

Statement of Academic Rights and Responsibilities

All members of the academic community at Agnes Scott College have a responsibility to promote an environment conducive to learning based on principles of respect, open communication, freedom of inquiry and nondiscrimination. These principles and practices are affirmed by the students, faculty and administrators of the college in the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

Principles

1. All members of the Agnes Scott College community have the responsibility to treat each other with respect and to be fair and evenhanded in their treatment of others (SAFR).
2. The students and faculty of Agnes Scott College are entitled to an atmosphere conducive to learning (SAFR).
3. Students, faculty and administrators have the right to express divergent opinions, interpretations and beliefs without fear of reprisal. Variety of interpretation includes, but is not limited to, interpretations based on race, gender, class, age, national origin, sexual orientation, religion and disability (SAFR).
4. Students and faculty should strive to create a classroom environment free of discrimination on the basis of race, gender, class, age, national origin, sexual orientation, religion or disability (Statement Against Discrimination and Harassment).
5. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR).
6. Information about student views, beliefs, practices and associations which administrators and professors acquire in the course of their work should be protected against improper disclosure.

Practices

1. Students and faculty have a responsibility to be present and prepared for all class meetings. Faculty are responsible for managing class time to maximize learning (AR).
2. Faculty are responsible for providing a clear syllabus that sets forth course policies and goals. The syllabus must also include faculty office hours, absence policy and procedures, and an explanation of the grading system. Faculty are also responsible for giving timely notice to students of any substantial deviation from the syllabus during the course of the semester (AR).
3. Students are responsible for completing assignments on time, and faculty are responsible for returning written work in a timely manner. Professors have the responsibility to read work carefully and to be available to discuss a student's work and its evaluation (AR).
4. Students may see their final examinations upon request and review them with their professors through the end of the next academic semester.
5. Students shall have an opportunity to evaluate their courses.
6. Students have the responsibility to follow the Honor Code in all academic endeavors, including take-home tests, examinations and collaborative and pledged work. Faculty have the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR).

Adopted by the faculty November 12, 1993

Statement on Academic Freedom and Responsibility

Agnes Scott College is dedicated to the fostering and preservation of the free search for truth and of its free exposition. Academic freedom is essential to this purpose: freedom in research is necessary to the advancement of truth; freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. The free search for truth and its free expression carry with them responsibilities correlative with rights.

All components of the Agnes Scott College community have the responsibility to exemplify, support, and preserve the intellectual freedom of teaching, learning, research, expression, and debate in the interest of reasoned inquiry. This responsibility imposes on the students, the faculty, administrative officials, and the board of trustees the obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression by faculty and students both on and off campus.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, is entitled to full freedom in research and scholarship and in the publication of the results. Research for pecuniary return, however, should be undertaken only with the consent of the President and the VPAA.

Every member of the Agnes Scott College faculty, whether tenured or on temporary appointment, is entitled to full freedom in the classroom to discuss any matter relevant to the subject of the course being taught. It is the mastery of the subject which entitles the instructor to this freedom of presentation, and it is improper and, in extreme cases may be a denial of the students' freedom to learn, for an instructor persistently to introduce material into the course which has no relevance to the subject or to fail to present the subject matter of the course as it has been approved by the Faculty in its collective responsibility for the curriculum. It is the responsibility of the instructor in the classroom and in conference to encourage free discussion, inquiry, and expression. Evaluation of a student's work and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance.

Every member of the Agnes Scott faculty, whether tenured or on temporary appointment, has the rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a faculty member who speaks or writes as a citizen. However, as a member of the academic profession and as an officer of Agnes Scott College, the faculty members hold a special position of influence in the community and should make every effort at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and make clear that he or she is not a spokesperson for the college.

The students of Agnes Scott College are entitled to an atmosphere conducive to learning and to fair and evenhanded treatment in all aspects of teacher-student and administrator-student relationships. A student must be free to take reasoned exception to the data or views offered in any course of study, but she is responsible for learning the content of any course for which she is enrolled and for maintaining standards of academic performance established for that course. The student shall be protected against prejudiced or capricious academic evaluations or disciplinary measures and against any exploitation by faculty and administrative officials for personal advantage. As a citizen, the student has the same rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a student who speaks or writes as a citizen. However, it is the responsibility of the student to make clear to the academic community and to the larger community that they are not a spokesperson for the college.

