

Memorandum

To: General Faculty

Date: December 6, 2017

Regarding: Faculty Senate agenda for December 8, 2017 in TLC 1-203 at 3 p.m.

The agenda for the December 8, 2017 Faculty Senate meeting is as follows:

1. Call to order
2. Roll call
3. Approval of Minutes from November 10, 2017 (**Addendum I**)
4. Committee Reports

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

Action Items (Addendum II):

A) College of Arts and Humanities

1) Foreign Languages and Literatures Department

a) [Bachelor of Arts with a Major in Foreign Languages and Literatures \(French with P-12 Certification\)](#)

Request: Modify

b) [Bachelor of Arts with a Major in Foreign Languages and Literatures \(Spanish with P-12 Certification\)](#)

Request: Modify

B) College of Science and Mathematics

1) Chemistry Department

a) [CHEM 3825: Research Methods](#)

Request: Modify

2) Geosciences Department

a) [GEOL 3825: Research Methods](#)

Request: Modify

3) Mathematics Department

a) [MATH 0997: Support for Quantitative Reasoning](#)

Request: Add

b) [MATH 0999: Support for College Algebra](#)

Request: Add

- c) [MATH 3825: Research Methods](#)

Request: Modify

- 4) Physics Department

- a) [PHYS 3825: Research Methods](#)

Request: Modify

Information Item:

- A) Spring 2018 Undergraduate Courses with Service Learning (SL) designations

([Addendum III](#))

Committee II: Graduate Programs Committee (Susan Hall-Webb, Chair)

Action Item:

- A) The GPC motions to amend the definition of “residency” to allow for university-sponsored exchange and study abroad coursework by adding the following language to the Graduate Catalog regarding the Requirements for Degrees:

“Students shall receive resident credit for University-sponsored studies abroad programs (including short-term and semester exchange programs) for which course registration and fee payment are effected through the University.”

Request: Approve

Information Items ([Addendum IV](#)):

- A) Richards College of Business

- 1) Management Department

- a) [CISM 5330: Enterprise Architecture](#)

Request: Modify

- b) [CISM 5390: Business Intelligence and Data Mining](#)

Request: Modify

- B) Spring 2018 Graduate Courses with Service Learning (SL) designations ([Addendum V](#))

Committee III: Academic Policies Committee (Emily McKendry-Smith, Chair)

Action Item:

- A) The APC motions to amend the definition of “residency” to allow for university-sponsored exchange and study abroad coursework by adding the following language to the Undergraduate Catalog regarding the Requirements for Degrees:

“Students shall receive resident credit for University-sponsored studies abroad programs (including short-term and semester exchange programs) for which course registration and fee payment are effected through the University.”

Request: Approve

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

Action Item (Addendum VI):

- A) Revision of Faculty Handbook, Section 114 “Outside Employment and Consulting”

Request: Approve

Information Items (Addenda VII-VIII):

- A) UWG Procedure 6.4.2 and its Appendix A: Disclosure/Request for Approval to engage in External Activity (Form) (Addendum VII)
- B) Faculty Research Grant, Status update, Call for Proposal Draft (Addendum VIII)

Committee X: Rules Committee (Susan Welch, Chair)

Action Items (Addenda IX-XIII):

- A) UWG *Faculty Handbook*, Modification of Section 207

- 1) UWG *Faculty Handbook*

- a) Section 207, Academic Honesty/Dishonesty (Addendum IX)

Request: Modify

- B) UWG Procedure 2.7.12, Academic Honesty/Dishonesty

- 1) UWG Academic Affair Policies

- a) UWG Procedure 2.7.12, Academic Honesty/Dishonesty (Addendum X)

Request: Approve

- C) UWG *Faculty Handbook*, Section 208

- 1) UWG *Faculty Handbook*

- a) Section 208, Academic Appeals (Addendum XI)

Request: Modify

- D) UWG Procedure 2.7.14, Grade Appeals Procedure

- 1) UWG Academic Affair Policies

- a) UWG Procedure 2.7.14, Grade Appeals (Addendum XII)

Request: Approve

E) UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs (**Addendum XIII**)

1) Information items for Senate

a) Designation of service-learning courses

Request: Modify

5. Old Business

6. New Business

A) Discussion of Policy 8.4, Records and Information Management, Tara Pearson

(**Addendum XIV**)

B) LEAP update, David Newton

7. Announcements

A) Senate Liaison Reports

8. Adjournment

Addendum I

Faculty Senate
Draft Meeting Minutes
November 10, 2017

1. Call to order

Dr. Farmer called the meeting to order at 3:00 p.m.

2. Roll call

Present:

Barbour, Chwialkowska, Dahms, DeFoor, Edelman, Elman, Fleming (sub. Beznosov), Fujita, Green, Guo, Hipchen, Hoang, Hong, Johnson (sub. Pregot), Khodkar, Lee, McKendry-Smith, Merrem, Miller, Moon, Neely, Reber, Remshagen, Robinson, Schroer, Smallwood, Stanfield, Sterling, Stuart, Tweraser, Varga, Vasconcellos, Velez-Castrillon, Webb, Welch, Williams, Willox, Zamostny, and Zot.

Absent:

Bertau, Bohannon, Cormican, Dutt, Henderson, Morris, Pencoe, Perryman, Rutledge, Schoon, Trotman-Scott, and Self

3. Approval of Minutes from October 13, 2017

Minutes were unanimously approved by voice vote.

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

Action Items:

A) College of Arts and Humanities

1) English and Philosophy Department

a) [Certificate in Publishing and Editing](#)

Request: Add

Item approved unanimously

b) [Minor in Creative Writing](#)

Request: Modify

Item approved unanimously

c) [ENGL 3410: Technology for Editors and Writers](#)

Request: Add

Item approved unanimously

d) [ENGL 4405: Publishing and Editing](#)

Request: Add

Item approved unanimously

B) College of Education

1) Early Childhood Through Secondary Education Department

- a) [Bachelor of Science with a Major in Early Childhood Education](#)

Request: Modify

Item approved unanimously

2) Sport Management, Wellness, and Physical Education Department

- a) [CMWL 4685: Special Topics in Health and Community Wellness](#)

Request: Add

Item approved unanimously

C) College of Science and Mathematics

- a) [XIDS 2002: STEM and Makerspace](#)

Request: Add

Item approved unanimously

D) School of Nursing

1) Nursing Department

- a) [Bachelor of Science in Nursing](#)

Request: Modify (minimum program GPA to remain in “Undecided Health/
Nursing Interest Major”)

Item approved unanimously

- b) [Bachelor of Science in Nursing](#)

Request: Modify (remove NURS 2102 from core area F, and replace with other
electives)

Item approved unanimously

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

Action Item:

A) College of Education

1) Early Childhood Through Secondary Education Department

- a) [STEM Education Endorsement Program](#)

Request: Add

Item approved unanimously

Information Item:

- A) College of Arts and Humanities
 - 1) Department of English and Philosophy
 - a) [Master of Arts with a Major in English](#)
Request: Modify

Committee IX: Budget Committee (Leanne DeFoor, Chair)

Information Items:

- A) Budget Committee Update, Leanne DeFoor

Chair DeFoor shared two of the committee's ongoing discussions: whether going from 88 to 89% of the CUPA median would be possible this year because of the impending eTuition reductions and how to handle issues of salary compression. On this second subject, Leanne extended an invitation for any studies on salary compression faculty may have, as the committee will devote its November meeting to this subject.

- B) FY19 Budget Request and eTuition update, Kyle Marrero

President Marrero shared the FY19 Budget Request ([Figure One](#)). Items 1-40 reflect instructional and administrative requests gathered from need inventories. Numbers 39 and 40 indicate a commitment to raises (to the current 88% CUPA median) for those earning tenure and or promotion. However, there will not be enough funding for a move from 88 to 89% of the CUPA median in this representation.

Items 40-57 on the FY19 Budget Request document list the positions in Academic Affairs currently funded by eTuition dollars. In this section of the document, the budget reconciles the loss of eTuition dollars with other sources of revenue to ensure that these positions are funded.

The total requested budget is 4.5 million dollars from allocation or allocation and minimal tuition increases, if allowed.

5. Old Business

6. New Business

- A) Transition from ADP to OneUSG Connect, Rodney Byrd, Patricia Durrough, and Dan Lewis ([Figure Two](#))
- B) The Student Affairs Committee of Faculty Senate is reviewing UWG Procedure 3.8.1, "First Amendment and Protected Activity on Campus," at the next meeting on Friday,

November 17th at 11:00 a.m. (**Figure Three**). Please send any questions or feedback to your representative no later than Thursday, November 16 at 5:00 p.m.

7. Announcements

A) Senate Liaison reports

There were no reports from Senate Liaisons.

8. Adjournment

Chair Farmer adjourned the meeting at 4:04 p.m.

Respectfully Submitted,

Dr. Angela Insenga

Associate Professor of English

Executive Secretary of the Faculty Senate and General Faculty

Figure One

FY19 Budget Request - Final

Priority	Div	FTE	Item	State/Tui	Cummulative
1	AA		QEP	\$50,000	\$50,000
2	AA	1.0	OFE Dept Assistant COE	\$50,412	\$100,412
3	AA	1.0	Education Research Faculty TT	\$82,100	\$182,512
4	AA	1.0	Geoscience TT Faculty	\$21,830	\$204,342
5	AA	1.0	Math Instructor NTT	\$61,516	\$265,858
6	AA	1.0	Math Instructor NTT	\$61,516	\$327,374
7	AA	1.0	Math Instructor NTT	\$61,516	\$388,890
8	AA	1.0	Management Lecturer NTT	\$99,522	\$488,412
9	AA	1.0	Education Research Faculty TT	\$82,100	\$570,512
10	AA	1.0	Nursing Assoc Prof TT	\$109,380	\$679,892
11	AA	1.0	Health/Comm Wellness Instructor	\$67,220	\$747,112
12	AA	1.0	Criminology Lecturer	\$57,303	\$804,415
13	AA	1.0	Mass Comm Professional Staff	\$12,400	\$816,815
14	AA	1.0	Music Assist Prof TT	\$75,150	\$891,965
15	AA	1.0	Economics Faculty TT	\$121,036	\$1,013,001
16	AA	1.0	Sociology Lecturer	\$54,002	\$1,067,003
17	SAEM	1.0	Assoc Director Advising Center	\$82,100	\$1,149,103
18	ITS	1.0	Cybersecurity-Malware Protection	\$28,000	\$1,177,103
19	AA	0.5	Dept Assistant Sr Biology (.5)	\$32,121	\$1,209,224
20	AA	1.0	Art Assist Professor TT	\$69,700	\$1,278,924
21	AA	1.0	Criminology Assist Prof TT	\$74,660	\$1,353,584
22	AA	1.0	Costume Shop Coordinator	\$51,100	\$1,404,684
23	AA	1.0	Professional Advisor-Newnan	\$52,593	\$1,457,277
24	SAEM	1.0	Dept Associate (CALV)	\$58,587	\$1,515,864
25	AA	1.0	Academic Advisor - RCOB	\$52,593	\$1,568,457
26	B&F	1.0	Mail Clerk, 9 mos	\$33,491	\$1,601,948
27	AA	1.0	Library Facilities Manager	\$74,928	\$1,676,876
28	AA	1.0	SON Admin Assist Exec to Dean	\$57,369	\$1,734,245
29	AA	0.5	History Dept Assist Sr PT (.5)	\$22,189	\$1,756,434
30	SAEM	1.0	Visit Coordinator (admissions)	\$45,198	\$1,801,631
31	SAEM	1.0	Coordinator Student Transition	\$52,087	\$1,853,718
32	SAEM	1.0	Assoc Director Enrollment Center	\$74,169	\$1,927,887
33	ITS		Internet Access Hi-Availability	\$30,000	\$1,957,887
34	B&F	1.0	Shipping & Receiving Clerk - Sr	\$42,088	\$1,999,975
35	B&F	1.0	Records Clerk - UPD PG5	\$45,198	\$2,045,173
36	SAEM	1.0	Event Production (CC)	\$66,570	\$2,111,743
37	AA		AVP Research (chnge from Director)	\$53,450	\$2,165,193
38	AA	3.0	COSM Academic Advisors (3)	\$157,779	\$2,322,972
39	AA		Faculty P&T	\$254,000	\$2,576,972
40	All		Equity Salary Study	\$300,000	\$2,876,972
36.0 Sub Total				\$2,876,972	

Priority	Div	FTE	Item	State/Tui	Cummulative
<i>Replacing eTuition Tenured/Tenured Track Faculty:</i>					
41	AA	1.0	Nursing Tenured Faculty & EdD Director	\$136,485	\$3,013,457
42	AA	1.0	Spanish Tenured Faculty	\$77,931	\$3,091,388
43	AA	1.0	Accounting Tenured Faculty	\$165,002	\$3,256,390
44	AA	1.0	Ingram Library Tenured Faculty	\$102,206	\$3,358,596
45	AA	1.0	Management Tenured Faculty	\$139,614	\$3,498,210
46	AA	1.0	Management Tenured Faculty	\$148,654	\$3,646,864
47	AA	1.0	Nursing Tenure Track Faculty	\$92,900	\$3,739,764
48	AA	1.0	LSI-COE Tenure Track Faculty -Admin &Supervision	\$81,066	\$3,820,830
49	AA	1.0	COE Tenure Track Faculty	\$77,510	\$3,898,339
50	AA	1.0	Criminology/Tenure Track Faculty	\$89,033	\$3,987,372
51	AA	1.0	Mass Communications Tenure Track Faculty	\$75,564	\$4,062,936
52	AA	1.0	Psychology Tenure Track Faculty	\$80,724	\$4,143,660
53	AA	1.0	Art Tenure Track Faculty	\$69,781	\$4,213,441
54	AA	1.0	COE-Instructional Technology Tenure Track Faculty	\$80,127	\$4,293,568
55	AA	1.0	COE-Comm. & Science Disorders Tenure Track Faculty	\$78,602	\$4,372,169
56	AA	1.0	Criminology Tenure Track Faculty	\$73,380	\$4,445,549
57	AA	0.5	Chemistry Tenured Faculty	\$65,876	\$4,511,426
16.5 Sub Total eTuition*				\$1,634,454	
52.5 Total Request				\$4,511,426	

*Total eTuition funding request with \$808,864 internal	\$2,443,318
Requested from State/Tuition Increase	(\$1,634,454)
Reduction to Distance Learning budget	(\$100,000)
Redirect from state allocation for eCampus	(\$250,000)
FY18 eTuition Growth (not allocated)	(\$210,000)
FY18 General Tuition Growth (not allocated)	(\$248,864)
Balance to Reduce	\$0

Figure Two

OneUSG Connect Change Network

University of West Georgia

































A USG initiative to develop and implement a consistent approach to policies, procedures, and technology solutions associated with PeopleSoft Human Capital Management (HCM).

