SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
April 23, 2009

PRESENT: Tom Caiafa, Allison Calhoun-Brown, Scott Burke, David Cheshier, Carol Cohen, Douglas Covey, Bill Downs, Daniel Enyart, Patrick Freer, Gerry Gay, Michael Herb, Olga Jarrett, Chris Kocela, Felisha Norrington, Joe Perry, Cherise Peters, George Rainbolt, Tim Renick, Louis Scott, Traci Sims, Rebecca Stout, Brian Thomas, Gertrude Tinker-Sachs, Sara Weigle, Gordon Vernick

Minutes of the meeting of March 26, 2009
The minutes of the March 26, 2009 meeting were approved as amended to indicate Sara Weigle was not in attendance.

Election of the Committee Chair for 09-10.
George Rainbolt was unanimously reelected Chair for 2009-10.

Reports on new petitions process, petitions since Jan 1.
Cherise Peters, Associate Vice President and University Registrar, Scott Burke, Director of Undergraduate Admissions, Carol Cohen, Director of Student Advisement, and Allison Calhoun-Brown, Academic Director for Recruitment and Retention, reported on the new petitions process that was implemented on January 1, 2009. Cherise indicated the process was much easier as it allowed students the opportunity to have someone address their concerns and a quicker resolution.

Report of NR Grade Subcommittee
Allison Calhoun-Brown presented the report of the NR Grade Subcommittee. Admissions and Standards voted to refer the issue to Faculty Affairs to direct the proper inducement to get faculty to report grades more timely. The Committee also recommends that the Registrar stop sending notices to Department Chairs after non-reported grades are two-years old.

Report of NR Grades
Therese Poole and Allison Calhoun-Brown met with Cherise Peters to discuss them. It is their consensus that we should take no action to address these grades. This conclusion was based on several factors. First, the relative number of unreported grades is small. More than 90,000 grades are processed. Currently (usually) fewer than 500 or so are not reported each semester. Most students who get NRs work to resolve them. Second, old not reported grades are not hurting students. A gpa can be calculated. The student can graduate etc. If these not reported grades were change to I's (for instance) after a couple of semesters they would become Fs. The failing grade probably does not accurately reflect the student's work. Similarly, we were very reluctant to recommend that a student be given the plurality grade for the course or section because again it would not reflect what the student really earned. Third, there are only a few professors who perpetually do not turn in grades. Cherise felt that the best way to address the problem is with a policy that applied a penalty to individual offending faculty members and not put the onus on the student for the faculty's failure to assign a grade. The faculty member should give an I or an F or some kind of grade even if the reason for not turning in the grade is because the student failed to meet some responsibility--especially since grade changes can be submitted when and if circumstances change and the student meets the obligation.

Learning Support Program Policy
Admissions and Standards approved the Learning Support Program Policy and it will go forward to the University Senate.
Motion:
The wording of entire policy has been reworked for clarity. Changes in policy are noted as follows:

Additions    Deletions
The Learning Support Program (LSP) is for undergraduate students admitted on an exceptions basis who need remedial assistance in the areas of math, reading, and/or writing in order to be ready to take cores in the Core Curriculum.

Entering LSP
Students are placed into the Learning Support (LS) program if they meet any of the following conditions:
--an SAT-Verbal score below 430 or an ACT-Verbal score below 17.
--an SAT-Mathematics below 400 or an ACT-Mathematics below 17.
--failure to meet the College Preparatory Curriculum requirements in English or mathematics.
However, students who have exited an area of Learning Support at any institution in the University System of Georgia are not required to re-enter that area upon transfer to Georgia State.

While in LSP
It is very important that LSP students meet each term with an academic advisor for advice regarding course selection. For this reason, an advisement hold is placed on each LSP student’s record each term. The hold is lifted after the student has seen an advisor.

Here are the LSP courses and their placement criteria:
Academic Reading EdRd 0071 COMPASS reading < 74
Academic Writing Engl 0081 COMPASS writing < 60
Elementary Algebra Math 0098 COMPASS math < 19
Intermediate Algebra Math 0099 COMPASS math < 37

LSP courses do not count towards degree requirements or a student’s GPA at Georgia State University. They are, however, used to calculate a GPA for HOPE, Pell and other financial aid awards, and the courses and grades earned appear on a university transcript. LSP courses are graded using the same system as other Georgia State courses except that a grade of In Progress (IP) may be awarded if a student makes progress insufficient for completion of the course.

Students must register for required LSP courses before registering for other courses. Until LS requirements have been satisfied, students may not take credit courses which require the content or the skills of the LS courses.
--Students who have not completed their LS requirements in reading may not take courses in Area A1, Area C1 Area D, or Area E.
--Students who have not completed their LS requirements in writing may not take courses in Area A1 or Area C1.
--Students who have not completed their LS requirements in mathematics may not take courses in Area A2 or in math, physics or chemistry Area D.

Students who have accumulated 20 semester hours of college-level credit at Georgia State and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until all LS requirements are successfully completed.

Students with LS requirements who are enrolled in both LSP courses and other courses may not drop or withdraw from the required LSP courses unless they also drop or withdraw from all
other courses. Any student experiencing difficulty and/or considering dropping or withdrawing from an LSP course must first meet with an advisor. The advisor will inform the student of the program's drop and withdrawal policies, including the right to apply for hardship withdrawal if an emergency situation exists.

Students are allowed a maximum of three attempts per academic area (reading, writing, and mathematics) to pass all required courses and pass the exit exam. Any grade other than a W counts as an attempt. If a student does not complete an academic area within 12 semester hours or 3 semesters, whichever occurs first, the student will be suspended from the university for three years. This rule applies cumulatively across institutions in the University System of Georgia. For example, a student who took 4 hours and one semester of LSP courses in an area and then transferred to Georgia State would only have 8 hours and 2 semesters to complete the LSP requirements.

