Memorandum

To:	General Faculty
Date:	February 21, 2018
Regarding:	Faculty Senate agenda for February 23, 2018 in TLC 1-203 at 3 p.m.

The agenda for the February 23, 2018 Faculty Senate meeting is as follows:

1. Call to order

2. Roll call

3. Approval of Minutes

    A) Minutes from January 26, 2018 were approved unanimously via e-mail on January 29, 2018

4. Committee Reports

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

Action Items (Addendum I):

    A) College of Arts and Humanities

        1) English and Philosophy Department

            a) ENGL 0999: Support for English Composition

            Request: Add

    B) Richards College of Business

        1) Marketing and Real Estate Department

            a) MKTG 4825: Fashion Marketing and Merchandizing

            Request: Add

    C) College of Science and Mathematics

        1) Biology Department

            a) BIOL 3825: Research Methods

            Request: Modify

    D) College of Social Sciences

        1) Anthropology Department

            a) Bachelor of Science with a Major in Anthropology

            Request: Modify

    E) Interdisciplinary Studies and Honors College

        1) XIDS 2002: What Do You Know About Multicultural Achievement?

        Request: Add

        2) HONR 2102: Sophomore Honors Colloquium: Inquiry

        Request: Add

        3) HONR 3102: Junior Honors Colloquium: Engagement

Request: Add

4) HONR 4102: Senior Honors Colloquium

Request: Add

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

Information Items (Addenda II-IX):

A) Academic Affairs, Graduate School

1) Graduate School

a) GRE Score Policy Catalog Description (**Addendum II**)

Request: Add

b) Admission as a UWG Undergraduate, Graduating Senior Catalog Description (**Addendum III**)

Request: Modify

B) College of Social Sciences

1) Political Science Department

a) Master of Public Administration (MPA) Admission Requirements (**Addendum IV**)

Request: Modify

C) Richards College of Business

1) Accounting and Finance Department

a) Master of Professional Accounting (MPAcc) Retake Policy Catalog Description (**Addendum V**)

Request: Modify

2) Management Department

a) Master of Business Administration (MBA) Retake Policy Catalog Description (**Addendum VI**)

Request: Modify

b) Master of Business Administration (MBA) Admission Requirements (**Addendum VII**)

Request: Modify

D) College of Education

1) Dean's Office, Graduate Studies

a) College of Education, Graduate Programs Catalog Description (**Addendum VIII**)

Request: Modify

2) Communication Sciences and Professional Counseling Department

a) Master of Education with a Major in Professional Counseling, College Student Affairs Track Admission Requirements (**Addendum IX**)

Request: Modify

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

Action Items:

    A) *Faculty Handbook*, section 103.02 (**Addendum X**)

        Request: Approve

Committee X: Rules Committee (Susan Welch, Chair)

 Action Items (Addenda XI-XIII):

    A) UWG *Faculty Handbook*, 202 Record of Student Absences

        1) UWG *Faculty Handbook*

            a) Section 202, Record of Student Absences (**Addendum XI**)

               Request: Modify

    B) UWG Procedure 2.7.4, Record of Student Absences/Attendance

        1) UWG Academic Affair Policies

            a) UWG Procedure 2.7.4, Record of Student Absences/Attendance (**Addendum XII**)

               Request: Approve

    C) UWG *Faculty Handbook*, 204 Attendance Policy

        1) UWG *Faculty Handbook*

            a) Section 204, Attendance Policy (**Addendum XIII**)

               Request: Modify

5. Old Business

6. New Business

    A) Revisions to the Use of University E-Mail List, policy 10.2.4, Jane Simpson (**Addendum XIV**)

        Request: Approve

7. Announcements

    A) Senate Liaison Reports

8. Adjournment

Addendum I

Course View (Read Only)

Attachments

Current File: Features of Corequisite Remediation - Composite draft (1).docx

Originator

English and Philosophy Department
Department

College of Arts and Humanities
College

Pearson, Meg
Originator

What would you like to do?

◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications

☐ Prerequisites ☑ Corequisites ☑ Description ☑ Title ☑ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

| **ENGL** | **0999** | **Support for English Composition** |
| Prefix | Number | Course Title |

This Learning Support course provides corequisite support in reading and writing for students enrolled in ENGL 1101 – English Composition I. Topics will parallel those being studied in ENGL 1101 and the essential reading and writing skills needed to be successful in ENGL 1101. Taken with ENGL 1101, this is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.

Course Catalog Description

| **1-3** | **1-3** | **1-3** | **Fall - 2018** | **Every Term** | **Letter Grade** |
| Lec Hrs | Lab Hrs | Credit Hrs | Effective Term | Frequency | Grading |

Prerequisites

Corequisites

ENGL 1101

Rationale

We are creating this course in order to comply with the instructions handed down from Dr. Tristan Denley, Executive Vice Chancellor for Academic Affairs and Chief Academic Officer of the USG. Per the Chancellor: All entering students will be enrolled in ENGL 1101 English Composition I and the corequisite LS course, ENGL 0999 Support for English Composition, unless they meet one of the exemption criteria listed below or are enrolled in a program for which ENGL 1101 is not required. If students enroll in programs that do not require ENGL 1101, but they choose to take this course, standard assessment and placement rules will apply. The exemption criteria below apply to the requirement to enroll in the corequisite LS course, not to the ENGL 1101 course requirement. Institutions may set higher exemption criteria. Exemption criteria (meeting any one of these may exempt students from the requirement to enroll in ENGL 0999): ⊞ Student already has credit for an Area A English course (must meet the minimum grade requirement for the course for the institution – which may be a "C" or higher). ⊞ Student has a high school GPA of 3.5 or higher.* ⊞ Student has an ACT English score of 17 or higher. ⊞ Student has an SAT Verbal/Critical Reading score of 430 or higher on the "old" SAT. ⊞ Student has an SAT Reading test score of 24 or higher on the "new" SAT. ⊞ Student has an Accuplacer Reading Comprehension score of 61 or higher AND an Accuplacer WritePlacer score of 4 or higher.* ⊞ Student has an Accuplacer Next-Generation Reading score of XX** or higher AND an Accuplacer WritePlacer score of 4 or higher.*

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Planning Info

- ☑ Library Resources are Adequate
- ☐ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 250

Comments

Attachments

Current File: Features of Corequisite Remediation - Composite draft (1).docx

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling   [APPROVED
2018-02-16]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Meg Pearson   [APPROVED
2017-11-28]

Chair, Course Department

Pauline Gagnon   [APPROVED
2018-01-19]

Dean, College of Arts and Humanities

University System of Georgia

Fundamental Features of Corequisite Remediation

General Requirements for Learning Support Programs

- Institutions that admit students with high school grade point averages (GPA) or standardized test scores indicating that they will require additional support to succeed in collegiate English or mathematics courses must offer Learning Support courses in these areas.

- Institutions that admit students requiring Learning Support in English or mathematics must designate a Learning Support Coordinator whose duties must include (but are not limited to):
  - Ensuring that appropriate Learning Support courses are provided for all admitted students requiring Learning Support.
  - Coordinating with institutional admissions, the testing center, and academic departments as needed regarding placement, and ensuring that all students are appropriately placed.
  - Ensuring that the fundamental features of corequisite remediation are fully implemented at the institution.
  - Ensuring that corequisite Learning Support courses are carefully and appropriately coordinated with the college level courses they are intended to support.
  - Providing training to institutional faculty, staff, and administrators as needed to ensure appropriate implementation of the corequisite Learning Support model.

- Learning Support courses are to be offered exclusively in "corequisite" format starting no later than fall 2018. The corequisite format means that students requiring Learning Support will enroll in both a collegiate course (ENGL 1101, MATH 1001, MATH 1101, or MATH 1111) and a corequisite Learning Support course that is designed to support mastery of the skills and concepts needed to pass the collegiate course in a "just-in-time" manner. This means that the content of the collegiate courses and the corequisite Learning Support courses must be carefully coordinated.

- Institutions must use the standard prefixes, numbers, and course descriptions as listed below for the corequisite Learning Support courses.

- Each corequisite course will be a required semester-long course that is aligned with the appropriate college-level course and should be designed specifically to help students master the skills and knowledge required for success in the linked college-level course.

- Different sections of Learning Support courses may be tailored for particular groups and offered for different amounts of credit (up to 3 hours of institutional credit), and tuition may be charged accordingly. Sections at different levels of support should be distinct (e.g., students requiring a three-credit corequisite course should not be enrolled in the same Learning Support section as students requiring a one-credit corequisite course).

- Students will exit Learning Support (LS) requirements in English and/or mathematics by passing the collegiate-level course in the Learning Support area with a grade that meet the minimum grade requirement for the collegiate course at that institution (typically a "C" or higher).

- Paired college-level course sections may have only LS students or a mix of LS and non-LS students. When a college-level course section contains only LS students, care should be taken to ensure that the section adheres to the same academic standards as sections containing a mix of LS and non-LS students or sections containing non-LS students only.

Draft

- The college-level and corequisite sections must be carefully coordinated. In particular, the college-level and corequisite sections must cover the same topics in the same order at the same time. In practical terms, this may mean that institutions will have to specify the order and timing of topic coverage for ALL corequisite sections and ALL college-level sections that include LS students.
- Institutions must establish consistent standards for sections of ENGL 1101, MATH 1001, MATH 1101, and MATH 1111.The college-level course sections that LS students enroll in must be identical to those taken by students who do not have LS requirements. No elements of the corequisite experience will contribute to the grade earned in the college-level course.
- Although exit from LS requirements is determined by the grade in the collegiate course, institutions should make every effort to ensure that students attend the corequisite course and take the work of the corequisite course seriously. Institutions must use A, B, C, F grading in the corequisite courses.
- Students wishing to drop or withdraw from either the corequisite or linked college-level courses will be required to withdraw from BOTH courses.

English

Placement

- All entering students will be enrolled in ENGL 1101 English Composition I and the corequisite LS course, ENGL 0999 Support for English Composition, unless they meet one of the exemption criteria listed below or are enrolled in a program for which ENGL 1101 is not required. If students enroll in programs that do not require ENGL 1101, but they choose to take this course, standard assessment and placement rules will apply.

The exemption criteria below apply to the requirement to enroll in the corequisite LS course, not to the ENGL 1101 course requirement. Institutions may set higher exemption criteria.

Exemption criteria (meeting any one of these may exempt students from the requirement to enroll in ENGL 0999):

- Student already has credit for an Area A English course (must meet the minimum grade requirement for the course for the institution – which may be a "C" or higher).
- Student has a high school GPA of 3.5 or higher.*
- Student has an ACT English score of 17 or higher.
- Student has an SAT Verbal/Critical Reading score of 430 or higher on the "old" SAT.
- Student has an SAT Reading test score of 24 or higher on the "new" SAT.
- Student has an Accuplacer Reading Comprehension score of 61 or higher AND an Accuplacer WritePlacer score of 4 or higher.*
- Student has an Accuplacer Next-Generation Reading score of XX** or higher AND an Accuplacer WritePlacer score of 4 or higher*.

