The minutes of the March 11, 2003 meeting were approved as distributed.

Motion to Revise Reentry Policies
The Committee approved the motion to revise the Reentry Policies repealing the current policy and making policy align with the current practice.

Motion:
An undergraduate reentry student is a student who has been enrolled at Georgia State University and who:
1. has not registered for courses at Georgia State University during the previous 12 months or
2. attended any term as a transient and wishes to attend an additional summer term as a transient.

Rationale:
The Senate previously passed a motion to extend the reentry deadline to 24 months. However, this policy has never become effective because the Banner module necessary to enforce it has not come on line. The problem is that Banner cannot support two reentry deadlines and the graduate schools use, and wish to continue using, a 12 month deadline.
Therefore the motion

**Current Policy:**
Effective when the Banner module necessary to implement this rule comes on line, an undergraduate reentry student is a student who has been enrolled at Georgia State University and who:
3. Has not registered for courses at Georgia State University during the previous 24 months or
4. Attended any term as a transient and wishes to attend an additional summer term as a transient.

**Motion to Add a University-Level Writing Requirement to the Graduation Requirements**
Further consideration of the motion to add a University-level writing requirement to the graduation requirements was tabled due to the request that the motion be withdrawn because of lack of funds to support a faculty curriculum change.

**Motion on the Composition of Admissions and Standards**
The motion to change the composition of the Committee on Admissions and Standards to realign membership to those members who actually attend the meetings was sent to a subcommittee for further review and recommendations.

**Motion to Change the Scholastic Discipline Rules**
After considerable debate on the motion to change the Scholastic Discipline Rules, discussion of its affect on the Athletic Department and consideration to send the motion back to Subcommittee, the motion was approved with a friendly amendment to change the GPA from 2.5 to 2.3 and agreement to review again in two years.

**Change 1, Reducing the Time Students May Spend on Scholastic Discipline**
*Effective Spring 2004*
Students are placed on **warning** when their cumulative GSU GPA is below 2.0 and they were not on supervision or probation the previous semester in attendance.

Students are placed on **supervision** when their cumulative GSU GPA is below 2.0, their most recent term GSU GPA is below 2.0, and they were on warning or supervision the previous semester in attendance. **However, students on warning who earn 6 or more semester hours with a GSU term GPA of 2.3 or better will remain on warning.**

Students are placed on **probation** when their cumulative GSU GPA is below 2.0, their most recent term GSU GPA is below 2.0, and they were on probation the previous semester in attendance. **However, students on probation who earn 6 or more semester hours with a GSU term GPA of 2.3 or better will remain on probation.**

Students are placed on **exclusion** when their cumulative GSU GPA is below 2.0, their most recent term GSU GPA is below 2.0, and they were on probation the previous semester in attendance. **However, students on probation who earn 6 or more semester hours with a GSU term GPA of 2.3 or better will remain on probation.**

At the end of the Fall 2003, all students who are on supervision will be placed on warning and all students who are on probation will be placed on supervision.

**Change 2, Reducing the Number of Hours Students on Warning May Take**
*Effective Fall 2003,* students on Warning may take no more than 13 hours per semester.

**Rationale:**
1. GSU has reached the maximum number of students we can serve. We must decide how to limit the size of the student body. The Enrollment Management Committee has raised admission standards but there is still a sizable group of students admitted under our former, lower, admission standards who have not been successful at GSU. The proposed change requires higher student performance to remain at GSU.

2. Data indicate that many students who get in academic difficulty respond by taking higher courses loads. This is a very ineffective strategy. Students on supervision and probation are already limited to 13 hours per semester. The change applies this limit to those on warning.
MCL Placement Proposal
Clarification was made that Senate policy requires that Admissions and Standards considers proposals for placement exams required of all students. Since the proposal from the Department of Modern and Classical Languages concerns a placement exam only for all incoming students registering for an elementary or intermediate course in French, German or Spanish, it was made an informational item.

Placement Exams in French, German and Spanish
1) For norming purposes, the department will require that all students in courses 1001, 1002 and 2001 in French, German and Spanish take the test as part of the course requirements this semester. Their scores will be correlated with their grades in the language courses. On the basis of these computations, we will arrive at cut-off scores for three categories:
   1. students who should register for 1001,
   2. students who should register for 1002, and
   3. students who should register for a higher course.
   Students in this last category will be asked to come to the department for further advisement.
2) Beginning with Fall semester 2003, this will be done in combination with the new Banner prerequisite for Fr/Gm/Sp 1002 which limits registration to those students who have had 1001 or the equivalent. The only way to satisfy the Aequivalent@ requirement will be to make a satisfactory score on the placement test. This test would also have to be taken prior to the registration of students participating in INCEPT sessions.
3) Information about the placement test will be mailed to incoming students through the Student Advisement Center.
4) Since the test is web-based, it can be taken anywhere at anytime. The possibility of cheating will be minimal, since it will also be counter-productive: Students who achieve in this way a score higher than they themselves would have made will be placed in a course higher than they can be successful in. Remember: the test does not give credit, only placement information.
5) Since we have a site license for the test, there is no additional cost to the student or the department for individual tests.

