SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
November 19, 2008

PRESENT: Amber Amari, Jennie Barrett, Brenda Blackwell, Lanette Brown, Scott Burke, Tom Caiafa, Allison Calhoun-Brown, Patrick Freer, Gerry Gay, Xiaochun He, Olga Jarrett, Colleen Joyce, Felisha Norrington, Joe Perry, Cherise Peters, George Rainbolt, Peggy Sherman, Rebecca Stout, Shelly-Ann Williams

Minutes of the Meeting of October 2, 2008
The minutes of the October 2, 2008 meeting were approved as distributed.

Motion to Revise the Policy on University-Level Petitions
The motion to revise the policy on university-level petitions was approved. The overall key points of the revised policy include getting the petition decided as close to the student level as possible and using publicity instead of committees to insure consistency.

Effective Spring 2009

Motion:
The Policy and Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals is modified as follows:
--Section I., paragraph 4 is deleted
This paragraph stated that the entire policy did not cover admissions appeals. But the policy below does cover admissions appeals.
--Section IV.B. is replaced with the following:

B. University-Level Policy Waiver or Variance Petitions
1. Students may request a waiver or variance of a policy established by the University or the Board of Regents (BOR).
2. All requests for waivers or variances from university and BOR level policies will be made based only on the written record.
3. All petitions must include the following: (a) The section number from the Catalog (or other official University document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student’s academic evaluation record; (e) a current copy of the student’s Georgia State University transcript (unless the petitioner is not yet a Georgia State student); and (f) transcripts from all other colleges the student has attended (if the petitioner has attended other colleges).
4. Admissions Appeals (Appeals of Rules Currently in Section 1100 of the Catalog)
a. Appeals of denial of admission and for waivers of the admissions rules will be made in the first instance by the Director of Admissions.
b. If the petition is denied, the student may appeal to the Admissions Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of Admissions.
c. The Director of Admissions will copy the Chair of the Admissions Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the Director of Admissions will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. This report will cover all admissions petitions, including those considered by the Special Talents Committee. Any member of Admissions and Standards may review the documents of
any petition.
d. This motion does not change the Special Talents policy or the policy on admissions discipline review.

5. Financial Aid Appeals (Appeals of Rules Currently in Section 1200 of the Catalog)
a. Appeals of financial aid rules will be made in the first instance by the Director of Financial Aid.
b. If the petition is denied, the student may appeal to the Financial Aid Appeals Committee, a committee appointed by the Associate Provost for Academic Programs. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of Financial Aid.

c. The Registrar shall copy the Chair of the Financial Aid Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the University Registrar shall distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition.
d. This motion does not change the Hardship Withdrawal policy.

7. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals (Appeals of Rules Currently in Sections 1330.30, 1360, 1410, and 1420 of the Catalog)
a. Appeals of rules regarding course load, scholastic discipline, course substitution in the core, and Regents Test will be made in the first instance by the Director of the Student Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college.
b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the Student Advisement Center.
c. The Director of the Student Advisement Center will copy the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the Director of the Student Advisement Center will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition.

8. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in Other Parts of Sections 1300 and 1400 of the Catalog)
a. Appeals of other university-level academic rules and graduation requirements will be made in the first instance by the Academic Director of Student Retention.
b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Academic Director of Student Retention.
c. The Academic Director of Student Retention will copy the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of results of their petitions. Every semester, the Academic Director of Student Retention will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed,
the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition.

9. Subsequent Appeals
a. The student may appeal the decisions of the Admissions Appeal Committee, Financial Aid Appeals Committee, the Registration Appeals Committee, and the Academic Regulations Appeals Committee to the Associate Provost for Academic Programs in writing within 10 business days of being notified of the decision. The Associate Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
b. The student may appeal the Associate Provost’s decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
c. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
d. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision.

10. Should a reorganization of offices lead to case where the position of University Registrar or one of the Directors noted above no longer exists, the Associate Provost for Academic Programs and the Chair of the Senate Committee on Admissions and Standards will jointly designate an individual to handle petitions until the Senate can revise this policy to reflect the new organization.

Implementation Recommendation:
Students need more help with the petitions process. They are currently: (a) filing petitions when none are necessary, (b) filing petitions that are confusing and thus require more time to review, (c) failing to file the proper kind of petition, (d) failing to file appropriate documentation with their petitions. Admissions and Standards recommend that the University provide a first point of contact for students who wish to petition. The role of this person/office would be to help students determine if a petition is necessary, help students file the correct petition with the correct documentation in the correct office, and help students write clear and complete petitions.

Rationale:
Due to the increase number of students and SACS requirement that we publicize our petitions process, the number of petitions has exploded. The load is simply too much for faculty and staff to bear. In addition, the time that students have to wait to receive a decision has lengthened greatly. We need to streamline our process in light of the increased demand.

Motion to Revise the Admissions Discipline Policy
The motion to revise the Admissions Discipline Policy was approved as revised. Rebecca Stout provided additional information about discharge papers and separation documents provided by the Dean of Students from military services.

Associate Provost Tim Renick will ask that the Graduate colleges to adopt the same language on the common graduate application. Amber Amari indicated the Graduate programs have adopted the language.

Section 1115, General Admission Policy

DRAFT of New Text, October 2, 2008
Effective for Fall 2009 Applications

Changes requested by Legal Affairs

Additions

Deletions

If an applicant
a. is on academic probation, suspension, exclusion, or any other type of academic warning at any previously attended institution,
b. is ineligible to enroll at any previously attended institution, 
c. is currently charged with, or has been found guilty of, any violation of academic honesty, honor code, or conduct regulations of a previously attended institution, 
d. left a previous institution while there were pending charges of any violation of academic honesty, honor code, or conduct regulations, 
e. is currently charged with, or has been found guilty of, any violation (including first offenses) of a federal, state or municipal law, regulation or ordinance other than minor traffic violations; 
f. has ever entered a plea of guilty, no contest, nolo contendere, or an Alford plea, or has otherwise been held responsible for the commission of a crime,
g. has received any type of discharge from military service other than an honorable discharge,

then the applicant’s case will be reviewed to insure that the applicant meets the satisfactory academic performance, good character, and good conduct requirements noted above.

If, after a letter of acceptance has been issued, information comes to light that shows that an applicant did not meet all admission requirements or that an applicant’s application contained omissions or misrepresentations, the applicant’s offer of admission will be automatically revoked. If this information comes to light after the student has enrolled, the applicant’s enrollment at Georgia State will automatically be terminated and earned credit may be revoked.

Any changes in a student’s record prior to enrollment will necessitate a new review of the application.

Info item

George announced that Laura Fredrick was elected as chair of the Academic Regulations sub-committee and the subcommittee is working on repeat to replace and S-U grading.

Discussion of new petition precedent of W if documented non-attendance

George discussed that current practice of awarding students W for petitions if they provide documented evidence of non-attendance, such as support from the faculty member. Prior to the 6-limit W policy, there was no penalty to students in receiving a W. Now if a student appeals and receive a W, the W counts against their maximum six.

George Rainbolt provided an update on the USG Core Curriculum and the USG Core Evaluation Committee, which is charged with addressing the following issues and submitting a report by January 15 to the Board of Regents: Learning Outcomes Strengths and weaknesses of the Current USG Core Curriculum Optimal Size of the system-wide Core and The role of Area F
Transfer opportunities through Core revision

George urged Committee members to visit the website at http://core.gsu.edu and provide input to the Evaluation Committee about the current core and concerns with a revised core curriculum.

Discussion of the two and five year goals to give to the President was tabled for the next meeting.

Recorded by:
Wanda F. Taylor