

University of North Texas at Dallas

Academic Council Minutes

January 28, 2020

Voting Members in Attendance:

Dr. Karen Shumway, *Dean, School of Business*
Dr. Lisa Hobson, *Interim Dean, School of Education*
Dr. Constance Lacy, *Dean, School of Human Services*
Dr. Orlando Perez, *Dean, School of Liberal Arts & Sciences*
Dr. Ali Shaqlaih, *Dean, Graduate School*
Felecia Epps, *Dean, College of Law*
Dr. Gary Holmes, *Faculty Alliance Vice-Chair*
Rian Wilhite, *Director, Academic Advising*
Brenda Robertson, *University Librarian*
Jasmine Smith-Ogburn, *SGA Vice President*

Non-Voting Members in Attendance:

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*
John Capocci, *University Registrar*
Dr. Dawn Remmers, *Assistant Provost*
Dr. Elizabeth Giddens, *Director of University Accreditation and Policy*
Ashleigh Tynes, *Staff Council Representative*
Desmond Morris, *Director of Distance Learning*

Other Attendees:

Katrina Cornish, *Academic Scheduling Coordinator*
Dr. Walt Borges, *Associate Professor, Political Science*

Approval of Minutes:

November 2019 minutes were approved with ten of ten voting. (closed)

Old Business

There being no Old Business to discuss, the Council moved on to New Business. (closed)

New Business

A. Policy Review (Dr. Elizabeth Giddens, *Director, University Accreditation & Policy*)

Policy 6.021: Curriculum Development and Review – *see appendix*

Motion passed with ten of ten voting. (closed)

B. Catalog and Policy Revisions (Dr. Dawn Remmers, *Assistant Provost*)

Second Baccalaureate Degrees – *see appendix*

Motion passed with ten of ten voting. (closed)

Policy 7.005 Student Attendance – *see appendix*

Motion tabled by Dean Epps for College of Law review. (tabled)

Policy 7.006 Course Drop and/or Withdrawal – *see appendix*

Motion passed with ten of ten voting. (closed)

C. New Course Additions (*School of Business*)

MKTG 4360 (Retailing)

New Course Addition, effective Fall 2020

Department: Business

Additional Information: (1) Retailing is a course closely related to the Marketing Supply Chain. This course was chosen due to its logical fit with the proposed Supply Chain and Marketing major. It replaces other less related course offered in the current LSCM major. This addition helps UNTD students receive a broader knowledge of the Supply Chain and Marketing field and will strengthen their marketability when seeking a career. (2) Retail is one of the largest sectors in the global economy. Retail also is a vital part of marketing. All of us are affected by retailing, either by being a customer or involved in the retailing phase of marketing. Retailing is going through a period of exciting, dramatic change. Technology through the Internet has created E-Commerce, E- Buzz, or E-tailing as the

media calls it or Interactive home shopping as our authors call it. Due to these exciting and changing technologies, customer demographics and other challenges in the retail industry, traditional retailers are discovering they must adapt to these future changes or go out of business.

MKTG 4380 (Marketing Internship)

New Course Addition, effective Fall 2020

Department: Business

Additional Information: MKTG 4380 Internship is needed for the new Supply Chain and Marketing major. The program currently has a LSCM 4800 Internship class but the new Marketing Internship allows students in the majors to focus more on marketing if they so choose. This helps the students to prepare for a career and supports the CRED initiative for UNTD.

Motion passed with nine of ten voting, one abstention. (closed)

D. New Course Additions (*School of Liberal Arts and Sciences*)

PSCI 2304 (Introduction to Political Science)

New Course Addition, effective 2020 (offered Spring 2020)

Department: History & Political Science

Additional Information: The THECB Field of Study committee is requiring this course beginning fall 2020 for all political science majors. Unlike the core government sequence, this course does not focus on institutions, laws and processes in the federal and state government, but seeks instead to focus on theoretical and behavioral foundations of political science as a social science. The addition of this course is long overdue.

We are placing this course at the 2000 level since we currently have no second-year level courses on the books. It is an intro level course and not advanced. We hope to lay a foundation with this course for advanced political science courses. Such a theoretical and behavioral foundation currently does not manifest from the primarily descriptive courses in the core government sequence.

