
REVISION LOG

***NOTE:** The Community of Educators Handbook was converted to Microsoft Word for the July 2006 web publication. This resulted in a change to the outline numbering (ex., 1.01 became 1.1). At this same time, a “Revision Log” section was implemented in the manual and the publication dates were added to the Table of Contents.*

1 Foundational Educational Principles

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
1.3 - 1.11	Re-write of these sections. Also, section 1.9 became 1.12, 1.10 became 1.13 (no changes to these sections except for the numbering).	05/11/06 by BOT
1.9.11	Added Parameters for Interdisciplinary Majors as approved by COE Senate on 3/22/2005.	October 2007
1.14	Added new section on Graduate Programs	06/09/11 Approved by COE Senate, 05/02/11
Throughout Section	Update titles for members of President’s Cabinet	10/10/11

2 Educational Program and Administration

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
2.1.1.1	Corrected typo: Changed Associate Dean/Director, Faculty Development to Director, Faculty Development	04/25/06
2.2.2.4.4	Changed “Department Chair” to “School Dean” to correct typo.	07/14/08
2.1.1.1, 2.1.8.1, 2.1.9	Updated organization charts to reflect changes (ex., External Programs, Faculty Services, etc.)	10/17/08
2.1.1.1, 2.1.2.1, 2.1.3.1, 2.1.5.1, 2.1.6.1, 2.1.7.1, 2.1.8.1, 2.1.9 and 2.1.9.1	Updated organization charts and removed section on External Programs	11/02/09

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

Section 2	Updated to reflect new 4-school structure which includes changes to names, organizational chart changes, etc.; removed School of Mathematics, Engineering and Business (2.1.6) which impacted numbering thereafter.	August 2010
Section 2	Updated school organization charts (to include graduate programs added and the creation of the Department of Social Work).	08/04/11

3 College Governance

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
3.2.3.2.1	Updated College Council Steering Committee membership to add “Vice Provost/Dean of Students”, “Dean of Enrollment” and “Assistant Provost/Dean of Curriculum.”	10/12/05
3.2.5.1	Removed reference to years in title.	04/25/06
3.2.5.1.1	Updated IPFC membership to include “Dean of External Programs” and “Director of Development.”	
3.2.5.1.1	Added “Assistant Provost/Dean of Curriculum.” Changed Co-Chair from Dean of Enrollment Management to Assistant Provost/Dean of Curriculum.	11/06/06
3.2.2.2	Changed “Assistant Provost” to “Assistant Provost/Dean of Curriculum.”	11/06/06
3	Changed Assistant Dean/Director of Faculty Development to Director of Faculty Development throughout section.	10/17/06
3.1.10.2.g	Revised granting of voice privileges and protocol to be followed after presentation as approved by COE Senate, 9/24/07.	09/24/07
3.4.3.1 and 3.4.4.1	Updated membership to the Administrative Council and the Staff Council per changes approved by President’s Cabinet in July 2005.	10/04/07
3.2.5.1.1.v and 3.2.5.1.2.d.2	Changed “Associate Director of Institutional Research and HRIS Analyst” to “Assistant Director of Institutional Research”; Changed “The Centennial Plan” to “the College’s Strategic Plan.”	07/28/08

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

3.2	Updated Governance Responsibilities, Membership, Leadership and Organization, and Meeting Procedures for College Council and removed Institutional Planning and Finance Committee from list of subcommittees of College Council. Changes approved by College Council on 9/18/08.	09/08
3.4.4.1	Administrative changes to the listing of Staff Council members so that they are the same as title changes to areas.	09/09
3.1.2.1.c	Better defined rights of Associate Members.	09/09
3.4.3.1.d	Removed External Programs representative Administrative Council as this organization no longer exists.	10/09
3.4.3.3.2		
3.4.4.1	Removed “contract” from language under responsibilities of Administrative Council as only faculty are contracted. Updated list of Staff Council representatives to reflect changes in organization structure. Eliminated External Programs.	
3.4.2.1	Updated to reflect change in school structure.	09/09/10
3.1.2.1.c.1&2	Clarified definition of Associate Member (administrative revision)	08/30/11
Throughout Section	Update titles for members of President’s Cabinet	10/10/11
3.1.10.1.c	Revised definition of quorum to read “one-half of the membership...of the full Community of Educators” instead of “more than 50 percent of the membership...” (Approved by COE Senate, 10/10/11)	10/19/11
3.2.2.2 d and m	Moved responsibility of “(Chair in absence of President)” from Associate Provost to Vice President of Finance and Strategic Planning	11/06/11

