

MEMORANDUM

TO: President Edward T. Foote II

FROM: Dr. John Knoblock *JK*  
Chairman, Faculty Senate

DATE: June 23, 1986

SUBJECT: Faculty Senate Legislation #85012(B) -  
"Credit Only" Option

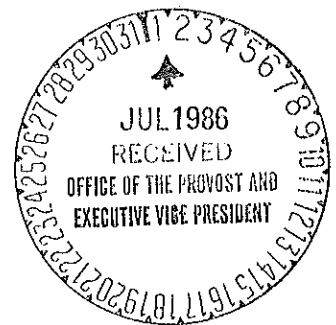
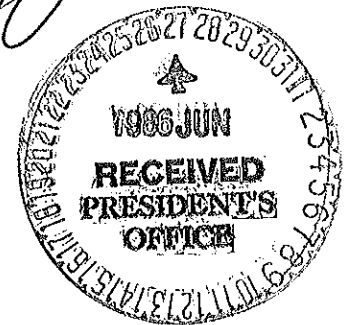
The Faculty Senate, at its meeting of April 28, voted to approve Faculty Senate Legislation #85012(B) - "Credit Only" Option. The text of the legislation is attached.

This legislation is now forwarded to you for your action.

JK/b

Attachment

cc: Provost Luis Glaser



*6/27*

*Provost*

*Finis, Your advice please,  
please. Give feedback briefly  
with George G. about  
this. 7*

MEMORANDUM

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CAPSULE: Faculty Senate Legislation #85012(B)  
"Credit Only" Option

RESPONSE BY THE PRESIDENT:

DATE: 7/2/86

APPROVED: [Signature]

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Provost

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Approved Faculty Senate Legislation

### "Credit Only" Option

#85012

#### Class B Legislation

The Faculty Senate approves a "credit only" option with the following provisions:

The "credit only" option has been established to encourage students to explore academic areas outside their major and minor fields of concentration. Students may use this option with free electives and receive a grade of "CR" (Credit Received) or "NC" (No Credit). These grades become part of a student's record, but they do not count in the grade point average as computed by the University of Miami.

#### Eligibility:

To be eligible to enroll for courses under the "CR/NC" option, a student must:

1. hold the standing of Sophomore or above, and, if a transfer, must have completed one semester of residency at the University of Miami;
2. at the time of registration have a minimum cumulative grade point average of at least 3.00;
3. elect the "CR/NC" option within two weeks following the last day of registration. No changes except withdrawals from the course are permitted after this time.

#### Regulations and Restrictions:

1. Eligible students may take one course per semester for "credit only," to a maximum of 9 credits.
2. Only free electives may be taken under this option. Free electives are defined as courses not taken to fulfill the requirements for the major, minor, or general distribution requirements of the University and the individual schools. Individual schools, by action of their faculties, may permit courses taken on a "credit only" option to fulfill distribution requirements.
3. ENGLISH 105 and ENGLISH 106 cannot be taken for "credit only."
4. Grading standards for the "credit only" option are the same as for students who register for the course under the regular grading system. Letter grades will be submitted by instructors to the Registrar, who will change all grades "A" through "C" to "CR" (Credit Received) for those enrolled under the "CR/NC" option.

5. A grade of "NC" (No Credit) will be recorded by the Registrar for all grades of "D" and "E". The student will not receive credit hours or quality points for the grade of "NC".
6. Should a student subsequently change his/her major, free electives taken for "credit only" prior to the declaration of this major may be counted toward fulfilling major, minor, or general distribution requirements at the discretion of the department chairman and the academic dean.

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PROCEDURES: Where a school permits "credit only" courses to meet its distribution requirements (see "Regulations and Restrictions," #2), a statement should be included in the Bulletin advising that such options are restricted to that school and may not be honored by other schools.

## CLASS ATTENDANCE AND ABSENCES

Regular and punctual class attendance is vital for all students. Each instructor will announce during the first meeting of a class the penalties for non-attendance and for missed quizzes and examinations, since these vary. Any student may be dropped from a course or receive a lowered grade for unauthorized absences which are in excess of those permitted without penalty by the instructor. Unless a student is absent for University-approved reasons, the instructor determines whether or not an absence is for an acceptable reason. Within one week of return to school the student should contact the instructor about making up missed work. It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, and late or missed work.\*

Verification that an absence was approved by the University shall be issued by the appropriate University officials, as indicated below. The instructor must allow the student opportunity either to make up or to be excused from the work missed without penalty. Verification may be authorized as follows:

1. A student has participated in an activity approved by the Council of Academic Deans, such as musical and debate activity, R.O.T.C. function, or varsity athletic trip. (Issued by the sponsor when authorized by the Office of the Provost and Executive Vice President.)
2. A student has participated in a special academic activity such as a field trip or other special event connected with course-work. (Issued by the sponsor when authorized by the Office of the Provost and Executive Vice President.)

