SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
Minutes
April 23, 2001


Absent: Greg Brack, Harry Dangel, Gwyn Francis, Ronald Henry, Gerald Gay, Edward Miles, Fran Mullis, Elaine Murphy, Ted Poister, Robert Probst, Gayle Nelson.

As this was the first 2001-02 meeting on Admissions and Standards, all members introduced themselves.

Approval of minutes of March 13, 2001
The minutes of the March 13, 2001 meeting were approved as distributed.

Election of Chair for 01-02
George Rainbolt was unanimously re-elected chair of the 2001-02 University Senate Committee on Admissions and Standards.

The Committee agreed to continue having a minimum of four two-hour meetings for the year.

George Rainbolt will send out a subcommittee list via e-mail soliciting volunteers.

Math Placement Testing
The Committee approved the motion as amended on math placement testing.

Beginning Fall 2001, all entering freshmen (by admission category) will be required to take a math placement test, and may take a math course no higher than the course indicated by the results of the test.

Final Exam Policy
The Committee approved the motion as amended to revise the policy on final exams.

A student shall not be required to take more than two examinations within one 24 hour period during the published final examination period. More than two examinations within 24 hours are referred to as clustered examinations. A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6 p.m. on one day, and 2:30 p.m. and 6 p.m. on the following day). Students who have three or more clustered examinations may request of one professor that the examination be rescheduled according to the following procedure:

C If a final examination was rescheduled and thereby created a "cluster," the instructor of the rescheduled examination will provide a special administration for the adversely affected student.

C If one or more of the clustered examinations is a "common examination" with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or more of the examinations are "common examinations@", the student may choose which "common examination(s)" is to be rescheduled.

C If one of the clustered examinations is not a common examination or the result of rescheduling, the instructor of the middle examination(s) will provide a special administration for the adversely affected student.

Students must inform the instructor, in writing and by the mid-point of the session, that a clustered examination situation exists with respect to that instructor's course and that the student will need to take the final examination as a special administration. If a student fails to inform the instructor, in writing and before the mid-point of the session, the instructor is not required to provide a special administration of the final examination.

Professors should include this policy on their syllabi.

Once a student has taken an examination, he or she cannot request a reexamination on the basis of this policy.

Majors Policy
The motion on declaring majors was approved as amended by the Committee.
1. All students must declare a college at the later of the following two times:
   Before registering for their second semester at GSU or registering for the semester which follows the semester in which they earned 42 hours.

2. All students must declare a major at the later of the following two times:
   Before registering for their second semester at GSU or
   Before registering for the semester which follows the semester in which they earned 60 hours.

3. Colleges may require students to declare a major at the later of the following two times:
   Before registering for their second semester at GSU or
   Before registering for the semester which follows the semester in which they earned 42 hours.

4. To declare or change a major, students must consult with the official who advises majors in the department in which they wish to major. This does not override college or departmental requirements to become a major.

5. This motion shall become effective when the Banner module necessary to enforce it comes on line.

6. The Student Advisement Center is granted authority to grant exceptions to this policy.

7. This policy is to be enforced by placing a hold on students' registration.

Limit on Ws
The Committee approved the motion to require advisement when students receive many Ws.

1. Any student who earns 4 or more Ws and/or WFs in a single term shall have an advisement hold placed on his/her record. The hold will be removed after the student has seen an academic advisor.

2. Any student who earns 8 or more Ws and/or WFs (as set by EMC) in his/her academic career at GSU shall have an advisement hold placed on his/her record. The hold will be removed after the student has seen an academic advisor.

3. The EMC, upon the recommendation of the Director of the Student Advisement Center, is authorized to raise or lower the number of Ws and/or WFs in an academic career at GSU which triggers an advisement hold. The Director will inform Admissions and Standards of any change in this number.

4. This motion shall become effective when the Banner module necessary to enforce it comes on line.

Transfer Credit for Students Seeking a Second Baccalaureate Degree
The motion on transfer credit for students seeking a second baccalaureate degree was tabled and sent back to subcommittee to work out associate degree requirements.