4 Campus Committees

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
4.3.3.1	Updated membership for Racial Justice and Multicultural Education Committee to include “Counselor for Students of Color, International Students and missionary kids” as approved by College Council on 1/24/06	01/24/06

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

4.4.7.1	Updated membership of Community Standards Committee as follows: Director of Community Development is Chair; Vice Provost/Dean of Students remains on Committee but is no longer Chair; changed title of Associate Dean for Residence Life to Associate Dean of Students and Residence Education; added Special Assistant to the Provost for Diversity Affairs to title of Associate Dean for Multicultural Programs. All changes approved by Community of Educators Senate.	10/10/05
4.4.14	Made the following changes as approved by COE Senate, 11/7/05: 4.4.14 Changed committee name from “Natural History” to “The Oakes Museum” Committee 4.4.14.1 Updated membership (changed Chair from Dean of HNS to Director of Museum, eliminated members from the Advancement Division, and changed three faculty members to two COE members) 4.4.14.2 Revised recommending functions of committee 4.4.14.3 Revised action functions of committee	11/07/05
4.4.19.2	Added “College Pastor” and “Director of Library” to membership of Provost’s Cabinet	09/28/05
4	Changed Assistant Dean/Director of Faculty Development to Director of Faculty Development throughout section.	10/17/06
4.2.3	Removed Calendar Review Committee; adjusted section numbers accordingly.	College Council
4.3.2.1.f	Clarified “faculty member” by adding “(Ranked Faculty, Librarian, Curricular Administrator)” to sentence.	04/02/07
4.4.2.1.d	Clarified “two non-administrative faculty members” by adding “(i.e., Ranked Faculty or Librarian)” to sentence.	04/02/07
4.2.2	Deleted Campus Community Committee; updated section numbers (ex., Information Technology 4.2.3 → 4.2.2 and Risk Management 4.2.4 → 4.2.3).	04/23/07
4.4.22, 4.4.23	Added Service-Learning Committee (4.4.22) and, as a result, Teacher Education Committee became section 4.4.23.	04/23/07
4.4.1.3.b	Added Assistant Provost/Dean of Curriculum to Subcommittee membership. Changed “Petitions for exception...” to go to Registrar, not directly to General Education Committee.	04/2007

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

4.4.10.1.f	Changed Director of the Writing Center to Director of Writing Across Curriculum	04/2007
4.4.7.1.a and e 4.4.7.3	Director of Community Development no longer exists; therefore 4.4.7.1.a was changed to Associate Dean of Students, Chair; 4.4.7.1.e “Associate Dean of Students and Residence Education” was changed to Director of Residence Life; 4.4.7.3.b.1.(e) was changed to Associate Dean of Students	04/2007
4.4.5.1 4.4.9.2	and Added one representative from External Programs to the Cocurricular Education Council. Added one representative from Athletics and one from Multicultural Program to First Year Experience Committee.	Approved 03/12/07, COE Senate
4.4.6	Revised Membership, Recommending Functions, and Action Functions.	10/2007
4.4.11	Removed references throughout section to <i>ex officio</i> position from Grants Office.	12/2007
4.4.15	Previously listed Chair as Director of Sider Institute; added “or designee.”	02/2008
4.4.12.1	h. Changed “Modern Languages” to “English.” i. Eliminated and adjusted numbering.	07/14/08 Administrative Revision
4.4.21.2	Added Assistant Director of Annual Giving to membership	Approved COE Senate, 09/22/08
4.3.1.1	Educational Technology Committee membership changes	Approved COE Senate, 10/13/08
4.4.5.1	Removed College Pastor (or designee) from membership and updated some position titles	Approved COE Senate, 11/24/08
4.4.7.1.h 4.4.7.3.1.e.	Added one COE member who is counselor at Engle Center to Community Standards Committee and to College Review Board membership.	Approved COE Senate, 11/24/08
4.2.3	Added Committee on Information Security and Data Standards; all numbering thereafter changed (ex., 4.2.3→4.2.4).	Approved College Council, 12/18/08
4.4.11	Added Graduate Council; all numbering thereafter changed (ex., 4.4.11→4.4.12, 4.4.12→4.4.13, etc.).	Approved COE Senate, 10/13/08
4.2.3.1	Added representative for Engle Center.	03/10/09

