

## Faculty Senate Meeting Minutes

**September 17, 2015  
1:00 to 3:00 p.m.  
Hall of Honors**

### Senators in Attendance:

X	Y. Brown (CAS)	X	X. Gao (COB)	X	Z. Ramamonjiarivelo (CHHS)
X	D. Calvin* (CHHS)	X	L. Geller* (UL)	X	G. Sargut (COB)
X	M. Carrington* (CAS)	X	D. Golland* (CAS)		X. She (COE)
X	X. Chen (CAS)	X	K. Marrar (CAS)	X	A. Tamulis* (CAS)
X	D. Cortese (CAS)	X	E. Mengova (COB)	X	C. Tymkow (AL/CHHS)
X	L. Danley* (COE)		(AL)	X	S. Wadhwa (CHHS)
X	E. Essex (CHHS)	X	R. Muhammad* (AL/CAS)	X	S. Wagner* (AL/CAS)
X	L. Falconnier (CHHS)	X	B. Parin* (AL/CAS)	X	B. Winicki* (COE)
X	S. Gandy* (COE)	X	V. Person (COE)		

\* = Faculty Senate Executive Committee, Standing Committee Chairs

**Guests:** D. Bordelon, S. Estep, R. Schneider, C. Sexton, A. Valente, A. Vendrely

1. *Call to Order and Agenda:* The meeting was called to order at 1:05 p.m., with quorum, by Faculty Senate President Winicki. There were no additions or changes to the agenda.

2. *Administrative Updates:*

Budget (including Faculty Senate budget)- *Provost Bordelon* reported that although the state still has no budget, GSU is able to make purchases for instruction, and to support some travel for faculty. She reported that the Faculty Senate budget for this year is \$10,000 plus \$8,873 carry-forward from last year. She confirmed that this money may fund in-state travel for senate-related meetings (e.g., CIUS).

Enrollment, freshman admissions, Academic Recovery Program- *Associate Provost Vendrely* reported that of a total of 231 freshmen enrolled this term, 147 participated in Smart Start, and 85% passed Smart Start. Students who failed Smart Start were automatically enrolled in the Achieve program. She also reported that 142 sophomores are enrolled this term.

SEI work group- Provost Bordelon reported that GSU has released a request for proposals to start the process of selecting a vendor to develop new SEIs. Later in the selection process, potential vendors will be making presentations that will be open to everyone.

Electronic portfolios- Associate Provost Vendrely stated that GSU has a contract with Tk20 to develop an electronic portfolio system for use in creating student portfolios and faculty evaluation portfolios. She said, however, that the mechanics are not yet in place to allow multiple evaluation committee members access to electronic faculty portfolios.

Courses taught by Unit A, Unit B and adjunct faculty- Provost Bordelon reported that of a total of 1,400 courses being taught this term, 653 are taught by Unit A, 359 are taught by Unit B and 388 are taught by adjunct faculty.

*Dean of Students Valente* reported on a proposal to admit freshmen in the Spring semester, proposed to begin in Spring 2016. Freshmen admitted during Spring semester would take selectives during their first semester and then would join that academic year's freshman cohort the following Fall semester. Valente stated he expects approximately 30 freshmen to take advantage of this later admission, if approved. First-year students would not be conditionally admitted in January. This proposal will soon be brought to the General Education Council for consideration.

*Associate Provost Sexton* announced new syllabus compliance requirements (attached) that all syllabi now must contain a Title IX statement and an emergency preparedness statement. She said that these statements will be posted on the Provost's office portal page and should be added to the syllabus template.

Provost Bordelon added that the president of the Student Senate had relayed to her concern from students that GSU has higher standards than other schools for Latin honors on diplomas. During ensuing discussion, senators said that GSU has had higher standards because it previously had only juniors and seniors, who would be expected to make higher grades in courses in their major fields. Now that GSU is a four year institution, however, standards for Latin honors should be reconsidered. *Golland* suggested that this student concern be communicated to GSU alumni, who may have opinions on the matter.

Provost Bordelon announced that registration for Spring semester begins October 19. She also announced other upcoming events, such as the Family and Friends Weekend in October, and an upcoming visit by one of the authors of AAC&U's *A Crucible Moment*.

