

A G E N D A
COUNCIL ON UNDERGRADUATE STUDIES
Friday—March 14, 2008—1:30 P.M.
Student Senate Chambers

- I. Call to Order
- II. Consideration of minutes of February 8, 2008 Meeting
- III. Old business
 - a. Ad-Hoc Committee—Undergraduate Class Attendance Policy—Jeff Appling
 - b. Ad-Hoc Committee—GPA Requirements for Latin Honors—Cal Becker
 - c. Ad Hoc Committee—Admissions Applications—Ted Chapman
- IV. New business
 - a. Undergraduate committee reports
 - i. Academic Advising Committee—Janice W. Murdoch, Chair
 - ii. Academic Grievance Committee—David E. Barrett, Chair
 - iii. Academic Integrity Committee—Jeffrey R. Appling, Chair
 - iv. Admissions Committee—Robert Barkley, Chair
 - v. Calhoun Honors College Committee—Stephen H. Wainscott, Chair
 - vi. Continuing Enrollment Committee—Julia Lusk, Chair
 - vii. Council on Freshman Year—Casey Berkshire, Freshman Year Programs
 - viii. ePortfolio Program—Gail Ring, Director
 - ix. Scholarships and Awards Committee—Marvin G. Carmichael, Chair
 - x. Registrar's Report—Stan Smith, Registrar
 - xi. Transfer and Bridge Programs—Sue Whorton, Director
 - xii. Undergraduate Curriculum Committee—Janice W. Murdoch, Chair
- V. Other Business
- VI. Adjournment

Minutes
Council on Undergraduate Studies
February 8, 2008

PRESENT: Jeffrey R. Appling, presiding; Ted Chapman; Sue Whorton; Lois Petzold; Herb Stevens (for Kristen Goodenow); Rich Klein; Lib Crockett; Jack Flanigan; Lawson Clary; Dave Barrett; Stan Smith; Antonis Kitsiyannis; John M. Coggeshall; Keith Reeves; Gail Ring; Bob Brookover; Marvin Carmichael; Samantha Sweeney; Bert Epting; Suzanne Atkinson; Lydia Schleifer; and Barbara Rogers.

Appling called the February 8, 2008 meeting to order at 1:30 P.M. in the Student Senate Chambers. The minutes of the December 14, 2007 meeting were amended page 2, paragraph 6, "Sparacino explained how the **transfer** withdrawal policy should be modified so that all students receive 14 withdrawal hours, regardless of the number of hours that the student brings to Clemson."; page 2, paragraph 10, "Barrett reported not any grievances have been reported....."; page 3, paragraph 11, "Smith reported the end of semester grades are due beginning **December 17**.....".

Appling presented a proposed Undergraduate Class Attendance Policy, which needs to be provided for the Pandemic Planning through the Office of Undergraduate Studies; and asked for volunteers to serve on an ad hoc committee to include a member from the Faculty Senate, at least two student representatives from the Student Senate (Pedro Ildfonso, Amanda Allen and Harold Hughes), and a representative from Student Affairs.

Katsiyannis, Chair of the Faculty Senate Scholastics Policies Committee, stated the proposal had received full approval of the Scholastic Policies Committee of the Faculty Senate.

Lois Petzold, Student Ombudsman, and Bert Epting, Student Development Services, has agreed to serve on this ad hoc committee.

Chapman will recruit two students to serve on this committee.

Appling stated a representative from Redfern Health Center should be involved in the discussions and any concerns could be addressed to the committee members.

Undergraduate Committee Reports

Academic Advising Committee—No official report was given. Crockett stated February had been designated as "change of major month" and at the last meeting, discussion included DRP and ePortfolio.

Academic Grievance Committee—Barrett stated one hearing is scheduled for next week.

Academic Integrity Committee—Appling distributed and presented the fall 2007 Term Academic Integrity report, which included 106 cases.

