

Memorandum

To: General Faculty

Date: September 18, 2013

Regarding: Agenda, Faculty Senate Meeting, September 20th at 3:00 p.m. TLC 1-303

The agenda for the September 20, 2013 Faculty Senate meeting will be as follows:

1. Call to order
2. Roll call
3. The July minutes were approved via electronic vote on July 26, 2013. ([See Addendum I](#))
4. Committee reports

Committee I: Undergraduate Programs Committee (James Mayer, Chair)

5. **Action Items:** ([See Addendum II](#))

A) College of Education

1) Early Learning and Childhood Education

a) Bachelor of Science in Education with a Major in Early Childhood Education

Request: Modify

Action: Approved

b) ECED 3282 Practicum I

Request: Modify

Action: Approved

c) ECED 4251L Assessment and Correction Clinical

Request: Add

Action: Approved

B) College of Science & Mathematics Program Proposals:

1) Interdisciplinary Program

a) Bachelor of Science with a Major in Environmental Science

Request: Deactivate

Action: Approved

2) Mathematics

a) Bachelor of Science with a Major in Mathematics

Request: Modify

Action: Approved

C) Richards College of Business Program Proposal:

- 1) Management
 - a) Operations Management Certificate
Request: Add
Action: Approved

Information Items:

A) XIDS Courses approved by XIDS Subcommittee

1. XIDS-2001
What Do You Really Know About Being a College Student in Transition?
2. XIDS-2100
Arts and Ideas: The Body in French Literature, Art, and Cinema
3. XIDS-2002
What Do You Really Know About: Learning Languages?
4. XIDS-2300
Interdisciplinary Studies in Social Sciences: What Does It Mean to be Free?

B) General Education Subcommittee: Lara Willox elected General Education Subcommittee Chair

Committee II: Graduate Programs Committee (Elizabeth Kramer, Chair)

Action Items: (See Addendum III)

A) College of Education

- 1) Clinical and Professional Studies (formerly Collaborative Support and Intervention)
 - a) Master of Education with a Major in Speech-Language Pathology
Request: Modify, see attachment
Action: Approved
 - b) Master of Education in Professional Counseling, School Counseling
Request: Modify, see attachment
Action: Approved
 - c) Master of Education in Professional Counseling, Clinical Mental Health Counseling
Request: Modify, see attachment
Action: Approved
 - d) SLPA-6703 Organic Communication Disorders
Request: Delete
Action: Approved

- e) SLPA-6709 Practical Phonetics
Request: Delete
Action: Approved

- B) College of Social Sciences
 - 1) Criminology
 - a) CRIM-6333 Victimology
Request: Add, see attachment
Action: Approved

 - b) Graduate Studies
Graduate Policy Revision
Request: Modify, see attachment ((See Addendum IV)
Action: Approved

- C) Richards College of Business
 - 1) Management
 - a) MBA Certificate in International Programs
Request: Add
Action: Approved

- D) School of Nursing
 - a) NURS-6125 Health Systems Leadership Role of the Clinical Nurse Leader
Request: Add, see attachment
Action: Approved

Information Items:

- A) College of Education Program Changes:
 - 1) Dean's Office COE
 - a) Doctor of Education in Professional Counseling and Supervision
Request: Modify, see attachment

 - 2) Clinical and Professional Studies (formerly Collaborative Support and Intervention)
 - a) Program: Doctor of Education in Professional Counseling and Supervision
Request: Modify

 - 3) Early Learning and Childhood Education
 - a) Master of Education with a Major in Early Childhood Education
Request: Modify, see attachment

- B) Dr. Elizabeth Kramer was elected to fill the position as Chair of the Graduate Programs Committee for AY 2013/2014.

Committee IV: Academic Policies Committee (Vickie Geisler, Chair)

Action Items: (See Addendum V)

- A) Request approval to modify the new Limited Course Withdrawal policy. The modifications will allow us to be in compliance with financial aid.
- B) Request approval of the use of GradesFirst as the tool for reporting enrollment verification at 60% point in the semester.

If a student receiving federal financial aid withdraws or stops attending before the 60% point of the semester and earns a 0.0 GPA, the university has to return a portion of the aid based on a calculation using their last date of attendance or academic event. Any of the following may constitute an academic event: going to class or lab, taking a test, turning in a paper, going on a field trip, etc. An email will be sent to all faculty at the 60% mark of the semester to verify attendance with an link to GradeFirst. For students who have stopped attending, faculty will need to report the date of the student's last academic event.

- 4. New business: Recycling initiative (Mark Reeves, Asst. VP of Auxiliary Services)
- 5. Announcements
- 6. Adjournment

Addendum I

Addendum II

Addendum III

Addendum IV

Attachment for Item B (2)

College of Social Sciences

Department: Graduate Studies Office COSS

Request: Graduate Policy Revision

Originator: Caress, Stanley

Rationale: I believe there needs to be a small modification to graduate policy on course overload. It seems some important wording was left out of the official policy and I believe the changes need to be made.

It makes sense for a graduate student who wants a course overload to have it approved at the department (program) level before it is approved at the college level. As it is now stated in the catalog (official UWG policy) a graduate student's course overload only needs to be approved by the College Director of Graduate Studies. Since each program has its own individual features, it makes great sense to have the Director of the specific program approve it first

Therefore, I would like to modify the statement in the Graduate Catalog (see below) by adding the words "Director of their graduate program."

Also, we could consider adding the College Dean as an alternative approver to the College Director of Graduate Studies.

Excerpt From The Online Graduate Catalog
(see <http://www.westga.edu/gradstudies/101.php>)

GRADUATE COURSE LOADS

Maximum Course Load for All Graduate Students

Graduate students who do not hold one of the three types of assistantships may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the **Director of their graduate program** and from the Director of Graduate Studies **(or Dean)** for their college or school. Some programs may require additional levels of approval.

Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.

Action: Approved

Addendum V

Limited Course Withdrawals

Undergraduate students may withdraw from courses with a grade of “W” (Withdraw Passing) a maximum of six times during their entire undergraduate 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 Services and Programs](#) (if applicable) before making the decision to withdraw from a course, since undesirable consequences may follow. For example:

- ~~Students who fail to complete 67 percent of their class schedule each term jeopardize their eligibility for both federal and state financial aid. Students must make Satisfactory Academic Progress (SAP) to maintain eligibility for both federal and state financial aid.~~
- Student athletes must maintain full-time status to retain athletic eligibility.
- 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.

Students who attempt to withdraw from a course after reaching their maximum of six 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 six course withdrawals:

- Grades of W placed on the transcript prior to Fall 2013
- Grades of W included in transfer work
- Withdrawals from courses taken during Summer terms
- [Hardship withdrawal](#)
- [Military withdrawal](#)
- [Administrative withdrawal](#)
- [Formal withdrawal](#) from the university

Petition for Exceptions

After the limit of six 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 or school that houses their major. Undeclared students should appeal in writing to the Dean of the Honors College (or Dean’s designee). 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.