In determining the administrative policies and procedures of the college it is the responsibility of administrative officials and the board of trustees to foster and preserve the academic freedom of faculty, students, and administrative officers with faculty status. For many years the board of trustees has endorsed the policy of granting permanent or continuous tenure to full-time teaching faculty who have satisfactorily completed a probationary period of teaching. Tenure, which gives a degree of economic and professional security to the individual faculty member and stability to the faculty as a whole, is one of the most effective means of fostering and protecting academic freedom. The policy of granting tenure also creates a climate of free inquiry and expression in which students and non-tenured faculty may share academic freedom equally with tenured faculty. The board of trustees and the administrative officials of the college, together with the faculty, support the continued policy of tenure as a means of protecting academic freedom.

The board of trustees and administrative officials have a particular responsibility to foster and preserve the freedom of expression and debate outside the classroom. The right of duly authorized committees and academic departments to invite to the campus guest lecturers, performers, or exhibitors of their choice shall be preserved, and guest speakers shall be given the opportunity to be heard and their freedom of speech shall be protected. The student press shall be free of censorship and advance approval of copy and its editors and managers free to develop their own editorial policies and news coverage, so long as student editors and managers fully accept the responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. While the charter of the college states that the program of the college shall be carried out “under auspices distinctly favorable” to the Christian faith, no limitations of academic freedom are thereby intended.

Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

Adopted by the faculty of March 5, 1976

Approved by the board of trustees May 4, 1976

Amended by the faculty September 17, 1976

AscAgnes

AscAgnes is the program that allows students and faculty to view academic information via the internet. Faculty can view their class schedules and rosters, as well as demographic and academic information about advisees. It includes a live, searchable class schedule, and up-to-date degree audits and transcripts, and allows faculty to enter midterm and final grades. Contact the registrar's office for more information.

COMPASS

COMPASS is a retention and advising software tool. All instructors will receive two “Progress Surveys” by email during each semester. Progress Surveys allow instructors a quick and easy way to provide feedback on student progress to both the student and her advisors. At any time in the semester that an instructor has a concern about attendance, engagement or performance, a “flag” should be raised in COMPASS to alert the student and her advisors. In most cases instructors will also “close” the flags they raise after the student responds. Faculty (major) advisors are asked to provide appropriate outreach to their major advisees based on feedback and to summarize advising meetings in COMPASS. Additional features of COMPASS, such as scheduling appointments are available as desired. Trainings on using COMPASS are provided by the Office of Academic Advising. For questions, please contact Jennifer Cannady.

Class Information

Schedule of Classes: Each spring department chairs and program directors are required to submit their class schedules for the following academic year to the registrar, the associate vice president for academic affairs and associate dean of the college, and the vice president for academic affairs and dean of the college for review and approval with a copy to bookstore@agnesscott.edu. Classes must follow a faculty-approved meeting schedule, which is available from the registrar's office. Requests to change a published meeting time after course selection has started for the term must be approved by the VPAA.

Course Selection: Students select their fall courses in early April of the previous spring, and their spring courses in early November of the previous fall. The registrar prepares and maintains the schedule of classes that resides on AscAgnes and maintains and distributes registration schedules. Students are required to meet with their academic advisers in advance of course selection, and then select their classes on-line via AscAgnes.

Class Rosters. Rosters are available on-line via AscAgnes as soon as students have participated in course selection. They are 'live' and reflect student changes immediately.

Classrooms. Classrooms are assigned by the registrar and may not be changed without authorization. Classes may not meet in rooms in non-academic areas of the campus, such as building lobbies or reception areas.

Film Rooms. Special rooms for showing films Buttrick G-4 located on the ground floor of Buttrick Hall, and Campbell 128 (Graves Auditorium). These rooms may be reserved through the office of Special Events and Conferences (emsevents@agnesscott.edu).