* Final High School GPA and Accuplacer Writeplacer guidelines have not yet been established and will be determined following a review of available data on student success (no later than November 30, 2017).

** A score for Next-Generation Reading will be provided when the College Board provides concordance information for Accuplacer Next-Generation Reading and Accuplacer Reading Comprehension (expected in spring 2018).

English Learning Support Course Prefix, Number, and Description

ENGL 0999 Support for English Composition (1-3 institutional credit hours)
Prerequisites: None
Corequisite: ENGL 1101 English Composition I
Description: This Learning Support course provides corequisite support in reading and writing for students enrolled in ENGL 1101 – English Composition I. Topics will parallel those being studied in ENGL 1101 and the essential reading and writing skills needed to be successful in ENGL 1101. Taken with ENGL 1101, this is a composition course focusing on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also including introductory use of a variety of research skills.

Course Design

- ENGL 0999, Support for English Composition, will serve the dual purpose of supporting and illuminating the skills and concepts of ENGL 1101 English Composition I while also providing

Draft

instruction for students to strengthen reading and writing competencies in which they have deficiencies.

- It is recommended that the same instructor teach the ENGL 1101 and ENGL 0999 sections. When this is not possible, the college-level and corequisite sections must still be carefully coordinated. In particular, the college-level and corequisite sections must cover the same topics in the same order at the same time. In practical terms, this may mean that institutions will have to specify the order and timing of topic coverage for ALL ENGL 0999 sections and ALL ENGL 1101 sections that include LS students.
- Students requiring Learning Support in both English and mathematics may defer enrollment in one or the other, but must be continuously enrolled in one or both until the college-level courses have been passed. In cases where students cannot take courses in both Learning Support areas simultaneously, enrollment in ENGL 1101 with corequisite support should take priority. All Area A requirements must be completed within the first 30 credit hours, including college-level and corequisite requirements in both English and mathematics.

Mathematics

Placement

- All entering students will be enrolled in one of three standard Area A college-level credit bearing mathematics courses (MATH 1001 Quantitative Reasoning, MATH 1101 Introduction to Mathematical Modeling, or MATH 1111 College Algebra) and a corequisite Learning Support (LS) course unless they meet one of the exemption criteria listed below or are enrolled in a program for which a mathematics course is not required. If students enroll in programs that do not require a mathematics course, but they choose to take a mathematics course, standard assessment and placement rules will apply.

The exemption criteria below apply to the requirement to enroll in a corequisite LS course, not to the college-level mathematics course requirement. Institutions may set higher exemption criteria.

Exemption criteria (meeting any one of these may exempt students from the requirement to enroll in a corequisite mathematics course):

- Student already has credit for an Area A mathematics course (must meet the minimum grade requirement for the course for the institution – which may be a "C" or higher).
- Student has placed in pre-calculus or a higher mathematics course (e.g., College Trigonometry or some form of calculus).
- Student has a high school GPA of 3.5 or higher*.
- Student has an ACT Mathematics score of 17 or higher.
- Student has an SAT Mathematics score of 400 or higher on the "old" SAT.
- Student has an SAT Math test score of 22 or higher on the "new" SAT.
- Student has an Accuplacer Elementary Algebra score of 67 or higher (for students who will take MATH 1001 or 1101, see below).
- Student has an Accuplacer Elementary Algebra score of 79 or higher (for students who will take MATH 1111, see below)
- Student has an Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of XX** or higher (for students who will take MATH 1001 or 1101, see below).
- Student has an Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of XX** or higher (for students who will take MATH 1111, see below).

* Final High School GPA guidelines have not yet been established and will be determined following a review of available data on student success (no later than November 30, 2017).

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

Aligned Mathematics Courses

- For students who are **not** enrolled in a STEM or business program, or a field requiring an algebra-intensive course, the linked mathematics courses will be either:

    MATH 0997 Support for Quantitative Reasoning with MATH 1001 Quantitative Reasoning
    OR
    MATH 0998 Support for Mathematical Modeling with MATH 1101 Introduction to Mathematical Modeling.

Special requirements for MATH 1001 and MATH 1101: Any student may enroll in these courses.

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- For students enrolled in programs with a calculus or algebra-intensive mathematics requirement, the corequisite mathematics course will be MATH 0999 Support for College Algebra, which will be linked with MATH 1111 College Algebra.

Special requirements for MATH 1111 with corequisite support: Students must meet at least one of the criteria on the list below to enroll in MATH 1111 with corequisite support. (Institutions may set higher requirements to enroll in MATH 1111 with corequisite support.) *Students who do not qualify for initial enrollment in MATH 1111 may enroll in MATH 1001 or MATH 1101 (with or without corequisite support), and may later enroll in MATH 1111 after successfully completing MATH 1001 or MATH 1101.*

   o Student already has credit for an Area A mathematics course (must meet the minimum grade requirement for the course for institution – which may be a "C" or higher).
   o Student has a high school GPA of 3.0 or higher.*
   o Student has an ACT Mathematics score of 14 or higher.*
   o Student has an SAT Mathematics score of 340 or higher on the "old" SAT.*
   o Student has an SAT Math test score of 19 or higher on the "new" SAT.*
   o Student has an Accuplacer Elementary Algebra score of 67 or higher.*
   o Student has an Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of XX** or higher.

* Final guidelines for placement into MATH 1111 with corequisite support have not yet been established and will be determined following a review of available data on student success (no later than November 30, 2017).

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

Mathematics Learning Support Course Prefixes, Numbers, and Descriptions

MATH 0997 Support for Quantitative Reasoning (1-3 institutional credit hours)
Prerequisites: None
Corequisite: MATH 1001 Quantitative Reasoning
Description: This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1001 – Quantitative Reasoning. Topics will parallel topics being studied in MATH 1001 and the essential quantitative skills needed to be successful in MATH 1001. Taken with MATH 1001, topics to be covered will include logic, basic probability, data analysis and modeling from data.

MATH 0998 Support for Mathematical Modeling (1-3 institutional credit hours)
Prerequisites: None
Corequisite: MATH 1101 Introduction to Mathematical Modeling
Description: This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel topics being studied in MATH 1101 and the essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.

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

Draft

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

* Final guidelines for placement into MATH 1111 have not yet been established and will be determined following a review of available data on student success (no later than November 30, 2017).

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

Corequisite: MATH 1111 College Algebra

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

Course Design

- The corequisite courses will serve the dual purpose of supporting and illuminating the skills and concepts of the college-level courses while also providing instruction for students to strengthen mathematical competencies in which they have deficiencies.
- Students requiring Learning Support in both English and mathematics may defer enrollment in one or the other, but must be continuously enrolled in one or both until the college-level courses have been passed. In cases where students cannot take courses in both LS areas simultaneously, enrollment in ENGL 1101 with corequisite support should take priority. All Area A requirements must be completed within the first 30 credit hours, including college-level and corequisite requirements in both English and mathematics.

Course View (Read Only)

Attachments
Current File: MKTG 4825 - Syllabus Fashion Marketing & Merchandising.docx

Originator

Marketing and Real Estate
Department

Richards College of Business
College

Talpade, Salil M.
Originator

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

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Course Details

MKTG	4825	**Fashion Marketing and Merchandising**
Prefix	Number	Course Title

This course will involve a comprehensive study of the fashion industry along with essential marketing and economic principles that impact all businesses. Students will examine the use of technology throughout the industry, especially analytics, marketing technologies, online marketing strategies, social media platforms, and retail merchandising that are critical to fashion industry success.

Course Catalog Description

3	3	Fall - 2018	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

MKTG 3803 or consent of chair.

This is an elective course in marketing that is being added in order to better prepare students for the changing demands of the job market.

Planning Info

- ○ Library Resources are Adequate
- ○ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 40

Comments

Attachments

Current File: MKTG 4825 - Syllabus Fashion Marketing & Merchandising.docx

Other Approvals

Michael Sinkey [APPROVED
2018-02-06]

RCOB Undergraduate Program Committee Chair

Nicholas Sterling [APPROVED
2018-02-16]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

Salil M. Talpade [APPROVED
2018-01-29]

Chair, Course Department

Faye McIntyre [APPROVED
2018-02-12]

Dean, RCOB

MKTG 4825
Fashion Marketing & Merchandising

Instructor: Cheryl O'Meara Brown, MBA – cbrown@westga.edu

TEXTBOOK: Fashion Marketing & Merchandising, fifth edition, by Mary G. Wolfe. Goodheart-Willcox publishers. ISBN: 978-1-63563-145-6

Pre-requisites: Enrollment in this course requires compliance with the College of Business Policy for Major Status and completion of MKTG 3803.

Course Description: This course will involve a comprehensive study of the fashion industry along with essential marketing and economic principles that impact all businesses. Students will examine the use of technology throughout the industry pipeline, especially analytics, marketing technologies, online marketing strategies, social media platforms, and retail merchandising that are critical to fashion industry success.

Learning Goals: Upon successfully completing the course, the student should be able to:
1. Outline the development of fashion and the fashion industry from inception to modern day. (LG 8*)
2. Understand essential fashion and business concepts including theories of fashion movement, the fashion cycle, marketing and merchandising concepts, and market research and segmentation. (LG 7*)
3. Understand the strategic issues that affect marketing for fashion. (LG 6*)
4. Explain the process of product development, production, and marketing as it relates to fashion apparel and accessories. (LG 7*)
5. Evaluate the variety of retailing formats and the current national and international fashion centers. (LG 5*)
*BBA Marketing Learning Outcomes (page 11)

COURSE FORMAT AND ASSIGNMENTS

This is an online course consisting of reading assignments, discussion postings, hands-on written assignments, and quizzes, which are presented in **Modules** inside CourseDen.

Within each Module, students will be given the following:
- **A Checklist** to let them know what's expected from them for that Module, including the required reading. Students can use the checklists to track their progress and mark off (check) the items that they have completed.
- **Learning Objectives** for that Module.
- **PowerPoint Slides** to highlight important topics and to use for taking notes while reading.
- **Self-Check Practice Quizzes** to help them learn the material and prepare for assignments and quizzes.
- **Graded Assignments,** which may include a case analysis, written assignment, quiz, and/or discussion posting.

ACADEMIC HONESTY

Academic Honesty: Students are expected to recognize and uphold standards of intellectual and academic integrity. UWG, the RCOB and the Department of Marketing and Real Estate assume as a basic and minimum standard of conduct in academic matters that students be honest and that they present for credit only the results of their own efforts. **You are expected to work on ALL assignments individually**; an act of academic dishonesty will result in *a grade of zero for the assignment/assessment and possible failure of the course. It is also grounds for dismissal from the College of Business.*

*Academic dishonesty (cheating) includes, but is not limited to:
- Looking up ("Googling") answers to quiz questions online
- Searching (online or elsewhere) for assignments that have been done by someone else
- Using someone's materials from a previous semester
- Anything that you wouldn't do with your instructor looking over your shoulder*

FINAL GRADE CALCULATION

Assignments will be weighted according to the following scheme in the calculation of your final grade:

Case Analyses, Assignments, and Discussions (11, lowest dropped) -------70% total (7% each)
Quizzes (11, lowest dropped) ---30% total (3% each)

A= 90.0% or more
B= 80.0% to 89.9%
C= 70.0% to 79.9%
D= 60.0% to 69.9%
F= 59.9% or below

Course View (Read Only)

Originator

Biology Department
Department

Gaquere-Parker, Anne
Originator

What would you like to do?

