

**Senate Meeting Minutes**  
**February 23, 2018**  
**Approved, March 30, 2018**

1. Call to order

*Chair Farmer called the meeting to order at 3:02 p.m.*

2. Roll call

*Present:*

*Barbour, Bertau, Cormican, DeFoor, Dutt, Edelman, Elman, Fleming, Fujita, Green, Henderson, Hipchen, Hoang, Hong, Johnson, Khodkar, Lee (Yates, sub.), McKendry-Smith, Merrem, Miller (Loicano, sub.), Moon, Morris, Neely (McCord, sub.)Perryman, Reber, Remshagen, Robinson, Rutledge, Schroer, Self, Trotman-Scott (Council, sub.), Stanfield, Stuart, Tweraser (Hunt, sub.), Vasconcellos, Velez-Castrillon, Welch, Webb, Williams, Zamostny (Fuentes, sub.), and Zot.*

*Absent:*

*Bohannon (Drummond, sub.), Chwialkowska, Dahms, Guo, Pencoe, Schoon, Smallwood, Sterling, Varga, and Willox.*

3. Approval of Minutes

A) Minutes from January 26, 2018 were approved unanimously via e-mail on January 29, 2018

4. Committee Reports

**Committee I: Undergraduate Programs Committee (Nick Sterling, Chair)**

**Action Items:**

A) College of Arts and Humanities

1) English and Philosophy Department

a) ENGL 0999: Support for English Composition

Request: Add

*Item approved unanimously*

B) Richards College of Business

1) Marketing and Real Estate Department

a) MKTG 4825: Fashion Marketing and Merchandizing

Request: Add

*Item approved unanimously*

C) College of Science and Mathematics

- 1) Biology Department
  - a) BIOL 3825: Research Methods  
Request: Modify

*Item approved unanimously*

- D) College of Social Sciences
  - 1) Anthropology Department
    - a) Bachelor of Science with a Major in Anthropology  
Request: Modify

*Item approved unanimously*

- E) Interdisciplinary Studies and Honors College
  - 1) XIDS 2002: What Do You Know About Multicultural Achievement?  
Request: Add

*Item approved unanimously*

- 2) HONR 2102: Sophomore Honors Colloquium: Inquiry  
Request: Add

*Item approved unanimously*

- 3) HONR 3102: Junior Honors Colloquium: Engagement  
Request: Add

*Item approved unanimously*

- 4) HONR 4102: Senior Honors Colloquium  
Request: Add

*Item approved unanimously*

**Committee II: Graduate Program Committee (Susan Hall Webb, Chair)**

**Information Items (Figures 1-):**

- A) Academic Affairs, Graduate School
  - 1) Graduate School
    - a) GRE Score Policy Catalog Description (**Figure 1**)  
Request: Add
    - b) Admission as a UWG Undergraduate, Graduating Senior Catalog Description (**Figure 2**)  
Request: Modify
- B) College of Social Sciences
  - 1) Political Science Department
    - a) Master of Public Administration (MPA) Admission Requirements

Request: Modify

C) Richards College of Business

1) Accounting and Finance Department

a) Master of Professional Accounting (MPAcc) Retake Policy Catalog Description

Request: Modify

2) Management Department

a) Master of Business Administration (MBA) Retake Policy Catalog Description

Request: Modify

b) Master of Business Administration (MBA) Admission Requirements

Request: Modify

D) College of Education

1) Dean's Office, Graduate Studies

a) College of Education, Graduate Programs Catalog Description (**Figure 3**)

Request: Modify

*Please note: a corrected document, featured below in Figure 3, was submitted by the COE on February 22, 2018 and shown in the meeting during discussion of this modification.*

2) Communication Sciences and Professional Counseling Department

a) Master of Education with a Major in Professional Counseling, College Student Affairs  
Track Admission Requirements

Request: Modify

**Committee IV: Faculty Development Committee (Megumi Fujita, Chair)**

**Action Items:**

A) *Faculty Handbook*, section 103.02 (**Figure 4**)

Request: Approve

*Item approved unanimously*

**Committee X: Rules Committee (Susan Welch, Chair)**

**Action Items (Figures 5-7):**

A) *UWG Faculty Handbook*, 202 Record of Student Absences

1) *UWG Faculty Handbook*

a) Section 202, Record of Student Absences (**Figure 5**)