Add Policy. Students may add courses on-line through the fourth business day of the semester, and after that, with instructor's approval, through the tenth calendar day of the semester. Requests to add after this date require the written approval of the instructor of the class and the assistant dean of the college.

Drop Policy. Students may drop courses on-line through the fourth business day of the semester. Requests to drop after this date must be done in writing. The last day to drop a course without a W is three weeks after the first day of classes. In this case, the course will not be on the student's transcript. The last day to withdraw from a class with a W is 10 calendar days after the mid-semester break. No one may withdraw from a course after this date, with one exception. Students classified as first-years and in their first two consecutive semesters of study at Agnes Scott may drop a course with a "W" grade from the regular deadline through the last day of classes provided that doing so does not result in an enrollment of fewer than 12 credits. First year foundational courses are excluded from this policy. Withdrawals from the college after this date will result in grades of "WF." Grades of "WF" factor into the GPA the same as grades of "F." Exceptions due to a serious hardship or medical problem require documentation and require the approval of the director of academic advising.

If a student misses two or more consecutive class meetings during the first ten calendar days of the semester, she must justify those absences to the satisfaction of the faculty member prior to the second absence; otherwise, the faculty member may drop her from the course. It is not, however, faculty members' responsibility to drop non-attending students from their courses. The responsibility to drop a course belongs to the student.

Waiting Lists. Once a course reaches its capacity, the registrar maintains a waiting list, which is updated nightly during the add/drop period and biweekly during summer months. If a course is waitlisted, AscAgnes displays this status and indicates the # of students waitlisted. The instructor of the course may view the names of waitlisted students in priority order on the AscAgnes class roster. In very special circumstances, an instructor may authorize adding a student not on the waitlist to a waitlisted class via signature permission on the student's paper add form along with a written statement on that form that the instructor intends for the student to be registered as an override to waitlist.

Pass/Fail (P/F) Policy. The last day that juniors and seniors may elect courses on a pass/fail basis is ten calendar days after the mid-semester break.

Auditing. Students may audit courses with written permission of the instructor, which must be submitted to the registrar's office by the end of the tenth calendar day of the semester.

Organization of Classes

Absences. Absences should be reported in accordance with faculty regulations governing class attendance. Each instructor must inform students in writing at the beginning of the semester of the attendance policy for the class. Students whose class attendance is required should inform their instructors of the reasons for their absence by the first meeting of the class the student attends after the absence. Instructors may require that students provide documentation for absences.

Make-up Tests. Make-up tests are scheduled at the convenience of the instructor.

Class Dismissal. Classes should not be dismissed before the appropriate time except in unusual circumstances. No adjustments in class schedules (i.e., beginning the class early in order to dismiss it early) are permitted.

Absence of Instructor. Instructors should notify the department chair in advance if they are unable to meet classes. (See IV. "Faculty Services," for information on posting notices in the event of class cancellations. Also V. College Policies, "Severe Weather Policy.")

Syllabi. At the beginning of a semester, each instructor shall provide in electronic format copies of the syllabi for every course she/he is teaching to the office of faculty services. Faculty services staff will maintain an electronic inventory of all syllabi.

Mid-semester Reports. Faculty members must submit mid-semester grades on AscAgnes for all students at a time to be announced each semester.

Honor System. It is assumed that all academic work is done under an honor system. For this reason, tests and examinations do not need to be proctored. See Agnes Scott College Student Handbook for details of the honor system.

Textbooks and Supplementary Reading Materials. All textbooks and supplementary reading materials may be ordered through the Agnes Scott campus book store. The manager of the campus book store contacts faculty members via mass email to request orders and to discuss needs.

Policy on Absences During Severe Weather. In case of weather-related class cancellations, faculty members may schedule times to make up the work at their discretion. (For additional information see V. College Policies, "Severe Weather Policy.")

Class Attendance, Tests, and Papers

Class Attendance. Academic work is the heart of the college experience and academic success at Agnes Scott College is directly related to class attendance. Attendance is part of the student's overall responsibility and performance in a given course; excessive absenteeism will interfere with the student's ability to learn and may result in a lower final grade. Faculty shall provide students with a written statement of policies regarding absences at the beginning of the semester.

