

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MINUTES OF THE MEETING OF JANUARY 31, 2012  
3:30 P.M., GUC LOFT**

The Academic and Student Affairs Committee met on January 31, 2012 in the Loft of the Guillot University Center. The following members were present: Dr. Thomas Calhoun, Ms. Bonnie Coats, Dr. Amanda Coffman, Dr. Melvin Davis, Dr. Kerry Gatlin, Dr. Vagn Hansen, Dr. Bill Huddleston, Dr. Donna Jacobs, Dr. Janice Myhan, Mr. David Shields, Ms. Joan Smith, Dr. John Thornell, Ms. Molly Vaughn (proxy for Dr. Andrew Luna), Dr. Brenda Webb and Dr. Chunsheng Zhang. Dr. Laura Williams, Committee Chair, presided. A quorum was present.

**Call to Order**

Chair Williams called the meeting to order at approximately 3:35 p.m.

**Adoption of Agenda and Approval of Minutes**

The agenda and the minutes from the November 29, 2011, meeting were approved as printed.

**Old Business**

- A. Three Exams on One Day – (ATTACHMENT 1). Dr. Huddleston moved that the proposed policy be accepted, with the addition of the plural (s) following dean and college. Dr. Coffman seconded the motion and the motion carried.
- B. Residence Requirement for Graduation – (ATTACHMENT 2) Dr. Myhan made a motion to approve the proposal as printed. Ms. Coats seconded the motion and the motion carried.

**New Business**

- None.

**Announcements**

- Next meeting is February 21, 2012, 3:30 p.m., GUC Loft.

**Adjournment**

- The meeting adjourned at approximately 3:55 p.m.

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Dr. Laura Williams, Chair

ATTACHMENT 1



## MEMORANDUM

To: Dr. Laura Williams, Chair  
Academic and Student Affairs Committee

From: Dr. John G. Thornell, Vice President  
for Academic Affairs and Provost

A handwritten signature in black ink that reads "John Thornell".

Date: January 18, 2012

As a follow-up to a recent Academic and Student Affairs Committee meeting in which draft language on Three Exams in One Day was requested, provided as an attachment to this e-mail is a draft statement that has been reviewed and approved by the Council of Academic Deans.

rv  
Enclosure

OFFICE of the VICE PRESIDENT for ACADEMIC AFFAIRS and PROVOST

UNA Box 5041, Florence, AL 35632-0001

P: 256.765.4258 | F: 256.765.4632 | [www.una.edu](http://www.una.edu)

Equal Opportunity / Equal Access Institution

Proposed Policy Statement on  
Three Final Examinations on the Same Day

The final examination schedule is published each semester in the *Schedule of Classes and Exam Schedule*. Students are encouraged to review the schedule at the time of registration to minimize multiple examinations on the same day. Should a student find that the academic class schedule produces three final examinations on the same day, the student may request relief from the dean(s) of the college(s) in which the courses reside. The student must make the request of the dean(s) no later than the midterm date of the semester. The dean(s) will work with the faculty of the three courses to move one or more final examinations to a different date. However, in the absence of an agreement among the faculty involved, there is no guarantee that relief can be granted to the student.

## ATTACHMENT 2

bered 300-400). At least one-half of the minimum hour requirements for the major and minor fields must be in junior-senior level courses (numbered 300-400), except in the mathematics minor which will include at least 12 hours of courses numbered 200 or above. At least 50% of the credit, 25% of which must be earned from UNA. ~~64 semester hours must be earned from UNA or other senior institutions. Credit earned from nontraditional courses as accepted by UNA will apply toward this 64-hour requirement.~~

2. **Program:** Completion of the course of study, including the general studies component, major and minor fields (where required), and individual courses, as prescribed by the college for the degree program elected.

3. **Quality:** A minimum grade point average of 2.0 (C) is required at this University in each major and each minor and on all work attempted. For graduation in programs in teacher education, the student must have a minimum grade point average of 2.50 on all work attempted, and on all coursework in the specific teaching field. In addition, teacher education students must have a GPA of 3.0 in the professional studies coursework. *(For teacher certification requirements which are in addition to graduation requirements, see "Colleges and Programs," College of Education.)* For graduation in the program in nursing, the student must present a minimum grade point average of 2.0 (C) on all work attempted at the University and in the professional nursing component and present a grade of C or above in each course in the professional nursing component. Grades earned at other institutions will not affect the student's grade point average at UNA. Students who plan to earn credit through transient, correspondence, or extension courses are required to secure prior approval. Credits to be transferred from other institutions cannot be applied toward meeting requirements for graduation unless filed with the Office of the Registrar at least four weeks prior to the date of graduation.

4. **Residence:** A candidate for graduation must have earned a minimum of 32 semester hours of upper division credit (courses at the 300-400 levels) at the University of North Alabama. Within these 32 hours, at least 12 hours must have been earned in the major field, and six hours in the minor field. A student enrolled in a program which requires no minor must have earned at least six hours in required ancillary courses along with the 12 hours in the major.

The last consecutive 16 semester hours of the 32-hour residence requirement must be completed at the University of North Alabama. An exception is allowed which will enable the student to take the final six hours or less at another institution, provided that the previous consecutive 16 hours have been earned at the University of North Alabama.

4. 9 5. **General Studies Examination:** Satisfactory completion of the Collegiate Assessment of Academic Proficiency (CAAP).

5. 4 6. **Procedures:** Compliance with the procedures for official check sheets/degree audits as follows:

Exceptions to these policies must be compliant with accreditation standards and be approved by the department chair for the major and the dean of the college awarding the degree.