The goal is to reduce costs, streamline processes, and have uniform guidelines with centralized support.

Project Team

Team Member	Role
Dale Driver	Project Manager
Rodney Byrd	Functional Manager (Payroll/Benefits)
Elizabeth Baker	Functional Manager (Budget)
Cole Stratton	Functional Manager (Budget)
Dan Lewis	Change Management (Communications)
Patricia Durrough	Change Management (Training)
Hugh Russell	Technical Manager
Lisa Kunkler	Functional Manager (Commitment Accounting)
Suzanne Garrett	Functional Manager (Faculty Events)
Paula Kepes	Functional Manager (HR Employment)
Karen Hulseay	Functional Manager (HR Employment)

Implementation Timeline

July 2017	January 2018	April 2018	January 2019	July 2019	January 2020
<ul style="list-style-type: none">  Columbus State University  Georgia College & State University  Georgia Gwinnett College  Georgia Southwestern State University  Valdosta State University University System Office 	<ul style="list-style-type: none">  Abraham Baldwin Agricultural College / Bainbridge State College  Georgia Southern University / Armstrong State University  Fort Valley State University  Georgia State University  Gordon State College Middle Georgia State University 	<ul style="list-style-type: none">  Albany State University / Darton State College  Atlanta Metropolitan State College  College of Coastal Georgia  Clayton State University  Dalton State College  East Georgia State College  Georgia Highlands College  Kennesaw State University  Savannah State University  South Georgia State College  University of North Georgia  University of West Georgia 	<ul style="list-style-type: none">  University of Georgia 	<ul style="list-style-type: none">  Augusta University  Research  Comprehensive  State Universities  State Colleges  Consolidation 	<ul style="list-style-type: none">  Georgia Institute of Technology



Go Live

MARCH/APRIL 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 First bi-weekly pay period begins for OneUSG	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13 First pay date for OneUSG	14

Project Information



Provides employees an online easy-to-use tool for:

- updating personal information
- submitting time sheets
- requesting leave
- reviewing payroll information

Project Information



Manager
Self Service

Provides managers with an online easy-to-use tool for:

- approving time and absence request
- initiating/approving PAR's
- reviewing team information

Project Information

A dark blue circular icon with a white border and a subtle drop shadow. Inside the circle, the text "Faculty Data Self Service" is written in white, centered.

Faculty Data
Self Service

Provides faculty with an online easy-to-use tool for:

- Managing faculty-specific needs including tenure and events, such as presentations or publications.

What's Changing?



Login

Java Environment

PC Accessible

Entering Absences directly on the timecard



ORACLE®

PEOPLESOFT

Single Sign-on

No Java

Mobile Friendly

All Absences must be requested electronically; no absences may be placed on the time sheet manually.



What's Changing?



Pay Week: Saturday to Friday

Work Schedule not used

Time Card Approval

No Manager Self Service (PAR's)

Preferred Name



ORACLE®

PEOPLESOFT

Pay Week: Sunday to Saturday

Work Schedule for ALL employees

Reports to vs. Time and Absence Approval

Manager Self Service

Legal Name

The “Fluid” Environment



Resources Available

- Website: <https://www.westga.edu/hr/oneusg-dev/>
 - YouTube Video Tutorials
 - Job Aids
 - FAQ's
- Instructor-led Training
- Open Forums



Questions?



Figure Three

UWG PROCEDURE 3.8.1, First Amendment and Protected Activity on Campus

Authority: UWG POLICY 3.8 (Student Conduct and Discipline)

The Chief Legal Officer establishes the following procedures for compliance with the First Amendment and Protected Activity on Campus as authorized by UWG Policy 3.8 on Student Conduct and Discipline:

A. Statement of Purpose

The University of West Georgia (“UWG or the University”) places great importance on First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University may regulate the time, place, and manner of expression to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property, and provide a secure environment to individuals exercising freedom of expression. The University will not use this Procedure to regulate content or viewpoints, as further explained in Paragraph F. below.

B. Definitions

For the purposes of this Procedure, the following definitions apply:

1. **Campus** –UWG-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries.
2. **First Amendment Speech** – freedom of speech as guaranteed by the First Amendment to the Constitution of the United States; this *DOES NOT* include speech or expression that violates relevant speech provisions in the University’s policies or procedures on anti-bullying (see UWG Procedure 3.8.2), sales and solicitation (see UWG Procedures 5.5.1, 5.5.2, and 5.5.3), or civil rights (see UWG Procedure 6.2.5), or that violates any other applicable UWG or BOR conduct policy or procedure, or any applicable Federal or Georgia law. [NOTE: Employees should be aware that they are subject to more restrictions based upon BOR policy and employment laws. Please contact University General Counsel with any questions regarding permitted activity.]
3. **Free Expression Areas** – open outside areas, that are not used for administrative purposes related to the operation of the University or for educationally related activities, that are generally available to the University Community for **First Amendment Speech**. This includes areas approved by the President of UWG and published in Appendix A to this Procedure. At a minimum, this includes the areas between the UCC and the UCC fountain; the grassy area behind the UCC fountain; and the areas between the Campus Center and the Library.
4. **University Community** - (1) all persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities including University departments, foundations, and registered University student organizations.

C. Procedures for University Affiliated Speakers

Free Expression Areas of campus may be used for **First Amendment Speech** by members of the University Community, subject to the restrictions in Paragraph E., and based on availability on a first-come, first-served basis, so long as other individuals or groups have not first reserved the space. In the

event that conflicts arise due to unscheduled **First Amendment Speech**, and those conflicts cannot be reasonably resolved by relocating the previously scheduled event, the following order of precedence shall govern:

1. Official recurring University sponsored events and activities (i.e. homecoming, etc.);
2. Recognized and recurring student organizations' events and activities;
3. Student events and activities scheduled at least two weeks in advance;
4. Unscheduled **First Amendment Speech** by currently enrolled students; and
5. All other activity on Campus.

The University encourages all parties who are members of the University Community and are seeking to use Campus facilities for **First Amendment Speech** to contact the office of the Chief Auxiliary Officer to minimize conflicts and accommodate all interested users.

Groups of fifty (50) or more persons wishing to gather in the **Free Expression Areas** must contact one of the following as soon as possible: - (1) for calls made Monday through Friday from 8:00 to 5:00 p.m., contact Auxiliary Services at (678) 839-6525; (2) for calls made at all other hours, contact the University Police at (678) 839-6000. Prior notice is requested to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the space, and that sufficient University resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as very recent or still-unfolding news developments, the person or group should provide the University with as much advance notice as circumstances reasonably permit.

D. Procedures for Non-University Affiliated Speakers

Individuals or groups who are not members of the University Community or the sponsored guest(s) of a member of the University Community are restricted to the open area in front of the University Community Center for purposes related to **First Amendment Speech**. All speakers must submit a completed Facility Use Request form (see Appendix B) and must obtain prior approval in writing for use of the area from the Chief Auxiliary Officer or designee. Non-University Affiliated speakers may only utilize the area between the hours of 8:00 am and 5:00 pm Monday through Friday, and must comply with all requirements set forth in Paragraph E. below.

E. Restrictions and Authority to Deny Use

The University reserves the right to deny or change the location or time for the use of any area on Campus for **First Amendment Speech** if the activity:

1. Attracts a crowd larger than the requested location can safely contain;
2. Significantly disrupts University activities inside or outside of buildings (including classes);
3. Significantly disrupts previously-scheduled campus events;
4. Obstructs entrances or exits to buildings;
5. Obstructs vehicular or pedestrian traffic; or
6. Represents a significant threat to public safety or property, per the discretion of the President, Chief Health Officer, University Police Chief, or one of their designees.

F. Administration of Protected Speech or Expression on Campus

When assessing **First Amendment Speech**, University personnel must not consider, nor impose, restrictions on individuals or organizations based on the content or viewpoint of the expression or the possible reaction to that expression, except to the extent such factors are relevant to assessing

appropriate security measures. In the event that other persons react negatively to this expression, University personnel (including University Police) shall take all necessary steps to ensure public safety while allowing the **First Amendment Speech** to continue. University Police and the President maintain ultimate discretion to end any activity if it is deemed to be a significant threat to campus safety.

Questions about this policy may be directed to:

Chief Auxiliary Officer

University Community Center

University of West Georgia

Tel: (678) 839-6525; Fax: (678) 839-5073

auxent@westga.edu

Issued by the Chief Legal Officer, the 2 day of Nov., 2016.



Signature, Chief Legal Officer

Reviewed by President:



Previous versions:

Student Handbook - Freedom of Expression

Student Handbook - Speeches, Demonstrations, Distribution of Written Material Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches

APPENDIX A

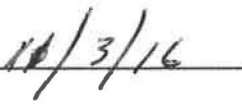
FIRST AMENDMENT AREAS ESTABLISHED AT UWG

- Open areas between the UCC and the UCC fountain
- The grassy area behind the UCC fountain
- Open areas between the Campus Center and the Library
- Love Valley
- In front of Z6

Approved by University of West Georgia President:



SIGNATURE



DATE

Addendum II

Program View (Read-Only)

Attachments

Current File: [french_worksheet_major_with_teacher_certification.pdf](#)

Originator

College of Arts and Humanities
College

Foreign Languages Department
Department

Kilpatrick, Robert
Originator

What would you like to do?

Add New Track/Concentration Modify Existing Program Deactivate Existing Program Terminate Existing Program Add New Program

Modifications

Program Name Program Description Degree Name See Comments

Shared Governance Process

Senate Action Item (See Procedure)

Program Selection

College of Arts and Humanities

College

Bachelor of Arts with a Major in Foreign Languages and Literatures

Existing Program (as shown in the DMA)

French with P-12 Concentration

Track or Concentration

Bachelor of Arts with a Major in Foreign Languages and Literatures

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

French with P-12 Concentration

Track or Concentration Name (You can only edit this if you checked 'Track/Concentration Name' in the Modifications box)

Bachelor of Arts

Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Spring

Effective Semester/Year

2018

On Campus
Program Location

Modification Details

Students pursuing a double major may substitute 3 hours from the area F of their other major for GRMN/SPAN 1002 in the FIL area F. They may also substitute any 3-hr elective for GRMN/SPAN 2001 (now listed as "Other Requirements" on our program sheet). Other major must be completed for these substitutions to apply.

(Max 4000 characters)

Rationale

The change will bring our teacher certification track in line with requirements for double major BA track.

(Max 4000 characters)

Attachments

Current File: french_worksheet_major_with_teacher_certification.pdf

SACSCOC Substantive Change

Please review the [Policy Summary](#) and [Decision Matrix](#)

Send questions to clenks@westga.edu

Check all that apply to this program

- Significant departure from previously approved programs
- New instructional site at which more than 50% of program is offered
- Change in credit hours required to complete the program
- Program deactivation
- None of these apply

Comments

(Max. 4000 characters)

College Approvals

Robert Kilpatrick [APPROVED 2017-08-03]

Chair, Course Department

Pauline Gagnon [APPROVED 2017-10-11]

Dean, College of Arts and Humanities

Other Approvals

Nicholas Sterling [APPROVED 2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIR

Final Approver

University of West Georgia
Department of Foreign Languages & Literature

Bachelor of Arts Major: FOREIGN LANGUAGES AND LITERATURES FRENCH TRACK with CERTIFICATION

Core Curriculum*5	Sem Hours	Hours Comp	Hours Rem.	Major Area*5	Sem Hours	Hours Comp	Hours Rem.
Area A. Essential Skills	9			Content*4	28		
ENGL 1101	3			FREN 3100	3		
ENGL 1102	3			FREN 3223	3		
MATH 1101 OR 1111	3			FREN 3221	3		
				FREN 4150	3		
Area B. Institutional Priorities	5			FREN 4310 or 4320	3		
PHIL2110**	3						
Approved Elective: Music 1110 or XIDS 2002	2			FREN electives 3000 level or above	9		
				FREN 4484	1		
Area C. Humanities/ Arts	6			HIST 1111 or 1112	3		
XIDS 2100**	3						
SPAN/GRMN 1001**	3						
Area D. Natural science, Math, & Technology	10						
Lab Science	4						
Non-Lab Science	6						
				GPA of 2.7 required for admission to TEP			
Area E. Social Science	12			Professional Education	27		
HIST 1111 OR 1112	3			SEED 4271*2,7	2		
				SEED 4271L	1		
HIST 2111 OR 2112	3			FORL 4501* 7	3		
POLS 1101	3			FORL 4502* 6,7,	3		
Social Science Elective: GEOG 1013, 2503, or XIDS 2301**	3			FORL 4586* 2,	9		
				SPED 3715	3		
				CEPD 4101* 2,7	3		
Area F. Program Related Courses	18			MEDT 3401	3		
EDUC 2110, 2120, 2130	9						
FREN 2001, 2002	3-6			Other Requirements	5		
GRMN or SPAN 1002	3			Foreign Language (2001) other than FREN	3		
Elective	0-3			Elective	2		
Subtotal	60			Subtotal	60		
				TOTAL	120		

*1 Students must earn a grade of C or better in all courses.

*6 GPA of 2.7 required for enrollment plus one 4XXX level language course.

*2 Admission to Teacher Education required before enrolling in these courses.

*7 Students must earn a grade of B or better in **Professional Education** courses.

*3 GPA of 2.5 required to enroll in these courses.

** Recommended course

*4 Students must earn a grade of C or better in all **Major Area** courses.

*5 Discipline-Specific Writing Requirement: Students must take at least two 3000/4000-level "W" courses for a total of 6 hours, at least 3 of which must be in the major.

