Minutes of meeting of October 22 2003
The minutes of the October 22, 2003 meeting were approved as distributed.

Motion to Require Writing Portion of ACT
The motion to require the writing portion of the ACT was unanimously approved.

Motion: Effective for Fall 2006 admission, all applicants for freshmen admission (i.e., freshman by admissions category) must present either the new SAT I, which includes the writing section, or an ACT test which includes the Writing Test.

Rationale:
Beginning the spring of 2005, the SAT will be revised and require that all students complete a writing section of the exam decided to make their writing test optional. Many research universities (including UGA and Tech) are requiring that stu ACT complete the writing test. We should follow this practice to discourage weaker applicants who wish to avoid the S. In addition, it appears that a sufficiently high score on the SAT/ACT writing exam may exempt students from the essay portion. Finally, we may want to use the SAT/ACT writing test as an English placement test.

Motion to Require Freshmen to Attend Orientation
The motion to modify the academic orientation requirement to require freshmen to attend orientation was approved. Enforcement of policies is not handled by Admissions and Standards. The Enrollment Management Group will work out the mechanism to make the policy work.

Motion: Effective Fall 2004, all new freshmen (by admission category) shall be required to attend a new student academic orientation (i.e., Incept or the international student orientation). The Director of the Student Advisement Center is authorized to waive this requirement as long as those freshman who do not attend orientation are required to take GSU 1010 or enroll in a Freshman Learning Community during their first semester in attendance.

Rationale:
Large numbers of first-time students get into academic trouble because they register for courses with no advice. Often, they take unreasonable loads, bad combinations of courses, courses that do not count for core credit or make other poor choices. For these reasons, many universities require all new students to attend an academic orientation. Ideally,
GSU would do the same. However, we need to move towards this goal in steps which recognize fiscal realities and the needs of our transfer students. The GSU 1010/FLC option would be reserved for those students who have a compelling reason not to attend Incept (e.g., they live out of state or have a family emergency). Note that this change does not repeal the academic orientation requirement for transfer students previously enacted. It adds a more restrictive requirement for new freshman. Over 90% of new freshman (by admission category) currently attend Incept so this policy will not require significant additional resources to enforce.

Here is the current academic orientation policy:
Academic orientation shall be required of all new undergraduate degree-seeking students entering Georgia State. Academic orientation may be accomplished in ways such as:
- attending an academic advisement session at Incept (preferred method)
- joining a Freshmen Learning Community
- meeting with an academic advisor
- attending a group advisement session scheduled by the Student Advisement Center, or by a college Office of Academic Assistance.

Motion to Revise the Academic Renewal Policy
The Committee approved the motion to revise the academic renewal policy as amended.

**Motion:**
Effective Spring 2004, the academic renewal policy is modified as indicated below. The text has been re-ordered to make it clearer. **Additions**  **Deletions**

1360.30 Academic Renewal

Under certain conditions, Georgia State University allows its former undergraduate students, except as noted in paragraph one of this section, to apply for academic renewal. This provision is intended to allow Georgia State degree-seeking students who have experienced academic difficulty to make a fresh start and to give them a final opportunity to earn a bachelor=s degree. It can apply to individuals on scholastic exclusion. These are the provisions of academic renewal:

**Eligibility for Academic Renewal**
1. A minimum of five calendar years must have passed since last enrollment at Georgia State University.
2. Former Department of Academic Foundations (formerly Division of Learning Support Programs and Developmental Studies) students may apply for academic renewal only if they completed all learning support programs requirements prior to the five-year absence.
3. A student can be granted academic renewal only one time.
4. A student who has been excluded from Georgia State and has attended another college or university during the absence from Georgia State is not eligible for academic renewal or transfer credit for the course work done during the absence.
5. A student who was not excluded from Georgia State but attended another college or university during an absence of five or more years may choose one of these options but not both:
   1. Return to Georgia State as a transfer student, having attended another accredited institution, subject to all relevant transfer and reentry policies. The student will not be eligible for academic renewal but institutional GPA is calculated, and transfer credit will be granted for applicable courses taken during the absence and previously earned GSU is retained.
   2. Apply for academic renewal. If academic renewal is approved, no transfer credit will be granted for course work completed during the absence.

