

Motion to Revise the Policy on University-Level Petitions

Passed by Admissions and Standards, February 19, 2009

Additions ~~Deletions~~

All the substantive changes are in paragraph B.5. There are some title corrections elsewhere.

Effective Immediately

Motion:

B. University-Level Policy Waiver or Variance Petitions

1. Students may request a waiver or variance of a policy established by the University or the Board of Regents (BOR).
2. All requests for waivers or variances from university and BOR-level policies will be made based only on the written record.
3. All petitions must include the following: (a) The section number from the Catalog (or other official University document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student's academic evaluation record; (e) a current copy of the student's Georgia State University transcript (unless the petitioner is not yet a Georgia State student); and (f) transcripts from all other colleges the student has attended (if the petitioner has attended other colleges).
4. Admissions Appeals (Appeals of Rules Currently in Section 1100 of the Catalog)
 - a. Appeals of denial of admission and for waivers of the admissions rules will be made in the first instance by the Director of Admissions.
 - b. If the petition is denied, the student may appeal to the Admissions Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of Admissions.
 - c. The Director of Admissions will copy the Chair of the Admissions Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the Director of Admissions 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. This report will cover all admissions petitions, including those considered by the Special Talents Committee. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
 - d. This ~~motion~~ policy does not change the Special Talents policy or the policy on admissions discipline review.

5. Financial Aid Appeals (~~Appeals of Rules Currently in Section 1200 of the Catalog~~)

a. Appeals of *tuition and fee rules (currently in sections 1210.10, 1210.20 and 1210.30 of the Catalog), Georgia resident status rules (currently in section 1220), and financial aid rules (currently in section 1230)* will be made by the Assistant Vice President for Enrollment Services. ~~financial aid rules will be made in the first instance by the Director of Financial Aid.~~

b. If the petition is denied, the student may appeal to the Financial Aid Appeals Committee, a committee appointed by the Associate Provost for Academic Programs. The student must appeal in writing and within 10 business days of being notified of the decision of the *Assistant Vice President for Enrollment Services*.

c. *Appeals of the financial rules of colleges and departments (e.g., lab fees, graduate assistantship rules, etc.) are considered by the college or department. See section IV.A. below.*

6. Add, Drop and Withdraw Appeals (Appeals of Rules Currently in Section 1332 of the Catalog)

a. Appeals of the add, drop and withdrawal rules will be made in the first instance by the University Registrar.

b. If the petition is denied, the student may appeal to the Registration Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.

c. The Registrar will copy the Chair of the Registration Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the University Registrar 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 petition when there is a legitimate educational interest.

d. This ~~motion~~ policy does not change the Hardship Withdrawal policy.

7. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals (Appeals of Rules Currently in Sections 1330.30, 1360, 1410, and 1420 of the Catalog)

a. Appeals of rules regarding course load, scholastic discipline, course substitution in the core, and Regents Test will be made in the first instance by the ~~Director~~ *head* of the Student Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.

b. If the petition is denied by the ~~Director~~ *head* of the Student Advisement Center, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the Student Advisement Center.

c. The ~~Director~~ *head* of the Student Advisement Center will copy the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the ~~Director~~ *head* of the Student Advisement Center 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 petition when there is a legitimate educational interest.

8. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in Other Parts of Sections 1300 and 1400 of the Catalog)

- a. Appeals of other university-level academic rules and graduation requirements will be made in the first instance by the Academic Director of Student Retention.
- b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Academic Director of Student Retention.
- c. The Academic Director of Student Retention will copy the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the Academic Director of Student Retention 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 petition when there is a legitimate educational interest.

9. Subsequent Appeals

- a. The student may appeal the decisions of the Admissions Appeals Committee, Financial Aid Appeals Committee, the Registration Appeals Committee, and the Academic Regulations Appeals Committee to the Associate Provost for Academic Programs in writing within 10 business days of being notified of the decision. The Associate Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
- b. The student may appeal the Associate Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
- c. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
- d. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision.

10. Should a reorganization of offices lead to a case where the position of University Registrar or one of the *heads/directors* noted above no longer exists, the Associate Provost for Academic Programs and the Chair of the Senate Committee on Admissions and Standards will jointly designate an individual to handle petitions until the Senate can revise this policy to reflect the new organization.

Rationale:

The recently passed motion on petitions failed to adequately consider the complexity of appeals regarding financial rules. It would have led to matters being heard at the university level that should be heard at the college level (e.g., matters regarding scholarships awarded by colleges). It would have led the Director of Financial Aid to consider matters outside that office's area of expertise. This motion solves both these problems. In addition, the title of the leadership of the Student Advisement Center has been modified to reflect changes in that office.