To: Members of University Council

From: Lisa Robeson, Chair

Re: Agenda for Meeting of October 19, 2010

The regular meeting of University Council will be held on Tuesday, October 19, 2010 at 5:30 p.m. in Dicke Hall Forum.

AGENDA

I. Minutes of October 5, 2010 meeting.

II. Reports from Constitutional Committees

a. Budget & Appropriations Liaison Ruble Chair Beaschler
   b. Academic Affairs Liaison Lomax Chair Lomax
   c. Student Activities Liaison Roecker Chair Roecker
   d. Personnel Liaison Zekany Chair Zekany

III. Reports from Operational Committees

a. Athletics Liaison Crago Chair Simmons
   b. Information Technology Liaison Hurtig Chair Gulbis
   c. Cultural & Special Events Liaison Milks Chair Bell
   d. International Affairs Liaison Pickett Chair Crago
   e. Religious Affairs Liaison LaSala Chair LaSala
   f. General Education Liaison Hurtig Chair Hurtig

IV. Report from Planning Council – Dr. Baker

V. Other Reports

a. Vice-Presidents; Deans Liaison Hamper Chair Hamper
   b. Student Senate Liaison
   c. Health Services Advisory Committee Liaison Ruble Chair Ruble

VI. Announcements

VII. Questions for the President

VIII. Unfinished Business

a. Academic Affairs Committee (see Attachment A)

IX. New Business

a. Academic Affairs Committee (see Attachment B)
   b. Budget & Appropriations Committee (see Attachment C)

X. Adjournment
TO: Dr. Lisa Robeson, Chair – University Council
FROM: Dr. John Lomax, Chair – Academic Affairs Committee
SUBJECT: Faculty Handbook edits due to semester conversion
DATE: October 18, 2010

The Academic Affairs Committee was requested by the registrar and VPAA to begin a review of the policies affected by the upcoming semester conversion. Many of these are located in the Faculty Handbook, Section 3.

1. Attached are numerous edits to the existing policies found in Section 3 of the Faculty Handbook. The committee proposes Council adopt these changes as indicated. Based on comments from the Oct. 5, 2010 council meeting, the wording of “undergraduate” has been removed from this material due to the eventual addition of the master’s degree in the College of Business Administration. The paragraph of 3.5.3.B has also been streamlined. Paragraph 3.27.2 will be brought to the council with edits at a later date.

2. The committee proposes the addition of the following text to the Faculty Handbook, positioned as a new section between the existing “3.11 Transient Student at Another Institution” and “3.12 Orientation Program”:

   **Transfer Policy for Baccalaureate Degree**

   A student who transfers to Ohio Northern University with a baccalaureate degree may transfer up to 75% of the hours that apply towards the primary degree that the student is pursuing at Ohio Northern University.

3. Remove the Saturday dates for optional P4 and P5 module finals from the 2011-12 and 2012-13 academic calendars.

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Rationale:

1. The handbook policies dealing with issues specific to quarters must be changed to reflect the semester calendar in 2011-12.
2. There currently is no practice at ONU regarding transfer credit hour limits for students who already have a baccalaureate degree. Standard practice is to limit the student to no more than 75% of the credits required for the new degree.
3. The College of Pharmacy has changed their final examination schedule.
3.5 Student Change in Course or Withdrawal (9/1/88) (9/93) (9/95)

1. The student is responsible for the courses and sections for which he/she is officially enrolled.

2. Late registration, addition of courses, change of sections, change from credit to audit or audit to credit will be permitted no later than the last day of the add period for that semester during the first week of a quarter or equivalent in the summer term or first two weeks of a semester.

