SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
April 21, 2000

Present: Carolyn Alexander, Evelyn Babey, Joan Carson, Nannette Commander, Bill Fritz, Gerald Gay, Hugh Hudson, Kurt Keppler, Ed Miles, Fran Mullis, Elaine Murphy, George Rainbolt, Robert Sattelmeyer, Leslie Williams, Gretchen Young.


1. Approval of the minutes of the meeting of March 21, 2000
   The March 21, 2000 minutes were approved as distributed.

2. Election of a new chair.
   George Rainbolt was unanimously re-elected chair of Admissions and Standards for the 2000-01 academic year.

3. Subcommittee preferences
   Dr. Rainbolt distributed a sign-up sheet for volunteers to serve on the 2000-01 Admissions and Standards subcommittees.

4. Motion on Hardship Withdrawals.
   The Committee approved the motion to revised the Hardship Withdrawal Policy as amended to change the initiation deadline to be the same as the Incomplete Policy.

Revision of Hardship Withdrawal Policy

Students may be granted hardship withdrawals when non-academic emergency situations which prevent them from completing their course work occur after the midpoint of the semester. Hardship withdrawals are subject to the following restrictions:

1. Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project). If a the Hardship Withdrawals Committee is considering granting an exception to this restriction, the instructor of the course(s) in question shall be contacted in advance of the Committee's meeting and offered the opportunity to write a letter to the Committee stating anything the instructor feels is relevant to the case.

2. Students must initiate an application for a hardship withdrawal no later than one academic year the end of the next term after the semester in which the courses were taken, if the student is enrolled that semester. If the student is not enrolled during the next term, the application must be initiated no later than the end of the second academic term in which the courses were taken regardless of whether the student is enrolled then or not.

Hardship status normally applies to all the courses a student took in a semester but in some cases may be granted for some of a student's courses. Students requesting a hardship withdrawal in some but not all of their courses must provide documentation to justify such a partial withdrawal. If a student is granted a hardship withdrawal, the instructors of the courses from which the student is withdrawing must award a grade of W or WF, depending on whether the student was doing passing work as of the effective date of the hardship.

Decisions regarding hardship withdrawals shall be made, in the first instance, by the Dean of Students. The Dean of
Students is not authorized to grant exceptions to the two restrictions above. If the student or the faculty members involved in a case wish to appeal the decision of the Dean of Students, or if the Dean of Students feels that an exception to the two restrictions above is justified, the student's case shall be considered by the Hardship Withdrawal Appeals Committee. Appeals of the decisions of the Committee may be initiated by either the faculty or the students involved in the case and shall be heard by the Provost.

The Hardship Withdrawal Appeals Committee shall be composed of two faculty selected by the Chair of the Senate Committee on Admissions and Standards and two individuals chosen by the Vice President for Student Services. The Dean of Students shall serve as Chair but shall not have a vote. The University Attorney shall be an ex-officio member of the Committee but shall not have a vote. A decision to override the decision of the Dean of Students or to grant an exception to the two restrictions above must be supported by three of the four voting members of the Committee.

Respectfully submitted,
Wanda F. Taylor