Council will meet on Tuesday, March 19, 2013 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of February 19, 2013 meeting

II. Reports from Constitutional Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Liaison</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Budget &amp; Appropriations</td>
<td>Ballard</td>
<td>Beaschler</td>
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<tr>
<td>b. Academic Affairs</td>
<td>Welch Moritz</td>
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<tr>
<td>c. Student Activities</td>
<td>Walton</td>
<td>Walton</td>
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<tr>
<td>d. Personnel</td>
<td>Logsdon</td>
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III. Reports from Operational Committees

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<tr>
<th>Committee</th>
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<th>Chair</th>
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</thead>
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<tr>
<td>a. Athletics</td>
<td>Crago</td>
<td>Simmons</td>
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<tr>
<td>b. Information Technology</td>
<td>Hurtig</td>
<td>Rieman</td>
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<tr>
<td>c. Cultural &amp; Special Events</td>
<td>Allison</td>
<td>Bell</td>
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<td>d. International Affairs</td>
<td>Schertzer</td>
<td>Keas</td>
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<td>e. Religious Affairs</td>
<td>MacDonald</td>
<td>MacDonald</td>
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<td>f. General Education</td>
<td>Hurtig</td>
<td>Hurtig</td>
</tr>
</tbody>
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VI. Other Reports

a. Vice-Presidents
   i. Academic Affairs                  | Crago     |
   ii. Financial Affairs                | Ballard   |
   iii. University Advancement          | Block     |
   iv. Admissions and Financial Aid     | Lesick    |
   v. Student Affairs                   | Thompson-Bradshaw |

b. Deans
   i. Arts and Sciences                 | Albrecht  |
   ii. Engineering                     | Baumgartner |
   iii. Pharmacy                       | Sprague  |
   iv. Business Administration          | Fenton   |
   v. Law                               | Veltri   |

c. Student Senate                      | Ambos    |
d. Health Services Advisory Committee  | Ballard  |

VII. Chair/Faculty Comments

VIII. President Comments/Questions

IX. Unfinished Business

<table>
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<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>a. Academic Affairs (Change of Grade Policy) (Attachment A)</td>
</tr>
</tbody>
</table>

X. New Business

XI. Announcements

XII. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler
No report.

Academic Affairs – Traci Welch Moritz
Amendments to 3.16, page 62-63 in the Faculty Handbook are Unfinished Business.

Student Activities – Jenny Walton
The Student Activities Committee met on February 22 and approved the following student organizations: ONU Badminton Club, The ONU Chapter of the American Choral Director's Association, ONU Solve, and ONU Women's Lacrosse.

Personnel – Paul Logsdon
No report.

Committee on Athletics – Tom Simmons
No report.

Information Technology – Jeffrey Rieman
No report.

Cultural and Special Events – Laurie Bell
No report.

International Affairs – Brian Keas
Committee will meet Tuesday, March 19. No further report at this time.

Religious Affairs – David MacDonald
No report.

General Education – Julie Hurtig
No report.

OTHER COMMITTEES

Student Senate – Eric Ambos
No report.

Health Services Advisory Committee – William Ballard
No report.
Motion from Academic Affairs

Amendments to 3.16.1-4

3.16 Change of Grade Policy (12/17/91) (8/2011)
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) weeks after the beginning of the next regular 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.

Addition to 3.16

5. This section does not apply to section 3.31, student grade appeals procedure.

Rationale
The time limit as stated in 3.16.1 is in conflict with the time frame documents in 3.31. The addition of #5 clarifies that the time frame and procedures listed in 3.16 applies to grade changes and not student grade appeals procedure as outlined in 3.31.
3.16 Change of Grade Policy (12/17/91) (8/2011)

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) weeks after the beginning of the next regular 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.

   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.

5. This section does not apply to section 3.31, Student Grade Appeals Procedure.