



# FACULTY RULINGS

(updated May 2, 2018)

## Academic Policies

- Preamble .....ii
- I. REGISTRATION, CHANGES OF PROGRAM .....1
- II. COURSES OF INSTRUCTION, SCHEDULE .....2
- III. CREDIT RATIO AND REQUIREMENTS FOR GRADUATION .....3
- IV. ACADEMIC PROGRESS AND ELIGIBILITY .....5
- V. TRI-COLLEGE CONSORTIUM .....6
- VI. DUAL DEGREE PROGRAMS .....7
- VII. TESTS, EXAMINATIONS, CULMINATING EXPERIENCE, GRADES .....8
- VIII. INDEPENDENT STUDY, SPECIAL STUDY, DIRECTED STUDY,  
INTERNSHIP AND SELF-DESIGNED MAJORS .....9
- IX. ADVANCED STANDING, SUMMER WORK .....11
- X. THE CALENDAR, CLASS ATTENDANCE, DUE DATES FOR  
PAPERS AND REPORTS .....12
- XI. HONORS .....13
- XII. THE HONOR SYSTEM .....13

## Faculty Policies

- XIII. FACULTY PROCEDURES .....14
- XIV. COMMITTEES .....15
  - Committee Service.....15
  - Non-Faculty Committees (Judicial and Board Committees) .....15
  - Procedures for Committee Elections .....17
  - Vacancies on Committees and Terms of Service .....17
  - College-Wide Committees .....17
  - Elected Committees .....21
  - Academic Council.....29
  - Appointed Committees .....30
- XV. DEPARTMENTAL CHAIRSHIPS .....34
- XVI. FACULTY RULINGS ON NON-ACADEMIC MATTERS .....35
- XVII. AMENDMENTS .....35
- XVIII. APPENDIX - Academic Policy on Disabilities .....36



## **Preamble**

In light of the rebirth of Sweet Briar College in the summer of 2015, and in recognition of a long tradition of academic excellence as demonstrated by the extraordinary achievements of our distinguished alumnae, the Sweet Briar College Faculty affirms the following as recommended fundamental principles and key practices that serve to safeguard the academic quality of the College's liberal arts education, and will strive to implement them henceforth or as rising enrollment permits:

- I. Provide a superior liberal arts and sciences education for women, through qualified teacher-scholars who cultivate breadth and depth of knowledge, excellent communication, and critical analysis, while maintaining a commitment to professional achievement and curricular improvements.**
  - A. Craft a curriculum that exposes students to different disciplines and ways of looking at the world in the service of providing a foundation on which to build a thoughtful, meaningful, and successful life. Advising and curricular planning should support a liberal arts education that balances breadth (core requirements), depth (the major) and exploration (electives, research, study abroad, or other exploratory modes of learning).
  - B. Teach subjects and methodologies in which faculty have expertise based on their degree, training and research, or professional achievements.
  - C. Promote collaborative long-term decision-making and high academic standards. Avoid short-term enrollment-driven decision-making.
  - D. Conduct national searches for all tenure-track positions, including positions that are converted to tenure-track lines. Use search methods that draw highly skilled applicants.
  - E. Ensure that all courses for credit (including internships and service learning courses) include an appropriate amount and type of academic work or creative production.
  - F. Clearly articulate the different components of a Sweet Briar education through careful advising and assessment.
  
- II. Develop women of character**
  - A. Identify, articulate, promote, and assess curricular and mentorship experiences that equip Sweet Briar alumnae to become women of character in today's global environment.
  - B. Support athletics' and student life's cultivation of students' physical and mental well-being, leadership, social skills, and character development.
  
- III. Be fiscally responsible and promote long-term stability**
  - A. Encourage collaboration, find efficiencies, and share resources.
  - B. The optimal number of faculty to mount a major should be determined in relation to the overall liberal arts curriculum. The faculty will strive to find ways of strengthening major programs within existing resources.
  - C. Maintain high-quality instruction and coaching by making time for research, creative endeavors, and service. Practices that are cost-effective in the short-term but not in the

long-term, such as teaching more than three courses in a semester, or coaching more than one sport, should be limited.

- D. Attract and retain committed and skilled faculty through tenure-track positions, adequate compensation, and regular sabbaticals.
- E. Commit to implementing policies for mentoring and evaluating all tenure-track, non-tenure track, and post-tenure faculty in the teacher-scholar model. Foster an environment in which tenured faculty, tenure-track faculty, and contingent faculty work together for the success of the college while supporting each other's professional development.
- F. Uphold the practice of tenure and principle of academic freedom, which safeguard the academic program and enhance administrative accountability.
- G. Advocate for stability in retirement benefits, including matching employer-employee contributions, sufficient to enable faculty members to retire.
- H. Encourage contingent faculty to shape policies and curriculum through committee work in an institutional structure in which critical opinions can be voiced without fear of retribution. Advocate for extended notice of termination of employment for contingent faculty.

#### **IV. Commit to and engage in shared decision-making that safeguards the legacy and reputation of the college**

- A. Faculty should strive to promote shared decision-making with groups such as staff, students, and contingent faculty by providing consultation, organizational help, and open communication.
- B. In decisions about hiring and promotion, be transparent, and adhere to established policy. Support and use tenure to safeguard the legacy and reputation of the College.
- C. When exceptions are made to established policy (such as are permitted by the terms "usually" and "normally"), justification should be asked for and given.

#### **V. Contribute to renewal, growth, and transformative change by encouraging open dialogue and exploration, with continued focus on our core principles and the mission and vision of the College**

Commit to practices and behaviors that support the faculty's fundamental principles. Model these behaviors through professional and personal development, strong relationships with college stakeholders, lively debate, and pursuit of the good.

# FACULTY RULINGS

The *Bylaws of the Faculty of Sweet Briar College* provide the primary principles, policies, and procedures of the Faculty in the shared governance of Sweet Briar College. These *Faculty Rulings* supplement the *Bylaws* in order to provide appropriate details and to record the specific methods that the Faculty employs in upholding these principles.

## Academic Policies

### I. REGISTRATION, CHANGES OF PROGRAM

- A.
  1. Registration for the fall and spring terms takes place on the dates specified in the College calendar, or as designated by the Registrar.
  2. The registration of all students must be completed on the dates specified and places will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date.
- B.
  1. All courses, including directed studies, special studies, independent studies, and internships, must be added within the first five (5) class days of the fall and spring 12-week sessions. Courses must be added no later than the first day of class for the fall and spring 3-week sessions.
  2. For the fall and spring 12-week sessions, courses may be dropped within the first ten (10) class days of the term. After this period, a student may withdraw from a course no later than ~~four~~ three weeks before the last day of class. For the fall and spring 3-week sessions, courses may be dropped on the first day of class. After this period, any student wishing to withdraw must petition the Dean for permission. The deadline for submitting this petition is the end of the second week of the session. A grade of W will be recorded on her transcript.
  3. A change of program is not valid until the online add/drop process is completed or the request for withdrawal form is presented to the Office of the Registrar by the student within the time limits specified above.
  4. A student must use the Dean's Office Petition form (available in the Dean's Office) to apply for exceptions, including medical exceptions, to these rules. Exceptions shall be reported to the Eligibility Committee of the Faculty.
- C.
  1. A student with a cumulative credit ratio of at least 2.000 may, with the approval of her advisor and the instructor of record, choose to take a total of two courses on a Pass/Credit/No Credit basis. A student in her first semester at Sweet Briar is not eligible for this option. Courses offered on a Pass/Credit/No Credit basis will not count toward this limit.
  2. A student must indicate the course that is to be taken on a Pass/Credit/No Credit basis no later than the last day for dropping courses in each session. This is done by filing the card for this purpose with the Office of the Registrar.
  3. The student taking a Pass/Credit/No Credit option shall be responsible for meeting all the academic obligations of the course, including tests, papers, and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree, and the grade of P will appear on

- her record. If her final grade is D+, D, or D-, she may receive credit toward the degree and the grade of CR will appear on her record. If her final grade is less than D-, she shall not receive credit for the course and the designation NC will appear on her record.
4. Courses taken under this grading option will not be counted in the computation of her cumulative credit ratio.
  5. An instructor or department may exclude a course from Pass/Credit/No Credit grading. Such courses will be so indicated in the catalog.
- D. 1. A semester is made up of a 3-week and a 12-week session. A student must be registered for both sessions of each semester. A student must carry a minimum of 12 credits per semester to be considered a full-time student, nine credits per semester to be considered a  $\frac{3}{4}$ -time student, and six credits per semester to be considered a half-time student. A student must obtain special permission from her faculty advisor and the Dean in order to carry less than 3 credits in a 3-week session or 9 in a 12-week session or more than 18 credits in the Fall or Spring semesters.
2. A maximum of 17 credits of transfer work will be accepted for students spending one semester abroad and a maximum of 35 credits for a year abroad.
  3. Permission to audit a course must be obtained from the instructor.

## **II. COURSES OF INSTRUCTION, COURSE VARIANTS, AND COURSE SCHEDULE**

- A. 1. Changes in courses to be offered shall each year be presented by each department or program to the Curriculum Committee for its consideration and recommendation to the Faculty which must approve all changes in course offerings, with the exception of programs discontinued either directly or through staffing cuts by the administration. Normally, all course descriptions in the catalog, exclusive of the listing of credit, will be limited to a number of words determined by the Curriculum Committee in consultation with the Registrar.
  2. Courses to be cross-listed shall be presented by the department(s) or program(s) to the Curriculum Committee for its consideration and recommendation to the Faculty. Normally, to be cross-listed, courses must meet the following requirements:
    - a. The course must be identical in title, credit hours, description, and prerequisites.
    - b. If a student must repeat the course, it must be with the same rubric.
    - c. If a student decides to change her major, a cross-listed course taken as one rubric cannot be changed to a rubric that matches her new major.
    - d. Once approved, changes to cross-listed courses must be agreed to by both departments.
    - e. If the cross-listed course would lead a student to exceed the 51-credit limit in either discipline, it may not be counted toward the 120-credit-hour graduation requirement.
  3. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Curriculum Committee and the Faculty.
- B. Honors variants
1. Honors variant courses allow students to undertake different kinds of work in a tutorial setting. Through weekly meetings with professors outside regular class hours, students can relate more fully the material of the course to their own intellectual interests. Honors variants do not carry additional credit, but they do demand a deeper understanding of the course material.

