

UNIVERSITY OF WALLS COMMITTEE

Operating Code

Function: To participate in all aspects of UWW by determining academic policies and procedures, admitting and dismissing students, approving degree plans and final project proposals, and making recommendations for degrees; to advise on all matters of administrative policy and to assist in the further direction of the program.

Membership: The UWW committee members include four faculty elected to serve three-year terms; a member of the library faculty appointed to a three-year term; the Dean of Special Programs; and the Director and Academic Advisors of UWW.

Elections and Appointments: The Faculty Executive Committee conducts college-wide elections for faculty representatives and appoints the library representative. Terms are staggered. If a faculty member is unable to perform her/his duties on the committee, s/he notifies the committee chair and/or the UWW director, and arrangements are made with CFG to replace that person. The Director of UWW, the UWW Academic Advisors, and the Dean of Special Programs also serve as members of the committee.

Meetings: Meetings of the UWW committee occur weekly during the academic year as well as during the summer months, in order to enable students to complete their degree plans in a timely fashion. There are no meetings on faculty meeting days or during scheduled academic year breaks.

Academic Policies and Procedures: The UWW committee has the authority to determine academic policies and procedures. The UWW committee reviews and approves curriculum for UWW students in a variety of ways. These include:

1. Degree Plans and Final Project Proposals. The UWW committee has final authority to approve individualized student degree plans and final project proposals. The committee can stipulate changes in degree plans and final project proposals where appropriate. When students and their advisors petition for changes in degree plans or final project proposals, the committee has authority to approve or reject those changes.
2. Course Offerings. The UWW committee has authority to review and approve courses offered under the auspices of UWW for matriculated and select non-matriculated UWW students.
3. Articulation Agreements. The UWW committee has authority to review and approve articulation agreements established with other academic institutions to support UWW student degree plans.

Admissions: The UWW committee has designated the academic staff to perform admissions interviews. The UWW Director exercises final authority over admissions decisions on behalf of the committee.

Disciplinary Policy: The UWW committee has authority over student disciplinary actions--probation, expulsions, and integrity violations. The committee, on the recommendation of the UWW Director, can dismiss students who violate Skidmore College disciplinary codes or for administrative reasons including non-payment of fees.

Administrative Policy: The UWW committee advises on all matters of administrative policy. The committee oversees administrative structures and processes in consultation with the UWW director.

Archives: The UWW office staff is responsible for keeping student records and records of committee actions. The UWW Director has designated the Assistant to the Director and Coordinator of Academic Records as the staff member responsible for maintaining the records.

Advice: The UWW committee members assist in the further direction of the program. Examples of committee direction include discussion of UWW policies and procedures, review of possible articulation agreements, discussion of curriculum design and implementation, and support for appropriate UWW educational initiatives. Copies of the UWW Student Policy Handbook and Resource Guide 2005-6 are available in the UWW offices.