



Texas Tech University

The Faculty Senate
3-G Holden Hall
Lubbock, Texas 79409 / (806) 742-3656

September 30, 1986

TO: Members of the Faculty Senate

FROM: Gerald Skoog, President

RE: Agenda for meeting #82, October 8, 1986
3:30 p.m., Senate Room, University Center

AGENDA

- I. Approval of minutes of September 10 and 24, 1986 meetings
- II. Report by Bill Hartwell, Senate Vice President, on the September 30 Academic Council meeting
- III. Comments by and discussion with President Cavazos and Vice President for Academic Affairs and Research Haragan
- IV. Reports
 - A. Committee Reports
- V. New Business
 - A. Consideration of the draft copy of the operating policy on grading procedures

This policy is reviewed every two years and VPAAR has requested the Senate participate in this review.
 - B. Other Business
- VI. Adjournment

INFORMATION

The intellectual property policy is being considered by a university-wide committee that will have a proposal ready in the near future. At that time the Senate committee, chaired by James Lawrence, will review the proposal and present it to the Senate for consideration and action.

The Faculty Senate/Administration Committee to Study Enrollment Procedures will have a report for the November meeting.

The minutes and a copy of the financial exigency plan will be sent in another mailing.

The next meeting will be November 12, 1986 at 3:30 p.m.

PROPOSED OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: ALL HOLDERS OF TEXAS TECH UNIVERSITY OPERATING POLICY AND
PROCEDURE MANUALS

DATE :

SUBJECT : GRADING PROCEDURES

PURPOSE

To insure understanding of grading procedures, the following policy and procedure will be utilized.

REVIEW

This OP will be reviewed by April 1 of every even numbered year by the Assistant Vice President for Academic Affairs (AVPAA) with recommendations for revisions presented to the Vice President for Academic Affairs and Research (AVPAAR) by May 1.

POLICY/PROCEDURE

1. The instructor of record determines all grades for a course. The method of determining the grade will be included in the course syllabus that is to be presented to the students at the beginning of the semester. The grades used with their interpretations are: A, Excellent; B, Good; C, Average; D, inferior (passing, but not necessarily satisfying degree requirements); F, failure; P, Passing; PR, In Progress; I, Incomplete; W, Withdrawal; WF, Withdraw Failing. The letter R designates a course repeated to remove an I.

The grade of PR is given only when the work in a course extends beyond the semester or term; it implies satisfactory performance and is used primarily in thesis and dissertation courses.

The grades of CR, credit, and NC, no credit, are given in the College of Education for student teaching.

The grade of I is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an F. The instructor assigning the grade will stipulate, in writing, at the time the grade is given the conditions under which the I may be removed. The I will be replaced with an F after it has remained on record for a year without completion. The I may be replaced by an R if the course is repeated. The appropriate grade will be given for the second registration.

The grade of W is given for a course officially dropped during the first six weeks of a term. A student should continue to attend a class until authorized by the academic dean to drop a course.

After the first six weeks of a semester, a student may not initiate a drop, and a grade of WF will be given when the student is required by the dean to drop a course for failure to attend the class or for other reasons.

An X is shown on the grade report in those instances where, for any reason, a grade is not reported by the faculty. The designation X is not used in determining grade-point averages.

2. It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.
 - a. Dishonesty of any kind on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, obtaining information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are instances of cheating.
 - b. Complete honesty is required of students in the presentation of any and all phases of course work as their own. This applies to quizzes of whatever length as well as to final examinations, to daily reports to lab work, and to term papers.
 - c. Plagiarism is offering the work of another as one's own, without proper acknowledgement; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student, is guilty of plagiarism.
3. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism which occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.
4. In cases in which guilt is admitted by the student or determined by the instructor, after attempting to contact the student, he or she may give the offending student a failing grade on the assignment or a failing grade in a course. When a student is given a failing grade in a course as a result of academic dishonesty or plagiarism, the instructor should report, in writing to the instructor's department chairperson, the facts of the case and the action to be taken against the student. The chairperson will provide a copy to the student, to the student's Academic Dean, to the Dean of Students' Office, and to the chairperson's own dean.

chairperson will provide a copy to the student, to the student's Dean, and to the Dean of Students' Office and to the chairperson's own dean. The Dean of Students Office shall retain a copy of this report in its discipline files. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure. The student may not appeal a failing grade given for a class assignment.