Request: Modify

*Item approved unanimously*

B) *UWG Procedure 2.7.4*, Record of Student Absences/Attendance

1) *UWG Academic Affair Policies*

- a) UWG Procedure 2.7.4, Record of Student Absences/Attendance (**Figure 6**)

Request: Approve

- C) UWG *Faculty Handbook*, 204 Attendance Policy

- 1) UWG *Faculty Handbook*

- a) Section 204, Attendance Policy (**Figure 7**)

Request: Modify

*Item approved unanimously*

5. Old Business

6. New Business

- A) Revisions to the Use of University E-Mail List, policy 10.2.4, Jane Simpson

Request: Approve

*Note: this item was not voted upon. After discussion, it was decided that Senators would bring the policy to their respective departments and units for discussion.*

7. Announcements

- A) Senate Liaison Reports

- 1) *Emily McKendry-Smith, chair of APC, advised that she is on the Calendar Committee and that they are meeting. She will bring information to the full Senate as necessary.*
- 2) *Craig Schroer announced that Ingram Library is distributing free copies of the novel Bombingham by author Anthony Grooms. Mr. Grooms will speak at UWG's Spring Book Discussion on Monday, April 2<sup>nd</sup> at 7 p.m. in the Campus Center Ballroom.*

8. Adjournment

*Chair Farmer adjourned the meeting at 3:43 p.m.*

Respectfully Submitted,

Angela Insenga

Associate Professor

Executive Secretary of the Faculty Senate and General Faculty

## Figure 1

### DIVISION OF ACADEMIC AFFAIRS

#### GRE Score Policy – Draft

**January 31, 2018**

The only official reports of Graduate Record Examination (GRE) scores are those issued by ETS and sent directly to the University of West Georgia using our school code: 5900. Scores obtained from other sources or sent in other formats will not be accepted. Scores must be current, taken within 5 years of the application deadline date for the specific program of study. Academic programs may offer an exemption or waiver for the GRE under specific circumstances that must be outlined in the graduate catalog. Please consult the program of study's admission criteria for more information.

Once received, the University of West Georgia will not issue or release GRE scores to students, applicants, or other institutions in any format.

## Figure 2

### Admission as a UWG Undergraduate-Graduating Senior

A UWG undergraduate senior within eight (8) hours of completing requirements for a bachelor's degree may be permitted to enroll in courses for master's degree credit provided that the following conditions are met:

1. The UWG student must obtain the permission of the Department Chair and Graduate Program Director that schedule and/or provide advising for the master's degree course/s. Permission must also be given by the Dean of the college or school of the undergraduate major.
2. The UWG student is qualified for admission to master's degree study except for the award of the undergraduate degree.
3. The UWG student registers for no more than twelve (12) semester credit hours. For example, a student who needs eight (8) hours to complete the baccalaureate degree could register for those eight (8) undergraduate hours plus an additional four (4) hours of master's degree credit. The graduate credit would apply to a master's degree, essentially accelerating the student's completion of a master's degree after admission to a UWG master's program. Under no circumstances may a course be used for both graduate and undergraduate credit.

### Figure 3

#### *Good Academic Standing*

Good Academic Standing is defined for graduate students as a cumulative GPA of 3.0 or higher.

#### *Academic Probation*

A student whose cumulative GPA drops below 3.0 will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:

1. A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be suspended for one term.

#### ***M.A.T. Students***

**A M.A.T student in good standing who fails one or more courses, regardless of the term or cumulative GPA, will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:**

1. A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a student earns a second term GPA below 3.0 (which may or may not include a failing grade(s) while on Academic Probation or while in good standing, regardless of the cumulative GPA, he or she will be suspended for one term.
4. If a reinstated student earns a term GPA below 3.0 or fails another course, regardless of the cumulative GPA, he or she will be academically dismissed from the University.