### 3. *Faculty Senate Action Items:*

- *Review of August 2015 minutes-* Golland made the motion to approve the minutes; Cortese seconded. The approval of minutes passed with one abstention.
- *Faculty Senate Bylaws proposed changes-* Golland presented four proposed amendments to the Faculty Senate Bylaws (attached). Proposed Amendment 1, establishing an Immediate Past President position, was discussed by senators. Essex

made a motion to approve Amendment 1; Golland seconded. The motion passed by unanimous voice vote. Proposed Amendment 2, enabling the Executive Committee to appoint additional senators at its discretion by 2/3 vote, was discussed. A change in the amendment to require a 2/3 vote of the entire Faculty Senate for appointment of additional senators was suggested. Gandy made a motion to approve Amendment 2 as amended; Falconnier seconded. The motion passed by voice vote with one opposed. Proposed Amendment 3, to extend senate terms of elected officers to encompass the term-in-office, was discussed. Muhammad made a motion to approve Amendment 3; Person seconded. The motion passed by voice vote with one opposed. Amendment 4, adding “Immediate Past President” and clarifying additional language in Article V of the Bylaws, was discussed. Two amendments were proposed, including deletion of language which already is in the Credit Hour Guidelines. Tymkow made a motion to approve Amendment 4 as amended (first amendment); Falconnier seconded. The motion passed by unanimous voice vote. Golland made a motion to approve Amendment 4 as amended (second amendment); Geller seconded. The motion passed by unanimous voice vote.

- *EPC Petition re: Terms-* Tamulis presented a request from EPC to extend terms of office for one year for one CAS representative, and one COB representative, to re-stagger the terms (attached). So moved and seconded by committee. The request passed by unanimous voice vote.
- *Policy 47 and Policy 26 Revisions* Tamulis presented a proposed revision to Policy 47 clarifying exceptions to the policy on repeating courses for courses that are designed to be repeated, with each iteration of the course and its grade remaining on the student’s transcript (attached). An amendment in language was proposed. Discussion included whether to include examples of course exceptions in the language. Proposed revision moved and seconded by committee. Voice vote to retain examples of course exceptions in language: 8 yes, 9 no. Amended language will delete examples of course exceptions. Cortese made a motion to approve the proposed revision to Policy 47 as amended; Golland seconded. Motion passed by voice vote with one opposed. Tamulis then presented a proposed revision to Policy 26, deleting the “Repeating a GSU Course (Section IX, redundant with Policy 47; attached).” So moved and seconded by committee. The proposed revision to Policy 26 passed by unanimous voice vote.
- *Faculty Senate Committee Member Confirmation-* Recommendations of the Executive Committee (Committee appointments require confirmation by Senate, per ByLaws.):  
  - EPC: Kim Boland-Prom (CHHS)
  - EPC: Natalie Ermasova (CAS)
  - UCC: Joong-Won Shin (CAS)
  - Graduate Studies Council Senate Representative: Catherine Tymkow
 Golland made the motion to confirm all of the above appointments; Cortese seconded. The appointments were confirmed by unanimous voice vote.

4. *Executive Session: Waiver for GEC Director (Zell); Waiver for APRC Chair (Sinclair)*

Dr. Zell left the room; Dr. Sinclair was not present. Tamulis made a motion to go into executive session; Muhammad seconded. Waivers were discussed. Cortese made a motion to come out of executive session; Golland seconded. Paper vote on waiver of requirement that Director of General Education Council be a Member of Faculty Senate: unanimous. Dr. Zell is confirmed as Director of the General Education Council. Paper vote on waiver of requirement that chair of APRC be a member of Faculty Senate: 14 no, 6 yes. Waiver did not pass. Winicki will serve as interim chair of APRC, during which she will call a meeting to elect a permanent chair. Dr. Zell returned to the meeting.