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

4.4.5.1.c	Changed “Associate Dean of Multicultural Programs” to “Director of Office of Multicultural Programs or designee.”	07/20/09
4.3.3	Added Director of Multicultural Programs and Director of International Student Programs to membership	07/22/09
4	Changed all references to Director of Enrollment Management in Section 4 to Vice President of Enrollment Management	07/22/09
4.4.5.1	Changed External Programs representative to Agape Center representative (as External Programs no longer exists). Added Faculty Athletics Representative as required by NCAA.	09/25/09
4.4.11.1.c, d, e, and f	Added “appointed by the Provost” for each position; this was inadvertently left out of the original publication.	04/19/10
4.4.11.g	Added “g. Graduate Program Manager” to membership.	04/21/10
Section 4	Updated committee lists to reflect new 4-school structure (includes name changes for Schools and Departments, when appropriate, changes from references of five schools to four, etc.); updated to reflect title changes of individual positions; removed Presidential Scholars Lecture Committee and Professional Growth Committee.	08/2010
4.2.5; 4.4.22	Added Sustainability Committee ; Added Sustainability Studies Committee and adjusted numbering thereafter.	10/07/10
4.4.16	Updated the Peace and Conflict Studies Committee, Membership and Functions, per the changes approved by COE Senate on 5/3/10.	03/04/11
4.4.12	Added new section on Institutional Animal Care and Use Committee (AICUC) and update numbering for all 4.4.XX sections thereafter.	04/28/11
4.4.9.1, 4.4.9.2, 4.4.9.4	Updated purpose, membership and action functions for First Year Experience Committee	04/28/11
4.4.25	Change Senior Year Experience Committee to Upperclass Experience Committee; changed references to seniors to “junior and senior;” updated purpose, membership, recommending functions and action functions. Changed number so that new name was in alphabetical order and altered all numbering impacted throughout section by this change.	04/28/11

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

4.4.22	Added new “Sophomore Experience Committee” and adjusted section numbering appropriately.	04/28/11
4.1.7.2	Updated departments in Cluster 2 to reflect the new Department of Social Work and the re-named Department of Sociology, Anthropology and Criminal Justice	05/4/11
4.3.1 thru 4.3.4	Added the new Diversity Committee (4.3.1) and updated numbering of section thereafter. Updated Micah Committee to reflect name changes and new Membership, Recommending Functions and Action Functions.	06/07/11 Approved by College Council on 05/05/11.
Throughout Section	Update titles for members of President’s Cabinet	10/10/11
4.4.11	Chair changed to Provost and membership updated including removal of faculty and addition of a librarian and the director of graduate enrollment and student services. Expansion of the Action Functions of the Council (added 4.4.11.3. c and d).	12/07/11
4.2.1	Updated description of membership, recommending functions and action functions for Administrative Technology Committee and included description of Information Security and Data Standards Subcommittee. (Revised by College Council 11/3/11.)	02/08/12
4.2.2	Updated description of membership, recommending functions and action functions for Information and Web Technology Committee. (Approved by College Council 11/3/11.)	
4.3.2	Updated description of membership, recommending functions and action functions for Educational Technology Committee. (Revised 2/6/12, Community of Educators Senate.)	

