THE FACULTY SENATE
April 11, 1996

Dr. Ray M. Bowen
President
Texas A&M University

Dear President Bowen:

At its regular meeting held April 8, 1996 the Faculty Senate approved the enclosed changes to the 1996-1997 Texas A&M University Regulations and recommends them for your approval. The only section that amended on the floor of the Senate was on page 7 of 14, fourth line, an "(s)" was added to "college(s) and major(s)."

Thank you for considering these items. Please inform me of your action on these recommendations.

Sincerely,

[Signature]

Pierce E. Cantrell
Speaker, 1995-96

Enclosure
pc: Dr. Ronald G. Douglas, Executive Vice President & Provost
    Dr. Brent G. Paterson, Chair, Rules & Regulations Committee

APPROVED DATE

[Signature] 5/3/96

OFFICE OF THE PRESIDENT

APR 18 1996
Meal plans and Aggie Bucks are non-transferable. Lending a student identification card to another individual for the purpose of obtaining meals or other goods or services is prohibited.

submitted by: Dale Witenhafer, Fiscal

reason: This statement applies to Aggie Bucks as well as meal plans and they can be used to purchase many goods and services in addition to meals.
A student may enroll in a class during the first six five class days of the fall or spring semesters or during the first four class days of the summer terms or a 10-week summer semester. A student requesting to add a course after these deadlines must have the approval of the student's dean and department.

submitted by: Don Gardner, Admissions and Records

reason: Correct error in printing.
15. Attendance Policy (Revised: 1995)

The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

(1) The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. If the student was treated at the Health Center for the illness or injury that occasioned the absence, the director of the Health Center or his/her representative will, on request of the student, confirm this fact. Among the reasons absences are considered excused by the university are the following:

(a) Participation in an activity appearing on the university authorized activity list.
(b) Death or major illness in a student's immediate family.
(c) Illness of a dependent family member.
(d) Participation in legal proceedings or administrative procedures that require a student's presence.
(e) Religious holy day. (See Appendix IV.)
(f) Confinement because of illness: Too ill or contagious to attend class (to be determined by Health Center or off-campus physician).
(g) Required participation in military duties.

If the student was found to be too ill to attend class by a health center physician for the illness or injury that occasioned the absence, the director of the health center or his/her representative will, on request of the student, confirm this fact.

If a student receives evidence of illness from an off-campus physician, the excuse documentation must contain the date, time, and doctor's opinion that the student was too ill to attend class. If a student is determined not to be ill by a physician, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.

(2) The associate dean for undergraduate programs, or the dean's designee, of the student's college may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

(3) If the student is seeking an excused absence, the student must notify the instructor as soon as possible after the absence, but no later than the end of the second working day after the last date of absence. If the absence occurs on the same day as a scheduled exam or other graded procedure, the student must notify his/her instructor or department by the end of the next working day after the absence in order to insure full rights. If the absence was excused, the instructor must either provide the student an opportunity to make up tests, assignments, and other work missed, the exam or
other graded procedure or provide a satisfactory alternative completed within 30 calendar days from the last date of absence.

(4) The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

(5) See Part III, Grievance Procedures: 71. Unexcused Absences, for information on appealing an instructor’s decision.

(6) If the student is absent for excused reasons for an unreasonable amount of time, the academic dean of the student’s college may consider giving the student a No Grade (NG).

(7) **When the instructor becomes aware of a student’s extended absence, Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student’s major department to the dean of the student’s college.**

submitted by: Student Senate

reason(s): 1. Service at Beutel Health Center has slowed considerably due to large numbers of student seeking medical excuses

2. The current University Health Excuse Policy as stated in the Texas A&M University Regulations should be clarified to eliminate abuses of the policy.

