

SENATE COMMITTEE ON ADMISSIONS AND STANDARDS

April 18, 2016

Attendance: Michelle Brattain, Maureen Burkart, Scott Burke, Allison Calhoun-Brown, Ja Young Choi, Sara Cushing, Debra Denzer, Chantee Earl, James Engstrom, Gerald Gay, Paula Gordon, Brad Horton, Ivaylo Ivanov, Colleen Joyce, Paul Katz, Jacqueline Laures-Gore, Elizabeth Lopez, Deborah Manson, Alice Pierce, Shari Schwartz, Brian Thoms, Shelly-Ann Williams, Marc Zayac

Minutes of the Meeting

The minutes of the January 13, 2016 meeting were approved as distributed.

Election of the chair for 2016-2017

Sara Cushing was unanimously reelected chair of the Senate Committee on Admissions and Standards for 2016-17.

Motion to Revise Procedures for Emergency Withdrawals.

The motion to revise the procedures for Emergency Withdrawals was approved.

Effective upon approval

Additions ~~Deletions~~

Students may request an Emergency Withdrawal when a non-academic emergency situation occurs which prevents them from completing their course work (e.g., severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. (See Section 1332.10)

Emergency Withdrawals are subject to the following restrictions:

- Students must initiate an application for an Emergency Withdrawal no later than two academic years after the semester in which the courses were taken.
- Students may request Emergency Withdrawals in a maximum of two semesters of their enrollment at GSU.
- Students may not request an Emergency Withdrawal after degree conferral.

Emergency withdrawals normally apply to all the courses a student took in a semester. In exceptional cases, emergency withdrawals may be granted for some of a student's courses. Students requesting an emergency withdrawal in some but not all of their courses must provide documentation to justify a partial withdrawal.

Emergency Withdrawal Process:

All Emergency Withdrawal requests are submitted to the Office of the Dean of Students.

Decisions regarding Emergency Withdrawals requested within the same semester of enrollment or prior to the beginning of the next academic term will be made by the Office of the Dean of Students.

Every year, the Dean of Students will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any emergency withdrawal request when there is a legitimate educational interest.

Emergency Withdrawal Committee

Decisions regarding Emergency Withdrawals requested within two academic years after the semester in which the courses were taken will be made by an Emergency Withdrawal Committee consisting of ~~two~~ **three** faculty selected by the Senate Committee on Admissions and Standards, **at least one of whom must be from Perimeter College**, as well as ~~two~~ **three** staff members, at least one of whom must be **from Perimeter College and one** an Academic Advisor, chosen by the **Vice Provost and Vice President for Enrollment Management and Student Success**. ~~Associate Provost for Academic Programs~~ The **Vice Provost and Vice President for Enrollment Management and Student Success** ~~Associate Provost for Academic Programs~~ will designate ~~one~~ **two** of these ~~two~~ **three** staff as a voting members. The other will not have a vote. The committee will elect its chair from among the ~~two~~ **three** faculty members. A Dean of Students designee will serve ex officio but will not have a vote. The Emergency Withdrawal Committee is not authorized to grant exceptions to the restrictions above.

Emergency Withdrawal Appeals and Petitions Committee:

If the student or faculty member involved in a case wishes to appeal the decision of the Dean of Students or the Emergency Withdrawal Committee, the appeal must be submitted to the Emergency Withdrawal Appeals and Petitions Committee within 90 business days of the notification of the original decision. In these instances, the instructor of the course(s) in question will be contacted by the Office of the Dean of Students in advance of the Committee's meeting and offered the opportunity to write a letter to the Committee stating anything the instructor feels is relevant to the case. This Committee will also review waiver/variance petitions submitted by students requesting an exception to any of the restrictions listed above.

The Emergency Withdrawal Appeals and Petitions Committee will be composed of ~~two~~ **three** faculty selected by the Senate Committee on Admissions and Standards, **at least one of whom must be from Perimeter College**, and ~~two~~ **three** staff members from the division of Enrollment Services chosen by the **Vice Provost and Vice President for Enrollment Management and Student Success**, **one of whom must be from Perimeter College**. ~~Associate Provost for Academic Programs~~. The **Vice Provost and Vice President for Enrollment Management and**

Student Success Associate Provost for Academic Programs will designate ~~two~~ **one** of these ~~two~~ **three** staff as a voting members. The other will not have a vote. The committee will elect its chair from among the ~~three~~ **two** faculty members. ~~A~~ **The** Dean of Students designee will serve ex officio but will not have a vote.

The University Attorney or designee will be an ex-officio member of the Committee but will not have a vote. No one may serve on both the Emergency Withdrawal Committee and the Emergency Withdrawal Appeals and Petitions Committee.

Emergency Withdrawal Grades

If a student is granted an Emergency Withdrawal, W grades will automatically be awarded. W grades awarded as a result of the Emergency Withdrawal process do not count against the student's Voluntary Withdrawal limits.

Appeals of the decisions of the Emergency Withdrawal Appeals and Petitions Committee and appeals of the automatic award of a W may be initiated by either faculty or the students involved in the case within 10 business days of notification of the Appeals Committee decision and will be considered by the Provost.

Appeals of the decision of Provost may be initiated by the faculty or student involved in the case within 10 business days of notification of the Provost's decision and will be considered by the President.

