary to the CAS Faculty.

Neither the grievant nor the departmental appeal committee as a whole shall have direct access to departmental files. But either may request the Secretary to the CAS Faculty and/or the Chair of the departmental appeal committee to examine relevant files in their entirety and to provide each party with the same summary of their contents as they relate to the grievance, giving due consideration to protecting confidential aspects of the material.

Not later than one month after the selection of its Chair, the appeal committee shall submit an identical report in writing to the grievant and the department Chair. Stating its reasons in its report, the committee shall recommend one of the two following courses: (1) that the grievance be rejected, or (2) that the department reconsider its original decision, avoiding any procedural shortcomings identified by the committee.

Either the grievant or the department Chair, if unwilling to accept the committee's recommendation, may appeal to the Dean and Executive Committee of the College. Any such appeal must be submitted within two weeks after receipt of the departmental appeal committee's report, and must give a clear and factual statement of the basis for the appeal together with relevant supporting documents. Simultaneously, a copy shall be sent to the other party.

## **5.4. Collegiate Appeals**

Requests to initiate College level grievance procedures reach the Dean and Executive Committee in one of three ways:

1. direct request from a grievant or a department Chair choosing not to employ departmental appeal procedures;

2. appeal against the recommendation of a departmental appeal committee by either principal party; or
3. appeal by a grievant against a negative tenure or promotion decision at the College level (the Dean and Executive Committee), irrespective of a previous appeal by the department Chair. (In this third case, written appeal must be submitted before the end of the academic year in which the decision of the Executive Committee was rendered, setting forth the specific complaints which are grievable pursuant to this document.)

On receipt of a request the first or second way, the Dean and Executive Committee of the College shall review the grievance and make an initial determination as to the grievability of the points at issue. No individual party to the grievance shall participate in this review. In carrying out this review, the Executive Committee shall provide a copy of the grievance to the individual(s) in question and request a brief response from each one, due no later than seven (7) days after receipt. The Executive Committee shall review all documents and collect any other clarifying information it deems relevant. The Executive Committee shall then dismiss the grievance, refer the issue for review to an ad hoc College committee or, for a case received in the first way, require the application of departmental appeal procedures.

On receipt of a request the third way, the Dean and Executive Committee shall refer the issue for review to an ad hoc College committee. As appeals in promotion and tenure cases are allowed only on procedural grounds, the ad hoc committee's initial role shall be to determine whether any procedures have been violated. If it finds no procedural grounds for the appeal, it shall dismiss the grievance; otherwise, it shall proceed.

In all cases, identical written notification of the College response shall be sent to all principal parties.

In the event that a grievance is filed against the Dean of the College, the Executive Committee shall act in the Dean's absence from its deliberations, with the secretary pro tem presiding and making all necessary notifications. Executive Committee members against whom grievances are lodged likewise will be excused from all Committee deliberations bearing on the grievance. (*rev. April 4, 2002, p. 1105*)

A College level ad hoc appeal committee shall consist of two members of the Governing Faculty of the College having no personal interest in the case. To this end, the Nominating Committee, before the end of each academic year shall appoint a panel of no fewer than 20 members of the Governing Faculty of the College from among whom members of the College ad hoc appeal committees will be selected for service during the succeeding year. The names of panel members shall be made public before the end of the academic year. In each instance when the Dean notifies the parties that an ad hoc committee is to be employed, each of the two principal parties shall within ten days of such notice nominate five members from the College panel, and each principal party shall within a further ten days select one of the other party's nominees. The third member of the ad hoc committee shall be a member of the University faculty selected by the other two members of the ad hoc committee from a list of five to ten members of the University faculty provided by the Provost. The chair of the ad hoc committee will be chosen by its membership. (*rev. April 4, 2002, p. 1105*)

At the initiation of the member, he or she may be excused from serving on the ad hoc committee by a unanimous vote of the remaining members. The chair or any other member of the committee would be expected to request such an excuse if he or she has a significant family or personal association with one of the parties.

The Chair of the collegiate ad hoc committee shall preside over hearings. The committee shall hear testimony from the principal parties and from witnesses requested by itself or either party. Both principal parties have the right to be present when testimony is taken, to call and question

such witnesses as the committee decides to hear, and to offer rebuttal testimony. Each party may invite an advisor. The role of the advisor shall be limited to personal consultation with the appropriate principal party. The hearings shall be private, attended only by members of the committee, the principal parties, their advisors and witnesses for the period of their testimony, except that the committee may invite appropriate observers or others having a substantial interest in the outcome of the case.

The Chair shall ensure that a complete record be made of all hearings. Only one record shall be made. Additional transcripts or parts thereof will be made available at the request of either party and at that party's expense. At the conclusion of the committee's deliberations this record shall be deposited in the office of the Secretary to the CAS Faculty, together with relevant, nonconfidential evidence and documents submitted to the committee, and a complete list of the confidential materials examined. The office of the Secretary to the CAS Faculty shall retain the records of the case for one year after committee action, or for a longer period upon request of either of the two principal parties or the Dean. No records shall be destroyed until the University Counsel has approved.

After the hearings at which testimony is taken, the further deliberations and discussions of the collegiate ad hoc committee shall be private and confidential and shall not be recorded. In these deliberations the committee shall have access to department and College records that it deems relevant, confidential or otherwise. In its report and any accompanying exhibits chosen by the committee to substantiate its report the committee shall delete such portions of any record, as needed, to protect the interests of third parties or the confidentiality of evaluations, but shall note such deletions.