All other reasons for absence from required sessions are primarily the concern of the student and the instructor. If the instructor does not recognize the reason for absence as acceptable, the student may appeal to the chairman of the department in which the course is offered.

\*Faculty Senate Action #79012.

## CHANGE OR DROP OF COURSE

Course changes after the completion of registration must be approved by the student's academic dean. Forms must be fully processed to make any approved changes official.

Dropping of any course for which the student has registered is official only when the academic dean has signed the proper form and the form has been processed by the Registration office. Unofficial withdrawal may result in failure in the course. Neglecting attendance in classes or merely giving notice to instructors will not be considered as official notice of withdrawal.

No student will be permitted to drop a course *after the seventh week* of classes during a regular semester, or *after the second week* of classes in a summer session. Students enrolled in a course after the withdrawal date must receive a final grade in the course.

During the academic year, a student may drop a course within the first ten (10) class days without having a "W" placed on his/her record.

During a summer session a student may drop a course within the first five (5) class days following registration without having a "W" placed on his/her record.

Changes in the credit-only option may be made for two weeks following the last day of registration.

## COURSE CHANGE FEE

The course change fee is assessed of each student who changes course assignments or section assignments after regular registration. This includes *any* changes involving the credit-only option. The course change fee of \$10.00 is assessed for each drop/add slip on which one or more courses are to be added or on which changes are made in the credit-only option. The course change fee of \$10.00 is to be waived only by direction of an Academic Dean or the Registrar.

## "CREDIT ONLY" OPTION\*

1. Any full time undergraduate student may take one course per term as a free elective for "credit only", to a maximum of 24 credits. These students are to be graded CR (Credit) or NC (No Credit). Grading standards are to be the same as for students who register for the course under the regular grading system.
2. In computing the quality point average, registration in a course taken for "credit only" is not counted, regardless of the grade awarded. When the course has been passed, the credit value of the course is counted as credits earned in the same manner as other ungraded credits. The course is to be identified on the student's permanent record in such a way as to make clear that it is not included in the cumulative quality point computation.

*This has been changed. See Faculty  
Senate Legislation #85012 [B],  
approved by Senate on April 28, 1986 & signed*

3. Only free elective courses may be taken under this option. Free electives are defined as courses not taken to fulfill the requirements for the major, minor, or general distribution requirements of the University and the individual schools. Individual schools may permit, by action of their faculties, courses taken on a "credit only" option to fulfill the school distribution requirements. Where a school permits "credit only" courses to meet its distribution requirements a statement should be included in the *Bulletin* advising that such options are restricted to that school and may not be honored by other schools.
- Should a student subsequently change his/her major, free electives taken for "credit only" prior to the declaration of this major may be counted toward fulfilling major, minor or general distribution requirements at the discretion of the department chairman and the academic dean.
- The Student who elects a course for "credit only" must do so within two weeks following the last day of registration. No changes except withdrawals from the course are permitted after this time.
- The class roll shall indicate those students who have elected the credit only option.

**\*\*NOTE: English 105 and English 106 cannot be taken on the Credit Only option.**

\*Faculty Senate Class B legislation #69006, approved February 27, 1978.  
 \*\*Faculty Senate Class B legislation, #77011, approved April 25, 1977.

## MID-SEMESTER ACADEMIC DEFICIENCY REPORT

Mid-Semester Academic Deficiency Reports are sent to students who are doing "D" or "E" work in any course by the seventh week of the semester.

## WITHDRAWAL FROM THE UNIVERSITY

No withdrawal from the University is official until the student has obtained a signed withdrawal form from his/her Academic Dean, has had that form signed by the Assistant Director of his/her residence area if the student resides on the campus, and has left the form with an authorized person in the Registration Office. Veterans and children of deceased or totally disabled veterans attending the University as students under the government's educational benefit bills must also clear with the main campus Veterans' Business Office.

During the academic year, students who withdraw within five weeks after classes begin may make application for a partial refund of tuition; during summer sessions, those who withdraw within two weeks may apply for a partial refund of tuition. The student must surrender his/her Identification Card to the Registration Office at the time of withdrawal. Students on the Meal Plan must surrender their Meal card to the Residence Halls Office or Residence Halls main desk.