Revised 09/2011

Program View (Read-Only)

Attachments

Current File: [spanish_worksheet_major_with_certification.pdf](#)

Originator

College of Arts and Humanities

College

Foreign Languages Department

Department

Kilpatrick, Robert

Originator

What would you like to do?

Add New Track/Concentration
 Modify Existing Program
 Deactivate Existing Program
 Terminate Existing Program
 Add New Program

Modifications

Program Name
 Program Description
 Degree Name
 See Comments

Shared Governance Process

Senate Action Item
 (See Procedure)

Program Selection

College of Arts and Humanities

College

Bachelor of Arts with a Major in Foreign Languages and Literatures

Existing Program (as shown in the DMA)

Spanish with P-12 Concentration

Track or Concentration

Bachelor of Arts with a Major in Foreign Languages and Literatures

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Spanish with P-12 Concentration

Track or Concentration Name (You can only edit this if you checked 'Track/Concentration Name' in the Modifications box)

Bachelor of Arts

Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Spring

Effective Semester/Year

2018

On Campus
Program Location

Modification Details

Students pursuing a double major may substitute 3 hours from the area F of their other major for FREN/GRMN 1002 in the FLI area F. They may also substitute any 3-hr elective for FREN/GRMN 2001 (now listed as "Other Requirements" on our program sheet). Other major must be completed for these substitutions to apply.

(Max 4000 characters)

Rationale

The change will bring our teacher certification track in line with requirements for double major BA track.

(Max 4000 characters)

Attachments

Current File: [spanish_worksheet_major_with_certification.pdf](#)

SACSCOC Substantive Change

Please review the [Policy Summary](#) and [Decision Matrix](#)

Send questions to clenks@westga.edu

Check all that apply to this program

- Significant departure from previously approved programs
- New instructional site at which more than 50% of program is offered
- Change in credit hours required to complete the program
- Program deactivation
- None of these apply

Comments

(Max 4000 characters)

College Approvals

Robert Kilpatrick [APPROVED 2017-08-03]

Chair, Course Department

Pauline Gagnon [APPROVED 2017-10-11]

Dean, College of Arts and Humanities

Other Approvals

Nicholas Sterling [APPROVED 2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIR

Final Approver

University of West Georgia

Department of Foreign Languages & Literature

Bachelor of Arts Major: FOREIGN LANGUAGES AND LITERATURES SPANISH TRACK with CERTIFICATION

Core Curriculum*5	Sem Hours	Hours Comp	Hours Rem.	Major Area*5	Sem Hours	Hours Comp	Hours Rem.
Area A. Essential Skills	9			Content*4	28		
ENGL 1101	3						
ENGL 1102	3			SPAN 3102	3		
MATH 1101 OR 1111	3			SPAN 3030	3		
				SPAN 4012 or 4013	3		
Area B. Institutional Priorities	5			SPAN 4040 or 4170	3		
PHIL2110**	3			SPAN electives 3000 level or above	12		
Approved Elective: Music 1110 or XIDS 2002	2			SPAN 4484	1		
				HIST 1111 or 1112	3		
Area C. Humanities/ Arts	6						
XIDS 2100**	3						
FREN/GRMN 1001**	3						
Area D. Natural science, Math, & Technology	10						
Lab Science	4						
Non-Lab Science	6						
				GPA of 2.7 required for admission to TEP			
Area E. Social Science	12			Professional Education	27		
HIST 1111 OR 1112	3			SEED 4271*2,7	2		
HIST 2111 OR 2112	3			SEED 4271L	1		
POLS 1101	3			FORL 4501* 7	3		
Social Science Elective: GEOG 1013, 2503, or XIDS 2301**	3			FORL 4502* 6,7	3		
				FORL 4586* 2	9		
				SPED 3715	3		
Area F. Program Related Courses	18			CEPD 4101* 2,7	3		
EDUC 2110, 2120, 2130	9			MEDT 3401	3		
SPAN 2001, 2002	3-6			Other Requirements	5		
GRMN or FREN 1002	3			Foreign Language (2001) other than Spanish	3		
Elective	0-3			Elective	2		
Subtotal	60			Subtotal	60		
				TOTAL	120		

*1 Students must earn a grade of C or better in all the courses.

*2 Admission to Teacher Education required before enrolling in these courses.

*3 GPA of 2.5 required to enroll in these courses.

*4 Students must earn a grade of C or better in all the **Major Area** courses.

*5 DSW Requirement: Students must take at least two 3000/4000-level "W" courses for a total of 6 hours, at least 3 of which must be in the major.

*6 GPA of 2.7 required for enrollment plus one 4XXX level language course.

*7 Students must earn a grade of B or better in **Professional Education** courses

** recommended course

Revised 11/2010

Course View (Read Only)

Originator
Department College Originator

What would you like to do?
 Add New Course Modify Existing Course Delete Existing Course

Modifications Prerequisites Corequisites Description Title Credit See Comments (See Procedure)

Course Details
CHEM
Prefix Number Course Title

Specially designed to meet the needs of future teachers, students design and carry out four independent inquiries, which they write up and present in the manner that is common in the scientific community. Course is restricted to UTEACH students.

Course Catalog Description				
3.00 Lec Hrs		3.00 Credit Hrs	Fall - 2018 Effective Term	Yearly Frequency
				Letter Grade Grading

Prerequisites

Please add: UTCH2002 with a C or higher AND MATH1113 with a C or higher

Corequisites

Rationale

The Research Methods course is restricted to UTeach students as described in the undergraduate course catalog. However there is no pre-requisite or co-requisite to enforce this. Therefore students who are not on the UTeach track have enrolled in this course, using resources that should only be provided to UTeach students. Because the course involves knowledge about what inquiry is, these students are at a disadvantage compared to their peers in this class and they may also slow down the course flow because they need extra input from the faculty member. Adding UTCH2002 (Inquiry-based Lesson Design), a course where students create inquiry-based 5E lesson plans and where their commitment to the UTeach program is more solid, would help resolve those issues. In addition, because the course entails mathematics-based modeling and a mathematical maturity, adding MATH1113 (pre-calculus) as a pre-requisite would ensure that the students are well prepared to handle the mathematics-based content of this course.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 24

Comments

College Approvals

Sharmistha Basu-Dutt [APPROVED]
2017-10-23]

Chair, Course Department

Gregory T. Payne [APPROVED]
2017-11-06]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED]
2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Course View (Read Only)

Originator **Geosciences Department** **College of Science and Mathematics** **Gaquere-Parker, Anne**
Department College Originator

What would you like to do?
 Add New Course Modify Existing Course Delete Existing Course

Modifications Prerequisites Corequisites Description Title Credit See Comments **Shared Governance Process**
Senate Action Item (See Procedure)

Course Details **GEOL** **3825** **Research Methods**
Prefix Number Course Title

Specially designed to meet the needs of future teachers, students design and carry out four independent inquiries, which they write up and present in the manner that is common in the scientific community. Course is restricted to UTeach students.

Course Catalog Description				
3.00 Lec Hrs		3.00 Credit Hrs	Fall - 2018 Effective Term	Yearly Frequency Letter Grade Grading

Prerequisites

Please add: UTCH2002 with a C or higher AND MATH1113 with a C or higher

Corequisites

Rationale

The Research Methods course is restricted to UTeach students as described in the undergraduate course catalog. However there is no pre-requisite or co-requisite to enforce this. Therefore students who are not on the UTeach track have enrolled in this course, using resources that should only be provided to UTeach students. Because the course involves knowledge about what inquiry is, these students are at a disadvantage compared to their peers in this class and they may also slow down the course flow because they need extra input from the faculty member. Adding UTCH2002 (Inquiry-based Lesson Design), a course where students create inquiry-based 5E lesson plans and where their commitment to the UTeach program is more solid, would help resolve those issues. In addition, because the course entails mathematics-based modeling and a mathematical maturity, adding MATH1113 (pre-calculus) as a pre-requisite would ensure that the students are well prepared to handle the mathematics-based content of this course.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 24

Comments

College Approvals

James R. Mayer [APPROVED]
2017-10-23]

Chair, Course Department

Gregory T. Payne [APPROVED]
2017-11-06]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED]
2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Course View (Read Only)

Attachments

Current File: [MATH0997.pdf](#)

Originator

Mathematics Department

College of Science and Mathematics

Sykes, Scott
Originator

What would you like to do?

Add New Course Modify Existing Course Delete Existing Course

Modifications

Prerequisites Corequisites Description Title Credit See Comments

Shared Governance Process

Senate Action Item (See Procedure)

Course Details

MATH 0997
Prefix Number

Support for Quantitative Reasoning
Course Title

This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1001 – Quantitative Reasoning. Topics will parallel topics being studied in MATH 1001 as well as the essential quantitative skills needed to be successful in MATH 1001. Taken with MATH 1001, topics to be covered will include logic, basic probability, data analysis and modeling from data.

Course Catalog Description

2 Lec Hrs

0 Lab Hrs

1-3 Credit Hrs

Fall - 2018
Effective Term

Every Term
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

MATH 1001

Rationale

This class is designed to be taken during the same semester as MATH 1001 to give students additional background to help them pass MATH 1001. The schedule for this class will parallel the schedule in MATH 1111 and give students extra assistance in mastering the topics from MATH 1001.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment:

Comments

Attachments

Current File: MATH0997.pdf

College Approvals

Rui Xu [APPROVED 2017-11-14]

Chair, Course Department

Shea Rose [APPROVED 2017-11-22]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED
2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

MATH 0997 Support for Quantitative Reasoning (1-3 institutional credit hours)

Prerequisites: None

Corequisite: MATH 1001 Quantitative Reasoning

Description: This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1001 – Quantitative Reasoning. Topics will parallel topics being studied in MATH 1001 as well as the essential quantitative skills needed to be successful in MATH 1001. Taken with MATH 1001, topics to be covered will include logic, basic probability, data analysis and modeling from data.

TEXT: (Same as text for MATH 1001 with supplementary materials to be created)

LEARNING OUTCOMES: (same as MATH 1001)

Upon successful completion of this course students will demonstrate the ability to:

1. Interpret a wide variety of quantitative information
2. Use mathematical reasoning to analyze quantitative information, and use it to reach conclusions in real-world contexts.
3. Understand how mathematics and quantitative reasoning are an integral part of society and history
4. Process information and develop procedures for solving problems.
5. Use different units and formats of numbers including metric system and percentages.
6. Understand and deal with uncertainty in mathematics
7. Be able to interpret and calculate financial information including interest and loans.
8. Understand and interpret statistical results found in the media and society.

SCHEDULE:

This class is designed to give students additional background to help them pass MATH 1001. The schedule for this class will parallel the schedule in MATH 1111 and give students extra assistance in mastering the topics from MATH 1001.

Week 1: Inductive and Deductive Reasoning

Week 2: Problem Solving and Mathematical Models

Week 3: Set Theory

Week 4: Venn Diagrams

Week 5: Basic Logic

Week 6: Truth Tables

Week 7: Simple and Compound Interest

Week 8: Annuities and Loans

Week 9: Permutations and Combinations

Week 10: Basic Probability

Week 11: Probability and Expected Values

Week 12: Measures of Center

Week 13: Measures of Dispersion

Week 14: The Normal Distribution

Week 15: Review

GRADING METHOD: TBD (Note: Grades will be tied to grade in the accompanying section of MATH 1001 so that students that pass 1001 will also pass 0997)

Course View (Read Only)

Attachments

Current File: [MATH0999.pdf](#)

Originator

Mathematics Department

College of Science and Mathematics

Sykes, Scott

Department

College

Originator

What would you like to do?

Add New Course
 Modify Existing Course
 Delete Existing Course

Modifications

Prerequisites
 Corequisites
 Description
 Title
 Credit
 See Comments

Shared Governance Process

Senate Action Item [\(See Procedure\)](#)

Course Details

MATH

0999

Support for College Algebra

Number

Course Title

This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 as well as the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions.

Course Catalog Description

2 Lec Hrs

0 Lab Hrs

1-3 Credit Hrs

Fall - 2018 Effective Term

Every Term Frequency

Letter Grade Grading

Prerequisites

Math 1001 or 1101 with a grade of C or higher, or high school GPA of 3.0 or higher, or ACT MATH score of 14 or higher or MATH SAT score of 340 or higher

Corequisites

MATH 1111

Rationale

This class is designed to be taken during the same semester as MATH 1111 to give students additional background to help them pass MATH 1111. The schedule for this class will parallel the schedule in MATH 1111 and give students extra assistance in mastering the topics from MATH 1111.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 200

Comments

Attachments

Current File: MATH0999.pdf

College Approvals

Rui Xu [APPROVED 2017-11-14]

Chair, Course Department

Shea Rose [APPROVED 2017-11-22]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED
2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

MATH 0999 Support for College Algebra (1-3 institutional credit hours)

Prerequisites: Credit for MATH 1001 or MATH 1101 with a “passing” grade (as defined by institution, typically “C” or higher) OR high school GPA 3.0 or higher OR ACT Mathematics score of 14 or higher OR “old” SAT Mathematics score of 340 or higher OR “new” SAT Math test score of 19 or higher OR Accuplacer Elementary Algebra score of 67 or higher OR Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of XX* or higher. [Institutions may set higher prerequisites for enrollment in MATH 1111 with corequisite support.]

* A score for Next-Generation Quantitative Reasoning, Algebra, and Statistics will be provided when the College Board provides concordance information for Accuplacer Elementary Algebra and Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics scores (expected in spring 2018).

Corequisite: MATH 1111 College Algebra

Description: This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 as well as the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions.

TEXT: (Same as text for MATH 1111 with supplementary materials to be created)

LEARNING OUTCOMES: (Same as MATH 1111)

Students should be able to demonstrate:

1. An understanding of the equations of circles and lines
2. An understanding of functions and how to graph functions
3. An understanding of operations on functions including function composition
4. An understanding of polynomial graphs, including intercepts and end-behavior
5. An understanding of how to find the zeros of a polynomial and how to factor polynomials
6. An understanding of inverse functions and how to find them graphically and algebraically
7. An understanding of the properties of exponential and logarithmic equations
8. An understanding of how to solve exponential and logarithmic equations
9. An understanding of how to solve a system of equation

SCHEDULE:

This class is designed to give students additional background to help them pass MATH 1111. The schedule for this class will parallel the schedule in MATH 1111 and give students extra assistance in mastering the topics from MATH 1111.

