

## Minutes

### Meeting of the Faculty Senate

April 17, 2001

---

Chairperson Piperberg called the meeting to order at 4:05 PM in Chryst 210. All departments were represented except for the following: Business Administration, Economics, and Music.

#### **Report of the Faculty Senate Chairperson**

In the 4/3 Minutes, George Stine's name was misspelled. The correction has been noted. Chairperson Piperberg declared that the Minutes stand approved with the aforementioned correction.

#### *Announcements*

(1) Chairperson Piperberg urged faculty to attend Commencement and announced that the speaker will be William Kristol.

(2) Chairperson Piperberg indicated the following administrative approvals had been received:

PSYC 511 - Substance-Related Disorders, a new graduate course, 3 credits. Effective Fall 2001.

ESCI 385 - Global Change, 3 credits, "W" course (non-Gen. Ed), a new undergraduate course. Effective Fall 2001.

ESCI 466 - Coastal Environment Oceanography, 3 credits, "P" course. Effective Fall 2001.

Revisions to the BS Oceanography Major all 4 options (Biological, Chemical, Geological & Physical). Effective Fall 2001.

**Report of the Student Senate President** None.

**Report of the Graduate Student Organization President** None.

#### **Report of the Administrative Officers**

Provost McNairy reminded faculty to tell departments to complete any outstanding faculty emerita so that it may be processed before the end of the Spring semester.

Dr. Stager reported that Fall registration had just begun and that students were using both phone and the Web equally to register. Everything seems to be running smoothly.

#### **Reports of the Faculty Senate Standing Committees**

Dr. Wismer from UCPRC reported that 4 proposals had gone through and were ready to be voted on. He further reported that after some controversy, UCPRC had passed an amendment to the original TEC proposal, which stated that any 2 college level Math courses should count towards professional certification in accordance with the new state mandate. {See attachment for details on the nature of the amendment}. In turn, TEC withdrew its proposal as the recommended amendment was considered to be a major change. As specified by the Governance Manual, in the face of such a major change, the proposing body, if they so choose, may consider the change as a disapproval and recall the proposal for reconsideration. TEC chose this option. A meeting between all parties concerned is scheduled for Thursday the 27th to discuss the matter in the hope of arriving at a proposal acceptable to everyone concerned.

Chairperson Piperberg reminded the Senate about the proposal from the Joint Senate Conference Committee regarding the wearing of decorations at Commencement. {See attachment} The Senate will vote on this proposal at the next meeting since time ran out in today's meeting.

### **Reports of the Faculty Senate Special Committees**

Dr. Piperberg thanked Chairman Kathy Schreiber, the members of her Ad Hoc Honor Code Committee, the Provost and others who organized the Spring Convocation for a successful and thought-provoking program and urged faculty to send feedback to the Committee to aid them in their job.

Dr. Schreiber from the Ad Hoc Honor Code Committee also asked for further feedback from faculty concerning academic integrity issues in light of the discussion at the Convocation.

### **Proposed Courses and Programs**

#### *Changes in Courses/Curricula*

(1) Earth Sciences BA including the following changes:

(A) Deletion of PHYS 317 (Introduction to Astronomy) MATH 162 (Calculus II) & CSCI 160 (Introduction to Computing Sciences) from Required Related courses.

(B) Replace PHYS 231 & PHYS 232 (General Physics I & II) with PHYS 131 & PHYS 132 (Physics I & II with Algebra)

(C) Add MATH 235 (Survey of Statistics) to the list of Required Related courses. BIOL 375 (Biometry) may be substituted in the Environmental Geology option.

(D) Delete ESCI 497 (Seminar in the Earth Sciences) from the list of required Earth Sciences courses.

(E) Add an Option in Environmental, while leaving the present program as a second untitled option.

Effective Fall 2001.

The changes were approved without objection..

(2) *New Undergraduate Courses*

LATS 201 -The Latino Experience in the United States, General Education (GI), 3 credits. Effective Fall 2001.

LATS 488 - Latina/o Studies Senior Seminar, 3 credits. Effective Fall 2001. Will first be taught in Spring 2003 semester. Required for Latina/o Studies Minor.

Both of the above courses were passed without objection.

(3) Latino/a Studies Interdepartmental Minor. Effective Fall 2001.

An issue was raised by Rick Kerper regarding the courses listed to fulfil the Latino/a Minor. He expressed concern that the courses might be too "professor" focused rather than "content" focused. In essence, it is possible that some professors might include Latino/a content while others might not.