2. Honors Variants do not require the approval of the Student Advancement Committee. Faculty should notify the Director of the Honors Program of their intent to attach a variant to a particular course before the registration period for the semester in which the variant would be offered. Faculty members who do not decide to attach a variant to a course until the beginning of the semester should notify the Director of the Honors Program and the Registrar immediately.
  3. A student who wishes to pursue an Honors Variant should register for the same course number with an "H" designation. Students who wish to pursue an Honors Variant, but did not register accordingly during the registration period, may do so during the drop/add period by dropping the "old" course and adding the new version with the "H" designation.
- C.
1. The Schedule of Courses is prepared by the Office of the Registrar after consultation with the various departments.
  2. Permission to schedule a class at any time outside the regular class schedule, must be secured from the Dean. Permission of the Dean must be secured for required field trips and other projects off-campus which will take place during regular class hours at times other than those scheduled for the course.
  3. An instructor may request a change in the hour of a class, the place of meeting, or the sectioning, which will be made by the Registrar with the approval of the Dean if the general schedule allows it.
  4. A division or program must get permission of the Dean to offer a 1-credit course in any 3-week session.

### **III. CREDIT RATIO AND REQUIREMENTS FOR GRADUATION**

- A.
1. The credit ratio is the ratio of the total number of quality points to the total number of graded semester hours attempted.
  2. The credit ratio is computed as follows: for each semester hour of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every semester hour of plus add 0.3, and for every semester hour of minus, subtract 0.3, with the following exceptions: F is not subject to either plus or minus variation, and A is subject only to minus variation.
  3. In computing the credit ratio, courses taken at another institution are not counted, except for (a) those courses taken, while a student is at Sweet Briar, in Tri-College Consortium colleges (Randolph College and Lynchburg College); and (b) those courses taken during the academic year only in the Seven-College Exchange program or as part of the Washington Semester at American University. Grades earned in the second institution involved in a 3-2 dual degree program or in the Sweet Briar Junior Year in France Program will be recorded in the student's file but not on the Sweet Briar transcript, and will not be computed in the grade point ratio. (see also IV.A.1.; VIII.A.3.)
- B.
1. In order to be eligible for a Sweet Briar degree, a student must present at least 120 hours of credit, and she must have a cumulative credit ratio of not less than 2.000 in the courses taken at Sweet Briar and at any of the institutions specified in III.A.3.; and she must satisfy the other requirements for the degree as specified in the catalog.
    - a. No more than five semester-hours of physical education or riding activity courses may be counted toward the degree.

- b. No student may count more than 51 hours in a single rubric toward the Sweet Briar degree.
  - c. No more than 12 semester-hours of internship/practicum credit may be counted toward the degree.
  - d. No more than 18 semester-hours of summer school work may be counted toward the degree. Exception: Students who have earned an Associate degree and transfer to Sweet Briar under an articulation agreement, may have all Associate degree summer courses transferred according to the College's transfer credit policy. Transfer students for whom 18 or more summer credits are accepted, will not be allowed to transfer additional credits for summer courses taken after they enroll at SBC.
  - e. Programs are required to designate one "oral skills" and one "writing skills" course appropriate to the discipline and required of all majors. These courses will carry at least three hours of credit. A program may offer one three-credit course that meets both the oral and writing skills designation.
2.
    - a. A minimum of two years of residence is required for the degree. Residence during the final year of the academic program is required except for those students participating in 3-2 degree programs approved by the Faculty. At least 60 semester-hours must have been earned at Sweet Briar.
    - b. A petition to accelerate progress toward the degree must be made to the Dean. Normally, a request will not be approved unless the student's cumulative credit ratio is at least 2.70 at the end of the fourth semester at Sweet Briar.
  3. If a student fulfills the requirements for a Bachelor of Science degree and has a double major with one of the majors a non-science major, the transcript will be designated as follows: under "Degree Granted", the transcript will show "Bachelor of Science"; under "Major", both majors will be designated.
  4.
    - a. If a student intends to complete a certificate program, she should declare this intent at the same time she declares her major. Students are limited to one certificate program.
    - b. If a student intends to minor in a Department, she should declare this intent at the same time she declares her major.
    - c. A minor requires a minimum of 18 hours in a Department. At least six of these shall be on an advanced level, as defined by the Department. A credit ratio of not less than 2.000 in the minor is required for successful completion of the minor.
    - d. Students may double count courses toward majors and minors. Departmental double counting restrictions are allowed and must be specified in the department sections of the *Catalog*.
  5. A credit ratio of not less than 2.000 in the major is required for graduation. Included in the calculation of this ratio are all courses taken in the major department which can count towards the major, and all other courses which are applied to major requirements, as stated in the *Catalog*.
  6. A student who after 8 semesters (counting fall and spring semesters) fails to meet the general credit ratio or the credit ratio in the major required for graduation may be permitted to return to college for one Fall or Spring semester the next year. She must carry not less than nine hours of work for credit and must have a credit ratio of 2.000 for her entire college course and a credit ratio in her major of 2.000 in order to obtain the degree.



7. A student who withdraws prior to completing the degree and wishes to return at a later date has a total of four years from the date of her withdrawal in which to complete the degree under the requirements existing at the time of her withdrawal. After four years, the requirements in effect at the date of her return will be in force.
8. Under normal circumstances a student who has failed to complete the requirements for graduation after four years of full time study or its equivalent by the end of the senior year will be expected to complete her requirements within two years of the previously anticipated date of graduation.
9. Exceptional cases may be referred by the Dean to the Eligibility Committee of the Faculty.

#### IV. ACADEMIC PROGRESS AND ELIGIBILITY

A. Students must demonstrate progress toward the degree by completing a minimum number of semester-hours and maintaining a minimum credit ratio. Only courses taken for credit will be used in calculating the minimum hours earned: withdrawals, incompletes, and non-credit courses will not be included.

1. For full-time students, satisfactory academic progress is demonstrated by advancing to the next class each year.
  - a. For senior standing in the fall semester of her fourth year, a student must have passed at least 87 semester-hours of work, must have a cumulative credit ratio of not less than 1.900, and must have met the degree requirements in foreign language and physical education.
  - b. For junior standing in the fall semester of her third year, a student must have passed at least 54 semester-hours and have a cumulative credit ratio of not less than 1.800.
  - c. For sophomore standing in the fall semester of her second year, a student must have passed at least 21 semester-hours and have a cumulative credit ratio of not less than 1.700.
2. For part-time students, satisfactory progress is demonstrated by compliance with the following schedule:

At end of year	Minimum semester-hours	Minimum GPA
1	16	1.7
2	34	
3	54	1.8
4	75	
5	97	1.9
6	120	2.0

3. Transfer credits used to fulfill academic progress requirements must conform to College policy as detailed in section IX.A.

B. The academic progress of students shall be monitored twice a year by the Eligibility Committee.

1. The status of a student who, at the beginning of the academic year, has failed to demonstrate satisfactory progress toward the degree shall be reviewed by the Eligibility Committee, who shall place her on warning, probation, declare her ineligible to continue at the college.
  2. Any student who fails to achieve a cumulative credit ratio of 2.000 at the end of any semester will be reported by the Dean to the Eligibility Committee, which may place the student on the warning or probation list, or on academic suspension, or declare her ineligible to continue her college course. Normally, a student with a GPA below 1.8000 shall be placed on probation.
  3. The status of a student who has been on the warning or probation list for three consecutive semesters shall be reviewed by the Eligibility Committee, who may suspend the student or declare her ineligible to continue.
  4. Any first-year student whose cumulative credit ratio is below 1.000 may be dismissed from the College for a semester. Subsequent readmission would be contingent on evidence of satisfactory academic work completed at another accredited institution.
- C. Students not making satisfactory progress toward the degree or who experience extreme academic difficulty in a given semester may be placed on probation or warning even if their GPA is greater than 2.0.
- D. The Dean may recommend exceptions to these policies to the Eligibility Committee. Examples of circumstances that may qualify a student for exemption include documented instances of physical or mental illness, extraordinary problems of a personal or family nature, and legally mandated modifications for students with documented learning disabilities (see Appendix). The Committee must justify any decision to depart from the stated policy on academic progress for a student because of exceptional circumstances. Students who believe they have mitigating circumstances should contact the Dean's Office.

## **V. TRI-COLLEGE CONSORTIUM**

- A. 1. By agreement among three area colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph College, provided the course is not currently available at Sweet Briar College. With the approval of the appropriate department at Sweet Briar and the Dean, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio. These stipulations apply to summer semester work as well, although summer semester tuition must be paid on the campus where the course work is taken.
2. A student involved in the Tri-College Consortium Exchange may not take over 50 percent of his or her courses off the home campus in any one semester. Exceptions may be made by the Deans of the institutions concerned.
3. Application for permission to participate in the Tri-College Consortium Exchange should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College (Exception: summer semester tuition, A.1. above), but the student must pay any extra fees or charges and must make her own arrangements for transportation.

