

UWG Academic Policy Revisions – Beginning September 12, 2011, forward.

Dates in the "President's Response Date" column reflect when the UWG President approved the actions of the Faculty Senate, which is when the Senate's recommendations become official policy. (See the *Statutes* of the University of West Georgia, Article IV – Faculties of the University, Section 2 – Faculty Senate, Purpose and Powers at http://www.westga.edu/vpaa/index_1688.php).

President's Response Date	Faculty Senate Date	Policy	Location	Change	Purpose of Change
October 30, 2013	Sept. 20, 2013	Limited Course Withdrawals	Faculty Handbook 205.02 and Student Handbook (Academics Section)	Revised	Revises the language to comply with federal financial aid regulations. The revised language addresses the definition of Satisfactory Academic Progress (SAP) to maintain eligibility for both federal and state financial aid.
October 30, 2013	Sept. 20, 2013	Graduate Course Loads	Graduate Catalog	Revised	Adds the Dean as an alternative approver for course overloads for graduate students.
May 15, 2013	April 19, 2013	Appeals of Admission to the University	Faculty Handbook 208.03	Revised	Revises the formation, quorum rules, and length of service for the Admissions Appeals Subcommittee of the Academic Policies Committee. Permits electronic polling of the subcommittee.
May 15, 2013	April 19, 2013	Grade Appeals	Faculty Handbook 208.04	Revised	Revises the formation and quorum rules for the Grade Appeals Subcommittee of the Academic Policies Committee.
May 15, 2013	April 19, 2013	Dual Enrollment Admission Requirements	Undergraduate Catalog	Revised	Modifies dual enrollment admission requirements to align with those used by peer institutions. Exempts home-schooled students from admission requirement to provide a letter of recommendation from principal or guidance counselor.
May 15, 2013	April 19, 2013	Common Language on Course Syllabi	Faculty Handbook 201	Revised	Faculty will communicate required syllabi language through link inserted in syllabus. Required, common language includes information about disability accommodations, credit hour policy, email policy, and academic honor. Permits electronic distribution of course syllabi.

May 15, 2013	April 19, 2013	Limited Course Withdrawals	Faculty Handbook 205.02 and Student Handbook (Academics Section)	New	Limits undergraduate students to maximum of six student-initiated course withdrawals during their UWG academic career.
May 15, 2013	April 19, 2013	UWG Parking Code	University Policies webpage at westga.edu/policy	Revised	Revises the institutional parking code. Specifies that Parking Services may institute operational policies and procedures to administer the Parking Code.
May 6, 2013	March 8, 2013	Time Limits to Complete a Graduate Degree	Graduate Catalog	Revised	Specifies time-limit statement of 3 years for completion of the M.S. in Applied Computer Science.
March 20, 2013	February 15, 2013	Self-Evaluation of Teaching Methods and Effectiveness Form	Faculty Handbook 103.0602	Deleted	Discontinues use of "Self-Evaluation of Teaching Methods and Effectiveness Form" for promotion and tenure.
March 20, 2013	December 12, 2012	Graduate Faculty Appointment	Provost/VPAA website (Academic Affairs Processes)	Revised	Clarifies language regarding responsible parties in the appointment of graduate faculty.
March 20, 2013	December 7, 2012	Definition of a Credit Hour	University Policies webpage at westga.edu/policy	New	Fulfills SACS requirements for defining a credit hour.
March 20, 2013	November 16, 2012	Periodic Evaluations of Deans	Faculty Handbook 104.06	Revised	Revises guidelines for synthesis of evaluation data and presentation of information to Provost. Changes numbering of response set options for questionnaire items.
March 20, 2013	November 16, 2012	UWG Shared Governance Procedures for Modifications to Academic Programs	University Policies webpage at westga.edu/policy (Academic Programs, modification)	Revised	Minor modifications to courses are no longer considered by the Senate and should be reported directly to the office of the Provost. These include: course name, description, course learning outcomes, course deletions (with the exception of Core courses), and prerequisites within a college or school.

March 20, 2013	October 19, 2012	Academic Standards for Graduate Programs	Graduate Catalog	Revised	Revises policy to allow dismissal of a COE graduate student who earns a final course grade of F.
March 20, 2013	October 19, 2012	Academic Appeals	Faculty Handbook 208	Revised	Revises title from <i>Procedures Governing the Appointment and Functioning of the Appeals Subcommittee of the Academic Policies Committee</i> to simpler title of <i>Academic Appeals</i> . Identifies 3 types of academic appeals: admission appeals, academic dishonesty grade appeals, and grade determination grade appeals. Changes name of "General Appeals Subcommittee" to "Subcommittee for Admission Appeals." Adds requirement that grade appeal must be concluded no later than one year (12 calendar months) after the assignment of the grade. Adds requirement that appeals of academic suspension or academic dismissal are reviewed only through a grade appeal (Faculty HB 208.04) or hardship withdrawal (Faculty HB 205.01).
October 23, 2012	September 21, 2012	Undergraduate Admission Standards	Undergraduate Catalog	Revised	Raises minimum Freshman Index Score from 2050 to 2120, which creates a pool of conditionally admitted students. Conditionally admitted students must attend and successfully complete summer transition program to gain regular admission to UWG for Fall term.
August 15, 2012	December 9, 2011	Promotion and Tenure	Faculty Handbook 103	Revised	Adds P&T evidentiary source for Teaching: "Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence." Revises promotion criteria for senior lecturer to better reflect the work associated with that position. Changes the committee formation for units without a sufficient number of tenured faculty to serve on P&T committees. <i>(Initially approved by Faculty Senate, December 9, 2011, and approved by President Sethna, February 16, 2011. Amendments</i>

