

Appendix B

Faculty Senate Curriculum Policies

Included here are some of the more pertinent policies to curriculum and related procedures. A more exhaustive compilation of policies is maintained at the Faculty Senate web site: <http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/>

Grading Policy:

- FS Meeting #189 (March 4, 2013)
Motion to change the UAF Catalog descriptions of letter grades

MOTION

The UAF Faculty Senate moves to change UAF Catalog descriptions of letter grades as indicated below.

EFFECTIVE: Fall 2013

RATIONALE: These revised descriptions of letter grades more closely match those found in University Regulation R10.04.090, Section C., "Grade Definitions." The changes eliminate use of the term 'average' in the descriptions and clarify under what circumstances 'D' is an acceptable grade.

BOLD CAPS = Addition

[[]] = Deletion

Grading System and Grade Point Average Computation [as currently in the UAF Catalog, page 48]

...

Grades appearing on academic records are:

[[A An honor grade, indicates originality and independent work, a thorough mastery of the subject and the satisfactory completion of more work than is regularly required.]]

"A" (INCLUDING A+ AND A-) INDICATES A THOROUGH MASTERY OF COURSE CONTENT AND OUTSTANDING PERFORMANCE IN COMPLETION OF COURSE REQUIREMENTS.

[[B Indicates outstanding ability above the average level of performance.]]

“B” (INCLUDING B+ AND B-) INDICATES A HIGH LEVEL OF ACQUIRED KNOWLEDGE AND PERFORMANCE IN COMPLETION OF COURSE REQUIREMENTS.

[[C Indicates a satisfactory or average level of performance.]]

“C” (INCLUDING C+ AND C-) INDICATES A SATISFACTORY LEVEL OF ACQUIRED KNOWLEDGE AND PERFORMANCE IN COMPLETION OF COURSE REQUIREMENTS.

[[D The lowest passing grade, indicates work of below-average quality and performance.]]

“D” (INCLUDING D+ AND D-) INDICATES A MINIMAL LEVEL OF ACQUIRED KNOWLEDGE AND MINIMAL PERFORMANCE IN COMPLETION OF COURSE REQUIREMENTS. THIS GRADE DOES NOT SATISFY REQUIREMENTS FOR COURSES IN THE MAJOR, MINOR, CORE, OR GRADUATE PROGRAMS.

[[F Indicates failure.]]

“F” INDICATES FAILURE TO MEET A MINIMAL LEVEL OF UNDERSTANDING OF COURSE CONTENT AND (OR) PERFORMANCE IN COMPLETION OF COURSE REQUIREMENTS. All F grades, including those earned in pass/fail courses, are included in the GPA calculations.

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- FS Meeting #206 (April 6, 2015)
Motion to clarify the “DF” grading policy

MOTION

The Faculty Senate moves to revise wording in the Course Catalog to specify the time limit of 2 years for the temporary grade “DF” (Deferred) in undergraduate courses, after which time the final grade recorded will change to a “W” (Withdrawn).

EFFECTIVE: Fall 2015

RATIONALE: The DF grade is a temporary grade assignment, not a final designation. Currently, the Registrar’s office is faced with a significant number of DF grades which have not been finalized, many of them considerably older than 2 years. This motion provides for the automatic conversion of all future DF grade designations in undergraduate courses after two years unless action is taken to either enter a final grade designation or request an extension from the Registrar.

This motion will make the following changes to the UAF Catalog, page 46:

BOLD = Additions

DF Deferred — This designation is used for courses such as theses and special projects, which require more than one semester to complete. It indicates that course requirements cannot be completed or when institutional equipment breakdown resulted in noncompletion by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time. **FOR UNDERGRADUATE COURSES, THE GRADE WILL AUTOMATICALLY CHANGE TO A W (WITHDRAWN) AFTER TWO YEARS UNLESS AN EXTENSION IS REQUESTED AND GRANTED BY THE REGISTRAR.**

- FS Meeting #189 (March 4, 2013)
Motion to amend grading policy to make C- (1.7) the minimum acceptable grade for courses in major / minor or as a prerequisite
- FS Meeting #191 (May 6, 2013): Corrects amended grading policy concerning grade of C- (1.7) – *see bold caps below*

MOTION:

The UAF Faculty Senate moves to amend grading policy concerning the grade of C, such that C- (1.7) shall be the minimum acceptable grade that **UNDERGRADUATE** [[baccalaureate]] students may receive for courses to count toward the major or minor degree requirements, or as a prerequisite for another course.

