

## SENATE COMMITTEE ON ADMISSIONS AND STANDARDS

September 10, 2012 Meeting

**PRESENT:** Jacobus Boers, Jamie Boggs, Allison Calhoun-Brown, David Cheshire, Carol Cohen, Sarah Cook, Kim Darnell, Vedica Eastman, Laura Fredrick, Dena Freeman-Patton, Patrick Freer, Gerald Gay, Olga Jarrett, Colleen Joyce, Paul Katz, Christopher Kocela, Adriana Macchione, John Medlock, Siva Nathan, Joe Perry, George Rainbolt, Tim Renick, Shari Schwartz, Rebecca Stout, Gertrude Tinker-Sachs, Brian Thoms, Shelly-Ann Williams, Yi Zhao

### Minutes of the Meeting

The minutes of the April 26, 2012 meeting were approved as distributed.

### **Admissions and Standards Subcommittees 2012-2013**

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 such that member must be faculty or the member can be faculty, staff or student. George Rainbolt updated the membership as faculty and staff volunteered and approved. The ad hoc subcommittees include, the Hardship Withdrawal Committee, Hardship Withdrawal Appeals Committee, Special Talents (hears appeals of admissions applicants who do not meet regular admissions requirements but are recommended for admissions to GSU based on a special talent, i.e. musicians, athletes, debaters, etc.), Enrollment Management Committee (sets enrollment targets), and the Upper-Division Admissions Committee (UDAC, considers proposals to change the upper-level courses admissions requirements). The following ad hoc committees are all in the middle of their work and additional members are welcome: Goal 1/Signature Experience, Massive Open Online Courses (MOOC), and Pre-Nursing Retention Committee.

### **Repeat to Replace and Honors Courses**

An inquiry by the Honors College came up after the last Admissions and Standards meeting in May regarding the Repeat to Replace policy for a course designated as an Honors section. In response to the inquiry asking if the second attempt need also be an Honors section or could it be non-Honors or not, George Rainbolt, as Chair of the Committee that considered the policy, ruled that: 1) It is not possible to replace a grade in an honors course with a grade in a non-honors course; and 2) It is not possible to replace a grade in a non-honors course with a grade in an honors course. He presented his interpretation to Admissions & Standards and there were no objections to his ad hoc ruling.

### **Hardship Withdrawals**

The motion to revise the hardship withdrawal policy was approved as amended, effective Fall 2013

### **Motion:**

The following changes are made to the hardship withdrawal policy: *Additions*      ~~Deletions~~

Students may ~~request an~~ ~~be granted~~ ~~hardship~~ Emergency Withdrawals when a non-academic emergency situations occurs which prevents them from completing their course work (e.g., severe medical problems, traumatic events/circumstances that cause them to miss numerous classes) ~~during a semester~~ and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. (See Section 1332.10)

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 a ~~hardship~~ **an emergency** withdrawal in some but not all of their courses must provide documentation to justify a partial withdrawal.

~~Hardship~~ Emergency Withdrawals are subject to the following restrictions:

- ~~1. Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).~~
1. Students must initiate an application for an ~~hardship~~ Emergency Withdrawal no later than ~~one~~ two academic years after the semester in which the courses were taken.
2. Students may request Emergency Withdrawals in a maximum of two semesters of their enrollment at GSU.
- ~~3. Students may request a single Emergency Withdrawal for two consecutive semesters if documentation is provided to justify how a single emergency situation applied to both semesters included in the request.~~
3. Students may not request an Emergency Withdrawal after degree conferral.

#### **Hardship Emergency Withdrawal Process:**

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

Decisions regarding ~~hardship~~ Emergency Withdrawals requested within the **same semester** of enrollment ~~and or prior to the administration of final examinations or final projects~~ beginning of the next academic term will be made by the *Office of the Dean of Students* ~~or designee~~.

*The Dean of Students will copy the Chair of the Senate Committee on Admissions and Standards on all letters to students notifying them of results of their emergency withdrawal requests. 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 ~~hardship~~ Emergency Withdrawals requested **within one two academic years after the semester in which the courses were taken** will be made by an ~~Hardship~~ Emergency Withdrawal Committee consisting of ~~one~~ two faculty selected by the ~~Chair~~ of the Senate Committee on Admissions and Standards as well as two staff members, **at least one of whom must be an academic advisor** ~~from the division of Enrollment Services~~ chosen by the Associate Provost for Academic Programs ~~two academic advisors (one from the Student Advisement~~

~~Center and one from a college Office of Academic Assistance) and one staff member from Enrollment Services, selected by the Associate Provost for Academic Programs. The committee will elect its chair from among the two faculty members. A Dean of Students designee will serve ex officio as Chair but will not have a vote. A decision to grant an **hardship Emergency Withdrawal** must be supported by three of the four voting members of the **Hardship Emergency Withdrawal Committee**. The **Hardship Emergency Withdrawal Committee** is not authorized to grant exceptions to the ~~two~~ restrictions above.~~