3. Dropping courses from schedule or withdrawal from the University.
   A. Courses dropped within the first two weeks in the quarter or first three weeks of a semester will not appear on official reports; courses officially dropped after the second week of the quarter or third week of a semester will be marked as "W" (official withdrawal), no penalty in GPA calculation.
   B. Courses may be dropped after the end of the twelfth (12th) seventh week of an undergraduate semester or the ninth (9th) week of a law semester to the beginning of final examination week with approval of the dean of the college of registration. The request but will be approved only for reason of unusual circumstances beyond the control of the student. If approved, the instructor of the course will be notified promptly of withdrawals approved after the end of the twelfth (12th) seventh week of an undergraduate semester or ninth week of a law semester to and the beginning of finals. The instructor and may make inquiry of the dean of the college of registration concerning the circumstances and will be provided the rationale with sensitivity for the students' right to privacy.
   C. Courses may be dropped after the beginning of the final examinations or thereafter with approval of the instructor of the course, the dean of the college offering the course, and the dean of the college of the student's registration. In the event that there is disagreement with the withdrawal by any of these persons, and the disagreement cannot be resolved then, the Vice President for Academic Affairs will provide a decision and inform all parties directly involved. The Vice President for Academic Affairs will report to the Committee on Academic Affairs all withdrawals after the beginning of the final examination week which were not approved by the dean of the college of the students' registration, dean of the college offering the course, and the instructor of the course.
   D. For courses scheduled for terms of less than a quarter or semester in length, equivalent periods for registration changes will be established by the University Registrar.
   E. Upon written notification by the Dean of Students or receipt of other credible documentation of a student who is physically unable to initiate the process of dropping/withdrawing from courses and at the request of the student, the dean of the college of the student's registration can initiate dropping/withdrawal of courses in accordance with paragraphs 3.5.3. A, B, and C. The instructor of the course will be notified promptly of such action by the college dean. The University Registrar will provide final confirmation to the instructor(s) and college dean that the withdrawal from the course(s) has occurred. The dean will notify the student that the course dropping/withdrawal has been processed.
4. Changes of schedule (add-drop) and complete withdrawals are official on the date received in the Office of the Registrar. Courses or sections dropped or added without proper approvals will result in no credit for the course added and an "F" or "U" for the course dropped. Discontinuance of attendance does not constitute an official withdrawal or drop.

5. A student who wishes to withdraw from all the courses for which the student is registered for a term may do so by initiating an official withdrawal with the student's advisor and submitting the withdrawal form to the following offices for signature—dean of the college of registration (if this signature is obtained without the advisor's signature, it is assumed that the signature of the advisor is waived), Office of Residence Life if the student is residing in a University residence hall, and the Controller's Office. After obtaining the proper signatures the form must be processed in the Office of the Registrar to be official. Discontinuance of attendance does not constitute an official withdrawal. Failure to officially withdraw will result in failure (F or U) for each course scheduled. If withdrawal from all courses for which the student is registered occurs after the beginning of final examinations or thereafter, Section 3.C. applies.

3.6 Late Registration or Course Addition Policy (9/1/87)

1. For students registering after the seventh (7th) business day of an undergraduate semester first week of classes of a quarter, or the first two weeks of a law semester, the recommendation of the academic dean of the college of registration and approval of the Vice President for Academic Affairs is required.

2. A. For students adding courses or changing sections, the approval of the academic dean of the college of registration is required after the seventh (7th) business day of the first week of classes of a quarter, or the first two weeks of a law semester, or a comparable period for a summer session or J-term.

B. The dean will ensure that approval is obtained from the instructor of each course for which there is recommendation for (1) registration or (2) the addition or change of sections after the seventh (7th) business day of an undergraduate semester first week of classes of a quarter, or the first two weeks of a law semester, or a comparable period for a summer session or J-term.

3.7 Auditing of Courses (9/1/87)

1. A student who wishes to attend a class but who does not wish to receive a grade or credit for the course may register as an auditor no later than the last day of the add period for that semester. An auditor does not participate in class evaluations. Studio courses, activities courses, and laboratory courses may not be audited. In lecture/laboratory courses the lecture may be audited.

3.9 Majors Between Colleges

A student may complete double or multiple majors and minors by satisfactorily completing the required major and major related (cognate) or minor requirements of the two departments and college requirements of the college of registration only. Students pursuing degrees in engineering or pharmacy
will be registered in these colleges as their primary degree programs but may pursue majors or minors only in other colleges. The university does not guarantee that program additions (e.g., dual degrees, double majors, minors and options) can be completed within the normal time to complete one degree and/or without encumbering additional overload fees. **A dual degree requires a minimum of 30 additional semester hours, or equivalent hours, beyond the degree requirements of the primary degree.**

3.14 Grades and Quality Points  (9/1/87) (9/95) (9/07)

1. The value of credit courses is expressed in quarter hours in the undergraduate colleges. In the College of Law semester hours are used. One quarter hour of credit generally requires one contact hour (50 minutes) in lecture a week per quarter. One quarter hour of credit in laboratory, studio, field or similar experience may require two or more hours per week. One semester hour of credit generally requires one contact hour of lecture per week or equivalent in clinical, externship, or similar experience which may require two or more hours per week per credit hour.

2. A. Ohio Northern, except the College of Law, uses the four point system in calculating grade point average. Grade meanings and their equivalent point values are: A-Excellent, 4 points; B-Good, 3 points; C-Average, 2 points; D-Passing, 1 point; F-Failure, 0 points.