EFFECTIVE: Fall 2013

RATIONALE:

1. Consistency with the past. Before +/- grades, a 'C-' was acceptable because a 'C-' was simply a version of C
2. Consistency with faculty who do not use +/- grades. A student who receives a 'C-' from a faculty member who does not use + is ok because that grade gets recorded as a 'C'. Same course, different teacher, this one does use + and the grade is not acceptable.
3. Consistency with BOR policies. BOR defines a C as an acceptable grade. Clearly a 'C-', which is a version of C, also should be acceptable.
4. Consistency with transfer policies: a course with a grade of C- transfers. However, currently it only transfers as 'credit' for a course in one's major or minor. In order to satisfy the requirement for the major or minor the course would need to be re-taken and a grade of C or higher received.
5. A grade of C- is the minimum acceptable for a 'core' course. This is confusing for students, who recognize that sometimes a C- is good enough, and sometimes not.

Note that the proposed change wouldn't change the fact that a student's overall GPA and GPA in the major must be a minimum of 2.0.

- FS Meeting #142 (March 5, 2007): Minimum grade requirement for graduate students

MOTION:

The UAF Faculty Senate moves to amend the minimum grade requirement for graduate students as follows:

[[]] - Deletion

CAPS - Addition

UAF Catalog, 2006-2007, Page 176:

How to Earn a Graduate Degree

General University Requirements

• **Grades and Grade Point Average (GPA)**

You must have a cumulative GPA of 3.0 (B) in the courses identified on your Advancement to Candidacy form to remain in good standing and in order to graduate. You must earn a[[n A or B grade]] (3.0) OR BETTER GRADE (no P grades) in 400-level courses; a (2.0) C grade will be accepted in 600-level courses for the purposes of satisfying degree requirements, provided you remain in good standing.

• **Deficiencies**

Your advisory committee may require that you remedy certain deficiencies in your program. Your committee will determine early in the program both how to remedy the deficiencies and the minimum level of performance required of you. Graded undergraduate courses taken to remedy a deficiency must receive a grade of (3.0) B or better. Deficiency courses are not listed on the Advancement to Candidacy form.

UAF Catalog, 2006-2007, Page 178:

Advancement to Candidacy

Advancement to candidacy formally establishes your specific degree requirements and should be done as soon as possible after qualifying. At the latest, you should submit your application for advancement to candidacy one semester before you are awarded your degree. If you are completing your programs primarily during the summer sessions, you should submit your application the summer session before you are awarded your degree.

The finalized Graduate Study Plan should be the basis for completing the Advancement to Candidacy form. The GPA for all courses listed on the Advancement to Candidacy form must be ≥ 3.0 , and no graduate courses with grades below (2.0) C, or undergraduate courses with grades below (3.0) B, can be used.

Admission to graduate study does not imply advancement to candidacy for a degree. The graduate advisory committee has the option of refusing to recommend a student to candidacy.

EFFECTIVE: Fall 2007

RATIONALE: These changes clarify that the minimum requirement is a 3.0 B grade rather than a B- for all 400 level courses and a C (2.0) grade rather than a C- for all 600-level courses. Student must still maintain a 3.0 overall GPA for the Advancement to Candidacy. Individual departments may choose to establish different criteria or to petition the requirements for a particular student.

Current Grade Appeals Policy

Always check for the most current policy posted online at:
<http://www.uaf.edu/uafgov/faculty-senate/policies-procedures/grade-appeals/>

UAF Faculty Senate updated the grade appeals policy in spring of 2016 (FS Meeting #215, May 2, 2016) in order to bring it into compliance with Board of Regents Policy and UA Regulations. Along with the policy changes, the Registrar's Office updated the form used by students to submit grade appeals and developed a helpful checklist to provide guidance for the procedures.

Academic Credit Units:

Guidelines for Computing Course Credit / Contact Hours:

UAF Faculty Senate policy was recently updated in spring of 2015 to reflect changes to UA Regulations at R10.04.090 F.2 which state that, "A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time; or 2) at least an equivalent amount of work for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Equivalencies to this standard may be approved by the chief academic officer of the university or community college."