## **Unsatisfactory Grades**

### **Students Enrolled in Field Experience Courses (Internship/ Externship/Practicum)**

- 1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. Students who earn a second grade of Unsatisfactory, will be dismissed from the program, regardless of the cumulative GPA**
- 3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**

### **Students Enrolled in Comprehensive Exam Courses**

- 1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**
- 3. If a student earns a second Unsatisfactory grade while in Good Academic standing, he or she will be placed on Academic Probation. If a student earns a second Unsatisfactory grade while on Academic Probation, he or she will remain on Academic Probation.**
- 4. Students required to pass a comprehensive, exit, or National exam to successfully complete their graduate program must pass the identified exam within three attempts. Those who do not pass within the specified attempts will be dismissed from the program.**

## **Doctoral Students**

- 1. Doctoral students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.**
- 2. Doctoral students who earn a second grade of Unsatisfactory, will be dismissed from the University, regardless of the cumulative GPA.**
- 3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.**



## *Academic Suspension*

A student who fails a course, regardless of the term or cumulative GPA, will be suspended from the University for one term. Also, a student on Academic Probation who earns a term GPA below 3.0 will be suspended from the University for one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, a suspended student is required to sit out all sessions that comprise the Summer term. An Academic Suspension Appeal may only be reviewed through a grade appeal or hardship withdrawal.

The student on Academic Suspension is not guaranteed the opportunity to return to the University. The suspended student must apply for reinstatement to return to the University and program after the one term absence. Reinstatement criteria are established by the college or school which houses the student's graduate program and are listed in the Reinstatement Procedures section which follows the College, Department, or Program-Specific Standards section of this policy. A student may only be suspended from a program once. If a student is suspended a second time, he or she will be academically dismissed from the University.

If a student's request for reinstatement is approved, the student returns to the University on Academic Probation. One of three possible actions will be implemented for a reinstated student on Academic Probation at the end of each term of enrollment:

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a reinstated student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a reinstated student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be academically dismissed from the University.

## *College of Education Reinstatement*

1. The student may apply for reinstatement by submitting a written letter of request to the COE Graduate Studies Office. The letter of request should clearly address the following two questions:
  1. What were the factors that contributed to your failure to maintain good academic standing?
  2. If reinstated, what is your plan to address those contributing circumstances and ensure academic success?
2. The COE Graduate Studies Office will determine if the student will be able to graduate with a 3.0 using the courses that the student has remaining. Once determined, the COE Graduate Studies Office will consult with the chair and/or the graduate faculty of the department and a final decision with regard to the reinstatement will be made. Reinstatement must be approved three weeks before the first day of classes of the term of reinstatement.
3. The COE Graduate Studies Office will inform the student of the decision in writing.

## *Academic Dismissal*

If a student's application for reinstatement following a term suspension is denied by the college or school which houses the student's graduate program, the student will be academically dismissed from the University.

A reinstated student on Academic Probation who earns a term GPA below 3.0 will be academically dismissed from the University.

A reinstated student on Academic Probation who fails a second course will be dismissed from the University. In other words, graduate students are only able to earn one failing grade before being dismissed from the University.

A student who fails two courses, regardless of term or cumulative GPA, will be academically dismissed from the University.

An Academic dismissal may only be reviewed through a grade appeal or hardship withdrawal.

## Limited Course Withdrawals

Graduate students may withdraw from courses with a grade of "W" (Withdraw Passing) a maximum of three times during their entire graduate enrollment at the University of West Georgia. Students must withdraw from courses during the Withdrawal "W" Period, as noted on the Registrar's Calendar in The Scoop. Retroactive withdrawals for prior terms are not permitted. The Withdrawal "W" Period typically begins after Drop/Add and closes at mid-term. Grades of "W" do not count toward the grade point average.

It is recommended that students consult with the instructor, academic advisor, Financial Aid, Bursar, and International Student Admissions and Programs (if applicable) before making the decision to withdraw from a course, since undesirable consequences may follow. For example:

- International students on an F1 or J1 visa must maintain full-time status to protect their immigration status.
- Withdrawing from a course will delay progress toward graduation.
- May result in financial aid disruption.

Students who attempt to withdraw from a course after reaching their maximum of three withdrawals will continue to be enrolled and will receive a grade at the end of the term, unless the Dean (or Dean's designee) approves the exception. See Petition for Exceptions below.