Dr. Kerper made a motion to remove EDUC.403 (Cultural Diversity: Pluralism in the Classroom) from the list of courses suitable for the Minor's Race, Culture & Ethnicity block.. Dr. Wismer seconded the motion. The motion passed unanimously. Senate then proceeded to vote on the Minor. The Minor was approved as amended with 1 dissenting vote.

**Faculty Emeritus**

(1) Dr. Kerper presented a motion that Dr. Audrey Kirchner, be granted the title of Professor of Elementary and Early Childhood Education Emerita. {see attachment} Bill Price seconded the motion. The motion passed unanimously.

(2) Paul Studdard presented a motion that Barbara Hunsberger be granted the honorary title of Associate Professor Librarianship Emerita. {see attachment} The motion was seconded by Dr. Luek. The motion passed unanimously.

**Academic Policy Items**

Rich France presented 3 Academic policy proposals {see previous Minutes attachments} concerning the following:

(1) Recommended Policy Change concerning College Level Examination Program (CLEP).

1. Previously, CLEP credits were awarded for scores of 500 or above on CLEP General Examinations. Under the new policy, **six (6) credits are awarded for scores of 50 or above on each of the CLEP General Examinations.**

2. The previous policy stated that credit is not granted for CLEP General Examinations taken after 15 college credits have been earned in areas where college-level classwork has been

completed The new policy states that credit is not granted for CLEP General Examinations taken after 15 college credits have been earned or in discipline areas where college-level classwork has been taken, **whether the course was passed or not.** (NOTE: In the original proposal, there was a typographical error just before the highlighted phrase immediately above. The statement reads "college-level coursework has beencompleted"; it should read "college-level coursework has been taken."

3. In the previous policy, it was stated that specific course credits are awarded to students who earn a score of 55 or higher on a CLEP Subject Examination and that written departmental approval must be obtained prior to taking a Subject Examination. The new policy states that **three (3) to six (6) credits are awarded to students who earn a score of 50 or higher on a CLEP Subject Examination and that currently enrolled MU students** must obtain written departmental approval prior to taking a Subject Examination.

The policy passed unanimously.

(2) Proposal to Change the Drop/Add Period to one week only. {see last Minutes attachments}

The proposal was passed with two amendments for clarity, which passed unanimously (see below).

Under Proposed Policy - Bullet 1 should read "For the Fall and Spring terms, a student may drop or add a course through the end of the first week of classes. Courses dropped will not be entered on the student record."

Under Proposed Policy – Bullet 5 should read "After the ninth week, a non-W grade will be awarded at the end of the semester according to the instructor's records."

The proposed policy with the above changes passed unanimously.

(3) University Class Attendance Policy { See attachment #6 of previous Minutes p.4930}. Note: The new policy would leave the Registrar out of the process. Decisions as to what constitutes an acceptable "excused absence" would be left up to the individual instructor. However, Dr. Stager strongly recommended that departments strive for uniformity and consistency of criteria in forming an attendance policy for the department. Discussion will continue at the May 1, 2001 Senate meeting. The Senate had to adjourn before discussions were completed. Action was postponed until that time.

(4) The Academic Policies Committee and GCPRC proposals dealing with posthumous degrees/certificates will be considered at the May 1, 2001 meeting as well. {see attachments}

### **Discussion of Cancellation of Classes Due to Weather**

Chairperson Piperberg announced that we would postpone this discussion until the next meeting.

The meeting adjourned at 5:45 PM

Respectfully Submitted,

Jen Miller

Recorder

**Action Summary**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

*Changes in Courses/Curricula*

(1) Earth Sciences BA including the following changes:

(A) Deletion of PHYS 317 (Introduction to Astronomy) MATH 162 (Calculus II) & CSCI 160 (Introduction to Computing Sciences) from Required Related courses.

(B) Replace PHYS 231 & PHYS 232 (General Physics I & II) with PHYS 131 & PHYS 132 (Physics I & II with Algebra)

(C) Add MATH 235 (Survey of Statistics) to the list of Required Related courses. BIOL 375 (Biometry) may be substituted in the Environmental Geology option.

(D) Delete ESCI 497 (Seminar in the Earth Sciences) from the list of required Earth Sciences courses.

(E) Add an Option in Environmental, while leaving the present program as a second untitled option.

Effective Fall 2001.

The changes were approved without objection..