Dropping courses in a summer session, thereby reducing a student's credit-hour load to zero, is not construed as a formal withdrawal from the University.

## MILITARY WITHDRAWAL

The following statement of policy was adopted by action of the Academic Deans' Council April 14, 1967:

- On the recommendation of the Dean of the school, students who withdraw after the 12th week of the semester because of official orders to active duty with the Armed Forces of the United States may be awarded credit in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
- Credit granted for courses under this policy should count toward graduation.
- There should be no refund of tuition for courses for which credit has been awarded. Refunds for courses not awarded credit should be on the same basis as complete withdrawals for military service.
- The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

## TUITION REFUND SCHEDULE FOR MILITARY WITHDRAWALS

Students who withdraw from their courses because of official orders to active duty with the armed forces of the United States receive financial adjustment of tuition charged, in accordance with the following schedule:

- 100% refund of tuition when withdrawal occurs within first week of classes.
- After first week of classes tuition charges are prorated on a daily basis from the first day of class to the date of withdrawal.

MEMORANDUM

TO: President Edward T. Foote II

FROM: Dr. John Knoblock JK  
Chairman, Faculty Senate

DATE: June 23, 1986

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"Credit Only" Option

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#85012

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CAPSULE: Faculty Senate Legislation #85012(B)  
"Credit Only" Option

RESPONSE BY THE PRESIDENT:

DATE: 7/2/76

APPROVED: [Signature]

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Provost

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FACULTY SENATE MEETING

JULY 15, 1986

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### Call to Order and Approval of Minutes

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The meeting was called to order at 3:30 P.M. by Dr. Knoblock. Excused absences were approved for Drs. Alexandrakis, Blomberg, Forman, Kline, Kujawa, Masterson, Neider, Roberts, Tamer, Zollo, and Zaller. The minutes of the meetings of April 28 and May 5 were approved as submitted. Dr. Knoblock introduced former Dean Claude Sowle as the new Law School representative to the Faculty Senate.

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### Honor Code Procedures

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Dr. Knoblock introduced the proposed draft of the Honor Code Procedures as a motion from the Senate Council. Mr. Paul Dee, University General Counsel, expressed his thanks to Dr. Knoblock, Dr. Swan and others for their time and effort in drafting the procedures for presentation to the Senate, administration and the students. He gave an overview of the way the Honor Council would operate. The code was discussed article by article with suggestions for revision. Mr. Dee and Dr. Swan will incorporate in the draft all additions, changes and deletions and will present a revised copy to the Senate office. It was moved by Dr. Yacoub, and seconded, to approve the document as amended. The motion carried.

It was moved, and seconded, that a resolution of commendation be given to Mr. Dee for his efforts and dedication to this matter.

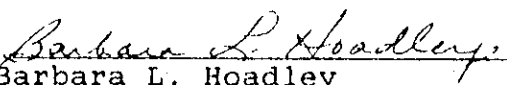
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### Matters from the Floor

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Dr. Knoblock announced that on July 2 the President signed Faculty Senate Legislation #86012(B) - Credit Only Option.

The meeting adjourned at 5:55 P.M.

  
Barbara L. Hoadley  
Secretary to the Faculty Senate

## FACULTY SENATE MEETING

APRIL 28, 1986

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### Call to Order and Approval of Minutes

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The meeting was called to order by Dr. Knoblock at 3:30 P.M. The minutes of the meeting of April 7 were approved as submitted. Excused absences were approved for Drs. Carmichael, Hayes, Reed and Masterson.

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### School of Architecture Bachelor of Land Development and Planning Proposal (First reading)

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Dr. Nicholas Patricios presented the School of Architecture's proposed Bachelor of Land Development and Planning degree. A memorandum from the School of Business regarding the proposed curriculum was submitted as part of the proposal. Discussion followed regarding the size of the student body, present faculty, proposed curriculum and professional nature of the program, and standards in programs currently offered by the School. The final reading on the proposal was placed on the agenda of the May 5 Senate meeting.