- Week 1: Rules of Exponents and Square Roots
- Week 2: Factoring and Simplifying Expressions
- Week 3: Linear Equations
- Week 4: Solving Other Equations
- Week 5: Solving Inequalities
- Week 6: Cartesian Coordinates
- Week 7: Basics of Functions
- Week 8: Linear Functions
- Week 9: Graphs of Functions and Algebra of Functions
- Week 10: Quadratic Functions
- Week 11: Higher Order Polynomials
- Week 12: Systems of Equations
- Week 13: Logarithmic Functions
- Week 14: Exponential Functions
- Week 15: Review

GRADING METHOD: TBD (Note: Grades will be tied to grade in the accompanying section of MATH 1111 so that students that pass 1111 will also pass 0999)

Course View (Read Only)

Originator Department College Originator

What would you like to do? Add New Course Modify Existing Course Delete Existing Course

Modifications Prerequisites Corequisites Description Title Credit See Comments Shared Governance Process Senate Action Item (See Procedure)

Course Details Prefix Number Course Title

Specially designed to meet the needs of future teachers, students design and carry out four independent inquiries, which they write up and present in the manner that is common in the scientific community. Course is restricted to UTEACH students.

Course Catalog Description	Yearly Frequency	Letter Grade Grading						
<table border="0"> <tr> <td><input type="text" value="3.00"/> Lec Hrs</td> <td><input type="text" value="3.00"/> Credit Hrs</td> <td><input type="text" value="Fall - 2018"/> Effective Term</td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </table>	<input type="text" value="3.00"/> Lec Hrs	<input type="text" value="3.00"/> Credit Hrs	<input type="text" value="Fall - 2018"/> Effective Term	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
<input type="text" value="3.00"/> Lec Hrs	<input type="text" value="3.00"/> Credit Hrs	<input type="text" value="Fall - 2018"/> Effective Term						
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>						

Prerequisites

Please add: UTeach2002 with a C or higher AND MATH1113 with a C or higher

Corequisites

Rationale

The Research Methods course is restricted to UTeach students as described in the undergraduate course catalog. However there is no pre-requisite or co-requisite to enforce this. Therefore students who are not on the UTeach track have enrolled in this course, using resources that should only be provided to UTeach students. Because the course involves knowledge about what inquiry is, these students are at a disadvantage compared to their peers in this class and they may also slow down the course flow because they need extra input from the faculty member. Adding UTeach2002 (inquiry-based Lesson Design), a course where students create inquiry-based 5E lesson plans and where their commitment to the UTeach program is more solid, would help resolve those issues. In addition, because the course entails mathematics-based modeling and a mathematical maturity, adding MATH1113 (pre-calculus) as a pre-requisite would ensure that the students are well prepared to handle the mathematics-based content of this course.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 24

Comments

College Approvals

Rui Xu [APPROVED 2017-10-23]

Chair, Course Department

Gregory T. Payne [APPROVED 2017-11-06]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED 2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Course View (Read Only)

Originator
Department College Originator

What would you like to do?
 Add New Course Modify Existing Course Delete Existing Course

Modifications
 Prerequisites Corequisites Description Title Credit See Comments (See Procedure)

Course Details
 PHYS
Prefix Number Course Title

Specifically designed to meet the needs of future teachers, students design and carry out four independent inquiries, which they write up and present in the manner that is common in the scientific community. Course is restricted to UTEACH students.

Course Catalog Description		Yearly Frequency	Letter Grade Grading
2.00 Lec Hrs	2.00 Lab Hrs	Fall - 2018 Effective Term	3.00 Credit Hrs

Prerequisites

Please add: UTCH2002 with a C or higher AND MATH1113 with a C or higher

Corequisites

Rationale

The Research Methods course is restricted to UTeach students as described in the undergraduate course catalog. However there is no pre-requisite or co-requisite to enforce this. Therefore students who are not on the UTeach track have enrolled in this course, using resources that should only be provided to UTeach students. Because the course involves knowledge about what inquiry is, these students are at a disadvantage compared to their peers in this class and they may also slow down the course flow because they need extra input from the faculty member. Adding UTCH2002 (inquiry-based Lesson Design), a course where students create inquiry-based 5E lesson plans and where their commitment to the UTeach program is more solid, would help resolve those issues. In addition, because the course entails mathematics-based modeling and a mathematical maturity, adding MATH1113 (pre-calculus) as a pre-requisite would ensure that the students are well prepared to handle the mathematics-based content of this course. Finally, this course is cross-listed with BIO, CHEM, GEOL and MATH 3825 under which prefixes it is offered as "3 lecture hours". For consistency reasons, the PHYS3825 needs to also be 3.00 lecture hours and not 2.00 lecture hours and 2.00 lab hours as it is currently.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? YES (See Policy)

Present or Projected Annual Enrollment: 24

Comments

College Approvals

Julie Talbot [APPROVED
2017-10-23]

Chair, Course Department

Gregory T. Payne [APPROVED
2017-11-06]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED
2017-11-30]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Addendum III

Undergraduate
Spring 2018
Approved SLP Courses:

COE

1. CMWL 4102 (Service Learning In Health and Community Wellness) (Approved)
Section: 01
Instructor: Brandenburg

2. READ 4285 (Education in Belize)
Section 01S
Instructor: TBA

3. ECED 3214 Exploratory Methods in Music and Fine Arts
Section: 01
Instructor: Wadlington

4. ECED 4251 (Assessment and Correction in Mathematics Education-Clinical Lab)
Section 91
Instructor: Drake

5. ECED 4289 Teaching Internship Seminar
Section 01
Instructor: Strain

COAH

1. HIST 4400 Introduction to Public History
Section 01
Instructor: Brock

2. ENGL 1102: English Composition II

Instructors and Sections:

Sections L01 (Fink) L02 (Morin) A12 (Dycus)

3. ENGL 4295 Young Adult Literature

Section: 01W

Instructor: Insenga

COSS

1. PSYC 4085 Service Learning: Field Research

Section 01

Instructor: Diaz-Laplante

2. POLS 4217/5217 Grant Writing for Non Profit Organizations

Sections: E01

Instructor: Barrett

Addendum IV

Course View (Read Only)

Attachments

Current File: CISM5330SyllabusFall2017.docx

Originator

Management
Department

Richards College of Business
College

Pridmore, Jeannie
Originator

What would you like to do?

- Add New Course
- Modify Existing Course
- Delete Existing Course

Modifications

- Prerequisites
- Corequisites
- Description
- Title
- Credit
- See Comments

Shared Governance Process

Senate Information Item [\(See Procedure\)](#)

Course Details

CISM Prefix
5330 Number

Enterprise Architecture
Course Title

Successful organizations use Enterprise Architecture (EA) as a business strategy. EA is the organizing structure for business processes and IT infrastructure. Top performing organizations know how to design their business processes and IT infrastructure for success of their current operations, and the most successful companies know how to expand their EA to enable innovation and to seize a competitive advantage for the future. This course will introduce students to how EA is used as a business strategy and a business enabler. A final research project will include design thinking methods and the use of SAP enterprise systems design tools to extend an organization's EA.

Course Catalog Description

3.00 Lec Hrs

Lab Hrs

3.00 Credit Hrs

Fall - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Students who have taken CISM 4330 cannot take CISM 5330.

Corequisites

Rationale

CISM 4330 and CISM 5330 are cross listed. Students who have taken in CISM 4330 should not take CISM 5330.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment:

Comments

Attachments

Current File: CISM5330SyllabusFall2017.docx

College Approvals

Thomas Gainey [APPROVED
2017-11-21]

Chair, Course Department

Faye McIntyre [APPROVED
2017-11-22]

Dean, RCOB

Other Approvals

Adrian Austin [APPROVED
2017-11-21]

RCOB Graduate Program Committee Chair

Susan Hall Webb [APPROVED
2017-12-04]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

University of West Georgia
College of Business, Department of Management

CISM 5330 Enterprise Architecture

Fall 2017

3 Credit Hours

Business Intelligence and Cyber Security MBA Concentration

Instructor: Jeannie Pridmore

Office RCOB 2225

Office Hours: Tuesday 12:00pm – 2:00pm (On Campus)

Thursday 12:00am – 2:00pm (On campus)

Please email me at jpridmor@westga.edu and use the subject line “CISM 4330” so that I will know which class your question is referring to.

E-mail Address jpridmor@westga.edu

Please keep all communication in CourseDen. I prefer to use the discussion boards for questions so the entire class can benefit from the answer. If you must contact me privately about something, please email through CourseDen.

Online Support

CourseDen Home page

<https://westga.view.usg.edu>

CourseDen Help & Troubleshooting

<http://uwgonline.westga.edu>

Distance Learning Library Services

<http://westga.edu/~library/depts/offcampus/>

Ingram Library Services

<http://westga.edu/~library/info/library.shtml>

UWG Bookstore

<http://www.bookstore.westga.edu>

Disability Services

http://www.westga.edu/studentDev/index_8884.php

Additional resources and links are available in the UWG|Online CourseDen (D2L) Resources widget on your course homepage

Course Materials:

An Introduction To Enterprise Architecture: Third Edition Paperback – August 13, 2012
by [Scott A. Bernard](#) (Author)

Required Software: ERPsim (approximately \$40)

Required Software: Installed on computer lab workstations

Open SAP Courses:

<https://open.sap.com/courses/dr1-2> - Basics of Design Research

<https://open.sap.com/courses/bvis1-1> - Be Visual! Sketching Basics for IT Business

Course Description:

Successful organizations use Enterprise Architecture (EA) as a business strategy. EA is the organizing structure for business processes and IT infrastructure. Top performing organizations know how to design their business processes and IT infrastructure for success of their current operations, and the most successful companies know how to expand their EA to enable innovation and to seize a competitive advantage for the future. This course will introduce students to how EA is used as a business strategy and a business enabler. A final research project will include design thinking methods and the use of SAP enterprise system tools to extend an organization's EA.

COURSE LEARNING OBJECTIVES:

1. Describe Enterprise Systems and Business Process Integration.
2. Develop Business Process Flow Diagrams.
3. Describe the structure and components of an Enterprise Architecture.
4. Develop an Enterprise Architecture Model.
5. Develop a plan to implement an Enterprise Architecture.
6. Describe how businesses can use Enterprise Architecture as a business strategy.
7. Use Designing Thinking Methodology to develop an Enterprise Business Application.

Course Approach: Course materials will give you multiple ways to learn the material presented in this course. The assigned readings will provide one source of information. Lectures in class and online recordings will be based on, and extend, the material in assigned readings. Assignments and projects give you an opportunity to learn about Enterprise Architecture using a hands-on approach. You should take the opportunity to apply course material in assignments. The instructor will be available at during office and scheduled class times to assist you. Learning how to design, implement, and extend an Enterprise Architecture is not something that you can do in a few hours but they take a significant amount of time. This is not a course that you can easily get "A"; you'll earn it by hard work and dedication.

Grading:	
EA Modeling 1	10%
EA Modeling 2	10%
EA Modeling 3	10%
ERPsim 1 Design Thinking Group Project	25%
ERPsim 2 Design Thinking Group Project & Presentation	15%
Open SAP Individual	15%
ERPsim2 Presentation	15%
Total	100%

- A: 90% and above**
- B: 80 – 89.999%**
- C: 70 – 79.999%**
- D: 60 – 69.999%**
- F: 59.999% and below**

Assignments. They are all individual work assignments expect for the group project. All individual assignments must be “submitted” through CourseDen. **No additions or corrections will be accepted once the due date has passed.** Late assignments will be accepted up to only **one day** later. There is a 20% penalty assessed against late exercises that are unexcused. Assignments not turned in by 11:59 PM the day after the due date will be marked **MISSED** and will not receive any credit. All exercises must be reviewed within two days after grades are posted.

Scholastic Dishonesty: The State University of West Georgia Academic Honesty Policy will be enforced. You can read this policy at <http://www.westga.edu/~vpaa/handrev/207>.

Note: Study partners are encouraged in the completion of assignments. However, each student is required to complete and submit his/her own work. Copied work will be considered plagiarism and will result in academic discipline.

UWG CourseDen. The instructor uses UWG CourseDen to post lecture recordings, exercise files, assigned readings, and assignment specifications for you to download.

Communication with the Instructor

My preference is to be contacted through CourseDen or UWG email (jpridmor@westga.edu) with "CISM 4330" as the subject line. This is the BEST method of communicating your questions regarding the course (e.g., assignments, lessons, etc.) with the instructor.

All UWG students should use their Campus (MyUWG) E-Mail accounts when emailing the instructor. I will send out class announcements and assignment reminders via CourseDen. All students must have, and read on a daily basis, their CourseDen Posts and emails. Emails are usually answered within 24 hours if not immediately. IF YOU DO NOT GET A REPLY within 24 hours, ASSUME I DID NOT RECEIVE IT AND PLEASE RESEND. I REPLY TO ALL EMAILS. You can also meet me in person in during my office during my office hours.

COMMON LANGUAGE FOR COURSE SYLLABI

Updated July, 2017

Students should review the following information each semester.

ACADEMIC SUPPORT

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services](#).

Center for Academic Success: The [Center for Academic Success](#) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center: The [University Writing Center](#) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

ONLINE COURSES

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide](#).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares](#) site. [Online counseling](#) is also available for online students.

HONOR CODE

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook](#).

UWG EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

CREDIT HOUR POLICY

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance:

http://www.usg.edu/hb280/additional_information#

You may also visit our website for help with USG Guidance:

<https://www.westga.edu/police/campus-carry.php>

Proprietary Material Agreement

The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Online Privacy

This course may require you to work with other sites and entities beyond UWG and CourseDen (D2L) where some personal information (e.g. your name, affiliation with UWG, or current employment) may be displayed. You have the right to regulate the displaying of information pertaining to yourself on the Internet. If you are uncomfortable displaying information that you deem overly personal, you may take steps to post more anonymous manner (such as posting online your first name and last initial only or other pseudonym). You also agree to respect other people's wishes to remain anonymous.