PSCI 3301 (Introduction to Public Policy)

New Course Addition, effective 2020 (offered Spring 2020)

Department: History & Political Science

Additional Information: This course provides foundational knowledge and skills needed for students interested in careers as policy advocacy in government or the private sector. It also provides knowledge for students interested in pursuing advanced degrees (masters

or doctoral degrees in Public Administration, Public Policy or Political Science).
Currently UNTD offers no courses in this area.

PSCI 3340 (Rights, Opportunities and Social Justice)

New Course Addition, effective Spring 2020

Department: History & Political Science

Additional Information: This course is a combination of courses co-taught with Rev. Peter Johnson as part of the university initiative to connect with Rev. Johnson and the community. After the first year of teaching with Rev. Johnson, I revamped the course to eliminate redundancies. The first half of ROSJ is about the development of non-centralized movement politics through the example of the civil rights movements from the 1950s through 1970. The second half of the course uses Rev. Johnson's Dallas activism as an example how small, nonpowerful groups can mobilize into effective voices for social justice. The course concludes with a one-week workshop and subsequent term paper that teaches real information gathering and mobilization planning using a scenario based example. I am now asking for a specific course number in order that the course can be taught in rotation rather than as an ad hoc Topics offering.

PSCI 3360 (Comparative Courts)

New Course Addition, effective Spring 2020

Department: History & Political Science

Additional Information: This course has been previously offered by Dr. Albanna as a Topics course (PSCI 3100). We are now obtaining a permanent number in order to offer this in the anticipated regular rotation of courses. Comparative Courts is only one of three current options for political science majors to complete their distribution in International Affairs and Comparative Government. Likewise, it is one of five options developed in the distribution for Public Law. PSCI 3360 is also necessary for majors seeking to develop their required specializations by taking multiple courses in one of the distributions. Without this course, no major will be able to complete a specialization in International Affairs and Comparative Government as we only offer two other courses in the area.

PSCI 4310 (Social Policy and Inequity)

New Course Addition, effective Spring 2020

Department: History & Political Science

Additional Information: This course has been previously offered by Dr. Albanna as a Topics course (PSCI 3100). We are now obtaining a permanent number in order to offer this in the anticipated regular rotation of courses. Comparative Courts is only one of three current options for political science majors to complete their distribution in

International Affairs and Comparative Government. Likewise, it is one of five options developed in the distribution for Public Law. PSCI 3360 is also necessary for majors seeking to develop their required specializations by taking multiple courses in one of the distributions. Without this course, no major will be able to complete a specialization in International Affairs and Comparative Government as we only offer two other courses in the area.

PSCI 4310 (Social Policy and Inequity)

New Course Addition, effective Spring 2020

Department: History & Political Science

Additional Information: This course will prepare students interested in careers as legislative aides, in policy advocacy, or social work. It will also provide the foundational knowledge and skills needed for students interested in pursuing graduate degrees in Public Policy or Social Work. Currently UNTD offers no policy courses in these areas. This course differs from Sociology courses addressing similar concerns in that PSCI 4310 uses a policy framework and the policy process to focus on enacting solutions to social welfare problems at the federal, state and local levels.

PSCI 4399 (Directed Study in Political Science)

New Course Addition, effective Spring 2020

Department: History & Political Science

Additional Information: Political Science currently does not offer a specific course number to identify directed study, but we anticipate the need for such courses in the near future as students seek credit for internships or ask for tutorials to allow on-time graduation.

We have been using the American Government Topics course (PSCI 3100.00x) to offer new courses in this fledgling degree program. A Topics course does not imply supervision of specialized studies and often leads to the registrar or advising attempting to fill a course designed to be a one-student tutorial. Topics courses also may be taken repeatedly as often as the subject varies, and adjuncts are employed to teach Topics courses in their specialties.

The proposed directed study course serves to identify the supervisory relationship and limits students to two semesters of degree credit.

We are proposing a limit of two directed study courses or six credit hours that count towards the degree. We anticipate that students with tutorials will not be troubled by the requirement of different topics. However, this requirement also suggests that students internship into who wish to convert a year-long into course credit will need to produce at least one substantive papers or other assignment for each semester of credit earned.

The idea of faculty supervision suggests that students cannot use this designated course to earn credit for internships or projects that were completed more than one semester before the directed study is requested. However, this proposal is designed to allow students completing summer internships or year-long internships to request credit during the next academic semester, completing requirements and assignments by the end of the following semester. In this case, the faculty supervisor is responsible for making sure the assignments based on the internship are sufficiently rigorous to earn credit. We anticipate that only full-time faculty will be allowed to offer directed study, as adjunct faculty are employed semester to semester.

