Georgia State University
College of Arts and Sciences
2015-16 Instructional Information Packet

CLASS ORGANIZATION
- Course Syllabus 1
- General Education Goals 2
- Assignment of Instructional Facility 3
- Class Rolls 3
- Student Attendance 3
- Accommodating Students with Disabilities 4
- Textbooks and Other Course Materials 5
- Use of Copyrighted Works 5
- Access to Student Records 6
- Registration Periods, Withdrawals, and Grades of W and WF 6
- Final Examinations 10

GRADING POLICIES
- Grading System 12
- Plus/Minus Grades 14
- Pass/Fail Grading Option 15
- Repeat to Replace Policy 16
- Posthumous Grades 17
- Reporting of Grades 17
- Change of Grade 19

COURSES LISTED IN UNIVERSITY CATALOGS 21

STUDENT EVALUATION OF FACULTY 21

STUDENT COMPLAINTS, PETITIONS, AND APPEALS 26

POLICY ON ACADEMIC HONESTY 32

DISRUPTIVE STUDENT CONDUCT 40

STUDENT SUPPORT RESOURCES 44

FACULTY INSTRUCTOR RESOURCES 46
CLASS ORGANIZATION

Course Syllabus

All teaching faculty shall provide at or before the first meeting of a class, each term, a copy of a course syllabus to each student in their classes. The syllabus may be distributed either in print or electronically. Also, a copy of each syllabus shall be provided to the departmental office no later than the end of the first week of class.

Course syllabi shall contain the following items of information:

1. Complete course title and number; name of professor; term, year;

2. Statement of faculty member's accessibility to students outside of class (e.g., office hours, telephone number);

3. Prerequisites (if any) for the course;

4. Course objectives that specify measurable and/or observable student learning outcomes. These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course. Consequently, these objectives may be quantitative or qualitative, as appropriate for the learning outcomes. The learning outcomes for general education courses are listed in the following subsection.

5. Course assignments (e.g., required readings and activities) and due dates;

6. Specific course requirements (e.g., written and oral tests and reports, research papers; performances). In cross-listed undergraduate and graduate classes, the course requirements will specify any projects and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged that differentiate graduate-level from undergraduate-level work;

7. Grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;

8. Attendance policy (see current University general Catalog for University guidelines). Syllabi should state specific requirements for attendance including requirements for the frequency and kind of participation by designated channels;

9. List of text(s) or other required course materials;

10. Make-up examination policy;

11. All syllabi should include the following statement: “The course syllabus provides a general plan for the course; deviations may be necessary.”

12. All syllabi should refer to the policy on academic honesty;
13. All syllabi should include the following statement: "Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation."

14. All syllabi should include the following statement: “Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance of the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.”

Source: Georgia State University Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html)

General Education Goals

Goal I. Communication
1. Students communicate effectively using appropriate writing conventions and formats.
2. Students communicate effectively using appropriate oral or signed conventions and formats.

Goal II. Collaboration
1. Students participate effectively in collaborative activities.

Goal III. Critical Thinking
1. Students formulate appropriate questions for research.
2. Students effectively collect appropriate evidence.
3. Students appropriately evaluate claims, arguments, evidence and hypotheses.
4. Students use the results of analysis to appropriately construct new arguments and formulate new questions.

Goal IV. Contemporary Issues
1. Students effectively analyze contemporary issues within the context of diverse disciplinary perspectives.
2. Students effectively analyze contemporary multicultural, global, and international questions.

Goal V. Quantitative Skills
1. Students effectively perform arithmetic operations, as well as reason and draw appropriate conclusions from numerical information.
2. Students effectively translate problem situations into symbolic representations and use those representations to solve problems.

Goal VI. Technology
1. Students effectively use computers and other technology appropriate to the discipline.
**Assignment of Instructional Facility**

A. Classrooms are assigned to a class, not a professor. If a faculty member's teaching assignment is changed, the professor is reassigned to another class with a designated room. The classes must be taught in the classroom to which they were assigned. If a classroom is unsatisfactory, a request to change the assignment should be made through the departmental chair. The Dean's Office will consider the need for an adjustment very carefully before requesting a change from the Office of the Registrar.

B. Classroom chairs and/or tables should not be moved from one room to another by students or faculty. The classrooms are set up with maximum seating for specific types of classes and cannot be changed without adversely affecting other classes scheduled in the room.

C. Special class requirements (such as a room with tables, etc.) should be noted on the original schedule from the Dean's Office in order that they may be given consideration.

D. Factors to be considered in setting class sizes are the course learning objectives, the level and kind of the expected student-instructor interactions, the assignment of personnel support such as graduate teaching assistants, the availability of instructional support systems and services, facility-related constraints, and workload balancing.

*Source: Georgia State University Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html)*

**Class Rolls**

Up-to-date class rolls are available to faculty online through Panther Access to Web Services (PAWS) at paws.gsu.edu. Faculty members are not authorized to transfer students to other classes or otherwise to adjust schedules. However, they may make recommendations for such adjustments through their department chair to the college’s Office of Academic Assistance.

**Student Attendance**

The resources of the University are provided for the intellectual growth and development of its students. The University expects each student to take full responsibility for his or her academic work and academic progress. Students are expected to attend classes in order to gain command of the concepts and materials of their courses of study. As such, the University does not mandate the number or percentage of absences that are acceptable but suggests a guideline of 15% for determining an excessive level of absence. The specific class attendance policies for each class are at the discretion of the instructor, in accordance with the policies of the department and college.

All matters related to student absences, including making up work missed, are to be arranged between the student and the instructor before the semester begins or on the first week of classes. All instructors will, at the beginning of each semester, make a clear statement in the course syllabus for each of their classes, describing their policies for handling absences. Students are obligated to adhere to the requirements of each course and of each instructor. Instructors are
encouraged to provide avenues for students to make up examinations and other work missed due to an excused absence.

Excused absences are recognized in the following cases:

1. University-Sponsored Events Absences due to activities approved by the Office of the Provost, in which a student is an official representative of the University will be recognized as excused when the student informs the instructor in writing during the first week of the semester of his or her participation in an activity that may generate excused absences and the dates of planned absences for the semester. If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity. Absences due to similar events, which could not have been anticipated earlier in the semester, will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or administrator.

2. Legal Obligations Absences due to legal obligations (for example, jury duty, military orders) will be recognized as excused absences. The student must provide the instructor with written documentation of such absences at the earliest possible date.

3. Religious Observances Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each instructor by the end of the first week of classes.

The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance for any reason. Instructors must report to the Registrar’s Office the absence of a veteran student as soon as it is known that the veteran student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a veteran student.

In addition, it is suggested that the faculty give due consideration to absences relating to the following events:

A. Death or major illness in student’s immediate family

B. Illness of a dependent family member

C. Illness that is too severe or contagious for students to attend class

Source: Georgia State University Student Code of Conduct (http://codeofconduct.gsu.edu/)

Accommodating Students with Disabilities

It is the policy of Georgia State University to adhere to the letter and spirit of the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. To ensure such compliance, the Margaret A. Staton Office of Disability Services (ODS) was instituted.

It is the responsibility of ODS to assess the documentation of each student requesting academic
accommodations based on disability. When the documentation substantiates a disability, ODS decides which academic accommodations are appropriate for the student. The student will then be given an Accommodation Request Form (ARF) stating the nature of the approved accommodations.

Any student requesting academic accommodations from an instructor should present their ARF. Until you receive this form, you are under no obligation to provide accommodations to the student. When you receive the ARF, you can be assured that the student has presented ODS with proper documentation and that accommodations listed are appropriate for the individual student.

When testing accommodations are indicated (i.e., extended test time, testing in a distraction-reduced environment, etc.), you will be asked to fill out a Request for Individualized Testing Accommodations Form (RITA). It is the student's responsibility to bring the RITA to ODS at least 48 hours before the first scheduled exam date.

Source: Office of Disability Services (http://disability.gsu.edu/)

Textbooks and Other Course Materials

Textbook orders are coordinated through the academic departments, and orders typically are placed to the University Bookstore by the departmental business manager or other administrative staff.

Textbook and course material selection is the prerogative of the instructor except when departments or colleges have selected textbooks for multiple-section or required courses. Faculty can consult with their department chair, undergraduate or graduate director to determine if certain textbooks are required or recommended. In some instances, it may be necessary to use a textbook that was already ordered for a course. Faculty will strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations.

Source: Georgia State University Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html)

Use of Copyrighted Works

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.
The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Sources and additional information:

University System of Georgia (http://www.usg.edu/copyright/)

Georgia State University Library (http://library.gsu.edu/search-collections/special-collections-archives/using-special-collections-and-archives/permissions-copyright/)

Access to Student Records

Under the Family Educational Rights and Privacy Act, student have the right to access their educational records. 20 U.S.C.1232 g,a,3 states: "Education records" means those records which (1) are directly related to a student, and (2) are maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include: (1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position. Appendix W includes Georgia State University's policy on student records.

Source: Georgia State University Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html)

Registration Periods, Withdrawals, and Grades of W and WF

Students are responsible for formally dropping or withdrawing from courses using the online registration system, PAWS at paws.gsu.edu. Students should not simply stop attending. Students
should be aware of the financial and academic consequences of dropping and withdrawing from courses by consulting with an academic advisor and referring to information concerning the tuition refund schedule found on the Student Financial Services’ web page, which is located on the www.gsu.edu website.

Georgia State University reserves the right, at any time during the semester, to drop any student from classes for failure to pay tuition and fees. However, students should not assume that Georgia State will drop them from classes for failure to pay tuition and fees.

