

**PROPOSAL TO INITIATE
NONSUBSTANTIVE Academic Change(s)
At Fayetteville State University**

Proposal Title: Revise Undergraduate Catalog Statement about Participation in Commencement

This proposal involves (check all appropriate boxes and highlight appropriate phrase):

- Initiating a course that does not affect the Core Curriculum is a non-substantive change; if the proposal adds to, eliminates or otherwise changes coursework in the Core Curriculum, it is a substantive change.
- Modifying course that does not affect the Core Curriculum is a non-substantive change; if the proposal adds to, eliminates or otherwise changes coursework in the Core Curriculum, it is a substantive change.
- Eliminating a course that does not affect the Core Curriculum is a non-substantive change; if the proposal adds to, eliminates or otherwise changes coursework in the Core Curriculum, it is a substantive change.
- Modifying 49% or less of the required semester hours within an established program is a non-substantive change. Proposals to modify 50% or more of an existing program, as determined by the total number of credit hours affected by modifications, are treated as a proposal for a new program, which is a substantive change.
- Modifying 49% or less of the elective semester hours within an established program is a non-substantive change. Proposals to modify 50% or more of an existing program, as determined by the total number of credit hours affected by modifications, are treated as a substantive change.
- Initiating a New Program or Eliminating a Program are substantive changes.
- Modifying program admission or exit requirements is a substantive change (provide general description):

Other (provide general description): Revise Undergraduate Catalog Statement about Participation in Commencement

This proposal is submitted by:

Name: Jon Young

Department: Office of Academic Affairs

College/School (CAS, SOE, SBE) Affiliation: NA

Office Phone:

Email:

Summary of Proposal Entitled Revise Undergraduate Catalog Statement about Commencement

- I. **Proposal Description:** Please specify changes in requirements of hours in each area of program requirements. Please provide the current catalog summary of requirements chart, a proposed catalog summary requirements chart, and the catalog description for the new course(s) and current course(s) changed including pre-requisites.

The revised statement clarifies the conditions under which students may participate in commencement exercises. This statement will permit students to participate in commencement if they are enrolled in all classes required for degree completion and have no class withdrawals. The statement also makes it clear, however, that participation in commencement does not guarantee degree conferral. A degree will be conferred to a student only after the Office of the Registrar confirms that all degree requirements have been met. This means that a student who fails a required course will not be excluded from participating in commencement, but the degree will not be conferred until the student completes the outstanding requirement(s). However, a student who is not enrolled in all outstanding courses in the final semester or who withdraws from a required course will not be permitted to participate in commencement.

- II. **Purpose:** Please describe what this change will do, e.g., decrease time to graduation, encourage retention, better prepare students for the workforce or further study, etc.

The statement is designed to ensure consistency in granting permissions for students to participate in commencement.

- III. **Rationale:** Please address why the proposal is being made. The following may assist you in your response as appropriate: Is the revision in response to assessment of student learning? If so, please cite the data. Is the revision in response to changes in the profession, accrediting agencies, or the discipline? If so, please specify and provide documentation. Is the revision in response to a review of the requirements of professional organizations? If so, please specify and provide documentation. Is the revision in response to recommendations from external consultant(s)? If so, please specify and cite. Is the revision intended to make the program more attractive to potential students? If so, explain. Is the revision in response to some aspect of the FSU and/or UNC strategic plan? How?

This revised statement provides clear guidelines for determining who may participate in commencement. Students who are enrolled in all outstanding classes required for degree completion and have no class withdrawals will be permitted to participate in commencement. For spring commencement, students who are enrolled in outstanding courses for degree completion in one or more summer terms will be permitted to participate in degree completion. One consequence of this process will be that some students who do not successfully complete one course or more will participate in commencement. However, such a student will not have the degree conferred until all requirements are met.