Motion to Change Removal of Incomplete
The motion to change the Removal of Incomplete as revised by APACE was approved as amended.

Motion:
Effective Spring 2003, the current removal of incomplete policy will be changed as indicated:

Removal of an Incomplete. The period of time given to a student to remove a grade of I is established by the instructor, subject only to the maximum time limit set by the university. The university requires that a grade of I be removed not later than the end of the second academic term after the grade of I was assigned (whether or not the student was enrolled during these two terms). The Office of the Registrar will assign a grade of F at the end of the second academic term unless the Office of the Registrar receives an approved change-of-grade form from the instructor. Using the change-of-grad form, instructors may change this F to any authorized academic grade (e.g., A, B, C, D, S, etc.) but may not change it back to an I. In exceptional cases, departments may authorize students to have an I grade for more than two semesters. Such authorizations must be approved by the department chair. The authorization to extend the I beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which a grade of! has been assigned. Auditing or retaking the same course will not remove a grade of I. Effective Fall 2003, no student may graduate with an incomplete. No student may graduate with an I awarded in the fall of 2003 or thereafter.

Current policy:
Removal of an Incomplete. A student receiving a grade of I (incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work prior to the end of the next semester of residence. The period of time given to a student to remove a grade of I! is established by the instructor, subject only to the maximum time limits set by the university. The university requires that a grade of I! be removed by the end of the next semester after the grade of I! is assigned if the student is enrolled that semester. If the student is not enrolled during the
next term, the grade of I must be removed not later than the end of the second academic term after the grade of I was assigned, regardless of whether the student is enrolled then or not. Colleges may set shorter time limits for graduate courses. Failure to remove a grade of I within the applicable time limit will result in a final grade of F or the grade earned as determined by the instructor. The Office of the Registrar will assign a grade of F when the time has expired unless the Office of the Registrar receives an approved Change-of-Grade form from the instructor. Students need not be enrolled to complete assignments for a course in which a grade of I has been assigned. Auditing or retaking the same course will not remove a grade of I.

Rationale:
These changes in policy seek to correct three problems.
1. The current policy is unnecessarily complex. The differing time limits depending on whether or not a student is enrolled in the subsequent semester are very hard to implement.
2. There are exceptional cases in which Is need to be granted for more than two semesters but current policy does not allow for such cases.
3. Students are graduating with Is on their records. When the Is become Fs, this sometimes drops a student's GPA below 2.0, the minimum required to graduate. While grandfathering in old Is (which, due to problems in the Registrar's Office, were not correctly changed to Fs), the policy prevents students from graduating if they have Is in Fall 2003 or thereafter.

Motion on Withdrawals and Drops from Off-Campus Courses and Canceled Courses
The motion on Withdrawals and Drops from Off-Campus Courses and Canceled Courses was approved as amended.

Motion:
5. In general, if a student voluntarily withdrawals from an off-campus course, then the normal withdrawal policy applies. (See below.) If the off-campus course's schedule does not match a GSU term, then the mid-point of the course will be the mid-point of the period from the first off campus meeting of the course to the last meeting of the course. However, if a course meets outside of the United States and if the student has not completed all the course requirements, then instructors may grant a W or a WF grade after the midpoint of the course.
6. If a course is canceled by GSU after the first week of classes, then the students may choose between two options:
   1. they may have the course dropped from their schedule (even if the course is canceled after the end of the add-drop period) or
   2. have a W recorded on their transcripts or
   3. in coordination with the course instructor and the department chair, each student may develop an academically appropriate plan to complete the course. These plans must be approved by the instructor and the department chair.

Rationale:
The normal withdrawal policy is that instructors may award a W or WF if the student withdraws before the mid-point of the term. If the student withdraws after the mid-point of the term, then the student receives a WF.

The motion applies the normal policy if a student decides to leave an off-campus course but gives the student the benefit of the doubt if GSU cancels a course. The last sentence of section 1 has the effect of giving instructors the ability to grant hardship withdrawals for study abroad courses. The rationale for this is that, if the course is a study abroad course, it may be difficult or impossible to contact the Dean of Students Office to use the normal hardship withdrawal procedures.

Recorded by:
Wanda F. Taylor