A. Registration Time Periods
   1. Adding/Dropping Time Period: When registration opens for the term up until 5 p.m. the first Friday of the term, students may:
      • Add courses on PAWS
      • Drop courses on PAWS to no longer appear on the student’s official transcript. Note: Students will no longer be charged tuition for courses that are dropped at this time unless an equal credit hour course is added as well. (Refer to the tuition refund schedule on the Student Account web page at gsu.edu. Note: dropping courses and lowering your credit hours for the term may have consequences academically and for financial aid eligibility)
      • After this time, students will not be able to add or drop courses on their own.
   2. Schedule Adjustment – After the first week of classes up until the Midterm
      • Students may withdraw from a class or classes on PAWS.
      • Students will receive a grade of W or WF for any class withdrawn during this period depending on whether or not they have exceeded their limit of withdrawals with a grade of W.
      • Specifically, students will automatically be awarded a W if they have not exceeded their limit and a WF if they have. Grades of W and WF appear on the student’s transcript. (Note: A grade of WF is treated as an F for GPA calculation purposes.)
      • Note: The last day for a student to add a class in PAWS is the first Friday of the term at 5 p.m.
      • As of the second week of classes, faculty have the discretion to request to add or drop students from classes if an administrative academic error has occurred. Factors such as space availability and health and safety regulations may apply to such requests. During the second week of classes, faculty have until Friday at 5 p.m. to submit a request to add or drop students from classes.
   3. After the midpoint of the term: During this period, voluntary withdrawals are not allowed via PAWS.
      • Students can no longer voluntary withdrawal from classes
      • Grades will be posted based on those assigned by instructors.
      • Students are responsible for consulting the course syllabus for specific instructor policies regarding such matters as penalties for missing the first class, an exam, an assignment or a project. These may include, among the other things, being dropped or withdrawn from a course.

B. Limits on Withdrawals with a Grade of W
   1. Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate careers at Georgia State.
2. The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.

3. It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student’s sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the University Advisement Center or the student’s Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the subsequent semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.

4. The following types of withdrawals do not count against the limit on withdrawals with a grade of W:
   - Emergency withdrawals (see Undergraduate Catalog, Section 1332.40).
   - Grades of WF (withdrawal failing).
   - Grade of WM (withdrawal military).
   - Grade notation of – before the grade of W indicating non attendance documented by the professor.
   - Withdrawals taken in semesters before Fall Semester 2006.
   - Withdrawals taken at other institutions.

5. This policy applies to all degree-seeking undergraduate students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Students formally withdrawing from all classes may be entitled to a partial refund of their fees (see Undergraduate Catalog, Section 1240).

In an emergency situation that precludes personal action to withdraw from classes, a student may communicate with the Office of the Dean of Students, http://deanofstudents.gsu.edu/.

C. Withdrawals and Drops from Off-Campus Courses and Cancelled Courses

In general, if a student voluntarily withdraws from an off-campus course, then the normal withdrawal policy applies (see Undergraduate Catalog, Section 1332.10). If the off-campus course’s schedule does not match a Georgia State University term, then the mid-point of the course will be the mid-point of the period from the first off-campus meeting of the course to the last meeting of the course.

If a course is cancelled by Georgia State after the first week of classes, then the student may choose between the following options:
They may have the course dropped from their schedule (even if the course is cancelled after the end of Late Registration), or

They may take a W in the course, or

In coordination with the course instructor and the department chair, the student may develop an academically appropriate plan to complete the course. These plans must be approved by the instructor and the department chair. If approved, the student will be required to enroll in a Directed Reading, Independent Study, or other appropriate course as directed by the department.

D. Involuntary Withdrawal

Students are expected to observe all policies governing the class. Faculty must clearly state these policies in the course syllabus. When a faculty member determines that a student is in violation of one of the class policies (for example, has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W unless they have exceeded their maximum number of withdrawals allowed (see Undergraduate Catalog, Section 1332.10). Students involuntarily withdrawn after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes. Using the official Georgia State University email system, the instructor will notify a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

Students involuntarily withdrawn from all classes may be entitled to a partial refund of their fees (see Undergraduate Catalog, Section 1210).

E. Emergency Withdrawal

Students may request an emergency withdrawal when a non-academic emergency situation occurs that prevents them from completing their course work (e.g., severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. (see Undergraduate Catalog, Section 1332.10.) Emergency withdrawals are subject to the following restrictions:

- Students must initiate an application for an emergency withdrawal no later than two academic years after the semester in which the courses were taken.
- Students may request emergency withdrawals in a maximum of two semesters of their enrollment at Georgia State.
- Students may not request an emergency withdrawal after degree conferral.

Emergency withdrawals normally apply to all the courses a student took in a semester. In exceptional cases, emergency withdrawals may be granted for some of a student’s courses. Students requesting an emergency withdrawal in some but not all of their courses must provide documentation to justify a partial withdrawal.
If a student is granted an emergency withdrawal, W grades will automatically be awarded. W grades awarded as a result of the emergency withdrawal process do not count against the student’s voluntary withdrawal limits. (See Undergraduate Catalog, Section 1332.10.)

For further information on emergency withdrawals, contact the Office of the Dean of Students at deanofstudents.gsu.edu.

F. Military Withdrawal

A student who is on active duty or is a military reservist (including members of the National Guard and United States Army Reserve) may withdraw from the University if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the Enrollment Services Center, 227 Sparks Hall. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a grade has been assigned. Elective fees are to be prorated according to the date on which the student officially withdraws. Students who withdraw and receive a full tuition refund will receive a grade of “WM” (military withdrawal) for all courses from which the student has withdrawn.

G. Non-Academic Withdrawal

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 functions of the university or its personnel. Except in situations where 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 concerning his or her continued enrollment at the university. In situations involving an imminent threat, the student will be provided a hearing as soon as possible after the withdrawal occurs. The instructor will assign students who are non-academically withdrawn a grade of W or WF (depending on whether they have exceeded their maximum number of withdrawals allowed) if they are withdrawn before the semester midpoint and a WF if they are withdrawn after the semester midpoint.

Source: Undergraduate Catalog, Section 1332
(http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#schedule-adjustment)

Final Examinations

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period. More than two examinations within 24 hours are referred to as clustered examinations.

A student is considered to have an inappropriate clustering of final examinations when more than
two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6:00 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6:00 p.m. on one day, and 2:30 p.m. and 6:00 p.m. on the following day).

Students who have three or more clustered examinations may request of one professor that the examination be rescheduled according to the following procedure:

- If a final examination was rescheduled and thereby created a "cluster," the instructor of the rescheduled examination will provide a special administration for the adversely affected student.

- If one or more of the clustered examinations is a "common examination" with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or more of the examinations are "common examinations," the student may choose which "common examination(s)" is to be rescheduled.

- If one of the clustered examinations is not a common examination or the result of rescheduling, the instructor of the middle examination(s) will provide a special administration for the adversely affected student.

Students must inform the instructor, in writing and at least 14 days before the beginning of the final exam period, that a clustered examination situation exists with respect to that instructor's course and that the student will need to take the final examination as a special administration. If a student fails to inform the instructor, in writing and at least 14 days before the beginning of the final exam period, the instructor is not required to provide a special administration of the final examination.

Once a student has taken an examination, he or she cannot request a reexamination on the basis of this policy.

*Source: Undergraduate Catalog, Section 1336*  
([http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#final-examinations](http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#final-examinations))
GRADING POLICIES

Grading System

The following grades are used to specify level of performance in academic courses:

A: Excellent

B: Good

C: Average (minimum grade required for certain courses, as specified elsewhere in the undergraduate catalog)

D: Poor

A grade of D, while earning credit hours, will not apply toward the degree in courses requiring a grade of C or higher. Georgia State University will allow no more than 12 semester hours of D grades to apply toward degree requirements. Certain programs limit this further. See Section 1450 for more details.

F: Failure

This grade indicates failure. No credit toward graduation is given for a course in which a grade of F was received.

WF: Withdrawal while Failing

This grade indicates failure. No credit toward graduation is given for a course in which a grade of WF was received. A WF and F are treated the same for GPA calculation purposes.

The grades listed below are approved for use in the cases indicated but will not be included in the determination of a student’s cumulative grade point average:

W: Withdrawal

This symbol indicates that a student was permitted to withdraw from the course without penalty.

WM: Military Withdrawal

This symbol indicates that active duty military personnel and military reservists (including members of the National Guard) received emergency orders to active duty or reassignment during the term (see Military Withdrawal, Section 1332.45).
I: Incomplete

The notation of I may be given to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. In order to qualify for an “I”, a student must:

- Have completed most of the major assignments of the course (generally all but one); and
- Be earning a passing grade in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason. A grade of incomplete is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing a grade of incomplete are established by the instructor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete. (See Section 1350.30, paragraph 2.) No student may graduate with an “I” on his or her record for that degree program. If the requirements to remove a grade of incomplete are not met prior to the deadline, the grade of I will convert to a grade of F.

IP: In Progress

This symbol indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student registered for the course. The use of this symbol is approved for dissertation, thesis, study abroad and project courses (such as student teaching, clinical practice and internships). The IP notation may be replaced with an appropriate grade by the instructor. This symbol cannot be substituted for an “I.” This grade is used in the Learning Support Program (LSP) to indicate that a student has demonstrated academic growth in the course; however, the level of achievement is not sufficient to meet all of the course requirements. In LSP, the grade of IP is a permanent grade and does not meet the minimum exit criteria for any course in the program.

S: Satisfactory

This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. This symbol is also used in a Regents’ Test Preparation Course when the Regents’ Test was passed.

U: Unsatisfactory

This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. No credit will be given. The use of this symbol is approved for
dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. This symbol is also used in a Regents’ Test Preparation Course when the Regents’ Test was not passed.

**V: Audit**

This notation is used when a student has audited a course. Students do not earn academic credit for such courses. See Section 1330.25.

**K: Credit-by-examination**

This symbol indicates that a student was given credit for a course based on successful performance on an examination approved for this purpose.

**NR: Not Reported**

This symbol indicates that a student’s grade was not reported to the Registrar’s Office by the deadline for reporting grades for the term as published in the on-line Registration Guide. The grade will be updated as soon as the instructor reports the grade.