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### Credit Only Option

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Dr. John Fitzgerald, Chairman of the Academic Standards Committee, presented his committee's recommendations regarding the credit only option. Discussion followed with respect to what kinds of students use the option, what programs are affected by the option, and whether to eliminate the option. It was moved by Dr. Zaller, seconded by Dr. Vance, to return the report to the Senate Council with the instruction to develop legislation abolishing the credit only option except for workshops and courses for renewal of certificates. The motion failed by a vote of 12 in favor, and 14 opposed. Dr. Fitzgerald stated that the data obtained from the Registrar though incomplete indicate that very few students take courses for credit only. It was moved by Dr. Randolph, seconded by Dr. Boardman, to amend item #1 of the regulations and restrictions, to read "Eligible students may take one course per semester for 'credit only', to a maximum of 9 credits." The amendment to the Council draft carried. It was moved by Dr. Alexandrakis, seconded by Dr. Yacoub, to amend item #1 of the eligibility section by adding "exceptions may be made for freshmen who have 1200 SAT or higher" following the existing language. The motion failed. It was moved by Dr. Heuson, and seconded, to restrict the credit only option to "full time" students in item #1 of the proposed changes.

#### Credit Only Option (cont.)

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After discussion Dr. Heuson withdrew his motion. It was moved by Dr. Swan, seconded by Dr. Vance, to table the motion from the Council. The motion to table failed by a vote of 12 in favor, and 14 opposed. It was moved by Dr. Yacoub, seconded by Dr. Alexandrakis, to refer this item to the Senate Council. The motion failed. The main motion as amended by 1) prohibiting freshmen; 2) requiring a 3.0 GPA; and 3) limiting credit only to 9 credits carried.

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#### Report of the Administrative Services Committee

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Dr. William Whelan, Co-chairman of the Administrative Services Committee, summarized his committee's annual report. He stated that the committee had investigated such areas as Printing and Mailing, the Bookstore, and the University telephone system during the past year. Discussion followed concerning possible areas for committee review for the coming year. It was moved by Dr. Greenfield, seconded by Dr. Harrison, to accept the report as a whole and to endorse the three recommendations on page 1 of the summary. The motion carried unanimously.

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#### Improvements in Employee Benefits

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Dr. Eugene Clasby, Co-chairman of the Budget and Compensation Committee, reviewed the proposed benefit changes in the disability plan. Dr. Zaller complimented Dr. Clasby and Dr. Green on addressing the needs of the faculty in this area. It was moved by Dr. Zaller, seconded by Dr. Heuson, to endorse the report with the recommendation that the Committee be instructed to negotiate for a third year of disability benefits. The motion carried. Dr. Clasby informed the Senate that his presentation serves as the 90-day notification of the proposed changes in benefits. He also reviewed the proposed establishment of a flexible spending account program.

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#### Information Items

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Dr. Knoblock informed the Senate that the following legislative items were signed by the President during the past year: #85001(B)-Incomplete Grade; #85002(B)-Establishment of a Department of Radiation Oncology; #85003(B)-School of Music

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Peer Review of Tenured Faculty (cont.)

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recommendations as to how to improve current procedures. It was moved by Dr. Alloway, seconded by Dr. Vance, to amend the motion to exclude the issue of post-tenure review of teaching. The amendment failed. The motion failed by a vote of 3 in favor, 9 opposed with 1 abstention. The Chairman suggested regularizing the school advisory committees so that their procedures resemble those used by the School of Medicine and RSMAS. He proposed that complete written evaluations take place at least twice in a faculty member's career: 1) promotion to full professor, and 2) awarding of tenure. It was agreed to appoint a committee to examine the problem without making any recommendation involving post-tenure review.

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Credit Only Option

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Dr. John Fitzgerald, Chairman of the Academic Standards Committee, presented the credit only option proposal and his Committee's recommendations. Discussion followed. It was moved by Dr. Yacoub, seconded by Professor McMinn, to refer this item back to the committee subject to review of the information to be provided by the Provost. Members of the Council felt that a well-founded program would be worthwhile if supported by the data and if it accorded with the intention of the legislation. A substitute motion was moved by Dr. Harrison, seconded by Professor Hochstim, to place this item on the agenda of the Senate meeting of April 28, without recommendation, and to request the committee to evaluate the existing evidence and prepare a supplemental report for the Senate. Dr. Yacoub withdrew his motion. It was moved by Dr. Vance, seconded by Dr. Yacoub, to amend the report by adding item #8 to the committee's recommendations as follows: "At the time of registration have a minimum cumulative grade point average of at least 3.0." The motion carried. It was moved by Dr. Vance, seconded by Dr. Yacoub, to amend the report further by eliminating item #7 and corresponding information. The motion carried. It was moved by Dr. Randolph, seconded by Dr. Vance to amend the report by striking items #4 and #5 of the recommendations. The motion failed. The main motion carried.

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Teaching Fellows

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The Chairman reported that neither the Deans nor the Graduate Council had taken action on this item. Discussion followed. It was agreed to postpone further discussion until the new Provost arrives.