(2) *New Undergraduate Courses*

LATS 201 -The Latino Experience in the United States, General Education (GI), 3 credits. Effective Fall 2001.

LATS 488 - Latina/o Studies Senior Seminar, 3 credits. Effective Fall 2001. Will first be taught in Spring 2003 semester. Required for Latina/o Studies Minor.

Both of the above courses were passed without objection.

(3) Latino/a Studies Interdepartmental Minor. Effective Fall 2001.

An issue was raised by Rick Kerper regarding the courses listed to fulfil the Latino/a Minor. He expressed concern that the courses might be too "professor" focused rather than "content" focused. In essence, it is possible that some professors might include Latino/a content while others might not.

Dr. Kerper made a motion to remove EDUC.403 (Cultural Diversity: Pluralism in the Classroom) from the list of courses suitable for the Minor's Race, Culture & Ethnicity block..

Dr. Wismer seconded the motion. The motion passed unanimously. Senate then proceeded to vote on the Minor. The Minor was approved as amended with 1 dissenting vote.

### *Faculty Emeritus*

(1) Dr. Kerper presented a motion that Dr. Audrey Kirchner, be granted the title of Professor of Elementary and Early Childhood Education Emerita. {see attachment}

Bill Price seconded the motion. The motion passed unanimously.

(2) Paul Studdard presented a motion that Dr. Barbara Hunsberger be granted the honorary title of Associate Professor Librarianship Emerita. {see attachment}

The motion was seconded by Dr.Luek. The motion passed unanimously.

### *Academic Policy Items*

Rich France presented 3 Academic policy proposals {see previous Minutes attachments} concerning the following:

(1) Recommended Policy Change concerning College Level Examination Program (CLEP).

1. Previously, CLEP credits were awarded for scores of 500 or above on CLEP General Examinations. Under the new policy, **six (6) credits are awarded for scores of 50 or above on each of the CLEP General Examinations.**

2. The previous policy stated that credit is not granted for CLEP General Examinations taken after 15 college credits have been earned in areas where college-level classwork has been completed The new policy states that credit is not granted for CLEP General Examinations taken after 15 college credits have been earned or in discipline areas where college-level classwork has been taken, **whether the course was passed or not.** (NOTE: In the original proposal, there was a typographical error just before the highlighted phrase immediately above. The statement reads "college-level coursework has beencompleted"; it should read "college-level coursework has been taken."

3. In the previous policy, it was stated that specific course credits are awarded to students who earn a score of 55 or higher on a CLEP Subject Examination and that written departmental approval must be obtained prior to taking a Subject Examination. The new policy states that **three (3) to six (6) credits are awarded to students who earn a score of 50 or higher on a CLEP Subject Examination and that currently enrolled MU students** must obtain written departmental approval prior to taking a Subject Examination.

The policy passed unanimously.

(2) Proposal to Change the Drop/Add Period to one week only. {see last Minutes attachments}

The proposal was passed with two amendments for clarity, which passed unanimously (see below).

Under Proposed Policy - Bullet 1 should read "For the Fall and Spring terms, a student may drop or add a course through the end of the first week of classes. Courses dropped will not be entered on the student record."

Under Proposed Policy – Bullet 5 should read "After the ninth week, a non-W grade will be awarded at the end of the semester according to the instructor's records."

The proposed policy with the above changes passed unanimously.

(3) University Class Attendance Policy { See attachment #6 of previous Minutes p.4930}.  
Note: The new policy would leave the Registrar out of the process. Decisions as to what constitutes an acceptable "excused absence" would be left up to the individual instructor. However, Dr. Stager strongly recommended that departments strive for uniformity and consistency of criteria in forming an attendance policy for the department. Discussion will continue at the May 1, 2001 Senate meeting. The Senate had to adjourn before discussions were completed. Action was postponed until that time.



**Attachment A**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

**UNDERGRADUATE COURSE AND PROGRAM REVIEW COMMITTEE**

TO: Faculty Senators

FROM: Robert K. Wismer, Chemistry, STC 214, x. 3661 or  
3411, [rwismer@marauder.millersville.edu](mailto:rwismer@marauder.millersville.edu)

Chair, Undergraduate Course and Program Review Committee

DATE: 17 April 2001

RE: Professional Educator Programs

As I informed you at Senate on Tuesday 27 March 2001, a proposal before Undergraduate Course and Program Review Committee (UCPRC) is apt to generate some discussion. This proposal has already been the major topic three meetings of Teacher Education Council (TEC). I have previously e-mailed you the essence of the proposal.