**GP: Grade Pending**

This symbol indicates a grade will be assigned pending the outcome of an academic honesty case. See Section 1380.

*Source: Undergraduate Catalog, Section 1350*  
([http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#the-grading-system](http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#the-grading-system))

**Plus/Minus Grades**

Instructors have the option to use a grading scale that includes plus (+) and minus (-) grades.

Colleges, departments and other academic units are encouraged to establish grading guidelines. However, except as noted below, no College, Department, or other academic unit may prohibit the use of plus/minus grades or any particular plus or minus grade. Colleges, Departments, and other academic units may choose to require the use of plus/minus grades.

If multiple sections of a course are offered in the same semester, they must either all use plus/minus grading or all use grades without plus/minus. However, the Dean of the relevant college may approve a waiver of this rule.

Cross-listed courses at the same level must either all use plus/minus grading or all use grades without plus/minus. However, the Dean of the relevant college may approve a waiver of this rule.
Pass/Fail Grading Option

To encourage undergraduate students to explore subjects outside their major, they may enroll in elective courses outside their major and opt to be graded on a pass/fail (satisfactory-unsatisfactory) basis.

Students may enroll in courses taught on a pass/fail (S-U) basis subject to the following conditions:

1. Course taken pass/fail (S-U) will appear on the official transcript with a grade of "S" or "U." These grades do not count in the computation of the grade point average.

2. Resident credit earned with a grade of S will count toward meeting the 120 hour semester requirement and/or 39 hour academic residence requirement (if not already met through major/dept/college requirements). Transfer credit awarded with a grade of S counts towards all degree requirements.

3. Courses taken pass/fail (S-U) will not count toward:
   a. core curriculum requirements, Areas A-F
   b. courses required for a major or minor, or
   c. courses that satisfy college requirements.
   Colleges may authorize exceptions to b. and c. but such exceptions must be specifically authorized by the college through the college’s curriculum approval process.

4. No more than 10 hours of courses taken pass/fail (S-U) at Georgia State may be counted towards an undergraduate degree. Courses taken on a pass/fail (S-U) basis beyond this limit will earn institutional credit but will not count toward graduation.

5. To take a course on a pass/fail (S-U) basis, the student must meet all prerequisites and all other enrollment restrictions (e.g., GPA requirements, co-requisites, etc.).

6. The request to be graded pass/fail (S-U) in a course must be made before the end of late registration and cannot be changed in any way at any time.

7. It is the student’s responsibility to contact the instructor by the end of the first week of classes and obtain from the instructor the requirements necessary to earn a grade of S.

8. The normal withdraw policy will apply to courses taken pass/fail (S-U). Withdrawals in courses taken pass/fail (S-U) count against a student’s limit of withdrawals with a W just as courses graded A-F do.

9. Colleges/departments will decide which courses may be taken on a pass/fail (S-U) basis. Such decisions must be approved according to departmental/college curriculum change policies.
Repeat to Replace Policy

Under the conditions outlined below, undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course and the retaken course on the student's official transcript. Grades for all attempts at the course will appear on the student’s official transcript regardless of whether or not the grade has been excluded from the student’s GPA. This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program). A copy of the request and approval will become part of the student’s permanent record file. The attempt to repeat must be made in Fall 2011 or thereafter. Students who have repeated courses prior to this date will not be allowed to delete earlier attempts from their GPA calculation. Units may prohibit students from repeating certain courses.

An undergraduate student may request to have a grade excluded from GPA computation under the following conditions:

- Before requesting to apply the repeat-to-replace policy, a student must have retaken the same undergraduate course (or the renumbered substitute for that course) in the same department at GSU and earned a higher grade in the course retaken.

- No more than a total of four course grades (from four different courses) may be replaced and excluded from the student’s GPA.

- Requests must be submitted before the beginning of the term of graduation.

- Once a request has been approved the request cannot be revoked or reversed.

- This policy applies only to the first recorded grade in a course that a student has repeated. For example, suppose that a student took a course three times. The student may use the second or third grade to replace the first grade. The student may not use the third grade to replace the second grade.

- Only grades that are part of a student’s GPA may be replaced. For example, Ws, Ss, and Us cannot be replaced.

- This policy does not apply if the original grade was assigned as a result of a violation of the Academic Honesty policy. (The University maintains internal records of violations of the Academic Honesty policy. In addition, in some cases, violations of the Academic Honesty policy are noted on the transcript. Whether the violation is recorded internally or on the transcript, a student may not replace a grade that was awarded as a result of a
violation of the Academic Honesty policy.)

- The Repeat-to-Replace applies only to degree-seeking students pursuing their first undergraduate degree at GSU.
- Students may not use this policy to replace grades awarded prior to semester conversion.

*Source: Undergraduate Catalog, Section 1350*  
(http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#repeat-to-replace-policy)

**Posthumous Grades**

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.

*Source: Undergraduate Catalog, Section 1350*  
(http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#posthumous-grades)

**Reporting of Grades**

All final grades must be reported through the PAWS web portal no later than 5:00 p.m. of the next business day following the last officially scheduled day of final examinations. The official grade submission deadline is published on the university academic calendar (http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/) and may vary by semester. Failure to comply with reporting deadlines results in incomplete grade reports to students and delays to colleges in determining suspension/probation and Dean's List. Faculty members are urged, however, to submit grades for each class as soon as possible after each final examination is given.

The University considers student grades to be private information and prohibits the posting of grades by name or social security number on bulletin boards or classroom or office doors. This policy is derived from the institution's interpretation of the Family Rights and Privacy Act.

**Procedures.** At the close of each semester, faculty must use the PAWS web portal to submit grades.

Within PAWS:

1. Select Faculty Menu under the GoSOLAR section from the Home Page
2. Select Submit Grades
3. Select Term

4. Select CRN

5. Enter ALL grades on your class roster. You must enter a grade for each student listed on your roster.
   - Note: Enter a grade even if the student withdrew. (The date is on the roster.)
   - Degree-seeking undergraduates who withdrew must be given a grade of PW (Pending Withdrawal). The grade of PW will be changed to either W or WF depending on how many withdrawals the student has used. Graduate students and non-degree-seeking undergraduates who withdrew must be given either a W or a WF.
   - If you assign a grade of “F” to a student, please enter the last date of attendance in the date field on the grade submission page.

6. Submit grades. (Hint: Click the submit button often to prevent being timed out.)

Note: A grade cannot be recorded for a student who is not on your class roster.

**Do a Final Check:** To ensure that you have submitted grades for all of your courses and all of your students, click on the “Faculty Grade Summary” link on PAWS:

- Select a term.
- Select a CRN. All course information will be displayed along with each student’s name, Panther ID number, credit hours and grade in Academic History.

Please submit all grades on time. Please save yourself and your department extra work by submitting all of your grades by the deadline.

An “NR” grade – no grade reported – will be entered by the Office of the Registrar for all grades not submitted by the deadline.

Non-reported grades cause many issues for students to progress:

- Students cannot register for courses that have a prerequisite.
- Students’ financial aid eligibility and progress cannot be determined for their upcoming semester.
- Students cannot report accurate academic standing and could be restricted in their continuous enrollment and for outside scholarships.
- Student’s academic records and transcripts will not be updated, and they may be unable to transfer or receive additional funding from an employer.
• Candidates for graduation may not have their degrees conferred and may not be eligible to continue their education, gain employment or become certified in their field.

Please prevent these problems for your students, by submitting grades on time. Grade deadlines for each term are posted on the Academic Calendar.

If an “NR” grade is entered the instructor will have to submit a Grade Change Request via the new workflow process to have the grade changed from an NR to the appropriate grade. Please note: Your department chair and college dean will be informed of all missing grades.

Sources:

Georgia State University Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html)
Office of the Registrar (http://registrar.gsu.edu/academic-records/grading/grading-for-faculty/)

Changes in Grade

A course grade that has been reported by the instructor to the Office of the Registrar and recorded on the student's academic record cannot be changed except in the following circumstances:

• **Error in grade.** If a student believes that there is an error in a grade, the student should discuss the situation with the instructor. A request for a change of grade assigned by an instructor who has left the University should be addressed to the chair of the department.

• **Removal of an Incomplete.** A student receiving a grade of I (incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work. The period of time given to a student to remove a grade of I is established by the instructor, subject only to the maximum time limit set by the University. The University requires that a grade of I be removed no later than the end of the second academic term after the grade of I was assigned (whether or not the student was enrolled during these two terms). The Office of the Registrar will assign a grade of F at the end of the second academic term unless the Office of the Registrar receives an approved grade adjustment request from the instructor. (If the student enrolled for S/U grading, a U will be assigned.). Using the grade adjustment form, instructors may or may not change this F/U to an authorized academic grade (i.e., A, B, C, D, S or WF) but may not change it back to an I. Instructors may not change an I to a W unless a Hardship Withdrawal is awarded. In exceptional cases, departments may authorize students to have an I grade for more than two semesters. Such authorizations must be approved by the department chair. The authorization to extend the I beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which a grade of I has been assigned. Auditing or retaking the same course will not remove a grade of I. No student may graduate with an incomplete grade.

• **Procedures.** After official grading for the term has occurred, grade changes must be
submitted by signing on to the secured faculty portal on PAWS/Go SOLAR. The Grade Change Request Information Sheet and the official link can be obtained on the site. Please follow all steps for the grade change request process.

If you miss the deadline and have to submit a late grade (NR grade), you must log in to PAWS and select the Classes tab to access the “Grade Change Request” link.