5 College-Wide Policies for Elections and Committee Appointments

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
5.2.2;	Updated membership to College Council;	10/07/08
5.2.10;	Changed Committee positions from Clusters to Schools to reflect current composition;	
5.4, 5.5, 5.61.2	Changed order to reflect proper order of elections as outlined in 5.3.	
5.2.5	Administrative changes to Staff Council membership due to name changes of areas.	09/09

Section 5	Changed all references to school names to be consistent with new 4-school structure. Removed Presidential Scholars Lecture Committee and Professional Growth Committee.	08/2010
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6 Personnel Policies: Ranked Faculty

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
6.1.1.7.b	Added procedure for recommending/granting Emeritus status to retired faculty.	05/10/05
6.2.1.4 and 6.2.1.4.3	6.2.1.4 Added “Clinical Track” to Faculty Salary Schedule 6.2.1.4.3 Changed step levels of faculty required by the implementation of the Banner system which eliminated the use of “0” in all ranks.	04/25/06
6.2.1.5.6.e	Removed reference to quorum as approved by the Ranked Faculty Meeting.	11/15/04
6.1.1 6.2.1.4.4 6.2.1.7.4 6.5.3 6.14.4.1.3 6.14.4.1.4 6.14.3.1 6.17.2	Changes were made to Instructor Rank policies as approved by Ranked Faculty Meeting and included: Added definition [6.1.1.3] for Instructor Positions; added term “minimal qualifications” to 6.14.3.1; changed statement in use term “advance to” instead of “promotion to”; 6.14.4.1.3 and 6.14.4.1.4 were added; removed phrase “automatically advances” from 6.2.1.7.4; added statement regarding Initial Review to 6.5.3.1 and added 6.5.3.2; removed phrase “indefinitely at the discretion of the College’s academic office” from 6.17.2. Adjusted outline numbering accordingly.	02/27/06
	Changed Assistant Dean/Director of Faculty Development to Director of Faculty Development throughout section.	10/17/06
6.15.6.9.3a and 6.15.6.9.3.a.2	Changed 25 miles to 50 miles	Administrative Revision, 11/05
6.15.7	Added section on International Candidates	10/2007
6.3	Replaced entire section to better clarify Ranked Faculty Workload Policy as approved by RF on 3/26/07.	10/2007
6.15.6.7.4.g.	Updated to include a faculty person from an under-represented racial/ethnic group.	10/2007
6.3.3.8	Replaced with changes approved by RF Mtg on 3/26/07.	

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

6.2.1.5.5	Added section regarding CPI as approved by Ranked Faculty Meeting on 4/21/08; re-indexed numbers following this addition.	
6.2.4	Changed title from Adjunct Faculty Pay to Adjunct Faculty Salary Compensation; added list of benchmark institutions to 6.2.4.a and added 6.2.4.g.	Approved by RF Meeting, 09/29/08
6.15.6.7.3.b	Eliminated phrase “6-8 people.” Now reads “Dinner, \$150.”	11/14/08
6	Changed term “Department Secretaries” to “Administrative Assistants” and eliminated the preceding “0” in references to properly correlate with the Handbook (ex., 6.06.07 became 6.6.7) throughout the section.	12/03/08
6.9.2	Updated list of services provided by Faculty Services.	01/30/09
6.21.1	Revised entire section on Sabbatical Leave as approved by Ranked Faculty Meeting on April 20, 2009.	04/21/09
6.14.3.3.d	Added “doctor of nursing practice (DNP)”	05/04/09
6.1.1.8.b	Changed “Emeritus Faculty” to “Emeriti Educators.”	7/15/09
6.20.8.7 6.20.8.7.a	“Evaluations” changed to “Workload Reallocation Annual Report.” Phrase “distributed by the Office of the Provost” replaced “attached to the annual goals form” in 6.20.8.7.a.	08/06/09
6.3.7.3	Changed “Fall Semester overload...paid...in the second pay period in January.” to “second pay period in December.”	10/15/09
6.20.7.1.1	Editorial change to clarify current policy.	11/19/09
6.23	Added section on Intellectual Property Policy	12/07/09
6.21.2.2.e.	Removed and revised numbering from that point forward.	09/16/10
6.15.6.7.4.g	Removed statement re candidates being given opportunity to meet Associate Dean for Multicultural Programs and Special Assistant to the Provost for Diversity Affairs, etc. Renumbered.	09/28/10
6.14.4.1.6.d & 6.14.4.1.6.f	Changed clarification of MFA to item d and added item f as approved by Ranked Faculty Meeting on 11/1/10.	11/08/10
6.20.8.5.1	Clarified when application may be submitted – changed “At the end of...” to “In the fall of the fourth year of...”	11/08/10