## **VI. DUAL DEGREE PROGRAMS**

- A. The purpose of these programs is to satisfy the needs of the student who wishes to combine the advantages of a liberal arts curriculum with more specialized training offered by a large institution. The general plan of study comprises three years at Sweet Briar, followed by two years at a cooperating university, and leads to the award of the two degrees: The Bachelor of Arts from Sweet Briar, and the Bachelor of Science from the university.
- B. The Sweet Briar degree will be awarded at the end of the fourth year, provided that the student's work that year has been satisfactory. If Sweet Briar's commencement occurs before the fourth-year grades are available, the student will be allowed to participate in graduation exercises, but her degree will be withheld until the final grades are received from the cooperating institution.
- C. In addition to the specific prerequisites of the cooperating university, the student must satisfy the following Sweet Briar requirements by the end of her third year:
  - 1. Completion of three-quarters of the total hours required for graduation.
  - 2. Completion of the core requirements.
  - 3. Completion of a major field of study, except when courses at the university can be applied toward the major.
- D. In order to be eligible for the Sweet Briar degree, a student following a 3-2 program shall have spent at least two years in residence, one of which must be her junior year.

## **VII. TESTS, EXAMINATIONS, CULMINATING EXPERIENCE, GRADES**

- A. 1. All tests and examinations are given under the honor system. The student's signature to any written work is regarded as a pledge of honest work.
- B. 1. Examinations for each course are held at the end of each session and are scheduled in accordance with a plan approved by the Faculty.
  - 2. Scheduling a final examination outside the official examination period must be approved by the Dean.
  - 3. No take-home final examination may be due prior to the last examination period.
  - 4. Course examination periods are three hours' duration. An instructor who wishes to give an examination of longer duration must request prior approval of the Dean.
  - 5. All course work must be completed by the last day of classes in each session.
- C. 1. If a student is ill, it is her responsibility to make arrangements with her instructor(s) to complete course work, quizzes, or examinations. A student may be asked to verify her medical treatment.
  - 2. If a student is absent from a session examination or test for reasons other than health, she will receive an F on the exam or test unless she presents for such absence an explanation satisfactory to the instructor and the Dean.
- D. Major requirements must include a "culminating" senior exercise most appropriate to the discipline and required of all senior majors. This will normally carry three hours of credit and should take place during the senior year. Students double majoring are required to have two distinct culminating senior experiences.
- E. 1. Session and final grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, satisfactory; D, poor but passing; F, failure. The plus

symbol may be used with grades of B, C, and D; the minus may be used with A, B, C, and D.

2. Procedure

When a student disputes a final grade and is prepared to present evidence to support this grievance, she must:

- a. Initiate the procedure by voicing her complaint to the instructor before the end of the next semester.
- b. If the complaint is not resolved at the first level, the student may then take the matter to the major coordinator for mediation. If the instructor is the major coordinator proceed to the next level.
- c. If the matter is still not resolved, she may then refer the matter to the Dean of the Faculty for further mediation.

Grade changes are limited to the semester subsequent to that in which the work was done.

3. Final session grades shall be reported to the Registrar who will inform the student. These grades must not be given to any student or her parents by an instructor.

4. Session and final grades shall be reported to the Registrar promptly and in no case later than the date set by the Registrar. A special date will be set each year for the reporting of the grades of seniors before Commencement.

- F. 1. If the grade at the end of any session is F, the instructor shall complete a report thereof on a form available in the Dean's Office.
2. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the major concerned. If a student fails a required course twice, she may be declared ineligible to remain in the college.
3. A student may repeat a completed course, regardless of grade, for a better understanding of the subject. Course repeats are subject to the following conditions:
- a. A student may choose to repeat a course only twice during her four years at Sweet Briar. A student may repeat one course twice, or two separate courses once each.
  - b. Seats are open first to those who have not taken the course. If a waiting list forms, a student repeating the course must vacate the seat.
  - c. The repeated course must be the same course or its equivalent as determined by the major and it must be taken at Sweet Briar. Topical seminars repeated under this policy must have the same course content. When course content differs, the topical seminar may be repeated and is not subject to the conditions of the repeat policy.
  - d. Grades for all course attempts will appear on the student's transcript and will be included in GPA calculations, but credit will be applied only once toward fulfilling degree requirements.
  - e. Grades earned in all course attempts will be included in calculation for all honors.
  - f. Majors may designate courses as non-repeatable. This exclusion must be included in the course description in the Catalog.
  - g. Students must designate at the time of registration her intent to repeat a course under the conditions of this policy. Forms for this purpose are available from the Office of the Registrar.
4. I or (Incomplete) indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.

If the student feels she has a valid reason for requesting an incomplete, she should obtain a Permission for Incomplete form from the Dean's Office, complete it, sign it, and have it approved by the faculty member and the Dean. Hence, the Incomplete becomes a three-way agreement. This process must be completed by the last day of exams.

The grade of I (Incomplete) may be removed only by the completion of the incomplete work within four weeks after the last class day of the session in which the grade of Incomplete was given. Under exceptional circumstances an extension of time may be granted by the instructor in consultation with the Dean. If the I (Incomplete) is not removed within the specified time, a grade of F for the course shall be recorded.

### **VIII. INDEPENDENT STUDY, SPECIAL STUDY, DIRECTED STUDY, INTERNSHIPS, AND SELF-DESIGNED MAJORS**

- A. 1. An INDEPENDENT STUDY is defined as pursuit of an upper level research project determined in advance by the student in consultation with and with the approval of a faculty member who will act as the sponsor of the undertaking. The student's work, which may take place off campus, need not be subject to continuous review by the faculty sponsor. Prerequisites for the course shall be the appropriate 100-level course(s) and a 200-level course, or permission of the faculty sponsor. An independent study shall have a 400-level designation, as provided by the Registrar. Independent study projects shall receive from one to three hours of credit, as determined in advance, at the discretion of the faculty sponsor.
2. A student doing an independent study project must obtain on her proposal form the signatures of the faculty member sponsoring her project, of the appropriate discipline's coordinator, and of the Academic Advisor. The deadline for completing this procedure is the add date of the session in which she intends to conduct her independent study. For summer independent study, the deadline is one week before the end of spring 3-week session classes.
3. A credit ratio of C (2.000) in the proposed field of study shall be required for admission to independent study work.
4. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- B. 1. A SPECIAL STUDY is defined as the study of an intermediate level topic by an individual student or by a small group of students under the immediate supervision of a faculty member. Prerequisites for the course shall be the basic course of the major in which study is undertaken and an appropriate 100 level course, or permission of the faculty sponsor. A special study shall have a 300-level designation, as provided by the Registrar. Special study work shall receive from one to three hours of credit determined in advance, at the discretion of the faculty sponsor.
2. A student doing a special study project must obtain on her proposal form the signatures of the faculty member sponsoring the study, of the discipline's coordinator, and of the Academic Advisor. The deadline for completing this procedure is the add date of the session in which she intends to conduct her special study.
3. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- C. 1. A DIRECTED STUDY is defined as the study of introductory level material by an individual student or by a small group of students under the immediate supervision of a faculty member. The prerequisite for the course shall be the basic course of the major

- in which study is undertaken. A directed study shall have a 200-level designation as provided by the Registrar. Directed study work shall receive from one to three hours of credit, as determined in advance, at the discretion of the faculty sponsor.
2. A student doing directed study must obtain on her proposal form the signatures of the faculty member sponsoring the study, of the appropriate discipline's coordinator, and of the Academic Advisor. The deadline for completing this procedure is the add date of the session in which she intends to conduct her directed study.
  3. Exceptions to these rulings may be made for good cause by the Dean in individual cases.
- D. 1. An INTERNSHIP is defined as work experience related to a student's academic program. An on-site supervisor and a Sweet Briar College faculty sponsor are needed for direction of the internship.
- a. An internship shall consist of a minimum of 40 hours of work per earned credit hour, either at the work place or in related field work, and shall usually receive one to three semester-hours of credit. With the recommendation of the faculty sponsor and the approval of the Dean, internships of longer duration which are more academically substantive may be awarded more credit, up to a maximum of six semester-hours for any one internship. No more than 12 semester-hours of internship credit may be counted toward the degree.
  - b. Internships shall be graded on a Pass/Credit/No Credit basis.
2. To be eligible for an internship, a student must meet the following criteria:
    - a. She must be a (rising) sophomore, junior, or senior.
    - b. She must have a cumulative GPA of 2.0 or better.
    - c. She must have taken at least three semester hours of course work in the field of study to which her internship is related, and she must have at least a 2.0 GPA in this field.
    - d. She must not be on any type of academic probation.
  3. a. A student initiates the process of obtaining an internship by requesting a signed Intent to Intern form from the Office of Career Services. This form must be signed by the faculty sponsor, and the appropriate discipline's coordinator.
    - b. The deadlines for completing this procedure are as follows:  
For fall or spring semester internships: the 8<sup>th</sup> day of classes.  
For summer internships: 1 week before the end of spring semester classes.
    - c. A standard letter outlining the College's internship policies and containing the faculty sponsor's name and telephone number shall be sent to the on-site supervisor from the Dean's Office before the internship begins.
    - d. The student shall deliver a form for the on-site supervisor to sign and return to the student, verifying that the student has completed the internship. The student will then deliver this signed form to the faculty sponsor.
  4. To receive credit for the internship, a student must submit the following:
    - a. a written report of assigned reading related to the academic discipline in which the internship is taken and to the internship itself. Other work may be substituted for this report with the approval of the faculty sponsor and the Dean.
    - b. a journal which provides a detailed description of what the intern did.
    - c. a paper in which the intern attempts to make sense of the internship experiences recorded in her journal by relating them to her academic discipline and to any assigned literature.