					<i>approved by Faculty Senate, March 9, 2012, and approved by President Sethna, May 9, 2012. Approved by the General Faculty on August 15, 2012).</i>
May 15, 2012	April 20, 2012	Graduate Faculty Appointment	Provost/VPAA website (Academic Affairs Processes)	Revised	Revises procedures for appointment to the Graduate Faculty.
May 15, 2012	April 20, 2012	Grading System for Graduate Students	Graduate Catalog	Revised	Removes language about IP (In-Progress) grading for theses and dissertations, stating that only S and U should be used for these.
May 15, 2012	April 20, 2012	Transfer Credit	Graduate Catalog	Revised	Specifies exceptions for transfer credit.
May 15, 2012	April 20, 2012	Change of Program	Graduate Catalog	Revised	Requires graduate student who wishes to transfer from one program to another to apply for admission to new program and be accepted.
May 15, 2012	April 20, 2012	Registration for Thesis and Dissertation Hours	Graduate Catalog	Revised	Revises title and clarifies language. Previously under title "Enrollment Required to Utilize Certain Library Resources."
May 15, 2012	April 20, 2012	Responsible Conduct of Research	Graduate Catalog	Revised	Revises title and clarifies language. Previously under title "Institutional Review Board."
May 15, 2012	April 20, 2012	Family Educational Rights and Privacy Act (FERPA) and Applicant Records	Graduate Catalog	Revised	Revises title and clarifies language. Previously under title "Confidentiality of Student Rights."
May 15, 2012	April 20, 2012	Grade Appeals	Graduate Catalog	Revised	Aligns language with Faculty Handbook, Section 208.

May 15, 2012	April 20, 2012	Hardship Withdrawal	Graduate Catalog	Revised	Aligns language with Faculty Handbook, Section 205.01.
May 15, 2012	April 20, 2012	Undergraduate Graduation Policy	Undergraduate Catalog	Revised	Changes graduation application fee to \$40. Student must apply again and pay another \$40 if s/he does not graduate within one year of original application.
May 15, 2012	April 20, 2012	Transient Status Policy	Undergraduate Catalog and Graduate Catalog	Revised	Requires approval of the departmental chair whose unit approves the transfer credit. This step ensures that student who seeks transient status permission to take course at another institution (host) will receive credit at UWG, provided s/he passes the course and requests official transcript be sent from host institution to UWG Registrar. Transient transcript must be received prior to graduation or graduation will be deferred one term.
May 9, 2012	March 9, 2012	Graduate Course Loads	Graduate Catalog	Revised	Aligns UWG policy for graduate course loads with federal financial aid regulations. Full-time status for financial aid eligibility is 9 credit hours each term, to include summer term. Half-time status for financial aid eligibility is 5 credit hours each term, to include summer term.
May 9, 2012	March 9, 2012	UWG Shared Governance Procedures for Modifications to Academic Programs	University Policies webpage at westga.edu/policy (Academic Programs, modification)	Revised	Provides guidelines for modification of academic programs. Streamlines and clarifies which modifications require approval of the Faculty Senate.
January 10, 2012	November 11, 2011	Evaluation of Academic Deans	Faculty Handbook 104.04	Revised	Revises policy that guides the evaluation of academic deans.
January 10, 2012	November 11, 2011	External Researcher Policy	Office of Research and Sponsored Projects	New	Establishes standard method to review and approve external requests to context research that involves UWG faculty, staff, students, or alumni as research participants.

December 9, 2011	October 14, 2011	Procedures Governing the Appointment and Functioning of the Appeals Subcommittee of the Academic Policies Committee.	Faculty Handbook 208 and Student Handbook (Appendix E)	Revised	Clarifies procedure for grade appeals (Academic Dishonesty Grade Appeals and Grade Determination Grade Appeals).
September 12, 2011	April 22, 2011	Hardship Withdrawal	Faculty Handbook 205.01 and Student Handbook (Appendix J)	Revised	Specifies deadline for student to request hardship withdrawal. Student must initiate request through Health Services or Counseling Center. Dean (designee) has final authority to approve or deny request, with appeal limited to the Provost (designee).
September 12, 2011	April 22, 2011	Admission to Honors College	Undergraduate Catalog	Revised	Revises admission criteria to Honors College, based on changes to SAT (i.e., three sections, rather than two).
September 12, 2011	April 22, 2011	Executive Secretary	University Policies and Procedures, Article IV-Faculties of the University, Section 2-Faculty Senate Organization, D-The Executive Secretary (Provost's website, Academic Policies)	Revised	States that the Secretary of the General Faculty shall serve as the ex-official (nonvoting) Executive Secretary of the Senate.