Within one month after the constitution of College ad hoc appeal committee, the committee shall submit a written report of its decision and the reasons therefore to the Dean of the College, sending identical copies to all principal parties. This report will recommend to the Dean and Executive Committee either (1) rejection of the appeal, or (2) action by the Dean and Executive Committee to correct procedural shortcomings and/or their consequences. Not later than two weeks after receipt of the committee's report either principal party may submit a written statement to the Dean about the committee report; and not later than one month after receipt of the committee's report the Dean and Executive Committee of the College shall report a final college level decision in identical written statements to the principal parties.<sup>5</sup>

When a grievant is on duty outside the state, or when an appeal procedure extends into spring and summer half-terms, or under other special circumstances it may be difficult for either party to meet the deadlines specified in this document: The purpose of the time deadlines is to assure expeditious handling of the grievances. However, reasonable flexibility is also desirable. Therefore, if either party finds a deadline cannot be met, that party should file with the Dean's office, prior to the deadline, a written statement giving a reasonable justification for the anticipated inability to meet the deadline and also suggesting a new deadline date. The Dean and Executive Committee will either accept the suggested new deadline, set a new deadline, or require adherence to the original deadline. (*November 2, 1977, pp. 208-213; rev. December 4, 1985, pp. 602-605; April 4, 2002, p. 1105*)

##### **5.5. Dean's and Executive Committee's Interpretive Authority in Grievances.**

The Dean and Executive Committee of the College shall have final interpretive authority if any provision of this document is patently ambiguous in this application in relation to a particular grievance. (*April 4, 2002*)

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<sup>5</sup> If the grievant still feels that there has been a substantial inequity, he or she may petition the Provost, the Chancellor, or the President.

## **6. ACADEMIC REGULATIONS AND DEGREE REQUIREMENTS**

### **6.1. Academic Standing**

A student is in good academic standing as long as he/she maintains an average of at least two honor points for each credit elected in the University.

The academic records of all students whose grade-point average falls below C (2.0) are reviewed at the end of each semester by the Committee on Academic Standards. According to individual circumstances students with deficient academic records may be placed on warning or required to withdraw. Students on warning must make substantial improvement during the following semester in order to continue in the University.

### **6.2. Course Load**

A normal program consists of approximately 15 potential credits. With the consent of his or her faculty advisor, a student may carry up to 18 potential credits in a semester (9 potential credits in each summer session). In exceptional cases the Committee on Academic Standards may permit students of superior scholarship to elect more than 18 potential credits in a semester (9 potential credits in each summer session).

*A student who is self-supporting wholly or in part should so inform his or her faculty advisor and should limit his or her course load accordingly. It is very difficult for a self-supporting student to carry a full load without adverse effects upon health and without a curtailment in benefits from studies. A normal program for a student employed full-time is six potential credits. With the approval of the advisor the load may be extended to a maximum of ten credits. A student with part-time employment of more than 15 hours a week should limit his or her academic program to nine credits. With the approval of the advisor this load may be extended to a maximum of 12 credits.*

Refer to the current Catalog for information on current procedures (i.e., registration, add/drops, wait lists, etc. *(rev. April 4, 2002. p. 1106)*)

### **6.4. Validation of Enrollment for Courses with Prerequisites**

If a student enrolls for a course for which he or she has not met the stated prerequisite, the instructor of that course has the option of directing the Registrar to declare this enrollment invalid before the end of the first two weeks of classes. If the instructor exercises the option to declare the student's enrollment invalid, the student does not need to complete a drop/add form. Otherwise (except as stipulated in Rule 6.5), it is the student's responsibility to inform the Registrar's office of his or her intention not to attend class by submitting a completed drop/add form. Failure to do this will result in a failing grade. *(April 5, 1979, p. 318; rev. April 6, 1988, pp. 661-662)*

### **6.5. Disenrollment from Classes Not Attended**

If a student misses the first two periods of a class or misses the first class if it meets once a week, and if the student has not previously informed the instructor of his or her intention to continue in the class, the instructor of that course has the option of directing the Registrar to declare this enrollment invalid before the end of the first two weeks of classes. If an instructor exercises the option to declare a student's enrollment invalid, the student does not need to complete a drop/add form. Otherwise (except as stipulated in Rule 6.4), it is the student's responsibility to inform the Registrar's office of his or her intention not to attend class by submitting a completed drop/add form. Failure to do this will result in a failing grade. *(October 6, 1983, pp. 520-521; rev. April 9, 1986, pp. 613-614; rev. April 6, 1988, pp. 661-662)*

## **6.6. Changes in Course Elections**

Changes in course elections include dropping a course, adding a course, and substituting another course for one already selected.

To make a course change, a student must obtain the appropriate form from the Office of the Registrar and have it signed, first by the student's faculty advisor and then by the instructor or instructors concerned. The student continues to be registered in the class of original choice until the student has returned the course-change form, properly signed, to the Office of the Registrar.