Admissions Committee—Barkley provided a copy of the February 8, 2008 Undergraduate Admissions Report and stated that on February 7, the freshman class was finalized and letters will be mailed on February 12, 2008. This year, the appeals process will be clearer and more concise since it will be an online form. The target number requested by Provost Helms is 2,950.

Calhoun Honors College Committee—no report.

Academic Eligibility Committee—Appling reported the Academic Eligibility Policy was approved at the Academic Council meeting in January and a workshop will be developed for advisors to learn about the new procedures. The Continuing Enrollment Policy will be used through summer and the Academic Eligibility Policy will be effective fall, 2008.

Council on the Freshman Year—no report.

e-Portfolio Report—Ring stated a lot of workshops are being held and a new session near the end of the semester for transfer students. February 18-19, 2008 there will be a new e-Portfolio Blitz. Examples of e-portfolios can be found on the new Cascaded web page.

Scholarships and Awards Committee—Reeves stated there are no pending scholarship appeals.

Registrar's Report—Smith presented calendar information for the following dates:

February 22—last day for instructors to issue midterm evaluations; this is a good time for faculty to clean up class rolls.

February 29—last day to drop a class or withdraw from the University without final grades.

March 14—last day of class before Spring Break

Transfer/Bridge Programs—Whorton reported there are 240 Bridge students this semester, 12 students did not continue this semester. There will be 300 next year. Bridge students did better in overall GPA hours attempted and hours completed than other transfer students. The Academic Council approved the proposal for a centralized transfer credit evaluation office.

Undergraduate Curriculum Committee—Appling reported the committee had met once this semester to approve changes to courses and curricular. The committee is in the process of developing an online course approval process sometime this semester.

Ad-Hoc Committee, GPA Requirements for Latin Honors—Appling presented a memorandum from Cal Becker, Associate Registrar, which was a request to review the current levels (adopted 1980) for recognizing students' achievements with respect to Latin honors. An Ad-Hoc committee was appointed to include

Cal Becker, Associate Registrar. Chair
Stephen Wainscott, Associate Dean, Calhoun Honors College
The student representatives: Aaron Sniker, Amanda Allen and Elizabeth Foshee
Jason Clayton, Student Affairs, New Student and Sophomore Programs
Kitsiyannis will provide a faculty member's name from the Faculty Senate
Appling will solicit another faculty

Stevens asked how these thresholds compare with peer institutions.

Chapman, Chair of the Student Senate Academic Affairs Committee, presented a request from the Student Senate that an ad-hoc committee be appointed to review the application and admission process to possibly include adding an essay to the admissions application.

Comments included:

Barkley stated the current admissions process is equitable and a change would need some input from the Provost Office, because the Admissions Office is currently under staffed and adding a new process would make the process even more time consuming and difficult.

Questions and suggestions included:

Review other institutions to determine if using this selection process makes a difference in graduation rates.

Would this process discriminate less?

Students have qualities other than class rank and SAT scores.

How would essays be processed?

How would students submit essays if PC not readily available?

The Ad-Hoc Committee will include the following:

Robert Barkley, Director of Admissions

Ted Chapman, Chair, Student Senate Academic Affairs Committee (or 2 students appointed)

Bob Brookover, Lecturer, Parks, Recreation and Tourism Management

Sue Whorton, Director, Transfer and Bridge Programs

Suzanne Atkinson, Advisement Center, College of Arts, Architecture and Humanities

There being no further business, the meeting was adjourned at 2:20 P.M.

Undergraduate Course Attendance Policy

The academic resources of Clemson University are provided for the intellectual growth and development of students. Class attendance is critical to the educational process; therefore students should attend scheduled courses regularly if they are to attain their academic goals.

In the event of an emergency the student should make direct contact with the faculty member if possible, preferably before a class or an exam takes place. Students should speak with their faculty members regarding any scheduled absence as soon as possible and develop a plan for any make-up work. It is the student's responsibility to secure documentation of emergencies, if required.

