List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

**Major Tasks for Committee Tracker from Final Planning Document and Recommendations**

**Task:** Review and revise registration business practices, policies and procedures

1. Recommends that a study be conducted of the DFW and persistence rates of student 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.

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

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).

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 placed on student records for graduation review.

**Task:** Consolidate Registration Policies and Procedures

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

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

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.

**Task: Consolidate Classroom and Event Space Management**

**Not for 20-4: Management of it is an HR matter.**

**Task: Determine Grade Reporting Processes**

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.

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.
### Task: Address Student Records Policies and Procedures

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

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

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.

### Task: Develop Transcript Specifications

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.

### Task: Consolidate FERPA Training

We will consolidate the training materials.

### Task: Address Security Issues- Records

This is ongoing and current practice.

### NOT APPROVED RECOMMENDATIONS:

Recommends that 2-year degree students not be allowed to participate in cross registration. Cross registration is based on agreements with the Atlanta Regional Consortium for Higher Education, ARCHE. (Georgia State is a partner with ARCHE. GPC has not been):

> Based on core requirements and minimal electives at the 2-year, associate level, it will not help progression to degree. Cross registration is restricted to courses not offered at the home institution.

Good idea but needs to be addressed in the future.

Recommends that in the judgment of the Dean of Students, a student may be withdrawn from the University for non-academic reasons when it is determined that the student has demonstrated behavior that a) poses a significant danger or threat of physical harm to the person or property of others; or b) interferes with the rights of other members of the university.
community or with the exercise of any proper activities or function of the university or its personnel. Except in situations in which the student is believed to be an imminent threat to others, as determined at the sole discretion of the University, a student shall, upon request, be accorded an appropriate hearing prior to the final decision. Students will be assigned grades of W or WF, depending on whether they have exceeded their maximum number of withdrawals allowed and when the withdrawal is being requested (prior to or after midpoint):

Provides for a means to address disciplinary situations and ensure a secure environment for students, faculty and staff. Aligns institutional policies.

Needs to go to Legal.

Recommends that during fall and spring semesters there will be two parts of term within the full length semester meeting approximately 7 weeks each: WITHDRAWN

Recommends that only those courses conducive to student success and progression as evidenced by the data be offered in the 6-week format during the second half of term: WITHDRAWN

Recommends that registration remain open up until several days prior to census reporting for the term for all students at the University, again with the exception of learning support: WITHDRAWN

Recommends that enrollment verification requests from students can be requested through the secure student record portal as well as deferment forms and loan information via National Student Clearinghouse data. Students can begin requesting unofficial verifications several weeks prior to semester start. Official requests can be requested after registration adjustment ends for the term: WITHDRAWN

Recommends that after student registration adjustment periods have ended students can withdrawal from course(s) up until the midpoint of the term. Students will receive a grade of W or WF depending on whether or not they have exceeded their limit. After the midpoint students will earn the grade awarded by the instructor. ESL and LSP students are blocked from initiating their withdrawals. ESL, LSP, GSU1010 and GPC 1020 students, must work with the chair and/or advisors to have a request for withdrawal approved: WITHDRAWN

Recommends that students may request an emergency withdrawal when a non-academic emergency situation occurs that prevents the student from completing their coursework when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes: WITHDRAWN
Recommends that students who are on active duty or in the military reserve may withdraw from the University if called to active duty or reassignment. The student must officially withdraw and provide official orders. The student is not eligible for the withdrawal for courses completed. Elective fees are prorated based on the date of the withdrawal. The grade of WM will appear on the transcript. The withdrawal does not count toward student withdrawal limits: WITHDRAWN

Recommends that curriculum (degree/program/major/minor) records are maintained and updated through the University Registrar’s office with limited access based on responsibilities. Updates are made after all University senate and BOR approvals have been obtained: WITHDRAWN

Recommends that students classified as out-of-state shall retain that status until officially reclassified as in-state. A student classified as out-of-state who can subsequently provide clear and convincing evidence that he or she meets the requirements for in-state classification can be classified as in-state: WITHDRAWN

Recommends that grades will be processed at the end of each academic calendar part of term and full term: WITHDRAWN

Recommends that the academic standing calculation will occur at the end of the full term for all parts of term, per Banner student record limitations: WITHDRAWN

Recommends that communication on standing will continue through advising: WITHDRAWN

Recommends that for specific programs and courses, a college may limit the number of times a student can take a particular course: WITHDRAWN

Recommends that for courses that are repeated and a student has earned a higher grade, the student may request to have the first grade excluded from the institutional grade point average: WITHDRAWN

Recommends that students can order transcripts online through the secured portal for student records: WITHDRAWN

Recommends using the vender that GSU currently uses for transcript requests because of the authentication, tracking, and automated update features back to Banner: WITHDRAWN

Recommends that FERPA training and reference materials be centralized and training automated: WITHDRAWN

Recommends that current policies for dual or second degree exist for 4-year level students, which will remain in place as written: WITHDRAWN
Recommends that there be no change in polices for academic residency and graduation requirements at the 4-year or 2-year educational tracks: WITHDRAWN

Recommends that all students seeking baccalaureate degrees are required to complete a critical thinking through writing (CTW) requirement which includes a CTW course in their major. It is not a requirement for those on the 2-year associate track at this time. We recommend this is reviewed within the academic areas for possible future implementation: WITHDRAWN

Recommends that students cannot graduate with incompletes in courses applicable within the program/major for degree conferral: WITHDRAWN

Recommends that students can obtain proof that a degree has been awarded online in conjunction with the National Student Clearinghouse. The site provides proof of degree to such agencies as third-party verifiers, credit card companies, and credit approval agencies: WITHDRAWN

Recommends that when a student passes away before completing all assignments in a course, that student will be awarded a grade of W in the course. However, if the student has completed more than half the work required for the course and earned a grade of A or B in that work, the instructor may award the student an A or a B: WITHDRAWN -Duplicated in the compiled document.

Recommends that written guidelines for Hybrid Course Scheduling will be reinforced: WITHDRAWN

Recommends the use of the Live 25 webviewer application for event space (Non-course Reservations) to be requested in an automated manner as is currently done at GSU: WITHDRAWN

**Other/Final Comments (if any):**