

(The Senate and Senate Committees should use the following form for officially communicating recommendations to the Provost. Such committees would include: UCC, UPC and Executive Committee of the Senate along with any other committees which provide recommendations directly to the Provost).

Senate Recommendation to the Provost

Originating Body Faculty Senate

Originator Academic Policies Committee

Date Submitted May 4, 2007

Requested Effective Date Fall 2007 Semester

Recommendation: Changes in deregistration policy as specified in the attached document.

Date Approved by Senate: April 2, 2007

Daniel Apple

President, Faculty Senate

5/4/07

Date

Attach any supporting documentation.

Action Taken by Provost:

Date _____

☒ Recommendation Accepted

☐ Recommendation Not Accepted

☐ Recommendation returned to Originating Body for further review (see _____)

Disposition for Approved Recommendation:

☐ President
☐ Faculty Senate President
☐ Forum Chair
☐ Webmaster
☒ Catalogue Editor

☐ VP Student Affairs
☐ VP Finance
☒ School Deans
☐ Graduate Council
☐ Provost Council

Mailed out
8/16/07

Thomas Jones

Provost

5/8/07

Date

From: Kurt Ludwick, Chair, Academic Policies Committee
To: Darrell Mullins, President, Faculty Senate
Date: February 12, 2007
Re: Request to review ghosting policy in the Faculty Handbook

Dr. Mullins,

In November '06, this committee was asked to review the ghosting policy in the SU Faculty Handbook. Of particular concern is the application of the current ghosting policy to summer and winter term courses, as well as its application to fall and spring courses that meet once per week.

Academic Policies Committee Recommendation:

We recommend the following revisions to item 2 of the "Rosters and Ghost Policy" section of Chapter 10-4 of the Faculty Handbook. (Text to be added is in italicized boldface. Text to be removed is crossed out. Also, a superfluous comma is removed after the word "two" in the first sentence.)

2. During the Drop/Add period *of the Spring and Fall sessions*, instructors may drop from their rosters students who miss two consecutive class sessions *or the first class session of any class that meets just once during the Drop/Add period* and who fail to notify instructors that they wish to remain in the course from which they have been absent. *During the Drop/Add period of the Winter, Summer I and Summer II sessions, instructors may drop from their rosters students who miss the first class session of the term and who fail to notify instructors that they wish to remain in the course from which they have been absent.* Instructors initiate this "ghost policy" by notifying the Registrar's Office in writing of students who are to be dropped from a roster. This written notification must include the student's name and SU identification number as well as the course name and number, its section number and the department in which the course is taught.

The above modification may be rather cumbersome to read. Below (see next page) is a possible alternative revision, which is equivalent to the above revision but may be easier to follow.

Alternative recommendation: (The following, if adopted, would *replace* item 2 of the "Rosters and Ghost Policy" section of Chapter 10-4 of the Faculty Handbook)

"2. During the Drop/Add period of the Spring and Fall sessions, an instructor may drop a student from a course roster under the following circumstances:

- a) The student misses two consecutive class sessions of a course that meets at least twice during the Drop/Add period and fails to notify the instructor of his/her desire to remain in the course.
- b) The student misses the first class session of a course that meets only once during the Drop/Add period and fails to notify the instructor of his/her desire to remain in the course.

During the Drop/Add period of the Winter, Summer I and Summer II sessions, an instructor may drop from a course roster any student who misses the first class session of the term and fails to notify the instructor of his/her desire to remain in the course.

Instructors initiate this "ghost policy" by notifying the Registrar's Office in writing of students who are to be dropped from a roster. This written notification must include the student's name and SU identification number as well as the course name and number, its section number and the department in which the course is taught."

NOTE: If the proposed revisions to the ghosting policy are adopted, we must make sure that students are not caught by surprise by these changes. To this end, we recommend that this revision not be enacted before Fall 2008, and we recommend that the ghosting policy be added not only to the Faculty Handbook, but also to the Catalog and to the Student Code of Conduct for Fall '08.

Respectfully submitted,

Kurt Ludwick
Chair, Academic Policies Committee