No new courses may be elected after the end of the second week of the semester, nor, except in extraordinary circumstances, may a course be dropped without a final grade after the Friday of the seventh week of classes. A request to drop a course without final grade after this time will be considered only on medical grounds or for other compelling reasons. (*rev. October 15, 1981, p. 426; December 3, 1981, pp. 429-430; October 9, 1985, p. 597; April 4, 2002, p. 1106*)

Permission to withdraw from a course after the deadline will not be granted merely because the student is doing unsatisfactory work. If a student drops a course without official approval, the grade of E, F or N, as appropriate, will be recorded. (*rev. April 4, 2002, p. 1106*)

## **6.7. Auditing**

Students are expected to elect courses for credit. Occasionally an undergraduate student may wish to attend courses which the student has not elected for credit. The instructor may grant official auditing privileges when they are warranted by valid educational reasons. If the course is to appear on the student's transcript as an official "audit," the student must attend classes regularly and complete all the work of the course, including papers, laboratory assignments, examinations, and the final examination. If the student does not complete the course as an official auditor to the instructor's satisfaction, the grade W will be recorded on the student's permanent record. A course that is officially audited is charged for at the usual rate of tuition.

## **6.8. Reelection of Courses**

Any course may be reelected. Only the grade and credits earned the last time the course is taken will count toward the grade point average. The record of all attempts and grades received will appear on the transcript. Courses taken at institutions other than the University of Michigan-Flint do not affect the grade point average. (*rev. March 8, 1990, pp. 713-714; April 4, 2002, p. 1106*)

## **6.9. Class Attendance**

Regular attendance at class, laboratory, and other appointments for which credit is given is expected of all students. Irregularities in attendance should be promptly explained by the student to his or her instructors. If the instructor considers the number of absences excessive, the instructor may send a written report to the student's advisor or to the Academic Advising Center. (*rev. April 4, 2002, p. 1106*)

## **6.11. Midsemester Reports**

At midsemester, faculty members are asked to report the names of students whose work is noticeably substandard. These students are then notified by the Office of Student Services and are asked to confer with their advisor and instructor or instructors in order to develop a plan for improving their work.

### **6.12. Change in Concentration**

A student who is contemplating a change in concentration should seek advice from his or her current advisor, prospective advisor, or the Academic Advising Center. To effect a change, the student must fill out and submit the appropriate form. (*rev. April 4, 2002, p. 1106*)

### **6.13. Deficiency in English**

Any instructor who finds a student's work seriously deficient in standard written English is expected to refer the case to the Director of the Writing Center, who may suggest additional work in composition with or without credit. Instructors may refuse credit or give a reduced grade to written work which does not demonstrate an accurate, effective use of the conventions of standard English. (*rev. April 4, 2002, p. 1106*)

### **6.14. Guidelines for Admission to the Freshman Class**

- A. *Grade-point Average.* To qualify for regular admission the applicant must have achieved a minimum high school average of 2.7 based on academic subjects taken in the sophomore through senior year only. No one with a GPA less than 2.0 will be admitted. Grades in honors and equivalent advanced placement high-school courses will carry one additional honor point per semester in the calculation of a student's high-school GPA. (*rev. November 5, 1987, pp. 651-652*)
- B. *Academic Units.* Applicants must have completed at least six academic units at the time they apply for admission. Admission of applicants with GPA's near 2.7 and less than four academic units will be deferred until more units are completed.
- C. *Aptitude Tests.* Every applicant must submit ACT or SAT test scores. (*February 2, 1977, p. 141*)
- D. A college grade point average of 2.7 or higher in transferable courses is required for admission of all transfer students with less than 12 semester hours of transferable credit. If the college G.P.A. is 2.0-2.6, transfer students must meet freshman admissions standards (2.7 academic high school G.P.A., ACT or SAT test scores) in order to be admitted. Military personnel are exempt from this policy. (*September 14, 1989, p. 694*)

### **6.15. Senior Year Enrollment**

To be recommended for the degree, a student must have been registered as a degree candidate in the University of Michigan-Flint for at least the last 30 credits. (*November 2, 1977, p. 218*)

### **6.16. General Degree Requirement**

For all degrees granted in the College of Arts and Sciences, at least 33 credits must be completed in courses numbered at least 300. The requirement does not distinguish between courses taken within or outside the major concentration. In counting credits toward this requirement, course numbers will be counted as they actually appear on the student's transcript (for example, in those cases where a course taken at the 100- or 200-level has subsequently been renumbered 300 or above). (*March 1, 1979, p. 231; rev. April 21, 1982, p. 459; April 4, 2002, p. 1106*)

### **6.18. Non-Candidate for a Degree Policies (NCFD)**

- 1. Unless approved by an advisor, an NCFD student may register for no more than nine (9) hours;

2. an NCFD student may continue course work as long as the student's grades are "C" average or better;
3. an NCFD student not otherwise qualified may qualify for admission to a program by completing 12 semester credits of work with a "C" grade or better in courses from each of the following areas: a) science or math; b) social science; c) humanities (also acceptable in the "humanities" area are courses in English Composition and basic courses in Foreign Languages).
4. Courses completed for audit at the University of Michigan-Flint by an NCFD student will be accepted toward the University degree insofar as those courses are normally acceptable toward the degree at such times as the student has been admitted as a degree candidate.

