SENATE COMMITTEE ON ADMISSIONS AND STANDARDS
January 21, 2010

PRESENT: Scott Burke, David Cheshier, Carol Cohen, Mary Finn, Laura Fredrick, Dena Freeman-Patton, Patrick Freer, Michael Herb, Olga Jarrett, Kathryn McClymond, George Rainbolt, Tim Renick, Bob Sattelmeyer, Traci Sims, Brian Thoms, Sara Weigle, Shelly-Ann Williams

Minutes of the meeting of September 24, 2009
The minutes of the November 10, 2009 meeting were approved as distributed.

George Rainbolt provided an update on motions approved at the last Committee meeting. The Academic Calendar was approved by the Senate Executive Committee. Admissions and Standards approved two technical changes to the calendar by email one of which resulted from a change on the floor from the Senate Committee and affecting the minimester.

Admissions and Enrollment Update
Tim Renick provided an update on Spring 2010 enrollment numbers. There was a 9% increase over last spring and credit hours increased by 8%. The university’s budget was set based on 340,000 credit hours. New students are up 12% over last spring. The freshman load decrease was deliberate as a retention initiative. Data suggests that students who lose HOPE are retained at a low rate. The Student Advisement Center and Undergraduate Studies contacted students who did not perform well Fall and had lost or were in danger of losing HOPE and requested that students come in for advisement. Students have three points at which they can regain HOPE: 30-60-90 credit hours. The strategy is that by decreasing their Spring load and improving their GPAs, students will have a better opportunity to regain their HOPE.

Undergraduate Admissions has received approximately 7800 application to date for the Fall 2010 Freshman Class. Quality numbers are positive with a higher percentage of FIs at the higher band applying and fewer applications at the lower band. Admissions have a true early admit process. 1300 students with GPAs 3.56 have been admitted and 166 students have been aggressively offered scholarships.

Motion to Revise the Policy on Class Attendance
The motion from the Special Senate Exec Com Subcommittee to revise the policy on class attendance was approved as amended and will go to the Full Senate.

Motion:
Effective Summer 2010

Section 1334 of the Catalog is repealed and replaced with the following:

The resources of the University are provided for the intellectual growth and development of its students. The University expects each student to take full responsibility for his or her academic work and academic progress. Students are expected to attend classes in order to gain command of the concepts and materials of their courses of study. As such, the University does not mandate the number or percentage of absences that are acceptable but suggests a guideline of 15% for determining an excessive level of absence. The specific class attendance policies for each class are at the discretion of the instructor, in accordance with the policies of the department and college.
All matters related to student absences, including making up work missed, are to be arranged between the student and the instructor before the semester begins or on the first week of classes. All instructors will, at the beginning of each semester, make a clear statement in the course syllabus for each of their classes, describing their policies for handling absences. Students are obligated to adhere to the requirements of each course and of each instructor. Instructors are encouraged to provide avenues for students to make up examinations and other work missed due to an excused absence.

Excused absences are recognized in the following cases:

1. **University-Sponsored Events**
   Absences due to activities approved by the Office of the Provost, in which a student is an official representative of the University will be recognized as excused when the student informs the instructor in writing during the first week of the semester of his or her participation in an activity that may generate excused absences and the dates of planned absences for the semester. *If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity.* Absences due to similar events, which could not have been anticipated earlier in the semester, will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or administrator.

2. **Legal Obligations**
   Absences due to legal obligations (for example, jury duty, military orders) will be recognized as excused absences. The student must provide the instructor with written documentation of such absences at the earliest possible date.

3. **Religious Observances**
   Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each instructor by the end of the first week of classes.

There are two cases in which the rules regarding attendance are set by another institution.

4. **Regent≠ Test Preparation**
   The Board of Regents has a special attendance policy for Regents≠ Test preparation courses. See Section 1420 of the Catalog for more information.

5. **Class Attendance by Veterans**
   The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance for any reason. Instructors must report to the Registrar≠ Office the absence of a veteran student as soon as it is known that the veteran student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a veteran student.

In addition, it is suggested that the faculty give due consideration to absences relating to the following events:

6. **Death or major illness in student≠ immediate family**
   G. Illness of a dependent family member
   H. Illness that is too severe or contagious for students to attend class

**Rationale:**
In order to bring Georgia State University≠ policy in line with peer institutions, other University System of Georgia research universities, and other universities in the Colonial Athletic Association, this motion revises the existing class attendance policy. The proposed policy reflects the language and tenor of policies at the majority of these institutions. The Senate Executive Committee created Senate Joint Committee on Class Attendance including representatives from Faculty Affairs, Admissions and
Standards, Academic Affairs, Athletics, Student Life and Development and the Executive Committees. This committee, chaired by Elisabeth Burgess, included Marta White, Peter Lindsay, Brendan Calandra, Terry Frey, Don Reitzes, Siva Nathan, and Lacey Enyart. Dena Freeman-Patton attended meetings to represent perspectives from Athletics.

The resulting recommended amendments are geared to accomplish the following:
   a) create a more structured and easily accessible (readable) document for students;
   b) highlight the expectation that students regularly attend and take responsibility for their academic progress;
   c) highlight the role of instructors in adherence and responses to attendance and absences;
   d) allow instructors (and departments) the flexibility to develop their own attendance policies which may be more or less rigorous than University guidelines;
   e) ensure that students and instructors are informed of the policy and that absences for approved university sponsored events are managed in a fair and timely fashion.

Motion re Transfer Credit and Academic Residency
The motion regarding Transfer Credit and Academic Residency was approved and will go to the Full Senate.