During the March 14 meeting of TEC, item 4 in that proposal was amended to read "4. Recommendation for admission by faculty teaching professional education courses." That is, the words "educational psychology or social foundations" were removed from that item.

The item that has raised considerable concern is "7. Two college-level mathematics courses." UCPRC met for two hours on Tuesday 10 April and heard from those who felt strongly about that item. One of these two courses needs to be a G2 Math course because the General Education curriculum requires it.

There are several viewpoints regarding the second Math course. A high enough standard is that it be a G2 MATH course; some say this is too high a standard. A low enough standard is that it be a 3-credit 100-level or higher Math course; some say this is too low a standard.

There are two contentious courses. The Special Education Department would like to count MATH 314 (Math for the Mentally and Physically Handicapped), principally a methods course, not G2. SPED students already take MATH 104, a 3-credit G2

course. The Mathematics and Special Education Departments have agreed to modify the content of MATH 314 to include more mathematics content in the present course.

The other contentious course is MATH 101 (College Algebra). The Math Department states that MATH 101 is truly a review of high school algebra, not properly a college course. In addition, the current population in that course really needs the course. Those students will be shut out of the course by those (Juniors and Seniors) who just take the course for an easy Math course. Or those who need the course will be distracted while in the course because others will be present who already know the material. Those who speak for transfer students, students returning for certification, and graduate students, would like to continue to count MATH 101 as the second Math course. There seemed to be little support for allowing Millersville students to register for MATH 101 as the second Math course.

UCPRC conversed by e-mail and telephone during the rest of the week and met at noon on Friday 13 April. Without dissent of those present and those voting by proxy, UCPRC voted to amend item 7 to read "7. Two three-credit mathematics courses, one of which is G2, the other any 3-credit mathematics course except MATH 101."

This proposal as amended is reproduced on the back of this page.

---

"The criteria for Admission to Basic Professional Educator Programs are:

1. The completion of 60 semester hours of credit.
2. A Millersville University minimum quality point average as follows:
  - a. 3.0 qpa or
  - b. 2.6 qpa if admitted to APS during the 2001-2002 academic year, or
  - c. 2.8 qpa if admitted to APS during the 2002-2003 academic year, or
  - d. 2.8 qpa and scores on the Praxis I Pre-Professional Skills tests as determined by the Secretary and approved by the State Board of Education for admission to initial preparation programs, or
  - e. 2.8 qpa and a combined score of 1050 on the Scholastic Aptitude Test (SAT), with no lower than 500 on either the verbal or mathematics sub-tests
  - f. 2.8 qpa and a score of no less than 23 on the English sub-test and 20 on the mathematics sub-test of the American College Testing Program Assessment (ACT).

3. Qualifying scores on the Praxis I Pre-Professional Skills tests for Pennsylvania Certification as determined by the Secretary and approved by the State Board of Education of the Commonwealth.
4. Recommendation for admission by the faculty teaching [educational psychology or social foundations professional] education courses. [Bracketed wording removed by TEC on 14 March 2001.]
5. Satisfactory completion of:

Composition (ENGL 110)

Fundamentals of Speech (COMM 100)

The institutional mathematics requirement

6. Two college-level English courses
7. Two three-credit mathematics courses, one of which is G2, the other any 3-credit mathematics course except MATH 101. [Ammended by UCPRC on 13 April 2001. Original wording was: 'Two college-level mathematics courses']
8. Satisfactory Act 34 report, satisfactory Act 151 report, and a completed background information sheet on file with the Early Field Experiences office."

**Attachment B**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

The Joint Senate Conference Committee proposes the following motion with regard to the wearing of cords at graduation exercises:

The Faculty Senate supports the University's present policy and guidelines regarding the recognition of student honorees at graduation exercises-i.e., only those students graduating with university or departmental honors, or those who have completed the University's Honors College program, will be officially recognized by wearing specifically designated honors cords and by having those distinctions listed in the program and announced during the ceremony.