○ Add New Course ● Modify Existing Course ○ Delete Existing Course

Modifications

☑ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

College of Science and Mathematics
College

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

BIOL
Prefix

3825
Number

Research Methods
Course Title

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

Course Catalog Description

3.00
Lec Hrs

Lab Hrs

3.00
Credit Hrs

Fall - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

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

Corequisites

Rationale

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

Planning Info

○ Library Resources are Adequate
○ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 24

Comments

College Approvals

Christopher Tabit [APPROVED 2018-01-18]

Chair, Course Department

Shea Rose [APPROVED 2018-01-29]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED 2018-02-16]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Program View (Read-Only)

Attachments
Current File: ANTH add Methods to subdisciplines 2018.docx

Originator
College of Social Sciences	Anthropology Department
College	Department

Gezon, Lisa
Originator

What would you like to do?
○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications
☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Program Selection

College of Social Sciences
College

Bachelors of Science with a Major in Anthropology
Existing Program (as shown in the DMA)

Bachelors of Science with a Major in Anthropology
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

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

Fall	2018

Effective Semester/Year

On Campus
Program Location

Undergraduate
Degree Level

Modification Details

Please add ANTH 3188 (Ethnographic Field Methods) to the list of courses that count as one of the options for the Cultural Anthropology requirement for the major.

Please add ANTH 4102 (Archaeological Field Research) to the list of courses that count as one of the options for the Archaeology requirement for the major.

Please add ANTH 3250 (Field Methods in Physical Anthropology) to the list of courses that count as one of the options for the Physical Anthropology requirement for the major.

(Max 4000 characters)

Attachments
Current File: ANTH add Methods to subdisciplines 2018.docx

Rationale

Each of these courses provides students with significant content in their respective areas. Before, these courses only counted in the Methods Course section. We now want students to be able to take these courses to count in either the Methods section or as one of the required sub-disciplinary courses.

(Max 4000 characters)

SACSCOC Substantive Change
Please review the Policy Summary and Decision Matrix
Send questions to cjenks@westga.edu

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

Comments
Modification of course options for B.S. Degree in Anthropology

(Max 4000 characters)

College Approvals

Lisa Gezon   [APPROVED 2018-01-30]

Chair, Course Department

Kathleen Skott-Myhre   [APPROVED 2018-02-02]

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling   [APPROVED 2018-02-16]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Modification of B.S. Degree in Anthropology: Course Options
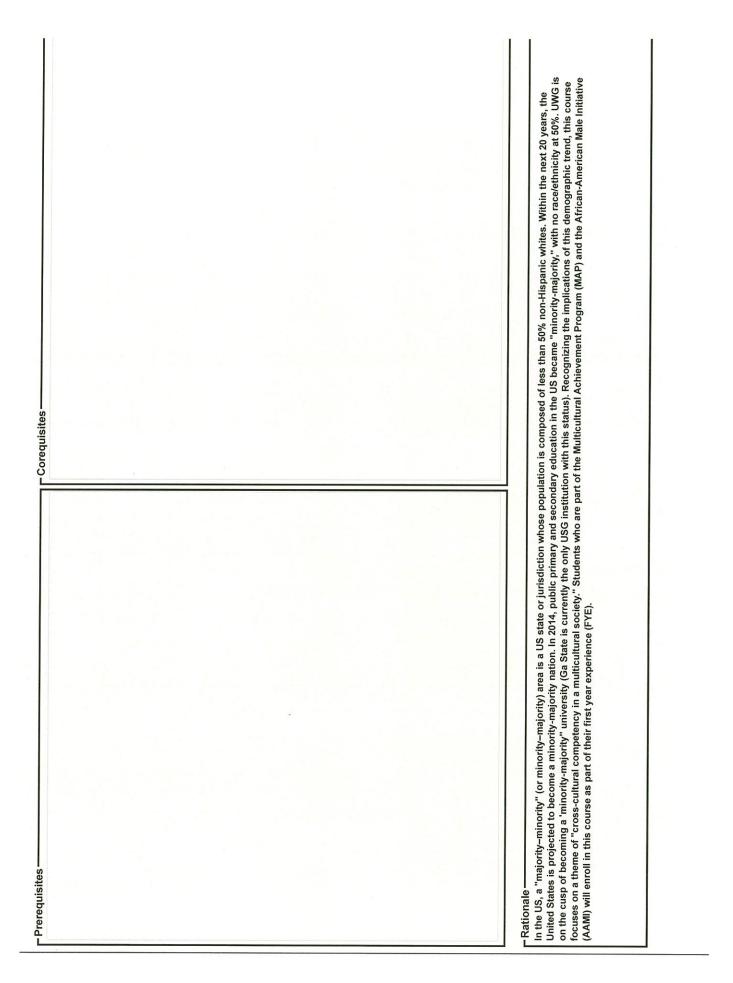
January 30, 2018

Please add ANTH 3188 (Ethnographic Field Methods) to the list of courses that count as one of the options for the Cultural Anthropology requirement for the major.

Please add ANTH 4102 (Archaeological Field Research) to the list of courses that count as one of the options for the Archaeology requirement for the major.

Please add ANTH 3250 (Field Methods in Physical Anthropology) to the list of courses that count as one of the options for the Physical Anthropology requirement for the major.

Rationale: Each of these courses provides students with significant content in their respective areas. Before, these courses only counted in the Methods Course section. We now want students to be able to take these courses to count in either the Methods section or as one of the required sub-disciplinary courses.

Course View (Read Only)

Attachments
Current File: XIDS 2002 WDYKA MA syllabus.docx

Originator

College of Social Sciences	**Hester, Michael D.**
College	Originator

Dean
Department

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

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☑ Title ☑ Credit ☑ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

XIDS	2002	**What Do You Know About Multicultural Achievement**
Prefix	Number	Course Title

Course Catalog Description

This course is designed to help incoming first-year students succeed at UWG, academically as well as socially and personally. The primary focus of the course is developing "cross-cultural competency in a multicultural society," which recognizes that academic achievement in today's world requires a full understanding of how to thrive within a diverse society. In order for students to succeed in higher education, course material will center on critical thinking and research skills, with the course providing an overview of and experience with campus resources, including subjects that cut across the academic and nonacademic lines of school such as time management, college student skills, and computer and portal skills. As part of the Multicultural Achievement Program learning community curriculum, the course is designed to support students in their quest to become scholars and enhance the skills necessary to achieve that goal.

2	2	2	Fall - 2018	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

Corequisites

Rationale

In the US, a "'majority–minority" (or minority–majority) area is a US state or jurisdiction whose population is composed of less than 50% non-Hispanic whites. Within the next 20 years, the United States is projected to become a minority-majority nation. In 2014, public primary and secondary education in the US became "minority-majority," with no race/ethnicity at 50%. UWG is on the cusp of becoming a 'minority-majority" university (Ga State is currently the only USG institution with this status). Recognizing the implications of this demographic trend, this course focuses on a theme of "cross-cultural competency in a multicultural society." Students who are part of the Multicultural Achievement Program (MAP) and the African-American Male Initiative (AAMI) will enroll in this course as part of their first year experience (FYE).

Planning Info

- ◉ Library Resources are Adequate
- ○ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 170 .

Comments

The course submission requires that the "College" and "Department" boxes are filled, so i chose the college and department in which my faculty position resides. However, it is an XIDS 2002 course, and not affiliated with or limited to any one college/department. As part of the MAP and AAMI curriculum, it will be managed by the Director of Student Diversity Ashley Lewis and Special Assistant to the Senior Diversity Officer Dr. Michael Hester.

Attachments

Current File: XIDS 2002 WDYKA MA syllabus.docx

Final Approval

David Jenks [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling [APPROVED 2018-02-19]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

XIDS 2002 WDYKA Multicultural Achievement

Instructor: Dr. Michael Hester, mhester@westga.edu, 770-362-9435

Class Hashtag: #MAPtheFuture

Course Objectives: This course is designed to help incoming first-year students succeed at UWG, academically as well as socially and personally. The primary focus of the course is developing "cross-cultural competency in a multicultural society," which recognizes that academic achievement in today's world requires a full understanding of how to thrive within a diverse society. In order for students to succeed in higher education, course material will center on critical thinking and research skills, with the course providing an overview of and experience with campus resources, including subjects that cut across the academic and nonacademic lines of school such as time management, college student skills, and computer and portal skills. As part of the Multicultural Achievement Program learning community curriculum, the course is designed to support students in their quest to become scholars and enhance the skills necessary to achieve that goal.

Course Objectives: By the end of the course, students will have knowledge of the basic concepts of multiculturalism in higher education; have knowledge of diverse learning styles and best practices for academic achievement, and identify and understand their own personal learning style and how to best adapt to different instructional strategies in the classroom; have experience with collaborative learning environments; and, identify and utilize a set of adaptive study, coping, critical thinking, logical problem solving, and other academic/personal/social success skills.

Course Readings: In addition to readings that will be assigned throughout the semester (and will be accessible online, via the CourseDen portal), there are three other sources that will be used at the start of the class:

"Beyond Cultural Competence: Critical Consciousness, Social Justice, and Multicultural Education," by Arno Kumagai and Monica Lypson, *Academic Medicine*, June 2009 - Volume 84 - Issue 6 - p782-787.

"Equity pedagogy: An essential component of multicultural education," by Cherry A. McGee Banks & James A. Banks, *Theory Into Practice*, Vol. 34 , Issue 3, 1995

Doing Multicultural Education for Achievement and Equity, by Carl A. Grant, Christine E. Sleeter, 2011

Course Grade: This class is graded using a 100-point scale. Students start the semester with 0 points and will earn points as detailed below. Because we are using a 100-point scale, students should consider each point as a point on their final grade. A letter grade will be assigned at the end of the semester using the following scale:

90+ points = A

80-89 points = B

70-79 points = C

60-69 points = D

0-59 points = F

The final grade will be based on the following assignments:

Quizzes : 3 exams, each worth 10 points

Reflection essay: 15 points

Final exam: 15 points

MAGIC project: 40 points

Unless otherwise specified, all written, out-of-class assignments should be typed in 12pt. Times New Roman or Calibri font, double-spaced, with 1" margins. Anything submitted electronically should be a .doc, .docx, or .pdf file.

Classroom policies:

Attendance is expected. If a student is absent on an in-class assignment due date, the assignment should be submitted via email or CourseDen no later than the start of class on the due date. Students should communicate with the instructor regarding any absences.