Applicants who wish to pursue studies not leading to a degree may be admitted at the discretion of the University of Michigan-Flint upon making appropriate application for admission, provided they are high school graduates or the equivalent and their previous educational accomplishments indicate a good probability of success. NCFD applicants who have been enrolled in a high school or institution of higher learning within the past five years must submit high school and college records which will, along with tests and evidence of maturity, be used to predict their probability of success. Applicants who are able to meet standard admissions requirements may elect to be admitted as NCFD students.

#### **6.19. Degree Requirements: Variation in Departmental Requirement**

Approval of a request for variance in departmental requirements shall be a function of the department. A student whose request is denied may appeal the case to the Academic Standards Committee. (This procedure means that each department must set up its internal procedures for acting upon such requests. The department chair shall communicate that decision to the Registrar.) *(rev. April 4, 2002, p. 1106)*

#### **6.20. Substitution of Independent Study Courses for Required Courses**

The Registrar will be empowered to record the specific content of one independent study course and to indicate that it satisfies a degree requirement for a student when the following conditions are met:

1. The department in which the course is offered has determined that the content is the same as the required course. *(rev. April 4, 2002, p. 1106)*
2. The Chair of the department in which the course is offered has approved the substitution.
3. The required course will not have been offered at such a time as to allow the student to complete the requirements for a degree.
4. Such substitutions are handled as individual cases. *(rev. February 8, 1979, pp. 284-285)*

#### **6.22. Double Registration**

Students within six hours of completing the graduation requirements who have been admitted to the Horace H. Rackham School of Graduate Studies may register simultaneously in the University of Michigan-Flint and the Graduate School. Students who may seek double registration for some term should apply for admission to the Horace H. Rackham School of Graduate Studies sixty days before the beginning of that term. Then course work taken toward completion of the graduation requirements will earn undergraduate credit, and graduate course elections will earn graduate credit. Information on graduate admission is available from the Flint Graduate Center.

### **6.23. Student Grievance Procedures**

- A. The general procedure for resolving student grievances in matters of dispute between student(s) and instructor(s) regarding classroom instruction, arbitrary and/or inconsistent application of classroom policies and procedures including assignment of grade(s) and allegations of discrimination shall be as follows (for a discussion of discrimination, see the section on discrimination under Student Rights Policies in the *Catalog*):
1. The instructor(s) shall be consulted directly in an effort to resolve the dispute.
  2. Should the dispute not be resolved, the student may refer the problem to the instructor's departmental or program Chair within 30 days of the start of the next regular academic term (excluding summer school).
  3. If a resolution is not reached through discussion with the department or program chair, a written complaint shall be submitted within five school days to the chair, who shall, within five school days, return to the student(s) a written confirmation of receipt of the grievance.
  4. Within 30 days of receiving the grievance, the department or program chair shall return to the student(s) a written decision. This decision shall represent the conclusion of at least a majority of the full-time, regular teaching faculty of that department or program. The student may appeal decisions of the department or program faculty to the Committee on Academic Standards of the College. The Committee shall then consider all evidence and testimony and shall render its decision not later than one month after submission of the appeal. Its decision shall be binding on both the student and the instructor and shall be final.
- B. Problems which involve departmental or College policies which cannot be resolved at the point of origin may be appealed to the Academic Standards committee of the College. Said committee shall consider all evidence and testimony, and shall render its decision not later than one month after the submission of a written complaint.

The decision of the committee shall be binding on both parties and shall be final.

- C. Decisions on matters which involve departmental or College policies where the Academic Standards Committee's decision is the original decision, may be appealed to the Dean and the Executive Committee, whose majority decision will be final.

The following statement of student rights and responsibilities shall form a part of the policy on student grievances as defined by these grievance procedures.

Free inquiry and free expression are essential attributes of the University community. As members of the community, students are encouraged to develop the capacity for critical judgment and to engage in a substantial independent search for truth. The freedom to learn depends upon the opportunities and conditions in the classroom, the campus and in the larger community. The responsibility to secure and respect general conditions conducive to the freedom to learn should be shared by all members of the academic community. Students are obligated to exercise their freedom with maturity and responsibility. (*rev. April 8, 1999, p. 1016*)

### **6.24. In the Classroom**

It is the responsibility of the instructor to:

1. Provide a written syllabus for the course that lays out class expectations and grading criteria.
2. Allow any student to drop a class.

3. Allow a student the right to question a grade.
4. Give a major exam or formal evaluation and return the results to the student before the last day to drop a class.
5. Follow the course description given in the *Catalog* and course requirements as outlined in the syllabus. If the class will cover other or different material than listed in the *Catalog* or outlined on the syllabus, the instructor must notify all students of modified requirements at the earliest opportunity.
6. Follow the class requirements and expectations set forth in the syllabus. The class requirements cannot be altered drastically during the last seven weeks of class in a semester or the last three weeks of spring or summer term.
7. Meet class as scheduled. (*rev. April 4, 2002, pp. 1106-1107*)

It is the responsibility of the student to:

1. Understand and be aware of the rules and requirements as set forth by the University concerning his/her program of study by reading the *Catalog*.
2. Inquire as to the course requirements when in doubt about them.
3. Maintain the standards of academic performance established by their instructors and courses of study.
4. Initiate investigative proceedings if they believe that their academic rights have been violated by following the Student Appeal Procedure of the College of Arts and Sciences.
  - a. *Protection of Freedom of Expression.* Students are responsible for learning thoroughly the content of any course of study, but are free to take exception to the data or views presented and to reserve judgment about matters of opinion.
  - b. *Protection Against Improper Disclosure.* Information regarding student views, beliefs, and political associations which instructors acquire in the courses of their work as instructors, advisors, and counselors is considered a professional obligation.
  - c. *Protection Against Improper Academic Evaluation.* Students can expect protection, through orderly procedures, against prejudice or capricious evaluation. (*November 10, 1976, pp. 97-99*)

