

MEMORANDUM

TO: Dr. Ana Borger-Greco
Faculty Senate Chairperson

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: January 11, 2008

SUBJECT: APPROVAL OF FACULTY SENATE CURRICULAR RECOMMENDATIONS

As the President's designee, I am informing you of the approvals of the following Faculty Senate Curricular Actions.

Faculty Senate actions at November 6, 2007, meeting:

Academic Undergraduate Policy:

International Baccalaureate (IB) Program

New Policy

Millersville University recognizes the value of the rigorous IB Program and considers it seriously when evaluating the credentials of admission applicants. For students entering with the IB Diploma or Certificate, credit may be awarded for a score of five or higher on examinations in higher level (HL) IB courses. Such credit is generally awarded on a course-by-course basis as recommended by the appropriate MU department. The University does not give credit for standard level (SL) examinations.

Credit awarded for IB higher level examinations may be used to satisfy general education requirements, major or minor requirements, or electives in the same manner as Advanced Placement (AP). Students will not receive duplicate credit for IB examinations, AP examinations, CLEP examinations or any other college courses taken before or after enrolling at Millersville University. In the event of overlapping course content, credit will be given for only one course.

International Baccalaureate transcripts should be submitted to the Office of Admissions, Millersville University, P.O. Box 1002, Millersville, PA 17551. Students can request transcripts through their high school IB coordinator within the first year after high school graduation. Thereafter, transcripts can be requested from the International Baccalaureate Program, North America, 475 Riverside Drive, 16th Floor, New York, NY 10115, (212) 696-4464. ibna@ibo.org.

Approved, Effective Fall 2008

Faculty Senate actions at November 20, 2007, meeting:

Changes in Undergraduate Courses/Curricula:

BSE English - Current Curriculum	Proposed Changes	Analysis/Implications
<ul style="list-style-type: none"> Total Required Credits for Graduation: 120 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Total Required Credits for Graduation: 120
<p>Core English Courses (39 credits)*</p> <ul style="list-style-type: none"> ENGL 220 231 or 232 or 238H or 239H 233 or 235 237, 321, 405, 486, Pre-1800 Lit, American Lit, Genre English Electives (9 credits) *At least 1 required or elective course in English must contain a substantial component in minority & female authors. All students must take ENGL 311 (advanced composition) or take dept. honors courses (ENGL 489, 499) 	<ul style="list-style-type: none"> Add non-print media competency requirement (1 course/3 credits) Courses approved to satisfy the non-print media requirement include ANTH 227 (G1), COMM 220 (G1), 330 (P), ENGL 240, 347, 481, 482, 483, 484, PHIL 327 (G1) 	<ul style="list-style-type: none"> 39 credits Non-print media competency requirement will be programmed as a screening requirement meaning the course credits will not count "up" towards the 39 credits needed for the BSE ENGL major field requirements and will not be calculated towards the major GPA. This set-up is similar to the requirement checking for the minority and female authors component. Also, the screening requirement will allow the non-English, non-print media course to satisfy their respective general education requirements (except for the perspectives courses – Per policy, Perspectives courses may either satisfy the major or perspectives requirement, not both.)
<p>Major Option – not required (12-18 credits)</p> <ul style="list-style-type: none"> Students may elect from one of the following options: <ul style="list-style-type: none"> Comparative Literature English as a Second Language (ESL) Film Studies Journalism Linguistics 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Major Option – not required (12-18 credits)
<p>Required Related (9 credits)</p> <ul style="list-style-type: none"> Media (3 credits) ENGL 240, ENGL 481, ENGL 482, THEA 112, THEA 130, THEA 230, THEA 315 Fine Arts or Appreciation (3 credits) ART *** OR MUSI *** History – British, European, or American (3 credits) HIST *** 	<ul style="list-style-type: none"> Required Related (6 credits) Fine Arts (3 credits) Select from a list of approved-G1 ART, MUSI and THEA courses History (3 credits) Select from a list of approved-G3 HIST courses 	<ul style="list-style-type: none"> Required Related (6 credits) Reduce required related requirement by three (3) credits due to the screening requirement that checks that the non-print media competency is being met. Additional courses have been added to the course listings making the requirement less restrictive; giving the students greater flexibility to complete the requirement.
<p>Professional Education (30 credits)</p> <ul style="list-style-type: none"> EDFN 211, EDFN 241 EDFN 330 EDSE 321 ENGL 485, ENGL 487 EDSE 461 Student Teaching (12 cr) 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 30 credits
<ul style="list-style-type: none"> G1 Requirements (12 credits) 	<ul style="list-style-type: none"> None (at least 1 r.r. course will satisfy G1) 	<ul style="list-style-type: none"> 9 credits
<ul style="list-style-type: none"> G2 Requirements (12 credits) 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 12 credits
<ul style="list-style-type: none"> G3 Requirements (12 credits) 	<ul style="list-style-type: none"> None (at least 1 r.r. course will satisfy G3) 	<ul style="list-style-type: none"> 9 credits
<ul style="list-style-type: none"> ENGL 110, COMM 100, P, AW, WELL Requirements (15 credits) 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 15 credits

