

GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
FEBRUARY 6, 2013
Robinson Hall B113, 3:00 - 4:15 p.m.

I. Call to Order

II. Approval of the Minutes of October 24 and November 28, 2012

III. Announcements

President Cabrera: Update on the GMU Mission Statement

IV. New Business - Committee Reports

A. Senate Standing Committees

Executive Committee

Academic Policies

Catalog Copy Addition: Final Exams

Attachment A

Catalog adjustments: Study Elsewhere Policy

Attachment B

Budget & Resources

Faculty Matters

Nominations

Ghassan Husseinali (CHSS) is nominated to fill a vacancy on the Academic Initiatives Committee

Organization & Operations

B. Other Committees/Faculty Representatives

Faculty Handbook Revision Committee

Attachment C

VI. Other New Business

VII. Remarks for the Good of the General Faculty

VIII. Adjournment

Attachment A

Catalog Copy Addition

Final Exams

Undergraduate courses usually culminate with a final exam. Except in predominantly laboratory courses, exams may not be given during the last week of classes. Exams may not exceed the scheduled length of two hours, 45 minutes. Changes in location or time of in-class final exams must be approved by the appropriate department chair and dean. A professor who is considering assigning a take-home exam or significant end-of-semester paper or project should inform the students at the beginning of the semester. Such assignments should be distributed by the beginning of the last week of classes so that students can coordinate them with preparation for other exams. Students must not be required to submit exams before the date of the regularly scheduled exam for a course. Retaking final exams is not permitted. Students who have more than one examination scheduled at the same time or more than two examinations scheduled on the same day should consult their instructors to explore whether they can make other arrangements. If campus-wide disruptions to class meeting schedules occur during the semester (e.g., due to severe weather), a revised final exam schedule may be issued. In this event, students and faculty are expected to adhere to the revised schedule.

Add at end:

The examination period may be prolonged, and individual exams may be shifted to the last day of the revised exam period.

ATTACHMENT B

The Senate approved the revised Study Elsewhere Policy last semester. The Academic Policies Committee has been asked to have the Senate approve the following minor changes to the revised catalog copy.

Explanation of Changes to Previously Approved Study Elsewhere Policy:

- 1) The Center for Global Education (CGE) raised concerns that the policy as it was previously written would apply to courses through CGE. The policy was refined to clarify that it applies only to study at other regionally accredited U.S. institutions; hence, the name change.
- 2) The Office of Financial Aid raised concerns about the use of the term “concurrent enrollment” in the first sentence. The policy was re-written to remove this term.
- 3) The format of the policy was changed from narrative to bullet-points to make the requirements easier to read.
- 4) The minimum grades needed for course transfer were also added (bullet 3).
- 5) The signatures required for study elsewhere approval for graduate and undergraduate students was clarified (bullet 4).

REFORMATTED POLICY

Permission to Study at Another Regionally Accredited U.S. Institution

Currently enrolled George Mason University students who wish to take courses at another regionally accredited U.S. institution must obtain advance written approval. This process permits a student to enroll elsewhere in a suitable course unavailable at Mason or through the Consortium of Universities of the Washington Metropolitan Area. Students who wish to Study Abroad must contact the Center for Global Education. Students wanting to pursue study through the Consortium of Universities of the Washington Metropolitan Area should contact the Registrar’s Office.

- The Permission to Study at Another Regionally Accredited U.S. Institution form can be found at registrar.gmu.edu. Submission of this form does not guarantee approval.
- Catalog numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval.
- A minimum course grade must be achieved; however, grades themselves do not compute into any Mason GPA. For undergraduate courses, a minimum grade of C (2.0 on a 4.0 scale) is required. For graduate courses, a minimum grade of B (3.0 on a 4.0 scale) is required.
- Graduate students must obtain advance written approval from the director of their graduate program and the graduate dean of their school/college. Undergraduate students must obtain advance written approval from their academic advisor and the academic dean of the school/college offering the course to be taken elsewhere.
- Upon course completion, students must submit to the George Mason University Office of the University Registrar an official transcript from the visited institution for all course work taken elsewhere.
- Advance approval to study elsewhere is required. Undergraduate students who enroll elsewhere without advance written permission will not receive transfer credit for course work taken at other institutions unless they re-apply for admission to Mason as a transfer applicant

and meet all priority deadlines. Re-admission is not guaranteed and transfer credit is awarded based upon course equivalencies in effect at the time of re-admission.