   B. In the College of Law a plus and minus letter grade system is used. (A+: 4.33; A: 4.00; A-: 3.67; B+: 3.33; B: 3.00; B-: 2.67; C+: 2.33; C: 2.00; C-: 1.67; D+: 1.33; D: 1.00; D-: 0.67; F: 0.00). In certain clinical courses, the grade of S or U will be given.

3. A. The following grades or marks are not computed in calculating grade point averages: I-Incomplete; W-Official Withdrawal; S-Satisfactory, equivalent to "C" or better; U-Unsatisfactory (no credit earned towards graduation). Marks of I are given only with the dean's approval and with verified reasons beyond the student's control. (8/90)

   B. Marks of "I" not removed within eight weeks of the beginning of the next regular quarter, or twelve weeks of the beginning of the next regular semester in which the student is enrolled will be recorded as "F" or "U". Extensions of incompletes may be approved by the dean of the college of registration for a specific period on the recommendation of the course instructor. In any event, after one calendar year has elapsed from the end of the semesterquarter for which the mark of "I" is assigned, the mark of "I" may not be removed and remains on the permanent record.

4. The accumulative grade point average is derived by dividing the total number of graded hours for which the student has officially registered and completed into the number of quality points earned and truncating the resulting number after the second decimal place. The quarter/semester point average is determined in the same way. An accumulative grade point average of 2.00 is the minimum for graduation. Unless specifically stated in a course description, courses cannot be retaken for credit. All credit shown on the transcript is credit that counts toward graduation unless otherwise indicated. The student is responsible for knowing the maximum credit allowed in courses that may be repeated for credit. In the undergraduate ONU colleges, except as specifically noted by the College of Pharmacy and College of Law, if a student repeats a course for which credit can only be earned once, only the hours and grade earned in the most recent enrollment are used in calculating the student's grade point average and applied toward graduation requirements, with the earlier course(s) ‘Excluded’. If a student exceeds the credit allowed in a course with a repeat credit limit, the most recent credit and grade are ‘Included’ in GPA calculation, and beginning with the earliest enrollment, hours and grades in the course(s) are ‘Excluded’ until the student’s credit is at the repeat credit limit. For a ‘Pharmacy’ course in the College of Pharmacy for a ‘Pharmacy’ course or for a College of Law course for which
credit can be earned only once, all grades are ‘averaged’ and credit only earned once. All grades remains on the student's official academic record and transcript. Only the course work taken at Ohio Northern University is used in calculation of grade point average.

5. For courses which may be repeated for credit the student is responsible for knowing the total maximum credit allowed in courses which may be repeated for credit. Each hour earned beyond the maximum allowed in such courses and counted toward graduation will increase the total hours required for graduation by a like amount.

6. A student who attains a 3.50 or better average on 12 or more graded hours for a term is placed on the Dean's list. Special, transient, or post graduate students are not eligible for the recognition.

7. Entry of a grade (A, B, C, D, F, S, or U) or the mark of "I" on the permanent record of a student is upon authorization of the instructor in the course, except for an "F" or "U" recorded by the Registrar pursuant to 3 (B) above.

8. An undergraduate student who has enrolled at Ohio Northern University and has an interruption of study of at least five consecutive academic years from Ohio Northern may petition, upon re-enrollment, to resume his/her academic record on the following basis: Credit hours accepted by the dean of the college of registration as satisfying current curriculum requirements will be recorded in the student's file and reported to the Office of the Registrar. The student's accumulative gpa will be determined solely by coursework completed upon resumption of enrollment at Ohio Northern. To be eligible for this policy, a returning student must have at least 30 semester 45 credit hours remaining to complete at Ohio Northern for his/her degree requirements.

A. Use of the petition process stated above by a student shall not be the basis to determine eligibility for either class honors or discipline honors by a college and/or department.

Note: Policy became effective for eligible students re-entering Ohio Northern beginning September, 1996.

3.15 Change of Grade Policy (12/17/91)

1. Only the faculty member may change the grade he or she has assigned to a student. The grade change form must be received by the Registrar within twelve (12) eight (8) weeks after the beginning of the next regular semester quarter, or in the College of Law within twelve (12) weeks after the beginning of the next semester. This time limit may be extended in cases where a student has appealed a grade to the Grade Appeals Committee, or in the College of Law to the Dean of the College. In such cases, the faculty member must decide whether or not to change the grade within ten (10) days after receiving the recommendation.