- IV. **Clarification on the need for additional faculty or other resources if proposed changes are initiated:** Provide evidence that new resources are not needed, or explain how new resources will be provided; a summary of budgetary requirements, to include estimated amounts of funds needed, for the next five years and an estimate of the proposed revision's impact on SCH generation.

NA

- V. **List of Accompanying/Supporting Documents:** New courses proposals require submission of a course syllabus and a matrix of program and course student learning outcomes with assessments (Sample matrix

format follows signature page).* Program changes require a matrix of program learning outcomes with course and outcomes assessments.** If the proposal includes a new course(s) to be taught by current faculty, please attach a SACS Faculty Credential Form to document how current faculty member(s) meet qualifications. If the proposal requires new faculty, has the position been approved? If so, identify position number; if no, please attach the request for faculty position form.

- A. Current statement
- B. Proposed revised statement

VI. **Catalog Listing:** Provide an accurate representation of how the proposed change should appear in the academic catalog; use the current catalog as a model for format and appearance. See the degree requirements chart.

Commencement – Current Statement

Commencement exercises are held at the close of each regular semester of the academic year, at which time degrees are officially conferred. Candidates who complete graduation requirements after the regular commencement exercises will be awarded degrees at the next regular conferral date. Requirements are considered complete only after the appropriate documentation has been recorded in the Registrar's Office.

Candidates for graduation are strongly encouraged to participate in commencement exercises to acknowledge their academic achievements. Candidates are eligible to participate only in the commencement exercises at end of the semester in which they complete degree requirements and may not defer participation to a later date. All candidates are required to pay the graduation fee regardless of whether they participate in commencement exercises or not

Proposed Revised Statement

Commencement exercises are held at the close of each regular semester of the academic year. Candidates are eligible to participate only in the commencement exercises at end of the semester in which they complete degree requirements and may not defer participation to a later date.→

Prospective graduates will be permitted to participate in commencement exercises at the end of the semester if they are enrolled in all outstanding courses required for degree completion and have had no class withdrawals. In the spring semester, prospective graduates will be permitted to participate in commencement exercises if they are enrolled in all outstanding courses in one or more summer terms immediately following the spring commencement exercises.

Participation in commencement exercises does not guarantee conferral of degrees. Degrees are conferred only after the Office of the Registrar verifies that all requirements have been met.

All candidates are required to pay the graduation fee regardless of whether they participate in commencement exercises or not.

The signatures through the Dean are required for non-substantive changes; substantive changes require all signatures. All changes in graduate programs/courses require Graduate School review/action. All changes to programs leading to teacher licensure require Teacher Education Committee action.

Departmental Curriculum Committee Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Chair, Departmental Curriculum Committee (Print Name):

Department Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Departmental Chair (Print Name):

NOTE: *Program* changes require School/College Curriculum Committee Review and approval. *Course* changes (titles, pre-requisites, non-substantive changes in descriptions) do not require review by this Committee.

If appropriate:

College/School Curriculum Committee Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
(Chair, CAS/SBE/SOE Curriculum Committee (Print Name):

Dean of CAS / SBE / SOE Action (indicate disapproval/approval): ____ approve ____ disapprove

Signature: _____ date: _____
Dean, CAS/SBE/SOE (Print Name):

If appropriate:

Graduate Council/School Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Dean/Council Chair (Print Name):

Teacher Education Committee Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Chair, Teacher Education Committee (Print Name):

Core Curriculum Committee Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Chair, Core Curriculum Committee (Print Name):

Faculty Senate Academic Affairs Committee Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Chair, Faculty Senate Academic Affairs Committee (Print Name):

Faculty Senate Action (indicate vote): ____ for ____ against

Signature: _____ date: _____
Chair, Faculty Senate (Print Name):

Provost/Vice Chancellor for Academic Affairs Action (indicate disapproval/approval): ____ approve ____ disapprove

Signature: _____ date: _____
Provost/ Vice Chancellor for Academic Affairs (Print Name):

Chancellor Action (indicate disapproval/approval): ____ approve ____ disapprove

Signature: _____ date: _____