Special instructions for undergraduates:

- Once enrolled in degree status at Mason, students may request permission to take a limited number of credits at another regionally accredited institution.
- Students must be in good standing with a minimum cumulative GPA of 2.00 in their Mason courses to request permission to study elsewhere.
- Individual colleges/schools/institutes determine restrictions on the number, type, mode of delivery, location and offering patterns of courses that can be taken at another institution.
- Freshmen and transfer students in their first semester at Mason are not permitted to study elsewhere.
- Courses previously attempted at Mason (including withdrawals) cannot be taken elsewhere.
- Students must meet the minimum 30-hour residency requirement at Mason.

POLICY APPROVED BY FACULTY SENATE (as discussed at the 12/4 APAC meeting)

Permission to Study Elsewhere

Students who apply for admission to Mason usually do not seek simultaneous enrollment at another collegiate institution. In those unique situations when a student does seek concurrent enrollment, the student must obtain advance written approval from an academic dean. This process permits a student to enroll elsewhere in a suitable course unavailable at Mason or through the Consortium of Universities of the Washington Metropolitan Area. Catalog numbers and descriptions of courses to be taken elsewhere must be submitted with the request for approval. Students must submit an official transcript for all such course work to the Office of the University Registrar. Note that while credit may be approved for transfer and a minimum grade must be achieved, grades themselves do not compute into any Mason GPA. Students who enroll elsewhere without advance written permission while enrolled at Mason will not receive transfer credit for course work taken at other institutions unless they re-apply for admission to Mason as transfer applicants and meet all priority deadlines. Re-admission is not guaranteed and transfer credit is awarded based upon course equivalencies in effect at the time of re-admission. The Permission to Study Elsewhere form can be found at registrar.gmu.edu.

Special instructions for undergraduates: Freshmen and transfer students in their first semester at Mason are not permitted to study elsewhere. Courses previously attempted at Mason (including withdrawals) cannot be taken elsewhere. Once enrolled in degree status at Mason, students may request permission to take a limited number of credits at another regionally accredited institution. Students must be in good standing with a minimum cumulative GPA of 2.00 in their Mason courses and obtain advance, written approval from their advisor and the academic dean of the college, school, or institute that offers the course(s) at Mason. Individual colleges/schools/institutes determine restrictions on the number, type, mode of delivery, location and offering patterns of courses that can be taken elsewhere. Students must also meet the minimum 30-hour residency requirement at Mason.

ATTACHMENT C

Agenda item from the Faculty Handbook Revision Committee for the Faculty Senate meeting,

February 6, 2013

The Faculty Handbook Revision Committee and appropriate administrators have approved the proposed revisions to the Faculty Handbook that appear in the Attachment. The Faculty Senate will convene in a Special Meeting on February 13, 2013 to vote on the revisions.

By this report, we hope to give Faculty Senators and the General Faculty time to read and discuss the proposals before the Special Meeting. If there are any questions or concerns, they can be voiced at the Faculty Senate meeting on Feb. 6 or communicated to the Committee. It is unlikely that the Committee will consider any wholly new proposals before the agenda deadline for the Special Meeting (Feb. 6).

Please read Sections 2.7.3f-2.8.6 thoroughly and carefully. It is presented separately from the other revisions because of its importance. The Board of Visitors has asked to be taken out of the promotion and tenure appeals process. While considering how best to do this, the committee decided to recommend a revision to the entire appeal process to both streamline and improve it. A flow chart is included so you can more easily visualize the proposed new process.

When the agenda for the Special Meeting is circulated, the motion to approve the revisions will include the stipulation that there are to be no further revisions at the meeting other than those necessary to correct typographical or grammatical errors. This procedure is the same as used for consideration of the 2009, 2011 and 2012 revisions.

The revisions may be viewed by clicking this link
(<http://www.gmu.edu/resources/facstaff/senate/FacultyHandbook/fac-hndbk-rev.htm>),
or going to the Faculty Senate website <http://www.gmu.edu/resources/facstaff/senate/>