One academic credit hour of non-laboratory instruction at UAF will consist of 800 minutes of lecture or equivalent instructional activities plus 1600 minutes of student work outside of class (**Meeting #206, April 6, 2015**; reference past motions from Meeting #180, February 6, 2012; Meeting #141, February 5, 2007; Meeting #3, March 25, 1988). It is understood that an average student will be expected to spend 1600 minutes of study and preparation outside of class in order to meet the learning objectives for the unit of credit in lecture or equivalent instructional activities.

Related to credit hours is the length of the semester. This was established as Senate policy, "The UAF Faculty Senate moves to establish a 14-week instructional period for the Fairbanks campus with provision for an additional examination period during each semester." (FS meeting #21, October 15, 1990)

From Motion passed at Meeting #206 (April 6, 2015):

A credit hour represents an amount of work that reasonably approximates not less than:

- 1. one hour of classroom or other faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or**
- 2. at least an equivalent amount of work for other academic activities, including laboratory work, internships, practice, studio work, and other academic work.**

The following standards establish the minimum requirements for one academic unit of credit for the course formats commonly used at UAF:

1. 800 minutes of lecture **or equivalent instructional activities** plus 1600 minutes of student work outside of class.
2. 1600 minutes of laboratory (or studio or other similar activity) plus 800 minutes of student work outside of class.
3. 2400 minutes of laboratory (or studio or other similar activity)
4. 2400 - 4800 minutes of supervised practicum
5. 2400 - 8000 minutes of internship (or externship, clinical)
6. 2400 - 4800 minutes of supervised scholarly activity

Credit hours may not be divided, except one-half credit hours may be granted at the appropriate rate.

For short courses and classes of less than one semester in duration, course hours may not be compressed into fewer than three days per credit. Any existing semester-long course that is to be offered in a “compressed to less than six weeks” format must be approved by the college or school's curriculum council and the appropriate UAF Faculty Senate Committee (SADA, Core Review, Curriculum Review or GAAC). Any new course proposal must indicate those course compression format(s) in which the course will be taught. Only approved course formats will be allowed for scheduling.

Given the above information the formula used for computing credit/contact hours is 800 minutes (13.3 hrs) per credit. This equates to approximately 1 hour of lecture per week for a normal 14 week semester. **For courses that do not employ lectures, but that are intended to achieve learning outcomes equivalent to those of a lecture course (e.g., some eLearning classes), 800 minutes of structured instructional activities are expected per credit, in addition to at least 1600 minutes/credit of other work that the student completes independently. “Structured instructional activities” is not restricted to mean synchronous interaction with an instructor, but rather faculty-designed instructional activity intended to facilitate student learning.**

Existing Guidelines:

Practica, internships, and supervised scholarly activity differ from lab instruction in that there is no structured daily educational exercises nor daily instructor evaluation, and a significant portion of the activity is not supervised by the instructor of record.

A practicum is a hands-on supervised work experience done by a student either as part of or in conjunction with an academic class as an educational strategy to attain the class objective. A faculty member, usually the class instructor, supervises the work, establishes the objectives and evaluation metrics, evaluates the outcome and assigns a final grade. Credit for practica requires a minimum of 2400 minutes of work per credit in addition to the contract hours of the associated class (e.g., a 3 credit class would require a minimum of 7200 minutes of practicum work). Whether the practicum is embedded in the associated class or whether it is listed as a separate class, the same metric applies.

Credit for class-related practica can range from 1-3 credits for any given class. Diversion from these guidelines can be granted if discipline or accreditation specific requirements for practica exist.

An internship (also called externship or clinicals as discipline-specific terms) is a supervised work experience which is a capstone experience tied to a student's major or career goal. The internship involves a student working in an agency or other professional setting under the supervision of a designated practicing professional. The UAF faculty member serves as the instructor of record, approves the work activities and goals, and evaluates the outcomes. The instructor also assigns a grade upon review of the completion of the assignments. Credit for internship can range from 1-15 and requires a minimum of 2400 minutes of work (3 hours/week for 14 weeks) with the employer for each credit earned. Diversion from these guidelines can be granted if discipline or accreditation specific requirements for internships exist (e.g., NCATE accreditation for teacher certification programs).