## **6.25. Changes in Academic Rules and Degree Requirements**

1. Changes made in general degree requirements, including general education requirements, and in specific concentration and minor requirements, go into effect the Fall semester following approval and apply to all students admitted to the University that term or thereafter. In non-Catalog-publication years, these changes will be published in a special addendum to the *Catalog*, to be made available to all advisors and students through the Academic Advising Center, and through the on-line version of the *Catalog*.
2. All other academic rules and regulations go into effect the term after which they are approved. (Publication may be in the *Catalog*, the *Schedule of Courses*, or through the Academic Advising Center.)
3. Continuously enrolled students (those who are enrolled for classes at least one semester or term of each 12-month period) are entitled to fulfill the requirements in effect the first semester in which they were admitted to the University. Students who reenroll are required to fulfill the requirements of the *Catalog* in effect on the date of reenrollment. Students may elect to fulfill requirements of any subsequent *Catalog*.
4. Exceptions to these guidelines may be granted in some circumstances, when approved by the governing faculty of the unit affected. If such an exception is approved, it is the responsibility of the department or program requesting the exception to publicize the approved changes by circulating the information to academic advisors and to students affected by the changes.

*(March 9, 1989, pp. 688-689; rev. April 2, 1998, pp. 979-980; April 8, 1999, p. 1011; and March 8, 2000, p. 1033)*

#### **6.26. Double Bachelor's Degree**

A student may elect to earn any two bachelor's degrees simultaneously within the College of Arts and Sciences. Minimal requirements for two degrees earned simultaneously include 30 additional credits beyond the credit required for one of the degrees and the fulfillment of all requirements for both degrees, including the foreign language requirement for any BA degree. Note: The completion of requirements for a double major does not constitute the fulfillment of the requirements for simultaneous degrees. *(December 6, 1989, p. 702)*

#### **6.27. Second Bachelor's Degree**

A student who has received a baccalaureate degree from an accredited college or university and who has fulfilled general education or distribution requirements in obtaining that degree should be considered to have fulfilled UM-Flint general education requirements in the pursuit of a second baccalaureate degree. *(Decision of the Curriculum Committee, reported at the meeting of February 5, 1986, p. 606)*

#### **6.28. Policy on the Awarding of Undergraduate Degrees in Special Circumstances in the College of Arts and Sciences**

In certain special circumstances it may be deemed appropriate or desirable for the College to grant an undergraduate degree to an individual student who attended, but did not graduate from, the University of Michigan-Flint. In general, these circumstances shall include the following:

1. A student near completion of an undergraduate degree dies shortly before completing this work, or is deemed to be seriously ill and unlikely to recover, and the student's family, guardian or partner request the awarding of the degree.
2. A former student achieves a level of distinction and achievement that reflects favorably on the University of Michigan-Flint.

Notwithstanding such circumstances the following conditions shall be met:

1. The student shall have earned 90 or more credit hours at accredited colleges and universities.
2. The student shall have completed a minimum of 30 credit hours in residence at the University of Michigan-Flint.
3. The student shall have maintained a 2.0 grade point average or better.
4. The faculty in the student's major or program shall recommend that a degree be awarded.

In the case of a student who has died or is seriously ill and unlikely to recover, the Dean's office shall administer the process and inform the necessary parties. The Dean will convey information regarding such degrees to the CAS Curriculum, Academic Standards and Executive Committees as information items.

In the case of a distinguished former student, in addition to the guidelines noted above, the Dean's Office shall seek the endorsement of the Academic Standards and Curriculum Committees. *(March 6, 2002, p. 1096)*

#### **6.29. Policy on the Awarding of Post-Professional Bachelor's Degrees**

UMF students who entered a professional program (e.g. medical school, dental school, physician assistant program, doctor of pharmacy program, etc.) prior to completion of their

Bachelors degree may be eligible to transfer credit from their professional program to complete their College of Arts and Science degree requirements. To obtain a Bachelors degree using transfer credits from a professional program the student must meet the following conditions:

- A. Completion of CAS general education requirements.
- B. A maximum of 30 credit hours from the professional program may be applied toward the UMF degree.
- C. A minimum of 45 credit hours must have been completed at UMF.
- D. Approval from the UMF department or program, from which the student wishes to graduate, that the student has met department's or program's graduation requirements.
- E. Petition the academic standards committee to waive the requirement that the last 30 hours of course work be completed at UMF (waiver of the 30 hour rule). (*October 3, 2002, p. 1112*)

## **7. COURSES AND PROGRAMS**

### **7.1. Policy concerning Numbering of Courses**

Undergraduate courses are numbered 000 to 499. Courses numbered 000 to 099 receive "additive credit" which does not count towards a degree. Courses numbered 300 to 499 are upper division undergraduate courses. Graduate courses are numbered 500-599. (*rev. April 4, 2002, p. 1107*)