- d. a form signed by the on-site supervisor verifying satisfactory completion of the internship. It is also the student's responsibility to request her supervisor to send an evaluation of her work directly to the faculty sponsor.
- E. A SELF-DESIGNED MAJOR may be planned by a student in consultation with a faculty advisor from a sponsoring major (with approval of the appropriate major coordinator involved) and representatives of the other disciplines involved.
1. The major must include at least 36 credit hours. It should be comparable in rigor and philosophy to other majors offered at Sweet Briar, show a progression in complexity and include a designated culminating experience. Normally a minimum of 18 hours should be in the sponsoring discipline; a minimum of 27 hours must be at the 200 level or above. At least 9 of the 27 hours must be at the 300 level or above. The culminating experience may be one of these courses.
  2. A student must have a grade point average of 3.0 before she will be permitted to undertake this type of major.
  3. The student and her principal faculty advisor should submit the Self-designed Interdisciplinary Major Proposal to the Dean of the Faculty March 15 of the student's sophomore year, and at this time any proposed independent study courses must have a description comparable to that of a typical course. The proposal should be signed by the Chair of the sponsoring discipline and by other faculty members who have contributed to the proposal.
  4. The proposal will be reviewed by a standing subcommittee of the Curriculum Committee consisting of the Dean and two faculty members appointed by the Chair of the committee. The subcommittee may approve, approve with emendations, or reject the proposal. An accepted program of study may be amended after its acceptance by petition to the Dean, who will consult the subcommittee.

## **IX. ADVANCED STANDING, SUMMER WORK**

- A. 1. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Registrar. In no case will more than 60 semester hours be allowed toward the degree for work taken elsewhere. Courses offered for credit toward the major or minor must be approved by the appropriate discipline at Sweet Briar College.
2. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.000.
  3. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-. No transfer credit will be allowed for courses taken Pass/Fail at another institution, unless Pass at that institution is the equivalent of C- or above.
  4. Sweet Briar College accepts transfer credit for all dual enrollment courses that meet the College's basic transfer criteria. The Registrar will determine whether or not these courses may count as the equivalent of courses offered by that major. If there is no major equivalent, courses may be granted generic, 100-level credit in the discipline. Only dual enrollment courses transferred as Sweet Briar College course equivalents may be used to satisfy core requirements. In accordance with Sweet Briar's policy for other transfer credits, an official college, university, or community college transcript must be

sent to the Registrar, and credits will not be awarded for courses receiving a grade below C-.

- B. No more than 18 semester-hours of summer school work will be allowed toward the degree. In order to ensure that credit will be transferred, it is strongly recommended that students obtain written permission of the Registrar BEFORE enrolling for summer school courses. If prior permission is not obtained, students must request approval of the courses no later than the end of the fall semester following summer school, or credit will not be given.

## **X. THE CALENDAR, CLASS ATTENDANCE, DUE DATES FOR PAPERS AND REPORTS**

- A. 1. The general calendar structure for the academic year as approved by the Faculty shall not be altered without the approval of the Faculty. The specific dates for each annual calendar shall be determined by the Administration of the College.  
2. Classes must be held and examinations given in accordance with the official Calendar.
- B. 1. An instructor who expects to be absent from a class shall make provisions for the class and shall notify the major coordinator and the Dean as to the duration of the absence and the provisions made for the class.  
2. In case of unexpected absence, the instructor in question shall notify the chair or, if the chair is unavailable, the Dean; he or she will, insofar as is possible, make provisions for meeting the class or notifying the students that the class will not be held.  
3. Students shall remain in the classroom for ten minutes after the scheduled time for the start of class but may then leave if the instructor fails to meet the class without notice.  
4. An instructor must give advance notice of detailed requirements for papers and other major projects and the due date so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the major coordinator or the Dean.
- C. 1. Students are expected to attend ALL classes. Faculty may take class participation into account in grading.  
2. If a student misses a class, it is her responsibility to make up the work missed and to obtain any new assignments WITHOUT ASSISTANCE FROM THE PROFESSOR. Under normal circumstances faculty DO NOT give extra help to students who miss class unless the absence occurs because the student was hospitalized.  
3. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave the college early before a vacation or recess, or to return later therefrom.  
4. The Dean may modify at his discretion the application of any of the rules regarding attendance.

## **XI. HONORS**

- A. General honors are awarded at graduation on the basis of the student's entire undergraduate record.
- B. The requirement for the degree
  - 1. cum laude is a cumulative credit ratio of not less than 3.400.
  - 2. magna cum laude is a cumulative credit ratio of not less than 3.600.



3. summa cum laude is a cumulative credit ratio of not less than 3.900.
- C. Honors in the major as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with Honors, High Honors, or Highest Honors in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
- D. First Year Honors are awarded at the end of the fall semester to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded academic work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit) that grade will count as a grade below C.
- E. All students who have achieved a semester credit ratio of not less than 3.500 at the end of a fall or spring semester (except for the fall semester in which first-year honors would be earned), provided they have carried at least 12 hours of graded academic work and received no grade below C, may be named to the Dean's List, as approved by the Faculty. If a student receives a grade of unsatisfactory or NC that grade will count as a grade below C.

## **XII. THE HONOR SYSTEM**

(The Faculty are referred for full details to the statement on the Honor System in the Students' Handbook.)

- A. If an instructor observes a possible breach of academic honor, he or she shall promptly confer with the student involved.
  1. If after conferring with the student the instructor believes that a breach has occurred, she or he shall urge the student to report herself to the Chair of the Judicial Committee of the Student Government Association. The student shall advise the instructor when she has done so.
  2. If the student fails to report herself promptly, the instructor shall report the case to the Chair(s) of the Judicial Committee.
- B. Expulsion, dismissal, and suspension, shall be recorded on the student's transcript.

(The above penalties are defined in the *Student Handbook*.)

## **Faculty Policies**

### **XIII. FACULTY PROCEDURE**

- A. 1. For purposes of voting eligibility, faculty teach half time if they teach at least three courses per year, where "courses" include traditional, laboratory, physical education, and riding courses but exclude directed, special, or independent studies and internships.
2. Certain officers of the College may be invited by the Faculty to attend Faculty meetings as observers without voting privilege. At present this includes the Vice President for Alumnae Relations and Development, the Vice President for Finance and Treasurer, Vice President for Administration and Counsel, the Vice President of Enrollment Management, the Dean of Student Life and Academic Support, the Registrar, the Assistant/Associate Vice President for Finance and Administration, the Assistant/Associate Dean of Student Engagement, the Chief Technology Officer, the Director of Career Services, the Director of Financial Aid, the Director of Human

Resources and Community Engagement, the Director of Institutional Research, the Director of International Students and Study Abroad, a representative from the Junior Year in France program, a representative from the Junior Year in Spain program, the Director of Media, Marketing, and Communications, the Director of Network Services, the Director of Outdoor Programs, the Director of the Physical Plant, the Director of Residence Life, the Associate Director of the Physical Plant, the Assistant Registrar, and the Faculty Grants Officer.

3. The Secretary of the Faculty shall be elected by the Faculty for a term of one year. It shall be his/her duty to keep the minutes of all regular and special meetings and to inform the Dean annually of revisions required in the *Faculty Rulings* in accordance with Faculty action. The secretary has the option of bringing stenographic help, provided by the College, to take notes in Faculty meetings.

After each Faculty meeting the Faculty Secretary shall e-mail a summary of actions taken at the faculty meeting to the President of the Student Government Association. All requests for clarification should be made directly to the Faculty Secretary, and should come through the SGA office or the chair of Academic Affairs rather than an individual.

4. Faculty meetings are held once a month during the academic year at a time fixed by the Faculty. By majority vote of the Faculty a regular meeting may be dispensed with.
- B.
1. The Dean and the Department or Division concerned, represented by departmental chairs and the appropriate divisional advisers, shall confer with the President on all cases of appointment, promotion, tenure, leave, and dismissal.
  2. The Faculty Advancement Committee must be consulted by the President concerning recommendations for tenure and promotion: see sections entitled Tenure and Promotion in the *Faculty Personnel Manual*. In the event that an elected member of the Faculty Advancement Committee is being considered for promotion or tenure, or an elected member's department has a candidate for promotion or tenure, this member shall be replaced by the person receiving the next highest number of votes for discussion of all matters relating to that issue only.
- C.
1. A report of a Faculty committee shall ordinarily be presented at one meeting and action taken at the next. If immediate action is desired on a committee report or a motion from the floor, a vote may be taken at the meeting at which it is proposed unless ten or more voting members request that a decision be deferred. The Faculty Senate and Curriculum Committee are the only committees that may bring an item to the floor as a seconded motion.
  2. All reports of committees shall be presented in writing, and kept on file by the Secretary of the Faculty.
- D.
1. A full-time member of the Faculty may accept regular, term-time, off-campus employment not to exceed one course per term, or the equivalent thereof in respect to time commitment, provided it does not interfere with the performance of teaching, advising or other duties at the College. Such off-campus employment should not be undertaken without annual prior approval of the Chairman of the Department and the Dean.
  2. No member of the Faculty may receive any compensation for tutoring a student who is in her/his class. Only the Faculty may grant exceptions to this rule.

## **XIV. COMMITTEES**

### **A. COMMITTEE SERVICE**

1. Normally first year faculty members are not expected to serve on committees. Departures from this standard are strictly voluntary and are limited to service on one committee.
2. Normally, first-year faculty are not expected to advise students.
3. Normally, non-tenured faculty members are not expected to chair committees. Administrators and faculty need to keep this in mind when committees are appointed or elected; that is, they should ensure that there is a tenured member of the committee who will serve as chair.
4. Eligible faculty members are expected to stand for election to the Curriculum Committee, Faculty Advancement Committee, or the Faculty Senate. After chairing the Curriculum Committee, the Faculty Advancement Committee, or the Faculty Senate, a faculty member is not expected to chair any other major committee for a period of one year following his or her term as chair.
5. No one may serve simultaneously on more than one of the following three committees: Faculty Senate, Curriculum Committee, and Faculty Advancement Committee.
6. Faculty members are prohibited from serving two full consecutive terms on the, Faculty Senate, Curriculum Committee, or Faculty Advancement Committee. This would not pertain to a faculty member who replaced someone mid-term, and was serving as a replacement at the time of an election.
7. Faculty who hold temporary administrative positions are not eligible to run for elected committees unless they have at least half-time teaching duties.