Class participation is expected. This class thrives on discussion, and all students are expected to be actively engaged in class discussions, reading, assignments, etc. The instructor will communicate individually with students who are not adequately participating in class.
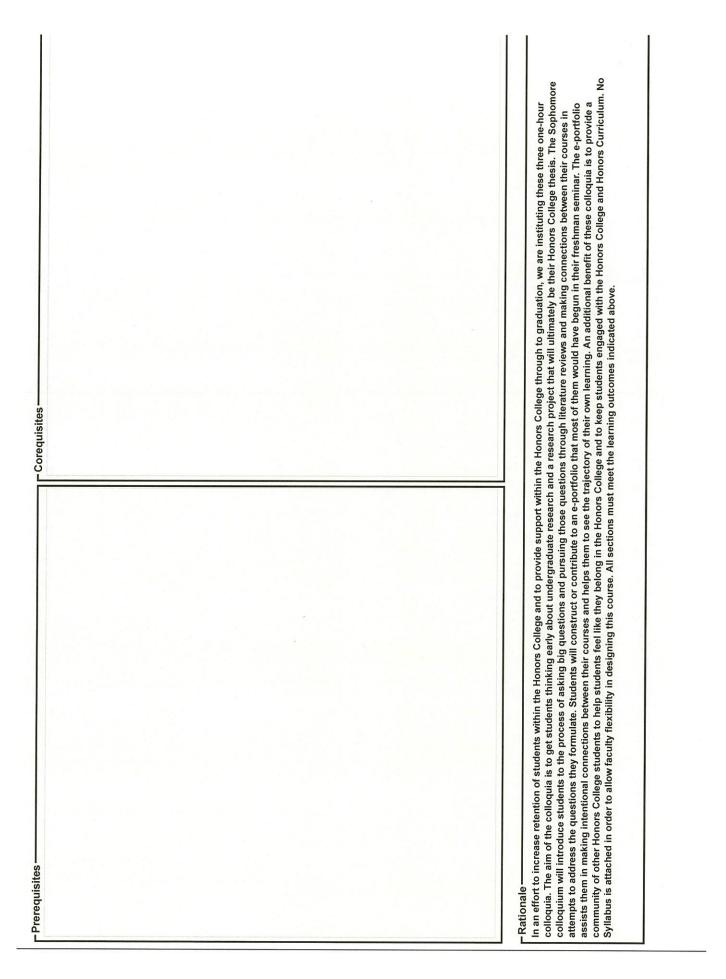
Any extra-credit opportunities throughout the semester will only be available to students with regular attendance and consistent participation. The instructor is the final arbiter of whether these criteria have been met.

At UWG we take academic honesty very seriously. Plagiarism or cheating of any sort will not be tolerated. Plagiarism is the use of someone else's ideas or words as your own. This definition includes copying another student's exam, paper, or assignment as well as using material from a book, article, or Internet site without acknowledging the source. If a student plagiarizes any part of an assignment for this course, the student will receive a zero for the entire assignment, and disciplinary action will be taken.

If a student has any special needs associated with accessibility, learning differences, etc. please make the instructor aware so that documented accommodations will be provided.

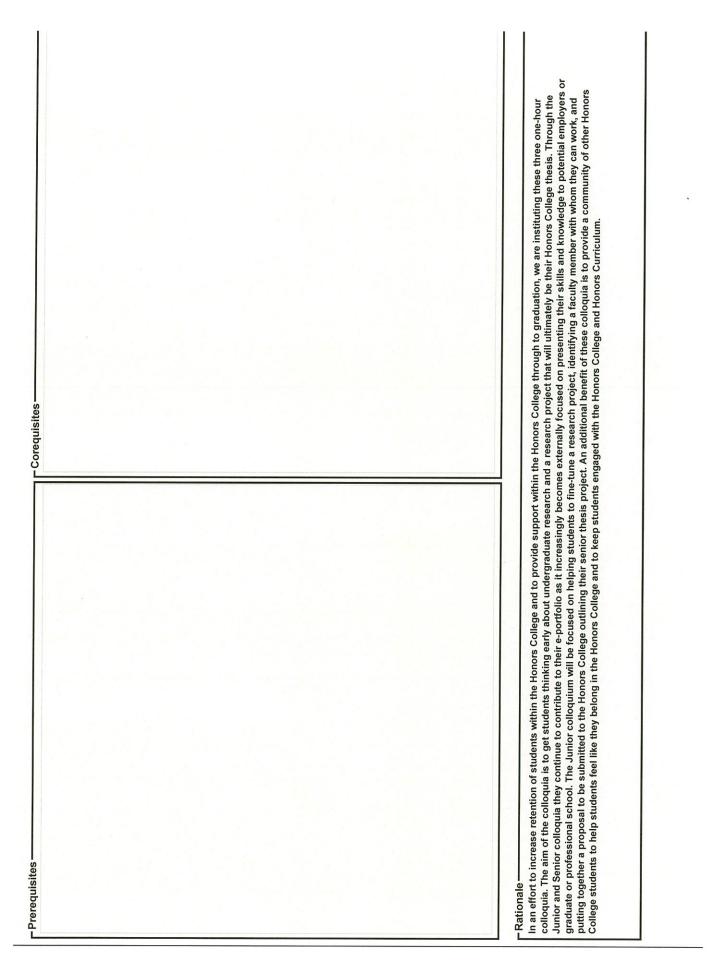*A note about mandatory reporting: According to Title IX, your instructor is a mandatory reporter. If in class discussion, one-on-one meetings, or other interactions, your instructor becomes aware of incidents of sexual misconduct, gender discrimination, or other incidents of civil rights discrimination, she is mandated to report it to the UWG Title IX Coordinator.

Course View (Read Only)

Originator

Honors College
College

Donohoe, Janet
Originator

What would you like to do?

◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications

☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

HONR
Prefix

2102
Number

Sophomore Honors Colloquium: Inquiry
Course Title

Learning Outcomes: a) Students will select and use information to investigate a point of view or conclusion. b) Students will demonstrate information-use strategies and full understanding of ethical and legal restrictions upon information. c) Students will contribute to an e-portfolio

Course Catalog Description

1
Lec Hrs

0
Lab Hrs

1
Credit Hrs

Fall - 2018
Effective Term

Spring and Fall
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

In an effort to increase retention of students within the Honors College and to provide support within the Honors College through to graduation, we are instituting these three one-hour colloquia. The aim of the colloquia is to get students thinking early about undergraduate research and a research project that will ultimately be their Honors College thesis. The Sophomore colloquium will introduce students to the process of asking big questions and pursuing those questions through literature reviews and making connections between their courses in attempts to address the questions they formulate. Students will construct or contribute to an e-portfolio that most of them would have begun in their freshman seminar. The e-portfolio assists them in making intentional connections between their courses and helps them to see the trajectory of their own learning. An additional benefit of these colloquia is to provide a community of other Honors College students to help students feel like they belong in the Honors College and to keep students engaged with the Honors College and Honors Curriculum. No Syllabus is attached in order to allow faculty flexibility in designing this course. All sections must meet the learning outcomes indicated above.
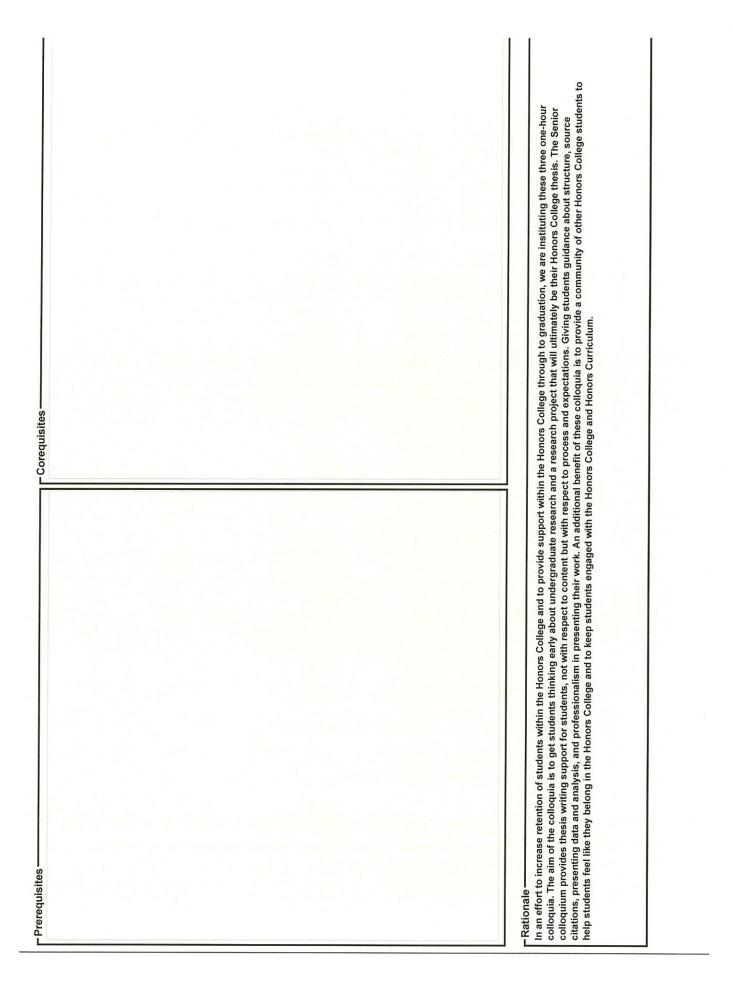
Planning Info

◉ Library Resources are Adequate
○ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 80

Comments

College Approvals

Janet Donohoe [APPROVED
2018-02-02]

Orginator of Process or Document

Other Approvals

Nicholas Sterling [APPROVED
2018-02-18]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

Course View (Read Only)

Originator

Honors College
College

Donohoe, Janet
Originator

Department

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

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
☐ Senate Action Item (See Procedure)

Course Details

HONR | **3102**
Prefix | Number

Junior Honors Colloquium: Engagement
Course Title

Learning Outcomes: a) Students will formulate a specific, imaginative position b) Students will design, evaluate and implement a strategy to answer an open-ended question or achieve a desired research goal c) Students will submit an Honors College thesis proposal identifying a project and a mentor d) Students will contribute to an e-portfolio No syllabus is attached to allow faculty flexibility in designing the course to meet these learning outcomes.

Course Catalog Description

1 | **0** | **1** | **Fall - 2018** | **Spring and Fall** | **Letter Grade**
Lec Hrs | Lab Hrs | Credit Hrs | Effective Term | Frequency | Grading

Prerequisites

Corequisites

Rationale

In an effort to increase retention of students within the Honors College and to provide support within the Honors College through to graduation, we are instituting these three one-hour colloquia. The aim of the colloquia is to get students thinking early about undergraduate research and a research project that will ultimately be their Honors College thesis. Through the Junior and Senior colloquia they continue to contribute to their e-portfolio as it increasingly becomes externally focused on presenting their skills and knowledge to potential employers or graduate or professional school. The Junior colloquium will be focused on helping students to fine-tune a research project, identifying a faculty member with whom they can work, and putting together a proposal to be submitted to the Honors College outlining their senior thesis project. An additional benefit of these colloquia is to provide a community of other Honors College students to help students feel like they belong in the Honors College and to keep students engaged with the Honors College and Honors Curriculum.