Faculty must implement fair grading procedures and provide an opportunity to make up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at the same level of difficulty with the missed assignment or examination. Faculty shall hold all students with excused absences to the same standard for making up missed assignments or examinations. While faculty should seek to make reasonable accommodation for a student involved in university-sponsored activities, students should understand that not every course can accommodate absences and that absences do not lessen the need to meet all course objectives.

Absence from class is detrimental to the learning process, so faculty may use reasonable academic penalties which reflect the importance of work missed because of unexcused absences. Faculty who penalize students for unexcused absences must specify attendance requirements as related to grading in the course syllabus and must keep accurate attendance records. Faculty are obligated to honor exceptions to the university attendance policy for students covered by the Americans with Disabilities Act, as verified through paperwork issued by Student Disability Services.

Enrollment: Only students who are officially registered and have paid appropriate fees may attend classes. Students have the responsibility to insure that drop/add transactions are completed in a timely manner. Registered students that cease attending class will be assigned a failing grade.

All students are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the faculty to indicate their intent to remain in that class. If a student does not attend the first class meeting or contact the faculty member by the second meeting or the last day to add, whichever comes first, the faculty member has the option of dropping that student from the roll. Students must not assume that faculty are obligated to drop them if they fail to attend the first few days of class.

Anticipated Absences: Students should use the Notification of Absence module in MyCLE to notify the faculty member. This communication is only for information and does not verify the student's reason for absence or impact the faculty member's evaluation of the student's academic work. The student must make personal contact with the faculty member as soon as possible.

If a student realizes in the first two weeks of classes that an anticipated number of absences will exceed the number of excused absences permitted in the course, the student should discuss the situation with the faculty member, the student's adviser, and/or the academic Associate Dean in the college in which the student is enrolled. A suitable resolution should be reached before the end of the second week of the semester.

Students are encouraged to inform faculty of known conflicts as soon as possible, but no later than one week before the date of any assignment or exam.

Unanticipated Absences: Students should use the Notification of Absence module in MyCLE to notify the faculty member. If the student is unable to contact faculty members, the student (or representative) should contact the Office of the Dean of Students who will notify the faculty members of the circumstances, providing a liaison in cases limited by medical confidentiality. A student may be excused from attending class in cases of emergency or other compelling reasons deemed appropriate by the student's faculty. Excuses for emergency absences must be reported to the faculty member as soon as possible (for example through email), but not more than one week after the return to class. In certain cases, the Dean of Undergraduate Studies (or designee) may provide a letter verifying the student's absence as excused. Faculty are expected to excuse absences for reasons including:

1. Injury or illness too severe or contagious for the student to attend class, when certified by an attending physician. Physicians and staff at Redfern Health Center do not provide written excuses, however students should retain paperwork of medical visits affirming date and time. Whenever possible, students should visit Redfern as an outpatient without missing class. An absence for a non-acute medical service does not constitute an excused absence. Faculty may, at their discretion, require documentation of medical absences.
2. Death, serious illness, or emergency in a student's immediate family (faculty may require documentation). Immediate family may include: parent or step-parent, sibling or step-sibling, grandparent or step-grandparent, spouse, child or step-child, spouse's parents or step-parents, spouse's grandparents or step-grandparents, legal dependent, legal guardian, and others as deemed appropriate by the faculty member.
3. Participation in authorized University-sponsored activities, not including practice activities. These activities can include field trips, athletic team competitions, judging team competitions, debate team competitions, professional conferences, musical performances, departmental trips, ROTC functions, and mandatory admission interviews for graduate or professional school. Faculty may require documentation from the faculty or staff advisor of the sponsored University group.
4. Required participation in military obligations as certified by the student's commanding officer.

In the event of a local, regional or national crisis or emergency as recognized by Clemson University (e.g., pandemic, hurricane, other dangerous weather conditions, etc.), students missing classes may not be charged with unexcused absences if the Provost (or designee) has issued a notice that students are excused from class due to that crisis or emergency.

Appeals: Students may appeal, in writing, a faculty member's decision not to excuse an absence to the academic Associate Dean of the academic unit offering the course. Before taking action, the Associate Dean should request that the faculty member explain his or her denial in writing. Any student who feels that a grade has been affected by a legitimate absence that a faculty did not excuse may appeal the grade through the Academic Grievance process.

