
During these meetings, several cases were brought to our attention. They were all carefully examined, discussed and approved.

In accordance with the primary function of the committee, we dealt with the following requests:

1. Two second requests for leaves of absence
2. Five second requests for extension of time
3. Twenty-four requests for transfer of credit for courses taken outside the university
4. Twenty-four requests to approve credit for below 100 level courses toward partial fulfillment of the teaching licensure degree requirements in the Department of Education

With respect to item # 4, our revised policy on stricter guidelines for approving courses taken below the 100 level has continued to keep the total number of requests down and has proven effective.

Also effective was our effort to monitor requests for extension of time due to extenuating circumstances (item # 2). One of our initiatives was to demand periodic progress reports from students, so as to help them keep focused on completion of their degree within the committee’s approved time frame.

Respecting item # 3, the decision was taken to amend the current Request for Transfer of Credit form to include a check box under the advisor’s signature to state “I have read the course syllabus.”

I would like to end by acknowledging the outstanding work performed by Donna DePrizio, without whom we would have lacked the relevant material for our discussions.

**Committee Members for 2005-2006**
Robin Kanarek, Dean
Gerard Gasarian, Romance languages, Chair
Sonia Hofkosh, English
David Hungfai Lee, Chemistry
Michael Reed, Biology
Martha Pott, Child Development
Kathleen Weiler, Child Development

The current Chair, Gerard Gasarian, has agreed to serve a second term as Committee Chair for academic year 2006-2007