A supervised scholarly activity is one where the student meets at least once a week with the instructor to discuss progress and future plans, but the work itself is basically unsupervised. A UAF faculty member serves as the instructor of record and approves the work activities and goals, evaluates the outcomes, and assigns the final grade. Activities are part of a formal course; otherwise they are simply "research" or "thesis" credit. The student must prepare a final written or oral report on the work performed. Credits for typical scholarly activities should be awarded at a rate of 2400-4800 minutes of work (3-6 hours/week for 14 weeks) per credit.

Following the title of each course, the number of credits is listed for each semester. Thus "3 credits" means three credits may be earned. Credit may not be given more than once for a course unless a course has been designated as repeatable for credit. Figures in parentheses at the end of course descriptions indicate the number of lecture; laboratory; and practicum, internship, or scholarly activity hours the class meets each week for one semester.

Generally a 1 credit course meets once a week for 1 hour for 14 weeks, plus a 2 hour final (1+0). A 3 credit course meets 3 hours a week for 14 weeks, plus a 2 hour final (3+0). A science course for 4 credits typically meets for 3 lecture hours and 3 lab hours for a 14 week semester plus a 2 hour final (3+3). An Art course for 3 credits meets 1 lecture hour and 4 lab hours for 14 weeks plus a 2 hour final (1+4). An internship meets at varying times during the semester as scheduled by the individual student and instructor, but includes supervised work in a professional setting for 3-10 hours per week for a 14 week semester. A student who worked 9 hours weekly could earn 1, 2, or 3 credits as determined by the faculty to be appropriate for the discipline (0+0+9).

Examples of credits hours are: (1+0) 1 credit, (3+0) 3 credits, (3+3) 4 credits, (1+4) 3 credits, or (1+0+40) for 6 credits, where the first number is the lecture hours, the second number is the lab hours, and the third number is practicum/internship/scholarly activity hours.

Older motions concerning Academic Credit Unit, for reference:

- FS Meeting #141 (February 5, 2007)
Motion to define academic credit for practicum, internship, or scholarly activity.

- FS Meeting #180 (February 6, 2012)
Motion to more clearly define the academic credit hour requirements for laboratory instruction.

Course Compression

- FS Meeting #175 (May 2, 2011)
Motion to amend the policies on course compression and course approvals

MOTION:

The UAF Faculty Senate moves to amend the policies on course compression and course approval as shown below:

EFFECTIVE: Fall 2011

RATIONALE: If core courses are important enough to be reviewed for compressed offerings, then why not all courses? Are not all courses important? Doing so creates a uniform evaluation method for this variety of course offerings. Further, we ought to be able to use the lessons learned in compressing core courses to non-core courses. Along those lines we intend to have guidelines for course compression created as part of the 'course and degrees manual'.

[[]] = Deletions
CAPS = Additions

Any EXISTING SEMESTER-LONG course THAT IS TO BE OFFERED IN A "compressed to less than six weeks" FORMAT must be approved by the college or school's curriculum council AND THE APPROPRIATE UAF FACULTY SENATE COMMITTEE (SADA, CORE REVIEW, CURRICULUM REVIEW OR GAAC). Any NEW [[core]] course [[compressed to less than six weeks must be approved by the Core Review Committee.]] PROPOSAL MUST INDICATE THOSE COURSE COMPRESSION FORMAT(S) IN WHICH THE COURSE WILL BE TAUGHT. ONLY APPROVED COUSE FORMATS WILL BE ALLOWED FOR SCHEDULING.

The above motion supersedes that of Meeting #59, November 13, 1995.

Course Cross-listing and Stacking:

- FS Meeting #123 (May 3, 2004): Motion to amend policy on Stacked and Cross-listed courses.

MOTION:

The UAF Faculty Senate moves to amend the policy on Stacked and Cross-listed Courses.

