SENATE COMMITTEE ON ADMISSIONS AND STANDARDS

November 14, 2006

Present:  Ed Bullwinkle    Dave Bledsoe    Greg Brack    Joan Carson
         Carol Cohen        Doug Covey        Paul Farham    Mary Gebhardt
         Steven Harper      Jennifer Johnson  Colleen Joyce  Guy Leach
         Adam Lyons         Siva Nathan      Felisha Norrington  Tim Renick
         George Rainbolt    Marti Singer     Becca Stout    Sara Weigle
         Elizabeth West     Tim Wolterning

Minutes of the meeting of September 14, 2006
The minutes of the September 14, 2006 meeting were approved as distributed.

Motion on Hardship Withdrawals:
The committee approved the first three paragraphs of the motion on Hardship Withdrawals.

Motion:
Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their course work (e.g., severe medical problems, traumatic events/circumstances that cause them to miss numerous classes). Hardship withdrawals are subject to the following restrictions:

A. Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the final exam or submitting the final project).

B. Students must initiate an application for a hardship withdrawal no later than one academic year after the semester in which the courses were taken.

The following paragraph was sent back to Subcommittee for further discussion and recommendation on the language. Mary Gebhardt was added to the subcommittee:

Hardship status normally applies to all the courses a student took in a semester except in cases in which a student submits information sufficient to justify granting a partial hardship withdrawal. If a student is granted a hardship withdrawal, a grade of "W" will be awarded and does not count against the student's limit on withdrawals with a grade of 'W'. The instructors of the courses from which the student is withdrawing must award a grade of W or WF.

Hardship Withdrawal Process:
All hardship withdrawal requests are submitted to the Office of the Dean of Students.
Decisions regarding hardship withdrawals requested within the same semester of enrollment and prior to the administration of final examinations or final projects, shall be made by the Dean of Students or designee.

Decisions regarding hardship withdrawals requested within one academic year after the semester in which the courses were taken shall be made by a Hardship Withdrawal Committee consisting of one faculty selected by the Chair of the Senate Committee on Admissions and Standards as well as two academic advisors (one from the Student Advisement Center and one from a college Office of Academic Assistance) and one staff member from Enrollment Services, selected by the Associate Provost for Academic Programs. The Dean of Students designee shall serve as Chair but shall not have a vote. A decision to grant a hardship withdrawal must be supported by three of the four voting members of the Hardship Withdrawal Committee. The Hardship Withdrawal Committee is not authorized to grant exceptions to the two restrictions above.

Hardship Withdrawal Appeals/Petitions:
If the student or the faculty members involved in a case wish to appeal the decision of the Dean of Students or the Hardship Withdrawal Committee, or if the Dean of Students feels that an exception to the two restrictions above is
justified, the student’s case shall be considered by the Hardship Withdrawal Appeals Committee. In these instances, the instructor of the course(s) in question shall be contacted by the Office of the Dean of Students in advance of the Committee’s meeting and offered the opportunity to write a letter to the Committee stating anything the instructor feels is relevant to the case. Appeals of the decisions of the Hardship Withdrawal Appeals Committee may be initiated by either the faculty or the students involved in the case and shall be heard by the Provost. The Hardship Withdrawal Appeals Committee shall be composed of two faculty selected by the Chair of the Senate Committee on Admissions and Standards and two individuals chosen by the Vice President for Student Services. The Dean of Students shall serve as Chair but shall not have a vote. The University Attorney shall be an ex-officio member of the Committee but shall not have a vote. A decision to 1) override the decision of the Dean of Students or the Hardship Withdrawals Committee, or 2) to grant an exception to the two restrictions above, must be supported by three of the four voting members of the Hardship Withdrawal Appeals Committee.

This motion takes effect immediately upon passage.

Rationale:

a. Hardships considered before the midpoint: Remove the time limitation of granting hardship withdrawals only for non-academic emergencies occurring after the midpoint. This change will align the Hardship Withdrawal Policy with the new Withdrawal Policy which indicates that hardship withdrawals do not count against a student’s limit of six withdrawals with a grade of “W.” (This change would also align us with UGA’s hardship withdrawal policy.)

b. Grades: Automatically award a grade of “W” for all courses for which hardships are granted. This would administratively formalize the current practice whereby more than 97% of all faculty award a grade of W for courses in which students are granted hardship withdrawals.

c. Hardship Withdrawal decisions: Enhance the Hardship Withdrawal review process to place specific retention-focused interventions at appropriate points during the student’s experience.

d. The Office of the Dean of Students would continue to review all hardship withdrawal requests by students within the same semester. Rather than just reviewing the paperwork submitted, however, a staff member would now meet individually with each student requesting a hardship in close proximity to the time of their emergency and provide appropriate student assistance (e.g., counseling referrals, support and guidance) in addition to (or, if appropriate, in place of) processing their hardship withdrawal application.

e. A new Hardship Withdrawal Committee would be established to review all hardship withdrawal requests that are submitted within one year of the semester in which the hardship occurred. In order to effectively address the greatest need of students who submit hardship requests within this timeframe (e.g., academic advising and/or financial assistance advising), this committee would consist of two academic advisors, one enrollment services staff member and one faculty member. This would be particularly helpful in cases when students do not meet the hardship criteria, but need assistance and guidance in order to continue their enrollment.

f. The Hardship Withdrawal Appeals Committee would continue to review appeals of hardship decisions (by ODOS or Hardship Withdrawal Committee) and continue to review petitions to grant exceptions to the policy.

g. Faculty Input: The Office of the Dean of Students would now contact professors directly via email for feedback in accordance with the policy. This would respond to concerns raised in the past regarding students distributing and handling faculty input forms.

h. Basic wordsmithing throughout (e.g., inserting examples of the types of occurrences that constitute “non-academic emergencies” for clarification of hardship criteria).
Motion to Revise the Regents' Writing Skills Requirement
The motion to revise the Regents' Writing Skills Requirement was approved.

Motion:
Effective Fall 2006, The Regents' Reading and Writing Requirements are modified to include Engl 1102 grade in exemption criteria as in indicated in italics below.

1420 Regents' Reading and Writing Requirements
SAT, ACT, AP and IB waivers:
    RGTR 0198: Students who have a score of 510 or better on the SAT I Verbal test or a score of 23 or better on the ACT Test (given on a national examination day) have automatically passed RGTR 0198.
    RGTE 0199: Students who fulfill one of the waiver options/combinations listed below have automatically passed RGTE 0199:
        1. SAT-I Verbal score of 530 or better and A in Engl 1101 or Engl 1102
        2. SAT-I Verbal score of 590 or better and B in Engl 1101 or Engl 1102
        3. ACT English exemption score of 23 or better and A in Engl 1101 or Engl 1102
        4. ACT English exemption score of 26 or better and B in Engl 1101 or Engl 1102
        5. SAT II English Writing Test score of 650 or better
        6. AP English Language and Composition Test score of 3 or better
        7. AP English Literature and Composition Test score of 3 or better
        8. International Baccalaureate higher-level English test score of 4 or better

Students who have earned these scores should request to have scores sent electronically directly from the testing agency.

Rationale:
In August of 2006, the BOR announced that USG institutions may give credit for RGTE 0199 to students who have meet the requirements indicated above. GSU should offer this opportunity to its students.

Update re Ws and linked courses
Chemistry had a one credit hour linked course for supplemental instruction. If a student withdrew from the regular course and the linked course, the withdrawal would count as two withdrawals. To fix this issue, the link courses should be set up as a single CRN but set as breakout courses. This would result in the lost of one credit hour production.

Recorded by:

Wanda F. Taylor
Associate Provost Office