

University of North Texas at Dallas

Academic Council Minutes

September 24, 2019

Voting Members in Attendance:

Dr. Karen Shumway, *Dean, School of Business*
Dr. Lisa Hobson, *Interim Dean, School of Education*
Dr. Constance Lacy, *Dean, School of Human Services*
Dr. Orlando Perez, *Dean, School of Liberal Arts & Sciences*
Dr. Ali Shaqlaih, *Interim Dean, Graduate School*
Felecia Epps, *Dean, College of Law*
Dr. Gary Holmes, *Faculty Alliance Vice-Chair*
Rian Wilhite, *Director, Academic Advising*
Brenda Robertson, *University Librarian*
Desmond Burton, *SGA Vice President*

Non-Voting Members in Attendance:

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*
Luis Franco, *University Director of Undergraduate Admissions*
Dr. Dawn Remmers, *Assistant Provost*
Dr. Elizabeth Giddens, *Director of University Accreditation and Policy*
Garrick Hildebrand, *Director of Financial Aid*
Desmond Morris, *Director of Distance Learning*

Other Attendees:

Dr. Isaura Flores, *Associate Professor, School of Business*
Katrina Cornish, *Academic Scheduling Coordinator*
Latoya Ellis, *Student Services Associate, Office of the Registrar*
Dr. Daniel Friesen, *Assistant Dean, School of Business*
Dr. Jessica Cintron, *Visiting Lecturer of Psychology, Liberal Arts & Sciences*
Lara Huddleston, *Assistant Director, Office of the Registrar*

Approval of minutes:

May 2019 Minutes approved with ten of ten voting. (Closed)

All proposed changes are marked as such:
New items are emboldened and underlined
Deleted items are marked with a strikethrough line
Justifications or clarifications are italicized.

New Business:

- A. Graduate Policy Change (Dr. Ali Shaqlaih, *Interim Dean, Graduate School*)

Course Substitutions Policy – effective Fall 2020, *see appendix*

Motion approved with ten of ten voting. (Closed)

- B. Process Change (Dr. Dawn Remmers, *Assistant Provost*)

Disruptive Behavior – effective immediately, *see appendix*

A statement regarding the College of Law attendance policy will be added; the second paragraph will be stricken and replaced with a statement to refer to Policy 7.001 for examples of disruptive behavior. Motion approved with ten of ten voting. (Closed)

- C. New agenda item submission process- effective October 1st, 2019 (Dr. Dawn Remmers, *Assistant Provost*)

For discussion only.

Adjournment

Respectfully submitted.

Essence Cleveland

Executive Assistant to the Provost

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POLICY: Graduate Course Substitutions

Purpose and Scope: To describe the process and procedure for graduate students and program coordinators when requesting consideration for possible course substitutions.

Definitions: Substitution means that a student can use one course instead of another in order to gain the equivalent content the student needs to have. A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites.

Policy: Students are required to complete all courses published on their Degree Plan to meet degree requirements. On occasion, a required course may not be available; or due to program changes, the course may no longer be offered to complete the original course requirements. Therefore, a course substitution may be required to complete the coursework. Substitutions are exceptions to the degree requirements and should only be used in extraordinary circumstances. Program coordinators should adhere to the Substitution Policy as an alternative means of meeting a program requirement in which the course(s) must have similar objectives and content as the original course.

Graduate students and program coordinators may submit course substitution requests when they desire to substitute one course for another when a clear equivalency, or near equivalency, exists between the two courses. The acceptable grade must be an A or B to approve a substitution.

Substitutions of undergraduate coursework (4000 level or lower) is not permissible. Only graduate course work of 5000 level or above may be applied toward completion of graduate program requirements.

A maximum of 9 credit hours are allowed for substitutions for 30-48 hour programs and a maximum of 12 credit hours for degree programs exceeding 48 credit hours. The total hours approved may not exceed the required limits for combined transfer and substitution courses.

Procedure: This procedure is used to amend coursework listed on an approved Degree Plan. If substitutions are being requested for more than three total courses while in the program, please complete a new degree plan. If three or fewer courses are substituted, the student will use the "Course Substitution Approval Form" (available from the Graduate School Office) and follow this process:

1. The graduate student must submit to their Program Coordinator the course substitution request on the required form along with the documentation that verifies that the proposed substitute course is equivalent, or nearly equivalent, to the course for which the substitution is being requested.
2. The Program Coordinator reviews the request. Disapproval of the request by the Program coordinator stops the process. If equivalency or near equivalency is verified, the Program Coordinator submits a recommendation to the dean of the academic school along with any documentation for a decision.
3. The dean of the academic school makes the final decision to approve or deny the course(s) substitution request and notifies the Program Coordinator who communicates the decision to the student and to the Graduate School, if the request is approved.
4. For approved requests, the Graduate School will update the student's academic record to reflect the approved course substitution. A copy of the course substitution form will be included in the student's file and available when a degree check is made by the Program Coordinator or the final degree check is made by the Graduate School.
5. For substitute courses completed at UNT Dallas, the grade earned will be reflected on the graduate student's transcript. For substitute courses completed at other universities, the Graduate School policy on transfer credits applies.

Disruptive Behavior in an Instructional Setting 2.0: An Integrative Process within the Student Code of Conduct

In its original form, the Office of General Council would not support the Disruptive Behavior in an Instructional Setting Policy on the grounds that it created two procedures for due process (disruptive behavior and code of conduct) when the University may only have one (code of conduct). As a result, a new procedure within the rules of the code of conduct is being proposed that will still allow faculty to deal with disruptive behavior in the classroom environment and provide the necessary, single due process for students.

1. New Syllabus Statement

Please add the following statement to course syllabi:

UNT Dallas is committed to establishing and maintaining a safe and civil environment for the teaching and learning environment. The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity. Moreover, disruption includes any behavior that interferes with students, faculty, or staff and their access to an appropriate educational environment, including both the face-to-face or virtual classroom settings.

Disruptive behavior can include but is not limited to: refusal to comply with faculty or staff direction, loud and/or erratic behavior, behavior that distracts the class such as eating, leaving class frequently, or using devices not approved for class, persistent and unreasonable demands for attention, actions that intimidate others, malicious or harassing speech, and threats of physical assault.

To protect the integrity of the learning environment, a faculty member can ask a student to leave a classroom for disruptive behavior. The disruptive behavior is subject to referral under the Student Code of Conduct. A student dismissed from a classroom setting will not be able to return to the classroom until completing a meeting with the Dean of Students or designated representative.

2. Faculty Dismissal and Reporting

When a faculty member determines that a student has presented a pattern of behavior that has not been resolved after a verbal warning, a faculty member can ask a student to leave the classroom setting and that the incident will be 1) reported to the Dean of Students and that 2) the student cannot return until having met with the Dean of Students or designated representative. **The faculty member must complete the Disruptive Behavior Incident Report (https://cm.maxient.com/reportingform.php?UNTDallas&layout_id=2) within 24 hours of the incident.**

3. Dean of Students Actions

The Office of the Dean of Students will confirm receipt of the notification with the faculty member and, within 24-48 hours, will notify the student with a Notice of Student Disruption Complaint reiterating that the student must meet with the Dean of Students or designated representative before they can return to class. Failure to meet with the Dean of Students may result in further action being taken under the Code of Conduct and CARE Team Policy.

Once the meeting with the Dean of Students occurs, within the next 24 hours a representative will notify the faculty member regarding the return to class status of the student.