#### DOCUMENTS OF THE GENERAL FACULTY

# PROPOSED CHANGES TO THE ACADEMIC POLICY AND PROCEDURE SECTION IN THE JACKSON SCHOOL OF GEOSCIENCES CHAPTER IN THE UNDERGRADUATE CATALOG 2016-2018

Dean Sharon Mosher in the Jackson School of Geosciences has filed with the secretary of the Faculty Council the following changes to the *Undergraduate Catalog*, 2016-2018. The secretary has classified this proposal as legislation of *exclusive* interest to only one college or school.

The Committee on Undergraduate Degree Program Review recommended approval of the changes on January 6, 2016, and forwarded the proposal to the Office of the General Faculty. The Faculty Council has the authority to approve this legislation on behalf of the General Faculty. The authority to grant final approval on this legislation resides with UT System.

If no objection is filed with the Office of the General Faculty by the date specified below, the legislation will be held to have been approved by the Faculty Council. If an objection is filed within the prescribed period, the legislation will be presented to the Faculty Council at its next meeting. The objection, with reasons, must be signed by a member of the Faculty Council.

To be counted, a protest must be received in the Office of the General Faculty by January 20, 2016.

Hillary Hart, Secretary

General Faculty and Faculty Council

# PROPOSED CHANGES TO THE ACADEMIC POLICY AND PROCEDURE SECTION IN THE JACKSON SCHOOL OF GEOSCIENCES CHAPTER IN THE UNDERGRADUATE CATALOG 2016-2018

Ту		Academic Chang Degree Program	ge Change (THECB	form required)			
Pr	oposed classification	⊠ Exclusive	☐ General	☐ Major			
1.	1. IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS YES, THE COLLEGE MUST CONSULT LINDA DICKENS, DIRECTOR OF ACCREDITATION AND ASSESSMENT, TO DETERMINE IF SACS-COC APPROVAL IS REQUIRED.						
	• Is this a new deg	gree program?			Yes 🔲 No 🖂		
	• Does the program offer courses that will be taught off campus?			Yes 🔲 No 🖂			
	<ul> <li>Will courses in t</li> </ul>	his program be d	elivered electronic	ally?	Yes 🔲 No 🖂		

### 2. EXPLAIN CHANGE TO DEGREE PROGRAM AND GIVE A DETAILED RATIONALE FOR EACH INDIVIDUAL CHANGE:

#### Mathematics Placement Exam

The Jackson School of Geosciences requires incoming students to meet the calculus-readiness requirement for admission and students are expected to enroll in calculus their first fall semester. The geological sciences degree plans proposed for the 2016-18 Undergraduate Catalog continue to require calculus during the first year of study, preferably first semester. It is important for incoming Jackson School students to be aware of this requirement in preparation for the start of their undergraduate academic career.

#### Academic Probation and Dismissal

The Jackson School of Geosciences follows the minimum scholastic requirements and procedures for academic probation and dismissal established by the University yet this is not clearly stated in the 2014-16 undergraduate catalog. Additionally, a portion of the Jackson School undergraduate student population are in the Geosystems Engineering and Hydrogeology degree program which is certified/awarded by the Cockrell School of Engineering. The scholastic requirements and academic probation/dismissal processes in the Cockrell School are more stringent than the University standards maintained by the Jackson School. The proposed language is intended to bring awareness to the issue and assist students in understanding the options available to them.

#### Concurrent Enrollment

Reduced version of content previously included under JSG, Applicability of Certain Courses, Correspondence and Extension Courses. No proposed changes to intent or details of procedure/policy.

#### Undergraduates in a Graduate Course & Petitions for Degree Requirements

Established policies/procedures included in other CSUs chapters in previous undergraduate catalogs but not for the Jackson School. Including this information in the undergraduate catalog will increase awareness of the option(s) available to students as well as provide a reference for individuals to use as needed.

#### Attendance

Undergraduate geological sciences courses require students to participate in an extended classroom experience throughout each degree program. Courses may include a recurring lab section or field trips in addition to a lecture or discussion section. Student attendance of all class meetings is integral to their

acquisition of required knowledge and skills. Including this information in the undergraduate catalog is intended to emphasize its importance as well as establish an expectation for Jackson School students.