Courses at the 300-level will state a specific prerequisite or prerequisites, such as a) a specific course or courses; b) junior standing; or c) consent of instructor. (*April 9, 1986, p. 611*)

A 400 number may be assigned to those courses whose prerequisites clearly indicate that the course is a *senior-level* offering, i.e. the *last level* before that of a regular graduate course. (This criterion does not necessarily limit the course to seniors, but it means that the course is designed to serve either as a senior level capstone course or as a course whose level is just below that of a graduate school course.) (*rev. April 4, 2002, p. 1107*)

Courses numbered 500 and above are open only to graduate students except by special permission of the College of Arts and Sciences Academic Standards Committee. The Governing Faculty shall review all proposals for 500 level courses and above, upon recommendation of the UM-Flint Graduate Board. (*rev. February 2, 1977, p. 142; March 7, 1984, p. 531; April 4, 2002, p. 1107*)

### **7.2. "Free Standing" Course Policy**

Although it is understood by the faculty that administrative jurisdiction over such "free standing" courses as DIV 201 resides with the Dean's Office, it is the sense of the faculty that it expects the Dean to consult with the appropriate program and departmental Chair concerning questions that arise in regard to the administration of such courses. (*rev. April 4, 2002, p. 1107*)

### **7.3. Transfer Credit Policy**

No credit is granted work from the UM Medical School, Dental School, Law School, or course work in agriculture, home economics, and most professional courses (e.g., engineering, pharmacy, architecture, dental hygiene, nursing, etc.) except by special permission from an appropriate department Chair. (Such credit would then be departmental credit.)

Exception will be made for those students graduating with a Bachelor in Applied Science. (*rev. April 4, 2002, p. 1107*)

#### **7.4. Evaluation Procedure for Transfer Credit**

Courses undertaken by students at other institutions and transferred into UM-Flint as departmental credit should be evaluated for the possibility of their fulfillment of concentration and/or distribution requirements. The evaluation should be at the time of the student's admittance, by the Office of Admissions and be consistent with policies established through the Chair of the disciplines concerned except that the Director of Admissions, the student's advisor, or a representative of the field may request the Committee on Academic Standards to act on an appeal. (*rev. April 4, 2002, p. 1107*)

#### **7.5. Authorized Action with Respect to Summer Courses**

Courses not included in the College curriculum may be approved for summer session by the Curriculum Committee for experimentation or to take advantage of the special competency of an instructor; but no such course shall be offered more than once without the sanction of the faculty of the College of Arts and Sciences itself. Descriptions of courses not listed in the UM-Flint *Catalog* shall indicate whether or not the course may be used toward fulfilling pertinent concentration or distribution requirements.

#### **7.6. Clarification of Authority of Curriculum Committee**

The Curriculum Committee may act for the faculty in any minor matter having to do with the adjustment of existing course offerings. It shall not introduce a new course or determine any matter of substance.

- A. The following type of curricular changes shall be submitted to the Curriculum Committee to be considered by it and be recommended to the faculty for its approval:
  1. Any changes in general graduation requirements.
  2. Any changes in distribution requirements.
  3.
    - a. The introduction of any new concentration program.
    - b. Any change in the total hours required for any concentration program.
  4. Changes which involve interdepartmental jurisdiction consisting of:
    - a. Interdepartmental curricular changes (such as crosslisted courses) in which one or more of the units does not have the power to change its own curriculum through circulation to the faculty.
    - b. Changes in courses crosslisted in different distribution areas.
  5. Changes submitted by individual faculty members.
  6. Changes submitted by students (BGS, Special Concentration). (*rev. April 4, 2002, p. 1107*)
- B. Other curricular changes shall be delegated to departments or councils of recognized programs. This include such items as:
  1. Changes in course number, course description, prerequisites.
  2. Adding or deleting of courses.
  3. Changes in concentration except as provided in A.3.
  4. Changes that involve or affect more than one unit other than those listed in A.4. above provided that there is mutual consent to such change on the part of all units that are involved or affected. (*rev. February 7, 1990, p. 705*)

- C. 1. All proposals for curricular change, no matter what the originating source, shall be forwarded to the Office of the Dean.
2. The Dean or Associate Dean shall carefully scrutinize these proposals and take the appropriate action by either:
  - a. Forwarding the proposal to the Curriculum Committee for its consideration, or
  - b. Circulating the proposal to the faculty for its information in a monthly report to the faculty on curricular changes. *(rev. April 4, 2002, p. 1107)*
3. Following circulation of a proposal by the Dean for faculty information in the Dean's monthly report, such proposals shall be redirected to the Curriculum Committee for its consideration and for presentation to the faculty for approval if a request for such redirection is forwarded to the Chair of the Curriculum Committee by a faculty member within two weeks of the date of circulation of the monthly report.
4. No new course (except experimental courses) may be printed in the schedule unless it has been approved by the faculty or circulated to the faculty by the last faculty meeting before the schedule is printed.
5. The Curriculum Committee shall present the following kinds of curricular changes to the faculty in two readings: a first reading for preliminary consideration by the faculty, conforming to all the rules and practices applicable to any report made by the Committee, and a second reading at the faculty meeting next following, after which a vote may be taken. *(rev. April 4, 2002, p. 1107)*
  - a. Courses which bear prefixes where the prefix has never before been approved by the faculty.
  - b. Concentration programs in new areas.
  - c. Certificate programs in new areas.
  - d. Degree programs in new areas.
6. The Curriculum Committee shall present the following kinds of curricular changes to the faculty in one reading, after which a vote may be taken. *(April 4, 2002, p. 1107-1108)*
  - a. Minor concentration programs.
  - b. Changes in concentration programs that change the total hours required for the program.
  - c. Changes in concentration programs that do not change the total hours required for the program, but are considered to be major restructuring of the concentration.
  - d. Elimination of concentration, minor and certificate programs. *(added April 2, 2009)*
- D. The Curriculum Committee shall be encouraged to consider the broader aspects of curriculum and their relation to the development of UM-Flint College of Arts and Sciences. *(rev. April 4, 2002)*