Links to and From Third-Party Sites

There may be links established between this course and other entities and sites on the World Wide Web, Internet or other areas that are not under the control of, nor maintained by your professor or the University of West Georgia (UWG). These links do not necessarily constitute an endorsement by your professor or UWG, and UWG has no obligation to monitor such sites, and the user agrees that neither your professor nor UWG is responsible for the content of such sites or for any technical or other problems associated with any such third-party site, links, or usage.

Tentative Schedule: The instructors reserve the right to change the schedule and/or requirements.			
Date	Activity	Activities due	Special Instructions
8/10	Course Introduction	Read Syllabus, Review Course Information, and Read Chapter 1 in EA book	Online day
8/15	Intro to Enterprise Architecture & EA Book		In Class
8/17	Book Section 1		Online
8/22	IT Infrastructure, Networks, Telecommunications		In Class
8/24	Book Section 2		Online
8/29	Intro to Enterprise Systems and Business Process Modeling, and Paper Game		In Class
8/31	Book Section 2	EA 1 due (9/1 at 11:59pm)	Online
9/5	Book Section 2 & Open SAP		Online Day
9/7	Book Section 2 & Open SAP		Online Class
9/12	SAP ERPsim & Design Thinking		Online Day
9/14	Book Section 3 & Open SAP		Online Class
9/19	SAP ERPsim /Design Thinking/ Collaboration Training		In Class
9/21	Book Section 3 & Open SAP		Online Class
9/26	SAP ERPsim Platinum Logistics & Collaboration Group Time		Online Day
9/28	Open SAP		Online Class

10/3	SAP ERPsim Platinum Logistics	EA 2 due 10/2 at 11:59 pm	In Class
10/5		Fall Break	
10/10	SAP ERPsim Logistics BI		In Class
10/12	Design Thinking & BI Dashboard Group Project & Open SAP		Group Time
10/17	Design Thinking & BI Dashboard Group Project		Group Time
10/19	Design Thinking & BI Dashboard Group Project		Group Time
10/24	Logistics BI with Designed Dashboard Design Thinking & BI Dashboard Group Project	EA 3 due 10/23 at 11:59pm	In Class
10/26	Design Thinking & BI Dashboard Group Project	Open SAP Course Certificates	Group Time
10/31	Design Thinking & BI Dashboard Group Project		Online Day
11/2	Design Thinking & BI Dashboard Group Project	ERPsim 1 Due 11/6 at 11:59pm	Group Time
11/7	Logistics BI with Designed Dashboard		In Class
11/9	ERPsim Design Thinking & BI Dashboard Group Project		Online Day
11/14	ERPsim		Help Day

	Design Thinking & BI Dashboard Group Project		
11/16	ERPsims Design Thinking & BI Dashboard Group Project		Online Class
11/21		Thanksgiving Break	
11/23		Thanksgiving Break	
11/28	Logistics BI with Designed Dashboard		In Class
11/30		ERPsims2 due 12/04 at 11:59pm	
12/5 5:00pm – 7:00pm	Final	ERPsims2 Presentation	

Course View (Read Only)

Originator

Management
Department

Richards College of Business
College

Pridmore, Jeannie
Originator

What would you like to do?

- Add New Course
- Modify Existing Course
- Delete Existing Course

Modifications

- Prerequisites
- Corequisites
- Description
- Title
- Credit
- See Comments

Shared Governance Process

Senate Information Item [\(See Procedure\)](#)

Course Details

CISM Prefix
5390 Number

Business Intelligence and Data Mining
Course Title

This course will teach the fundamental concepts of business intelligence and several data mining software tools (SAS Enterprise Miner and SAS Visual Analytics) that enable organizations to strive for business intelligence. The course will be hands-on and the emphasis will be placed on learning how to derive business value from large amounts of data using data mining tools. Students also explore issues and trends in data mining and visualization.

Course Catalog Description

3.00 Lec Hrs

Lab Hrs

3.00 Credit Hrs

Spring - 2019
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Students who have taken CISM 4390 cannot take CISM 5390.

Corequisites

Rationale

CISM 4390 is cross listed with CISM 5390. Students should not take both classes.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 20

Comments

College Approvals

Thomas Gainey [APPROVED
2017-11-21]

Chair, Course Department

Faye McIntyre [APPROVED
2017-11-22]

Dean, RCOB

Other Approvals

Adrian Austin [APPROVED
2017-11-21]

RCOB Graduate Program Committee Chair

Susan Hall Webb [APPROVED
2017-12-04]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Addendum V

Graduate
Spring 2018
Approved SLP Courses:

COAH

1. HIST 6687 Introduction to Public History

Section: 01

Instructor: McCleary

COSS

2. POLS 6200 Public Budgeting and Financial Management

Sections 01 and E01

Instructor Lee

Addendum VI

114 Outside Activities Employment and Consulting

114.01 Policy. While Board of Regents emphasizes that a USG employee shall not engage in any outside endeavor which will interfere with the official duties, fFull-time members of the faculty, staff and administration are encouraged to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Board of Regents' (BOR) Ppolicy 8.2.15 requires that all outside activities, except single-occasion activities, must be reported in writing and secure approval prior to engaging in such activities. The BOR Policy also requires USG institutions to have procedures in place for approvingauthorizing outside activitiesemployment of faculty members and ensuring that such employment activity [MF1]does not constitute a conflict of commitment or conflict of interest. BOR Policy further requires that the institution be reimbursed for any use of institutional facilities, resources, and services used in outside employment. For ongoing outside activitiesemployment, approval must be requested each academic year.

114.01.01 Types of BOR-endorsed Outside Activities

Occupational: Professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:

1. It is a means of personal professional development;
2. It serves the community, state or nation; or,
3. It is consistent with the objectives of the institution.

Consulting: Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

***eCore and outside teaching** (e.g. Kaplan, eMajor): Teaching beyond the official duties must be reported and obtain an approval through the same procedure for Outside Activities.

Political: As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society.

114.02 Approval/authorization Procedure. The disclosure/request form in **UWG Procedure 6.4.2** [WU2] must be filled and submitted to the department chair, the dean, and the Provost for approval. If a faculty member consults for/with another USG institution, he or she is to follow BOR policy (BOR 8.2.15.2[MF3]). consult with Human Resources as additional procedure is required.

Before engaging in outside employment, including teaching at another institution (e.g., e-Core, e-major, Kaplan), faculty members must/should submit a memorandum to their department chair requesting authorization. In addition to the department chair, authorization for outside employment must also be approved by the college dean and the The chair is to initiate approval, if given, and send the memorandum to the college dean, who is to send a summary report of approvals to the Provost and Vice President for Academic Affairs (as designee of the President) by May 1st of each academic year. ~~If a faculty member consults for/with another USG institution, he or she is to follow BOR policy (BOR 8.2.15.2).~~

114.0201 Format

The memorandum to the Department Chair should indicate:

- A. Nature of the outside employment.
- B. Times and period during which the work will be performed.
- C. Statement that the work will not constitute a conflict of interest and will not interfere with full-time duties.
- D. Indication of whether institutional facilities, resources, or services will be used and, if so, to what extent.

114.03 114.03 Operational Definitions

A. Conflicts of Commitment – occurs when the aggregate time devoted to external activities (including paid and unpaid activities) adversely affects an employee's appropriate use of leave and/or institutional resources, or the completion of duties and responsibilities during your assigned work schedule. In general, time spent in outside employment should not average more than one day a week during regular semesters.

B. Conflicts of Interest – exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of influencing a University employee's decision or behavior with respect to work-related activities, including but not limited to: teaching and student affairs, appointments and promotions, greater than incidental use of University resources, procurement and business transactions, or the design, conduct or reporting of University research.

A. Conflict of Interest: Any outside activity that would bring personal interest, monetary or otherwise, into apparent conflict with responsibility to serve the interests of the institution or that would raise doubts about the objectivity and impartiality of one's professional judgment.

B. Interference: Any activity that unduly detracts in time, energy, or concentration from commitment to full-time duties. In general, time spent in outside employment should not average more than one day a week during regular semesters.

C. Reimbursement: Reimbursement does not ordinarily apply to traditional, encouraged faculty activities related to instruction and research, such as publication of profession-related books, articles, and software, speaking engagements, or grants. Reimbursement need not apply in cases of inconsequential expense. However, common sense and fairness do apply: if a faculty member is using university resources for personal gain, the institution is due reimbursement for resources used, and the faculty member should work out with the chair and dean a fair rate of reimbursement, which Board policy indicates should be "consistent with rates charged outside groups or persons." (Provost and Vice President for Academic Affairs, Rev. 10/94)

Any member of the faculty, staff, or administration who uses institutional personnel, facilities, equipment and/or materials in any of the above-mentioned approved professional/public service outside activities or in any occupation, pursuit, or endeavor not related to duties assigned to or expected of him or her by University of West Georgia is required to reimburse the institution at rates consistent with those charged outside groups or persons. (See Board of Regents Policy Manual, Section 914.02 and 802.1602.)

In order to avoid a conflict of interest, a full-time member of the faculty, staff, or administration shall not engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of his or her official duties.

A full-time member of the faculty, staff or administration who plans to engage in an outside activity which necessitates (1) absence from work, (2) cancellation of classes or activities for which he or she is directly responsible, (3) rescheduling of classes or office hours, or (4) delay in submitting grades or reports must secure the prior approval of his or her department chair or unit supervisor.

The President of the University shall be responsible for the establishment and implementation of administrative procedures to ensure that policies governing outside activities are enforced in an equitable manner.

Any member of the faculty, staff or administration who believes that there has been an infringement of his or her rights related to outside activities shall have the right to appeal (See Article VI, Section 2, UWG Statutes).

114 Outside Activities

114.01 Policy. While Board of Regents emphasizes that a USG employee shall not engage in any outside endeavor which will interfere with the official duties, full-time members of the faculty, staff and administration are encouraged to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Board of Regents' (BOR) Policy 8.2.15 requires that all outside activities, except single-occasion activities, must be reported in writing and secure approval prior to engaging in such activities. The BOR Policy also requires USG institutions to have procedures in place for approving outside activities of faculty members and ensuring that such activity does not constitute a conflict of commitment or conflict of interest. For ongoing outside activities, approval must be requested each academic year.

114.01.01 Types of BOR-endorsed Outside Activities

Occupational: Professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:

1. It is a means of personal professional development;
2. It serves the community, state or nation; or,
3. It is consistent with the objectives of the institution.

Consulting: Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

***eCore and outside teaching** (e.g. Kaplan, eMajor): Teaching beyond the official duties must be reported and obtain an approval through the same procedure for Outside Activities.

Political: As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society.

114.02 Approval Procedure. The disclosure/request form in **UWG Procedure 6.4.2** must be filled and submitted to the department chair, the dean, and the Provost for approval. If a faculty member consults for/with another USG institution, he or she is to consult with Human Resources as additional procedure is required.

114.03 Operational Definitions

A. Conflicts of Commitment – occurs when the aggregate time devoted to external activities (including paid and unpaid activities) adversely affects an employee's appropriate use of leave and/or institutional resources, or the completion of duties and responsibilities during your assigned work schedule. In general, time spent in outside employment should not average more than one day a week during regular semesters.

B. Conflicts of Interest – exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of influencing a University employee's decision or behavior with respect to work-related activities, including but not limited to: teaching and student affairs, appointments and promotions, greater than incidental use of University resources, procurement and business transactions, or the design, conduct or reporting of University research.

C. Reimbursement: Any member of the faculty, staff, or administration who uses institutional personnel, facilities, equipment and/or materials in any of the approved outside activities not related to duties assigned to or expected of him or her by University of West Georgia is required to reimburse the institution.

Addendum VII

APPENDIX A – UWG Procedure 6.4.2

DISCLOSURE/REQUEST FOR APPROVAL TO ENGAGE IN EXTERNAL ACTIVITY

Instructions. Employees are encouraged to participate in professional activities (e.g. consulting, teaching, speaking, etc.) that do not interfere with the regular and punctual discharge of official duties, keeping *primary* professional loyalty, time, and energy for the University. The specific responsibilities and professional activities that constitute an appropriate commitment will differ across Colleges/Schools and departments, but they should be based on a general understanding between the employee and supervisor.

Pursuant to University and Board of Regents policies, a full time University employee must submit this completed form to his/her supervisor before engaging in external activities.

Form Guidelines.

1. All employees must complete this form:
 - at the time of hiring
 - upon transfer to a new position at UWG
 - each year at the time of the employee's performance evaluation
 - when any information contained in a previous form needs to be changed or modified, when the employee engages in a separate activity from the one previously reported
2. A form must be completed for **each** separate activity.
3. Not Required. A form is not required to be filed for activities undertaken by a faculty member employed on an academic year contract for activities which begin after the end of spring semester and are completed before the beginning of the succeeding fall semester, unless that faculty member is employed to teach one or more courses at the University during that summer semester. Similarly, all employees are not required to file this form for "**Single-Occasion Activities**" (activities involving only a few hours, generally less than one work day, and not recurring on a regular basis or on an established schedule).
4. When an employee undertakes appropriate outside activity, the following conditions are expected to be observed as part of the employee's University obligations:
 - a. Follow established policies and process prior to engaging in any outside activity.
 - b. Engage only in outside activities that are not in conflict with the employee's position, that reflect positively on the department or academic unit and the University, and that do not compete directly with previously with University needs.
 - c. Do not use your University position to actively promote outside activities.
 - d. Do not use University resources (space, equipment, personnel, or other University property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
 - e. Be prepared to account for the actual amount of time devoted to outside activities and their appropriateness.