- Individual faculty shall set their own attendance policies, with specific exceptions.
- Policies must not penalize students for absences from class prior to their registration for the course.

Policies must make reasonable accommodations for students who miss classes due to serious illness, death of an immediate family member, or observance of religious holidays or participation in events or activities sponsored by the college. Faculty should indicate in their syllabi if they require advance notification of anticipated absences.

Instructors must list any required course activities or events to take place outside of scheduled class time on the syllabus at the beginning of the semester. Any course activities or events added to the syllabus after classes begin may be optional or recommended, but may not be required.

In addition, extra-curricular or extra-classroom activities that conflict with regularly scheduled classes may be optional or recommended, but may not be required.

It is the student's responsibility to assess obligations for the semester as indicated on her course syllabi and determine her ability to meet course attendance requirements.

If a student becomes seriously ill or injured or experiences an emergency that will require her to miss academic work, she should notify the office of the vice president of student life and dean of students (x6391) as soon as possible to inform the college of her situation.

A student on academic probation is permitted only one absence in each academic course that is not due to serious illness, death of an immediate family member, religious observance or any other reason deemed excusable by the instructor.

When a student exhibits excessive absenteeism, the instructor is encouraged to document this in COMPASS.

Adopted by the Faculty, May 11, 2007, Updated July 2016

Tests, Labs and Oral Presentations. Tests are announced at least a week in advance. Attendance at these tests is mandatory. No student is required to take more than two tests on one day provided she notifies the instructor at the time the third test is announced. If a student, because of unavoidable circumstances, cannot be present for a test, lab, or oral presentation at the appropriate time, permission to make up the test, lab, or oral presentation at another time may be granted by the instructor in the course.

A student who is permitted to take a make-up test should arrange to take the test at the convenience of the instructor.

Take-Home Test Procedures. Take-home tests are to be administered with care and consistency. All take-home tests are to be given to students in the sealed envelopes available in the office of faculty services, (envelopes to be picked up by the instructor). Each envelope is filled out by the instructor and indicates

the name of the student, the instructor's name, the class department and number (i.e., English 110), the time limit, and the date and time due (normally not to exceed seven days). Special instructions (including open book or other notations) must be included.

Students must return the test directly to the instructor in class or by special arrangement with the instructor. Tests must be taken in one uninterrupted sitting unless otherwise noted in the special instructions. Tests must be pledged and may not be discussed with other students in the class until the professor notifies the class that discussion is permitted.

Written Work. The grade on any late written work is automatically reduced by one-third of a letter for each day the paper is late, including Saturday and Sunday, unless an extension is granted by the instructor in the course in which the work was assigned.

All written work of the semester must be completed by 9:00 a.m. of the reading day of the semester unless an extension is granted by the instructor.

Use of College FAX Machines. The college will not accept course work from students which is transmitted by a facsimile machine. Original copies of work must be submitted to the faculty member by the student. If a paper must be sent to the college, it should be sent to the faculty member by express mail or a courier service.

Papers arriving by express mail or courier service after a deadline will not be accepted. It is the responsibility of the student to ensure that all papers are delivered to the faculty member before the appropriate deadline.

Administration of Regulations. Instructors shall provide students at the beginning of the term with a written explanation of class policies regarding absences, grades, late papers, and missed tests, labs, or oral presentations. Each instructor shall provide a statement of the goals and requirements for each course, the nature of the course content, and the methods of evaluation to be employed.

In unusual cases, where a student feels uncomfortable discussing reasons for absences or requests for extensions with individual faculty members, the student may speak directly to the director or assistant director of academic advising, or to the vice president for student life and community relations/dean of students, who will then communicate with the student's instructors. Decisions regarding extensions and penalties still remain with the individual instructors.

Revised and adopted by the faculty March 7, 1969; amended May 5, 1972, November 14, 1975, May 6, 1977.

Revised July 1991. Amended May 1, 1992; May 6, 1994.

Examinations

Examinations are given at Agnes Scott at the end of each semester.