### **B. FACULTY MEMBERS OF NON-FACULTY COMMITTEES**

1. Judicial Committee of the Student Government Association: Two Faculty members are elected, as provided in the Constitution of the Student Government Association.
2. Board Committees

The Bylaws of the Board of Directors identify the Board committees that include faculty members, and indicate whether the faculty serve as voting or non-voting members. Faculty serving on these committees are chosen by the Faculty as described below.

#### **a. Committee on Academic Policy**

One at-large tenured or tenure-track faculty member will be appointed to this Board committee for a two-year term.

One Curriculum Committee faculty member will be appointed by the Curriculum Committee.

One Faculty Senate member will be appointed by the Senate to serve on this committee for a one-year term.

The FEC chair serves as a non-voting ex-officio member.

#### **b. Building, Grounds, and Technology Committee**

One faculty member is elected to serve a two-year term on the Building, Grounds, and Technology Committee. Full-time teaching faculty members who are completing two or more years of service to the College and have multi-year contracts are eligible

- for election. In addition, persons employed full-time by the college who are completing two or more years of service to the college, who have a contract for next year, and who have a contract specifying that they have faculty status and privileges except tenure are also eligible.
- c. Enrollment Committee  
One faculty member is elected to serve a two-year term on the Enrollment Committee. This person also serves on the Admissions Committee. Full-time teaching faculty members who are completing two or more years of service to the College and have multi-year contracts are eligible for election. In addition, persons employed full-time by the college who are completing two or more years of service to the college, who have a contract for next year, and who have a contract specifying that they have faculty status and privileges except tenure are also eligible.
  - d. One member of the Faculty Senate or the Special Faculty Budget Representative is appointed by the Faculty Senate to the Finance Committee. Two Faculty Senate members serve on the Governance Committee for staggered two-year terms. Each year Faculty Senate will appoint one of its members to serve a one-year term on the Committee on Academic Policy. The Faculty Senate Chair serves *ex officio*, non-voting on the Committee on Academic Policy.
  - e. Faculty members of Board Committees serve as representatives of the Faculty, and report directly to the Faculty. They attend all meetings of their respective committees; the College pays the expenses necessary to attend off-campus meetings.
  - f. If a Board representative is unable to attend a meeting, a replacement will normally be selected by the Faculty Senate. The Committee will use the guidelines presented below.

If a substitute needs to be found in less than 24 hours, the Chair of the Faculty Senate will appoint an appropriate replacement.

### C. PROCEDURES FOR COMMITTEE ELECTIONS

1. Schedule of elections  
Elections are held in the spring for the Faculty Senate and the Faculty Advancement Committee. All other elections for faculty committees follow.
2. Committees are elected by the Faculty from nominees presented by the Faculty Senate subject to the provision that the number of nominees shall be at least 50 percent larger than the number to be elected and that nominations from the floor may be made at the meeting at which election takes place.
3.
  - a. The Chair of the Subcommittee on Elections and Appointments shall not be a candidate for elected office with one exception; he or she may run for Chair of the Faculty Senate. In this case, a substitute should be assigned to conduct this election.
  - b. The Chair of the Subcommittee on Elections and Appointments may cast a regular ballot in all elections except tie-breakers. In the event that a run-off election ends in a tie, the Chair will cast the deciding vote.
  - c. Election results will be kept for four years. The Chair of the Subcommittee on Elections and Appointments will keep one copy and an academic assistant will keep an additional copy. Faculty members who inquire will be informed of election results for the top three candidates. In elections in which two or more seats are being

decided, the numbers of the winners, plus those of the top three runners up will be shared with faculty members who inquire.

#### D. VACANCIES ON COMMITTEES AND TERMS OF SERVICE

1. In the event that any member of an elected committee is unable for any reason to complete the term of service for which he or she was elected, the person receiving the next highest number of votes in the most recent election shall fill the unexpired term. If the person receiving the next highest number of votes is no longer eligible or declines to serve, a special election will be conducted to fill the replacement position. A call for candidates for this special election will go out to all who are eligible to serve on the committee. The Chair of the Faculty Senate will announce the replacement after the election. In the event that the Faculty Senate Chair position becomes vacant, the person with the next highest votes will serve as interim Chair until a special election can be held to select the new Chair.
2. Unless otherwise specified, service on a committee shall be for the academic year.

#### E. FACULTY MEMBERS OF COLLEGE-WIDE COMMITTEES

##### 1. ADMISSIONS COMMITTEE

The Committee consists of one full-time member of the Faculty who has been elected to serve as the faculty representative to the Board Enrollment Committee. The Dean of Enrollment Management Chairs the Committee. The Director of Enrollment Management, one other Admissions Office representative, one Student Life Office representative, and one Dean's Office representative also serve. The Chair of the Enrollment Management Team serves as an *ex-officio* voting member. The Committee: reviews annually admissions policies; reviews annually recruitment procedures to ensure diversity of the student population; reviews regularly faculty participation and role in student recruitment; and provides input on individual applicants or in special circumstances as requested by the Admissions Office. The Committee should be responsive to faculty ideas for student recruitment.

##### 2. STUDENT ADVANCEMENT COMMITTEE

The Committee consists of three full-time members of the Faculty appointed for staggered three-year terms; the Dean of the College or the Associate Dean for Academic Affairs, who serves as Chair; the Honors Summer Research Program Director, and the Faculty Grants Officer.

- a. The Committee mentors and oversees nominations of students for national awards.
- b. It shall be responsible for coordinating and standardizing across the college the selection of honors candidates and the requirements placed upon them. It shall also be responsible for selecting the Pannell Scholars in the three upper classes. It shall establish and supervise a special program of activities for the Founders, Sweet Briar, and Pannell Scholars, and for those enrolled in the Honors Program. It shall be responsible for administration of the Honors Degree including, but not limited to student tracking, courses, and review of thesis proposals
- c. The Honors Summer Research Program Director shall be responsible for
  - 1) Administration of the Honors Summer Research Program

- 2) Administration of the Mid-Atlantic Regional Conference of Undergraduate Scholarship (MARCUS)

### 3. THE LECTURES AND EVENTS COMMITTEE

#### a. Membership

- 1). The Committee consists of
  - a). Three faculty members selected as follows:
    - i. Two members appointed by the President in consultation with the Faculty Senate, who serve one-year terms.
    - ii. A faculty representative from the Student Advancement Committee
  - b). Three members of the Administration.
  - c). Three student members. The student members are asked to serve by senior members of the staff of Student Life.
- 2). The Committee has faculty and administrative co-chairs.
  - a). The faculty co-chair chairs meetings of the Committee. He/she works to insure that events have an educational purpose and that co-curricular events are coordinated with the academic program.
  - b). The administrative co-chair is in charge of administering events. This includes managing the budget, assuring that events are well-publicized, organizing staffing for major events, and overseeing the evaluation of events. He/she chairs meetings in the absence of the faculty co-chair.
  - c). The Committee reports to the President via the Faculty and Administrative Co-Chairs.

#### b. Duties

- 1). The major responsibilities of the Committee are to do the following:
  - a). Be proactive in developing a coherent series of lectures and events to enhance our academic and co-curricular programs.
  - b). Solicit the entire community concerning themes and/or ideas for major campus-wide events.
  - c). Develop a budget which balances allocation of funds among:
    - i. nationally-known speakers of campus-wide appeal.
    - ii. funds for speakers of a more disciplinary nature.
    - iii. funds to support new curricular initiatives and interdisciplinary topics.
    - iv. funds to be held in reserve for unexpected projects or opportunities.
  - d). Handle requests from disciplines in an equitable manner. In cases where a fund has traditionally been used by a single discipline, the Committee should discuss its plans with that discipline before allocating money from that fund to an event.
  - e). Keep the campus community well-informed about committee policies and funding sources.
  - f). Oversee endowed funds with careful attention to good stewardship.
  - g). Oversee evaluation of events funded by the Committee to insure that the purpose of each event is well-served.
  - h). Assure that dates for lectures and events are chosen to avoid conflicts and are spread throughout the academic year.
  - i). Organize effective publicity for events.

- 2). The Committee meets with the President early in the fall semester to discuss themes for major events for the following academic year(s).
- c. Endowed Funds Managed by the Committee
  - 1). The following funds are managed by the Committee:
    - a). Anonymous Fund for Visiting Lecturers.
    - b). Brannan Enrichment of Campus Life Fund.
    - c). Ewald Program Fund: to be used on an alternating-year basis with the Petersmeyer Fund to bring in speakers of national recognition.
    - d). Haskell Enrichment of Campus Life Fund: suggests an emphasis on the arts.
    - e). Lucas-Pate Lectureship
    - f). Lyman Lectureship: contribute to present-day religious thought.
    - g). Patrick Fund; field of humanities.
    - h). Pearl Lectureship: classical culture, including language, literature, history, science.
    - i). Petersmeyer Campus Enrichment Fund: two-thirds of this fund is managed by the Committee. These funds should be used on an alternating basis with the Ewald Fund to bring in speakers of national recognition. (The remaining third is restricted to co-curricular programming.)
    - j). Prosch Memorial Concert Fund: performing artist or group.
    - k). Steinbrenner Molloy Fund: part of this is restricted to use by the Theater major, but some is reserved to bring well-known performers to campus.
  - 2). The value of these funds will fluctuate from year to year due to performance of the market.
  - 3). These funds were set up to be spent at the discretion of the President. The President reserves the right to redirect Presidential discretionary funds.

## F. ELECTED COMMITTEES

### 1. FACULTY SENATE

#### a. Membership

- 1) Five members of the full-time teaching faculty, elected to serve for a term of three years, three elected one year and two the next year. To be eligible faculty members must be tenured or have at least seven years of continuous full-time teaching at Sweet Briar College. At least three members must be tenured faculty. A faculty member who has more than seven years of full-time service and was on leave during that time for reasons acceptable to the Faculty Senate is eligible to serve on the Faculty Senate.
- 2) The members are elected by those entitled to vote at faculty meetings (with the exception of the President and Dean).
- 3) The Chair of the Senate is elected annually by those entitled to vote at faculty meetings (with the exception of the President and Dean) from the tenured members of the Senate willing to stand for election; this slate must contain at least two names. Should the Chair of the Subcommittee on Elections and Appointments be eligible to stand for election, another member will oversee this election. The Chair may stand for reelection. Normally the Chair will receive compensation or replacement for one course each term. The Chair position changes annually immediately following commencement.