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

6.1.1.2.a & 6.1.1.2.1	Added a new 6.1.1.2.a and renumbered thereafter; added 6.1.1.2.1.	12/02/10
6.17.4.c	Added “for reasons other than misconduct” after “...whose service has been terminated...”	12/20/10
6.16.7.1.1.a.6, 6.16.7.2.1.a.6, 6.16.8.2, 6.16.8.3 and 6.16.9	Changed due dates for completion of Evaluation File from September 10 to August 1 st . The only remaining September 10 due date will be the letter of recommendation from the School Dean for the Evaluation File.	01/12/11
6.1.1.2. a &b	Administrative changes – wording clarification.	02/15/11
	Removed references to “adjunct faculty” throughout section due to creation of Section 12. Adjusted numbering where necessary.	03/22/11
6.19 & 6.19.1	Added “Lecturer” to 6.19 and changed dates in 6.19.1.	04/04/11
6.3.7.2	Added sentences at end beginning with “Ordinarily...” to clarify assigning of overloads.	04/08/11
6.16.3.5	Section added.	04/21/11
6.16.9; 6.20.5.3; 6.20.6.4; 6.20.7.3.1; 6.20.7.4.6	Changed dates for submission deadlines, for deadlines in steps of approval process, and for deadlines in announcing appointments.	04/21/11
6.16.7.1.2.d.8(b)	Administrative Change: Change “the Provost shall submit a letter” to “the School Dean shall submit a letter”	04/28/11
6.20.8	Administrative Change (11/15/2010) made to the Workload Reallocation Program, specifically added 6.20.8.3.1 and revised 6.20.8.9.	08/04/11
6.20.8.7a	Corrected typo (plants → plans) and removed part of 6.20.8.7.a (3).	08/08/11
6.5.1	Added new section “Observing New Faculty in Their First and Second Years” and updated all numbering thereafter.	8/24/11
6.16.7.1.1.a.5; 6.16.7.1.2.c; 6.16.7.1.3.a	Revised these sections to include reference to Program Directors and the use of the new form and what should be done with it after completion.	

6.16.9	Updated calendar chart of submission deadlines (nothing is now due on September 10); changed Director of Faculty Development to Office of Faculty Development; Professional Development Goals is now replaced with Report, due June 30 to School Dean; Internal Grant Application now due March 20.	
6.20.1	Added new section “Annual Faculty Self-Assessment and Planning” and updated all numbering thereafter.	
6.16.3.5.2.a and 6.16.9	Revised date of June 15 to June 30 for deadline of any Reimbursement Request and the Faculty Professional Development Form to the Office of Faculty Development.	09/14/11
6.16.9	Changed “Letter of Intention to Apply for Promotion” to “Letter of Request to be Reviewed for Promotion.” (Clarification purposes, administrative change.)	09/20/11
Throughout Section	Update titles for members of President’s Cabinet	10/10/11
	<i>Minor administrative changes:</i>	10/27/11
6.3.3.8; 6.16.7.1.3; 6.19.2; 6.21.1.3.a & b	<ul style="list-style-type: none"> • date of “December 1” to “usually around November 15” • “February 15” to “March 26” • added clarification “for term-tenure track positions” • added clarification “by the time the sabbatical is taken” • and split “a” into “a and b” and original “b” became “c” 	
6.21.1.3a	Reworded for clarification purposes; no changes in the actual policy.	11/11/11

7 Personnel Policies: Librarians

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
Throughout Section	Update titles for members of President’s Cabinet	10/10/11