3. Texas A&M University and Beutel Health Center have an obligation to serve students in the best and most time efficient manner possible.
There are five passing grades at the undergraduate level, A, B, C, D, and S, representing varying degrees of achievement; these letters carry grade points and significance as follows:

Assigned by the instructor:

A - Excellent, 4 grade points per semester hour
B- - Good, 3 grade points per semester hour
C- - Satisfactory, 2 grades points per semester hour
D- - Passing, 1 grade point per semester hour
F - Failing, no grade points, hours included in GPR
I - Incomplete, no grade points (hours not included in GPR)

Assigned by the instructor only if a student withdraws from all classes:

WP - Withdrew passing (A-D), at call-for-grades date, hours not included in GPR
WF - Withdrew failing (F), at call-for-grades date, hours included in GPR

Effective January 1, 1996; Assigned by the registrar if student withdraws from all courses during the period beginning the first day of classes extending through the Q-drop deadline: after the 12th class day of a fall or spring semester but before the Q-drop deadline, or the fourth class day of a summer term or 10-week semester but before the Q-drop deadline:

W - Withdrew, hours not included in GPR

Automatically assigned if student is taking course S/U:

S- - Satisfactory (C or above), hours not included in GPR
U- - Unsatisfactory (D or F), no grade points (hours included in FPR)

Other:

X- - No grade submitted, see 21 (2)(d)
Q- - Dropped course with no penalty, requires dean's permission, see 6(2)
NG- - No grade. Dropped course with no penalty, requires dean's permission, see 6(4)(hours not included in GPR)

submitted by: Don Gardner, Admissions and Records
reason: Correct omission.
The GPR for a graduate student is computed by using all graded graduate and advanced undergraduate (300 and 400 level) course work completed at Texas A&M University and eligible to be applied toward a graduate degree. Semester credit hours to which grades of Withdraw Failing (WF) are assigned shall be included in computing the GPR. Those involving grades of Withdrawn (W), Withdraw Pass (WP), "satisfactory" (S), "unsatisfactory" (U) and Q-drop (Q) shall be excluded.

submitted by: Don Gardner, Admissions and Records

reason: Correct omission.
To be a candidate for a degree at the end of the semester or summer term, a student at the beginning of that semester or summer term must be registered for all the courses necessary to complete the requirements of his or her curriculum. A student must be enrolled in his or her degree-granting college(s) and major(s) at the beginning of the student's last semester or summer term at Texas A&M to be a candidate for a degree from that college.

submitted by: Karen Price, Admission and Records

reason: To clarify wording.
(1) A student desiring to withdraw from the university (drop to zero hours) before the completion of a semester is required to comply with the official withdrawal procedure. This process is initiated in the dean’s office of the college in which the student is registered. This process must be completed by 5 p.m. the day withdrawal is initiated. Effective January 1, 1996, a student may not withdraw after the Q-drop deadline. Students who have emergencies or very unusual, substantial, nonacademic circumstances that occur after the withdrawal deadline may still have relief. The student’s dean will retain the authority to support a student to withdraw after the deadline.

Upon authorization to withdraw, the student will receive a Texas A&M University Withdrawal Form. The student must complete Part B of the form and submit it to Student Financial Services in room 110 of the Pavilion. Dependent on the student’s individual circumstances, he/she may be required to clear his/her records with other university offices and return the form with the necessary signatures to Student Financial Services. A withdrawal is not complete until the Withdrawal Form with all necessary signatures is returned to Student Financial Services.

Students may not withdraw during final examination periods.

(2) During the summer session, a student must withdraw from the university under the following circumstances:

(a) If the student is currently enrolled in only one of the following terms and decides to drop to zero hours (withdraw) in that term:
   1. first five-week summer term
   2. second five-week summer term
   3. 10-week summer term

(b) If the student is currently enrolled in the 10-week summer term and either of the five-week terms and decides to drop to zero hours (withdraw) in both terms.

(3) When a student withdraws from the university, the permanent record will read as follows:

(a) During the first 12 class days of a fall or spring semester or the first four class days of a five-week term or 10-week summer term, no record is entered.