To: Jan Murdoch
Dean, Undergraduate Services

From: Cal Becker
Associate Registrar

Re: GPA Requirements for Latin Honors

Date: February 5, 2007

In gathering academic data relating to possible grade inflation at Clemson University, it has become apparent that the current honors levels (adopted 1980) for recognizing students' achievements with respect to Latin honors needs to be appropriately addressed.

As recent as May 2007, over fifty-five percent (see attachment #1) of all undergraduate degrees awarded were recorded with honors (cum laude, summa cum laude, magna cum laude, Calhoun honors). As stated in earlier correspondence, this very high percentage can be directly linked to both the Academic Redemption Policy (adopted fall 2003) and the Life Scholarship grade point average threshold (adopted spring 2005) as significant contributing factors to this steady increase. Over this same time period (fall 2003-spring 2007), the number of May graduates earning honors substantially increased from forty percent to over fifty-five percent.

The current Latin honors levels (3.4 cum laude, 3.7 magna cum laude, 3.9 summa cum laude) were adopted in 1980. In 1980, the mean GPA for the senior class was 2.68. The mean GPA for the senior class in academic year 2006 was 3.09. This is nearly a half-percentage point.

Recently, a member of the National Collegiate Honors Council shared its' findings on over one-hundred member institutions regarding "GPA requirements for Latin Honors (see attached). These findings, coupled with the fact that over fifty-five percent of our most recent graduates graduated with honors, and with the current Latin honors levels adopted at Clemson in 1980, I recommend that Clemson University adopt the following minimum threshold for honor graduates. Effective with the fall graduation 2009; to be graduated with honors, a student must have a minimum grade point ratio as follows: 3.6 for cum laude, 3.80 for magna cum laude, 4.0 for summa cum laude.

I will be happy to meet and discuss with you at your convenience. Just give me a call at 864-656-2174.

Honors	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude (3.9)	3.1%	5.8%	4.4%	5.9%	3.6%	8.3%	3.9%	7.4%	4.5%	7.4%	4.5%	7.4%
2-Magna Cum Laude (3.7)	5.5%	11.4%	6.6%	12.0%	5.9%	10.5%	6.8%	13.0%	8.9%	13.5%	8.9%	13.5%
3-Cum Laude (3.4)	11.9%	19.2%	12.1%	20.3%	13.6%	23.2%	11.8%	22.1%	15.9%	24.5%	15.9%	24.5%
No Honors	79.5%	63.6%	76.9%	61.8%	76.9%	58.0%	77.5%	57.5%	70.7%	54.6%	70.7%	54.6%
Honors Total	20.5%	36.4%	23.1%	38.2%	23.1%	42.0%	22.5%	42.5%	29.3%	45.4%	29.3%	45.4%

Prop Honors	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude (4.0)	1.0%	1.2%	1.9%	2.0%	1.2%	2.6%	1.3%	2.7%	1.4%	2.1%	1.4%	2.1%
2-Magna Cum Laude (3.85)	3.2%	7.2%	3.8%	6.9%	3.8%	7.4%	3.8%	7.4%	5.3%	8.8%	5.3%	8.8%
3-Cum Laude (3.6)	7.5%	14.7%	8.5%	14.9%	8.6%	16.0%	8.4%	16.3%	10.8%	17.0%	10.8%	17.0%
No Honors	88.3%	76.9%	85.9%	76.3%	86.4%	74.0%	86.5%	73.6%	82.5%	72.1%	82.5%	72.1%
Honors Total	11.7%	23.1%	14.1%	23.7%	13.6%	26.0%	13.5%	26.4%	17.5%	27.9%	17.5%	27.9%