Planning Info

- ⦿ Library Resources are Adequate
- ◯ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 80

Comments

College Approvals

Janet Donohoe   [APPROVED
2018-02-02]

Orginator of Process or Document

Other Approvals

Nicholas Sterling   [APPROVED
2018-02-18]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

Course View (Read Only)

Originator

Honors College
Department

Honors College
College

Donohoe, Janet
Originator

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

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item

(See Procedure)

Course Details

HONR
Prefix

4102
Number

Senior Honors Colloquium
Course Title

Learning Outcomes: a) Students will synthesize and express connections from more than one educational experience at UWG that deepen their understanding of their field of study. b) Students will demonstrate a developing sense of self as a learner and apply themselves to new contexts. c) Students will submit and defend an Honors College thesis d) Students will complete their e-portfolio No syllabus is attached to allow faculty flexibility in designing the course to meet these learning outcomes.

Course Catalog Description

1
Lec Hrs

0
Lab Hrs

1
Credit Hrs

Fall - 2018
Effective Term

Spring and Fall
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

In an effort to increase retention of students within the Honors College and to provide support within the Honors College through to graduation, we are instituting these three one-hour colloquia. The aim of the colloquia is to get students thinking early about undergraduate research and a research project that will ultimately be their Honors College thesis. The Senior colloquium provides thesis writing support for students, not with respect to content but with respect to process and expectations. Giving students guidance about structure, source citations, presenting data and analysis, and professionalism in presenting their work. An additional benefit of these colloquia is to provide a community of other Honors College students to help students feel like they belong in the Honors College and to keep students engaged with the Honors College and Honors Curriculum.

Planning Info

◉ Library Resources are Adequate
◯ Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 80

Comments

Other Approvals

Nicholas Sterling   [APPROVED
2018-02-18]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Janet Donohoe   [APPROVED
2018-02-02]

Orginator of Process or Document

Final Approval

Addendum II

DIVISON OF ACADEMIC AFFAIRS

GRE Score Policy – Draft   **January 31, 2018**

The only official reports of Graduate Record Examination (GRE) scores are those issued by ETS and sent directly to the University of West Georgia using our school code: 5900. Scores obtained from other sources or sent in other formats will not be accepted. Scores must be current, taken within 5 years of the application deadline date for the specific program of study.
Academic programs may offer an exemption or waiver for the GRE under specific circumstances that must be outlined in the graduate catalog. Please consult the program of study's admission criteria for more information.
Once received, the University of West Georgia will not issue or release GRE scores to students, applicants, or other institutions in any format.

Addendum III

Admission as a UWG Undergraduate-Graduating Senior

A UWG undergraduate senior within ~~6 hours~~ **8 hours** of completing requirements for a bachelor's degree may be permitted to enroll in courses for **master's degree** ~~graduate~~ credit provided that ~~he or she meets~~ the following conditions are met:

1. The UWG student must obtain the permission of the Department Chair and Graduate Program Director that schedule and/or provide advising for the **master's degree** ~~graduate~~ course/s. Permission must also be given by the Dean of the college or school of the undergraduate major.
2. The UWG student is qualified for admission to **master's degree** ~~graduate~~ study except for the award of the undergraduate degree.
3. The UWG student registers for no more than ~~nine (9)~~ **twelve (12)** semester credit hours. For example, a student who needs ~~six (6)~~ **eight (8)** hours to complete the baccalaureate degree could register for those ~~six (6)~~ **eight (8)** undergraduate hours plus an additional ~~three (3)~~ **four (4)** hours of **master's degree** ~~graduate~~ credit. The graduate credit would apply to a **master's** ~~graduate~~ degree, essentially accelerating the student's completion of a master's degree after admission to a UWG master's program. Under no circumstances may a course be used for both graduate and undergraduate credit.

Addendum IV

Program View (Read-Only)

Attachments

Current File: A Proposal for Changing the MPA Administration Requirements 006.docx

Originator

College of Social Sciences	Political Science Department	Lee, Sooho
College	Department	Originator

What would you like to do?

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

Modifications

☐ Program Name ☑ Program Description ☐ Degree Name ☐ See Comments

Program Selection

College of Social Sciences	Master of Public Administration
College	Existing Program (as shown in the DMA)

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

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

Summer	2018
Effective Semester/Year	

Shared Governance Process

Senate Information Item	(See Procedure)

On Campus	Graduate
Program Location	Degree Level

Modification Details

The MPA program requests the following changes in the MPA admission policy:

1. GPA
   - Current: GPA of at least 2.5
   - New: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

2. GRE requirement
   - Current: Official GRE total score of 291 (combining verbal and quantitative)
   - New: A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:
      - Applicant with an earned graduate degree from an accredited institution
      - Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
      - Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
      - Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position

3. Letters of recommendation
   - Current: 3 letters of recommendation
   - New: Two letters of recommendation from former professors or from job supervisors.

4. Personal statement
   - Current: not required
   - New: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

5. Resume
   - Current: Not required
   - New: A current resume

6. Transfer credit
   - Current: 6 credit hours
   - New: Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit ...

(Max 4000 characters)

Rationale

The detailed rationale and background are explained in the attached file.

1. GPA: The new change provides a better clarification.

2. GRE: The Program requires GRE for all applicants, while many other accredited institutions, especiall the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particularly, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive. This new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs

3. Recommendation letter: Two recommendation letters will reduce the burden for applicants to prepare their admission documents. Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

4. Personal statement: Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay. By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

5. Resume: Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.

6. Transfer credit limit: No change but providing more clarifications

(Max 4000 characters)

Attachments

Current File: A Proposal for Changing the MPA Administration Requirements 006.docx

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

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

Comments

(Max 4000 characters)

College Approvals

Chapman Rackaway   [APPROVED 2017-10-25]

Chair, Course Department

Kathleen Skott-Myhre   [APPROVED 2017-12-04]

Coordinator, COSS Executive Committee

Other Approvals

Susan Hall Webb   [APPROVED 2018-02-16]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

A Proposal for Changing
the MPA Admission Requirements

October 8, 2017 (First Draft)
October 23, 2017 (Revised)
Jan 23, 2017 (Revised based upon GPC recommendations)

I.   Major Issues

- ## GPA

  a. Issue: The current description needs a more clarification – "GPA of at least 2.5."

  b. New Policy: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

  c. Rationale: Clarification

- ## GRE requirement

  a. Issue: The Program requires GRE for all applicants, while many other accredited institutions, especially the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particularly, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive.

  b. New Policy:
  A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:
  - Applicant with an earned graduate degree from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
  - Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
  - Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position

  c. Rationale: This new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who

5-1

decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs[i]

- **Letters of recommendation**

   a. Issue: The Program requires three letters of recommendation. "Three" may not be necessary; some other institutions, for example, Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

   b. New Policy: Two letters of recommendation from former professors or from job supervisors.

   c. Rationale: Two recommendation letters will reduce the burden for applicants to prepare their admission documents.

- **Personal Statement**

   a. Issue: Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay.

   b. New Policy: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

   c. Rationale: By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

- **Resume**

   a. Issue: Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.

b. New Policy: A current resume

c. Rationale: It is necessary for accurate admission evaluation and guidance after the admission.

- **Transferrable credit limit (from other institutions)**

    a. Issue: Need more clarifications.

    b. New Policy: Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

    c. Rationale: This rule will also improve our competitiveness in the admission process.

II.   **The Current MPA Admission Requirements**

Program Specific Admittance Guidelines

- Official GRE total score of 291 (combining Verbal and Quantitative)
- 3 letters of recommendation
- GPA of at least 2.5

III.   Proposal for a new Admission Guidelines (Program Specific Admittance Guidelines)

Admission Guidelines (MPA)

- **GPA**
  A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

- **Recommendation letters**
  Two letters of recommendation from former professors or from job supervisors.

- **GRE scores**
  A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:
    - Applicant with an earned graduate degree from an accredited institution
    - Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
    - Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
    - Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position

- **Personal statement**
  A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

- **Resume**
  A current resume

- **Transfer credit limit**
  Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

5-4

IV.   Appendix: Admission Policy Comparison

Requirements	UWG	KSU	GCSU	GSU
GRE	Official GRE total score of 291 (combining Verbal and Quantitative)	Scores from a standardized graduate admission test, such as GRE, MAT, GMAT or LSAT. GRE waiver – minimum requirements for waiver: 1. An advanced degree (e.g., masters, doctorate), or 2. An undergraduate grade point average of 3.25 or higher in the applicant's major, or 3. Private sector management experience or work experience in the public sector (government or nonprofit organization).	Applicants with an undergraduate GPA of at least 3.0 are not required to submit exam scores. Applicants with an undergraduate GPA 2.75 - 2.99 must submit official scores on either the Graduate Record Exam (GRE), Miller Analogies Test (MAT) or Graduate Management Aptitude Test (GMAT) scores. The applicant must have: GRE: A combined score of 290 (verbal and quantitative) or GMAT: 450 or MAT: 395 Applicants may make a formal request to waive these requirements only when the applicant has completed another graduate degree program and an appropriate transcript is submitted in support of the request.	Applicants may be considered for a waiver of the GRE with departmental approval. Applicants eligible for a GRE waiver must have (1) a 2-year Master's degree or (2) a minimum of 5-years work professional work experience in the public and/or nonprofit sectors and a minimum undergraduate cumulative GPA of 3.0
GPA	GPA of at least 2.5	A baccalaureate degree from an accredited college or university with at least 2.75 grade point average	A minimum cumulative grade point average of 2.75 on a 4.0 scale in undergraduate work.	No information found
Recommendation Letter	3 letters of recommendation	Two letters of recommendation from faculty or work supervisors with direct knowledge of the applicant that address the applicant's potential for graduate study and use of an MPA degree.	Unclear – whether required or how many letters are required	Three letters
Personal letter	Not required	Submit a statement of purpose essay of approximately 1,000 words addressing the following questions: "In what way do you expect the Master of Public Administration degree to affect or enhance your career goals and aspirations?	Not required	The goal statement is your means of presenting yourself to the Graduate Admissions Committee. You should submit a short typed statement of personal and professional goals as they relate to the certificate or degree program you are seeking. Most applicants write approximately two typed pages, summarizing their work experience, the reasons they have chosen the program, why they want to attend Georgia State, and how the degree fits in with their career goals.
Resume	Not required	A current resume	A current resume	Not required
Transfer Credit	6 semester hours	9 semester hours	9 semester hours	No information found

---

[i] Leavitt, W.M., J.R., Lombard, and J.C. Morris (2011) Examining Admission Factors in an MPA Program, Journal of Public Administration Education 17(3): 447- 460

5-5

Addendum V

Program View (Read-Only)

Originator

Richards College of Business	Economics	Austin, Adrian
College	Department	Originator

What would you like to do?