### **7.7. Additions and Deletions of Area Options**

1. The Curriculum Committee shall act for the Governing Faculty in considering all courses that are proposed for inclusion among the courses that may be counted in satisfying an Area Option requirement.
2. Any such proposal that it supports shall be approved fourteen days after the Curriculum Committee circulates to the Governing Faculty a report of its recommendation and the description of the course, unless, during this time, the Committee is directed to reconsider the proposal.

3. Any proposal that the Curriculum Committee has been directed to reconsider will be approved only by action of the Governing Faculty, upon recommendation by the Curriculum Committee.
4. Unless determined otherwise by action of the Governing Faculty, a course approved for inclusion among the courses that may be counted in satisfying an Area Option requirement may be so counted as of the semester in which final approval has been made.
5. Any member of the CAS Governing Faculty may propose a course to be included among the courses that may be counted in satisfying the Area Option requirement. Upon circulation by the Curriculum Committee of its recommendation to approve such a proposal for inclusion, and within fourteen days after this circulation, any member of the CAS Governing Faculty may direct the Curriculum Committee to reconsider the proposal for inclusion. (*April 13, 1983, p. 515*)
6. Courses listed in the several Area Options will be deleted if they are not offered at least once in three-year period. (*December 2, 1987, p. 653; rev. February 16, 1989, p. 680*)

### **7.8. Minor Aspects of Course Offerings**

The following matters shall be considered as administrative, to be handled by the departments of the College, in cooperation with the Dean, and will no longer be referred to the Curriculum Committee or reported to the faculty:

1. Bracketing and unbracketing of courses listed in the Catalog;
2. Determination of which semester a course is to be offered and changes in semester.

### **7.9. Experimental Courses**

A faculty member and 12 or more students may develop and offer a one-semester course for no more than three credits, on an experimental basis, subject to the approval of the appropriate department. Written notice of intent to offer such a course should be given to the Curriculum Committee at least six weeks before the registration period for the semester in which the course is to be offered. The course should not be a minor variation of an already existing course. The course will normally carry a departmental course number decided by the department, but if it is essentially interdisciplinary the Curriculum Committee will designate it "Interdisciplinary Study." (*rev. April 4, 2002, p. 1107*)

Concentration credit for such courses will be permitted only by approval of the appropriate department; distribution credit only by approval of the Curriculum Committee. (*rev. March 14, 1985, p. 574*)

### **7.10. CAS Credit for Business Courses**

Students in CAS degree programs (i.e., programs not subject to American Assembly of Collegiate Schools of Business review) are restricted from taking more than 30 credits in business courses.

Specifically:

1. For all undergraduate degree programs in CAS (currently BA, BS, BGS, BAS, BME, and BFA) no more than 30 credits in business courses (BUS or MGT in the Catalog and Schedule) may be counted in the total credits required for graduation. This maximum of 30 credits includes both credits transferred in and the University of Michigan- Flint credits with the following exception:

2. Students with an AAS degree concentration in accounting, management or other business programs who transfer into the BAS program may retain all business credits that are part of an accepted transfer program and include such credits in the 124 credits required for graduation. They may not however count toward that total any additional credits in business earned after transfer to UM-Flint. Students with an AAS degree concentration in accounting, management or other business programs who wish to continue in business should plan to apply to the School of Management for participation in the BBA program.
3. This restriction will become effective for all students graduating from CAS after Winter term, 1984. Students currently enrolled in CAS degree programs, who have not exceeded the 30 hour credit limit as of May 1, 1982 may not do so. Students who have exceeded the limit as of May 1, 1982 will not lose credit for courses completed by then. (*March 3, 1982, pp. 440-441; rev. April 13, 1983. p. 511*)

### **7.13. Minor Concentration Programs**

The College of Arts and Sciences offers minor concentrations to supplement the regular degree concentration and to provide preparation focused on a coherent course of study in an academic discipline or interdisciplinary area. Completion of the minor will be signified by a transcript endorsement upon receipt of the bachelor's degree. Participation in a minor concentration may follow the receipt of a bachelor's degree.

