Annual Report
of the
Admissions and Records Policy
Committee for 1980-81

Meetings of the committee were held on September 19, 1980, December 3, 1980
and March 20, 1981. A final meeting is scheduled for Wednesday, April 29
at 1:30 p.m.

At the September meeting Frances Fischbach, Assistant Professor in the School
of Nursing was elected chairperson.

A number of admissions and records issues were referred to the Committee by
Frederick Sperry, Registrar. The following motions were introduced and carried
regarding policies:

1. A student seeking to graduate must have all course work and other degree
requirements completed by the end of the semester of graduation. All
grades and academic actions must be received in the Registrar's office
by the published deadline for the first amended grade report run.

2. A student's undergraduate record must be considered final upon the
posting of the degree, and any change in the permanent record card
after this posting must go through the appropriate school of college
appeals committee.

3. The date to be used as "end of the semester" will be the "last day of
the final examination period" as listed in the Schedule of Classes.
This date is used for purposes of accepting grades or to remove an
"incomplete" from the previous semester.

4. An issue regarding the authority of an academic dean to grant an un-
limited number of unequated credits based on work done at another
institution was discussed. The chairperson wrote to the Vice Chancellor
expressing the committee's concern about the actions taken by academic
units waiving residency requirements and the total number of credits
required for graduation.

5. An issue about how Summer Session is to be treated with regard to the
incomplete policy was referred to the academic policy committee.

6. For certification purposes, a minimum of 12 credits per semester
constitutes full-time enrollment status. The only exception will be
certification for DEO students where full-time is defined as a
minimum of 8 credits.

7. All foreign students will be required to present evidence of adequate
health insurance coverage as part of the registration procedure
beginning with the 1982-83 school year.

8. The Director of the Department of Educational Opportunity was notified
that it was the consensus of the committee that only the department,
the appropriate school, or college appeals committee, or the dean of
the school/college in which the course was taught can overrule an
instructor's decision to refuse to permit a student to drop a course
after the 8th week of classes.


Guests present at meetings included B. Weckmueller, W. Hoffman, and D. Pasley.

Admissions and Record Policy Committee 1980-81

Frances Fischbach (chairperson)
Martha Bagley
Harold Boettcher
Evelyn LaBruce
Frederick Sperry, Ex officio
Vida Stanton
Albert Williams
S. W. Winoground (for C. Witt) ex officio
K. Neusen, ex officio

No students were appointed to this committee. The chairperson did notify the Secretary of the University that two students were needed on the committee.

Report prepared and submitted by Frances Fischbach