3.	THIS PROPOSAL INVOLVES (	Please check all that apply)				
	☐ Courses in other colleges	Courses in proposer's college that are frequently taken by students in other colleges	☐ Flags			
	<ul><li>Course in the core curriculum</li><li>Change in admission requirements (external or internal)</li></ul>	<ul> <li>☐ Change in course sequencing for an existing program</li> <li>☑ Requirements not explicit in the catalog language (e.g., lists of acceptable courses maintained by department office)</li> </ul>	Courses that have to be added to the inventory			
1.	SCOPE OF PROPOSED CHANG	GE .				
	a. Does this proposal impact other If yes, then how?	Yes □ No ⊠				
	b. Do you anticipate a net change If yes, how many more (or few	Yes □ No ⊠				
	<ul> <li>c. Do you anticipate a net increase (or decrease) in the number of <u>students from outside</u> of your colle taking <u>classes in your college</u>?</li> <li>Yes ☐ No ☐ If yes, please indicate the number of students and/or class seats involved.</li> </ul>					
	d. Do you anticipate a net increase courses in other colleges?	e (or decrease) in the number of students from the of students and/or class seats involved.	om your college taking Yes □ No ⊠			
	potential budgetary impacts for a negligible increase in the number  How many students do you exp. Impacted schools must be conta  Person communicated with Date of communication: Response: Pending e. Does this proposal involve char hour core, signature courses, flag	acted and their response(s) included:  n:  nges to the core curriculum or other basic e	new sections or a non- t be at the college-level.			
	Person communicated with Date of communication: Response:					
	f. Will this proposal change the n	umber of hours required for degree comple	tion? If yes, explain:			
ξ.	COLLEGE/SCHOOL APPROVA	AL PROCESS				

Program approval date: May 6, 2015

Dean's Scholars approval date (for changes to Option II): N/A

College approval date: May 6, 2015

#### PROPOSED NEW CATALOG TEXT:

#### ACADEMIC POLICIES AND PROCEDURES

#### **Mathematics Placement**

Mathematics, in the form of calculus or statistics, is required for all geological sciences degrees. To enroll in a calculus or statistics course, students must first take the mathematics placement exam. All incoming Jackson School students are required to complete this placement exam before the start of fall classes, preferably during summer orientation.

#### **Minimum Scholastic Requirements**

The student must earn a cumulative grade point average of at least 2.00 in all courses taken at the University of Texas at Austin (including credit by examination, correspondence, and extension) for which a grade or symbol other than Q, W, X, or CR is recorded. In addition, the student must earn a grade point average (GPA) of at least 2.00 in geological sciences courses taken at the University and counted toward the major requirement. The student must earn a grade of at least C- in each course used to fulfill any of the requirements for the degree. For more information about grades and the grade point average, see *General Information* 

#### **Academic Probation and Dismissal**

Students are expected to make continuous progress toward the degree while maintaining the University minimum scholastic requirements. A student is placed on academic probation if his or her grade point average falls below 2.00. University regulations on scholastic probation and dismissal are given in *General Information*.

Students on academic probation are expected to focus on academic improvement and thus are not allowed to hold student offices (elected or appointed) or to receive college stipends for travel to professional meetings or other college-sponsored events.

Students in the BS Geosystems Engineering and Hydrogeology degree program must maintain the scholastic requirements of the Cockrell School of Engineering. Although GEH students have an active student status in the Jackson School, they are subject to the academic policies and procedures of the Cockrell School.

#### Repetition of a Course

A student may not enroll in any course in the Jackson School more than twice, even if the course is needed to meet degree requirements, without first obtaining written consent <u>from the Associate Dean for Academic Affairs.</u> in the Undergraduate Student Services Office. The symbol Q or W counts as an enrollment unless it has been approved by the <u>Associate Dean for Academic Affairs as nonacademic.</u> Undergraduate Student Services Office for nonacademic reasons.

A student who is denied approval to repeat a course in residence at the University will also be denied approval to complete the course by transfer, extension, correspondence, distance education, or credit by examination and then count it towards the degree.

#### **Concurrent Enrollment**

Concurrent enrollment is enrollment simultaneously at the University and at another educational institution or

in any combination of correspondence, extension and online or distance education courses. During a long semester students enrolled in the Jackson School of Geosciences are not allowed to take courses at another school or institution or by correspondence or extension at the University unless approved in advance by the Associate Dean for Academic Affairs.

A student in his or her final semester may not enroll concurrently at another institution in any course, including a distance education course, to be counted toward the degree. In the final semester, the student may also not enroll by extension or correspondence in coursework to be counted toward the degree. All transfer, extension, and correspondence coursework must be added to the student's official record before his or her last semester.

#### **Undergraduates in a Graduate Course**

The Jackson School encourages undergraduates who excel academically and would benefit from further challenges to enroll in graduate courses. With permission, undergraduates may count graduate courses toward their undergraduate degrees or may reserve them for graduate credit. To enroll in a graduate course, undergraduates must meet the University's eligibility requirements and must receive permission from the course instructor, the graduate adviser for the offering department, and the dean's office. Undergraduates reserving courses for graduate credit must also receive permission from the graduate dean. More information is available in *General Information* under Coursework in the Graduate School and the School of Law.

### **Petitions for Degree Requirements**

Petitions for exceptions to degree requirements, with the exception of the University-wide core curriculum, are handled through the JSG Student Services Office. After meeting with the student, an academic adviser initiates the petition on the student's behalf and routes it to the appropriate faculty. The most common reason for petitioning is to request the substitution of transfer coursework for a specific degree requirement. Final decisions on all petitions are made by the Jackson School dean's office.

#### **Attendance**

Jackson School students are expected to attend all meetings of the classes for which they are registered. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have attendance requirements; these should be made known to students during the first week of classes. With the approval of the dean, a student may be dropped from a course with a grade of *F* for repeated unexcused absences.