2. Reasons for a change in grade include, but are not limited to:

A. Mathematical error in calculating the grade.

B. Reevaluation of graded materials and/or exercises.

C. Reconsideration of method of assigning grades.
D. Circumstances beyond the control of the student or the faculty member.

E. Establishment of a breach in the Code of Student Conduct.

3. In order to change a grade, the faculty member must provide written notification to the student and submit a change of grade form to the Dean of the College to inform the Dean of his/her intention. Receipt of the form allows the Dean an opportunity to discuss the grade change with the faculty member and make appropriate recommendations. However, the faculty member has the sole responsibility to determine the final grade for the course within the stated time limits. No administrator, including the Dean, may veto a grade change within the stated time limits, or make a change without the faculty member's written approval. The change in grade form will be signed to verify that the Dean has been notified of the change, and will be routed by the Dean to the Registrar within five (5) working days. A copy of the change of grade form will be returned to the faculty member by the Registrar after the change has been recorded on the student's permanent record.

4. Under extremely unusual circumstances a faculty member may change a grade beyond the specified time limit. In such cases the faculty member must submit a change in grade form along with a full explanation of the circumstances to the College's Grade Appeals Committee, or in the case of the College of Law to the Dean of the College. It is then the responsibility of the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, to determine whether or not the circumstances warrant a change in grade.

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In the case of the undergraduate colleges, if the Grade Appeals Committee approves the grade change, the Committee must submit the change of grade form along with a written statement of approval to the Dean of the College for informational purposes only. After signing the change of grade form the Dean must submit both the form and the Grade Appeals Committee's written statement of approval to the Registrar. In the case of the College of Law, if the Dean approves the grade change, the Dean must submit both the grade change form and a written statement of approval to the Registrar.

If the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, does not approve the grade change, it must inform the faculty member in writing of its decision within ten (10) days.

3.19 Student Review of Examination (9/97)

1. A student shall have the right to review and discuss with the instructor any examination and/or evaluation instrument not later than 31 days from the beginning of the next regularly scheduled semesterquarter.

2. The following practices will be followed regarding final examination and/or any evaluation instrument which establishes fifty percent or greater percent of the grade in any course.

   A. Such instruments must remain in custody of the instructor for one University grading period beyond the one in which the instrument was marked, excluding summer session. For departmental examinations, "instructor" shall be interpreted as "the department" or "the college."

   B. In this period of time, the instructor may exercise the sole option of returning the instrument directly to the student.

   C. Disposition of these instruments will be consistent with Section 3.17.
D. Instructors who are not returning to the University must leave such instruments in possession of the department or college.

E. Regulations of external agencies supplying evaluation instruments shall supersede University policies.

3. Graded examinations or other graded materials bearing an instructor's evaluation are to be kept in a secure, controlled-access location until returned directly to the student only, in order to protect the privacy of the student and to maintain a known chronology of possession. Specifically, such graded materials are not to be placed in a public area to be picked up by students. (8/90)

3.27 Awarding of Degrees (9/1/84)

1. A student receives the appropriate bachelor's degree, or Doctor of Pharmacy, or Juris Doctor, or Master of Laws in Democratic Governance degree after applying for graduation and completing the required curriculum as outlined in by the five colleges of the University.

   A. Graduation requirements, including but not limited to: general education, major(s), minor(s), concentration(s), and option(s), are specified in the university catalog issued in the academic year of the student’s most recent admission or re-admission as a degree seeking student. When a student changes colleges at ONU the new college will determine the catalog to be in effect for the student.

   B. A student can complete major(s) and/or minor(s) and/or concentrations and/or option(s) added to the university’s curriculum in catalogs subsequent to his/her admission as a degree seeking student.

   C. A student can make an irrevocable request in writing to change the catalog used to determine his/her graduation requirements to a more current catalog. Such a change requires the approval of the student’s academic department and college dean.

2. In order to qualify for graduation, an undergraduate student is required to submit a formal application for graduation to the Registrar's Office. Application for graduation should be submitted two quarters in advance of the anticipated term of graduation but must be submitted before the completion of the advance registration period for the quarter of planned graduation.

3. A student is required to have a minimum of a 2.00 accumulative average in addition to meeting all other requirements before the student qualifies for the appropriate degree.

4. Commencement is held once a year at the conclusion of spring quarter/semester. Spring quarter/semester graduates must participate in cap and gown. The University confers degrees at the end of the semester that a student completes the graduation requirements.