A student who has not exited one Learning Support area within the twelve-semester hour or three semester limit but has exited or exempted the other areas, may appeal for two additional courses. For each additional attempt, the student must:
--be individually evaluated and determined to have a reasonable chance of success.
--be in an exit level course.
--have reached the limit in only one Learning Support area.
Students whose appeals are granted may take only LSP courses.

Exiting LSP
Students exit an LSP area by
--earning a grade of “C” or better in passing the exit level Learning Support course in the area and
--earning a passing score on the COMPASS test for the area. The passing COMPASS scores are:
Reading, 74
Writing, 60
Math, 37 (on the COMPASS Algebra test)

Students who fail the exit test but have earned a grade of “C” or better in the relevant course, may retake the test one time.
Students who have passed an LSP course but not passed the COMPASS must re-enroll in the relevant LSP course. Students who have passed the COMPASS but not earned a grade of “C” in the relevant course must re-enroll in the relevant course.

Requests for waivers to any of the above regulations should be submitted to the Director of the Student Advisement Center.

Rationale:
The LSP policy has not been reviewed in 10 years. The subcommittee reviewed the policy and found that it was mostly sound. Some minor changes are suggested.

The use of IP grading in LSP courses is dropped to simplify matters. While the BOR allows the use of a special IP grade (different from the IP used in other courses because it is a permanent grade), this complication seems unnecessary.

The restrictions on enrollment in core courses is updated to better reflect the content of the core courses.

The requirement to exist a course is raised from a D (passing) to a C. This reflects widespread
practice across the University.

**Motion re Temporary Transcript Annotation in Cases of Academic Dishonesty**
The motion regarding temporary transcript annotation in cases of academic dishonesty was referred back to a joint subcommittee with Student Discipline for further discussion.

**Motion:**
The policy on academic honesty is modified as follows:

**Additions**

Definition of Disciplinary Penalty: Sanction sought for academic dishonesty will be considered a disciplinary penalty if the initiator wishes to seek sanction in addition to those considered as academic. Disciplinary penalties could include, but are not limited to, the following sanctions: suspension, expulsion, permanent transcript annotation and annotation of the transcript for three years *(nine semesters)*. Students may challenge a disciplinary penalty regardless of whether the student accepts findings of academic dishonesty. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline.

**Rationale and Implementation:**
This motion comes to Admissions and Standards as a recommendation from the Committee on Student Discipline.

Over the last several years, the Senate Committee on Student Discipline has frequently seen cases where a transcript annotation for a period of time seemed to be the most appropriate disciplinary penalty given circumstances of the student and the severity of the infraction. However, currently policy does not allow temporary annotations. The Senate Committee on Student Discipline feels that this change would allow them to better make the “punishment” fit the “crime.”

Currently, transcript annotation takes the form of an “@” next to the grade of “F” on the transcript. The transcript key indicates that an “@” means that the “F” was awarded as a result of academic dishonesty. Currently, once the “@” appears on a transcript, it can never be removed. If passed, this proposal would be implemented by set up Banner so that the Student Discipline Committee could decide to add an “@” that went away after three years. The Registrar indicates that this can be set up to happen automatically (much as Is automatically go to Fs after two semesters).

The implementation date is set to Fall 2010 because we are converting to Banner 8 in Spring 2010. It would not be a good use of resources to program Banner 7 for temporary annotations and then program Banner 8 for this. Banner 8 can implement this policy much more easily than Banner 7 so it makes sense to wait and implement in Fall 2010 with Banner 8.

This policy does not allow the use of conditional annotation, i.e., an annotation that goes away if the student does something.

**Repeat to Replace Courses Policy**
The motion on Repeat to Replace Courses policy was approved as amended.
Motion: 
Effective Fall 2010, but implementation of this policy may be delayed due to budgetary constraints.

Changes since March 26 meeting: Additions Deletions

Under the conditions outlined below, undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional grade point average. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course and the retaken course on the student’s official transcript. Grades for all attempts at the course will appear on the student’s official transcript regardless of whether or not the grade has been excluded from the student’s GPA. This policy has no effect on any GPA requirements set by state or federal law. A copy of the request and approval will become part of the student’s permanent record file.

An undergraduate student may request to have a grade excluded from GPA computation under the following conditions:

1. Before requesting to apply the repeat-to-replace policy, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at GSU and earned a higher grade in the course retaken.

2. Departmental approval is required for all Repeat-to-Replace requests. Departments shall provide a reason in writing for denying any such request. may designate courses that are not eligible for Repeat-to-Replace requests and must make this list accessible to students. Departments may not deny approval for Repeat-to-Replace requests for any courses that are not on this list.

3. Reminder – Per Senate Policy departments may designate in the Catalog which course are not eligible for Repeat to Replace

4. The completed request must be submitted to the Office of the Registrar before the deadline for applying for graduation. Requests submitted in the term of graduation will not be considered for degree conferral.

5. Once a request has been approved, the request cannot be revoked or reversed.

6. This policy does not apply if there is a disciplinary annotation on the original grade: the original grade was due to academic dishonesty.

7. The repeated course must be completed prior to the granting of the first GSU bachelor’s degree.

8. No more than a total of four course grades (from four different courses) may be replaced and excluded from the student’s GPA. A college may adopt a more stringent requirement.

9. The Repeat-to-Replace will not be applied to graduate-level courses.

10. This policy will take effect for courses that are repeated effective the Fall Semester 2010. Students who have repeated courses prior to this date will not be allowed to delete earlier attempts from their GPA calculation.

Recorded by:
Wanda F. Taylor