Guidelines for a minor concentration:

1. The program should consist of 18 to 25 hours.
2. The program should require the student to pursue a coherent course of study. Each department or program will be responsible for providing a description of any minor it may wish to offer, and having the program approved in the regular way.
3. Design of the minor should be done in consultation with any departments whose students are likely to elect the minor.
4. Prerequisites may be required for the minor. (*February 7, 1980, p. 364; April 3, 1980, p. 378*)

### **7.14. General Education Credit for Crosslisted Courses**

Crosslisted courses must have the same general education designations. (*October 3, 1988, p. 669-670*)

### **7.15. Committee to Advise the Challenge Program**

The Governing Faculty of CAS authorizes the Dean of CAS to establish an ad hoc committee to advise the Challenge Program, and assist it in preparing policy and curricular proposals for consideration 1 by the CAS Governing Faculty. (*November 10, 1990, p. 722*)

The Dean of CAS will appoint a committee to examine the role of faculty and academic programs in the Challenge Program. (*January 15, 1991, p. 784*)

### **7.16. Requirement of Assessment Plans.**

An assessment plan is required as part of any proposal to establish or revise an academic concentration (major) program. A proposal to establish a new academic minor program is not affected by this requirement.

Responsibility. It is the responsibility of the proposers of any new academic concentration program to include a plan to assess student learning outcomes in the proposal submitted to the CAS Curriculum Committee.

Procedure.

1. New academic concentration programs in CAS must include an assessment plan.
2. When the assessment plan is submitted, the CAS Dean's Office will forward a copy of the full proposal to the Academic Assessment Committee (AAC).
3. AAC will review the assessment plan at the same time that the Curriculum Committee reviews the curricular portion of the proposal. AAC will notify the Curriculum Committee as to whether the assessment plan is approved as submitted, approved with contingencies, or not approved.
4. If the assessment plan needs revision, AAC will communicate directly with the proposers of the program. The Curriculum Committee will be notified by AAC when the necessary revisions have been made. The revised assessment plan will be forwarded to the Curriculum Committee and the approval process will follow its normal course. (*September 17, 1997, p. 957; rev. April 2, 2009*)

#### **7.17. Courses Appearing in the Catalog**

Courses not taught in the previous five years will be bracketed in the Catalog, with notification to the department, unless the course will be taught within the subsequent two years. If the course is not taught within a total of seven years, the course will be deleted from the Catalog. (*January 5, 2003, p. 1126*)

#### **7.18. Policy for Cross-Listing Courses**

Cross-listing courses is important and useful in a liberal arts curriculum that emphasizes interdisciplinary study. In this spirit, this policy creates guidelines and procedures for course cross-listing. These guidelines are meant to ensure consistency and quality of student learning within the College of Arts and Sciences at UM-Flint, while encouraging regular inter-departmental and inter-program dialogue and mutual understanding regarding cross-listed courses. Accordingly, this policy articulates procedures for the establishment, scheduling and staffing, and maintenance of courses cross-listed between two or more departments or programs. Cross-listing of courses should be neither established nor revoked precipitously or capriciously.

##### **1. Establishment:**

- a. Cross-listing courses is *appropriate* only in certain circumstances:
  - i. The course should be truly interdisciplinary, drawing upon the content, theory and methods of both (all) of the cross-listing departments. As such, there must be a genuine relationship between the departmental listings of the course and the actual content of the course.
  - ii. The course should have a single set of central objectives. It is not appropriate to cross-list a course where participating instructors vary the key objectives to reflect

one or the other of the cross-listing departments. This principle should not exclude courses that vary in emphasis or detail as instructors rotate.

- b. To *establish* a cross-listing:
  - i. Careful departmental discussion of the reasons for and purposes of the cross-list must be observed. The deliberations must go beyond the abbreviated catalog description to include a review of a sample syllabus, generated within the criteria of a truly interdisciplinary course with a single set of central objectives.
  - ii. The College should revise the "New Course Forms" to include a section where departments provide a statement regarding the interdisciplinary nature of the course and the shared central objectives.
  - iii. Given the administrative responsibilities assumed by the originating department, the originating and cross-listed departments or programs should always be clearly recorded on the "New Course Forms." Departments submitting new cross-listed courses after this policy takes effect are required to complete this section of the form.

## **2. Scheduling and staffing:**

- a. Proposing departmental scheduling
  - i. If a collaborating department or program wishes to offer and staff a cross-listed course, that department should consult with the originating department or program as to the possibility of offering and staffing a section.
  - ii. The originating department or program can either turn down the proposal to offer the course with a brief statement as to its rationale, or agree to entertain a fuller proposal.
- b. Scheduling by collaborating departments or programs
  - i. Once the originating department or program expresses its interest in having the collaborating department or program offer and staff a section, then the collaborating department or program will provide the originating department the following three documents within a minimum of two weeks BEFORE the schedule is due to the Registrar's Office:
    - A current CV of the instructor
    - A copy of the syllabus for the course
    - A course schedule
  - ii. Once the originating department or program reviews the material, it may then issue a final approval. If an approval is not granted, the originating department or program must state and document its rationale based on the material provided above.
  - iii. Should the collaborating department or program address the concerns expressed by the department that established the course, it is certainly possible that a mutual agreement can be obtained by the Registrar's deadline.

## **3. Maintenance**

- a. Both originating and collaborating departments and programs offering cross-listed courses should conduct a regular review of the appropriateness and viability of continued

cross-listing in light of changing departmental objectives, program needs and staffing. If either (any) department deems the cross-list inappropriate, it may, in consultation with the other departments, remove the cross-list using the existing "New Course Form."

- b. All departments or programs should inform cross-listing departments or programs when either syllabus or the instructor changes. The originating department or program should supply the collaborating departments or programs with a copy of the new syllabus and/or CV of the instructor. (*April 7, 2005, p. 1211*)