**Attachment C**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

DATE: April 6,2001

TO: Millersville University Faculty Senate

FROM: Elementary and Early Childhood Education Department

SUBJECT: RESOLUTION FOR EMERITA STATUS FOR DR. AUDREY  
KIRCHNER

**RESOLUTION**

WHEREAS Dr. Audrey Kirchner, Professor of Elementary and Early Childhood Education, is retiring in May 2001, after 42 years in education, 39 of which were at Millersville University, and 3 years in public education, and

WHEREAS Dr. Audrey Kirchner has continually kept abreast of current research and practices in the fields of Early Childhood and Elementary Education by actively participating in professional organizations and presenting workshops on the local, state and national level, and

WHEREAS Dr. Audrey Kirchner pioneered programs in multiage education, individualized instruction, and open education at the Laboratory School and the Elizabeth Jenkins Elementary School For Children through which she significantly influenced hundreds of children in their developmental years, and

WHEREAS Dr. Audrey Kirchner made noteworthy contributions to the development of graduate and undergraduate programs in Early Childhood Education, and

WHEREAS Dr. Audrey Kirchner was instrumental in developing many of the first Summer Happening Workshops which have developed into the successful summer workshop program for the University, and

WHEREAS Dr. Audrey Kirchner has published several books and numerous articles on Early Childhood Education, Individualized Instruction, Education, and Folklore, and

WHEREAS Dr. Audrey Kirchner has been a dedicated and enthusiastic teacher, who modeled effective teaching/learning strategies for future educators in both graduate and undergraduate programs in Early Childhood Education, and

WHEREAS Dr. Audrey Kirchner has offered service to the community in a variety of roles - as consultant and in-service presenter in public education and daycare programs, and as a volunteer in the community offering professional services such as the School House Project for the PA Museum of Landis Valley and the Museum School at Carter MacCrae School, School District of Lancaster, and

WHEREAS Dr. Audrey Kirchner has made significant contributions to Millersville University by serving on numerous committees including Secretary of the Faculty Association, the University Honors and Awards Committee, and on the Alumni Association Board of Directors, and has contributed to the Elementary Education Department by serving on numerous committees as well as thesis advisor for undergraduate research and Master's Theses.

THEREFORE, BE IT RESOLVED: That the Elementary and Early Childhood Education Department unanimously and without reservation recommends that Dr. Audrey Kirchner be granted the title of Professor of Elementary and Early Childhood Education Emerita.

**Attachment D**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

TO: Millersville University Faculty Senate

FROM: Library Department

RE: Resolution for Emeritus Status

for Associate Professor Barbara B. Hunsberger

DATE: April 5, 2001

**RESOLUTION**

WHEREAS Barbara B. Hunsberger, Associate Professor, will retire in June 2001, after 28 years of service to Millersville University; and

WHEREAS Professor Hunsberger filled many vital professional positions in the Library Department, serving as Curriculum Librarian, Serials Librarian, Acquisitions Librarian, Circulation Librarian, and Coordinator of Library Automation; and

WHEREAS Professor Hunsberger was an early adopter of information technology, serving a key role in the University library's transition from card catalog to online integrated system, applying technology to streamline the process for ordering library materials, and facilitating the process for Millersville students, faculty, and staff to use information technology in efficient and costeffective ways; and

WHEREAS Professor Hunsberger served on many departmental and University committees, most notably the Academic Computing Advisory Committee, the Administrative Computing Advisory Committee, the Computing Policy Council, and the University Long Range Planning Committee; and

WHEREAS Professor Hunsberger provided leadership to the Library Department and the entire University community as Chair of the Library Department, as chair of two vice-presidential search committees, as President of the Millersville University Alumni Association, and as chair of the University's Technology Vision Task Force, a group that developed a vision statement for information technology as well as an outline for an information technology plan; and

WHEREAS Professor Hunsberger, from 1998-2000, served as advocate for the Virtual University, a grant-funded collaborative distance learning project involving Millersville, Shippensburg, and West Chester Universities; and

WHEREAS Professor Hunsberger extended her professional expertise to organizations beyond Millersville University, developing proposals to automate the libraries of the Lancaster County Historical Society and the Lancaster Institute of Health, and serving as an APSCUF representative to the statewide Library Connectivity Committee and the Keystone Library Network Steering Committee; and

THEREFORE, BE IT RESOLVED: That Associate Professor Barbara B. Hunsberger be granted the honorary title of Associate Professor of Librarianship Emerita.



**Attachment E**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

TO: Faculty Senate

FROM Graduate Course and Program Review Committee

DATE: November 29, 2000

RE: Awarding of Graduate Certificates and Diplomas Posthumously

**Certificate**

Upon the death of a graduate student, a majority of the graduate faculty of the academic program in which a student was enrolled may recommend to the Dean of Graduate Studies that an official Certificate of Attendance and Good Academic Standing be awarded. The Dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing at the time of death. The Dean may recommend to the Provost that a student who was in good standing be awarded a certificate posthumously.