Motion:
Effective Summer 2010

1320.10 Transfer Credit (The following replaces the current policy.)

New Rules
When an applicant is accepted for undergraduate transfer admission, courses that parallel the curriculum of Georgia State University will be accepted for transfer credit. Credit must have been earned at institutions of higher education with full accreditation by one of the following accreditors:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Commission on Colleges and Universities
Western Association of Schools and Colleges
Southern Association of Colleges and Schools

Courses completed at a two-year college will be granted lower-division credit.

The total number of hours that may be earned toward a degree by extension or correspondence courses may not exceed 30 semester hours.

In general, transfer credit will not be awarded for a course that a student has previously attempted at Georgia State (including attempts which resulted in a withdrawal). However, individual departments may waive this rule for their courses.

Because the university has a minimum academic residence requirement, the amount of transfer credit applicable to a degree program may be limited. (See Section 1430.) In addition, Colleges and Departments have their own transfer credit policies and this may also limit the amount of transfer credit applicable to a degree program. All such policies are stated in this Catalog in the following sections:

[Insert list of colleges and departments with their own transfer credit policies and their section numbers in the Catalog.]
Georgia State maintains a web site, http://www.gsu.edu/6121.html, which indicates courses at other institutions that will be accepted as transfer credit (subject to the restrictions noted in this section). If a course at other institution is not on this list, students should consult the appropriate office.

The D Credit Grade Restriction applies to both resident and transfer credit. (See Section 1450.)

A student who takes a course at another institution will not receive transfer credit for that course until the end of the semester following the semester in which the course was taken. Therefore, students may not take courses for degree credit at another institution during the semester they graduate from Georgia State.

**Transfer Credit for Core Courses**

Students will be granted credit for all of Areas A-E of the core and the Regents Test if they hold one of the following:

a. a baccalaureate degree from U.S. institution of higher education accredited by one of the six accreditors listed above
b. for those who have graduated from a non-U.S. institution, the equivalent of a baccalaureate degree from a U.S. institution of higher education accredited by one of the six accreditors listed above as certified by Georgia State or a Georgia State-approved agency such as Joseph Silny and Associates, Inc.
c. an associate degree designed to transfer to a baccalaureate program from a University System of Georgia (USG) institution.

However, there are two exceptions to the policy stated in 1 above.

a. Students seeking a baccalaureate degree in biology, chemistry, computer science, geology, mathematics, physics, science education, or math education who do not hold a baccalaureate degree in one of these fields will only be granted credit for all of Areas B, C, and E. They will be granted credit in Areas A and D on a course-by-course basis.
b. Students seeking a baccalaureate degree in nursing, nutrition or respiratory therapy will only be granted credit for all of Areas A, B, C, and E. They will be granted credit in Area D on a course-by-course basis.

Students who hold any other associate degree, such as an associate degree from a non-USG institution or an associate degree not designed to transfer to a baccalaureate program will be granted transfer credit for core courses on a course-by-course basis.

**1450 Academic Residence Requirement**

**Additions**

Academic residence is defined as being enrolled in one or more courses at Georgia State University; this is not to be confused with status as a legal resident of the State of Georgia for fee determination purposes. The minimum academic residence requirement for each baccalaureate degree is as follows:

9. The candidate must earn 39 semester hours at Georgia State in courses numbered 3000 or above with an average grade of at least a C (2.00 GPA); and
10. At least one-half of the courses-hours comprising the major or 11 semester hours in the major, whichever is less, must be taken at Georgia State.

**Deletions**

Transfer credit, credit by examination, credit by validation, CLEP credit, AP credit, and courses specifically excluded by university policy cannot be used to meet the academic residence requirement.

**Rationale:**
In addition to editorial clean up, this motion makes several changes to the transfer credit and residency requirements. These two requirements are linked because the residency requirement is a limit on the amount of transfer credit that can be counted towards the degree.

This motion repeals the rule that no credit will be awarded for a grade earned at a foreign institution that is equivalent to a grade of D in the United States. This rule allows credit for grades of D from two-year institutions in the US (e.g., Coastal Georgia College) but not from prestigious foreign research institutions (e.g., University of Toronto). This does not seem appropriate. At noted above, this motion does not repeal the rule that only 12 hours of D credit may apply towards the degree.

This motion repeals the rule that a maximum of 60 semester hours from a two-year college or 81 semester hours from a four-year college may be applied in the program for which the applicant enrolls. This rule is complex and expensive to implement. It is taking significant time of individuals in the OAA offices who could be better used to advise students. In addition, Georgia State is the only institution in the USG who has these rules. This has led students to file complaints with the BOR. In addition, as we seek to attract more and better qualified transfer students, this rule puts us at a competitive disadvantage.

The rule that students may complete a major at Georgia State by taking only 11 hours in the major seems to be insufficient to insure the integrity of the degree. Some degree programs have well more than 22 hours (e.g., Biology requires 39). In some cases, 11 hours in the major is less than one-third of the major courses. 11 hours in the major is lower than most other USG institutions including UGA (15), Clayton State (21) and Kennesaw State (24). It seems we should change our requirements to be more in line with other institutions.

There is a relationship the 60/81 rule and the academic residency major rule. The point of both rules is to insure that integrity of the GSU degree. The 60/81 rule is an administratively complex and time-consuming attempt to insure integrity. The change to the rules regarding residency in the major simplifies a rule and is easy to implement. In this time of tight budgets, we should move to this more efficient method of insuring the integrity of the GSU degree.

Recorded by:
Wanda F. Taylor