Prop Honors Alternate	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude (4.00)	1.0%	1.2%	1.9%	2.0%	1.2%	2.6%	1.3%	2.7%	1.4%	2.1%	1.4%	2.1%
1a-Summa Cum Laude (3.99)	0.0%	0.0%	0.0%	0.2%	0.1%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%
1b-Summa Cum Laude (3.98)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%
1c-Summa Cum Laude (3.97)	0.2%	0.8%	0.6%	0.8%	0.2%	1.2%	0.2%	1.3%	0.8%	1.1%	0.8%	1.1%
1d-Summa Cum Laude (3.96)	0.1%	0.2%	0.2%	0.5%	0.1%	0.7%	0.2%	0.5%	0.0%	0.3%	0.0%	0.3%
2-Magna Cum Laude 3.85	2.9%	6.1%	2.9%	5.4%	3.3%	5.4%	3.4%	5.5%	4.5%	7.4%	4.5%	7.4%
3-Cum Laude 3.6	7.5%	14.7%	8.5%	14.9%	8.6%	16.0%	8.4%	16.3%	10.8%	17.0%	10.8%	17.0%
No Honors	88.3%	76.9%	85.9%	76.3%	86.4%	74.0%	86.5%	73.6%	82.5%	72.1%	82.5%	72.1%
Grand Total	11.7%	23.1%	14.1%	23.7%	13.6%	26.0%	13.5%	26.4%	17.5%	27.9%	17.5%	27.9%

Honors	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude (3.9)	26	103	37	108	33	139	34	131	34	139	34	139
2-Magna Cum Laude (3.7)	46	204	56	218	55	176	59	228	68	254	68	254
3-Cum Laude (3.4)	100	343	103	370	126	391	102	388	121	461	121	461
No Honors	669	1136	654	1128	712	976	670	1012	538	1025	538	1025
Grand Total	841	1786	850	1824	926	1682	865	1759	761	1879	761	1879

Prop Honors	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude (4.0)	8	22	16	36	11	43	11	47	11	47	11	40
2-Magna Cum Laude (3.85)	27	128	32	125	35	125	33	130	40	166	40	166
3-Cum Laude (3.6)	63	263	72	271	80	269	73	287	82	319	82	319
No Honors	743	1373	730	1392	800	1245	748	1295	628	1354	628	1354
Grand Total	841	1786	850	1824	926	1682	865	1759	761	1879	761	1879

Prop Honors Alternate	2002		2003		2004		2005		2006		2007	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1-Summa Cum Laude 4.00	8	22	16	36	11	43	11	47	11	47	11	40
1a-Summa Cum Laude (3.99)	0	0	0	3	1	2	0	1	0	0	0	0
1b-Summa Cum Laude (3.98)	0	0	0	0	0	0	0	0	0	0	0	2
1c-Summa Cum Laude (3.97)	2	15	5	15	2	21	2	23	6	20	6	20
1d-Summa Cum Laude (3.96)	1	4	2	9	1	11	2	9	0	5	0	5
2-Magna Cum Laude 3.85	24	109	25	98	31	91	29	97	34	139	34	139
3-Cum Laude 3.6	63	263	72	271	80	269	73	287	82	319	82	319
No Honors	743	1373	730	1392	800	1245	748	1295	628	1354	628	1354
Grand Total	841	1786	850	1824	926	1682	865	1759	761	1879	761	1879

	2002-03	2003-04	2004-05	2005-06	2006-07
	129	145	172	165	173
	250	274	231	287	322
	443	473	517	490	582
	1805	1782	1688	1682	1563
	2627	2674	2608	2624	2640

	2002-03	2003-04	2004-05	2005-06	2006-07
	30	52	54	58	51
	155	157	160	163	206
	326	343	349	360	401
	2116	2122	2045	2043	1982
	2627	2674	2608	2624	2640

	2002-03	2003-04	2004-05	2005-06	2006-07
	30	52	54	58	51
	0	3	3	1	0
	0	0	0	0	2
	17	20	23	25	26
	5	11	12	11	5
	133	123	122	126	173
	326	343	349	360	401
	2116	2122	2045	2043	1982
	2627	2674	2608	2624	2640

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