**Diploma**

Upon the death of a graduate student, a majority of the graduate faculty of the academic program in which a student was enrolled may recommend to the Dean of Graduate Studies that a diploma be awarded. This recommendation may be made if the student was enrolled in the last semester of the program at the time of death. The Dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing. The Dean may recommend to the Provost that a student who was in good standing be awarded a graduate degree posthumously.

**Attachment F**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

**University Class Attendance Policy (Current)**

See attached pages from the Governance Manual and from Health Services

**University Class Attendance Policy (Proposed)** The University supports departmental and faculty class attendance policies. Instructors will provide a copy of their class attendance policy in writing to all students in their classes at the start of the semester.

Attendance policies should follow these guidelines:

It is the student's responsibility to attend all classes. Students are responsible for completing all course assignments, even if a class is missed, at the discretion of the instructor.

Students should notify their instructor(s) in case of an unavoidable absence. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity.

Instructors should consider making allowances for absence from class for such reasons as personal illness, death or critical illness in the immediate family, participation in a university-sponsored activity, jury duty, or military duties. Each instructor will evaluate a student's reason for missing class and determine whether the absence is justified.

Since students will be responsible for complying with an instructor's attendance policy and completing missed assignments, and instructors will determine, whether an absence is justified, it is unnecessary for the Registrar's Office to be involved in the process of evaluating a student's reasons for missing class and providing documentation of excused absences. The Health Center may continue to provide medical excuses to students when appropriate. However, it will be up to each faculty member to determine the acceptability of any medical excuse.

According to the class attendance policies published in the catalogs of the other SSHE schools, none of them require students to obtain excused absences from the Registrar's Office. All of them allow individual instructors to establish their own attendance policies for their classes. However, most of them itemize the reasons for which faculty should consider making allowances for absence from class, including personal illness, death or critical illness in the immediate family, participation in a university-sponsored activity, jury duty, or military duties. Most of the schools also required faculty to provide their attendance policy in writing to students at the start of classes.

The current attendance policy also mentions that an instructor's grading policy must be distributed to students at the start of the semester. This policy is separately stated elsewhere in the governance manual and hence does not have to be included here.

**Current Policy Section 3: Undergraduate Academic Policies**  
**Class Attendance/Grading Policy**

Students are expected to attend all of their classes and must accept full responsibility for a decision **not to attend a class** unless official authorization to miss has been received by the instructor teaching the course.

1. Authorized absences are those granted because of:

a.student illness b.death in the family c.participation in outside-of-the-classroom educational activities d. participation in University-sponsored activities or programs e.religious holidays

2. Officially authorized absences can only be obtained from the Registrars Office. Other than in the case of illness or death in the family, no authorization to miss class will be given to a student after he/she has already missed the class.

3. Arrangements to make up a missed class must be made before the fact rather than after.

4. Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.

5. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for an officially authorized reason, then he/she is entitled to make up the missed work but only at the convenience of the instructor.

6. Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) may be removed from a class roll by the instructor.

7. The registrar's office must be informed of this action no later than the third class meeting.

---

Health Services Policy  
Medical Excuses

1. The faculty is the final authority in determining whether a medical excuse will be accepted as valid.
2. The Health Services can only determine whether a student is or appears to be ill or has been seen by our staff. We do not excuse students from class, tests, or other academic activities.
3. Excuses from private physicians/practitioners should be taken directly to faculty members for validation.
4. The Health Services cannot give excuses for past illnesses not evaluated by our staff. Students who have been ill and have not been seen by Health Services or a private practitioner must go directly to their faculty member with a verbal explanation.
5. In the event that an involved medical problem arises, the Health Services is willing to discuss such problems with a faculty member as long as written permission is obtained from the student and medical confidentiality is observed.

**Attachment F**  
**Faculty Senate Minutes**  
**April 17, 2001**

---

Proposed Policy for Awarding Undergraduate Diplomas Posthumously

In the event of the death of a Millersville University student, the University may grant the diploma posthumously to the family if the student is in good academic standing and has earned at least 90 credits (senior status).

**Rationale**

There have been examples in the past when senior-level Millersville students met an untimely death, and as a gesture of goodwill, the Administration was asked to grant a diploma. The university complied with the request, but without the benefit of an official university policy. The proposed policy would provide guidance for the Administration in dealing with such unfortunate situations.