(b) Students withdrawing from the university after the 12th class day of a fall or spring semester, or the fourth class day of a summer term or 10-week summer semester will receive grades of WP or WF. WF’s, but not WP’s shall be taken into account in determining the grade point ratio. Effective January 1, 1996, students withdrawing from the university after the 12th class day of fall or spring semester but before the
Q-drop deadline or the fourth class day of a summer term or 10-week semester but before the Q-drop deadline, will be assigned a grade of W by the registrar. between the first class day but before the Q-drop deadline, the Registrar will assign a grade of W to all courses enrolled in that semester. Any courses previously graded for that semester will be changed to W, and the W grades will be displayed on the permanent record.

submitted by: Don Gardner, Admissions and Records
reason: Change in withdrawal procedures.
Meal Plan Fees - These fees will be refunded according to the refund schedule in 594(1)(a). During the fall and spring, only through the fourth week of classes a student may request change to a meal plan by application to the Department of Food Services during the first four weeks of classes. with fewer meals or request to drop a meal plan. During this time, Food Services will prorate the meal plan according to the number of meals remaining in the semester.

submitted by: Ron Beard, Food Services

reason: 1. The incorrect number reference to the refund policy was listed.
2. To increase the clarification of the Meal Plan Refund Policies.
While participation in the Corps of Cadets and the various ROTC programs is voluntary on the part of the individual student, it is the policy of the university that those students who elect such participation are required to live in Corps-designated residence halls and to participate in either the five-or seven-day meal plan option 20 Meals Plan or 15 Meals Plan option. The only exceptions are: a cadet who is married and lives with his/her spouse, a cadet who lives in the local community with parent(s) or a cadet who is a former armed service member. Students who decide to resign from the Corps are not automatically guaranteed on-campus housing in the non-cadet residence halls unless space is available.

submitted by: Ron Beard, Food Services

reason: The names of the Meal Plans changed.
Skateboards and Rollerblades

Skateboards and rollerblades are not to be used within campus buildings.

submitted by: Robert H. Stiteler, Jr., Safety and Health

reason: University property is being damaged from the use of skateboards and rollerblades and their use has and will continue to present a risk for harm to pedestrians.
The consumption of food and beverages in academic buildings and libraries shall be confined to the concessions areas and designated areas other than classrooms.

submitted by:  Jane Dodd, West Campus Library

reason: This will make it clear that there is a basis for enforcement of food and drink prohibition in libraries.
83. **Fiscal Appeals Panel (Revised: 1995)**

**Scope**

The University Fiscal Appeals Panel will hear all appeals involving financial assessments to students other than those for traffic violations. Financial assessments that have been authorized by the State of Texas, the Board of Regents or the president of Texas A&M University may not be appealed, but an appeal may be based upon the Fiscal Department's administration and interpretation of Texas statutes, Regents' policies or actions of the president.

**Membership**

The panel includes a chair, three faculty/staff members, two undergraduate students, one graduate student and one undergraduate student or one graduate student alternate. A quorum consists of four members.

**Procedures**

1. The student must file a written request for an appeal hearing with the chair within five class days of receiving the department's statement of position. Upon receipt of the request, the chair shall send notification to the department or units involved and the Fiscal Department, which shall suspend further action pending the outcome of the appeal.

2. Upon receipt of the written request for a hearing, the chair shall set a time and place for a hearing at the earliest possible time consistent with the schedules of the parties and the panel. The chair shall give notice of the time and place of such hearing extended by mutual agreement of the parties with the consent of the chair. The failure of the student to appear without justifiable cause shall terminate the right of appeal.

3. The chair shall sit as a hearing officer, and shall not take part in the vote or otherwise participate in the deliberations of the panel, except to cast the tie-breaking vote. It shall be the duty of the chair to rule on procedural matters and the admissibility of evidence. The informal nature of this proceeding requires strict adherence to formal courtroom procedures or the rules of evidence only to the extent necessary to provide a fair hearing.

4. The burden of proof shall be upon the moving party to prove his or her case by a preponderance of the evidence.

5. The student shall have the right to be represented by counsel of his or her own choosing, to present such witnesses and documentary evidence as may be pertinent and to cross-examine witnesses offered by other parties.

6. All parties shall be afforded the opportunity for reasonable oral argument and shall be permitted to file typewritten or reproduced material.

7. Upon the request of either party, the chair shall cause the testimony presented at the hearing to be recorded. A copy of the recording may be obtained from the chair at the expense of the requesting party.

8. Immediately after the hearing of an appeal, the panel will go into closed session to deliberate. Upon conclusion of its deliberations, the panel shall inform the student of its decision. A formal letter outlining the decision of the panel shall be sent to the student and all other concerned parties.

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**submitted by:** Sheran Riley, Office of the President

Jerry Gaston, Vice President for Administration

**reason:** Not currently in existence.