- 4) Faculty are prohibited from serving two full consecutive terms on the Faculty Senate. Members of the Senate are ineligible to serve simultaneously on the Curriculum Committee or the Faculty Advancement Committee.
- b. Duties
- 1). The Entire Senate
    - a) i) The primary duty of the Senate is to represent the interests of the Faculty with respect to the governance of the College and faculty welfare. It fulfills these roles by representing the faculty point of view on matters of budget and planning, serving as the chief liaison between the Faculty and the Administration, and through ongoing review of faculty personnel matters and the hearing of faculty grievances. It shall discuss all matters that are referred to it by the Faculty or by the Administration.
    - ii) The Senate sets the agenda for Faculty meetings. In these meetings the Senate reports to the Faculty on its activities and solicits the concerns of the Faculty.
    - iii) During the academic year the Senate meets at least once a month. Normally, meetings shall be held at least twice a year with the whole faculty, monthly with the Academic Council, and monthly with the President and the Dean. Meetings may be called by the Chair and can also be convened at the request of the President or the Dean or through a written request by any three members. The agenda for meetings shall be prepared by the Chair and shall include any items requested by any member of the Senate or by the President or the Dean. Discussion of items on the agenda may be delayed by one month via a majority vote by the members, and issues not on the agenda may be taken up if such action is supported by a majority vote of the members.
    - iv) One of the academic assistants is assigned the secretarial and administrative tasks connected with the work of the Senate.
  - b) The Senate keeps under active review the status of the teaching personnel, with particular concern to avoiding or removing inequities in faculty rank, salary, and tenure.
    - i) The Senate makes periodic review (every two years) of the rank, salary and tenure of all members of the Faculty, in terms of general categories of ranks and salary scales. The Senate is to present a written report of its significant findings to the President, the Dean, the Board of Directors, and the Faculty.
    - ii) It makes general recommendations as to the balance of the four rank categories with relation to new appointments, whenever this seems advisable.
    - iii) It reviews part-time and adjunct faculty matters.
    - iv) The Faculty Senate assists in any appeals procedure which may result if tenure or promotion is denied. The Appeals Committee shall consist of the Dean, the Faculty Advancement Committee, and all members of the Faculty Senate, except the Chair, who moderates the appeal hearing.
    - v). The Committee serves in an advisory capacity on policies and priorities for housing.
  - c) The Senate serves as the Faculty Budget Committee.
    - i) In this capacity the Senate shall advise the President both in the preparation of the total institutional budget and in decisions relevant to the apportioning of resources to the major budget categories (instruction, academic support,



- student services, institutional support, physical plant and grounds, financial aid). The Senate shall advise the President and the Dean with regard to priorities in deciding on the overall allocation of institutional resources and the proportion to be devoted directly to the academic program. It advises the President and the Dean on matters concerning faculty salaries and fringe benefits. The Curriculum Committee will consult with the Senate as needed to help ensure that faculty have substantial input into budgetary decisions.
- ii) The Senate shall be given access to all information that it requires to perform its tasks effectively, and it shall have the opportunity to confer periodically on fiscal matters with representatives of the Administration and Board of Directors of the College. The Senate as a whole meets with the Vice President for Finance and Administration, the Dean of the College, and the President to discuss budgetary priorities in the early stages of budget preparation for the following academic year. Normally this meeting will take place in October. Another meeting is held in the spring when the budget is nearing completion. At this meeting the Senate gives its response to the budgetary recommendations presented by the Vice President for Finance and Administration.
  - iii) The Senate does not assume any divisional budgetary responsibilities and is not informed about individual salaries. It is not concerned with the execution of the budget, but expects that the President or the Vice President for Finance and Administration will report to the Faculty financial constraints affecting the budget, as well as significant final budgetary decisions.
  - iv) The Senate shall request and review annual updates from the Director of Institutional Research on changes in the Faculty and staff respectively, including new positions, revised or eliminated positions, and positions converted from part-time to full-time or full-time to part-time. These updates shall include the funding sources for these positions. These updates are to be made available to the Faculty.
- d) Two members serve on the Governance Committee of the Board of Directors. One member of the Faculty Senate or the Special Faculty Budget Representative is appointed by the Faculty Senate to the Finance Committee. One member is appointed by the Senate to serve on the Committee on Academic Policy of the Board of Directors. The Chair serves on the Committee on Academic Policy of the Board of Directors as a non-voting ex-officio member.
  - e) The Senate approves the yearly academic calendar and it must review any proposed changes in the *Faculty Personnel Manual* in the preceding academic year.
  - f) One member of the Committee is designated to serve as a liaison to the students, and shall meet with the President of the Student Government Association and Chair of Academic Affairs at least once a month.
- 2) Subcommittees of the Faculty Senate
- The Senate shall also act through two subcommittees, chaired by a Senate member other than the Chair of the Senate.

a) Subcommittee for Budget

Two members of the Senate and the Chair of the Senate serve as the Faculty Budget Representatives. If the Senate chooses to appoint a Special Faculty Budget Representative (see F.2.b.2.c)), then two members of the Senate, the Chair of the Senate and the Special Faculty Budget Representative serve as the Faculty Budget Representatives. They have primary responsibility for analyzing information concerning the budget and presenting this information to the Senate and to the Faculty. Written reports will be done in collaboration with the Vice President for Finance and Administration. On occasion the Senate may choose to offer a supplement to this report. The Budget representatives meet periodically with the Vice President for Finance and Administration during the fall and winter to keep up-to-date on factors affecting the budget. In October they meet with the Faculty to discuss the budget and hear faculty concerns. The budget representatives will keep the Senate informed of budgetary matters, and give feedback from the Senate and the Faculty to the Administration on budgetary issues. One member of this subcommittee or the Special Faculty Budget Representative is appointed by the Faculty Senate to will also serve on the Finance Committee of the Board of Directors.

b) Subcommittee for Human Resources

The other members of the Senate and the Chair of the Faculty Senate constitute a Subcommittee for Human Resources, which handles grievances, health care, and other faculty personnel issues.

i) This subcommittee is responsible for providing advice to members of the Faculty as requested, and for hearing grievances in accord with approved grievance procedures.

ii) This subcommittee shall serve as faculty representatives to the Health Care Committee of the College.

iii) One member of the subcommittee is designated to serve as a liaison to untenured faculty, and meets with them at least once a term or at the written request of any three untenured faculty members.

iv) Usually, two members of this subcommittee serve on the Subcommittee on Elections and Appointments, which oversees elections to faculty committees (elections to be conducted with the secretarial support of one of the academic assistants), and consults with the President and Dean concerning appointed committees. The Faculty Senate shall be apprised whenever any ad hoc committee with faculty representation is created by the Administration.

c) Special Faculty Representatives

Recognizing that the makeup of the Senate constantly changes, and that particular areas of expertise may be needed for the Senate to effectively represent the interests of the faculty, the Senate may, at its discretion, appoint a faculty member to a role of special faculty representative to one of the subcommittees as defined below.

i) Special Faculty Budget Representative. When no member of the Senate Committee appears to have particular expertise in the areas of finance and investment, the Senate may choose a member of the faculty to act as an advisor to the Subcommittee for Budget. This faculty member attends

meetings with the Administration and Board of Directors with the Subcommittee for Budget, and may be asked to report to the Senate and at Faculty meetings, but is not a member of the Senate.

- ii) Special Faculty Health Care Representative. Recognizing that health care is a complex field, and that continuity of representation is valuable in this area, the Senate may choose a member of the faculty to act as an advisor to the Subcommittee for Human Resources on the issue of health care. This faculty member attends meetings of the College's Health Care Committee, and may be asked to report to the Senate and at Faculty meetings, but is not a member of the Senate.

### 3) Grievance Procedures of the Faculty Senate

The Faculty Senate, acting through its Subcommittee for Human Resources, hopes to ensure uniform and equitable application of the personnel rules and policies of the College. Faculty members who believe that their rights have been violated or that they have received unfair treatment by an individual or group in the College may file a grievance. The following procedures do not apply to tenure, promotion, dismissal or sexual harassment; for information on those topics see above or the *Benefits and Policies Manual*.

Normally, it is expected that any faculty member who believes that he or she has a grievance will initially seek to resolve the problem collegially without presenting the matter to the Committee. Divisional Chairs or other faculty can sometimes help solve problems expeditiously. If the matter is not satisfactorily resolved through these means, the following steps can be taken.

Members of the Subcommittee for Human Resources who have conflicts of interest with a case under discussion should withdraw. If a disputant believes that a member of the subcommittee who has not withdrawn should, he or she should submit a written statement to the Senate indicating the grounds that might warrant withdrawal. The other members of the Subcommittee for Human Resources will determine whether the member under challenge will withdraw. If fewer than three regular subcommittee members are available to hear a case, Senate alternates will be added as needed to form a Grievance Subcommittee.

#### a) Informal Grievance Procedures

- i) The faculty member should present a written statement of his or her grievance to the Chair of the Subcommittee for Human Resources, normally within 30 days after the decision or act which creates the grievance.
- ii) If the Subcommittee for Human Resources determines that a grievance warrants action by the Faculty Senate, it will try to solve the problem by mediation whenever possible. If any party in the controversy refuses mediation initially or concludes that continuing mediation will not prove fruitful, formal procedures are to be set in motion as quickly as possible. If the parties involved agree to mediation, the Subcommittee for Human Resources will have 30 days to try to reach an agreement acceptable to all parties. After

30 days, the grievance will be handled through formal procedures unless all parties agree to a specific time extension for further mediation.