5. *Reports:*

- *APRC*- No report.
- *EPC*- No additional report. Please see EPC action items above (*EPC Petition re: Terms; Policies 47, 26 revisions*)
- *UCC*- Parin brought an actionable request from UCC that the Request for New Course form for general education courses include a line for signature by the Director of the General Education Council. So moved and seconded by committee. The request passed by unanimous voice vote.
- *Graduate Studies Council*- Tymkow reported that the Graduate Studies Council met today. She added that the purpose of the Council is to review new graduate programs and substantive changes. The Graduate Studies Council serves as an advisory council. At the meeting today, five new members were elected. The Graduate Studies Council soon will be looking at Policy 33 and 19G, which will have to be cross-checked with Policy 14. They also will be discussion the Graduate Capstone Manual, and giving special consideration to digital capstone submissions.
- *General Education Council*- Zell reported that she is meeting with people who taught First Year Seminars (FYSS) last year and this year and working on related assessment. She said that in February, GSU must demonstrate to HLC that a process is in place to recruit and maintain peer mentors and instructors for FYSS. She said that there is a call out now for FYS instructors. Zell added that the General Education Council has several new members and will be meeting September 24. Golland will be the Faculty Senate designee on the General Education Council.
- *IBHE Faculty Advisory Committee*- Cortese reported that the committee has not met yet.
- *Bargaining Unit*- Estep reported that John Miller, president of UPI, will be at the GSU UPI reception at 3:00 today. At GSU, UPI membership is up; GSU also has the lowest number of “fair share” employees. She announced that there will be a Supreme Court ruling soon on fair share. She also announced that the state has stopped payments to CMS, meaning that reimbursement of medical providers will be delayed. Estep and senators discussed the ongoing process of developing new SEIs. Estep said that UPI should work with the Faculty Senate while planning for development of new SEIs, and a UPI representative should be on the GSU committee working on SEIs.

Estep also announced that the GSU UPI chapter has filed a “demand to bargain” related to faculty workload forms.

- *Executive Committee*- Winicki reported that, according to the recent COB census, the college now has 24 faculty, which means that COB should have three seats in the Faculty Senate. The fourth seat will be eliminated. She also announced that there will be a special election for the vacant “at large” seat. She said that the Faculty Senate has made appointments to the Graduate Studies Council, PBAC, the Safety Committee, the Academic Calendar Committee, and the Athletic Committee. The following volunteers are still needed:
  - EPC – COE member needed immediately.
  - UCC – COB member needed immediately.
  - Faculty Senate Parliamentarian
  - University Student Progress Committee – 2 members needed starting Spring 2016
  - Work group to review Faculty Senate Standing Rules- Muhammad and Essex volunteered.

Winicki said that COE senators will have to caucus on-line to designate a representative for Executive Committee.

#### 6. Announcements:

- UPI Chapter Reception today, 3:00 to 5:00, FOC lobby
- Lunch with Institutional Research, Sept. 18 in Cafeteria Annex
- Board of Trustees meeting, Oct. 2, 8:30 a.m., Engbretson Hall

Adjournment: 3:06 pm

Next meetings:        Executive Committee, October 1, 1:00 to 3:00 p.m., Library Conference Room (D2417)  
                              Faculty Senate, October 15, 1:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Mary Carrington  
 Faculty Senate Secretary

#### Attachments:

- GSU Compliance Statements for Syllabus Template
- Governors State University Faculty Senate Proposed Bylaws Changes, Fall 2015
- EPC Request for Change in Terms of Office for CAS and COB Members
- Proposed revision to Policy 47
- Proposed revision to Policy 26

**GSU Compliance Statements for Syllabus Template**  
**Fall 2015**  
**Currently included in Syllabus Template**

**Disability Statement:**

*GSU is committed to providing all students equal access to university programs and facilities. Students needing an accommodation based on disability should contact the Director of Access Services for Students with Disabilities (ASSD). Students must register with ASSD before a faculty member is required to provide appropriate accommodations. For more information or to register, please contact the Director of ASSD (Room B1215 or [assd@govst.edu](mailto:assd@govst.edu) or 708-235-3968). To ensure that learning needs are met, contact ASSD the first week of classes.*

**Academic Honesty:**

*Students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: use and acknowledgement of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. The university policy on academic honesty appears in the catalog appendix, which can be found on the website at <http://catalog.govst.edu/content.php?catoid=1&navoid=37>*

**Fall 2015 Additional Statements**

**Title IX Statement:**

*Consistent with GSU Policy 52, Anti-Discrimination and Harassment, Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories, such as race, national origin, etc... The University has a duty to prevent harassment, post policies against it, to investigate complaints, and to take prompt action to stop harassment when it occurs. Contact the Governors State University Title IX Officer, Joyce Coleman to report any incidents at 708.235.7169 or [jcoleman7@govst.edu](mailto:jcoleman7@govst.edu). For complete Title IX information and resources, visit: <http://www.govst.edu/TitleIX/>*

**Emergency Preparedness Statement:**

*In case of emergency, the University's Alert System will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the myGSU portal. In addition, students are encouraged to familiarize themselves with the Emergency Procedures posted in each classroom. Detailed information about the University's emergency management plan, information on how to update your contact information, and the Campus Safety Booklet can be found at <http://www.govst.edu/emergency>.*

**Governors State University Faculty Senate**  
**Proposed Bylaws Changes, Fall 2015**

*Amendment Proposal 1:  
Adding the GenEd Director to the Executive Committee  
(Required as per GEC Resolution passed May, 2015)*

**ARTICLE VII. STANDING COMMITTEES**

**Section 2. Executive Committee.** The Executive Committee is subject to the orders of the Senate and none of its actions shall conflict with actions taken by the Senate.

**A. Composition.** The Executive Committee shall consist of: Eight (8) elected-voting members: the President, Vice-President, Secretary, and one representative of each of the colleges and the University Library, elected annually by and from the faculty senators from those constituencies, caucusing independently.~~Senator elected from and by each of the major constituencies of the Faculty Senate, and~~ In addition, there shall be the following non-voting members: the Immediate Past President, chairpersons of the University Curriculum Committee, Academic Program Review Committee, Educational Policies Committee, and General Education Council.~~Chairs of the Standing Committees (nonvoting ex-officio), and the Parliamentarian (nonvoting ex-officio), and. There shall also be appointed a non-voting representative by and from the academic administration~~one of the administrative representatives (non-voting liason).

*Amendment Proposal 2:  
Allowing the executive committee to appoint additional senate members*

### **ARTICLE III. MEMBERSHIP**

**Section 1.** **Apportionment.** The elected membership of the Faculty Senate shall consist of twelve-and-a-half percent (12.5%) of the Unit A full-time tenured and tenure track Faculty of each college and support units. An additional five (5) seats ~~will~~shall be elected At Large. In applying the forgoing percentages, fractional memberships of one-half (1/2) or more shall be rounded to one (1). At its discretion, by an affirmative vote of at least two-thirds of its voting membership, the Faculty Senate Executive Committee may appoint one (1) additional member from each college and the University Library.



*Amendment Proposal 3:  
Exempting elected officers from re-election to the senate*

**ARTICLE III. MEMBERSHIP**

**Section 3.** **Terms.** Terms of membership for full-time tenured or tenure-track seats shall coincide with the academic biennial, except that the term of a member elected to fill an existing vacancy shall begin on the date of election and terminate when that term expires. If, due to attrition, the number of Senators serving in the second year of their terms falls to less than thirty-five percent (35%) of allotted college membership on the Senate, a special election will be held to elect new members to serve for the remainder of the academic year. The senate term of elected officers shall be extended to encompass the term-in-office. Officers in extended terms shall be counted in addition to normal apportionment.

*Amendment Proposal 4:  
Adding "Immediate Past President," and clarifying officer eligibility, term limits and succession*

### **ARTICLE V. OFFICERS**

**Section 1.** ~~Elected Officers.~~ The ~~elected~~ officers of the Faculty Senate shall be a President, a Vice President, an Immediate Past President, a Secretary, and a Parliamentarian. ~~a Senate President, Senate Vice President, and a Senate Secretary. The officers will be elected at the first meeting of the Faculty Senate in the academic year of which the Officer positions are vacant. The outgoing Senate President conducts the election. The President, Vice President, and Secretary shall be elected by and from the membership of the senate, and the President shall hold a tenured appointment.~~

**Section 2. Terms.**

**A. President.** The term of office of the Senate President shall be for two (2) academic years, and run from the August Faculty Senate meeting in which they were elected, and end upon the election of the successor in the August Faculty Senate meeting two years later. No individual shall serve more

of the previous term resulting from a vacancy. In the event of vacancy the Vice President, if willing and qualified, shall assume office as President; otherwise, or in the event of a concurrent vacancy in the office of Vice President, the Senate shall hold a special election to fill the office from its membership for the duration of the term.

**B. Vice President.** The term of office of the Senate Vice President shall be for two (2) academic years, and run from the August Faculty Senate meeting in which they were elected, and end upon the election of the successor in the August Faculty Senate meeting two years later. No individual shall serve more than two (2) consecutive terms as Senate Vice President in addition to a portion of the previous term resulting from a vacancy. In the event of vacancy the Senate shall hold a special election to fill the office from its membership for the duration of the term.

**C. Immediate Past President.** The most-recent former President, not having been impeached or resigned under dishonorable circumstances, holding an academic title at Governors State University (including *emeritus*) and willing to serve, shall hold the office of Immediate Past President. The Immediate Past President need not be a member of the senate. When no former president is qualified and willing to serve, there shall be no Immediate Past President.

**D. Secretary.** The term of office of the Senate Secretary shall be for two (2) academic years, and run from the August Faculty Senate meeting in which they were elected, and end upon the election of the successor in the August

Faculty Senate meeting two years later. No individual shall serve more than two (2) consecutive terms as Senate Secretary in addition to a portion of the previous term resulting from a vacancy. In the event of vacancy the Senate shall hold a special election to fill the office from its membership for the duration of the term.

**E. Parliamentarian.** A Parliamentarian may be appointed by the President and approved by the Senate. The Parliamentarian shall serve at the pleasure of the President and the term of the Parliamentarian shall be concurrent with the term of the President. The Parliamentarian may be reappointed without limit by successor presidents.

~~**Section 2. — Terms.** Terms of office of the Senate President, Vice President, and Secretary shall be for two (2) academic years, and run from the August Faculty Senate meeting in which they were elected, and end upon the election of the next officer in the August Faculty Senate meeting in their second year. No individual shall serve more than two (2) consecutive terms as Senate President or two (2) consecutive terms as Senate Vice President or two (2) consecutive terms as Senate Secretary.~~

**Section 3. Duties.** The primary duties of elected officers are listed below. In addition, Standing Rules governing the Senate meetings may include additional duties and responsibilities.

**A.** The Senate President shall chair all meetings of the Faculty Senate at which the individual is present and shall carry out such additional duties and responsibilities as are prescribed for the Senate President in the Standing Rules and in these Bylaws. The Senate President shall serve as Marshal in

all academic processions. The Senate President shall receive at least two course releases or equivalent, subject to the UPI Bargaining Agreement.

- B.** The Senate Vice-President shall assume the responsibilities of the Senate President in the former's absence or incapacity, and shall serve as Senate President when the Senate President is not present during the meeting. ~~If the former's Senate seat is declared vacant, the Vice President shall immediately schedule an election to elect a new Senate President.~~ The Senate Vice President shall receive at least one course release or equivalent, subject to the UPI Bargaining Agreement.
- C.** The Immediate Past President shall provide wisdom, guidance, and continuity, shall conduct officer elections, shall serve as President in the absence of the President and Vice President, and may assume other duties at the discretion of the President.
- D.** The Senate Secretary shall be responsible for keeping accurate minutes of all Senate activities including motions acted upon and their disposition. The Senate Secretary shall preside at Senate meetings ~~when neither in the absence of the Senate President, nor Vice-President is present, and~~

Immediate Past President. The Senate Secretary shall receive at least one course release or equivalent, subject to the UPI Bargaining Agreement.

C.E. The Parliamentarian shall advise the President and the Senate on matters of order and matters pertaining to these bylaws, University regulations and policies, and *Robert's Rules of Order Newly Revised*, and may assume other duties at the discretion of the President.

~~**Section 4. — Parliamentarian.** The Senate President, subject to the approval of the Senate, shall appoint a parliamentarian yearly who is conversant with these bylaws, University regulations and policies, and *Robert's Rules of Order Newly Revised*. The Parliamentarian will be responsible, upon request, for advising the Senate President and members of the Senate on matters of order. Standing Rules shall specify whether the Parliamentarian must be a Faculty Senator.~~

August 15, 2015

To: Rashidah Muhammad  
Faculty Senate President

From: Educational Policies Committee (EPC)

Re: Request for Change in Terms of Office for CAS and COB Members

The Educational Policies Committee (EPC) requests that the Faculty Senate extend the terms of office for one of the two EPC members representing CAS and for one of the two EPC members representing COB. This request is made for the following reason:

- Currently, both CAS members of EPC have 2014-2016 terms, and both COB members have 2014-2016 terms.
- For purposes of continuity, staggered terms would be better. In fact, staggered terms are required by the Faculty Senate Bylaws (Article VII, Section 1, A).

One-year term extensions (i.e., to the end of 2017) for one CAS and one COB member would provide the required staggered terms. Designation of the members whose terms of office will be extended could be based on mutual agreement.

Thank you for your consideration of this matter.

Attached: EPC Membership, AY 2015-2016

**Educational Policies Committee (EPC)**

1. Xinghua Gao	(2014-16)	COB	
2. Michael Williams	(2014-16)	COB	
3. Khalil Marrar	(2014-16)	CAS	
4. Kerri Morris	(2014-16)	CAS	
5. Barbara Winicki	(2015-17)	CE	
6. Larry Maucieri	(2014-16)	CE	
7. Elizabeth Essex	(2015-17)	CHHS	
8. Darrin Aase	(2014-16)	CHHS	
9. Joshua Sopiartz	(2015-17)	UL	
10. Andrius Tamulis	(2015-17)	AT LARGE	(Chair, AY 14-15)
11. Catherine Tymkow	(2014-16)	AT LARGE	



Policy 47  
**GOVERNORS STATE UNIVERSITY**  
**Repeating Courses**

- I. A student may elect to repeat a course.
- II. A student may repeat a GSU course by reregistering for it during a term subsequent to the initial registration for the course.
- III.
  - A. The highest grade awarded for all attempts will be the assigned grade. The lower grades will remain on the transcript with an “R” to indicate a repeated course.
  - B. This is an automatic process and no explicit student request to the Registrar will be necessary.
- IV. Exceptions: There are courses which are exceptions to the above. For example, topics courses may be repeated several times, and every grade earned will remain on the transcript. Other courses may need to be repeated several times. Such exceptions will be clearly laid out in the syllabus as submitted to the UCC, and will be so indicated in the course catalog. [In the event a student wishes to replace a grade for such courses, the student must make that request in writing to the program coordinator.](#)

Revised April 21, 2015

Effective 2/26/96

## GRADING AND STATUS POLICY

- I. Purpose  
The purpose of this policy is to provide a standard protocol for student grades and academic status in courses.
- II. Determination of Grades
  - A. At the completion of the work for a course, a letter grade will be determined by the instructor.
  - B. The method(s) of evaluation shall be described in the course syllabus.
- III. Official Transcripts
  - A. An official transcript lists all coursework registered for, corresponding grades or status, and grade point average.
  - B. Prior to Fall 1979, no letter grades were assigned:
    1. Credit hours were earned based on demonstrated achievement of specified competencies;
    2. Only courses in which credit was earned appear on the transcript.
- IV. Letter Grades  
The following letter grades shall be used:
  - A = Superior performance
  - B = Above average performance
  - C = Average performance
  - D = Marginal performance
  - F = Failure
  - P = Pass
  - NC.= No credit earned in a course taken under the pass/no credit grading option.
- V. Student Status in Courses  
The following codes may be used to identify the status of the student in a course:
  - W = Student initiated withdrawal
  - X = Administrative withdrawal
  - I = Incomplete
  - E = Extended incomplete
  - M = Grade missing at time of processing
  - R = Repeated course
  - CO = Continued Registration

V = A student may register to audit a course during the add/drop period upon paying the required fee.

- The registration will not appear on the transcript.
- Registration requires instructor approval.
- All attendance and work are determined by the instructor.
- No credit can be earned for courses taken or completed under this status.

## VI. Incomplete Status

A. Granting an “I” or “E” grade shall be within the following limits:

1. **Incomplete**: An instructor may grant an incomplete to a student if, in the judgment of the instructor, the reasons for the non-completion of the coursework are acceptable.

The time allowed for completing unfinished coursework will be determined by the instructor but will not exceed two weeks before the end of the subsequent term.

2. **Extension of Incomplete**: A student may petition the college in writing for an extension of time beyond the time allotted by the instructor for the completion of unfinished work.

- a. An extension on the basis of extenuating circumstances beyond the student’s control and/or for valid academic reasons may be contracted with the instructor subject to the dean’s approval.
- b. The extensions shall not exceed two weeks before the end of the subsequent term.

B. To graduate, all grades of incomplete (I or E) must be removed by the date posted by the Registrar.

C. After the deadline for submitting work has passed, an incomplete (I) or an extended incomplete (E) will become an "F" for graded courses and an "NC" (no credit) for pass/no credit courses.

## VII. Continued Registration Status

CO designations are granted for specific courses that are program-designated capstones, practica, internships, or fieldwork, as well as for other types of projects as deemed appropriate by the program. CO indicates student is in good standing and makes him or her eligible for registration in the subsequent term.

A. In the subsequent term(s), the original CO course will be continued under a separate numbered directed scholarship course in which the assignment expectations for the term are agreed upon by the student and the instructor.

B. The course may be repeatable according to program policy.

- C. At the end of the term for the separate directed scholarship course, a grade of “Pass” will be submitted if the agreed upon assignment is completed or if the student is given permission to register again in the directed scholarship course.
  - D. If by the end of the term all requirements have been completed for the original course to which CO designation was given, the faculty member will assign a letter grade to the original course and assign a “Pass” for the directed scholarship course under which the original course was continued.
  - E. If the requirements related to CO designation are not satisfied at the end of the term and the student is not given permission to register again in the directed scholarship course, the faculty member will assign a letter grade to the original course for which the CO designation was given and assign a “No Credit” grade for the directed scholarship course under which the original course was continued.
- VIII. Change of Grades Recorded by Registrar
- A. Once a grade has been recorded in the Registrar’s student data base, additional work cannot be submitted to raise the grade.
  - B. Once a grade has been recorded by the Registrar, corrections may be made only as a result of either:
    1. a formal grievance proceeding completed within the timelines set forth in the university grievance procedures; or
    2. a grade correction petition approved by the faculty member, division/department chairperson, and dean and filed with the Registrar on or before the end of the term subsequent to the term in which the grade was initially given.
- IX. Repeating a GSU Course  
For Repeated courses, see Policy 47
- X. Academic Standing  
Academic Standing shall be determined *three* times a year, after the deadlines for submission of grades for each term.
- A. The grade point average will be computed on the basis of A=4, B=3, C=2, D=1, and F=0.
  - B. These are the only grades that will be used to compute the grade point average.
  - C. Undergraduate: An undergraduate student must maintain a "C" (2.0) average to be in good standing.
  - D. Graduate: A graduate student must maintain a "B" (3.0) average to be in good standing.
- XI. Pass/No Credit Grade
- A. Degree programs may request to use the pass/no credit grading option for all students for a specific course.

1. The request must be approved by the Division/Department Chair and the Dean.
  2. These courses will not be included in the grade point average computation.
- B. Undergraduate: An undergraduate degree-seeking student may choose to take a graded course on a pass/no credit basis *only* if the course is an elective in the student's degree program.

The maximum number of elective hours which may be taken on the pass/no credit basis is twelve (12).

- C. Graduate: A graduate student may not elect the pass/no credit grading option for regularly graded courses which are used to fulfill any degree requirements
- D. Any student wishing to change his/her grading option for (a) course(s) must do so by the end of the add/drop period for the term in which the course(s) is (are) offered.