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

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Information Item	(See Procedure)

Program Selection

Richards College of Business
College

Master of Professional Accounting (MPAcc)

Master of Professional Accounting (MPAcc)

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

Existing Program (as shown in the DMA)

Master of Professional Accounting

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

Fall	2018	On Campus	Graduate
Effective Semester/Year		Program Location	Degree Level

Modification Details

New Retake Policy

(Max 4000 characters)

Rationale

To institute a policy on requirements and g.p.a. calculation for repeated graduate classes.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

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

Comments

A minimum cumulative GPA of a 3.0 is required for all MPAcc students. Only courses in which a student previously earned a grade lower than a "B" may be repeated. Students may repeat no more than two graduate courses. Only one repeat per course is allowed. The new grade will not replace the previously earned grade; instead, the grade received in the second attempt will be averaged into the student's overall GPA calculation. If a student's cumulative GPA drops below a 3.0, the University's policies on academic probation, suspension, and dismissal apply (see Academic Standards in the General Academic Policies section of the catalog).

(Max 4000 characters)

College Approvals

Ron Colley   [APPROVED 2018-01-30]
Chair, Course Department

Faye McIntyre   [APPROVED 2018-02-01]
Dean, RCOB

Other Approvals

Adrian Austin   [APPROVED 2018-01-30]
RCOB Graduate Program Committee Chair

Susan Hall Webb   [APPROVED 2018-02-16]
Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]
Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]
Final Approver

Addendum VI

Program View (Read-Only)

Originator

Richards College of Business	Economics
College	Department

Austin, Adrian
Originator

What would you like to do?

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

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Program Selection

Richards College of Business	Master of Business Administration (MBA)
College	Existing Program (as shown in the DMA)

Master of Business Administration (MBA)
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

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

Shared Governance Process

Senate Information Item

(See Procedure)

Track or Concentration (to not specify a track, do not c

Track or Concentration

Fall	2018
Effective Semester/Year	

On Campus	Graduate
Program Location	Degree Level

Modification Details

New Retake Policy

(Max 4000 characters)

Rationale

To institute a college wide policy on requirements and g.p.a. calculation for repeated graduate

(Max 4000 characters)

─ SACSCOC Substantive Change ─

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

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

─ Comments ─

A minimum GPA of a 3.0 is required for all Masters of Business Administration students courses in which students previously earned a grade lower than a "B" may be repeated may repeat no more than two graduate courses, one time only in an attempt to improve overall GPA. The grade received in the second attempt will be added to their overall GP, calculation, but the new grade will not replace the previously earned grade.

(Max 4000 characters)

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Adrian Austin   [APPROVED 2018-01-30]

RCOB Graduate Program Committee Chair

Susan Hall Webb   [APPROVED 2018-02-16]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Thomas Gainey   [APPROVED 2018-01-30]

Chair, Course Department

Faye McIntyre   [APPROVED 2018-02-01]

Dean, RCOB

Addendum VII

Program View (Read-Only)

Attachments
Current File: GMAT_Waiver_Form_Rev_2_26_14_Updated.pdf

Originator

Richards College of Business
College

Economics
Department

Austin, Adrian
Originator

What would you like to do?
○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications
☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process
Senate Information Item (See Procedure)

Program Selection

Richards College of Business
College

Track or Concentration (to not specify a track, do not c
Track or Concentration

Master of Business Administration (MBA)
Existing Program (as shown in the DMA)

Master of Business Administration (MBA)
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

On Campus
Program Location

Graduate
Degree Level

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

Fall | 2018
Effective Semester/Year

Modification Details

Change in admission standards

(Max 4000 characters)

Rationale

When considering UWG g.p.a. as part of an application for a GMAT waiver, we will use the inst g.p.a. instead of overall g.p.a. This is to ensure that grades are reflective of the quality of work a University of West Georgia.

(Max 4000 characters)

Attachments

Current File: GMAT_Waiver_Form_Rev_2_26_14_Updated.pdf

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

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

Comments

When considering UWG g.p.a. as part of an application for a GMAT waiver, we will use t institutional g.p.a. instead of overall g.p.a.

(Max 4000 characters)

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Adrian Austin   [APPROVED 2018-01-30]

RCOB Graduate Program Committee Chair

Susan Hall Webb   [APPROVED 2018-02-16]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Thomas Gainey   [APPROVED 2018-01-30]

Chair, Course Department

Faye McIntyre   [APPROVED 2018-02-01]

Dean, RCOB

Addendum VIII

Addendum VIII: COE, Graduate Programs Catalog Description

Good Academic Standing

Good Academic Standing is defined for graduate students as a cumulative GPA of 3.0 or higher.

Academic Probation

A student whose cumulative GPA drops below 3.0 will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:

1. A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be suspended for one term.

M.A.T. Students

A M.A.T student in good standing who fails one or more courses, regardless of the term or cumulative GPA, will begin the next term on Academic Probation. A student must earn a term GPA of 3.0 or higher each term while on Academic Probation. One of three possible actions will be implemented for a student on Academic Probation at the end of each term enrollment:

1. **A student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.**
2. **If a student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.**
3. **If a student earns a second term GPA below 3.0 (which may or may not include a failing grade(s) while on Academic Probation or while in good standing, regardless of the cumulative GPA, he or she will be suspended for one term.**
4. **If a reinstated student earns a term GPA below 3.0 or fails another course, regardless of the cumulative GPA, he or she will be academically dismissed from the University.**

Unsatisfactory Grades

Students Enrolled in Field Experience Courses (Internship/ Externship/Practicum)

1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.
2. Students who earn a second grade of Unsatisfactory, will be dismissed from the program, regardless of the cumulative GPA
3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.

Students Enrolled in Comprehensive Exam Courses

1. Students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.
2. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.
3. If a student earns a second Unsatisfactory grade while in Good Academic standing, he or she will be placed on Academic Probation. If a student earns a second Unsatisfactory grade while on Academic Probation, he or she will remain on Academic Probation.
4. Students required to pass a comprehensive, exit, or National exam to successfully complete their graduate program must pass the identified exam within three attempts. Those who do not pass within the specified attempts will be dismissed from the program.

Doctoral Students

1. Doctoral students who earn a grade of Unsatisfactory will be placed on Academic Probation, regardless of the cumulative GPA.
2. Doctoral students who earn a second grade of Unsatisfactory, will be dismissed from the University, regardless of the cumulative GPA.
3. A student who earns a Satisfactory grade the subsequent semester will return to Good Academic Standing.

Academic Suspension

A student who fails a course, regardless of the term or cumulative GPA, will be suspended from the University for one term. Also, a student on Academic Probation who earns a term GPA below 3.0 will be suspended from the University for one term. One term is defined as the Fall, Spring, or Summer term. The Summer term includes all sessions; thus, a suspended student is required to sit out all sessions that comprise the Summer term. An Academic Suspension Appeal may only be reviewed through a grade appeal or hardship withdrawal.

The student on Academic Suspension is not guaranteed the opportunity to return to the University. The suspended student must apply for reinstatement to return to the University and program after the one term absence. Reinstatement criteria are established by the college or school which houses the student's graduate program and are listed in the Reinstatement Procedures section which follows the College, Department, or Program-Specific Standards section of this policy. A student may only be suspended from a program once. If a student is suspended a second time, he or she will be academically dismissed from the University.

If a student's request for reinstatement is approved, the student returns to the University on Academic Probation. One of three possible actions will be implemented for a reinstated student on Academic Probation at the end of each term of enrollment:

1. A reinstated student who earns a term GPA of 3.0 or higher and raises his or her cumulative GPA to 3.0 or higher will return to Good Academic Standing.
2. If a reinstated student's term GPA is 3.0 or higher, but the cumulative GPA remains below 3.0, he or she will remain on Academic Probation.
3. If a reinstated student earns a term GPA below 3.0 while on Academic Probation, regardless of the cumulative GPA, he or she will be academically dismissed from the University.

College of Education Reinstatement

1. The student may apply for reinstatement by submitting a written letter of request to the COE Graduate Studies Office. The letter of request should clearly address the following two questions:
    1. What were the factors that contributed to your failure to maintain good academic standing?
    2. If reinstated, what is your plan to address those contributing circumstances and ensure academic success?
2. The COE Graduate Studies Office will determine if the student will be able to graduate with a 3.0 using the courses that the student has remaining. Once determined, the COE Graduate Studies Office will consult with the chair and/or the graduate faculty of the department and a final decision with regard to the reinstatement will be made. Reinstatement must be approved three weeks before the first day of classes of the term of reinstatement.
3. The COE Graduate Studies Office will inform the student of the decision in writing.

Academic Dismissal

If a student's application for reinstatement following a term suspension is denied by the college or school which houses the student's graduate program, the student will be academically dismissed from the University.

A reinstated student on Academic Probation who earns a term GPA below 3.0 will be academically dismissed from the University.

A reinstated student on Academic Probation who fails a second course will be dismissed from the University. In other words, graduate students are only able to earn one failing grade before being dismissed from the University.

A student who fails two courses, regardless of term or cumulative GPA, will be academically dismissed from the University.

An Academic dismissal may only be reviewed through a grade appeal or hardship withdrawal.

Limited Course Withdrawals

Graduate students may withdraw from courses with a grade of "W" (Withdraw Passing) a maximum of three times during their entire graduate enrollment at the University of West Georgia. Students must withdraw from courses during the Withdrawal "W" Period, as noted on the Registrar's Calendar in The Scoop. Retroactive withdrawals for prior terms are not permitted. The Withdrawal "W" Period typically begins after Drop/Add and closes at mid-term. Grades of "W" do not count toward the grade point average.

It is recommended that students consult with the instructor, academic advisor, Financial Aid, Bursar, and International Student Admissions and Programs (if applicable) before making the decision to withdraw from a course, since undesirable consequences may follow. For example:

- International students on an F1 or J1 visa must maintain full-time status to protect their immigration status.
- Withdrawing from a course will delay progress toward graduation.
- May result in financial aid disruption.

Students who attempt to withdraw from a course after reaching their maximum of three withdrawals will continue to be enrolled and will receive a grade at the end of the term, unless the Dean (or Dean's designee) approves the exception. See Petition for Exceptions below.

Automatic Exceptions

The following exceptions do not count toward the maximum of six course withdrawals:

- Grades of W placed on the transcript prior to Summer 2018
- Hardship withdrawal
- Military withdrawal
- Administrative withdrawal
- Formal withdrawal from the university

Petition for Exceptions

After the limit of three withdrawals is reached, students are permitted to request exceptions only for circumstances beyond their control. Students appeal in writing to the Dean (or Dean's designee) of the College of Education. The written request (typewritten) should include the following: (1) description of the exact nature of the appeal, (2) reason for the appeal, and (3) supporting documentation, if applicable. Appeals are not heard unless the student has reached the maximum number of withdrawals allowed.

Repeating a Course to Replace a Grade

Beginning summer semester 2017, a graduate student in the College of Education may repeat only one course in which he/she has earned a grade of F or WF at the University of West Georgia. This repeated course will not replace the grade for the original course; in other words, all grades will be calculated to comprise the cumulative GPA.