Approved, effective Fall 2008

Academic Undergraduate Policy

Incomplete Grades

Current Policy

An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student's control, such as personal illness, accident, or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. The instructor may assign an incomplete (I) grade if the student is passing the course and can complete the remaining requirements without attending classes. If additional class attendance is required to complete course requirements, the instructor must issue a final grade.

A student must petition the course instructor to assign an incomplete grade. The student, in consultation with the course instructor, will complete the appropriate form indicating the reason the incomplete is being requested and clearly specifying the work to be completed, its completion date (the time granted for completion of this work may be less than the maximum time allowed), and the default grade that will be assigned in the event the course requirements are not satisfied. The instructor must approve this form. If approved, the student will retain a copy of this form and submit it when the course work is completed.

An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student's cumulative grade point average will be calculated based on all completed course work.

A student is encouraged to complete the required work as soon as possible. The deadline for making up an incomplete is eight (8) weeks from the completion of the term in which the incomplete was granted [Fall, Winter, Spring, Summer (calculated from the last day of Summer Session III)]. The instructor must submit either:

- a final grade on the change of grade form or
- a recommendation for an extension, requiring approval by the department chair and the school dean

An instructor may recommend an extension of time to complete the course requirements when extenuating circumstances exist. Extensions require the approval of the department chairperson and Dean of the school offering the course. If the instructor does not submit a final grade by this deadline or request an additional extension, the Dean will notify the Registrar to change the incomplete (I) to the default grade.

A faculty member may petition the school Dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances, e.g., disability or death of the student or faculty. If the petition is approved, the Dean will notify the Registrar to record an administrative withdrawal for the course.

If a student repeats a course in which an incomplete grade was earned, the incomplete grade will remain on the transcript, and the most recent grade for the course will be included in calculating the cumulative GPA.

Students will not be graduated with unresolved incomplete grades that were recorded beginning with the Spring 2005 term. Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.

Revised Policy

An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student's control, such as personal illness, accident, or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. A student may request that the course instructor assign an incomplete grade. The instructor may assign an incomplete (I) grade only if the student is passing the course and can complete the remaining requirements without attending additional classes. If class attendance is required to complete course requirements, the instructor must issue a final grade.

An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student's cumulative grade point average will be calculated based on all completed course work.

A student is encouraged to complete the required work as soon as possible. The deadline for making up an incomplete is at the end of the 10th week of the next subsequent regular semester (Fall or Spring). At the deadline one of the following actions will occur:

- The instructor submits a final grade on the change of grade form.
- The instructor recommends an extension with the approval of the department chairperson and Dean of the school offering the course.
- The grade of I converts to an F.

A faculty member may petition the school Dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances, e.g., disability or death of the student or faculty. If the petition is approved, the Dean will notify the Registrar to record an administrative withdrawal for the course.

Students will not be graduated with unresolved incomplete grades that were recorded in Spring 2005 or thereafter. Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.

Approved, effective Fall 2008