8 Academic Policies

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
8.16 8.16.1 8.16.2	EpiCenter revisions submitted: Added “Off-Campus” to title in 8.16; eliminated reference to academic release form in 8.16.1 and added references to Off-Campus Study Contract and Study Abroad Contract; eliminated 8.16.2 which referenced a liability release form and the itinerary filed by faculty member.	08/05/05
8.19.4	Throughout text on Practica (8.19.4), changed term “sponsor” to “supervisor”, and “placement” to “site.” Slightly modified definition of “Practica” in 8.19.4.1; removed references to “academic departments” or “departments” in 8.19.4.1 and 8.19.4.3; removed sentence “However, the Internship and the Service-Learning Office will not be directly involved with students either in locating placements or in supervising practica.” from 8.18.4.6.b; added 8.19.4.7.b and changed progressive lettering accordingly; removed responsibility to report changes to “the College Registrar” from 8.19.4.7.i.	09/09/05
8.20	Replaced section on Faculty Absences with 8.20.1 through 8.20.5.2 as approved by Ranked Faculty Meeting. Now includes time-frame of faculty contract, class and institutional responsibilities of faculty, time-frames when they have no responsibilities, and illnesses and professional absences.	02/27/06
8.20	Added statement, “Department Chairs are responsible to report their absence in writing in advance to the School Dean.” as approved by Ranked Faculty Meeting.	04/24/06
8.2.4	Made correction to dates for Spring and Easter Break for the 2007-08 Academic Year Calendar.	03/16/07
8.22.4.1 and 8.22.4.2	Revised entire sections from the Pass/Fail Grades to the Pass/Fail Grading Option, Pass/Fail Only and Letter Grade Only Courses	09/20/07
8.28	Added “Service-Learning Program” as new section 8.28 and each section thereafter changed its sequential number. (Ex., old 8.28 became 8.29, old 8.29 became 8.30, etc.)	09/20/07

COMMUNITY OF EDUCATORS HANDBOOK

		Revision Log
8.7.2.3	Replaced with changes approved by RF Mtg on 3/26/07.	10/2007
8.25.5	Updated to reflect revisions from COE Senate on 11/12/07.	10/2007
8.3.6	Inserted Interdisciplinary Majors at 8.3.6 which then changed the number for each subsequent section through 8.3.10 (which became 8.3.11).	10/2007
8.2.3 & 8.2.4	Removed academic calendars from Handbook.	10/2007
8.3.7 8.3.8 8.3.9 8.3.10 8.24.5	Revised definition of Double Major in 8.3.7; replace Second Degree with Dual Degree Policy in 8.3.8; added Subsequent Degree Policy in 8.3.9; re-indexed numbering of subsequent sections beginning with Minors in 8.3.10. All approved on 4/28/08 in Community of Educators Senate. Removed information under 8/25/4, Declaring a Double Major, and simply referenced 8/3/7.	
8.2.2.11 thru 8.2.2.24	Updated to clarify the College closure between Christmas and New Year's Day and to formally add the MLK holiday and May Term to the academic calendar parameters.	Approved by College Council, 12/04/08
8.22.4.2	Removed TREC 485 from list of pass/fail approved courses and added CHRM 099. Alphabetized list (8.22.4.2.b.1).	Revised by Curriculum Comm., 12/08/08
8.1.8	Expanded section to include 8.1.8.1 through 8.1.8.5. Added more in-depth explanation of information in this section.	02/12/09
8.38	Added section 8.38 "Online Course Policies."	06/2009
8.39	Added section 8.39 "Course Fee Policy."	06/2009
8.22.4.2.b	Added GEST 210 to list of courses.	09/2009
8.38.5.1	Updated Minimum System Requirements	12/2009
8.26.2.a	Changed reference from "...on IRISLink..." to "...in DegreeWorks..."	03/2010
8.38.3.6	Table on Activities/Assignments, Added "List of tools and uses for each is provided to the students." to Best Practices column after Expectations, Requirements, etc.	06/24/10
8.22.4.2.b.1	Updated list of Approved Pass/Fail Only Courses (a-y).	07/29/10