### *Automatic Exceptions*

The following exceptions do not count toward the maximum of three course withdrawals:

- Grades of W placed on the transcript prior to Summer 2018
- Hardship withdrawal
- Military withdrawal
- Administrative withdrawal
- Formal withdrawal from the university

### *Petition for Exceptions*

After the limit of three withdrawals is reached, students are permitted to request exceptions only for circumstances beyond their control. Students appeal in writing to the Dean (or Dean's designee) of the College of Education. The written request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting documentation, if applicable. Appeals are not heard unless the student has reached the maximum number of withdrawals allowed.

## **Repeating a Course to Replace a Grade**

**Beginning summer semester 2018, a graduate student in the College of Education may repeat only one course in which he/she has earned a grade of F or WF at the University of West Georgia. This repeated course will not replace the grade for the original course; in other words, all grades will be calculated to comprise the cumulative GPA.**

- 1. M.A.T. Students***

- a. M.A.T. students may repeat no more than three courses in which they earn a F/WF.***

#### Figure 4

##### 103.02 Procedures

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit an electronic dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae appropriate to the candidate's discipline;
- the Student Evaluations of Instruction as specified in Section 103.06;
- any letters of recommendation which the department chair has received; and
- reprints of scholarly publications or other evidence of scholarly or creative work.

Note: The language in this figure should not replace the entire handbook section but should only replace paragraphs/bullets to which it corresponds.

## Figure 5

### 202 Record of Student Absences/Attendance

All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus. Instructors of online courses should define attendance based upon students accessing the course via the online platform or by other action as specified by the instructor.

Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

Per the Class Roster (203) policy, faculty must indicate on each class roster the attendance of all students. Accurate attendance information is important for a variety of stakeholders, including Financial Aid (accuracy of aid issued and Title IV regulations), Student Affairs (housing, health services, etc.), and Business and Finance (withdraw refunds).

Verification of attendance is also important because grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

Excused absences: Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting" (BOR Minutes, 1977-78, p. 245) ([BOR 4.1.3](#)).

Note: The title of the section in the handbook must also be changed, as must the table of contents.

Figure 6



**UWG PROCEDURE NUMBER:** UWG Procedure 2.7.4, Record of Student Absences/Attendance

**Authority:** UWG POLICY: UWG Policy 2.7, Teaching Responsibilities

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedure for compliance with UWG Policy 2.7 on **Teaching Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the record of student absences/attendance procedure.

**A. Definitions.**

1. Class roster verification- a process initiated by the Registrar's Office via email to faculty requesting verification of class attendance.
2. Drop/Add timeframe- A timeframe at the start of the semester, as noted on the academic calendar, during which students have the opportunity to drop or add any classes.

**B. Procedures:**

1. All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus.
2. Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

**C. Compliance [or Penalties].**

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (See Section [BOR 4.1.3](#) , BOR Manual).

**D. Additional comments**

1. Grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

*Issued by the* [title of person charged with writing procedure], *the* \_\_\_\_ *day of* \_\_\_\_\_, 2018.

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Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_



## Figure 7

### ~~204 Attendance Policy~~

~~Instructors shall state their attendance policy in the syllabus.~~

~~Instruction begins the first day of class. In face to face courses, if students fail to attend the first day and have not contacted the instructor to explain their absence, they may be dropped during the Drop/Add Period to make room for other students.~~

~~In fully online or hybrid courses each instructor has the authority to specify in the syllabus what qualifies as attendance at the initial class meeting and during the Drop/Add Period to drop students who fail to meet that requirement. Instructors may require students to attend a face-to-face meeting, to log in to the online course delivery system by a specified date, or to take other specified steps at the beginning of the session. Students in courses meeting for the first time after the end of the Drop/Add Period may drop or be dropped on the first business day immediately following the first scheduled class meeting. Students wishing to drop a course must do so in the Enrollment Services Center. Faculty wishing to drop a student in such a case should email the Registrar's Office at [registra@westga.edu](mailto:registra@westga.edu).~~

~~In exceptional cases students may be dropped or added to courses after the Drop/Add Period with the approval of the instructor, the department chair, and the dean or the dean's designee.~~

~~After the close of the Drop/Add Period (or the first business day following the close of the Drop/Add Period for courses that do not meet for the first time during the Drop/Add Period) faculty may not withdraw a student from a course for failure to attend.~~

Note: this policy is being deleted.