Motion passed with ten of ten voting. (closed)

E. Course Change Request (*School of Business*).

BLAW 2300 –Legal & Ethical Env of Bus

Change in course number and level

Department: Business

Additional information: Change to BLAW 3330 –Legal & Ethical Env of Bus. The TX FOS for Business structure allows the possibility that students may avoid a BLAW course in our BBAs unless we change the designation to upper division. Our accreditation standards, both present and future, require that BBA graduates receive BLAW instruction.

Motion passed with ten of ten voting. (closed)

F. Program Change Request (*School of Business*)

BS in Logistics and Supply Chain Management

Change in degree type and program title

Department: Business

Additional Information: change to BBA in Supply Chain and Marketing Management

Primary Issues

- 1. The UNTD School of Business does not currently have a Marketing Major.*
- 2. The current Logistics and Supply Chain (LSCM) major contains several courses that are either unrelated to the major or has some content overlap with other courses.*
- 3. The current LSCM major is a BS but in reality, it is closer to a BBA as the other majors offered in the School of Business.*
- 4. Several current and prospective students have expressed interest in having marketing or at least marketing in the LSCM major.*

The following changes addresses the aforementioned issues:

- 1. Remove the unrelated and overlapping courses from the LSCM major and replace with marketing courses that better fit with a Supply Chain and Marketing Management*

(SCMM) major. See the attached for course changes and other explanation.

2. UNTD students after this change will now be able to earn a degree that has significant marketing content and should be competitive with other marketing students in the area. The major still focuses on the Supply Chain aspect so it allows our degree to have a more focused brand than other general marketing degrees. For students wishing to pursue a logistics career the added marketing courses strengthen the degree since the two fields are closely related and the current LSCM classes remain in the new major.

3. Changing the major from a BS to a BBA helps the School of Business offer degrees that are more consistent and a better match for the course offerings.

Motion passed with nine of ten voting, one abstention; motion carries after further approval from external entities. (closed)

H. New Program Request (*School of Liberal Arts and Sciences*)

New Math Minor

Department: Mathematics

Additional Information: This minor will allow several students (especially those already in a STEM field) to have additional exposure to mathematical concepts. Students will have the flexibility to take either a more computational or theoretical study since they will be able to choose their upper division electives. This additional exposure will give our students better quantitative and critical thinking/problem-solving skills; both of which are high-demand, marketable skills. Many of our pre-med students are already taking Calculus 1 and 2 and so are almost halfway through the minor by default. This gives them an opportunity to easily get a minor with 3 additional courses. All of the courses for the minor are already being offered for our majors; no additional resources will be needed.

Motion passed with ten of ten voting. (closed)

Adjournment.

Respectfully submitted.

Essence Cleveland
Executive Assistant to the Provost

The University of North Texas at Dallas Policy Manual	Chapter 6
6.021 Curriculum Development and Review	Faculty Affairs

Policy Statement. UNT Dallas offers high-quality academic curricula that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators. To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources.

Application of Policy. This policy applies university wide.

Procedures and Responsibilities.

Substantive Changes to Academic Programs and Courses.

Any time the University seeks a significant modification or expansion of the nature and scope of an academic program and course, the University will follow the substantive change procedures established by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and will inform SACSCOC of such changes in accordance with those procedures. Except in those types of changes exempted by SACSCOC, the University will not implement any substantive change to an accredited program without receiving prior approval from SACSCOC.

Academic Program Review

UNT Dallas offers high-quality academic programs that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators. To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources. The review processes and procedures are found in UNTD Policy 6.020, Academic Program Review.

Program and Courses Additions and Substantive Changes

New Course Requests and Changes to Existing Courses, as well as New Program Requests and Changes to Existing Programs are submitted to, and approved by, school and university curriculum committees.

School Curriculum Committee (SCC)

The School Curriculum Committee is a standing committee that is appointed by the Dean of the School and consists of a minimum of four faculty members, one of whom must be a Department Chair/Program Coordinator. The members of the School Curriculum Committee will select the Chair of the School Curriculum Committee.

If the School Curriculum Committee approves the program and/or course requests for inclusion in the curriculum, the requests and documentation is forwarded to the School Dean for consideration of approval.