**Hardship Emergency Withdrawal Appeals and Petitions Committee:**

~~If the student or the faculty members involved in a case wishes to **appeal the decision of the Dean of Students or the Hardship Emergency Withdrawal Committee**, or if the Dean of Students feels that an exception to the restrictions above is justified, the student's case shall be considered by the *appeal must be submitted to the Hardship 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 **Hardship Emergency Withdrawal Appeals and Petitions Committee** will be composed of two faculty selected by ~~the Chair of the Senate Committee on Admissions and Standards and two staff members from the division of Enrollment Services chosen by the Associate Provost for Academic Programs~~ ~~two individuals chosen by the Vice-President for Student Services.~~ *The committee will elect its chair from among the two faculty members. The Dean of Students designee will serve ex officio but will not have a vote. The Dean of Students shall serve as Chair but shall 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.* A decision to 1) override the decision of the Dean of Students or the **Hardship Emergency Withdrawal Committee**, or 2) to grant an exception to the ~~two~~ restrictions above, must be supported by three of the four voting members of the **Hardship Emergency Withdrawal Appeals Committee**.~~

**Appeals of the decisions of the **Hardship Emergency Withdrawal Appeals and Petitions Committee**** may be initiated by either the faculty or the students involved in the case *within 10 business days of notification of the Appeals Committee decision* and will be heard 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 heard by the President.*

**Emergency Withdrawal Grades**

~~If a student is granted an Emergency Withdrawal, W grades will automatically be awarded. If a student is granted a Hardship Withdrawal, the instructors of the courses from which the student is withdrawing must award a grade of W or WF, depending on whether the student was doing passing work as of the effective date of the hardship. W grades awarded as a result of the~~

~~Hardship~~ Emergency Withdrawal process do not count against the student's Voluntary Withdrawal limits.

*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.*

### **Goal 1/Signature Experiences**

Allison Calhoun-Brown presented the motion to create a Signature Experiences/Fellows Program and after some discussion the motion was approved by Admissions and Standards, effective Fall 2013.

#### **Motion:**

Building on the 2010-2015 Strategic Plan, Georgia State University will implement a signature experiences program.

1. A signature experience is an experience in which learning comes alive and students are encouraged to be active in their own education. Specifically, in a signature experience students will:
  - (1) Go outside the classroom to apply what they are learning
  - (2) Engage an experience over a sustained period of time (not merely a day or a week)
  - (3) Learn through experiences that are not typically encountered in the standard classroom and
  - (4) Produce a final product that is evaluated by a faculty member.
    - a. The central learning outcome of a signature experience is the ability to apply knowledge/skills outside of a standard classroom context.
2. Final products include (but are not limited to) research papers, conference presentations, presentation of works of art, case studies, and reflection papers.
3. Signature experiences are offered as part of courses that earn course credit. They may not be offered as zero credit courses. (Signature experiences must move students towards graduation.)
4. Signature experiences can be listed by a department as stand-alone signature experiences courses or they may be offered as in conjunction with a non-signature-experience course as a course with a "signature experience dimension." (In other words, it may be that all students in a course are completing a signature experience or it may be that a course has multiple cross-listed sections and only some of those sections are signature experience sections. This modeled after the distinction between stand-alone and add-on Honors courses.)
5. When a course is offered with a signature experience dimension, this should not be merely a project "tacked on" to the regular work of a course. Instead, the students taking the signature experience dimension version of the course should have some of the work of the regular course replaced by work that meets the criteria of a signature experience. (For example, if a regular course requires 3 papers, the signature experience dimension version of the course might require 2 of those 3 papers and then require that students do group work in the community.)
6. Every major must offer its students at least one signature experience.
7. Other units (e.g., Centers, Student Life units) may collaborate with academic units to offer

signature experiences.

8. There will be six categories of signature experiences.
  - a. Students have an Arts Signature Experience when they participate in the production or presentation of creative works.
  - b. Students have a City Signature Experience when they participate in activities that are related to the unique challenges of urban environments.
  - c. Students have a Global Signature Experience when they participate in activities that offer them the opportunity to learn and engage as global citizens.
  - d. Students have a Professional Signature Experience when they participate in work-related experiences.
  - e. Students have a Research Signature Experience when they work on a research project.
  - f. Students have a Service Signature Experience when they integrate service and learning activities to address a community need.
9. Units may place appropriate prerequisites on admission to their signature experience programs. They may also limit the number of students who may enter a signature experience program and set up appropriate admissions processes to determine who is allowed admission to a signature experience program.
10. The Provost will appoint a Signature Experience Leadership Team. The Team will oversee the implementation of the signature experience program. The Team may modify the description of the categories of signature experiences. The team will be at least one-half faculty and include at least two faculty appointed in consultation with the Senate Committee on Admissions and Standards.

**Update on motions/issues that may be coming soon:**

GPA motions from Nursing, Journalism, Film and Exercise Science.  
Changes to CTW

**Update on Advisement Plan and Professional Academic Advisors**

Dr. Timothy Renick provided an update on the Advising initiatives. The Advising Committee will begin having campus interviews tomorrow for the first set of hires. The GPS Advising System, the new technology system for advisement implemented by the Education Advisory Board went live about 10 days ago for over 30,000 active undergraduates all of who are being tracked according to 4-500 markers placed based on historical RPG data from Georgia State. By the end of the Fall of the advisors and colleges will be fully integrated in the product.

The Advising Center will be located two floors of the Suntrust Building by the end of October. The Advising initiatives was a strategic initiative barred from being included in the 2.1% budget cuts, which has allowed Georgia State to move forward with hiring 42 new advisors.

**Update on Campus Completion Plan and New Funding Model**

Presentation and discussion was tabled and will be placed on the agenda at the next meeting.

**Recorder:** Wanda F. Taylor