- iii) The Chair of the Subcommittee for Human Resources will keep a record indicating the nature and resolution of all informal grievances and will provide a copy of the record to the Vice President for Finance and Administration.
- b) Formal Grievance Procedures
  - i) After a decision is made to pursue a formal grievance, both the grievant and the respondent have 10 days to submit further written statements and evidence to the Committee. When necessary, the Subcommittee for Human Resources may question parties involved or call witnesses. Normally, the Subcommittee will try to provide a recommendation for resolution to the College President within 30 days of the time the formal grievance was initiated. At the time the recommendation is made to the President, all parties in the dispute also receive a written statement of the Subcommittee's decision.
  - ii) The Chair of the Subcommittee for Human Resources keeps a record indicating the nature and resolution of all formal grievances and will provide a copy of the record to the Vice President for Finance and Administration.

Adjustments to the time periods presented above may be required in certain cases, especially in light of College breaks and vacations.

## 2. CURRICULUM COMMITTEE

### a. Membership

- 1) Four members of the full-time teaching Faculty, at least two of whom must be tenured, elected to serve staggered terms of three years. The Committee will appoint one of these members to serve on the Board Committee on Academic Policy for the length of their term on the Curriculum Committee. To be eligible for election, a faculty member must be completing at least the second year of service at the College and be under contract for the following year. In addition, persons employed full-time by the College are eligible provided that they are completing two or more years of service to the College, have a contract for next year, and have a contract specifying that they have faculty status and privileges except tenure.
- 2) The Dean and the Coordinator of the Leadership Core are ex-officio members with voting privileges, while the Registrar is an ex-officio member without voting privileges. The Coordinator of the Leadership core is not eligible to serve on the Faculty Senate or the Faculty Advancement Committee.
- 3) Three students, chosen in accordance with the procedures of the Student Government Association, with the recommendation that these be upper-class women who represent in their chosen or presumptive majors one each from the arts, social sciences and humanities, and STEM. One student member has voting privileges to be decided by the student members.

- 4) The Committee elects its own chair at the end of the academic year preceding his/her term of office. The Chair must be a tenured faculty member. Newly elected members are eligible to participate in this vote.
- 5) Faculty may not serve two consecutive full terms on the Curriculum Committee. Members of the Curriculum Committee are ineligible to serve simultaneously on the Faculty Senate or the Faculty Advancement Committee.

b. Duties

- 1) The primary responsibility of the Committee is to maintain the College's program of instruction in accordance with policies set by the Faculty. One responsibility of the committee is to encourage ideas for strengthening existing academic programs, and take the lead in conceiving, soliciting, vetting, and developing innovative curricular ideas. The committee will encourage and facilitate collaborative efforts among faculty and disciplines. The committee will work cooperatively on proposals with the individual programs, faculty members, and the Dean of the College. It works cooperatively with the administration to clarify the long-term budget, staffing and facilities implications that must be considered in determining whether new programs will be supported

Curricular matters that must be presented to the Committee include new courses; courses or programs to be removed from the curriculum; changes in title, description, prerequisite, units of credit or number of hours of class meetings; changes in major or minor program requirements; and all matters relating to degree requirements and the curriculum core.

- 2) Curricular changes relating to divisions or programs shall be submitted by divisional chairs or program directors, in accordance with the Committee's guidelines. Course proposals that do not fit clearly into a division's or program's curriculum may be submitted to the Curriculum Committee:
  - a) Faculty members proposing a curricular change should have the approval of their divisions. If approval is denied, the faculty members may still submit the proposed change to the Curriculum Committee, but the proposal must include statements from their division outlining the reasons why divisional approval was denied.
  - b) Each proposal should include the following information:
    - i) A thorough justification, including an explanation of how the proposed change will enhance the curriculum.
    - ii) A description of the provisions for staffing any new proposed course (*e.g.*, released time funded by a special source, or bracketing an existing course). If these provisions might require the cancellation of a regularly offered course, the proposal should include a justification for doing so.
    - iii) In cases where a discipline's regularly scheduled course offerings will be changed by offering a new proposed course, an account of consultations with any and all disciplines that rely on that regularly scheduled course.
    - iv) Any other information requested by the Curriculum Committee on the Course Proposal Form.

- c) If a program is discontinued either directly or through staffing cuts the Dean of the College will report the discontinuation to the Curriculum Committee. The Curriculum Committee will invite the home discipline(s) to submit a written statement responding to the discontinuation. The Curriculum Committee will both acknowledge the discontinuation and include the full discipline's response(s) in its minutes. It will report the discontinuation to the Faculty, and will present as a motion that the full discipline's response(s) be included in the Faculty Meeting minutes.
  - d) If an emergency course needs to be approved before the first faculty meeting of the semester to meet the add deadline, the Committee may approve this course on a one-time-only basis and inform the faculty of the committee's decision.
- 3) The Coordinator of the Leadership Core, with the assistance of the Director of Institutional Research, and the Committee is responsible for the ongoing review and development of the curriculum core.

To this end, the Coordinator of the Leadership Core and the Committee will do the following:

- a) Establish and publish the criteria for courses that fulfill degree requirements.
  - b) Evaluate annually the assessment plan for the curriculum core and its results, and make appropriate proposals for the use of results to improve both the core and its assessment. The final report will be submitted to the Faculty by the Committee along with any proposals that require a vote of the Faculty.
  - c) Plan and assess periodic surveys of the Faculty and students regarding the curriculum core. All proposed surveys will be reviewed by the Director of Institutional Research before being distributed. The final report will be submitted to the Faculty by the Committee along with any proposals that require a vote of the Faculty.
  - d) Consider requests from the Faculty for changes to the curriculum core.
  - e) Suggest ways for other aspects of the academic program, such as Honors, to be integrated into the curriculum core.
  - f) Propose periodic faculty development activities to the Dean to enhance the quality of the curriculum core.
- 4) The Committee shall also consider and make recommendations on any other academic questions referred to it by Faculty vote or by the Academic Affairs Committee.
3. FACULTY ADVANCEMENT COMMITTEE advises the President and the Dean on matters of tenure, dismissal, and, promotion as specified in the *Faculty Personnel Manual* and is responsible for the development and stewardship of the faculty. These responsibilities include evaluating faculty grant proposals and sabbatical leave requests and overseeing nominations of faculty for national awards. The Committee represents the Faculty on issues of instructional technology in order to support the academic mission

and goals of the College. The committee will work closely with the Chief Technology Officer in furtherance of this mission.

- a. The Committee is composed of five full-time members of the teaching Faculty who have tenure (or who have been recommended for tenure) who serve staggered three-year terms. No Faculty member may serve simultaneously on the Faculty Advancement Committee and the Faculty Senate and the Curriculum Committees. New members will be elected each spring for a three-year term to take effect July 1. The Faculty Grants Officer attends meetings to evaluate faculty grant proposals.
- b. The Committee elects its own chair at the end of the academic year to take effect July 1.
- c. It is the responsibility of the Faculty Grants Officer to determine the eligibility of each application for different funds and to apportion the applications in such a way as to maximize the availability of funds to applications.

The Chair of the Committee submits a written report to the Faculty on the Committee's faculty grants activities after the last committee meeting each year. No members of the Committee shall be present for discussion or voting on their own applications.

The Committee is responsible for establishing grant policy and for awarding grants, including the annual Sweet Briar Faculty Fellowship Grant. Grants may be awarded for faculty research, study, and travel, upon application from individual members of the Faculty. Guidelines are available in the *Faculty Personnel Manual*, Section V.B.

- d. This committee has special responsibility for fostering the appropriate adoption of digital technologies into scholarship and pedagogy.

The Committee is to ensure that faculty perspectives are represented to the Chief Technology Officer, to review and comment on the technological implications of issues referred by the Academic Council or the Faculty Senate; to assist in facilities and services planning; and to work with the appropriate committees (Curriculum, Assessment, etc.) to encourage the recognition and adoption of appropriate technologies.

The Committee collaborates with the Chief Technology Officer to solicit and integrate faculty perspectives related to technology. The committee may also collect information about faculty needs, satisfaction, and interests with respect to technology and present it to the appropriate offices or committees. The Chief Technology Officer will report at the beginning of each term his plans for investigating the technological needs of the faculty regarding instruction and research.

## G. ACADEMIC COUNCIL

### 1) Membership

The Academic Council is composed of all teaching faculty. The purpose of this council is to give the faculty an opportunity to have discussions without members of the

administration present. For this reason, administrators who have teaching duties are not included in the membership of the Academic Council and may attend meetings only when invited.

2) Duties

1. Members of the Council meet to discuss issues and priorities of the faculty at regularly scheduled meetings with the Faculty Senate.
2. The Academic Council gives advice on all matters brought to it by any member or by the Faculty Senate. The Academic Council may vote to pass resolutions and to refer issues of concern to the Faculty Senate.
3. The Faculty Senate shall convene the Academic Council for consultation with the Dean before any changes are made in the size and composition of the programs or in the overall size of the Faculty. The Dean consults with the Council twice a year. At the Dean's or Council's request, the Faculty Senate shall convene the Council for discussions with the Dean on academic programs and issues.

3) Meetings

Normally, the Academic Council shall meet once a month with the Faculty Senate. In addition, any three members of the Council may request that the Chair of the Faculty Senate convene the Council.

## H. APPOINTED COMMITTEES

The Faculty Senate consults with the President and the Dean about the appointments to the following committees.

1. ASSESSMENT COMMITTEE

The Assessment Committee, in consultation with the Faculty, develops and implements means to assess the degree to which the College is fulfilling its stated educational Mission. Membership consists of four full-time members of the Faculty appointed for staggered three-year terms and four full-time staff members appointed for staggered three-year terms (a member of the Student Life Office; a member of the Dean's Office; a member of the Finance and Administration Office or the Admissions Office; and a member of the Alumnae and Development Office, the Media, Marketing and Communications Office, or the Integrated Information Systems). Serving *ex officio* (voting) is the Associate Dean of Academic Affairs; serving *ex officio* (non-voting) is the Dean of the College, the Dean of Student Life, the Coordinator of the Leadership Core, and a representative of the Office of Institutional Research. Members may serve consecutive terms.