If the Dean approves the program and/or course requests for inclusion in the curriculum, the requests and documentation is forwarded to the University Curriculum Committee (UCC) for all undergraduate programs and courses and the Graduate Council (GC) for all graduate programs and courses for consideration of approval.

University Curriculum Committee (UCC)

The University Curriculum Committee is a standing committee appointed by the Provost and consists of the following twelve faculty members:

- 4 faculty members (one from each School) appointed by the Deans.
- 4 faculty members (one from each School) from the Faculty Alliance Academic Affairs Committee.
- 4 faculty members (one from each School) from the General Education Committee.
- Other ex-officio members as determined by the Chair

The Provost appoints the Chair of the University Curriculum Committee.

If the University Curriculum Committee approves the new course for inclusion in the curriculum, the request and documentation is returned to the Dean of the School to forward the requests to the Academic Council for final campus approval. If the request is for a course that requires review and approval by the Core Curriculum Committee then the request is forwarded to the Core Curriculum Committee Chair for review and approval.

Graduate Council (GC)

The Graduate Council is a standing committee appointed by the Dean of the Graduate School and consists of the following members:

- Chaired by the Dean of the Graduate School
- 1 Graduate Admissions/Services representative
- 1 graduate faculty member with one from each of the established graduate programs
- 1 graduate faculty selected by the Faculty Alliance
- 1 graduate student
- Other ex-officio members as determined by the Chair

The Graduate Council reviews and approves or denies program and course requests for the graduate level. If the requests are approved, the materials are returned to the Dean of the School and then forwarded to the Academic Council for final campus approval.

Core Curriculum Committee

The Core Curriculum Committee is a standing committee appointed by the Provost and consists of the following members:

- 6 LAS Faculty with one from each of the following areas: Life and Health Sciences, Criminal Justice, Mathematics and IT, Languages and Communication, Psychology and Sociology, and History and Political Science
- 1 LAS faculty member at large
- 1 faculty member from the School of Education
- 1 faculty member from the School of Human Services
- 1 faculty from the School of Business
- 1 member from Academic Advising
- 1 member from University Accreditation and Policy

The Core Curriculum Committee reviews and approves or denies courses submitted for the UNTD Core Curriculum prior to the THECB's final approval. Courses approved for inclusion in the UNTD Core Curriculum are returned to the Dean of the School then forwarded to Academic Council for final campus approval.

Academic Council

Academic Council is a standing committee in which the Provost serves as the Chair and ex-officio member. The following members serve as voting members:

- 6 deans of each division including College of Law and Schools of Business, Education, Human Services and Liberal Art and Sciences and the Graduate School.
- 1 Vice-President of Faculty Alliance

- 1 Vice-President of the Student Government Association
- 1 Director of Academic Advising
- 1 University Librarian

Voting members of the Academic Council can add program and course requests to the agenda for review and approval or denial. Other ex-officio members may be added as determined by the Chair.

Process

At the beginning of each academic year, the Assistant Provost coordinates the deadlines for program and course requests to the different curriculum review committees and makes the schedule available to the academic community.

1. Faculty member(s) can make requests to add new program and courses as well as change existing programs and courses. These requests are forwarded to the School Curriculum Committee.
2. The School Curriculum Committee reviews and approves or denies program and course requests and forwards materials to the Dean of the School.
3. For approved requests, the Dean reviews and approves or denies program and course requests. Approved requests are forwarded to either the University Curriculum Committee (undergraduate level) or Graduate Council (graduate level) depending on the level of the curriculum.
4. UCC or GC reviews and approves or denies program and course requests. In the event that a course or program includes both levels, both committees would be required to review the materials in succession and approve or deny the requests. Approved requests are then returned to the Dean of the School of origination.
5. In the event that a course request has intent for inclusion in the UNTD Core Curriculum, it must be forwarded to the Core Curriculum Committee for review and approval.
6. The Dean of the School will place approved requests on the agenda for Academic Council.
7. Academic Council will review and approve or deny program and course requests.
8. Requests requiring external review and approval are submitted to the appropriate authority (e.g., THECB, SACSCOC) by the Director of University Accreditation and Policy. Once approval is granted from the external authority, the Director shares the approval with the academic community for appropriate action for implementation.

Curriculum Development and Review Specific to the College of Law

At the UNT Dallas College of Law, the Dean appoints committee chairs and assigns faculty to committees.