**Effects of Academic Renewal**
6. A cumulative GPA that reflects all attempts at all courses taken at Georgia State University continues to be recorded on the student=s official transcript. A new renewal GPA is begun when the student has been approved for academic renewal and is also recorded on the student's official transcript. The renewal GPA that will be used for determining academic standing and eligibility for graduation.
7. Academic credit for previously completed course work including transfer course work will be retained only for
    courses in which an A, B, C, or S grade has been earned.
8. The grades in Georgia State academic credit that are not retained are not calculated in the renewal GPA. This
    credit, therefore, is placed in the same category as transfer credit, credit by examination, and courses with grades
    of S.
9. Courses for which academic credit is not retained (those with grades of D or lower) must be repeated at Georgia
    State if they are required in the student’s degree program. All remaining degree requirements must be completed
    at Georgia State, that is, no transient credit will be accepted.
10. Whether the retained academic credit is still applicable for degree credit will depend on the degree requirements
    currently in effect at the time the student returns to Georgia State and on specific program regulations.
11. All courses taken at Georgia State remain on the student’s official Georgia State transcript. At the time academic
    renewal is approved, this approval is noted on the student’s transcript. Any Georgia State course work for which
    credit can be retained is listed below the academic renewal notation.
12. Reentry into a program that has specific admission requirements is not automatic. Academic renewal students who
    wish admission to such a program must apply directly to the program.
13. Students must meet the academic residence requirement (see section xxxx) using only course credit earned after
    academic renewal.
14. To be eligible for honors at graduation, students must earn at least 60 hours of credit after academic renewal.
15. An excluded student who is allowed to return under the provisions of academic renewal has one final opportunity
    to complete the degree. Qualifying for exclusion again will end this opportunity.
    [Note: Provision 3 under eligibility states this requirement more clearly.]

Applying for Academic Renewal

1. To apply for academic renewal, the student must obtain approval both from the Office of the Registrar and
   from the Student Advisement Center.
   a. File an application for reentry to the university with the Office of the Registrar at 227 Sparks Hall, 404/651-3207.
   b. File an application for academic renewal with the Student Advisement Center. The deadlines for
      applying for academic renewal in order to enroll for a semester are:

To return in Deadline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 15</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>April 1</td>
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</tbody>
</table>

Additional instructions about the procedure for applying for academic renewal are provided on the application form.

16. If a student does not apply for academic renewal at the time of enrollment, it can be requested
    after reenrollment if the application is filed within the first two semesters of enrollment or within one calendar
    year, whichever comes first.
17. A student whose application for academic renewal is not approved will be notified by letter from the Student
    Advisement Center. Unless specific information to the contrary is given in the letter, the student may reapply for
    academic renewal after one year has passed.
18. Evaluation of a student’s application for academic renewal will be based on the student’s:
    a. Previous academic record;
    b. Previous student discipline record; and
    c. Current commitment to academic work.

Rationale:
Most of the changes merely clarify current policy. The only substantive change is in eligibility rule number 4 and the
effects of academic renewal rule number 2 regarding grades. This change is required to bring GSU policy in line with
Board of Regents policy.
Motion to Revise the Policy on Administrative Drops
The motion to revise the policy on administrative drops was approved.

Motion:
Effective Spring 2004, the administrative add/drop policy is revised as follows: Additions Deletions
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.
19. Tuition and fee cancellation. Any student who has not paid their tuition and fees may be dropped from her courses by the Registrar.
20. Failure to take required courses. If GSU policy requires that a student take a certain course(s) either as prerequisites, co-requisites or conditions of enrollment and the student does not take the required course(s), the Director of the SAC or a 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.)
21. 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 an Office of Academic Assistance (OAA) may drop the student from the course(s) for which she will receive transfer credit.
22. 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.
23. 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.
24. 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.
25. 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 chair, the associate dean, the 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:
The effect of the policy is to encourage students to drop themselves from classes rather than forcing faculty to go through the paper work to drop students who are not attending. Rather than dropping students, faculty would withdraw them (using GoSOLAR) according to the involuntary withdrawal policy. (See below.) Students who are withdrawn are responsible for a portion of their tuition and fees while students who are dropped are entitled to a refund of all tuition and fees. So the change would give students a financial incentive to drop themselves during late registration. In spring of 2003 there were over 18,000 drops. Students are not taking responsibility for dropping themselves and this is placing a burden on faculty and staff. The burden is particularly great on the Office of Financial Aid because dropped students who received aid are required by federal law to pay it back. However, GSU is required to seek this money from the student and reimburse the government if the student does not do so. Thus the current policy is allowing some students to get aid, be dropped from all their classes and then placing a financial burden on GSU by not returning their financial aid money. Both UGA and Tech have a policy of withdrawing (not dropping) students after the end of late registration. The policy change would bring GSU in line with UGA and Tech.

1332.30 Involuntary Withdrawal
Students are expected to observe all policies governing the class. Faculty must clearly state these policies in the course syllabus. When a faculty member determines that a student is in violation of one of the class policies (e.g., has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course.
Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W or WF by the instructor. Students involuntarily withdrawn after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes. The instructor will notify, in writing, a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

**Motion to Revise Rules on Application to Graduate**
The revised motion to change the rules on the application to graduate was approved.

