Faculty Senate
Academic Policies Committee
Minutes
29 September 2026
11:00AM—12:00PM
UCC 308

In Attendance: Shelly Elman (Chair, CHASS), Jean Cook (Library), Kyunghee Moon (Senator, CMCS), Ana Zapate-Calle (Humanities, CHASS), Bonnie Jett (UC), Julie Talbot (Senator, CMCS), Corey Maggiano (Senator, CHASS), Jennifer Curl (CoE), Lewis Baumstark (Computer Science, CMCS), Felix Tweraser (CHASS), Amy Ellison (Senator, UC), Matt Varga (Graduate School, ex-officio), Alicia Freed (Guest, Graduate School), Tim Schroer (Guest, Student Success), Marie Brown (Registrar's Office, ex-officio)

The meeting started at 11:01AM

I. Approval of April 6, 2026 minutes
   a. SE will send the minutes out electronically for approval.

II. Academic Withdrawal Policy (was approved by APC as Information Item last academic year)
   a. Discussion centered around the following:
      i. Is the meeting between faculty and student mandatory even for students who are not doing the work? Answer: No, letting the 5-7 day time period end without an email to the registrar to reinstate means that the student will remain withdrawn from the course.
      ii. MB stated that the software that the Registrar's Office uses won't allow for a delayed withdrawal; when the student fills out and submits the withdrawal form, they are withdrawn. However, they will send an email to the student and faculty member stating that they need to meet within 5-7 days to determine if withdrawal is necessary. If either the student or the faculty member email the Registrar's Office that the student should be reinstated, the Registrar's Office will reinstate.
   b. **Action Item:** The APC recommends that the withdrawal policy be extended to 10 weeks total
      i. The APC further recommends that students have 10 weeks to withdraw from a course. The 11th week would be a review period for the faculty member and student to discuss if withdrawal is necessary.
      ii. If a student withdraws earlier than the 10th week of the semester, they have five to seven days to communicate with the faculty member about their grades.
      iii. Once a student fills out and submits the withdrawal request form, an email notification will be sent to the faculty member and the student's advisor letting them know that they and the student have five to seven

days to communicate about how the student is doing in the course and if withdrawal from the course is needed.

iv. **This action item passed the committee unanimously.**

c. Hardship Withdrawal deadline

i. Discussion with Dr. Schroer about how, if passed by the Senate, the form would be changed and the changes of this policy and the Academic Withdrawal Policy would get in the catalog. Dr. Schroer said he would take the lead on getting these changes implemented.

ii. **Action Item:** The APC recommends that the institution increase the amount of time to submit for a Hardship withdrawal from six months to one academic year.

iii. **This action item passed the committee unanimously.**

III. Common Course Components

a. Midpoint grades

i. Provost wants required "substantial course assignment in the first two weeks of class (to aid in roster verification becoming automated and provide students a grade and feedback and sense of initial standing in class).

ii. Discussion on what constitutes a "substantial course assignment" and that two weeks into a course is very early for such an assignment, especially for studio and lab courses.

1. It appears that this policy seeks to change what is described as Academic Engagement in the Registrar's "Faculty Guide to Attendance-Roster Verification NEW."

iii. Discussion about how this is not a midpoint grades issue, since it's to occur only two weeks into the semester (the Chair of APC later reread the charge and made the error of putting the two separate issues of midpoint grades and the substantial assignment two weeks into the semester for attendance verification together.)

iv. **The committee decided to table this issue until the October meeting and to invite Jeff Reber, Assistant Vice Provost for Faculty Affairs, to that meeting to discuss.**

IV. Graduate School (Matt Varga)

a. Policy Changes

i. The policy changes listed below can be found in the documents that are enclosed with these minutes.

ii. **Double Wolf:** Discussion about the GPA requirement change to a cumulative 3.2 for admission into Double Wolf and the MAT—some students in the MAT in all subjects have academic challenges. Raising the GPA requirement for Double Wolf might mean that they are not accepted because Double Wolf only considers at GPA and no other areas are part of its application . However, students already in the MAT

or a UWG graduate program not accepted through Double Wolf will be able to apply to the Graduate School and submit all materials for consideration. If the student is already in the program, they will get special consideration after the application deadline.

iii. **Incomplete Policy** Changes are being made to align with the undergraduate incomplete policy.
iv. **Transcript Requirements:** Most graduate schools require transcripts for graduate applications that are required for admission into the program. For example, for entrance into the Ph.D. program, only transcripts from Master's programs would be considered. This change in policy would mean that some programs will need to change their policy, but it would make for smoother admissions.
v. **Admissions Language** This is cleaning up the catalog of errors.
vi. **Graduation Requirements** Base the graduation and academic standing GPA on the graduate program of study, rather than examining the institutional GPA.
vii. **Action Item: All policies listed were passed by the committee unanimously**

V. Other business
   a. Changes to courses without faculty knowledge with very short notice
      i. USG made changes to the definitions for modality
      ii. This will be on the October meeting agenda
   b. Who makes changes to catalog and other materials when action items pass the Senate and the President signs off on them?
      i. An email was sent to the Senate Chair and Secretary with this question

The meeting was adjourned at 12:01PM