The new Workflow has automated the grade change process to create more efficient operations and will provide the following benefits:

- Decrease grading time by allowing auto-update in Banner (once all necessary approvals have been received)
- Allow faculty to make grade adjustments significantly faster by initiating requests via PAWS
- Significantly minimize grading errors
- Provide faculty and student instant confirmation once the request has been processed

All grade change requests must be submitted through workflow, with the exception of the following:

- Requests to extend an incomplete grade
- Requests to change withdrawal grades
- Requests to change grades for courses taken prior to Fall 2002

These types of grade change requests must be submitted to Academic Records via email at the new email listed on the Grade Change Request Informational Sheet in PAWS.

Again, please save yourself and your department extra work by submitting all grades by the deadline.

Sources:

*Undergraduate Catalog, Section 1350*  
[http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#changes-in-grade](http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#changes-in-grade)

*Office of the Registrar*  
[http://registrar.gsu.edu/academic-records/grading/grading-for-faculty/](http://registrar.gsu.edu/academic-records/grading/grading-for-faculty/)
COURSES LISTED IN UNIVERSITY CATALOGS

Course listings in the University catalogs shall clearly and concisely describe course content, state any prerequisites, list the number of laboratory hours (if any), and indicate the number of hours credit. Course descriptions should be brief but should include the basic information necessary for students to make informed selections of courses. Courses shall be listed in the catalogs only if the department/college/division expects to offer them within the next three years. Courses not taught in the previous three years shall be reviewed automatically by means of normal college procedures, and such courses shall be dropped from the catalogs unless adequate justifications for retaining them are received from the department/college/division. Courses previously dropped from the catalogs may be reinstated only if adequate justifications for doing so are provided to the College curriculum committee.

A. Course listings constitute the basis for the selection of courses by many students, and although these listings must be brief, they should provide students with basic information about the courses.

B. Courses should be included in the catalogs only if it is reasonable for a student to expect that courses listed will be taught sometime within the following three years.

C. Without a systematic and periodic review of the course listings, courses which have not been taught for a reasonable period of time may remain in the University catalogs indefinitely. Continuing to list such courses is misleading to students.

D. Colleges can develop procedures for reviewing course listings for courses which have not been taught and for considering the reinstatement of those which have previously been dropped from the catalogs.

E. Courses which have been dropped from the catalog may subsequently be taught if provisions for doing so are included in college procedures.

*Source: Georgia State University Faculty Handbook* ([http://www2.gsu.edu/~wwffhb/fhb.html](http://www2.gsu.edu/~wwffhb/fhb.html))

STUDENT EVALUATION OF FACULTY

A. Form

Questions applicable University-wide may be developed by the deans of the colleges, the Senate Academic Programs Committee, and the Senate Faculty Affairs Committee, and shall be approved by the Vice President for Academic Affairs. Questions applicable to a college may be developed by the dean, the departmental chair and the appropriate college-wide faculty committee, and are subject to the approval of the college faculty, the dean, and the Vice President for Academic Affairs. Questions applicable to a department shall be developed by the departmental chair and faculty of the department and are subject to the approval of the faculty of the department, the departmental chair and the dean of the college.
Colleges and schools at Georgia State University should modify their current student evaluation of instructor surveys into several variations that would address the various roles of instructors and course formats. The various forms might include, but not be limited to, traditional courses, seminars, online/hybrid courses, supervisory/clinical training, and study abroad formats.

B. Frequency
Each faculty member (including part-time and graduate teaching assistants) shall be evaluated by students in all courses the faculty member is teaching unless the department or college/school designates that student evaluations are not appropriate for a specific course.

C. Use
The student evaluations are for purposes of self-improvement and information in the faculty evaluation process, as mandated in BOR Policy, Section 803.07. The aggregate data of student evaluation questionnaires shall be given to the instructor with a copy to the chairman or unit head. Comments by students shall be given to the instructor with copies to the departmental chair or unit head.

Colleges and schools at Georgia State University should be provided with both mean and interpolated median measures of central tendency when reporting results of student evaluations of instruction.

Any college/unit may require data from student evaluation questionnaires as one item in tenure and promotion materials, third-year review, and post-tenure review. If an instructor has student evaluation of instructor (SEI) ratings that are below departmental standards for a particular course, subsequent administrative evaluations of teaching effectiveness should focus on a subset of critical instructional skills, including the five common items listed below.

The Instructor:
1. Follows the plan for the course as established in the syllabus
2. Explains the grading system clearly
3. Is well prepared
4. Communicates effectively
5. Is accessible to students

D. Administration
The University shall use an online procedure for all student evaluations of instruction in all classes unless an online procedure isn't available for a particular course. The University shall provide technical support for only the online method of evaluation.

The procedure for the implementation of online evaluation shall be as follows:

1. In order for a student to access his/her grade for a particular course, the student must have either filled out an online course evaluation or actively selected a "do not wish to participate" option at the online evaluation site.
2. In no case will a student be allowed to fill out or alter an online evaluation after the grade is viewed.

3. The evaluation period for a regular semester (i.e., Spring and Fall) will begin two weeks before classes end and end two weeks after course grades become available to students. The evaluation period for all other terms will begin one week before classes end and end two weeks after course grades become available to students. After the evaluation period the course evaluation ratings will be tabulated and no further evaluations will be included in the overall evaluation of the course. The students, however, will still be required to fill out an evaluation to view their grade, but the evaluation will not count. After the two week period any comments received would be for the enrichment of the instructor only.

Sources:

*Georgia State University Faculty Handbook* ([http://www2.gsu.edu/~wwffhb/fhb.html](http://www2.gsu.edu/~wwffhb/fhb.html))

*University Senate records, meeting of October, 9, 2014.*
## Student Evaluation of Instructor Fall Semester 2013

### College of Arts and Sciences

### Student Evaluation of Instructor

<table>
<thead>
<tr>
<th>Course:</th>
<th>86734 [COURSE NUMBER] [COURSE TITLE]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>[COURSE INSTRUCTOR NAME]</td>
</tr>
<tr>
<td>Distribution:</td>
<td>Online</td>
</tr>
<tr>
<td>Enrollment:</td>
<td>62</td>
</tr>
<tr>
<td>Respondents:</td>
<td>52</td>
</tr>
<tr>
<td>Percentage:</td>
<td>83.9%</td>
</tr>
</tbody>
</table>

### I. Indicate your current degree program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>45</td>
</tr>
<tr>
<td>Master’s</td>
<td>0</td>
</tr>
<tr>
<td>Doctoral</td>
<td>0</td>
</tr>
<tr>
<td>Postbaccalaureate</td>
<td>0</td>
</tr>
</tbody>
</table>

### II. Indicate what % of your program is completed:

<table>
<thead>
<tr>
<th>Completion</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 20%</td>
<td>4</td>
</tr>
<tr>
<td>21-40%</td>
<td>14</td>
</tr>
<tr>
<td>41-60%</td>
<td>9</td>
</tr>
<tr>
<td>61-80%</td>
<td>8</td>
</tr>
<tr>
<td>Above 80%</td>
<td>11</td>
</tr>
</tbody>
</table>

### III. This course is:

<table>
<thead>
<tr>
<th>Type</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>6</td>
</tr>
<tr>
<td>Required, but a choice among several</td>
<td>27</td>
</tr>
<tr>
<td>An elective</td>
<td>13</td>
</tr>
</tbody>
</table>

### IV. The grade I expect to earn in this course is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>35</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>

### V. My grade point average (GPA) at G.S.U. is about:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.33-4.0</td>
<td>11</td>
</tr>
<tr>
<td>3.01-3.32</td>
<td>12</td>
</tr>
<tr>
<td>2.74-3.0</td>
<td>5</td>
</tr>
<tr>
<td>2.47-2.73</td>
<td>10</td>
</tr>
<tr>
<td>Below 2.47</td>
<td>8</td>
</tr>
</tbody>
</table>

### 1. Explained the goals of this course clearly.

| | | | | | | Inst |
|---|---|---|---|---|---|
| 5 | 41 | 1 | 0 | 0 | 0 | 4.9 |

### 2. Explained the grading system clearly.

| | | | | | | Inst |
|---|---|---|---|---|---|
| 5 | 39 | 3 | 2 | 1 | 0 | 4.8 |

### 3. Gave assignments related to the goals of this course.

| | | | | | | Inst |
|---|---|---|---|---|---|
| 5 | 42 | 3 | 1 | 0 | 0 | 4.9 |

### 4. Followed the plan for the course as established in the syllabus.

| | | | | | | Inst |
|---|---|---|---|---|---|
| 5 | 39 | 6 | 1 | 0 | 0 | 4.8 |
5. Was well prepared.
6. Spoke in a way that communicated the subject in an understandable manner.
7. Responded constructively and thoughtfully to questions and comments.
8. Used class time effectively.
9. Had designated office and student appointment hours and was available to students during these times.
10. Assigned grades fairly.
11. Returned test results and evaluations of my work in a reasonable period of time (typically, 7-10 days or less is considered a reasonable College benchmark).
12. Met the class according to the published Schedule of Classes.
13. Stimulated my thinking and gave me new insights into the subject.
14. Related well to students.
15. Motivated me to learn.
16. Assigned readings (including the text(s)) that contributed to what I learned.
17. Considering both the limitations and possibilities of the subject matter and course, how would you rate the overall teaching effectiveness of the instructor?

