

Longwood University Faculty Senate
PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. This cover sheet is being piloted during spring and fall 2011.

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

COMMITTEE(S) that authored or sponsored this proposal: Faculty Petitions Committee

TOPIC: Scheduled meeting dates

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal): The committee decided that it should publish regularly scheduled meeting dates. This decision was precipitated by a number of questions to the registrar and to the committee chair as to when petitions should be submitted and/or when they would be reviewed. The committee discussed the issue and decided on a twice/semester meeting schedule based around midterm breaks and registration, and final grades.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The Faculty Petitions Committee will meet four times during the academic year to review student petitions. Here are the timeframes for petition submission; actual dates will be posted at the beginning of each semester.

Fall semester petition deadlines :

- 5PM the Friday prior to fall break
- 5PM the Friday of the week following exams

Spring semester petition deadlines :

- 5PM the Friday prior to spring break
- 5PM the Friday following graduation

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): This posted schedule will help students and their advisors wishing to petition by giving deadlines for petitions submission. It will also allow students and advisors to know when their submitted petitions will be reviewed.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: