



**UNIVERSITY CURRICULUM COMMITTEE**

DATE OF OPEN HEARING (if necessary) 5/27/99

APPROVED

NOT APPROVED

COMMENTS:

Hamilton Deacon  
SIGNATURE

6/30/99  
DATE  
*change record*

**SENATE**

Date announced at Senate 5-27-99

Voted upon at Senate:                      **Approved**                      **Not Approved**                      **Date:**

**EXECUTIVE VICE PRESIDENT/PROVOST**

APPROVED

NOT APPROVED If no, reasons are as follows:

STUDENT CREDIT HOURS \_\_\_\_\_ FACULTY LOAD HOURS \_\_\_\_\_ EQUALIZED CREDIT HOURS \_\_\_\_\_

OFFICIAL COPY & APPROVAL SHEET FILED (DATE): \_\_\_\_\_

DATE/SIGNATURE EXECUTIVE VICE PRESIDENT/PROVOST

*(Signature)* 7/21/99

**REGISTRAR**

DATE APPROVED COURSE DESCRIPTION RECEIVED \_\_\_\_\_

HEGIS TAXONOMY & COURSE NUMBER ASSIGNED \_\_\_\_\_

DATE/SIGNATURE OF REGISTRAR

*Robert A. Bebat* 7/26/99

**NOTIFICATION FORWARD:**

\_\_\_\_\_ SENATE CURRICULUM COMMITTEE CHAIRPERSON

\_\_\_\_\_ DEPARTMENT CHAIRPERSONS

\_\_\_\_\_ ACADEMIC DEAN(S)

\_\_\_\_\_ REGISTRAR

\_\_\_\_\_ SPONSOR(S)

# Minor Curricular Change

Computer Competency – Minor changes in topics and administration

Submitted 3/9/99

Revised 6/14/99 (after open hearing)

Sponsors: Don Stone, Jerry Spencer, Margaret McFadden.

Consultant: Pearl Bartelt.

## 1. Details

1. Eliminate library data base searching from the list of topics included in computer competency and tested by the computer competency exam.
2. a. Limit the number of times a student can take the computer competency exam to two.
  - b. If a student passes the computer competency exam, this will be recorded on his/her transcript as a 0-credit course, Computer Competency Exam, 0701050, with a grade of P. If a student does not pass the exam, there will be no record of this on his/her transcript.
3. The policy, as approved in Spring 1998, specified that "any student who has completed 30 or more credits at Rowan but has not satisfied the computer competency requirement and has not registered for Computer Literacy" will have a hold flag generated for him/her. Based on the recently approved Senate policy on Academic Suspension (981208-2), this process of hold flag generation will apply only to freshmen and transfer students entering with fewer than 30 hours, since transfer students who enter with 30 hours or more and who don't satisfy the computer competency requirement by the end of their second semester at the university will be placed on academic suspension. For consistency with this more recently approved policy, the wording of the earlier policy should be changed from "completed 30 or more credits" to "attempted 30 or more credits." (Similarly, freshmen and transfers entering with fewer than 30 hours will be placed on academic suspension if they have not satisfied the computer competency requirement by the time they have attempted 45 hours at the university. Note that the hold flag functions as a strong warning for these students at the 30-hour milestone.)

The following procedures relating to hold flag generation will be implemented:

- a. A student may appeal the hold flag by filling out an on-line form explaining the reason why the student wants to delay dealing with the computer competency requirement but continue taking classes. (A paper version of the form will also be available, e.g., for those students who want to submit documentation about extenuating circumstances, but the on-line form will probably be more convenient for most students and more convenient to process.) The student will submit this form to the Computer Literacy Coordinator in the Computer Science Department, who will review the reason and if appropriate temporarily release the hold flag.
  - b. If the student's appeal is not accepted by the Computer Literacy Coordinator, the student may appeal to the Computer Science Department Chair, and, if not satisfied with the results at this level, may appeal to the Dean of Liberal Arts and Sciences.
4. On rare occasions a student may claim that he/she has taken at another institution a set of two or more courses which together cover all the material covered in Computer Literacy. He/she

should contact the Computer Literacy Coordinator for evaluation of this claim. If the Coordinator concurs with the student, the Coordinator will notify the Registrar that the student should have his/her competency recorded by entering 0701050 with a grade of P on the student's transcript.

**2. Rationale:**

1. Library data base searching is covered in College Composition I and II, generally with presentations by library personnel.
2. a. Having a limit on the number of times a student can take the exam will prevent students from trying the exam many times when they should really be taking the Computer Literacy course.  
b. Recording an unsuccessful attempt on the student's permanent record may discourage relatively competent but cautious students from taking the exam.
3. This is the procedure for dealing with enforcement.
4. A procedure for handling special cases should be available but used only when appropriate.