Comment Area
1. As a freshman in College, I had little to no expectations. [INSTRUCTOR NAME] set the bar high for all of my other teachers! I truly enjoyed his class and would definitely recommend.
2. I enjoyed this class and I’m glad I was able to take it with [INSTRUCTOR NAME]. I wish he taught more classes I could take. He made learning fun, I learned so much about the history of my ancestors. I feel as if I know more about [COURSE TOPIC] than I did prior to this class.
3. Very comical (reminds me of Michael Baisden). Made learning about [COURSE TOPIC] interesting. I love the method you use for testing. I appreciate not having to buy a textbook.
4. The BEST professor I have had thus far at Georgia State. I wish he was teaching more courses. He ignites a passion for [COURSE TOPIC] that you never knew you had!
5. Great class!!!! Great Teacher!!!!
6. Awesome teacher!!
7. Very awesome and cool teacher. Wish there were more teachers at GSU just like him!
8. Great Professor!! Highly knowledgeable and helpful. One of the best.
9. One of my favorite professors at Georgia State has a great personality and is genuinely a great person. Thanks professor I had an amazing time in your class.
10. N/A
11. Excellent professor!
12. Excellent teacher and a very respectable and courteous man! A pleasure being in his class.
13. great teacher, my favorite professor at gsu thus far. he tells you exactly whats going to be on the test and as long as you do the readings you should have no trouble getting an A in the class.
14. Best teacher I ever had!
15. Excellent teacher! Definitely was able to relate to the class and allowed us to think deeper than usual. Awesome class!
16. This was by far my favorite class and my favorite professor at GSU. He is very entertaining as well as knowledgeable about this area of study. I would love to have him again as my professor.
17. [INSTRUCTOR NAME], you are a great professor. your humor kept us all ready to learn.
18. [INSTRUCTOR NAME] is a very good teacher, but in all actuality some girls would go to class just to look at him. Me included.
19. He was an excellent professor and has truly opened my eyes to the world around me.
P. GEORGIA STATE UNIVERSITY POLICY/PROCEDURES FOR STUDENT COMPLAINTS, PETITIONS FOR POLICY WAIVERS/VARIANCES AND APPEALS

I. Purpose and Applicability
Georgia State University seeks to maintain the highest standards of integrity and fairness in its relationships with students. The Undergraduate Catalog and the Graduate Catalog (both found at http://www.gsu.edu/es/catalogs_courses.html), and the Student Code of Conduct set forth policies and requirements for Georgia State students. Students are expected to know and comply with these policies. Students may, however, seek relief or resolution when they believe that:

A. The application of these policies and procedures will create undue hardship for them or will not recognize their extraordinary or extenuating circumstances; or

B. Specific actions, practices, or decisions on academic or non-academic matters have been made or carried out in an arbitrary, discriminatory, or inequitable manner. The procedures set forth below cover complaints, petitions, and appeals related to University-wide and college-based policies. Individual colleges or departments may have additional or more specific procedures that may also apply to complaints, petitions, and appeals. Students are referred to the office of the dean of the particular college for information about additional or more specific procedures that apply. In case of conflict among policies, this University policy takes precedence over College and Departmental policies. The following policies include their own complaint, petition and waiver procedures. This policy may not be used in lieu of these policies.

1. Any policy for anyone other than a student to make a complaint, file a grievance, or request a waiver, such as policies that govern faculty and staff.
2. All policies in the student code of conduct
3. Emergency withdrawal policy
4. Admission, readmission, and exclusion policies
5. Discriminatory and sexual harassment policies
6. Disability policies
7. College of Law Honor Code
8. Student parking policy

The procedures set forth below are applicable to undergraduate and graduate students of the University. All appeals under these procedures will be made based only on the written record. A student’s appeal under these procedures will be granted only if the student can prove by preponderance of evidence that a decision was arbitrary, discriminatory, or inequitable.

II. Student Complaints on Academic Matters
A. College-Level Academic Complaints
   1. Final Course Grade Appeals
      a. Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

      b. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order
to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

c. The student may appeal the decision of the Department Chair, as described in section 2-c through 2-e below.

2. Other College-Level Academic Complaints

a. Judgments on the suitability of academic decisions made within a college are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, resolution of student complaints about college level academic decisions, actions, or practices is the responsibility of the department and college involved. Normally, such complaints can be resolved quickly and informally through discussion with the faculty member directly involved. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

b. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Chair of the appropriate academic department. The student’s complaint must be submitted in writing and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; (d) and why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted at the earliest possible time. Consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

c. The student may appeal the Department Chair’s decision within 10 business days of being notified of the Chair’s decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean. The Dean will issue a decision to the student in writing, normally within 10 business days of the receipt of the appeal.

d. A student may appeal the Dean’s decision to the Provost, in writing, within 10 business days of being notified of the Dean’s decision. The Provost will issue a decision to the student, in writing within 20 business days of receiving the appeal.

e. The student may appeal the Provost’s decision to the President, in writing, within 10 business days of being notified of the Provost’s decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal.

f. The student may appeal the President’s decision to the Board of Regents, in writing, within 20 business days of being notified of the President’s decision. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).
B. University-Level Academic Complaints
1. Judgments on the suitability of academic decisions made at the University level are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Academic Administrator directly involved. (See the University Organizational Chart at http://www.gsu.edu/administrative_organization.html.) Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with academic administrators. The Office of the Ombudsperson can also provide assistance to students and academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

2. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice Provost. The student’s complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice Provost will normally issue a decision to the student in writing, within 10 business days of receiving the complaint.

3. The student may appeal the Vice Provost’s decision to the Provost within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.

4. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.

5. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision. Decisions regarding residency and the Guaranteed Tuition Plan may not be appealed to the Board of Regents (BOR Policy 407.01).

III. Non-Academic Complaints
1. Judgments on the suitability of non-academic decisions are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Administrator in charge of the department making the decision. (See the University Organizational Chart.) Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with non-academic administrators. The Office of the Ombudsperson can also provide assistance to students and non-academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

2. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice President or Vice Provost who oversees the area. The student’s complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice President or Vice Provost will provide a decision to the student in writing, normally within 10 business days of the receipt of the complaint.

3. The student may appeal the Vice President’s or Vice Provost’s decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
4. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.

5. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision. Decisions regarding traffic citations may not be appealed to the Board of Regents (BOR Policy 407.01).

IV. Student Petitions for Academic Policy Waiver or Variance

A. College-Level Policy Waiver or Variance Petitions

1. Students may petition for a waiver or variance of a department-level or college-level policy. The appropriate College Office of Academic Assistance can provide the student with college policies and petition procedures.

2. The student must submit a petition, in writing, to the Office of Academic Assistance of the College which has made the policy in question. The petition must include the following: (a) the policy from which the student is seeking a waiver or variance, (b) the deviation being sought; and (c) the reason(s) why the exception should be granted. The Office of Academic Assistance representative will determine whether the petition needs to be addressed at the departmental or college level, and will forward the petition to the appropriate administrator who will notify the student of his or her decision.

3. The student may appeal the decision, in writing, following the procedures stated in Section II.A.2.c through f above, the College-Level Academic Complaint Policy and Procedures. If the original decision was rendered by a Department Chair, the appeal should be initiated at the level of the Dean; if the original decision was rendered by the Dean (or his or her designate), the appeal should be initiated at the level of the Provost.

B. University-Level Policy Waiver or Variance Petitions

1. Students may request a waiver or variance of a policy established by the University or the Board of Regents.

2. All requests for waivers or variances from university-level policies will be made based only on the written record.

3. The petition must include the following: (a) The section number from the Catalog (or other official University document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student’s academic evaluation record; and (e) a current copy of the student’s Georgia State University transcripts (unless the petitioner is not a yet a Georgia State student); and (f) transcripts from any other college the student has attended (if the petitioner has attended other colleges).

4. Financial Appeals

   a. Appeals of tuition and fee rules (currently in sections 1210.10, 1210.20 and 1210.30 of the Catalog), Georgia resident status rules (currently in section 1220), and financial aid rules (currently in section 1230) will be made by the University Registrar.

   b. If the petition is denied, the student may appeal to the Financial Appeals Committee, a committee appointed by the Vice Provost. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.

   c. Appeals of the financial rules of colleges and departments (e.g., lab fees, graduate assistantship rules, etc.) are considered by the college or department. See Section IV.A. above.
5. Add, Drop and Withdrawal Appeals (Appeals of Rules Currently in Section 1332 of the Catalog)
   a. Appeals of add, drop and withdrawal rules will be made in the first instance by the University Registrar.
   b. If the petition is denied, the student may appeal to the Registration Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
   c. The Registrar will copy of the Chair of the Registration Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Registrar will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
   d. This policy does not change the Emergency Withdrawal policy.

6. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals (Appeals of Rules Currently in Section 1330.30, 1360, 1410, and 1420 of the Catalog)
   a. Appeals of rules regarding course load, scholastic discipline, course substitution in the core and Regents Test will be made in the first instance by the head of the University Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
   b. If the petition is denied by the head of the University Advisement Center, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the University Advisement Center.
   c. The head of the University Advisement Center will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the head of the University Advisement Center will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.

7. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in other parts of Sections 1300 and 1400 of the Catalog)
   a. Appeals of other university-level rules and graduation requirements will be made in the first instance by the Assistant Vice President for Student Retention. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student's college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
   b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Assistant Vice President for Student Retention.
   c. The Assistant Vice President for Student Retention will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Assistant Vice President for Student Retention will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
8. Subsequent Appeals
   a. The student may appeal the decisions of the Admissions Appeals Committee, Financial Aid Appeals Committee, the Registration Appeals Committee and Academic Regulations Appeals Committee to the Vice Provost in writing within 10 business days of being notified of the decision. The Vice Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
   b. The student may appeal the Vice Provost's decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
   c. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
   d. The student may appeal the President's decision to the Board of Regents in writing within 20 business days of being notified of the President's decision.

9. Should a reorganization of offices lead to case where the position of University Registrar or one of the heads/directors noted above no longer exists, the Vice Provost and Chair of the Senate Committee on Admissions and Standards will jointly designate an individual to handle petitions until the Senate can revise this policy to reflect the new organization.

V. Deadlines
   A. All deadlines established in this Policy are stated in terms of business days. If a deadline falls on a weekend or scheduled holiday, the deadline will be the next scheduled workday of Georgia State University.
   B. Students lose their right to continue to the next step of the procedures if they miss a stated or agreed-upon deadline.