[FORM to be COMPLETED – NEXT PAGE]

FORM TO REPORT OUTSIDE EMPLOYMENT/OTHER COMMITMENTS OR INTERESTS
UWG Procedure 6.4.2 Employee Conflicts of Commitment and Interest

EMPLOYEE IDENTIFICATION. (Please include all information requested.)	
Employee Name(Printed):	
Employee Title:	
Department/School:	
Supervisor Name:	

CHECK ONE:

- New Hire/Transfer to New Position/New Activity
- Changes/Modifications to Existing Form
- Additional Form Completed for Separate Activity

Please identify how many separate activities are involved as of the date of signature: _____

1. Type of Activity (Check category below, and explain further in the space provided; be specific and include the name and address of the related organization):
 - Occupational. BOR Policy [8.2.15.1 "Outside Activities –Occupational"](#)**
 Does one of the following apply? If yes, check below.
 - It is a means of personal professional development?
 - It serves the community, state, or nation.
 - Consulting. BOR Policy [8.2.15.2 "Outside Activities – Consulting"](#)**
 - Political. BOR Policy [8.2.15.3 "Outside Activities – Political"](#)**
 - Other (explain below) See, [UWG Procedure 6.4.2.](#)**

2. Describe the activity, and provide the dates or date range and the amount of time required.

Description:

Date(s):

Time required:

3. Check if this a **continuing activity** from the previous academic year.

4. Conflict with Duties/Time Away from Work [**STAFF** complete]
(Please summarize all activities that may be required during normally scheduled work hours):

Conflict with Duties/Time Away from Work [**FACULTY** complete]

- No classes would require substitute instruction.
- Will involve the use of institutional resources (please clarify below).
- Will involve cancellation of office hours (please clarify below)
- Will involve reduced commitment in service to institution (please clarify below).
- Will involve reduced commitment to personal professional development (please clarify below).
- Substitute instruction would be required in the following classes (List course number, hour and location, along with substitute instructor's last name).

Please clarify any responses above here:

[EMPLOYEE SIGNATURE REQUIRED]

By my signature below, I certify that I have read and understand all applicable laws and policies/procedures, and that all the information given herein is true and correct. I hereby certify that my outside activity described above does not incur **“Conflict of Interest”** nor **“Conflict of Commitment”**. I further understand that any changes to the information I have given requires that I complete and submit another **Disclosure/ Request for Approval to Engage in External Activity**:

Employee Signature: _____ Date: _____

[TO BE COMPLETED BY SUPERVISOR]

The above activity requires the use of institutional resources, and an agreement related to reimbursement is attached. YES _____ NO _____

The above activity has been reviewed by the person(s) signing below.

Supervisor/Department Head: _____ Date _____

Dean/Director (as applicable): _____ Date _____

Provost/VP (as applicable): _____ Date _____

President (as applicable): _____ Date _____

Comments: _____

A copy of this form should be returned to the employee, a copy should be retained by the unit in accordance with its procedures, and the original should be forwarded to the Chief Human Resources Officer.

Addendum VIII

Call for Proposals for Faculty Research Grants

Office of the Provost and VP for Academic Affairs

FY _____ - _____

DUE DATE: (First (or second) Monday in February)

The Office of the Provost announces a call for applications for Faculty Research Grants. The purpose of these grants is to support a variety of research and creative projects by faculty. The maximum amount available for each grant is \$ _____. The funds for these proposals will be available in FY _____ (July 1, _____-June 30, _____). No matching funds are required to apply for these grants.

Categories

Applications will be considered for the following categories:

1. **Faculty Travel Grants:** These funds will support travel. Examples of how these may be used include but are not limited to travel to archives, museums, or to the location of a subject who will be interviewed.
2. **Research Seed Grants:** These funds support research that will lead to the development of another, larger grant application. Examples of how these may be used include but are not limited to course release to support the writing of the larger grant or the purchase of materials.
3. **Sustainability Research Grants:** UWG has prioritized the development of sustainability on campus. These grants support research that is linked to sustainability in any discipline.
4. **Performances and Exhibitions:** These funds support the development of performances and exhibitions that are viewed as evidentiary sources for promotion and tenure. Examples of how these funds may be used include but are not limited to the purchase of required materials for the project or travel for the mounting or performance of the project.

Fundable items

These items can be funded:	These items are NOT fundable:
<ul style="list-style-type: none"> • Faculty summer salary up to \$3,000 (including fringe) • Undergraduate assistants, or graduate students as student workers • Supplies • Food as in travel per diem 	<ul style="list-style-type: none"> • Faculty summer salary in excess of \$3,000 • Graduate students as graduate assistants • Prizes that will be used as incentives for completing a survey • Food that is not part of travel per diem expenses

Budget Preparation Tips

- The maximum amount for an individual award is \$_____.
- Be as detailed as possible in your budget proposal. Break down the total amount by category. For instance, if you are requesting a travel grant, amounts should be broken down by per diem, flight or mileage cost, etc. Supplies and materials should be itemized.
- Faculty salaries can only be paid during the summer session as long as the total pay for the summer does not exceed 33 1/3% of the contract salary.
 - No salary in excess of \$_____ (including frindge) will be awarded.
 - A faculty salary for the applicant may only be awarded during Maymester or Session 3 of Summer, _____. Be sure to specify the semester if you can in your budget.
 - A faculty salary that is requested for the Fall or Spring semester may be used to fund a part-time instructor to make up for the course release. Be sure to specify the semester if you can in your budget.
 - If you are requesting a course release, be sure to consult with your department chair about the feasibility of a release.
- All funds must be expended by June 30, _____. Be sure to keep this date in mind as you prepare your budget.

Proposal format

Proposal will be electronically submitted as a single PDF file, containing the following.

- Cover page (attached)
- Up to 3-page proposal narrative, double-spaced, font size 11 or 12
- Budget justification (1 page)
- 2-page condensed CV
- Summary/status report on project funded by most recent Faculty Development Grant, and a copy of the previous proposal

Please refer to the review rubric (see below) as a guide for preparing your narrative. As the review body will consist of faculty members from all colleges, it is important to communicate the contents in a manner that non-specialist in the field can understand.

NOTE: *If you are applying for a seed grant, please indicate in your narrative the funding source that you plan to apply for within one year after the completion of the grant period.*

Submission instructions

_____ (after the new electronic submission system is tested out, step-wise instruction will be provided)

Review process

Per its charge in UWG's Policies and Procedures, the Faculty Development Standing Committee of the Faculty Senate will review applications according to the rubric below:

Funding Criteria	Possible Points
Significance of Proposed Work	30
Clarity/Understandability	30
Budget Justification	20
Relevance to Category	10
Contribution to Professional Development (Junior faculty for tenure and promotion)	10
TOTAL POINTS	100

Recipients will be notified by _____ of the decision regarding the grant.

Requirement for funded project:

- Recipients of grants will be required to attend a training session in the Office of Research and Sponsored Projects (ORSP) before getting access to the funds.
- All funds must be spent by June 30, _____.
- All recipients will have to provide a brief report about the projects that the funds supported, or participate in an ORSP-sponsored event at which grant recipients will discuss their project.
- All recipients of the SEED grants must submit an external grant proposal. Failure to do so will disqualify the recipients from future application for the Faculty Research Grant.

Proposal Review Process

- 1. VPAA’s Office will send out call for proposals no later than the second week of spring semester.**
- 2. Proposals will be due by second (or first) Monday of February at 5:00 p.m.**
- 3. VPAA’s office will forward proposals to Faculty Development Committee for review.**
- 4. Faculty Development Committee members will score proposals during February and determine grant allocation at their March meeting.**
- 5. The chair of the Faculty Development Committee will notify VPAA’s Office of decisions regarding applications, and VPAA’s Office will notify applicants.**

Faculty Research Grant Proposal Cover Sheet

FY _____ - _____

NAME:

JOB TITLE:

DEPARTMENT:

TOTAL FUNDS REQUESTED:

MINIMUM ACCEPTABLE FUNDING LEVEL:

SUBMISSION CATEGORY (CIRCLE ONE):

Travel

Research Seed Grant *(be sure to specify the larger grant you have in mind)*

Sustainability

Performances and Exhibitions

TITLE OF GRANT PROPOSAL:

If you received a Faculty Research Grant within the past 5 years, list the year, title, and amount that were awarded.

Fiscal year	Title	Amount funded

APPLICANT SIGNATURE: _____ DATE: _____

DEPARTMENT CHAIR NAME: _____

DEPARTMENT CHAIR SIGNATURE: _____ DATE: _____

Addendum IX

207 Academic Honesty/Dishonesty

Academic Honor at West Georgia

Academic honesty is essential in preserving one's own integrity, the integrity of the institution, and in gaining a true education. The UWG Honor Code states that “we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.” The code further states that UWG students assume responsibility for upholding the honor code and that they “pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.”

Just as complete honesty should be the ~~Professor~~ **faculty member's** standard in his or her presentation of material, this same standard should be demanded from students when they complete assignments (*i.e.*, tests, reports, projects, and term papers.) Every ~~professor~~ **faculty member** has the responsibility to inculcate in students the ideal of academic honesty and to take all practical precautions against its violation. **Faculty shall include in their syllabi a link to the university's statement on academic dishonesty and the honor code via the [UWG Common Language For Course Syllabi](https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php) (<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>) (see also Section 201 of the Faculty Handbook).**

Academic dishonesty on the part of the student shall be interpreted to mean cheating, (*i.e.*, the obtaining and using of information during an examination by means other than those permitted by the **faculty**, including the supplying of such information to other students). Academic dishonesty shall also include plagiarism, (*i.e.*, the purchase and use of ghost-written papers and reports), or excessive collaboration (*i.e.*, incorporating into a report, term theme, research paper, or project, ideas and information obtained from another **resource or** person without giving credit to **the resource or** the person from whom such information was obtained). Further, inclusion of the published or unpublished writings of another person without duly noting these sources according to normal scholarly procedures shall be considered plagiarism. No material prepared to meet the requirements in one course may be used to fulfill the requirements in another without permission of the **faculty member**. ~~The above definition of academic dishonesty applies equally to improper use of electronic devices and electronic sources of information and opinion (e.g. online translators).~~

All faculty members should promote academic honesty, not only through their own standards of scholarly conduct, but also by anticipating conditions which may lead to dishonesty on the student's part. Suspicion is not a sound basis for a healthy educational environment, and the ~~professor~~ **faculty member** must judge those instances where his or her trust will encourage responsibility rather than cheating.

Each college or school should utilize best practices to discourage academic dishonesty.

Specific ways in which dishonesty may be discouraged include:

1. ~~Testing in such a way that cheating is difficult. This may be enhanced by avoiding purely objective tests. Professors should also monitor the classroom during testing. Allowing only school or departmental secretaries to type and duplicate tests. Allowing student assistants to handle testing materials sometimes places them in a compromising position where students intent on cheating exert pressures to supply advance information.~~
2. ~~Safeguarding tests until the time they are to be administered. Tests should never be left in an unlocked office.~~
3. ~~Grading of major tests, papers, and final examinations should be done by the professor or designated graduate teaching assistants.~~
4. ~~Discouraging term papers, research papers, or projects which are merely a re-statement of printed material. Personal interpretation and evaluation should be required.~~
5. ~~Designing paper assignments in such a way that completion can only be accomplished satisfactorily by reference to material specific to the course.~~
6. ~~Adequately preparing students to the proper method of adapting source material.~~
7. ~~Conducting private conferences both before and after written reports are made to insure that the student understands proper procedures and to evaluate the student's assimilation of material.~~

In cases of obvious or suspected academic dishonesty, the faculty member will communicate the concerns with the student whom he or she suspects of violating the Honor Code and inform the student of the academic penalty he or she intends to institute per the syllabus ([UWG Student Handbook](#)). ~~the professor shall confront the student with the evidence and determine and enforce the penalty if a penalty is warranted. The student or the professor has the right to have another faculty member present when the discussion about obvious or suspected dishonesty takes place. The outcome may consist of a change in grade which can range from the lowering of a grade for a particular class project or test to failure for the course.~~ After communicating with the student, the faculty member should report the case, including supporting documentation (paper, exam, etc.), to the Office of Community Standards via the [Report Academic Misconduct link](#) (https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=1). The case then becomes part of the student's conduct record at UWG and the submitted report will be automatically forwarded to the Associate or Assistant Dean of the College/School or Library in which the alleged incident took place ([UWG Student Handbook](#)). The student may appeal this action to the associate dean or department chair and through regular administration channels to the Grade Appeals Subcommittee of the Academic Policies and Procedures Committee (please see Section 208 of the Faculty Handbook).

207 Academic Honesty/Dishonesty

Academic Honor at West Georgia

Academic honesty is essential in preserving one's own integrity, the integrity of the institution, and in gaining a true education. The UWG Honor Code states that “we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.” The code further states that UWG students assume responsibility for upholding the honor code and that they “pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.”

Just as complete honesty should be the faculty member's standard in his or her presentation of material, this same standard should be demanded from students when they complete assignments (i.e., tests, reports, projects, and term papers.) Every faculty member has the responsibility to inculcate in students the ideal of academic honesty and to take all practical precautions against its violation. Faculty shall include in their syllabi a link to the university’s statement on academic dishonesty and the honor code via the [UWG Common Language For Course Syllabi \(https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php\)](https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php). (see also Section 201 of the Faculty Handbook).

Academic dishonesty on the part of the student shall be interpreted to mean cheating, (i.e., the obtaining and using of information during an examination by means other than those permitted by the faculty, including the supplying of such information to other students). Academic dishonesty shall also include plagiarism, (i.e., the purchase and use of ghost-written papers and reports), or excessive collaboration (i.e., incorporating into a report, term theme, research paper, or project, ideas and information obtained from another resource or person without giving credit to the resource or the person from whom such information was obtained). Further, inclusion of the published or unpublished writings of another person without duly noting these sources according to normal scholarly procedures shall be considered plagiarism. No material prepared to meet the requirements in one course may be used to fulfill the requirements in another without permission of the faculty member

All faculty members should promote academic honesty, not only through their own standards of scholarly conduct, but also by anticipating conditions which may lead to dishonesty on the student's part. Suspicion is not a sound basis for a healthy educational environment, and the faculty member must judge those instances where his or her trust will encourage responsibility rather than cheating.

Each college or school should utilize best practices to discourage academic dishonesty.