Addendum IX

Program View (Read-Only)

Originator

Communication Sciences and Professional Counseling
Department

Varga, Matt
Originator

College of Education
College

What would you like to do?

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

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Information Item   (See Procedure)

Program Selection

Master of Education with a Major in Professional Counseling
Existing Program (as shown in the DMA)

College of Education
College

College Student Affairs
Track or Concentration

Master of Education with a Major in Professional Counseling

College Student Affairs

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

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

Master of Education

Fall   2018
Effective Semester/Year

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

On Campus
Program Location

Modification Details

We are removing the GRE requirements from the admissions criteria.

The new criteria is as follows:
2.7 GPA
Two letters of recommendation
Transcripts
Resume
Interview with faculty
Personal Statement

(Max 4000 characters)

Rationale

This has become limiting to our program in terms of recruitment and we are following the tr field for not requiring the GRE.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

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

Comments

We are removing the GRE requirements from the admissions criteria.

The new criteria is as follows:
2.7 GPA
Two letters of recommendation
Transcripts
Resume
Interview with faculty
Personal Statement

(Max 4000 characters)

College Approvals

Mark Parrish   [APPROVED 2018-01-31]

Chair, Course Department

Laura Smith   [APPROVED 2018-01-31]

Associate Dean, College of Education

Other Approvals

Susan Hall Webb   [APPROVED 2018-02-16]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIR

Final Approver

Addendum X

103.02 Procedures

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit an electronic dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae appropriate to the candidate's discipline;
- **the two evaluations of teaching effectiveness and performance of allied duties specified in Section 103.05 and 103.06; Student Evaluations of Instruction as specified in Section 103.06;**
- any letters of recommendation which the department chair has received; and
- reprints of scholarly publications or other evidence of scholarly or creative work.

103.02 Procedures

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit an electronic dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae appropriate to the candidate's discipline;
- the Student Evaluations of Instruction as specified in Section 103.06;
- any letters of recommendation which the department chair has received; and
- reprints of scholarly publications or other evidence of scholarly or creative work.

Addendum XI

202 Record of Student Absences/Attendance

~~Instructors are not required to take attendance in their courses. It is important to note, however, that a number of stakeholders have an interest in information regarding students' engagement in the academic enterprise. Instructors must accurately identify students who never attended the course prior to the deadline for roster verification and those students who stopped engaging in the course prior to the second checkpoint in the term. This information may be needed:~~
~~1. By the deans, in making decisions about a student's academic or disciplinary status.~~
~~2. By the Vice President of Business and Finance, in determining refund status when a student withdraws without formal notification.~~
~~3. By parents, especially of students who may be disciplinary or academic problems (may be given only by consent of the student, Family Educational Rights and Privacy Act of 1974).~~
~~4. By prospective employers, who are interested in the student's general attendance record (may be given only by consent of the student, Family Educational Rights and Privacy Act of 1974).~~
~~5. By the Veterans' Administration for the determination of a student's eligibility for benefits.~~

All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus. Instructors of online courses should define attendance based upon students accessing the course via the online platform or by other action as specified by the instructor.

Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

Per the Class Roster (203) policy, faculty must indicate on each class roster the attendance of all students. Accurate attendance information is important for a variety of stakeholders, including Financial Aid (accuracy of aid issued and Title IV regulations), Student Affairs (housing, health services, etc.), and Business and Finance (withdraw refunds).

Verification of attendance is also important because grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

Excused absences: Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting" (BOR Minutes, 1977-78, p. 245) (BOR 4.1.3).

202 Record of Student Absences/Attendance

All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus. Instructors of online courses should define attendance based upon students accessing the course via the online platform or by other action as specified by the instructor.

Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

Per the Class Roster (203) policy, faculty must indicate on each class roster the attendance of all students. Accurate attendance information is important for a variety of stakeholders, including Financial Aid (accuracy of aid issued and Title IV regulations), Student Affairs (housing, health services, etc.), and Business and Finance (withdraw refunds).

Verification of attendance is also important because grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

Excused absences: Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting" (BOR Minutes, 1977-78, p. 245) (BOR 4.1.3).

Addendum XII

UWG PROCEDURE NUMBER: UWG Procedure 2.7.4, Record of Student Absences/Attendance
Authority: **UWG POLICY: UWG Policy 2.7, Teaching Responsibilities**

The University of West Georgia faculty, pursuant to the authority of UWG Policy **2.7**, establishes the following procedure for compliance with UWG Policy **2.7** on **Teaching Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the record of student absences/attendance procedure.

A. **Definitions.**
  1. Class roster verification- a process initiated by the Registrar's Office via email to faculty requesting verification of class attendance.
  2. Drop/Add timeframe- A timeframe at the start of the semester, as noted on the academic calendar, during which students have the opportunity to drop or add any classes.

B. **Procedures:**
  1. All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus.
  2. Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

C. **Compliance [or Penalties].**

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (See Section BOR 4.1.3 , BOR Manual).

D. **Additional comments**
  1. Grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

Issued by the [title of person charged with writing procedure]*, the _____ day of _____, 2018.*

_____
Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Addendum XIII

204 Attendance Policy

Instructors shall state their attendance policy in the syllabus.

Instruction begins the first day of class. In face-to-face courses, if students fail to attend the first day and have not contacted the instructor to explain their absence, they may be dropped during the Drop/Add Period to make room for other students.

 In fully online or hybrid courses each instructor has the authority to specify in the syllabus what qualifies as attendance at the first class meeting and during the Drop/Add Period to drop students who fail to meet that requirement. Instructors may require students to attend a face-to-face meeting, to log in to the online course-delivery system by a specified date, or to take other specified steps at the beginning of the session. Students in courses meeting for the first time after the end of the Drop/Add Period may drop or be dropped on the first business day immediately following the first scheduled class meeting. Students wishing to drop a course must do so in the Enrollment Services Center. Faculty wishing to drop a student in such a case should email the Registrar's Office at registra@westga.edu.

In exceptional cases students may be dropped or added to courses after the Drop/Add Period with the approval of the instructor, the department chair, and the dean or the dean's designee.

After the close of the Drop/Add Period (or the first business day following the close of the Drop/Add Period for courses that do not meet for the first time during the Drop/Add Period) faculty may not withdraw a student from a course for failure to attend.

Addendum XIV

UWG PROCEDURE NUMBER: 10.2.4, Use of University E-Mail Lists
Authority: **UWG POLICY: 10.2 (University Communications)**

UWG recognizes that electronic mailing lists serve as an important and influential means for positive communication and professional development. The intent of this policy is to clearly communicate the expectations for UWG faculty, staff, and students regarding the appropriate use of UWG-Hosted E-Mail Lists. The Vice President of University Advancement, pursuant to the authority of UWG Policy 10.2, establishes the following procedures for University E-Mail Lists:

A. Scope and Purpose

This procedure applies to all current and emeritus UWG faculty, and staff. E-Mail Lists are established for the convenience of UWG employees. Each "***UWG-Hosted E-Mail List***" will be assigned a Moderator for purposes of ensuring compliance.

B. Definitions

1. ***ALL Employees*** – E-Mail List for notifications and announcements for **official "*UWG-Related*" business** relevant to University employees. Subscription is automatic, and subscribers should not opt-out. Posting to this E-Mail List will be limited to administrative staff authorized by the President or the Vice Presidents; replies will be disabled. Any employee who seeks clarification on the message should contact the sender directly.

2. ***ALL Faculty*** – E-Mail List for discussion and information relevant to faculty and pedagogy. The Provost's office will establish guidelines for subscription, posting, and expected use.

3. ***Events Calendar*** – Service used to announce faculty, staff, students, UWG organization-sponsored and UWG-Hosted events (for those events targeted to University audiences); these events may be announced on the "***All Employees***" electronic mailing list at the discretion of the President or Vice President responsible for hosting the event.

4. ***Moderator(s)*** – Employee(s) assigned by any committee appointed by the Vice President of University Advancement, or in the interim by the Chief Public Relations Officer, to monitor and ensure compliance with a "***UWG-Hosted E-Mail List***".

5. ***UWG Items of Interest -*** E-mail list for University employees to share helpful information and resources for use by other employees (e.g. Community Events, vendor recommendations, discussions relevant to UWG, etc.); it is not considered either "***UWG-Hosted***" or "***UWG-Related***", but merely a convenience for UWG employees to exchange useful information and resources for the UWG community. It should not be used for political speech or non-"***UWG-Related***" items. Furthermore, it is not to be used for financial gain or promotion; please refer to "***UWG Marketplace***" as an alternate forum for those purposes. Subscription is not automatic to "***UWG Items of Interest***;" interested employees will need to opt-in by visiting the list at this site.

6. ***UWG-Hosted E-Mail Lists*** – an electronic distribution list that facilitates communications via e-mail; for the purposes of this Procedure only, "***UWG-Hosted E-Mail Lists***" refers only to e-mail addresses utilizing "@westga.edu" unless otherwise stated herein. Authorized UWG-Hosted E-Mail Lists are identified as "***All Employees,***" "***All Faculty,***" "***UWG Items of Interest,***" and "***UWG Marketplace.***"

7. *UWG Marketplace* – E-Mail List for University employees for purposes related to selling and commercial promotion; it is maintained off-site and users may not use their "westga.edu" account to participate; UWG-Marketplace E-Mail List is not maintained or controlled by the University.
8. *UWG-Related* - for purposes of this procedure, "*UWG-Related"* shall mean a relationship that is subordinate or coordinated with, or by, the University of West Georgia (e.g., University Units, faculty or staff committees, student interest groups, etc.)
9. *Work West Bulletin* – Publication created by University Communications and Marketing to announce "*UWG-Related"* events to all employees; it is not an electronic mailing distribution list. Please send your requests for posting to the Work West Bulletin to: report@westga.edu. The Work West Bulletin will be sent to "*All Employees*" to inform employees of important work-related items.

C. **Examples of Appropriate Postings for official University Messaging**

All Employees	Benefits, construction projects, office schedules, ITS issues, weather advisory, policy/procedures, FLSA, Clery Act notifications, emergency messages, graduation, town halls, E-Time deadlines, Athletic event announcements, bookstore events/sales, lectures, concerts, UWG sponsored drives (toy drive, blood drive, A Day, etc.), Wellness events, homecoming events, meeting/town hall notices, etc.
All Faculty	Faculty Senate/Subcommittee items, pedagogy information, communications from the Provost's Office
UWG Items of Interest	Pedagogy articles, community events, lost/found objects, discussions/questions of general interest to employees, etc.
UWG Marketplace	Vendor recommendations, items for sale/trade, animal adoptions, homes for rent/sale, etc.