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

8.6.4	Removed this section (Carnegie Mellon/Heinz School Collaboration 3-2 Program) from manual; this is an articulation agreement and as other agreements are not a part of this handbook, this one should not be in it either.	11/02/10
8.4.6	Changed “may be appealed to the Academic Appeals Subcommittee of the Academic Council” in the last sentence to “may be appealed to the School Dean.”	11/29/10
8.34.3.3	Added last sentence, “When academic suspension occurs as a result of the fall semester grades, students who file an appeal are ineligible for J-term enrollment. If the appeal is approved, the student will be eligible to continue enrollment for the spring term which begins on or about February 1.	12/07/10
8.15	Revised structure of course syllabi to accommodate all forms of instruction (i.e., classroom, online, undergraduate, and graduate) and due to state mandate. Changes made throughout entire section.	01/7/11
8.38	Administrative changes to update system requirements, include Checklist for Online Courses, update title of Assistant Provost/Dean of Curriculum to Associate Provost/Chief Information Officer. Changes made throughout section.	01/7/11
8.3.7.e	Added last sentence limiting the credits used to complete a secondary major that can also be used for a primary major. [Approved by Academic Council, 2/15/11.]	02/17/11
8.30.3.2.c, d, e	Added clarification regarding academic transcripts, fees, and changed WP and WF to W. [Approved by Academic Council, 2/15/11.]	02/17/11
8.8.3	Updated to reflect current practice which replaces use of the <i>Intercom</i> .	02/22/11
8.30.3.2.c.1	Removed “with required signatures” after “courses may be dropped.”	03/24/11
8.17.1	Changed “50 minutes of lecture” to “50 minutes of instructional time.”	08/15/11
8.8.3	Added some clarification on location of the “Notification of Student Absence” form.	09/14/11
8.22.2.2	Deleted reference to “WP” and “WF” and changed definition of “W” to reflect similar changes in 8.30 and 8.37.	10/03/11

	Replaced “Coordinator of Educational Technology” with “Director of Learning Technology Services” throughout section due to title change.	11/11/11
8.4.1.2	Added further clarification to the definition for cheating.	11/22/11
8.9.1	Changed definition of Senior from 90 credits to 87 earned credits.	2/6/12 COE Senate

9 Cocurricular Policies

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
9	Added section 9 to manual	10/2007
9.2.1.2.9	Changed “Office of Development” to “Director of Development.”	
9.1.10.7.2	Deleted this statement and renumbered.	11/29/10
9.1.10.7.6	Added this section. (Previous 9.1.10.7.6 is now 9.1.10.7.5 due to renumbering from elimination of former 9.1.10.7.2.)	11/29/10
Throughout Section	Update titles for members of President’s Cabinet	10/10/11

10 Academic Policies – Graduate Programs

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
10	Added section 10 to manual	06/2009
10.3.4, 10.3.8; 10.12, 10.12.1, 10.12.2; 10.17.4; 10.19.3 10.21.5.2.e; 10.23.3	<i>The following changes were approved by Graduate Council on 11-17-2009:</i> 10.3.4 - Certificate of Advanced Graduate Studies (added this section and updated consecutive numbering); 10.3.8 - Semester (reserved); 10.12 - Directed and Independent Studies (added this section and updated the consecutive numbering; 10.12.1 - Directed Studies; 10.12.2 - Independent Studies; 10.17.4 - Drop/Add (Change in Registration) changed wording to this section; also, this was previously 10.16.4; 10.19.3 - Re-Enrollment Policy (added this section and changed consecutive numbering); 10.19.4 - Readmission Policy; 10.19.5 - Deferred Admission Policy; 10.21.5.2.e - changed wording; 10.23.3 - Awarding Diplomas/Certificates (added this section and updated the numbering - 10.23 was previously 10.22).	01/11/10
10.2.2; 10.18.1; 10.19.2; 10.19.6.1; 10.19.6.2; 10.19.6.3; 10.21.6; 10.24.3.1	<i>The following changes were approved by the Community of Educators on 9/27/10 (previously approved by Graduate Council on 9/7/10).</i> 10.2.2 – Parameters; 10.18.1 – GPA; 10.19.2 – Academic Warning; 10.19.6.1 – Academic Probation; 10.19.6.2 – Academic Suspension; 10.19.6.3 – Appealing Suspension; 10.21.6 – Change of Grade; 10.24.3.1 – Refund chart.	10/05/10
10.1.2; 10.12; 10.15; 10.17; 10.21; 10.24	Removed qualifier “when attending courses on campus.” Minor clarifications. Updated to reflect current procedure. Included reference to “studio credit and changed hours required for full-time, part time, half-time and overload. Minor changes for clarification. Changed definition and procedures for Withdrawal and Incomplete Grades. Updated procedure for refunds.	Approved change in COE Senate, 2/28/11; updated manual on 03/04/11
10.7; 10.14; 10.21	Added new section 10.7; Combined sections 10.14 and 10.15 (previously 10.13 & 10.14) so that both undergraduate and graduate courses, and both classroom and online courses have the same course syllabi requirements; Changed the definition for grade A and grade B+.	06/09/11 Changes approved by COE Senate 5/2/11