In cases of suspected academic dishonesty, the faculty member will communicate the concerns with the student whom he or she suspects of violating the Honor Code and inform the student of the academic penalty he or she intends to institute per the syllabus ([UWG Student Handbook](#)). After communicating with the student, the faculty member should report the case, including supporting documentation (paper, exam, etc.), to the Office of Community Standards via the [Report Academic Misconduct link](#) (https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=1). The case then becomes part of the student's conduct record at UWG and the submitted report will be automatically forwarded to the Associate or Assistant Dean of the College/School or Library in which the alleged incident took place ([UWG Student Handbook](#)). The student may appeal this action to the associate dean or department chair and through regular administration channels to the Grade Appeals Subcommittee of the Academic Policies and Procedures Committee (see Section 208 of the Faculty Handbook).

Addendum X

UWG PROCEDURE NUMBER: UWG Procedure 2.7.12

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 how to prevent and handle incidents of academic dishonesty by students.

A. Academic Dishonesty defined.

1. Academic Dishonesty consists of: All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise.
2. Examples of Academic Dishonesty include, but are not limited to:
 - a. Cheating: Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. It also means excessive collaboration or gaining unauthorized access to unauthorized materials.
 - b. Fabrication: Fabrication means falsification or unauthorized invention of any information or citation.
 - c. Plagiarism: Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged. Plagiarism also includes "self-plagiarism" which includes the reuse of one's own work without acknowledging that one is doing so or citing the original work.
 - d. Excessive Collaboration: Excessive collaboration means the end result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student's voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.
 - e. Any other acts deemed academically dishonest not specifically named above. See the University Honor Code for additional examples of academic dishonesty ([UWG Student Handbook](#)).

B. Procedures to Prevent Academic Dishonesty.

1. Each faculty member should utilize best practices to discourage academic dishonesty.
2. Faculty shall include in their syllabi a link to the university's statement on academic dishonesty and the honor code via the UWG Common Language For Course Syllabi (<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>).
3. The syllabus should include information of the academic penalty for engaging in academic dishonesty (see also UWG Procedure 2.7.3 (201.03)).

C. Procedures for Handling Incidents of Academic Dishonesty.

1. In cases of suspected academic dishonesty, the faculty member will communicate the concerns with the student. The faculty member or student has the right to have another faculty member present (face-to-face or virtually) when discussing suspected academic dishonesty.
2. After communicating with the student, the faculty member should report the case, including supporting documentation (paper, exam, etc.), to the Office of Community Standards via the [Report Academic Misconduct link](#) (https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=1). The case then becomes part of the student's conduct record at UWG.
3. The submitted report will be automatically forwarded to the Associate or Assistant Dean of the College/School or Library in which the alleged incident took place ([UWG Student Handbook](#)).
4. The student may appeal this action to the associate dean or department chair and through regular administration channels to the Grade Appeals Subcommittee of the Academic Policies and Procedures Committee ([see Section 208 of the Faculty Handbook](#)).

D. 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.

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, 2017.

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A

Addendum XI

208 Academic Appeals

208.01 Confidentiality

Due to the sensitive nature of any appeals hearing, confidentiality will be respected in a manner consistent with relevant state law and University System of Georgia policy.

208.02 Categories of Academic-Based Appeals

There are three categories of academic-based appeals. All three are initiated by the student.

- Admission to the University (Section 208.03)
- Grade Appeals (Section 208.04), of which there are two kinds: Academic Dishonesty Grade Appeals and Grade Determination Appeals
- Academic Suspension or Academic Dismissal from the University (Section 208.05).
Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01).

Sections 208.03 and 208.04 identify the two university-subcommittees of the Academic Policies Committee of the Faculty Senate established to hear admission appeals and grade appeals and include the general processes and procedures that should be followed. Given the variability and uniqueness of individual circumstances, the chairperson of a respective subcommittee may, in consultation with respective parties, suggest alternative actions/processes as issues present themselves.

- Subcommittee for Admission Appeals
- Subcommittee for Grade Appeals

208.03 Appeals of Admission to the University

A. **Undergraduate Student Applicants.** Undergraduate applicants to the university who have been denied admission or readmission may appeal that decision by submitting an appeal to the Admission Appeals Subcommittee. Applicants are advised to communicate with the Office of Undergraduate Admissions for instructions. ~~B. Graduate Student Applicants.~~ Graduate applicants who are denied admission to a graduate program may appeal that decision by submitting an appeal to the relevant College or School. ~~as appeal procedures vary by program, the applicant is advised to communicate with the College or School for instructions.~~

CB. The Subcommittee for Admission Appeals. The Admission Appeals Subcommittee hears appeals made by undergraduate applicants for admission or readmission to the university.

1. **Comments Summary.** After a student has petitioned the appropriate administrative officials in the Office of Undergraduate Admissions, he or she has the right to appeal an adverse decision by such officials in cases of admission or related matters. Appeals must be made in writing with supporting evidence, as determined by the Admissions Appeals Subcommittee.

2. Responsibilities of the Admission Appeals Subcommittee. The Admission Appeals Subcommittee hears appeals made by undergraduate applicants for admission or readmission to the university.

a. Appeal(s) Hearing. Appeal(s) hearings may be scheduled regularly or as needed.

i. The Director of Admissions (or designee) will be responsible for distributing appropriate materials to subcommittee members and for scheduling each appeal(s) hearing.

ii. The Admissions Appeals Subcommittee chairperson will be responsible for chairing the hearing and for conveying recommendations of the subcommittee in writing to the Director of Admissions.

b. Electronic Polling. At the discretion of the chairperson, an electronic poll of the subcommittee will suffice in lieu of an appeal(s) hearing.

3. Admission Appeals Subcommittee Membership. The subcommittee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library) and four university officials. The university officials are: the Associate Vice President for Enrollment Management (voting), the Registrar (voting), ~~the Director of the Excel Center~~ **the Director of The Center for Academic Success** (voting), and the Director of Admissions (non-voting).

a. Chairperson. The Associate Vice President for Enrollment Management shall serve as the chairperson of the Admission Appeals Subcommittee.

b. Faculty Members. Each Dean, in consultation with the chairperson of the Admission Appeals Subcommittee, will appoint a faculty member to the subcommittee. Appointments shall be made in May to replace faculty members whose terms have expired. An appointment to fill a vacancy should be made when the vacancy occurs.

i. **Length of Service.** Faculty members serve two-year (staggered) terms starting with the summer semester.

ii. **Timing of Appointment.** Deans shall make appointments in May to replace faculty members whose terms have expired. An appointment to fill a vacancy shall be made when the vacancy occurs.

iii. ~~**Reappointment.** Consecutive terms are not permitted, although reappointment is acceptable after a two-year break in service.~~

c. Quorum. Any five members of the subcommittee, at least three of whom must be faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost or Associate Vice President for Enrollment Management appoint substitutes to serve on a temporary basis.

D.C. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

208.04 Grade Appeals

A. ~~Comments~~ Summary.

1. The Subcommittee for Grade Appeals. The Grade Appeals Subcommittee hears both Academic Dishonesty Grade Appeals and Grade Determination Appeals. The grade appeal procedure is explained in Section 208.04(F). Fairness and procedural safeguards are listed in Section 208.04(G).

2. Student's Right to Appeal. Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal with the chair of the department, **or the associate dean if a chair of the department does not exist**, that offers the course.

3. Timetable for Grade Appeals. Grade appeals shall be initiated by the student no later than the end of the semester following the assignment of the grade and concluded no later than one year (12 calendar months) after the assignment of the grade

B. Definitions. There are two kinds of grade appeals.

1. Academic Dishonesty Grade Appeal. If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered an Academic Dishonesty Grade Appeal.

2. Grade Determination Appeal. If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal

C. Responsibilities of the Grade Appeals Subcommittee. The Grade Appeals Subcommittee hears both Academic Dishonesty Grade Appeals and Grade Determination Appeals. The chairperson of the subcommittee will be responsible, in conjunction with the Office of the Provost and Vice President for Academic Affairs, for distributing appropriate materials to subcommittee members, for announcing in advance the time and place of each scheduled appeal(s) hearing, and for conveying recommendations of the subcommittee in writing to the Provost (or Provost's designee).

1. Academic Dishonesty Grade Appeals. In cases where there are allegations of academic improprieties, it is assumed that these cases will be related to the ~~classroom~~ **course**. It would be expected that a ~~professor~~ **faculty member** who has noted improprieties would have taken some form of corrective action (see Section 207).

a. The purpose of the Grade Appeals Subcommittee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member's corrective action as it relates to final grade assignment.

b. Fairness and procedural safeguards for Academic Dishonesty Grade Appeals, Section 208.04(G)(1)(c), state that the burden of demonstrating a preponderance of evidence

shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

2. Grade Determination Appeals. Educational institutions have the responsibility for evaluating students by standards and using a grading system that is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. If a student feels unfairly treated by a faculty member in terms of the assignment of the final course grade, the student can initiate a Grade Determination Appeal.

a. The purpose of the Grade Appeals Subcommittee hearing this type of student complaint is to review the totality of the student's performance in relationship to his or her final grade.

b. Fairness and procedural safeguards for Grade Determination Appeals, Section 208.04(G)(2)(c), state that the burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

D. Membership of the Grade Appeals Subcommittee. The subcommittee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library), one University official, and one student.

1. Chairperson. The University official shall serve as the chairperson of the Grade Appeals Subcommittee.

2. Faculty Members. Each Dean, in consultation with the chairperson of the Grade Appeals Subcommittee, will appoint a faculty member to the committee each year.

A. Length of Service. The length of service on this subcommittee shall be ~~for one full year (12 calendar months)~~ **two-year (staggered) terms** starting with **the** fall semester.

B. Timing of Appointment. Deans shall make appointments in May to fill expired terms. An appointment to fill a vacancy shall be made when the vacancy occurs.

3. Quorum. Any four members of the subcommittee, not including the chair, and at least three of whom are faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost appoint substitutes to serve on a temporary basis.

4. Role of the ~~Chief Judicial Officer~~ Assistant Dean of Students/Coordinator of Community Standards. For Academic Dishonesty Grade Appeals, the ~~Chief Judicial Officer~~ **Assistant Dean of Students/Coordinator of Community Standards** of the University will be invited to sit on the committee to ensure that all due process requirements are met.

E. Faculty Availability for Grade Appeal Decisions. If a faculty member is unavailable when a grade appeal is underway, a faculty-ranked administrator may assume the faculty member's place in the decision-making process in the following circumstances.

1. Permanently Unavailable. If a faculty member is permanently unavailable for a grade appeals hearing because he or she is no longer employed by the University, the Department Chair **or the associate dean if a chair of the department does not exist**, is responsible for the grade and will attend the hearing. In such a case, the Department Chair is acting instead of the faculty

member who assigned the grade.

2. Temporarily Unavailable.

a. Decision Outcome is Not Time Sensitive. If a faculty member is temporarily unavailable, for example, on temporary leave, out of the country, or ill, and the outcome of the hearing does not affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will be delayed until the faculty member returns.

b. Decision Outcome is Time Sensitive. If a faculty member is temporarily unavailable and the outcome of the hearing does affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will not be delayed. Under such circumstances, the faculty member will be represented by his or her college/school/library Dean (or Dean's Designee), rather than the Department Chair, **or the associate dean if a chair of the department does not exist**. The Chairperson of the Grade Appeals Subcommittee shall schedule an appropriately timed hearing with the Dean/Designee. Given these circumstances, and in the event of finding for the involved student, the Dean/Designee is authorized to make the appropriate grade change or other remedies congruent with the appeal finding.

F. Procedures. The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal in writing, using the Student Grade Appeal Form available from the Provost's website.

1. Procedural Summary. Grade appeals begin at the level of the Department Chair.

a. Department Chair, or the associate dean if a chair of the department does not exist. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals Subcommittee for a hearing.

d. Grade Appeals Subcommittee. At the conclusion of the hearing of the

Grade Appeals Subcommittee, the chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals Subcommittee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

2. Timetable of Appeals

a. Academic Dishonesty Grade Appeal. This appeal is defined in 208.04(B)(1). An Academic Dishonesty Grade Appeal may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against a student. The appeal must be concluded no later than one year (12 months) after the grade is assigned.

b. Grade Determination Appeal. This appeal is defined in 208.04(B)(2). A Grade Determination Appeal shall be initiated after the final course grade is assigned, but no later than the end of the semester following the assignment of the grade, and concluded no later than one year (12 months) after the final course grade is assigned.

3. Documentation Required for the Appeal. A student must submit the Student Grade Appeal Form available from the Provost's website and any supporting paperwork to the Department Chair.

G. Fairness and Procedural Safeguards

1. Academic Dishonesty Grade Appeals. In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

a. The subcommittee will hear a case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean

b. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

c. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

d. The student appearing before the subcommittee shall have the right to be assisted by an advisor of his or her choice.

e. During the hearing the student shall have the opportunity to testify and to present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the subcommittee consider statements against a student unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

f. All matters upon which a decision will be based must be introduced at the

proceeding before the subcommittee. Any conclusions drawn by the subcommittee shall be based solely upon such evidence.

g. In the absence of a transcript, an audio recording of the hearing shall be made.

h. Appellants who fail to appear after proper notice will have their cases heard in absentia. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

2. Grade Determination Appeals. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall guide such hearings:

a. The subcommittee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean.

b. The subcommittee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

c. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

d. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.

e. All matters upon which a recommendation will be based must be introduced during the hearing before the subcommittee. Recommendations shall be based solely upon such evidence.

f. Appellants who fail to appear after proper notice will have their cases heard in absentia.

g. The chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

208.05 Appeals of Academic Suspension or Academic Dismissal from the University

Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01). The suspension or dismissal will not be overturned until the grade appeal or hardship withdrawal has been processed.

208 Academic Appeals

208.01 Confidentiality

Due to the sensitive nature of any appeals hearing, confidentiality will be respected in a manner consistent with relevant state law and University System of Georgia policy.

208.02 Categories of Academic-Based Appeals

There are three categories of academic-based appeals. All three are initiated by the student.

- Admission to the University (Section 208.03)
- Grade Appeals (Section 208.04), of which there are two kinds: Academic Dishonesty Grade Appeals and Grade Determination Appeals
- Academic Suspension or Academic Dismissal from the University (Section 208.05).
Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01).

