Committee 20-4 Registration Approved Recommendations

1. Recommends that a study be conducted of the DFW and persistence rates of students who are first admitted to enroll in the university during the second half of a given semester in order to determine the impact of the practice.

2. Recommends that Time Tickets be assigned to all students based on priority registration for special population of students as in current GSU policy, (i.e. honors college students, veterans) and then based on application to graduation and credit hours earned. Registration will open consistently the same time for each semester. Students not in special populations will have time tickets based on credit hours earned and level.

3. Recommends that to be certified as full time, students must carry a minimum of 12 semester hours. Half time course load is 6-11 semester hours. Exceptions for overload are based on academic standing.

4. Recommends that students can elect to audit a course by permission of the instructor or department chair during the late registration time period as outlined on the academic calendar with the exception of Learning Support courses.

5. Recommends that students will be able to adjust their course schedule online through the end of the fifth day of the semester.

6. Recommends that once registration adjustments have concluded, faculty will be required to verify attendance for students through the automated process coordinated through the Registrar’s Office. With high demand for courses, continuing students will incur charges if they hold a seat in which another student could have registered.

7. Recommends that if a violation(s) of course policy occurs, a faculty member may request a student withdrawal. The withdrawal grade will be based on the policies governing withdrawal limits at the point in which the withdrawal is requested. The student has the right to appeal to the chair of the department for reinstatement.

8. Recommends that specific class attendance policies are at the discretion of the instructor in accordance with the policies of the department, college and university. Class attendance policies should be noted on the syllabi. Excused absences are recognized in the following cases: University sponsored events, legal obligations, and religious observances.

9. Recommends that students be allowed to withdraw with a grade of W a maximum of six times in their undergraduate career at Georgia State. Students on a 2-year educational track will have a limit of 3 withdrawals while enrolled at Perimeter College and will receive a notification once they have received two withdrawals. Advising interventions will be put in place to educate and guide students on this policy:
The following withdrawals are excluded:

- Withdrawals for non-collegiate level work
- Withdrawals prior to fall 2016 for 2-year track students
- Withdrawals prior to fall 2006 for 4-year track students
- Emergency
- Military
- Nonpayment
- WF grades

10. Recommends that prospective students and accepted applicants who have questions regarding their residency status should contact the Office of Undergraduate Admissions.

11. Recommends that students requesting a waiver of variance for add/drop withdrawal policy must do so within one academic year.

12. Recommends that change of grade requests will be submitted through the online secured workflow process.

13. Recommends that students will have two semesters to remove an incomplete with a term extension by request.

14. Recommends that grade modes and symbols associated with grades be aligned for consistency of use and practice. Perimeter College courses will not use plus minus grading, but the coding will still be available in the system for four-year and graduate-level coursework.

15. Recommends that Dean’s and President’s Lists should apply to students in both 2-year and 4-year degree programs.

16. Recommends that the grading of a student who passes away before completing all assignments in a course be handled in a way consistent with current Georgia State University policy.

17. Recommends using a GPA of less than 2.0 to trigger Warning, Supervision, Probation, and Exclusion statuses for undergraduates.

18. Recommends that a committee be convened to review the different articulation processes for transfer credit and to identify a set of common policies across the consolidated university that will meet federal financial aid requirements without having a negative impact on student retention, HOPE eligibility, and financial aid eligibility, including SAP (Satisfactory Academic Process).

19. Recommends that a unified transcript legend be created that represents the various grading symbols through the history of both institutions.
20. Recommends using the current GSU model of having the first 5 transcripts free and all subsequent transcripts charged to the student.

21. Recommends that students will have access to view and update their personal information through a secured portal within the student record system.

22. Recommends that students must request changes in major through academic advisement.

23. Recommends that associate-level students be permitted to earn dual degrees only at the two different associate degree levels (i.e. AA, AS).

24. Recommends that no more than 12 semester hours of D grades can apply toward the degree requirements of a baccalaureate or associate program of study.

25. Recommends that students must have an institutional grade point average of a minimum of 2.0 for degree conferral.

26. Recommends that all students will apply for graduation online using the automated process currently used at GSU.

27. Recommends that University-level graduation honors as well as honors granted by the Honors College appear on the diploma for both baccalaureate- and associate-level degrees. Honors granted by other colleges and majors will appear on transcripts only.

28. Recommends that if a student has not graduated by the time his or her catalog edition is 10 years old, the student will be required to change catalog editions and satisfy degree requirements currently in place.

29. Recommends that timelines for graduation audits are aligned between the two institutions. Audits are done prior to the student’s last term of registration. Final degree conferral will be done within the Registrar’s Office. Holds are not in place on student records for graduation review.