SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
February 3, 2003

Present: Dave Bledsoe Greg Brack Becky Cain
          Harry Dangel Sue Fagan Bill Fritz
          Carol Hand Sohaib Javed Charles Jones
          Edward Miles Ellen Podgor George Rainbolt
          Rebecca Stout Averil Smith Diane Weber
          Marolyn Wells Tim Woltering Gretchen Young

Absent: Carolyn Alexander Tim Bartness Damon Camp
          Carol Cohen Nick Demos Ronald Henry
          Gerald Gay Carol Hansen Johannes I
          Hugh Hudson Jan Hudgins Gary Miller
          Mike Moore Fran Mullis Siva Nathan
          John Newman Lloyd Nigro Cherise Peters
          Scott Owen Tammy Patterson-Hill Rob Probst
          Tim Renick Hazel Scott

Minutes of January 9, 2003
The minutes of the January 9, 2003 meeting were approved as amended to reflect that Greg Brack was present and Cathy Brack was absent.

Motion on Administrative Adds and Drops
The Committee approved the motion on Administrative Adds and Drops.

Motion:
Administrative adds and drops occur when anyone other than the student adds or drops the student from a class. Administrative adds/drops are only authorized in the following cases.

1. Tuition and fee cancellation. Any student who has not paid their tuition and fees may be dropped from her courses by the Registrar.

2. Failure to take required courses. If GSU policy requires that a student take a certain course(s) either as prerequisite, co-requisite, or conditions of enrollment and the student does not take the required course(s), the Director of the college OAA office may drop the student from all her classes. (For example, some students are required to take Regents' Test Prep courses.)

3. Late award of transfer credit. In those cases in which a new transfer student does not get a transfer credit evaluation until after term has started and evaluation indicates that the student should get transfer credit for a course in which she is currently enrolled, the Registrar's Office, at the request of the Director of the Student Advisement Center (SAC) or a Director of the college OAA office may drop the student from the course(s) for which she will receive transfer credit.

4. Faculty schedule adjustment period. For one week following the end of late registration and at the request of the instructor, the Registrar's Office will add or drop students in that instructor's courses.

5. Roll verification drops. If, during roll verification, an instructor discovers that a student has never attended a class, the Registrar's Office shall, at the request of the instructor, drop the student from the class.

6. Misadvisement. Upon approval of the chair of the department offering the course and either the Director of the college OAA office or the Director of the SAC, a student may be dropped if there is documented
misadvisement.

7. Other cases. There may be other cases in which administrative adds and drops are warranted. These adds and
drops must be approved by two of the following four individuals: the instructor of the course, the department
director, the associate dean, or dean.

After the end of the semester, all administrative adds and drops require the signature of an associate dean or
dean.

In cases 4, 5, 6 and 7, Programs, Departments, Schools or Colleges may require signatures in addition to those
indicated above. Any unit which requires additional signatures must inform the Office of the Registrar (in writing).

This policy is effective immediately.

Rationale:
While we currently have a practice of doing administrative adds and drops, we have no policy to govern this
practice. The proposal clarifies and refines current practice.

Motion to Change Removal of Incomplete Policy

The motion to change the Removal of Incomplete Policy was once again tabled and sent back to the
Subcommittee for further deliberation including the effective date for rolling Is to Fs and the legality of the policy.

The Committee approved a new motion for notifying students of the change in policy:

For students whose Is were awarded Spring 02 or earlier, the Registrar will inform them that they have until
May 6, 2003 (when grades are due), to contact their professor to resolve the issue. At the end of the Spring
2003 semester, all remaining Is awarded in Spring 2002 or earlier will become Fs.

George Rainbolt will seek guidance from the Senate Executive Committee for the appropriate time to roll remaining
Is to F. If the Senate Executive Committee feels the motion should come before the full Senate for approval, a
friendly amendment will be made to change the date for rolling Is to Fs from May (end of Spring 2003) to August (end
of Summer 03).

The committee suggested that both the students with the old Is and the faculty who gave the old Is be notified of this
new policy and that the notice be carefully worded to make sure that students don't think that professors have to give
them more time to complete the incompletes. George will work with Cherise Peters to get the letter out to faculty and
students.

The Graduate Offices will have to discuss this issue with their Deans and decide if they want to change the
Graduate Policy or keep two different policies for Graduate and Undergraduate Courses. Banner will also have to be
checked to see if it could handle two separate policies.

PACE and GPA

PACE has been modified so that GPA and hours are present. During Fall term, GPA and hours were not included on
the PACE forms because they were not correct. Banner does not combine semester and quarter hours, but a script has
been developed that will combine quarter and semester hours and calculate GPAs correctly.

Transcript Issues

Averil Smith reported on the transcript processing issue in the Registrar's Office. The Office received an high
volume of transcript requests and was getting almost 2200 requests per week. This was also the first time the office
were processing transcript in Banner. Because of problems with academic history (standing, status, gpa, etc.) due to
Banner conversion, all transcripts require a 15-30 minute manual verification. SCT and all schools who have
converted urge that the manual verification continue for at least one full year. Averil reported the hope is to get the
turnaround time down to two weeks. George will ask Cherise to send a letter out to faculty to let them know of the
issues.

Report and discussion on African-American students at GSU

Carol Hand, Institutional Research, attended and presented the following findings on African American students for
Fall 2002.

Enrollment

Among new freshmen, the percentage of African-Americans has dropped from almost 30% in 1998 to 25.6%
in 2002. It is down from 29.0% the previous fall.

Looking at new freshman African-American males, the number is up (N=194) from previous years, but the
percentage is still low (7.8%).
Among all undergraduate students, the percentage of African-Americans is less than one third (31.4%).
African-American males make up only 8.9% of all undergraduate students.

Freshman Index
Looking at the FI distribution for all new freshmen, 18% fall in the 2400-2500 range.
Almost one fourth (23.6%) of African-American students fall in the 2400-2500 range.
Of the 588 new African-American freshmen, 404 were female and only 184 were male. One-fifth of the females (20.5%) were in the 2400-2500 range.
Almost one third (30.4%) of the African-American males were in the 2400-2500 range.

Retention
One-year retention rates for African-American students are higher than for all students.
After the first year, the retention rate for African-American males tends to be lower than the rate for all students.

Graduation
Six-year graduation rates are slightly lower for African-American students than for the total group.

Recorded by: Wanda F. Taylor