

**Proposed change #15**

***HANDBOOK SUBMISSIONS***

**Insert the following paragraph at line 20 on page 84:**

**5) Submission of Mid-Semester and Final Grades**

**Mid-term and final grades must be submitted by the deadlines established by the Registrar. Mid-term grades must be submitted for all freshmen in all classes.**

**Mid-semester Grades must be submitted for all other students who have a course grade below a C- at the time of submission.**

**Insert the following under Administrative Committees, pp.151-153:**

**The First-Year Coordinating Committee shall consist of the Vice-President for Student Services (Co-Chair), the Vice-Provost for Academic Affairs (Co-Chair), the Dean of Students, the Assistant Dean for the Liberal Learning Core, the Director of Advising, the Coordinator of First-Year Initiatives, the Director of Learning Communities, the Director of Career and Counseling, the Director of Residence Life, the President of the Faculty Senate or designee, the Chair of the Academic Advising Committee, and a student appointed by the Dean of Students. The Committee:**

- 1) reports to the President;**
- 2) coordinates a broad range of policies, practices, and programs that affect first-year students;**
- 3) recommends changes to first-year policies, practices, and programs as needed; and**
- 4) guides the assessment of first-year initiatives.**