CAPS - Additions

[[]] - Deletions

Stacked and Cross-listed Courses

[[The same course is sometimes offered by more than one discipline. Such offerings are referred to as "cross-listed" courses]] SOME COURSES ARE OFFERED BY AN INTERDISCIPLINARY PROGRAM (SUCH AS "WOMEN'S STUDIES) WITH A SPECIFIC DISCIPLINARY CONTENT (E.G., HISTORY). SOME COURSES CONTAINING INTERDISCIPLINARY CONTENT ARE SPONSORED BY SEVERAL DEPARTMENTS (E.G. THEATER/ART/MUSIC 200X). BOTH TYPES OF COURSES ARE 'CROSS-LISTED' and are designated in the class listings by "cross-listed with ____".

Courses are [[also]] sometimes offered simultaneously at different levels (100/200 or 400/600, for example) with higher level credit requiring additional effort and possibly higher order prerequisites from the student. Such courses are referred to as "Stacked" courses and are designated in the class listings by "Stacked with ____". In the case of 400/600 level stacked courses, graduate standing or permission of the instructor is required for graduate enrollment and a higher level of effort and performance is required on the part of students earning graduate credit.

Courses simultaneously stacked and cross-listed [[will be]] ARE designated in the class listing as "stacked with ____ and cross-listed with ____."

FOR ALL STACKED COURSES, [[In all cases,]] the course syllabus (not the catalog) must stipulate the course content and requirements for each level [[and/or discipline]]. The catalog should indicate [[if there is a difference in content.]] THE DIFFERENCE IN PREREQUISITES FOR EACH LEVEL.

Effective: Fall 2004

The above motion superseded those of Meeting #77, February 9, 1998 and Meeting #31, December 9, 1991.

- FS Meeting #53 (November 14, 1994): Motion to amend policy on evaluating minor and major course changes and dropping courses to require notification of all departments for which the subject course is cross-listed.

MOTION:

The UAF Faculty Senate moves to amend the policy on evaluating minor and major course changes and dropping courses to include a requirement of notification of all departments for which the subject course is cross-listed. This policy shall be implemented by appending the Change Course and Drop Course Format forms.

Effective: Fall 1995

Note: Additional signature lines on the Format forms serve this notification purpose; as do copies of email communications attached to the Format form packets submitted to the Faculty Senate Office.

Special or Reserved Course Numbers

- FS Meeting #126 (December 13, 2004): Motion to amend policy on Special or Reserved Numbers.

MOTION:

The UAF Faculty Senate moves to amend the policy on Special or Reserved Numbers as follows:

Special or Reserved Numbers

Courses identified with numbers ending in -92 are seminars; ending in -93 are special topics courses; -94 trial courses; -95 special topics summer session courses, offered only during the summer; -97 indicates individual study; -98 NON-THESIS research/PROJECT; and -99, thesis/DISSERTATION.

Effective: Fall 2005

Course Designation / Classification Criteria

- FS Meeting #130 (May 2, 2005): Motion to amend policy on Course Designation / Classification Criteria.

MOTION:

The UAF Faculty Senate moves to amend the Course Designation/Classification Criteria policy as follows:

COURSE DESIGNATION/ CLASSIFICATION CRITERIA

2. Courses are designated Social Science according to the following criteria:
 - a. Content is directly defined by major models or theories of the social science disciplines of anthropology, communication, economics, geography, history, justice, political science, psychology, social work, sociology or interdisciplinary social science disciplines.
 - b. Excludes courses for which a majority of focus is on research skills or techniques, practicum experience, or professional or vocational skill development.
 - c. Courses approved for "s" designators prior to May 2005 will retain their "s" designator.

EFFECTIVE: Immediately

The above motion superseded that of Meeting #32, February 10, 1992.

A motion was passed at Meeting #123A, April 29, 1987, which defined criteria for courses designated as Humanities. The pertinent portion of that motion is copied below:

3. Courses are designated Humanities according to the following criteria:
 - a. Course content in the traditional Humanities disciplines of Art, Drama, Languages, Linguistics, Literature, Humanities, Music and Philosophy.
 - b. Outside the Humanities disciplines, courses may be classified as Humanities which exclusively address one or more of the following areas of study:
 - Philosophic and/or religious thought.
 - Intellectual and value assumptions of discipline.
 - Literary traditions (written and oral) of a culture area or historical period.
 - Aesthetic traditions or a culture area or historical period.
 - Formation and nature of values.
 - c. Excludes courses whose primary emphasis is on research skills or techniques, practicum experience, or professional or vocational skill development.

Effective: May 19, 1987