VI. Mediation
Students who have filed formal complaints or petitions or those who have had formal complaints filed against them under Sections II A or B of this Policy (except for grade appeals) may request that the matter be submitted to mediation in an effort to achieve resolution. Mediation is a voluntary, confidential process whereby a neutral person facilitates discussion between the parties in a mutual attempt to reach resolution on the issues raised by the parties. In the event mediation is agreed upon by both parties, the timelines under this policy shall be suspended until which time the mediation is completed. In the event that mediation results in agreement, the student’s complaint will be considered resolved. In the event that mediation does not result in resolution of the matter, the student may appeal to the next level of review under this policy. Information derived from mediation discussion may not be used as the basis for higher levels of appeal, nor can the mediator be asked to provide information or make any decision at any level of the formal appeals process. Persons interested in mediation should contact the Office of the Ombudsperson.

Revised December 11, 2008 - University Senate
Revised February 25, 2009 – University Senate Executive Committee
Revised October 27, 2011 – University Senate
Revised October 10, 2013 – University Senate
Academic Conduct Policies and Procedures

POLICY ON ACADEMIC HONESTY

1. Introduction

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University's policy on academic honesty is published in the Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html) and the Student Handbook, On Campus, which is available to all members of the University community (http://studenthandbook.gsu.edu/). Academic honesty is a core value of the University and all members of the University community are responsible for abiding by the tenets of the policy. Georgia State students, faculty, and staff, are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are outlined below and on file in the offices of the deans of each college, the Office of the Dean of Students, and the Office of the Provost.

Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the University community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered by the university.

No instructor or department may impose academic or disciplinary penalties for academic dishonesty outside the parameters of this policy. This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to a failure to meet degree completion requirements and therefore a revocation of a student's degree.

Many colleges and/or departments provide statements of what constitutes academic dishonesty within the context of their discipline, and recommend penalties for specific types of academic dishonesty. As noted in the Faculty Handbook, all syllabi are required to make reference to the Academic Honesty Policy; syllabi should also include a link to departmental standards where they exist.

2. Definitions and Examples

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community.

Plagiarism. Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student’s work as one’s own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL (along with the author’s name and title of the work, if available) may be considered plagiarism. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.
Cheating on Examinations. Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one’s own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

Unauthorized Collaboration. Unauthorized collaboration means working with someone or getting assistance from someone (a classmate, friend, etc.) without specific permission from the instructor on any assignment (e.g., exam, paper, homework) that is turned in for a grade. It is also a violation of academic honesty to knowingly provide such assistance to another student. Collaborative work specifically authorized by a faculty member is allowed.

Falsification. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

3. Information and Burden of Proof
In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by a preponderance of the information. This means that if the information which indicates that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing information, then academic dishonesty has been proved. In other words, the information does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Information as used in this statement can be any observation, admission, statement, or document which would either directly or circumstantially indicate that academic dishonesty has occurred.

4. Procedures for Resolving Matters of Academic Honesty
The following procedure is the only approved means for resolving matters of academic dishonesty, except for matters arising in the College of Law, which has its own Honor Code for handling such matters. It is available to all members of the academic community who wish to pursue an action against a student for academic dishonesty. A brief summary of the procedures is presented here; details of these procedures are found in the following sections.

1. The faculty member should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student by university email or by certified mail.

2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent or the certified mail was received if the student wishes to deny the finding of academic dishonesty.

3. If the student does not appeal within 10 business days, the College Dean forwards the notice of academic dishonesty to the Dean of Students.

4. If the student appeals the charges, a College Hearing Committee conducts a hearing and reports its findings to the College Dean regarding guilt or innocence. If the student is found not guilty, the faculty member is notified to assign an appropriate grade. If the student is found guilty, the dean forwards the notice of academic dishonesty to the dean of students.

5. Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee's recommendation, the provost makes a decision and takes action regarding any disciplinary sanction.
6. The dean of students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

5. Initiation of Action

If a member of the academic community believes that a student has engaged in academic dishonesty in a course, on a test, or as a part of an academic program, that individual is responsible for initiating action against the student or bringing the matter to the attention of an individual who may initiate action against the student (i.e., complete and submit a notification of academic honesty). In allegations of academic dishonesty involving course requirements, the course faculty member is required to initiate the action. If the alleged violation involves a departmental program requirement (e.g., comprehensive examination or language competency examination) or an institutionally-required test (e.g., test of Georgia/United States history or Georgia/United States constitutions), or if the individual who discovers the incident is not a faculty member, the individual should bring the matter to the attention of the faculty member and administrator who has responsibility of overseeing the activity (e.g., departmental chair, director of the Testing Office). If that administrator decides to bring charges of academic dishonesty against the student, then that administrator becomes the initiator. (Test proctors, laboratory assistants, and other individuals who are not course faculty members should bring any instances of alleged academic dishonesty to the attention of the course faculty member or their administrative superior. That individual, after weighing the information, may become the initiator by formally charging the student with academic dishonesty.)

The channel of review, recommendation, and decision-making follows the administrative lines associated with the course or program requirement involved. In any instance, however, when the alleged incident does not occur within the context of a course, and when it is unclear which college should have jurisdiction in review and decision-making, any unit may initiate the case.

For the sake of brevity the following processing procedures are written from an academic unit/college perspective. Nonacademic units (i.e., Testing Center) would substitute appropriate supervisory personnel at the respective levels. Herein the initiator will be referred to as faculty member and the administrative unit head will be referred to as chair, designating the departmental chair. Dean will refer to appropriate administrative supervisory personnel at the overall college or division level.

When an allegation of academic dishonesty is made, the relevant dean will inform the Office of the Registrar to place a grade of GP (grade pending) for the student in the course involved. Withdrawal from a course does not preclude the imposition of penalties for academic dishonesty. While the matter of academic dishonesty is pending, the student will be allowed to continue in the course and register for upcoming semesters.

A. Penalties to be Imposed

Penalties to be imposed in incidents of academic dishonesty are classified as academic or disciplinary. Academic penalties include assignment of a failing grade for a particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member, in consultation with the department chair.

Disciplinary penalties can be sought in addition to those considered academic and could include, but are not limited to, the following: suspension, expulsion, transcript annotations (temporary for a period of five years or permanent, as designated). Course credit earned at other institutions while on suspension may not be transferred to GSU. Disciplinary penalties can be requested by the faculty member, in consultation with the chair; they must be reviewed by the University Senate Committee on Student Discipline and they are set by the provost.

B. Action at Administrative Unit (Department and College Level)

As soon as possible after the alleged incident, the faculty member should discuss the matter with the student. This discussion should be conducted in a manner which protects the rights and confidentiality of students. If the faculty member believes that academic dishonesty has occurred, the faculty member, in consultation with the department chair, will determine the appropriate academic penalty. The faculty member and the chair will complete a notice of academic dishonesty form describing the incident and indicating the academic penalty imposed and any recommended disciplinary penalty. The chair will forward the notice of academic dishonesty, which includes a statement of the right to appeal, to the dean of the college, who delivers it a either through the student’s official university email address or by certified mail.
C. Student Action

The student will have 10 business days after receipt of the notice of charges of academic dishonesty (i.e., the date that the email was sent or that the certified mail was received) to submit a written appeal denying the charges and providing any rationale for the appeal. The appeal should be addressed to the college dean of the initiator. In the event the student is found guilty of academic dishonesty, the student does not have the right to appeal the academic penalty assessed by the faculty member, unless the student can prove that such penalty was arbitrarily imposed or applied in a discriminatory manner.

If the student wishes to challenge a disciplinary penalty, the student must submit a written rationale for challenging the disciplinary penalty within 10 business days of receipt of the notice of charges of academic dishonesty. The statement of challenge should be addressed to the college dean. The college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline, regardless of student appeal.

If the student has also filed an appeal denying the charges of academic dishonesty, any review of disciplinary penalty recommended will be delayed pending review of the charges of academic dishonesty by the college hearing committee.

D. College Action

1. **No Appeal by the Student.** If the student does not submit a written appeal to the college dean or challenge the disciplinary penalty within 10 business days, the college dean will notify the chair/faculty member to post any pending grade(s) immediately. The college dean will then forward the notice of academic dishonesty to the dean of students for inclusion in the student's disciplinary file. Any recommendation of a disciplinary penalty will also be forwarded to the dean of students for appropriate review by the Senate Committee on Student Discipline.

2. **Appeal by the Student.**
   a. If the student submits a written appeal of the charges of academic dishonesty, the college dean will forward the charges to the chair of a college hearing committee and will notify the faculty member to set forth in writing a comprehensive response describing the incident of academic dishonesty. This statement will be presented to the committee and to the student at least five (5) business days prior to the hearing.
   b. If the student wishes to challenge the disciplinary penalty without appealing the charges of academic dishonesty, a college hearing committee will not be convened; instead, the college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline.

3. **Student Hearing Committee Process. Guidelines that Govern the Hearing of the Appeal by the College Student Hearing Committee**
   a. Within ten (10) business days after the committee receives the charges of academic dishonesty, a hearing date will be determined. The committee will notify the faculty member and the student of the time, date, and the place of the hearing. Copies of all charges of academic dishonesty and related materials for the hearing will be provided to the student at least five (5) business days in advance of the hearing.
   b. The faculty member and the student will be allowed to make oral presentations, call witnesses, and present any documentary information regarding the incident in question. The hearing will be recorded on audio tape. The hearing will not be open to observers.
   c. At the conclusion of the hearing, the committee will meet in closed session and will make its recommendation as to the guilt or innocence of the student based on a preponderance of information with respect to the charge of academic dishonesty. The committee chair will forward to the college dean its findings and recommendations in a written report within five (5) business days of the hearing.
4. **College Decision on Appeals.** Within five (5) business days of receiving the committee’s written report, the college dean will make the final decision regarding guilt or innocence. The college dean will notify all appropriate parties of the decision.

If the college dean finds the student not guilty, the matter will be terminated and no notice of charges will be filed with the dean of students. The college dean will notify the chair to post the pending course grade promptly and will notify the registrar to remove the GP (grade pending) on the student’s transcript.

