

**Academic Policies Committee  
Minutes  
20 November 2015**

**In Attendance:** Myrna Gantner, Donna Haley, Jean Cook (for Anne Barnhardt) , Susana Velez-Castrillon, Ajith DeSilva, Shelly Elman, Cheryl Brown, Neema Noori (for Emily McKendry-Smith), Patrick Hadley, Guests: Melissa DeGrandis, Student Conduct Specialist, Xavier Whitaker, Associate Vice President for Student Life and Dean of Students

- I. Minutes
  - a. The minutes from the 30 October 2015 meeting were approved.
  
- II. Update on Plagiarism cases and language used in such cases
  - a. Melissa DeGrandis outlined the changes in the Student Conduct cases since the April 2015 APC meeting in which the process was discussed. Those changes are:
    - Academic dishonest cases are put into one of four categories:
      - Cheating
      - Fabrication
      - Plagiarism
      - Excessive Collaboration
    - The language used in the decisions for cases was changed from Responsible/Not Responsible to Additional Action is Required/ No Additional Action is Required:
      - “As a result of the case we met for, additional action is required of you (referring to the student) in the form of (fill in the blank with sanctions).”

**OR**

    - “As a result of case we met for, no addition action is required of you (referring to the student) through the Office of Student Conduct.”  - Additionally, there is a standard message in each outcome letter sent out that states:
    - “This outcome comes through the Office of student Conduct as it relates to the policies through the Student Code of Conduct. The Office of Student Conduct does not alter the decision of the academic program or academic or academic department for any assigned grades. Should you choose to appeal grade decisions you must go through the grade appeal process, which is not connected to the Office of Student Conduct.”
  
- III. Graduate Catalog change (Information item only)
  - a. On p. 56 of the graduate catalog, under Academic Dismissal, it says that if a student's application for reinstatement after 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**.  
However, that highlighted section should change to **the program**.
  
- IV. Update on Title IX syllabus language:
  - a. There was no update. Susana will continue to make contact with Jane Simpson, the University attorney.
  
- V. SEIs for Online Courses

- a. Students rarely fill out online SEIs and the committee would like to explore ways to get a better percentage of students to fill them out.
- b. It was mentioned that this falls under Beth Rene' Roepnack's responsibilities as Associate Director of Online Faculty Development.
  - i. It was agreed that Shelly will invite Dr. Roepnack to attend our next meeting on January 15, 2016.
- c. In the meantime, it was agreed that committee members would find out how other USG institutions implement online SEIs for the next APC meeting:
  - Kennesaw—Cheryl
  - GA Southern—Shelly
  - Valdosta—Susana
  - GA State—Neema/Emily
  - UGA—Ajith

VI. Administrative/Hardship Withdrawal Notification of Faculty

- a. It was explained that the notification of faculty was always an implicit expectation, but that with new Deans and Associate Deans, this probably was never communicated so a new policy statement to be included in the Faculty Handbook is probably in order.
- b. The following statement was approved by the committee:
  - “The Dean or the Dean’s designee will consult with the instructors of each course affected when determining the outcome of a hardship or administrative withdrawal.”
- c. Explanation of the policy is as follows:
  - i. It was intended only for those students who experience extremely difficult or traumatic issues so that withdrawal doesn’t hurt these students academically.
  - ii. The process starts with the student consulting either Health Services or Student Development.
  - iii. Counselors from either Health Services or Student Development then write a letter to the appropriate college’s Dean’s Office recommending or not recommending the withdrawal. The letter contains no private information about the student.
  - iv. The Dean or Dean’s designee then should consult the instructors when s/he is deciding to recommend or not recommend the withdrawal.
- d. Other issues with this policy
  - i. The Harship withdrawal form needs to be edited:
    - 1. On page 2, under “Steps for Requesting a Hardship Withdrawal, step 5, the first bullet reads:
      - a. “The student may **appeal to the Provost and Vice President for Academic Affairs.**”

Should be changed to:

      - b. “The student may **request a review by** the Provost and Vice President for Academic Affairs **or designee.**”
    - 2. On page 2, under “Steps for Requesting a Hardship Withdrawal, step 6:
      - a. “The **Provost and Vice President for Academic Affairs** has the final authority to grant the **appeal** for the Request for Hardship Withdrawal.”

Should be changed to:

- b. “The **Provost and Vice President for Academic Affairs or designee** has the final authority to grant the **Request for Hardship Withdrawal**.”
- 3. Under step 6, the bullet point reads:
  - a. “The **Provost** will grant or deny the **appeal**. If granted, the Provost’s Office will notify the Registrar of the grade change/s to W. The Provost’s Office will notify the student that the **appeal** was granted or denied.”

Should be changed to:

- b. “The **Provost or designee** will grant or deny the **request**. If granted, the Provost’s Office will notify the Registrar of the grade change/s to W. The Provost’s Office will notify the student that the **request** was granted or denied.”
- ii. Similarly, the language on page 88 of the Faculty Handbook needs to be changed:
  - 1. Under 205.01 Hardship Withdrawal Policy, What is the process for receiving a hardship withdrawal?
    - a. “**The appropriate dean has the final authority as to whether the request is granted, with any appeal limited to the Provost and Vice President of Academic Affairs.** If the request is granted, the student will receive a W for each course. The Registrar’s Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.”

Should be changed to:

- b. “The **Provost and Vice President for Academic Affairs or designee** has the final authority to grant the **Request for Hardship Withdrawal**. If the request is granted, the student will receive a W for each course. The Registrar’s Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.”
- iii. All changes were approved.

## VII. Old Business

- a. Summer Session Grades Due policy
  - i. The dates for Summer 2016 Grades due are the following:
    - 1. Maymester: May, 27, 2016 by noon.
    - 2. June Session: June 28, 2016 by noon.
    - 3. July & June/July Sessions: August 1, 2016 by noon
    - 4. This does not affect study abroad.
- b. Academic Calendar:

- i. Myrna Gantner and John Head will discuss the process of putting the calendar together at the December 4, 2015 Faculty Senate meeting.
- VIII. New Business
  - a. The APC has been charged to create an ad hoc Dual Enrollment Committee.
    - i. Jean Cook, faculty member in the Library, volunteered to be on the committee.
    - ii. Shelly will contact Elizabeth Kramer to get one or two volunteers from that College
    - iii. It was suggested that Scott Sykes or David Leach from the Math Department might serve; Shelly will contact them.
    - iv. We need one volunteer from this committee to serve as well.

The meeting adjourned at 4:45pm