Each student schedules her own examinations and takes any examination that she chooses at any of the examination periods with the exceptions noted below:

1. Examinations in classes where there are more than forty students.

2. A few examinations are specially scheduled at the request of the instructor because the nature of the course demands the use of slides, recordings, or other audio-visual aids. These examinations are distributed by the instructor at the time and in the place assigned.

At the beginning of each semester, a memo is sent by the director of academic advising to every instructor requesting certain information about examination plans and giving pertinent dates for making assignments and for turning in examination envelopes. After instructors have received examination envelopes from each student, envelopes are filed, unsealed, in the office of faculty services no later than a date specified each semester.

The length of time allowed for an examination is two and one-half hours. Only authorized calculators are allowed in examination rooms designated for calculator use. Palm Pilots, cell phones, mini computers, two-way pagers, laptop computers or other communication or unapproved electronic devices are prohibited in all examination rooms. Completed examinations may be picked up in the designated examination room. As completed examinations are received, instructors should check to be sure that each student has returned her copy of the examination questions, that the examination has been taken in an intact blue book, and that the honor pledge has been signed. The director of academic advising should be notified immediately if a student has not followed these regulations.

If a paper is given in lieu of an examination, the student must turn in the paper to the professor.

If a student neglects to take a final examination during the regular period without excuse from the director or assistant director of academic advising, she receives an F (zero) on that examination. Since the instructor has the responsibility for determining the relative value of the final examination to other work of the course, the instructor determines whether to average the F (zero) with other grades in the course or to require the student to take the final examination before giving a final grade.

Additional information concerning examination procedures is in the Student Handbook. August, 1977. Revised June 1992, August 2001, August 2005.

Grades

Faculty determine grading policies for their courses. Grading policies must be made available to students at the beginning of each semester. In the absence of any other scale announced by an instructor or department, the grading scale given below will apply for converting numerical grades into final letter grades.

93 to 100	A
90 to less than 93	A-
87 to less than 90	B+
83 to less than 87	B
80 to less than 83	B-
77 to less than 80	C+
73 to less than 77	C
70 to less than 73	C-
67 to less than 70	D+
63 to less than 67	D
60 to less than 63	D-
Less than 60	F

Value of Letters. Grades are assigned the following quality points:

A = 4.00 quality points per semester hour

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- = .67 and
F = 0
WF = 0

No final grade of A+ may be given. Courses taken on a pass-fail basis are recorded as P or F. If a student receives an A or F in an academic pass/fail course, the grade A or F will be recorded on her transcript and averaged into her semester and cumulative GPA. Grades in P.E. courses are excluded from GPAs.

Grades of I, P, W and MED are excluded from GPA calculation. The grades of I, W, and MED may be given by the Assistant Dean of the College, in consultation with the faculty member.

Revised and adopted by the faculty December 5, 2003, revised August 2005, revised March 2010.

Grading policies for each course must be given to students in writing at the beginning of each class.

Submitting Grades. All final grades for courses must be submitted on AscAgnes at a time to be announced each semester.

Unsatisfactory Performance. An Instructor's Report on Unsatisfactory Performance must be submitted to the academic advising office for students who receive final course grades of D or F.

Announcement of Grades. Final course grades are posted to AscAgnes by the registrar. It is desirable that final grades be made available to students only via posting on AscAgnes rather than by the instructor of the course.

Incomplete Grades. A student seeking an incomplete (I) must see the assistant dean of the college, who may authorize an "I" in consultation with the instructor. An "I" will be given only if the student has received a passing grade for completed course work. Incomplete work must be completed for the course no later than 10 calendar days after the beginning of the subsequent semester. If work is not completed by the deadline, the I automatically becomes an F. Only the assistant dean of the college may grant incompletes.

Amended by Academic Council May 31, 1971; and by the faculty Feb. 4, 1977; Feb. 5, 1982; November 12, 1993, April 29, 2005. Revised July 2014.