### "CREDIT ONLY" OPTION

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#### Eligibility:

To be eligible to enroll for courses under the "CR/NC" option a student must:

1. hold the standing of Sophomore or above, and, if a transfer, must have completed one semester of residency at the University of Miami;
2. at the time of registration have a minimum cumulative grade point average of at least 3.00;
3. elect the "CR/NC" option within two weeks following the last day of registration. No changes except withdrawals from the course are permitted after this time.

#### Regulations and Restrictions:

1. Eligible students may take one course per semester for "credit only," to a maximum of 18 credits.
2. Only free electives may be taken under this option. Free electives are defined as courses not taken to fulfill the requirements for the major, minor, or general distribution requirements of the University and the individual schools. Individual schools, by action of their faculties, may permit courses taken on a "credit only" option to fulfill distribution requirements.
3. ENGLISH 105 and ENGLISH 106 cannot be taken for "credit only."
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6. Should a student subsequently change his/her major, free electives taken for "credit only" prior to the declaration of this major may be counted toward fulfilling major, minor, or general distribution requirements at the discretion of the department chairman and the academic dean.

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PROCEDURES: Where a school permits "credit only" courses to meet its distribution requirements (see "Regulations and Restrictions," # 2), a statement should be included in the Bulletin advising that such options are restricted to that school and may not be honored by other schools.



SUBSTANTIVE CHANGES FROM THE CURRENT POLICY:

The proposed policy differs from the current policy in seven significant ways. The key differences are as follows:

1. The proposed policy would eliminate the current restriction of credit only courses to "full time" students.

2. The proposed policy would prohibit freshmen and first-semester transfer students from using the credit only option.

3. The proposed policy would reduce the maximum number of possible credits earned by this option from 24 to 18.

4. The proposed policy would establish a cumulative grade point average of at least 3.00 as a prerequisite for the election of the "CR/NC" option.

5. Under the proposed policy, the class roll would not indicate those students who have elected the "credit only" option.

6. Since instructors would not know the students who have elected the "credit only" option, they would submit letter grades to the Registrar, who would convert the submitted grade to either "CR" or "NC".

7. The proposed policy establishes a "C" as the minimum level of performance for which "CR" would be given.

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1. Eligible students may take one course per semester for "credit only," to a maximum of 18 credits. 9
2. Only free electives may be taken under this option. Free electives are defined as courses not taken to fulfill the requirements for the major, minor, or general distribution requirements of the University and the individual schools. Individual schools, by action of their faculties, may permit courses taken on a "credit only" option to fulfill distribution requirements.
3. ENGLISH 105 and ENGLISH 106 cannot be taken for "credit only."
4. Grading standards for the "credit only" option are the same as for students who register for the course under the regular grading system. Letter grades will be submitted by instructors to the Registrar, who will change all grades "A" through "C" to "CR" (Credit Received) for those enrolled under the "CR/NC" option. The student will earn credit hours, but not quality points, for the work completed. The grade of "CR" will not affect the student's cumulative grade point average.
5. A grade of "NC" (No Credit) will be recorded by the Registrar for all grades of "D" and "E". The student will not receive credit hours or quality points for the grade of "NC".
6. Should a student subsequently change his/her major, free electives taken for "credit only" prior to the declaration of this major may be counted toward fulfilling major, minor, or general distribution requirements at the discretion of the department chairman and the academic dean.

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PROCEDURES: Where a school permits "credit only" courses to meet its distribution requirements (see "Regulations and Restrictions," # 2), a statement should be included in the Bulletin advising that such options are restricted to that school and may not be honored by other schools.

SUBSTANTIVE CHANGES FROM THE CURRENT POLICY:

The proposed policy differs from the current policy in seven significant ways. The key differences are as follows:

1. The proposed policy would eliminate the current restriction of credit only courses to "full time" students.
2. The proposed policy would prohibit freshmen and first-semester transfer students from using the credit only option.
3. The proposed policy would reduce the maximum number of possible credits earned by this option from 24 to 18.
4. The proposed policy would establish a cumulative grade point average of at least 3.00 as a prerequisite for the election of the "CR/NC" option.
5. Under the proposed policy, the class roll would not indicate those students who have elected the "credit only" option.
6. Since instructors would not know the students who have elected the "credit only" option, they would submit letter grades to the Registrar, who would convert the submitted grade to either "CR" or "NC".
7. The proposed policy establishes a "C" as the minimum level of performance for which "CR" would be given.