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Academic Policy Committee Report - November 4, 2004

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ACADEMIC POLICY COMMITTEE
THURSDAY, NOVEMBER 4, 2004
4TH FLOOR CONFERENCE ROOM, ANDY HOLT TOWER

Present: Charles Feigerle (Chair), Michael Keene, Matthew Murray, Stefanie Ohnesorg, Mary Papke, Kay Reed, Margie Russell, Belle Upadhyaya.

The meeting was called to order by Charles Feigerle, Chair, at 2:00 p.m.

1. Graduate Change in Registration.

Margie Russell, Associate Registrar, presented a proposal for changing the written text in the *Graduate Catalog* concerning Change in Registration.

The committee recommended that the Council approve the proposed changes as follows:

From:

Change in Registration (page 29)

The permanent record will show all courses for which the student has registered except those audited and those from which the student has withdrawn during the first 10 calendar days after the beginning of classes.

Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make space available to other students. Students have the responsibility to assure that they have been dropped. Otherwise they may receive a grade of F in the course.

Type of Change

Deadline

Add Course	10 days
Between 11-42 days with instructor's and advisor's signature	
Change credit/grading.....	10 days
Between 11-42 days with advisor's signature	
Drop Course without W	10 days
Drop Course with W	84 days

See *Timetable of Classes* each term for exact dates.

A student may change registration at Circle Park Online (<http://cpo.utk.edu/>).

If additional permission is necessary, a student must execute a change of registration at the Office of the University Registrar, with approval of the instructor, advisor and Office of Graduate Student Services.

Total withdrawal from registration for a semester must be processed through the Office of the University Registrar.

To:

Change in Registration

The permanent record will show all courses for which the student has registered except those audited and those from which the student has withdrawn during the "Drop Course without W" deadline. Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make space available to other students. Students have the responsibility to assure that they have been dropped.

Otherwise they may receive a grade of F in the course.

Type of Change for Full Term Classes Fall/Spring	Deadline
Add or Drop a Course without a W or Change credit/grading	10 days
Between 11 and 42 days with instructor's and advisor's signature.....	42 days
Drop Course with W	84 days

The periods for add, drop, change of credit/grading for sessions within the full term, summer, and mini term are determined based on a percentage of the equivalent deadline within the full term. See *Timetable of Classes* each term for exact dates on the Circle Park Website at <http://cpo.utk.edu>. Deadline dates will be moved to the next business day if the deadline falls on a holiday, weekend day, or fall/spring recess. Within the change of registration period, a student may change registration at Circle Park Online (<http://cpo.utk.edu>). If additional permission is necessary, a student must execute a change of registration at the Office of the University Registrar, with approval of the instructor, advisor, and Office of Graduate Student Services. Total withdrawal from registration for a semester must be processed through the Office of the University Registrar.

2. Minimum Class Size Policy.

The Graduate Council in its October 7, 2004, meeting referred the policy on minimum class size back to the Academic Policy Committee. The committee continued the discussion. This policy is published in the *Undergraduate Catalog* as:

An undergraduate course will not normally be given for fewer than fifteen students at the lower division; twelve at the upper division; and nine at the graduate level except by permission of the Chancellor. The university reserves the right to cancel, postpone, or combine classes when necessary.

A MOTION was made by Mary Papke and SECONDED by Michael Keene that APC does not support placing this statement in the *Graduate Catalog*. The motion carried.

A MOTION was made by Mary Papke and SECONDED by Michael Keene that the Undergraduate Council be asked to remove from the *Undergraduate Catalog* (page 38, under Minimum Class Size) the phrase, "...and nine at the graduate level..."

The meeting adjourned at 3:15 p.m.