As required by ABA Standard 201, the dean and the faculty have primary responsibility and authority for planning, implementing, and administering the program of legal education of the law school, including curriculum, methods of instruction and evaluation, admissions

policies and procedures, and academic standards.

In addition, the pursuant to ABA Standard 315 the dean and the faculty conduct ongoing evaluation of the law school's program of legal education, learning outcomes, and assessment methods.

References and Cross-references.

- [Curriculum Review Resources and Guide](#)
- New Course Request
- Change of an Existing Course Request
- Core Curriculum Course Request
- New Academic Program Request
- Change of an Existing Program Request
- Catalog Degree Requirements Worksheet
- Marketable Skills Documentation
- [Committee Rosters Webpage](#)

Approved: 3/18/2013

Effective: 3/18/2013

Revised: TBD

Catalog Policy Revision: Second Baccalaureate Degrees

Current Language:

Undergraduate Catalog > Undergraduate Academic Programs > Requirements for a Second Bachelor's Degree

Requirements for a Second Bachelor's Degree

To be eligible for a second bachelor's degree, a student must have completed an undergraduate degree and also must meet all current catalog requirements for the second degree, including 12 hours of advanced courses in a field different from the major for the first bachelor's degree.

Proposed Language:

To be eligible for a second bachelor's degree, a student must have completed an undergraduate degree verified with official transcripts. Students must complete 30 semester credit hours at UNT Dallas, complete the Texas Core Curriculum requirements, and all requirements for a major, including 12 hours of advanced courses in residence at UNT Dallas. Students who completed a Bachelor of Applied Arts and Sciences (BAAS) at UNT Dallas cannot complete another BAAS degree unless eligible to pursue one of the specialized concentrations offered in the BAAS program (see [Applied Arts and Sciences, BAAS](#) under Undergraduate Degree Programs for more information).

Language Development:

This language was developed by faculty – Ali Shaqlaih (Graduate Council), Gary Holmes (Business/Fac Alliance), Priya Eimberbrink (Core Curriculum), Mark Stanley (BAAS rep), Adrian Tan (LAS) – and staff – Jessica Gilmore (Advisor for Second Baccs), Alounda Joseph (Admission for Second Baccs) and Dawn Remmers (convener and recorder).

<p>The University of North Texas at Dallas Policy Manual</p>	<p>Chapter 7.000</p>
<p>7.005 Student Attendance</p>	<p>Student Affairs, Education & Funding</p>

Policy Statement. The University of North Texas at Dallas ("UNTD" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class.

Application of Policy. This policy applies to all students

Definitions.

1. Active Military Service. “Active Military Service” includes active military service performed by a member of the Texas National Guard or the Texas State Guard.
2. Reasonable Time. “Reasonable Time” means no fewer than 10 days.
3. Religious Holy Day. “Religious Holy Day” means a holy day observed by a religion whose place of worship is exempt from state property tax.
4. Student. “Student” includes students enrolled in distance education, self-paced and other asynchronous courses.
5. Class Participation. “Class participation” is determined by the faculty member and may include activities such as attendance in class, submitting homework assignments or discussion board posts, and communication with the faculty member of record.

Procedures and Responsibilities.

Class Attendance.

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty

member.

3. Faculty members will be expected to report accurately attendance for class roll audits, early alerts, and last day of participation for financial aid purposes.

Excused Absences.

1. An absence may be excused for the following reasons:
 - a. religious holy day, including travel for that purpose;
 - b. active military service;
 - c. participation in an official university function; or
 - d. illness or other extenuating circumstances.
2. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course.
3. When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination.

Student Absence Due to Religious Holy Day.

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in the semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.

3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the faculty member may appeal to the Student Academic Appeals Committee (SAAC). The student and faculty member will abide by the decision of the SAAC.

Student Absence Due to Military Service.

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by a student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Student Academic Appeals Committee (SAAC). The SAAC will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempted to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

Student Absence for Official University Functions.

Student absences due to participation in a university function or activity must be approved in advance within a reasonable time by the faculty member. Students should be prepared to provide appropriate documentation of participation in the official function.

Student Absence Due to Illness and Extenuating Circumstances.

In cases of brief illness or extenuating circumstances in which a student can return to class participation in a reasonable timeframe, the student should inform his or her faculty of currently enrolled courses with the reason for absence and make arrangements to make up work immediately upon return. Documentation may be requested by the faculty member to verify illness. In case of an absence in which the student is not able to communicate effectively with faculty, the student should notify the Assistant Provost for notification of the faculty.