**Motion:**
The rules on applying to graduate are modified as indicated below.  

<table>
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<tr>
<th>Additions</th>
<th>Deletions</th>
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All candidates for a degree must file a formal application for graduation with the Graduation Office. **Baccalaureate candidates** should apply in the semester in which they expect to attain their 90th semester hour or in the third semester preceding their expected graduation date, whichever comes first. Graduate degree candidates must apply at least two semesters in advance of the expected semester of graduation. **Baccalaureate candidates** must apply one year (365 days) before their expected graduation date.  

(Baccalaureate candidates must by the following deadlines before their expected term of graduation:)

<table>
<thead>
<tr>
<th>Term of Expected Graduation</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall Semesters</td>
<td>January 1</td>
</tr>
<tr>
<td>Spring Semesters</td>
<td>June 1</td>
</tr>
<tr>
<td>Summer Semesters</td>
<td>September 1</td>
</tr>
</tbody>
</table>

This allows the University to audit the student's records for problems while there is still time for the student to correct those problems.

The Graduation Office will inform the student=s college when the application is filed. The Office of Academic Assistance of the student=s college will conduct an audit and inform the student of any remaining requirements. The Graduation Office conducts an independent audit the expected semester of graduation to ensure that all degree requirements will be satisfied.

All grades for incomplete grades and grade changes for previous semesters should be received in the Office of the Registrar, Academic Records, in writing at least two weeks prior to the commencement date. **It is the student=s responsibility to see to it that incomplete grades are properly recorded in the appropriate offices by this deadline. No student may graduate with a grade of "Incomplete" on her record.**

Official transcripts of prior term course grades from institutions other than Georgia State University must be in the Office of Undergraduate Admissions by the last day of registration of the semester of graduation. Any other documentation pertaining to non-Georgia State University courses which is needed to determine if transfer credit can be granted (such as catalog descriptions or course outlines) must be received by the student=s Office of Academic Assistance by the last day of registration of the semester of graduation. **It is the student=s responsibility to see to it that incomplete grades are properly recorded in the appropriate offices by the deadline stated in this section.**

Students who wish to be transient students or who wish to participate in cross-registration for their remaining course work must plan to graduate at least one semester after the term in which the last course to be transferred to Georgia State University has been taken. Such students must obtain advance permission to complete their degree elsewhere from their college=s Office of Academic Assistance.

**Rationale:**
The currently policy is too complex and confusing. The proposal simplifies the deadline rules. In addition, it removes
the University requirement regarding the application deadline for graduate students. This has the effect of making the graduate application deadline a matter for the Colleges to set in consultation with the Registrar's Office. To further inform students about the application deadline, the Student Advisement Center will send an e-mail to all undergraduate students who have 75 or more hours. This e-mail will be sent around the midpoint of each semester.

Discussion of budget priorities
After much discussion, the Committee identified priorities in the event there is new money and a distinct set of priorities identifying areas that should be protected in the event of budget cuts or budget redirection. Both resolutions passed unanimously.

Resolution Regarding Priorities for the Use of New Money:
The Committee on Admissions and Standards recommends the following priorities, in rank order, to the Budget Priorities Subcommittee, in the event that there should be an increase in GSU's budget.

26. Support for action plans developed through Academic Program Review, Administrative Program Review and/or external accreditation reports.
27. Funds to hire more tenure track faculty.
28. Money to implement an enterprise imaging system. An enterprise imaging system is a system which allows paper documents (such as transcripts, writing samples, etc.) to be scanned and stored electronically in a central database available to all campus users. This would replace the current system of sending paper documents from office to office and would greatly improve the ability of many offices to serve students better within existing staff budgets.
29. Support, in the form of work release and/or money, for faculty and staff to study and assess the effectiveness of the University.

Resolution Regarding Priorities in the Event of Budget Cuts and/or Budget Redirection:
The Committee on Admissions and Standards recommends that both direct student instructional services and direct student support services, i.e., the face-to-face activities we do to help students succeed, should be protected from both state budget cuts and budget redirection.

Clarification of Charge of the Budget Priorities Subcommittee

From: Steven Kaminshine
To: Rainbolt, George; Tai, Phang
Date: 10/24/03 3:49PM
Subject: Clarification of Budget Priorities Subcommittee's Charge

To P.C. (for Planning and Development) and George (for Admissions and Standards):

At yesterday's Budget Committee meeting, the Budget Priorities Subcommittee sought and obtained the following clarification of its charge:

The subcommittee's charge is to identify budget priority principles to guide budget determinations both in the event of new money (whether generated externally or internally) and in the event of the need to cut or redirect money. Thus, committee chairs, in addition to identifying priorities in the event of new money, may submit to the subcommittee a statement of priorities that should govern in the event of reductions through cuts or redirection, and may wish to identify areas that should be protected in the event of cuts or redirection.

Just a reminder that the subcommittee contact person for P&D is Jeff Rupp, and the contact person for A&S is Hugh Hudson. Please provide these folks with your committee's response as soon as you can. Thanks much.

Steve K.
Minutes Recorded by:
Wanda F. Taylor