Policy for Disputed Final Grades

When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grievance, she must initiate the procedure by voicing her complaint to the instructor. If the matter is not resolved at this level, the student may then take the matter to the chair of the department for mediation. If the matter is still not resolved, she may then refer the matter to the vice president for academic affairs and dean of the college for further mediation. If the VPAA is unable to resolve the

dispute, the student must then refer the matter in writing to the Committee on Academic Standards and Admissions no later than thirty (30) days after the beginning of the next semester. All materials submitted as part of the appeal will be passed on to the committee. At its discretion, the committee may ask for more materials or request interviews with one or both parties. The materials presented should include statements from both student and professor(s) which shall be shared with all parties. If the appeal is denied, the faculty member's grade stands as final, with no further appeal. If the appeal is sustained, the committee will determine the appropriate grade. The minutes of the meeting will announce only the final decision. The committee's decision shall be final. A log of disputed grades heard by the Committee on Academic Standards and Admission will be kept by the assistant dean of the college

Implementation:

Should a member of CASA be the faculty member involved in the dispute, that faculty member shall not be involved in the committee's deliberations and shall not have a vote. The chair of the Faculty Executive Committee shall serve in his/her place.

Adopted by the faculty May 1991, revised May 13, 2005,

Grade Change Procedure

If a faculty member discovers he or she made an error when calculating a student's grade, it may be changed by completing a Grade Change Form in the registrar's office. If the change is approved, the registrar will process the grade adjustment, update the student's transcript, and inform the student.

Disruptive Classroom Behavior Policy

Classroom behavior is informed and governed by the Agnes Scott College Honor Code as well as two specific policies adopted by the faculty and appearing in the Student Handbook: the Statement on Academic Freedom & Responsibility and the Statement of Academic Rights & Responsibilities. While these two policies affirm the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. It is ultimately the professor who controls the classroom, and if a professor believes the class is being disrupted, she or he has the right to ask a student to leave the class. Resolutions under this policy will be worked out in accordance with the Disruptive Classroom Behavior Procedure provided below.

What is Disruptive Behavior?

Behavior that prevents the professor from conducting the class, or other students from learning is disruptive.

Faculty Rights and Responsibilities

Agnes Scott College respects the right of professors to teach and the right of students to learn. Protection of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the responsibility:

- To establish and implement academic standards;
- To address students regarding problematic behavior, and articulate expectations;
- To involve other appropriate offices when a classroom disruption arises;
- To document any incidents and outcomes.

Documentation of Incidents and Outcomes

If an instructor judges that a student's behavior materially and substantially disrupts the teaching and learning environment in the class, she or he may:

- Issue a warning
- Require the student to leave class
- Have security remove the student
- Readmit the student after the professor and student have met outside of class and reached a resolution

If the instructor elects not to readmit the student, the instructor will immediately notify the chair of her or his department and the associate dean of the college, and submit a written report of the incident and reasons for removal. After receipt of this report, and no later than three business days after the incident occurred, the Associate Dean of the College will (via e-mail and U.S. mail):

1. Provide the student with notice that (a) request for removal has been submitted to chair and associate dean and (b) student may not return to the classes in question until issue is resolved.
2. Include a written report of disruptive behavior and contact information for Judicial Review Committee.
3. Call a meeting of the JRC to hear the case.
4. Inform the student of JRC process and her right to appear and appeal removal.
5. Make all reasonable efforts to provide access to course materials, content and instruction while the case is being reviewed and heard by the JRC.

In response to this formal notification, the student may meet with the associate dean within five (5) working days from the date of the written notice to discuss options, and submit a written appeal to the JRC.

Upon hearing the case, the JRC will decide on a course of action, which may include the following:

1. To allow the student to return to course or courses, with or without conditions;
2. To allow or require the student to transfer to another course section or sections; or
3. To withdraw the student from the involved course or courses.

The decision of the Judicial Review Board is final.

In response to the JRC decision, the associate dean will notify the Student of his/her decision via e-mail and U.S. mail (within 5 working days). If the decision is to withdraw the student, the associate dean will also:

1. Notify the Registrar in writing, and direct Registrar to withdraw student from course.
2. Notify the VPAA and Dean of Students of charges and action taken.

(Adopted by the faculty May 6, 2011)