5. In order to be eligible for a degree from Ohio Northern University, the student must register for and successfully complete a minimum of 30 semester hours/45 quarter hours of course work at Ohio Northern University on the campus. The last 30 semester hours/45 quarter hours for the degree must also be completed at Ohio Northern University on the campus.

6. To receive a degree a student must meet all other qualifications which the faculty of a college may determine. Substitution in requirements for graduation must be approved by the college faculty.
7. The University recognizes and confers at graduation and records on the diploma two classes of senior honors: With Distinction awarded to students with an accumulative grade point average of at least 3.3; and With High Distinction awarded to students with an accumulative grade point average of at least 3.6. A student must complete at least 45 hours of graded courses at Ohio Northern to qualify for graduation with honors.

8. The standard practice for the posthumous granting of any distinction, award, or honor requires that the accomplishments meriting the recognition must have been essentially or totally completed before the death of the recipient. Therefore, in accord with this standard practice, and with the strict standards for graduation applied by institutions of good repute, earned degrees from Ohio Northern University may be awarded posthumously only when degree requirements have been fully completed or, in rare cases, upon the recommendation by the appropriate college faculty and college administration, and the agreement by the University faculty that extraordinary circumstances justify setting aside standard practice.
TO:                Dr. Lisa Robeson, Chair – University Council  
FROM:              Dr. John Lomax, Chair – Academic Affairs Committee  
SUBJECT:           Fall Semester Break in 2011 and Zero-Billing Hour Policy  
DATE:              October 18, 2010

1. To adjust the semester calendar for Fall 2011 by moving Fall Break from Week 7 to Week 8 to accommodate Homecoming 2011, with the understanding that Fall Break will remain in Week 7 in subsequent years.

2. To adopt the following principles regarding zero-billing hour courses:
   • No specific zero-billing hour course shall be required to complete an academic program at Ohio Northern University.
   • No zero-billing hour course may carry more than 3 hours of academic credit.
   • A student who enrolls in more than 3 zero-billing credit hours in a semester in excess of 19 academic credits must pay the standard credit hour fee for the college in which the student is enrolled.
   • All zero-billing hour requests are subject to approval by the Academic Affairs Committee prior to the course being offered.

Rationale:

4. Alumni Affairs and Academic Affairs have recognized a conflict in the schedule for 2011 Homecoming. Currently, homecoming is scheduled for the weekend of Sept. 30 – Oct. 2, 2011. There is a fall break in the academic fall semester calendar scheduled for Oct. 3 and 4, the Monday and Tuesday in seventh week of the semester. In order to have as many current students involved in homecoming as possible, Academic Affairs proposes that, on this one occasion only, the fall semester break will be moved back one week to Oct. 10 and 11 (8th week of the semester).

5. Currently, the 2009-11 Catalog course offerings include several courses that do not contribute to the overload fees assigned to a student who goes above 19 credit hours. These courses are referred to as “zero-billing”. These courses include items such as the varsity sports, most music performance ensembles, and several research/practicum courses. The proposed guidelines will be used by the Academic Affairs committee to approve courses as zero-billing in the new 2011-12 Catalog.
TO: Dr. Lisa Robeson, Chair – University Council  
FROM: Prof. Ron Beaschler, Chair – Budget & Appropriations Committee  
SUBJECT: Change of wording in faculty handbook to accommodate semester change  
DATE: October 18, 2010

Due to the change in calendar system for the 2011-12 academic year, the Budget & Appropriations committee recommends that the faculty handbook (page 119, Item 5.5.2 – Budget Procedure (9/1/84), points B, D and E) be modified as shown below:

The annual operating budget of the University for the following fiscal year is adopted and approved by the Board of Trustees of the University. The following procedure may be used by the Budget and Appropriations Committee in developing its annual budget recommendation:

A. Preparation and publication of a Budget Planning Timetable.
B. During fall quarter semester, estimates are made of anticipated income from all sources which can be used to support the budget. This necessarily involves the adoption of enrollment estimates for all colleges.
C. As soon as possible after the beginning of the academic year, the financial aid program and needs are reviewed and maximum funding levels are established for budget planning purposes.
D. During the fall quarter semester, overall budget parameters are developed which include:
   1) Maximum increases in student charges to be recommended;
   2) Maximum increases in recommended budget expenditures;
   3) Maximum staffing levels for all personal classifications for budget planning purposes; and
   4) Recommended overall increase in compensation for all University personnel.
E. Prior to the mid-winter semester meeting of the Board of Trustees, fixed or semi-fixed costs are estimated and overall budget estimates are developed.