References and Cross-references. None.

Approved: 8/25/2010

Effective: 8/25/2010

Revised: 1/30/2014

The University of North Texas at Dallas Policy Manual	Chapter 7.000
7.006 Course Drop and/or Withdrawal from UNTD	Student Affairs, Education &

Policy Statement. The University of North Texas at Dallas establishes this policy in recognition that situations may warrant a student’s need to drop a course or to withdraw from the University.

Application of Policy. This policy applies to all students.

Definitions.

1. Census Date. “Census date” means the 12th class day of the fall or spring semester or the equivalent dates in a summer session. The census date will vary based on the length of the course and are established and available from the Office of the Registrar.
2. Course Drop. “Course drop” means a course credit not completed by the student that was removed from his/her schedule prior to the session census date and is removed from the transcript.
3. Course Withdrawal. “Course withdrawal” means a credit course not completed by the student who was enrolled in the course on the session census date for which the student will receive a non-punitive grade of W on his/her transcript.
4. Discontinuation. Students who are “discontinued” at UNTD are those who have not been enrolled for at least 12 months at UNTD and must reapply to the institution to reenroll.
5. Grade. “Grade” means an indicator assigned upon completion of a course (usually A,B,C,D or F). A grade indicates that the student has earned and will be awarded credit if the course was completed successfully or that the student remained in the course until completion but failed to make satisfactory performance to be awarded credit. "Grade" does not include "incomplete."
6. Member of a student's family. “Member of a student’s family” includes the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, niece, nephew, first-cousin, step-parent, step-child or step-sibling.
7. Person who is otherwise considered to have a sufficiently close relationship to the

student. “Person who is otherwise considered to have a sufficiently close relationship to the student” includes any relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates or other persons identified by the student as determined by the Assistant Provost for Academic Affairs on a case-by-case basis.

PROCEDURES AND RESPONSIBILITIES.

Course Drop.

1. A student may drop a course prior to the census date in the Office of the Registrar. Courses dropped prior to the census date will not appear on the student's transcript and will not be included in the limitation of dropped courses as set forth below.
2. If a course is withdrawn from prior to the end of the 12th week of classes for the fall or spring semester or equivalent date for shorter sessions, a grade of W will be assigned.
3. No student may drop any course after the date designated by the Office of the Registrar during the twelfth (12th) week of the fall or spring semester, or the equivalent date of the shorter sessions.
4. No student may withdraw from more than six (6) courses during their academic program except as set forth below. The Registrar may refuse to allow a student to drop a course if the student has dropped six (6) courses previously.
5. Students applying for financial aid must contact the Office of Student Financial Aid prior to removing any class from their schedule in order to understand the potential impact of the drop/withdrawal of the course on student financial aid eligibility.

All relevant course drop dates will be published annually by the Registrar and will be made available on the UNTD online academic calendar. All drop procedures must be completed by 5:00 p.m. on the deadline dates specified on the UNTD academic calendar. Administrative Withdrawal from Courses

At the beginning of each session, faculty report students who do not participate in any classes or coursework prior to the official census date for the term. Students, who are enrolled for courses but fail to attend or participate in all enrolled courses before census, will be administratively dropped from courses for the current term and any future terms. Students who do not attend for one, full academic year are discontinued from the University and required to reapply for admission.

Limitations on Course Withdrawals.

Undergraduate students who enrolled in higher education for the first time after fall 2007 will not be permitted to drop a total of more than six (6) courses, including any course a transfer student dropped at another institution unless the student shows good cause for dropping more than six (6) courses, including but not limited to a showing that:

1. A severe illness or debilitating condition affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas national guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course; or,
6. Other good cause as determined by the Student Academic Appeals Committee. Courses dropped for complete withdrawal from UNTD are not calculated for the purpose of the course drop limitation.

Withdrawal from UNTD.

A student may withdraw from all courses from UNTD any time prior to for the end of the 13th week of classes the fall or spring semester or the equivalent dates for summer session.

The Registrar will record a W for each course in which a student was enrolled for withdrawals processed prior to the 12th week of classes for the fall or spring semester or the equivalent for summer sessions.

References and Cross-references. None.

Approved: 8/26/2010

Effective: 8/26/2010

Revised: