MEMORANDUM

DATE: January 18, 2008

TO: Martha L. Loudder, Ph.D.
Speaker, Faculty Senate

FROM: David Parrott, Ed. D.
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to 2004 Student Rules

Attached please find proposed revisions to the 2004 Texas A&M University Student Rules as approved by the Rules and Regulations Committee.

xc: Dr. David B. Prior, Executive Vice President and Provost
    Dr. Bill Kibler, Interim Vice President for Student Affairs
    Ms. K. Sue Redman, Vice President for Finance and Controller
    Mr. Charles Sippial, Vice President for Administration
Section 19.2.1 Existing Rule:

19.2.1 Tuition and Required Fees–Qualified tuition and required fees will be refunded in full for courses dropped before the 12th class day. No refunds will be made for classes dropped after the 12th day.

Proposed Change:

19.2.1 Tuition and Required Fees–Qualified tuition and required fees will be refunded in full on or before the 12th class day in fall and spring semester and on or before the 4th class day for each summer term in which the student is enrolled in the dropped courses for courses dropped before the 12th class day. No refunds will be made for classes dropped after the 12th day above dates for each term.

Justification for Proposed Change:

The current wording specifies “before the 12th class day” as the deadline for receiving refunds for dropped courses. The census day during the summer terms in the 4th class day and refunds include drops processed by 5 p.m. census day. This wording was approved by Kathy Symank, Student Financial Services, before submission.

Submitted by: Donald D. Carter, Office of the Registrar

Approved by the Rules and Regulations Committee on 2/19/04
Section 26.1.1 Existing Rule:

26.1.1 Right to be informed in writing of all charges at least three class days before any hearing may proceed

Proposed Change:

26.1.11 Right to request the university make a nonintrusive record of the proceeding at the accused student’s own expense. The record will then become part of the student’s conduct file.

Justification for Proposed Change:

To make sure everyone knows and the file becomes record. To make consistent with the practice of what’s being done.

Submitted by: Dave Parrott, Dean of Student Life

Approved by the Rules and Regulations 2/19/04
Section 14.2 Existing Rule:

14.2 To be a candidate for a degree at the end of the semester or summer term, a student must be registered for all the courses, either in residence or at another university, necessary to complete the requirements of his or her curriculum by the last day to add courses for that semester or summer term at Texas A&M. 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.

Proposed Change:

14.2 To be a candidate for a degree at the end of the semester or summer term, a student must be registered for or have completed all degree requirements by the 50<sup>th</sup> class day in the fall and spring semesters, the 15<sup>th</sup> class day for summer I and II and the 35<sup>th</sup> class day for the 10 week summer term of the academic calendar of Texas A&M University either in residence or at another college or university. 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.

Justification for Proposed Change:

Currently, TAMU students are allowed to register for TAMU courses after census day with a dean’s signature. We should not discriminate against students who chose to register for one or more courses at another college/university by requiring them to provide proof of registration by the 4<sup>th</sup> class day of fall or spring semesters or the 4<sup>th</sup> class day of summer terms.

Submitted by: Su-Zan Harper, Office of the Registrar

Approved by the Rules and Regulations committee 2/19/04
Section 7.5

Section 7.5 was returned to the Rules and Regulations Committee from the Faculty Senate asking for clarification of what constitutes an excused absence under this section.

Proposed revision to the revision sent to Faculty Senate last year:

Section 7.5 - Students may be excused from attending class on the day of a graded activity or when the attendance contributes to a student’s grade, for the reasons stated in Section 7.1 following reasons: a University authorized activity, religious holy day, required participation in military duty, admission interview for graduate or professional school that cannot be rescheduled, or other reason deemed appropriate by the student’s instructor. To be excused, the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. unanticipated illness, accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class.

The student must also provide documentation substantiating the reason for the absence, that is satisfactory to the instructor, within one week of the last date of the absence. For illness, documentation should include a note from a doctor or clinic.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other graded activities or provide a satisfactory alternative to be completed within 30 calendar days from the last day of the absence.

Submitted by: Kriss Boyd, General Academics for AOC

Approved by the Rules and Regulations Committee 2/19/04