Sections 208.03 and 208.04 identify the two university committees established to hear admission appeals and grade appeals and include the general processes and procedures that should be followed. Given the variability and uniqueness of individual circumstances, the chairperson of a respective committee may, in consultation with respective parties, suggest alternative actions/processes as issues present themselves.

- Committee for Admission Appeals
- Committee for Grade Appeals

208.03 Appeals of Admission to the University

A. Applicants. Undergraduate applicants to the university who have been denied admission or readmission may appeal that decision by submitting an appeal to the Admission Appeals committee. Applicants are advised to communicate with the Office of Undergraduate Admissions for instructions. Graduate applicants who are denied admission to a graduate program may appeal that decision by submitting an appeal to the relevant College or School.

B. The committee for Admission Appeals. The Admission Appeals committee hears appeals made by undergraduate applicants for admission or readmission to the university.

1. **Summary.** After a student has petitioned the appropriate administrative officials in the Office of Undergraduate Admissions, he or she has the right to appeal an adverse decision by such officials in cases of admission or related matters. Appeals must be made in writing with supporting evidence, as determined by the Admissions Appeals committee.

2. **Responsibilities of the Admission Appeals Subcommittee.** The Admission Appeals committee hears appeals made by undergraduate applicants for admission or readmission to the university.

a. **Appeal(s) Hearing.** Appeal(s) hearings may be scheduled regularly or as needed.

i. The Director of Admissions (or designee) will be responsible for distributing appropriate materials to committee members and for scheduling each appeal(s) hearing.

ii. The Admissions Appeals committee chairperson will be responsible for chairing the hearing and for conveying recommendations of the committee in writing to the Director of Admissions.

b. **Electronic Polling.** At the discretion of the chairperson, an electronic poll of the committee will suffice in lieu of an appeal(s) hearing.

3. **Admission Appeals committee Membership.** The committee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library) and four university officials. The university officials are: the Associate Vice President for Enrollment Management (voting), the Registrar (voting), the Director of The Center for Academic Success (voting), and the Director of Admissions (non-voting).

a. **Chairperson.** The Associate Vice President for Enrollment Management shall serve as the chairperson of the Admission Appeals committee.

b. **Faculty Members.** Each Dean, in consultation with the chairperson of the Admission Appeals committee, will appoint a faculty member to the committee. Appointments shall be made in May to replace faculty members whose terms have expired. An appointment to fill a vacancy should be made when the vacancy occurs.

i. **Length of Service.** Faculty members serve two-year (staggered) terms starting with the summer semester.

ii. **Timing of Appointment.** Deans shall make appointments in May to replace faculty members whose terms have expired. An appointment to fill a vacancy shall be made when the vacancy occurs.

c. **Quorum.** Any five members of the committee, at least three of whom must be faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost or Associate Vice President for Enrollment Management appoint substitutes to serve on a temporary basis.

C. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

208.04 Grade Appeals

A. Summary.

1. **The Committee for Grade Appeals.** The Grade Appeals committee hears both

Academic Dishonesty Grade Appeals and Grade Determination Appeals. The grade appeal procedure is explained in Section 208.04(F). Fairness and procedural safeguards are listed in Section 208.04(G).

2. Student's Right to Appeal. Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal with the chair of the department, or the associate dean if a chair of the department does not exist, that offers the course.

3. Timetable for Grade Appeals. Grade appeals shall be initiated by the student no later than the end of the semester following the assignment of the grade and concluded no later than one year (12 calendar months) after the assignment of the grade

B. Definitions. There are two kinds of grade appeals.

1. Academic Dishonesty Grade Appeal. If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered an Academic Dishonesty Grade Appeal.

2. Grade Determination Appeal. If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal

C. Responsibilities of the Grade Appeals committee. The Grade Appeals committee hears both Academic Dishonesty Grade Appeals and Grade Determination Appeals. The chairperson of the committee will be responsible, in conjunction with the Office of the Provost and Vice President for Academic Affairs, for distributing appropriate materials to committee members, for announcing in advance the time and place of each scheduled appeal(s) hearing, and for conveying recommendations of the committee in writing to the Provost (or Provost's designee).

1. Academic Dishonesty Grade Appeals. In cases where there are allegations of academic improprieties, it is assumed that these cases will be related to the course. It would be expected that a faculty member who has noted improprieties would have taken some form of corrective action (see Section 207).

a. The purpose of the Grade Appeals committee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member's corrective action as it relates to final grade assignment.

b. Fairness and procedural safeguards for Academic Dishonesty Grade Appeals, Section 208.04(G)(1)(c), state that the burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

2. Grade Determination Appeals. Educational institutions have the responsibility for evaluating students by standards and using a grading system that is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. If a student feels unfairly treated by a faculty member in terms of the assignment of the final course

grade, the student can initiate a Grade Determination Appeal.

a. The purpose of the Grade Appeals committee hearing this type of student complaint is to review the totality of the student's performance in relationship to his or her final grade.

b. Fairness and procedural safeguards for Grade Determination Appeals, Section 208.04(G)(2)(c), state that the burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

D. Membership of the Grade Appeals committee. The committee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library), one University official, and one student.

1. Chairperson. The University official shall serve as the chairperson of the Grade Appeals committee.

2. Faculty Members. Each Dean, in consultation with the chairperson of the Grade Appeals committee, will appoint a faculty member to the committee each year.

A. Length of Service. The length of service on this committee shall be for-two-year (staggered) terms starting with the fall semester.

B. Timing of Appointment. Deans shall make appointments in May to fill expired terms. An appointment to fill a vacancy shall be made when the vacancy occurs.

3. Quorum. Any four members of the committee, not including the chair, and at least three of whom are faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost appoint substitutes to serve on a temporary basis.

4. Role of the Assistant Dean of Students/Coordinator of Community Standards. For Academic Dishonesty Grade Appeals, the Assistant Dean of Students/Coordinator of Community Standards of the University will be invited to sit on the committee to ensure that all due process requirements are met.

E. Faculty Availability for Grade Appeal Decisions. If a faculty member is unavailable when a grade appeal is underway, a faculty-ranked administrator may assume the faculty member's place in the decision-making process in the following circumstances.

1. Permanently Unavailable. If a faculty member is permanently unavailable for a grade appeals hearing because he or she is no longer employed by the University, the Department Chair or the associate dean if a chair of the department does not exist, is responsible for the grade and will attend the hearing. In such a case, the Department Chair is acting instead of the faculty member who assigned the grade.

2. Temporarily Unavailable.

a. Decision Outcome is Not Time Sensitive. If a faculty member is temporarily unavailable, for example, on temporary leave, out of the country, or ill, and the outcome of the hearing does not affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will be delayed until the faculty member returns.

b. Decision Outcome is Time Sensitive. If a faculty member is temporarily unavailable and the outcome of the hearing does affect a student's continued enrollment,

financial aid, or graduation, the grade appeal hearing will not be delayed. Under such circumstances, the faculty member will be represented by his or her college/school/library Dean (or Dean's Designee), rather than the Department Chair, or the associate dean if a chair of the department does not exist. The Chairperson of the Grade Appeals Subcommittee shall schedule an appropriately timed hearing with the Dean/Designee. Given these circumstances, and in the event of finding for the involved student, the Dean/Designee is authorized to make the appropriate grade change or other remedies congruent with the appeal finding.

F. Procedures. The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

1. Procedural Summary. Grade appeals begin at the level of the Department Chair.

a. Department Chair, or the associate dean if a chair of the department does not exist. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee for a hearing.

d. Grade Appeals committee. At the conclusion of the hearing of the Grade Appeals committee, the chairperson of the committee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

2. Timetable of Appeals

a. Academic Dishonesty Grade Appeal. This appeal is defined in 208.04(B)(1). An Academic Dishonesty Grade Appeal may be made as soon as a grade

penalty on the grounds of academic dishonesty has been levied against a student. The appeal must be concluded no later than one year (12 months) after the grade is assigned.

b. Grade Determination Appeal. This appeal is defined in 208.04(B)(2). A Grade Determination Appeal shall be initiated after the final course grade is assigned, but no later than the end of the semester following the assignment of the grade, and concluded no later than one year (12 months) after the final course grade is assigned.

3. Documentation Required for the Appeal. A student must submit the Student Grade Appeal Form and any supporting paperwork to the Department Chair.

G. Fairness and Procedural Safeguards

1. Academic Dishonesty Grade Appeals. In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

a. The committee will hear a case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean

b. The committee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

c. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

d. The student appearing before the subcommittee shall have the right to be assisted by an advisor of his or her choice.

e. During the hearing the student shall have the opportunity to testify and to present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against a student unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

f. All matters upon which a decision will be based must be introduced at the proceeding before the committee. Any conclusions drawn by the committee shall be based solely upon such evidence.

g. In the absence of a transcript, an audio recording of the hearing shall be made.

h. Appellants who fail to appear after proper notice will have their cases heard in absentia. The chairperson of the committee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

2. Grade Determination Appeals. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall guide such hearings:

- a. The committee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean.
- b. The committee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.
- c. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
- d. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.
- e. All matters upon which a recommendation will be based must be introduced during the hearing before the committee. Recommendations shall be based solely upon such evidence.
- f. Appellants who fail to appear after proper notice will have their cases heard in absentia.
- g. The chairperson of the committee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

208.05 Appeals of Academic Suspension or Academic Dismissal from the University

Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01). The suspension or dismissal will not be overturned until the grade appeal or hardship withdrawal has been processed.

Addendum XII

UWG PROCEDURE NUMBER: UWG Procedure 2.7.14

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 grade appeals procedure.

A. Definitions.

1. Academic Dishonesty Grade Appeal - Faculty member assigned a grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal.

2. Grade Determination Appeal - Reasons underlying an appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member.

B. Grade Appeal Procedures.

The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member, the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

Grade appeals begin at the level of the Department Chair, or the Associate Dean if a chair of the department does not exist.

a. Department Chair. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee for a hearing.

d. Grade Appeals committee. At the conclusion of the hearing of the Grade Appeals

committee, the chairperson of the committee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

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 4.7.1 Student Appeals, BOR Manual).

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, *2017.*

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: *N/A*

Addendum XIII

UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs

Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation.

This document only addresses the UWG internal approval process.

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean as the chief academic officer of the college or school to manage the curriculum creation/modification process within his/her area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are **actions items** by the Senate:
 - Any changes to degree requirements within a college or across colleges
 - Changes in semester credit hours for an existing course
 - New academic programs and new courses (degrees, minors, certificates, etc...)
 - Changes to a course level (i.e. changing from 3000 to 4000 level)
 - Adding or removing a course from the Core Curriculum
 - Changes to course prerequisites that span across colleges
 - Modifying the requirements to complete an academic program
 - New or modified concentrations within a degree program
 - New XIDS course topics
2. The following are **information items** for the Senate:
 - Changes in admission standards for an academic program
 - Suspending (deactivating) or eliminating (terminating) academic programs
 - Offering an existing academic program more than 95% online
 - Offering an approved academic program more than 50%, but less than 95% online
 - **Designation of service-learning courses (action item for Service Learning Committee)**
3. The following are **reviewed by the Senate graduate and undergraduate programs** committees to assure quality of academic programs
 - Comprehensive Program Reviews
 - Academic program learning outcome assessments
4. The following are **not items considered** by the Senate and should be reported directly to office of the Provost:
 - Modifications/additions/deletions to existing academic program learning outcomes
 - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
 - Minor modifications to courses including : course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school
 - Creation or modifications of assessment artifacts
 - Moving an approved course to online delivery

Addendum XIV

UWG POLICY NUMBER: 8.4

UWG POLICY NAME: Records and Information Management (RIM) Policy

POLICY:

The University of West Georgia (UWG) shall abide by all laws, Board of Regents of the University System of Georgia (BOR) policies, and best practices pertaining to Records and Information Management.

CONTEXT:

The University is committed to the systematic management and retrieval of official University records and recognizes the importance of data, information, and records for the success of its institutional activities. The University shall establish and administer a records and information management program for the life cycle of a record, regardless of media.

This policy applies to:

- All UWG employees, units, and third parties doing business with the University of West Georgia who create, receive, or retain University records.

The University hereby establishes a Records and Information Management (RIM) program to provide structure, responsibilities, and procedures in accordance with applicable federal and state laws and regulations. The University hereby adopts the USG Records Retention Schedules as developed by the BOR as it may be amended, or superseded by law, as the model for the retention of official University's records.

The Chief Data Officer, in consultation with the Chief Information Officer and University Archivist, is authorized to establish procedures for compliance with this Policy.

SIGNATURE OF THE PRESIDENT:

University President

Date

Reviewed by University General Counsel: _____

ADMINISTRATION & ADDITIONAL RESOURCES

Short Title: RIM Policy

Previous Versions: N/A

Oversight: *Chief Data Officer*

Additional Resources:

- [Georgia Records Act](#) O.C.G.A. § 50-18-90 et seq. (pdf)
- [Georgia Attorney General](#) - Official Site
- [Georgia Privacy Act](#) O.C.G.A. § 16-11-62 et seq. (link)
- [Georgia Open Records Act O.C.G.A. § 50-18-70 et seq.](#) (pdf)
- [Other Statutes](#) (pdf)
Some statues besides the Open Records and Open Meetings Acts contain provisions that allow some records to be withheld from public release, or allow certain fees to be charged.
- [BOR Policy on Records Retention \(BOR Policy Manual 10.4\)](#) (link)
- [BOR Human Resources Administrative Practice Manual](#) (link)
- [BOR Business Procedures Manual \(Data Governance and Management 12.1- 12.1.5\)](#) (link)
- [University System of Georgia's Records Management and Archives](#) (link)
- [Georgia Archives, Records Services](#) (link)
- [USG Records Retention Schedules](#) (link)
- [UWG Records and Information Management \(RIM\) website](#) (link)
- [Federal Records Act - US Department of Education](#) - Official Site
- [Privacy Act of 1974 – US Department of Justice-](#) Official Site
- [Family Educational Rights and Privacy Act \(FERPA\) – US Department of Education-](#) Official Site
- [HIPAA Privacy Rule - United States Department of Health and Human Services](#) - Official Site
- [ARMA International](#) - Official Site
- [National Archives and Records Administration](#) - Official Site

Associated Procedures:

- USG Records Retention Schedules