If the college dean finds the student guilty, the notice of charges of academic dishonesty will be forwarded to the dean of students for inclusion in the student’s disciplinary file. The academic penalty stipulated by the faculty member will be imposed. The college dean will notify the chair to insure that any pending grade is posted promptly. The college dean will notify the registrar to remove the GP (grade pending) on the student’s transcript if only an academic penalty was involved.

If a disciplinary penalty has been recommended, the college dean will notify the registrar to continue the GP (grade pending) annotation until the disciplinary penalty can be reviewed by the University Senate Committee on Student Discipline.

5. **Appeal of the Decision of the Dean.** If the student or initiator wishes to appeal the decision of the college dean regarding guilt or innocence of the charges of academic dishonesty, the student or initiator may appeal to the provost. The subsequent appeal route would be to the president and then the Board of Regents. The student or initiator must submit a written statement of appeal to the provost within 10 business days of notification of the dean’s decision. The basis of the appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.

E. UNIVERSITY SENATE COMMITTEE ON STUDENT DISCIPLINE ACTION

In cases where a disciplinary penalty has been recommended, the Senate Committee on Student Discipline will conduct a hearing to review the disciplinary penalty. The committee will review the faculty member’s notice of academic dishonesty and the student’s statement of challenge of the disciplinary penalty, if any. The faculty member and the student will be allowed to appear at the hearing to discuss the imposition of disciplinary penalties. Only the recommendation concerning the disciplinary penalty to be imposed will be considered by this committee. Issues of guilt or innocence are determined at the college level (see II.4 C and D above).

The Senate Committee will conduct the hearing in accordance with its regular hearing procedures. Copies of these procedures may be obtained from the Provost’s Office.

The Senate Committee on Student Discipline will provide its recommendation within five (5) business days of its hearing to the provost regarding appropriateness of the disciplinary penalty recommended by the college and/or whether other disciplinary penalties are to be imposed in addition to or in lieu of those already recommended by the college.

F. PROVOST ACTION

1. **Decision of the Provost.** The role of the provost in handling student appeals regarding the charge of academic honesty has been explained (see II.E.5 above). Based on the recommendation, the Provost will render a decision within ten (10) business days of receipt of the recommendation of the Senate Committee. The provost will notify the student, the referring dean, the department chair and the faculty member of the Senate Committee’s recommendations and of the provost’s decision. At that time the provost will also notify the registrar to annotate the student’s transcript, if necessary.

2. **Appeal of the Decision of the Provost.** If the student wishes to appeal the decision of the provost regarding the imposition of a disciplinary penalty, the student may appeal to the president, and then to the Board of Regents. The student must submit a written statement of appeal to the president within ten (10) business days of notification of the provost’s decision. The basis for such an appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.
G. STUDENTS INVOLVED IN TWO OR MORE INCIDENTS OF ACADEMIC DISHONESTY

A student is subject to disciplinary action in addition to any already undertaken once it is determined that the student has been found guilty in a previous incident of academic dishonesty. In such cases, the dean of students will forward a report to the University Senate Committee on Student Discipline regarding the incidents of academic dishonesty which have been reported. The dean of students is responsible for initiating this report within ten (10) business days of notification of the proceedings of any subsequent finding of academic dishonesty.

The University Senate Committee on Student Discipline will review the report of the dean of students. The student may submit supplemental written documents for the committee’s review and may request to appear before the committee in its deliberations. After reviewing the matter, the committee will send a report to the provost with the recommendation for disciplinary penalty to be imposed. The provost will proceed as in G above.

H. GRIEVANCE PROCEDURES FOR ACADEMIC MATTERS

1. Each of the undergraduate colleges has stated policies for settling grievances of students for academic matters. Refer to the office of the dean of each college for policies.

2. Obligation to Report Suspected Violations. Members of the academic community, students, faculty and staff are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college.

3. Penalties. The University takes the matter of academic honesty most seriously. Penalties for violations vary, but include both suspension and permanent expulsion from the institution.

Approved - University Senate Committee on Admissions and Standards – March 14, 1994
Approved - University Senate - November 3, 1994
Amended – University Senate – October 15, 2009
Amended – University Senate – October 7, 2010
Amended – University Senate – January 19, 2012
Amended – University Senate – March 15, 2012
Amended – University Senate – April 17, 2014
TO THE STUDENT: This serves as notification to you that the below signed individual has found you in violation of the University policy on academic honesty and has established the penalty(ies) described below.

You have a right to deny this finding of academic dishonesty and request a college hearing to determine your guilt or innocence. The academic penalty recommended below cannot be challenged. If a disciplinary penalty has been recommended below, you have a right to challenge the disciplinary penalty (whether or not you accept the finding of academic dishonesty) and to appear before the University Senate Committee on Student Discipline; this committee automatically reviews all recommendations for student disciplinary sanctions.

To denote the finding of academic dishonesty or to challenge a recommendation for a disciplinary penalty, you must submit a written statement to the college dean within 10 business days of receipt of this notice requesting either or both of these actions. If you do not respond within 10 business days, it will be assumed that you have accepted this finding of academic dishonesty and this notice of academic dishonesty will then be included in your disciplinary file in the Office of the Dean of Students. This information (unless the disciplinary penalty recommended below, if any, specifically indicates otherwise) is not included in your permanent academic record and is used for disciplinary purposes only. Multiple findings of academic dishonesty may result in additional recommendations for disciplinary sanctions.

Definition of penalties and a summary of review and processing procedures are contained on the reverse of this notice. A complete copy of the university’s policy and procedures regarding academic honesty can be obtained from the dean of the college or the dean of students or online (codeofconduct.gsu.edu).

Student _______________________________________________  Panther ID _______________________

Course Subject & Number _______ CRN # ______ Term/Yr _______ Department_____________________

Instructor _______________________ Department Chair __________________________ College ____________

Statement of finding of academic dishonesty by initiator:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Academic penalty recommended: __________________________________________________________

Disciplinary penalty recommended, if any: __________________________________________________

Academic Dishonesty Charges were discussed with Student (circle one): In Person  or  By Email ____________________________ Date

Initiator’s Signature  ___________________________ Date ___________  Date Received by College __________

Date Student Notified by College ____________

Department Chair Signature  ___________________________ Date ___________  Student Notified by College via:

(circle one):  Email ____________________________ Date

or  Certified Mail

38
DEFINITION OF ACADEMIC PENALTY: Sanction sought for academic dishonesty will be considered an academic penalty if the initiator wishes to assess penalty for academic assignments only, such as a failing grade to the student for a particular course assignment, or for the course itself, or for other tests or program requirements involved in the incident. The academic penalty cannot be challenged.

DEFINITION OF DISCIPLINARY PENALTY: Sanction sought for academic dishonesty will be considered a disciplinary penalty if the initiator wishes to seek sanction in addition to those considered as academic. Disciplinary penalties could include, but are not limited to, the following sanctions: suspension, expulsion, transcript annotation(s). Students may challenge a disciplinary penalty regardless of whether the student accepts findings of academic dishonesty. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline.

STUDENT DISCIPLINARY RECORD: The Dean of Students' Office maintains a disciplinary record for any student who has been reported for any disciplinary sanction, including cases of academic dishonesty. This record is not a part of the student's permanent academic record unless disciplinary sanction imposed is specifically designated to be public record (e.g., transcript annotation). If two or more incidents of academic dishonesty are filed against a student, or if record of other disciplinary problems exists, additional disciplinary sanctions may be imposed by the Senate Committee on Student Discipline.

SUMMARY OF REVIEW AND PROCESSING PROCEDURES: For the sake of brevity, the following review and processing summary is written from an "academic unit/college" perspective. Non-academic units (i.e., Testing Center) would substitute appropriate supervisory personnel at the respective levels.

1. The faculty member should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student by university email or by certified mail.

2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent or the certified mail was received if the student wishes to deny the finding of academic dishonesty.

3. If the student does not appeal within 10 business days, the College Dean forwards the notice of academic dishonesty to the Dean of Students.

4. If the student appeals the charges, a College Hearing Committee conducts a hearing and reports its findings to the College Dean regarding guilt or innocence. If the student is found not guilty, the faculty member is notified to assign an appropriate grade. If the student is found guilty, the College Dean forwards the notice of academic dishonesty to the Dean of Students.

5. Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee's recommendation, the provost makes a decision and takes action regarding any disciplinary sanction.

6. The Dean of Students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

Source: Senate Office, 9/7/95
Approved by the University Senate Committee on Admissions and Standards: 3/14/94
Approved by the University Senate: 11/3/94
Amended by the University Senate: 4/17/14

RYS 5/13/14
IV. Administrative Policies

A. DISRUPTIVE STUDENT CONDUCT IN THE CLASSROOM OR OTHER LEARNING ENVIRONMENT

DEFINITION:

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

PREAMBLE:

When disruptive behavior occurs in the class, the instructor shall make reasonable effort to address the disruption with the student, preferably in private. Georgia State encourages members of the University community to try to resolve problems informally whenever possible. Toward that end, the instructor and student may consult with the Office of the Ombudsperson, the Dean of Students Office, or other University offices to discuss ways to resolve the situation informally at any time during the process set forth in this policy. Should the instructor elect to withdraw the disruptive student, the following procedures should be followed. Individual college or academic units may have supplementary procedures to deal with disruptive student behavior so long as those procedures are consistent with this policy. Where this policy conflicts with the Student Code of Conduct, this policy will prevail with respect to disruptive behavior in the academic setting.

PROCEDURE:

STEP ONE: INSTRUCTOR'S RESPONSE TO DISRUPTIVE BEHAVIOR

When disruptive behavior occurs in a class

1. The instructor will warn the student. The warning will consist of orally notifying the student that his/her behavior is disruptive and that it must cease immediately or the student will face removal from the class.