2. ELIGIBILITY COMMITTEE

The Committee consists of one full-time faculty members, appointed to serve for a term of two years; the Dean or his/her designate, and the Associate Dean as voting members and other knowledgeable people serving *ex officio* as non-voting members. Its role is to deal with student petitions and eligibility.

3. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)



This committee is responsible for oversight and evaluation of laboratory vertebrate animal care at Sweet Briar, including: reviewing the College's program for humane care and use of animals; inspection of animal facilities; bringing about any changes in procedures or facilities necessary to rectify deficiencies found during reviews; making recommendations to the pertinent College official(s) regarding the animal program and animal facilities; approving protocols in all grant proposals submitted to federal agencies involving live vertebrate laboratory animals; establishment of a mechanism for receiving and reviewing concerns involving the care and use of laboratory animals at the institution; ensuring that the animal facilities and protocols meet applicable federal, state and local laws and regulations; and preparing an annual report to the President of the College. The IACUC reviews other research proposals involving animals if so requested by the principal investigator or, in the case of student research, by the faculty supervisor.

The Committee consists of five members: two faculty members who are practicing scientists, at least one of whom has experience in laboratory animal investigations; one faculty member who is not a scientist; a veterinarian with knowledge and experience in the care of animals being used; and one individual not affiliated with the institution in any way. When possible, both scientists on the Committee should have experience in laboratory animal research. The Faculty Grants Officer will serve *ex officio* as a non-voting member. The Committee is chaired by a full-time faculty member.

The IACUC must meet at least every six months and report annually to the President. The chair of the IACUC maintains records and minutes of the meetings and has ongoing responsibilities outside the official meetings. The semiannual meetings include inspection of animal facilities and open discussion of any issue regarding animal use or care.

#### 4. RESEARCH ON HUMAN SUBJECTS COMMITTEE

This committee is comprised of three full-time faculty members from appropriate disciplinary areas, the Faculty Grants Officer and Director of Institutional Research *ex officio* and one full-time faculty member appointed from the community at large. It is responsible for ensuring that research proposals meet with appropriate, federal, state and local regulations.

#### 5. TEACHER EDUCATION

The Committee oversees requirements for teacher licensure and program accreditation, and coordinates college-wide response to changes in state requirements and policy. A faculty member from the Education program chairs the Committee. Membership consists of the full-time members of the Education program, three full-time faculty members appointed for staggered three-year terms who represent the sciences, social sciences and humanities, the college registrar, two students, and one faculty representative from another Education Department, and two teachers (one representing regular curriculum and one special education) and one administrator from the local school system.

## **XV. DEPARTMENTAL CHAIRSHIPS**

- A. 1. Department chairs are appointed by the Dean who will take into consideration the recommendation of the Department.
- 2. The principle of rotation of chairship each three years shall be applied unless overriding reasons to the contrary prevail.
- 3. A review of the chairship shall be made, in any event, each three years by the members of the Department and a recommendation shall be made at the Dean's request.
- B. If appointed, acceptance of the chairship is considered a routine part of each faculty member's duty unless extraordinary reasons to the contrary prevail.
- C. The chair is responsible for all budgetary and personnel matters within the Department, for preparing regular annual reports on departmental progress and planning and such other special reports as may be required, for initiating orders for necessary supplies and equipment, and for recommending departmental leaves, promotion, tenure, and salaries, for initiating procedures to secure temporary or permanent replacements, and for such other matters as may contribute to the welfare of the Department and the College.

## **XVI. FACULTY RULINGS ON NON-ACADEMIC MATTERS**

- A. 1. Hazing of any kind is expressly forbidden. (The *Student Handbook* contains a detailed policy on hazing.)
- 2. Costumes must not be disruptive to the class, in the Library, or at academic appointments. Faculty members can make further restrictions with regard to costumes in their classes and academic appointments.

## **XVII. AMENDMENTS**

These Rulings may be amended at any regular meeting of the Faculty by a majority vote, provided that notice of the motion to amend has been submitted in writing at the previous regular meeting. Should the Faculty wish to act immediately upon a motion to amend Faculty Rulings, it may do so following the procedures described in Ruling XIII, C.

## **APPENDIX**

### **SWEET BRIAR COLLEGE ACADEMIC POLICY ON DISABILITIES**

Sweet Briar College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and accepts students with documented disabilities who can successfully pursue the college's academic program. Sweet Briar recognizes its responsibility to provide individuals with disabilities with equivalent access while maintaining the standards that are essential to the academic program.

#### **ADMISSIONS**

Admission to Sweet Briar College is based on the requirements outlined in the College catalogue. Sweet Briar does not discriminate on the basis of disability in the admissions process. If an applicant believes that an accommodated admission review is warranted, the applicant must initiate the process (by law, the Admissions Office can not address a disability unless the applicant is self identified). The applicant must submit a written request for an accommodated admissions review to the Office of Admissions and enclose with that request the appropriate documentation. The request will be evaluated by the designated staff member in the Office of the Dean, who will forward his/her recommendations to the Director of Admissions for inclusion in the admissions review process.

#### **ACCOMMODATIONS IN SPECIFIC COURSES AND SUPPORT SERVICES FOR ENROLLED STUDENTS WITH DISABILITIES**

Students with documented disabilities, identified either before or after their admission to the college, may request accommodations in the structure of a course or courses. The responsibility for initiating such requests rests with the student. Students with disabilities who seek course-based accommodations must meet with the designated staff member in the Office of the Dean to request accommodations. The student must submit appropriate documentation of the disability to the designated staff member in the Office of the Dean, who will review the documentation and will then discuss with the student which accommodations and support services are appropriate.

The Office of the Dean, with the student's written permission, will notify the faculty member(s) involved of the specific classroom and/or course-based accommodations that have been authorized. The student will also be referred to the Director of the Academic Resource Center to arrange need-based support services outside the classroom. All specific course-based accommodations should be established at the beginning of each academic term. It is the responsibility of the student to contact the professor to arrange for the necessary accommodations. Accommodations planned at the beginning of the term may be adjusted on an as-needed basis.

The types of legal accommodations available to students in specific courses and outside the classroom can include, but are not limited to, the following possible accommodations:

1. In Class  
Tape recording of lectures, use of a notetaker, seating location, use of an interpreter, extended time for assignments, use of a word processor for written work, taped texts, adaptive equipment, and physical access.
2. For Examinations  
Use of a reader, extended time, private room, use of a word processor, alternative formats, or adaptive equipment.

### 3. Outside of the Classroom

Taped texts, note transcription, tutoring, learning strategies instruction, reduced course load, and use of adaptive equipment.

## MODIFICATIONS

Students with documented disabilities may request modifications in academic requirements as are necessary to ensure that such requirements do not discriminate against students with disabilities, or have the effect of excluding students solely on the basis of disability. Modifications may include changes in the length of time permitted for completion of degree requirements, reduced course loads, substitution of specific courses for degree requirements, waivers of specific requirements, or utilization of the pass/no credit grade, with a passing grade consisting of a D- or higher, in courses where a disability has a discriminating effect.

Students requesting modifications must submit a written request to the Office of the Dean complete with appropriate documentation of the disability. The College's guidelines for reviewing all requests for modifications are:

1. The modification must be directly related to the student's disability.
2. In cases involving courses required for the degree, the student must pass an authorized substitute course or requirement. The Dean, in consultation with the appropriate Department Chair, must approve all such modifications, and the Eligibility Committee of the Faculty must approve waivers of degree requirements.
3. In cases where students have been approved to take courses on the modified pass/no credit basis the Dean will notify the Registrar in writing of this modification.
4. Grades earned in courses identified as affected by a specific disability and attempted before the disability was diagnosed and/or confirmed by the Dean may be converted to the modified pass/no credit grade, and the grade-point average may be adjusted at the request of the student and with the approval of the Dean of the Faculty. The Dean will consult with the faculty member who recorded the original grade to verify that clear evidence exists to support the student's claim that the disability, rather than other factors, directly interfered with the student's ability to perform on an equal basis with other students in the course. This policy will not apply to students diagnosed with disabilities after they have completed the degree.

## OTHER GUIDELINES

1. In order for Sweet Briar College to consider requests for accommodations and/or modifications, the student must provide documented evidence of the disability or disabilities based on an evaluation done by an appropriate professional within four years of the date the request is submitted. In cases of learning disabilities or other "hidden disabilities" the required evaluation must also include specific test results.
2. The Office of the Dean will submit an annual report to the Curriculum Committee, including the number of students diagnosed with learning disabilities, and summarizing the nature and scope of accommodations, modifications, and support services provided to students under this policy.

## **PROCEDURE FOR ASSISTING LEARNING DISABLED STUDENTS**

Qualified students with a documented disability, including a specific learning disability, are entitled to request and receive reasonable academic and other accommodation. Such accommodation may include using taped textbooks and readings. Modified sittings for tests or examinations, such as using a word processor or having extended time in which to complete the work, may be appropriate in some cases. Because each student's condition will be different, all possible accommodations that might be appropriate in different circumstances will not be enumerated.

A copy of the student's learning evaluation report will be in the student's file in the Dean's Office. Faculty will not be advised of a documented disability unless and until a student requests accommodation. The student will be asked to discuss directly with her instructors any ideas about appropriate accommodation. The faculty member or the student should contact the Dean for assistance in conducting an appropriate accommodation service. Students who have been diagnosed as having a learning disability are expected to take responsibility for requesting reasonable accommodation.

Any questions or complaints regarding these policies should be brought to the attention of the Federal Compliance Officer of the College, Tim Klocko Vice President for Finance and Treasurer.