A written report of any additional disciplinary action taken by the Dean of Students Office will be sent to the appropriate academic Dean's office and the student.

5. The disciplinary penalty or grade of F shall not be implemented until the disciplinary procedure or grade appeal process has been exhausted, or until one month after the beginning of the new semester. A student may continue academic class and course work until a final decision is made. The final result of a grade appeal in such matters shall be reported to the instructor by the appropriate academic dean in the manner required by the grade appeals procedure.
 - a. In cases in which a finding of academic dishonesty is sustained, the recommended disciplinary action will be enforced and/or a grade of F reported.
 - b. In cases in which a charge of academic dishonesty is not sustained, no disciplinary action will be taken and the student will be entitled to the grade he/she would have received in the absence of a finding of dishonesty. In addition, the student will be allowed to continue the particular course without prejudice.
6. Law students are subject to disciplinary procedures as described in the Honor Code for the School of Law.

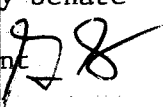


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The Faculty Senate
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Lubbock, Texas 79409 / (806) 742-3656

September 3, 1986

TO: Members of the Faculty Senate

FROM: Gerald Skoog, President 

RE: Agenda for meeting #80, September 10, 1986 at 3:30 p.m., in the Senate Room of the University Center.

AGENDA

- I. Introduction of Senate officers, parliamentarian, Student Senate representative and office secretary.
- II. Introduction of guests
- III. Approval of the minutes of the May 7, 1986 meeting
- IV. Report of the President of the Faculty Senate
 - A. Progress in the development of a financial exigency plan
 - B. Faculty resignations
 - C. Review of procedure for developing and amending the agenda
 - D. Review of the role and responsibility of the Senate and thoughts about 1986-87
- V. Comments and discussion with a representative of the Office of Academic Affairs and Research
 - a. financial exigency policy
 - b. operating policy on faculty evaluation
 - c. clarification of pass/fail operating policy
 - d. progress of the General Education Curriculum Committee
 - e. other matters of interest
- VI. Reports
 - A. Faculty Senate/Administration Committee to Study Enrollment Procedures - Kimmel
 - B. Other committee reports
- VII. Old Business
 - A. Intellectual Property Policy

VIII. New Business

- A. Election of a Senator to attend fall meeting of the Council of Faculty Governance Organization
- B. Faculty Salary Readjustment, 1986-87
- C. Dates of January and May meeting
- D. Other items

IX. Adjournment

Announcements

- A. President Cavazos and Vice President for Academic Affairs and Research Donald Haragan declined an invitation to attend this meeting due to a commitment in Austin. However, President Cavazos will meet with the Senate on October 8 and Vice President Haragan, or his representative, will continue to meet with the Senate on a regular basis as during the past year.
- B. The development of the agenda for Faculty Senate meetings is governed by section 9 of the bylaws. The Agenda Committee, which is composed of the three Faculty Senate officers, will meet the Monday prior to the week of each Faculty Senate meeting. Therefore any faculty member or Senator should send items to be considered for the agenda to the Senate President no later than 5:00 p.m. on the Friday prior to the Agenda meeting. Also, Senators can request to meet with the Agenda Committee to present an agenda item. The agenda can be modified during a Senate meeting by following the procedures specified in the bylaws.
- C. Bill Hartwell, Vice President of the Faculty Senate, will represent the Senate at the meetings of the Academic Council.
- D. The Faculty Senate President is available for consultation at the following times and location during the first semester:
 - Monday: 8:30 - 11:00; 1:00 - 4:00 Ad 218
 - Tuesday: 9:00 - 10:30; 1:30 - 3:00 Ad 218
 - Wednesday: 8:30 - 11:00 HH 3G
- E. Future meetings of the Senate are scheduled as follows:
 - October 8, 1986
 - November 12, 1986
 - December 10, 1986
 - January 14 or January 21, 1987
 - February 11, 1987
 - March 11, 1987
 - April 8, 1987
 - May 6 or May 13, 1987