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

10.2	Revised contents of 10.2 from “Academic Calendar” to “Graduate Academic Calendar Assumptions” and all sections contained therein. (Approved by COE Senate 12/6/11)	09/14/11
10.2.3.4	Added Semester-Long Model; updated Intensive Model; deleted Studio Course Model.	10/13/11
10.2.3.6; 10.2.3.7; and 10.2.3.8	Added minor clarifications and corrected typo.	As approved by COE Senate, 10/10/11.
10.3.4	Added “Master of Education” and re-sequenced all numbers thereafter.	
10.24.3.1	Updated refund policy and updated table with examples to include Semester-Long Course and remove Intensive Course.	
10.9; 10.15; 10.19.3; 10.24	Changed classifications of students to eliminate Matriculated Students and Matriculated Admitted Students and to add Degree Seeking, Provisionally Admitted, Conditionally Admitted, and Non-Degree Seeking Students.	01/23/12
10.15.3	Removed Part-Time Status; Added Less Than Half-Time Status; Removed Overload.	Approved by Graduate Council on 01/17/12.
10.19.3	Updated Re-Enrollment Policy.	
10.24	Updated definitions. Added Leave of Absence Policy. Reordered numbering.	

11 *Reserved*

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
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12 **Adjunct Faculty**

<u>Section</u>	<u>Summary of Change</u>	<u>Approved/Revised</u>
	New section.	03/22/11

Index

Summary of Change

Approved/Revised

Updated to reflect numbering changes in all sections.	07/2006
Corrected entry for Clinical Track Faculty Performance Evaluation reference; changed from 6.5.2 to 6.16.7.2.	
Eliminated references to Campus Community Committee and updated reference numbers for section 4.2. Added Service-Learning Committee to section 4.4 (4.4.22) and updated numbering (ex., Teacher Education Committee 4.4.22 → 4.4.23).	04/27/ 2007
Updated to reflect addition of Service-Learning Program (8.28) and changes to consecutive numbers thereafter in section 8. Minor revisions to reflect changes to section 8.22.04.	09/2007
Added references to Section 9 (new section).	10/2007
Removed references to Academic Calendars (2006-2007 and 2007-2008), sections 8.2.3 and 8.2.4.	12/2007
Updated references for Academic Definitions under section 8.3.	
Removed references to Institutional Planning and Finance Subcommittee.	09/2008
Updated reference for section 4 due to additions of Graduate Council and Committee on Information Security and Data Standards.	01/2009
Updated to include entries for the newly added 8. 38, Online Course Policies and the newly added Section 10, Academic Policies-Graduate Programs.	06/2009
Updated to include entries for the newly added 8.39, Course Fee Policy.	06/2009
Removed references to 2.1.9 and 2.1.9.1 as these sections (pertaining to External Programs) were removed from manual.	11/02/09
Added references to new section 6.23, Intellectual Property Policy.	12/07/09

COMMUNITY OF EDUCATORS HANDBOOK

Revision Log

Removed School of Mathematics, Engineering and Business (2.1.6) and update all numbering thereafter that was impacted by this deletion. Updated all school names and department names impacted by the new 4-school structure. Removed Presidential Scholars Lecture Committee and Professional Growth Committee and updated all numbering thereafter for Section 4 that was impacted by these deletions.	08/2010
Added references to 4.2.5, Sustainability Committee; changed references so that 4.4.22 reflects Sustainability Studies Committee and numbering was adjusted thereafter.	10/07/10
Removed references to adjunct faculty in section 6 and added new section 12.	03/22/11
Added reference to new section 6.16.3.5	04/21/11
Updated numbering in for section 4.4.XX due to addition of new committee and name change of existing committee which required re-alphabetizing.	04/28/11
Updated numbering of section 4.3.X due to addition of new Diversity Committee and also name change of Micah Committee (Committee on Race, Ethnicity, and Reconciliation).	06/07/11
Updated to include new section 1.14. Updated to include new section 10.7 and revised all numbering thereafter.	06/09/11
Updated to reflect changes to sections 10.9, 10.15, 10.19 and 10.24.	01/23/12