The motion applies to both graduate and undergraduate students. However, a college may decide to set up a staff and committee structure to handle the emergency withdrawal requests of graduate students in its graduate courses.

Rationale:

Following consolidation, the existing EW policy applies to all colleges within GSU. This motion expands the Emergency Withdrawal and Emergency Withdrawal Appeals and Petitions Committees to include one faculty member and one staff member from Perimeter College each.

Motion to Revise Policy on Voluntary Withdrawals.

The motion to revise the policy on limits for voluntary withdrawals was approved as amended.

Section 1332.10 (B) of the Undergraduate Catalog is modified as follows:

Additions

~~Deletions~~

Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate careers at Georgia State. **This limit of six is inclusive of any withdrawals taken in courses while enrolled at Perimeter College.**

2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.
3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the University Advisement Center or the student's Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the subsequent semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.
4. The following types of withdrawals do not count against the limit on withdrawals with a grade of W.
 - Emergency withdrawals (see Section 1332.40).
 - Grades of WF (withdrawal failing).
 - Grade of WM (withdrawal military).
 - Grade notation of – before the grade of W indicating nonattendance documented by the professor.
 - Withdrawals taken in semesters before Fall Semester ~~2006~~2016.
 - Withdrawals taken at other institutions.
 - Withdrawals for nonpayment.
 - Withdrawals from courses numbered below 1000.
- ~~5. If a course has a separate co-requisite lab or support course with a different course number, withdrawing from both courses simultaneously shall count as a single W with respect to the limit on voluntary Ws.~~
5. If a course has a **mandatory** co-requisite lab or support course, withdrawing from both courses shall count as a single W with respect to the limit on voluntary Ws. **This provision only applies to courses that must be taken concurrently.**
6. This policy applies to all degree-seeking undergraduate students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Section 1332.10 of the Associate's level catalog is revised as follows:

B. Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of three times in their undergraduate associate level careers at Georgia State.
2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.
3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the University Advisement Center or the student's Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the subsequent semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.
4. The following types of withdrawals do not count against the limit on withdrawals with a grade of W.
 - Emergency withdrawals (see Section 1332.40).
 - Grades of WF (withdrawal failing).
 - Grade of WM (withdrawal military).
 - Grade notation of – before the grade of W indicating non-attendance documented by the professor.
 - Withdrawals for nonpayment.
 - Withdrawals from courses numbered below 1000.
 - Withdrawals taken in semesters before Fall Semester 2006.
 - Withdrawals taken at other institutions.
5. ~~If a course has a separate co-requisite lab or support course with a different course number, withdrawing from both courses simultaneously shall count as a single W with respect to the limit on voluntary Ws.~~

5. If a course has a **mandatory** co-requisite lab or support course, withdrawing from both courses shall count as a single W with respect to the limit on voluntary Ws. This **provision only applies to courses that must be taken concurrently.**
6. This policy applies to all degree-seeking undergraduate associate level students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Rationale: This change extends the policy regarding co-requisite courses below 1000 level to any course that has a co-requisite lab or support course. It also makes the policy consistent across campuses. For example, at the Atlanta campus GSU offers Chemistry 1211K for four credit hours, which includes both lecture and lab. Perimeter college offers Chemistry 1211 for 3 credit hours and 1211L for 1. This change would allow the two courses at Perimeter to count for a single withdrawal.

The motion also includes language that is already in the Associate's catalog about the maximum number of withdrawals at Perimeter College and clarifies that withdrawals taken at PC will count against the maximum of six at the undergraduate level.

Review of Admission & Standards subcommittees

The committee reviewed the charge and responsibilities of Admissions and Standards as defined by the University Senate Bylaws, Article VII. Most of the work of the committee is done in ad hoc subcommittees. The subcommittees are open to all members of Admissions and Standards. The list of committees, including those set up by Senate policy with restrictions on membership, was distributed and discussed.

Recorder:

Wanda F. Taylor

Admissions and Standards Subcommittees 2016-2017

Much of the work of the committee is done in ad hoc subcommittees devoted to an issue. These are all open to all members of Admissions and Standards. Other committees are set up by Senate policy with restrictions on membership as noted below.

* indicates that the member must be faculty

- indicates that the member can be faculty, staff or student

Standing Committees Created by Senate Policies (assuming changes voted on 4-18-16)

Emergency Withdrawal Committee, 3 faculty members, 1 from Perimeter College

* Elizabeth Lopez

* _____

* Alice Pierce (PC)

Three staff members (one advisor; one from PC) chosen by the VP for Enrollment Services

Emergency Withdrawal Appeals Committee, 3 faculty members, 1 from PC

* Siva Nathan

* Sara Cushing

* Deborah Manson (PC)

Three staff members (1 from PC) chosen by the VP for Enrollment Services

Ex-officio members by title: Dean of Students appointee, Legal Affairs Appointee

Special Talents

5 faculty members

* Sara Cushing

* Chester Phillips

* Wendy Venet

* Chantee Earl

* Gerry Gay

A member selected by Athletics – Bradley Horton

One of the five faculty must be from the School of Music

From the School of Music (non-voting member):

Ex-officio members by title: Scott Burke and Erik Paz

Staff support: Donald Weatherington

Carol Cohen

Enrollment Management Committee (EMC)

3 faculty members

* Gerry Gay

* Michelle Brattain

* Debra Denzer

Risa Palm (by title)

Tim Renick (by title)

Scott Burke (by title)