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MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Richard L. Williamson'.

Date: March 27, 2012

Subject: Faculty Senate Legislation #2011-44(B) – Proposal to Revise the Academic Regulations Section of the *Faculty Manual*

At its March 21, 2012 meeting, the Faculty Senate unanimously approved the proposal to revise the Academic Regulations section of the *Faculty Manual*. The section as written does not specify to which faculty the provisions apply and references to students do not specify whether they are applicable to undergraduate students, graduate students, or both. The attached revisions to the Academic Regulations section of the *Faculty Manual* are proposed to clarify to whom the section applies.

The supporting materials are enclosed for your reference.

This legislation is now forwarded to you for your action.

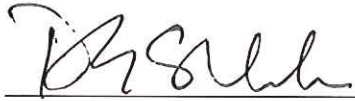
RW/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost
William Green, Senior Vice Provost and Dean of Undergraduate Education
David Birnbach, Vice Provost, Faculty Affairs
Scott Ingold, Associate Vice President and Registrar

CAPSULE: Faculty Senate Legislation #2011-44(B) – Proposal to Revise the Academic Regulations Section of the *Faculty Manual*

PRESIDENT'S RESPONSE

APPROVED:  DATE: 4-2-12
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

Academic Regulations Clarifications Proposal

Purpose: The following revisions to the Academic Regulations section of the *Faculty Manual* are proposed to clarify to whom the section applies. The section as written does not specify to which faculty the provisions apply and references to students do not specify whether they are applicable to undergraduate students, graduate students, or both.

ACADEMIC REGULATIONS

The following provisions shall apply to all members of the general faculty and to all teaching assistants who serve as the primary instructors of a class.

Academic Bulletins

The academic bulletins of the University contain general academic regulations and the specific regulations for each school or college in the University. Faculty members should be familiar with both the University-wide academic rules and regulations and those that apply within their own academic area.

Attendance

[Note: this section subject to a separate proposal to amend.]

Changes of Courses or Withdrawals

Provisions are made for graduate or undergraduate students to change courses or to withdraw within a specified number of days after registration. These regulations are set forth in the academic bulletins.

Class Periods

The standard length of an undergraduate class period during the regular semester is fifty minutes for Monday- Wednesday-Friday classes, and one hour and fifteen minutes for Tuesday-Thursday classes. Laboratory, performance and clinical practice periods may be two to four times as long as regular class periods.¹

Class Rolls

Class rolls are issued to faculty members by the Registrar as soon as possible after registration. Instructors should not permit any Undergraduate students should not be permitted to remain in class if the student's name is not on the official roll. Undergraduate students appearing without authorization should be sent immediately to the Registrar. They may be readmitted upon written authorization by the Registrar, indicating that their name has been added officially to the class

¹ #2005-19(B)

roll. Roll and grade records should be retained and filed in the department office for at least three years after the close of each term.

Grade Reports

Midterm Academic Deficiency Reports for undergraduate students are due on the 30th class day of the semester.² The ~~instructor-faculty member~~ reports only D and F grades at that time. Undergraduate Students-students doing below average work are notified that their work is unsatisfactory. Final grades for undergraduate students are recorded on-line or on official grade report forms provided by the Registrar several days before the final examination period. These on-line or posted forms must be completed or returned by the date and time specified.

Grading System

The grading system is described in academic bulletins. Should questions of interpretation arise, the faculty member should consult the department chair or the dean of the school.

Religious Holidays

[Note: this section subject to a separate proposal to amend.]

Undergraduate³ Final Examination Policy^[KDR1]

Final Examinations may not be given during a regularly-scheduled class period.

No examination shall be permitted during the reading period.

Final Examinations may be rescheduled only with the permission of the dean.

No student shall be required to take more than two final examinations in a twenty-four hour period. A student having three or more final examinations scheduled during a twenty-four hour period may request the instructor of the course most easily rescheduled (normally the course with the smallest enrollment) to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.

A student who has a conflict between a final examination and a religious observation may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the last class day.

For the resolution of any problem pertaining to the scheduling of final examinations, a student should consult with the following entities or persons in this order: the relevant instructor, the department chair, the Dean or designee. If the matter cannot be resolved at the school or college, the student should contact the Office of the Provost.

² #98009(B)

³ 2010-18(B)

Classroom Assignment

The general purpose classrooms on the Coral Gables campus are assigned by the Office of the Registrar. Special-purpose classrooms (e.g., laboratories, studios) on the Coral Gables campus are assigned by individual schools or departments. Requests for rooms by faculty members for make-up classes or other purposes should be made to the Office of the Registrar.⁴

Classrooms on the campuses of the Rosenstiel School of Marine and Atmospheric Science, the Miller School of Medicine and the School of Law are assigned by personnel of those schools.

Class Schedules

The schedule of classes is published prior to the beginning of each fall and spring semester. Chairs of departments prepare individual department schedules for their academic deans who coordinate the various department schedules for their schools and transmit them to the Office of the Registrar.⁵

⁴ [2011-18\(B\)](#)

⁵ [2011-18\(B\)](#)