2. If the student fails to comply with the instructor's warning, the instructor may require the disruptive student to immediately leave the classroom for the remainder of the class period. If the student refuses to leave, the instructor may summon the campus police to remove the student.

3. If the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon the campus police to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to the Dean of Students for review with respect to whether the student's behavior poses an imminent threat to self or others such that s/he should be removed from the University, pending disciplinary proceedings.

4. If the instructor chooses to allow the student to return to the class and continue in the course, the process is resolved. If at any time the instructor or student believes it would be beneficial to contact the University Office of the Ombudsperson, s/he may consult an Ombudsperson in an effort to resolve the matter.

5. If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.
STEP TWO: WITHDRAWAL PROCESS

A. THE INSTRUCTOR

1. If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within one (1) working day of the disruptive incident, provide the department Chair with a written report of the disruptive incident(s).

2. If the Instructor has the disruptive student in more than one class, and the Instructor decides that the student is disrupting learning in more than one of those classes, or when the student is exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor’s office, outside the classroom, etc.), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Chair and Dean or Associate Dean of the college, or the Dean or Associate Dean’s designated representative.

B. DEPARTMENT CHAIR

Except for extenuating circumstances, the Chair will:

1. Notify the student in writing, via e-mail and U.S. Mail, within 1 day of receiving the Instructor’s notice that the matter has been submitted to the department Chair for a decision on whether the student should be removed from the course, and that s/he may not return to the class until the issue is resolved. This notice shall include a written description of the disruptive behavior complained of and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process. The student will also be informed that if s/he wishes to respond to the complaint, s/he must submit a written statement to the Chair and meet with the Chair within five 5 working days from the date of the written notice. The Chair’s contact information and the contact information for the Office of the Ombudsperson should be included.

2. Make her/himself available to meet with the student as soon as possible within 5 working days after written notice to the student.

3. Decide on the appropriate outcome and send notice of the decision, with an explanation of the basis for the decision, to the student. The decision may consist of
   - Allowing the student to return to course or courses, with or without conditions;
   - Allowing or requiring the student to transfer to another course section or sections; or
   - Withdrawing the student from the involved course or courses.

4. Notify the student via e-mail and U.S. mail of his/her decision within 5 working days of receiving the student’s response. If the Chair decides that the student should be removed from the involved course or courses, s/he will notify the Registrar via email that the student should be withdrawn (Registration Adjustment@langate.gsu.edu). A copy of the withdrawal email will be mailed to the student by the Chair via e-mail and U.S. mail at the time the Chair’s written notice of his/her decision is sent. The Chair will also include notice that the student may appeal the decision by submitting a written appeal to the College Dean, which shall detail the basis of the student’s denial of the charges, within 5 working days from the date of the Chair’s written notice of his/her decision.

5. Notify the Academic Dean and the Dean of Students of the charges and action taken.

STEP THREE: THE APPEALS PROCESS

The student may appeal the decision of the department Chair to the Dean of the College. The student’s appeal must be received by the Dean, in writing, within 5 working days of the date of the Chair’s decision. The Dean’s decision shall be made and, except for extenuating circumstances, will be sent to the student within five 5 working days of receipt by the Dean of the student’s appeal via mail and U.S. mail.

The student may appeal the decision of the Dean of the College to the University Provost. This appeal must be in writing and received within 5 working days of the date of notification of the Dean’s decision. The Provost, except for extenuating circumstances, will make a decision within 5 calendar days and notify the student via e-mail and U.S. mail.

The student may appeal the decision of the Provost to the University President. This appeal must be in writing and received within 5 working days of the date of notification of the Provost’s decision. The President, except for extenuating
circumstances, will make a decision within 15 calendar days and notify the student via e-mail and U.S. mail. The President's decision shall be final at the University level.

To appeal to the Board of Regents, the student may make an application for review to the Board of Regents within 20 calendar days of the date of the President's decision. The application shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of, or appointed by, the Board) is not a matter of right but is within the sound discretion of the Board. If the application for review is granted, the Board will, except for extenuating circumstances, investigate the matter thoroughly and render its decision thereon within 60 calendar days from the date of any hearing that may have been held. Student will be notified according to the set procedures of the Board. The decision of the Board shall be final and binding for all purposes.

If the Board of Regents:

1) issues a final decision, then the university system administrative appeals process has been exhausted; or
2) remands the matter to the university for further consideration, then administrative deliberation on the dispute continues until such point as a final administrative decision on the dispute is made.

[Note: After a final administrative decision on the student appeal is made within the university system hierarchy, then there is the “possibility” of the student seeking judicial review of the matter.]

**STEP FOUR: FINAL RESOLUTION**

Students withdrawn for disruptive behavior from a course will receive a grade of W or WF, according to university policy. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the chair will work with the student to facilitate the completion of any work missed.

The Department Chair or Dean of the College, depending upon where the decision ends, will notify the Dean of Students of the final decision on the matter. If the appeal goes to the University President or to the Board of Regents, the President will notify the Dean of Students and the Dean of the College. The Dean of Students will maintain a record of any disciplinary action and may initiate additional disciplinary processes at his/her discretion.

*For purposes of this document, the word “class” is defined as one specific meeting of students and professor while the word “course” refers to the entire section.

Amended by the Senate on April 20, 2006

(See next page for flow chart.)
## Procedure Chart for Removal of Student from Classroom for Disruptive Behavior

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Time Frame</th>
<th>Actions in Process</th>
<th>Notification Requirements</th>
</tr>
</thead>
</table>
| **Step One** | Working Day 1 | Incident Occurs | The Instructor may  
1. Issue oral warning  
2. Require student to leave class  
3. Have security remove student  
4. Readmit student to class |
| **Step Two** | Working Day 2 | Instructor elects to remove student from course or courses | The Instructor will  
1. Notify chair  
2. Include written report  
3. Include completed Disruptive Student Withdrawal form |
| Working Day 3 | | The Chair notifies the student | The Chair will  
1. Provide Student with notice that (a) request for removal has been submitted to chair and (b) student may not return to the classes in question until issue is resolved.  
2. Include written report of disruptive behavior, copy of Disruptive Student Conduct in Classroom policy, and contact information for Chair and Ombudsperson.  
3. Alert student to complete appeal to chair within 5 days of notification date |
| Working Days 3-8 | Student may respond | | The Student may  
1. Submit a written statement to the Chair  
2. Meet with the Chair within five (5) working days from the date of the written notice  
3. Consult with Office of the Ombudsperson, the Dean of Students Office, or other University offices |
| Working Days 9-13 | Chair notifies student of decision  
1. To allow the student to return to course or courses, with or without conditions;  
2. To allow or require the student to transfer to another course section or sections; or  
3. To withdraw the student from the involved course or courses. | | The Chair will  
1. Notify the Student of his/her decision via e-mail and U.S. mail (within 5 working days).  
2. If the decision is to withdraw the student, the Chair will also  
1. Sign the Disruptive Student Withdrawal Form  
2. Submit it to the Registrar.  
3. Mail copy of the Withdrawal Form to the Student at the time the Chair’s written notice of his/her decision is sent.  
4. Include notice that the Student may appeal the decision by submitting a written appeal to the Dean, which shall detail the basis of the student’s denial of the charges.  
5. Notify academic Dean and Dean of Students of charges and action taken. |
| **Step Three** | Working Days 14-18 | Student may appeal to Dean | The Student may submit written appeal to Dean within 5 working days |
| Working Day 23 | Dean responds to students appeal | | The Dean will  
1. Notify student of decision via e-mail and U.S. mail within 5 working days  
2. Notify student of right to appeal to Provost  
3. Alert student to complete appeal to Dean within 5 days of notification date.  
4. Notify Dean of Students of charges and action taken. |
| Working Day 28 | Student may appeal to the Provost | | The Student may submit written appeal to Provost within 5 working days |
| Working Day 33 | Provost responds to students’ appeal | | The Provost will  
1. Notify student of decision via e-mail and U.S. mail within 5 working days  
2. Notify student of right to appeal to the President.  
3. Notify academic Dean and Dean of Students of action taken. |
| Working Day 38 | Student may appeal to President | | Student may submit written appeal within 5 working days |
| Calendar Day 53 | President responds to student’s appeal | | The President will  
1. Notify student of decision via e-mail and U.S. mail within 15 calendar days  
2. Notify student of right to appeal to the President.  
3. Notify academic Dean and Dean of Students of action taken. |
| Calendar Day 73 | Student may appeal to Board of Regents | | Student may submit written appeal within 20 calendar days |
| Day 133 | The Board of Regents responds to student’s appeal | | The Board of Regents will respond in accordance with Board procedures within 60 calendar days.  
The President will notify the academic Dean and Dean of Students of action taken. |
STUDENT SUPPORT RESOURCES

(listed in alphabetical order)

Advisement

Advisement (90+ credit hours)

Black Student Achievement

Career Services

Civic Engagement

Computer Labs

Counseling and Testing Center

Dean of Students

Digital Aquarium

Disability Services

Equipment Checkout

Greek Life

Intensive English Program

Language Acquisition and Resource Center (LARC)

Leadership Development

Mathematics Interactive Learning Environment (MILE)

Multicultural Center

New Student Orientations (Graduate)

New Student Orientations (Undergraduate)

Parent Relations

Recreational Services

Spotlight Programs Board
STEM Education Initiatives

Student Center

Student Government

Student Handbook

Student Health Clinic

Student Health Promotion

Student Media

Student Victim Assistance

University Housing

Writing Studio
FACULTY INSTRUCTOR RESOURCES

(listed in alphabetical order)

Brightspace

Center for Instructional Effectiveness

Center for Instructional Innovation

Classroom Equipment and Software

Counseling and Testing Center

Disability Services

Enrollment Services

Faculty Handbook

GoSOLAR - Web for Faculty

Instructional Technology Center

Library Instructional Resources

Recreational Services

STEM Education Initiatives

University Policy Library