MEMORANDUM

DATE: September 21, 2011

TO: Dr. Michael Benedik
   Speaker, Faculty Senate

FROM: Dr. David W. Parrott
       Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

10.1
14.2
14.16.1
17.3
EXISTING RULE:
Grading

10.1 The course instructor shall provide in writing the following information to the class during the first class meeting:
- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog.
- All required course text and material.
- The grading rule, including weights as applicable for tests, laboratory assignments, field student work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. No such rule should be in contradiction to other provisions of the University Student Rules.

RULE WITH PROPOSED CHANGES:
Grading

10.1 The course instructor shall provide in writing **must make available** the following information to the class during by the first class meeting period:
- A statement of the nature, scope and content of the subject matter to be covered in the course.
- All course prerequisites as listed in the catalog
- All required course text(s) and material.
- The grading rule, including weights as applicable for tests exams, laboratory assignments, student field work, projects, papers, homework, class attendance and participation and other graded activities in the calculation of the course grade. **If more than 10% of any grading scheme is based on participation, the course instructor should explicitly define and outline how this grade is determined.** No such rule should be in contradiction to other provisions of the University Student Rules.

This requirement can be met by posting on the Howdy Portal.

JUSTIFICATION FOR PROPOSED CHANGE:
Allow electronic posting or distribution of syllabus; define grading for participation.

Proposed By:
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EXISTING RULE:
14. Degree Requirements

14.2 To be a candidate for a degree at the end of the semester or summer term, a student must be enrolled in or have completed all degree requirements by the 50th class day in the fall and spring semesters, the 15th class day for summer I and II and the 35th 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. Proof of registration must be provided to the Office of the Registrar, Degree Audit by the deadline. 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.

RULE WITH PROPOSED CHANGES:
14. Degree Requirements

14.2 To be a candidate for a degree at the end of the semester or summer term, a student must be enrolled in or have completed all degree requirements by the 50th class day in the fall or spring semesters, or the 15th class day for summer I and II and the 35th class day for the 10 week summer term of the academic calendar of Texas A&M University or the second summer term either in residence or at another college or university. Proof of registration enrollment in any courses taken at another college or university must be provided to the Office of the Registrar, Degree Audit by the deadline the above deadlines. 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:
This rule change is proposed in conjunction with a change proposed to Student Rule 14.1 which eliminated the degree application deadline in the first summer term. This change allows students to submit proof of enrollment at other institutions up until the second summer term deadline, regardless of when the student is registered during the summer.

Proposed By:
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EXISTING RULE:
14. Degree Requirements

14.16.1 If a minor is offered by a department or academic unit, then the minor is considered to be available to all students as resources permit. The academic advisor in the major-granting department will add the minor for the student on SIMS. In some cases, approval by the advisor of the minor-granting department is required before the minor is added by the advisor in the student’s major.

RULE WITH PROPOSED CHANGES:
14. Degree Requirements

14.16.1 If a minor is offered by a department or academic unit, then the minor is considered to be available to all students as resources permit. The academic advisor in the major-granting department will add the minor for the student on SIMS to the student’s academic record. In some cases, approval by the advisor of the minor-granting department is required before the minor is added by the advisor in the student’s major.

JUSTIFICATION FOR PROPOSED CHANGE:
Justification: This change is intended to eliminate reference to any particular student information system, specifically the legacy system SIMS.

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EXISTING RULE:
17.3 Withdrawal Procedures

17.3 When a student withdraws from the university beginning the first class day and extending through the Q-drop deadline, the registrar will assign a grade of W to all courses enrolled in during 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.

RULE WITH PROPOSED CHANGES:
17.3 Withdrawal Procedures

17.3 When a student withdraws from the university beginning the first class day and extending through the Q-drop deadline, the registrar will assign a grade of W to all courses enrolled in **and still in progress** during that semester. **Grades in any courses previously graded Q-dropped** for that semester will be changed to W, and the W grades will be displayed on the permanent record. **Courses taken during an intersession or intrasession that are over and have been graded will be retained with their current grades on the permanent record.**

JUSTIFICATION FOR PROPOSED CHANGE:
New wording is intended to allow grades received in courses that are completed in inter/intrasessions (minimesters) to remain on the record, while only converting dropped grades (Q's) to W's.

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