D. **Procedures**
1. **Subscription**. UWG employees will be subscribed automatically to *"All Employees,"* but employees will have to opt-in to subscribe to "*UWG Items of Interest"* and "*UWG Marketplace."* The Provost's Office will set the means for subscribing to *"All Faculty."* All UWG employees are expected to comply with this procedure, and all other relevant and applicable laws and policies each time the employee uses one of the "*UWG-Hosted E-Mail Lists"*.
2. **E-mail address designation**. For "*All Employees*," *All Faculty,"* and "*UWG Items of Interest*," employees must use their assigned individual Westga e-mail address. No group or committee addresses will be allowed to subscribe. For "*UWG Marketplace*," Westga e-mail addresses are not allowed.
3. **Opt-in/Opt-out**. For the "*UWG Items of Interest"* E-Mail list, employees must **opt-in** by visiting the list site at: https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/. Employees may **opt-out** of "*UWG Items of Interest"* by leaving the group. The "*All Employees*" list includes a means to leave the group (Google default), but it is not recommended.
4. **Attrition**. Employees will be removed from all E-Mail Lists at the time of separation from employment, with the exception of "*UWG Marketplace"*, in which decisions will be made by the administrator of that E-Mail List.
5. **Violations**. UWG reserves the right to limit further exchanges on any posting, or to limit posting rights to any E-Mail List or from any E-Mail List member who fails to abide by federal or state laws, UWG or Board of Regents policy, these procedures, or any guidelines established pursuant to UWG policy or

procedures. Subscribers who violate this Procedure, or any other UWG policy or procedure, may be prohibited from posting to the E-Mail Lists, and other actions may be taken as appropriate under applicable policy or law. The Chief Public Relations Officer may impose these restrictions at the request of a Vice President or the President.

E. Guidelines
The committee appointed by the Vice President of University Advancement (or if no committee has been appointed, the Chief Public Relations Officer) is authorized to establish guidelines for participation in "*UWG-Hosted E-Mail Lists*". Other University units may develop additional procedures specific to the unit, but in the event any conflicts arise between the versions, the provisions stated herein will control.

Issued by the Vice President of University Advancement, the ___ day of _____, 2017.

_____

Signature, Vice President of University Advancement

Reviewed by President: _____

UNIVERSITY *of*
West Georgia.

UWG-HOSTED E-MAIL LIST GUIDELINES

Authority: **UWG PROCEDURE NUMBER: 10.2.4 (Use of University E-Mail Lists)**
UWG POLICY NAME: University Communications

STATEMENT:
All "***UWG-Hosted E-Mail Lists"*** shall adhere to these guidelines and UWG policies and procedures.

CONTEXT:
This policy applies to:
- All University of West Georgia current and emeritus UWG faculty, and staff.

OBJECTIVES:
The purpose of E-Mail Lists is to distribute information about the University of West Georgia, its various divisions, affiliated entities, and programs, as an official source of information, with a broader focus on engagement and interaction. This set of guidelines serve to project a professional image of UWG.

BEST PRACTICES:
1. Please be considerate of the inboxes of others, and use time and bandwidth responsibly. This is not the place to blog.
2. This is an open list and opinions expressed are those of the individual poster, not the University. Respect each other and you will be treated with respect. Please make sure that each message you post lists your full name. Anonymous posters are a violation of UWG Procedure 10.2.4.
3. Personal attacks including name calling or disparaging remarks are unacceptable and WILL lead to loss of posting privileges on the first offense. Comment on CONTENT, not on the CONTRIBUTOR. Personal attacks do not help make a point; they only hurt the conversation.
4. Factual information and observations are preferred. While it may be acceptable to post information respectfully countering another's observation, it is inappropriate to get into an extended debate on the E-Mail List. Extended discussions should be taken offline between interested parties.
5. This is an E-Mail List, not an online forum. Once you hit send, your message is delivered into the individual email inboxes of every subscriber on the list. There is no way for the E-Mail List Moderator or anyone else to delete a posting after the fact that has been downloaded from the server. The burden is on each person posting to be sensitive to the contents of their messages.
6. Do remember that information posted on the lists is available for all to see. Posts are subject to applicable law, including defamation, libel, and slander laws.
7. Topics of a political nature may be posted only if they relate to a University event. Please be aware that state law prohibits employees from campaigning for a political candidate with state property. Political topics are highly discouraged and will be subject to further scrutiny for compliance with procedures.
8. Business advertising is not allowed. Post any such related items to "***UWG Marketplace"***. Use the following link to go to the UWG-Marketplace Guide and Subscription/Comment form: UWG Marketplace Guide and Subscription/Comment Form. If you have any trouble subscribing to the

group, please be sure to read the Marketplace Guide and then use the linked form to submit a comment.

9. Items for sale or rent or inquiries about buying or renting items are not allowed. Please post to "*UWG Marketplace*". Free items or services may still be in violation of UWG policy, so it is recommended that you post the availability of such items or services to "*UWG Marketplace*".

ACKNOWLEDGEMENTS OF USE:

All Employees List
This list is to be used only for notifications and announcements related to official university business and relevant to all or most employees of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the "*UWG Items of Interest*" e-mail list.

You received this message because you are subscribed to the official UWG "*All Employees*" E-Mail List.
To post to this E-Mail List, send email to all-employees-list@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/all-employees-list/.

All Faculty List
This list is to be used only for notifications and announcements related to official university business and relevant to all or most faculty of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the "*UWG Items of Interest*" e-mail list.

You received this message because you are subscribed to the official UWG "*All Faculty*" E-Mail List.
To post to this E-Mail List, send email to all-faculty-list@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/all-faculty-list/.

UWG Items of Interest List
This list is to be used for announcements and discussions and to share non-university items of interest, pose queries, and send notifications considered helpful and relevant to UWG employee subscribers. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, *Use of University E-Mail Lists* and associated guidelines.

You received this message because you are subscribed to the official *UWG Items of Interest* E-Mail List.
To post to this E-Mail List, send email to uwg-items-of-interest@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/
You may unsubscribe or leave the group as indicated within the message.

Proposed Final Policy

UWG PROCEDURE NUMBER: 10.2.4, Use of University E-Mail Lists
Authority: UWG POLICY: 10.2 (University Communications)

UWG recognizes that electronic mailing lists serve as an important and influential means for positive communication and professional development. The intent of this policy is to clearly communicate the expectations for UWG faculty, staff, and students regarding the appropriate use of UWG-Hosted E-Mail Lists. The Vice President of University Advancement, pursuant to the authority **A. Scope and Purpose** the following procedures for University E-Mail Lists:

This procedure applies to all current and emeritus UWG faculty, and staff.   E-Mail Lists are established for the convenience of UWG employees. Each "*UWG-Hosted E-Mail List"* will be assigned a Moderator for purposes of ensuring compliance.

B.   Definitions
1. ***ALL Employees*** – E-Mail List for notifications and announcements for **official "*UWG-Related*" business** relevant to University employees. Subscription is automatic, and subscribers should not opt-out. Posting to this E-Mail List will be limited to administrative staff authorized by the President or the Vice Presidents; replies will be disabled. Any employee who seeks clarification on the message should contact the sender directly.
2. ***ALL Faculty*** – E-Mail List for discussion and information relevant to faculty and pedagogy. The Provost's office will establish guidelines for subscription, posting, and expected use.
3. ***Events Calendar*** – Service used to announce faculty, staff, students, UWG organization-sponsored and UWG-Hosted events (for those events targeted to University audiences); these events may be announced on the "***All Employees"*** electronic mailing list at the discretion of the President or Vice President responsible for hosting the event.
4. ***Moderator(s)*** – Employee(s) assigned by any committee appointed by the Vice President of University Advancement, or in the interim by the Chief Public Relations Officer, to monitor and ensure compliance with a "***UWG-Hosted E-Mail List"***.
5. ***UWG Items of Interest -*** E-mail list for University employees to share helpful information and resources for use by other employees (e.g. Community Events, vendor recommendations, discussions relevant to UWG, etc.); it is not considered either "***UWG-Hosted"*** or "***UWG-Related"***, but merely a convenience for UWG employees to exchange useful information and resources for the UWG community. It should not be used for political speech or non-"***UWG-Related"*** items. Furthermore, it is not to be used for financial gain or promotion; please refer to "***UWG Marketplace"*** as an alternate forum for those purposes. Subscription is not automatic to "***UWG Items of Interest***;" interested employees will need to opt-in by visiting the list at this site.
6. ***UWG-Hosted E-Mail Lists*** – an electronic distribution list that facilitates communications via e-mail; for the purposes of this Procedure only, *"UWG-Hosted E-Mail Lists"* refers only to e-mail addresses utilizing "@westga.edu" unless otherwise stated herein. Authorized UWG-Hosted E-Mail Lists are identified as ***"All Employees," "All Faculty," "UWG Items of Interest," and "UWG Marketplace."***

7. ***UWG Marketplace*** – E-Mail List for University employees for purposes related to selling and commercial promotion; it is maintained off-site and users may not use their "westga.edu" account to participate; UWG-Marketplace E-Mail List is not maintained or controlled by the University.
8. ***UWG-Related*** - for purposes of this procedure, "***UWG-Related"*** shall mean a relationship that is subordinate or coordinated with, or by, the University of West Georgia (e.g., University Units, faculty or staff committees, student interest groups, etc.)
9. ***Work West Bulletin*** – Publication created by University Communications and Marketing to announce "***UWG-Related"*** events to all employees; it is not an electronic mailing distribution list. Please send your requests for posting to the Work West Bulletin to: report@westga.edu. The Work West Bulletin will be sent to "***All Employees***" to inform employees of important work-related items.

C. **Examples of Appropriate Postings for official University Messaging**

All Employees	Benefits, construction projects, office schedules, ITS issues, weather advisory, policy/procedures, FLSA, Clery Act notifications, emergency messages, graduation, town halls, E-Time deadlines, Athletic event announcements, bookstore events/sales, lectures, concerts, UWG sponsored drives (toy drive, blood drive, A Day, etc.), Wellness events, homecoming events, meeting/town hall notices, etc.
All Faculty	Faculty Senate/Subcommittee items, pedagogy information, communications from the Provost's Office
UWG Items of Interest	Pedagogy articles, community events, lost/found objects, discussions/questions of general interest to employees, etc.
UWG Marketplace	Vendor recommendations, items for sale/trade, animal adoptions, homes for rent/sale, etc.

D. **Procedures**
1. **Subscription**. UWG employees will be subscribed automatically to *"All Employees,"* but employees will have to opt-in to subscribe to "***UWG Items of Interest"*** and "***UWG Marketplace."*** The Provost's Office will set the means for subscribing to *"All Faculty."* All UWG employees are expected to comply with this procedure, and all other relevant and applicable laws and policies each time the employee uses one of the "***UWG-Hosted E-Mail Lists"***.
2. **E-mail address designation**. For "***All Employees,"*** *All Faculty,"* and "***UWG Items of Interest***," employees must use their assigned individual Westga e-mail address. No group or committee addresses will be allowed to subscribe. For "***UWG Marketplace***," Westga e-mail addresses are not allowed.
3. **Opt-in/Opt-out**. For the "***UWG Items of Interest"*** E-Mail list, employees must **opt-in** by visiting the list site at: https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/. Employees may **opt-out** of "***UWG Items of Interest"*** by leaving the group. The "***All Employees***" list includes a means to leave the group (Google default), but it is not recommended.
4. **Attrition**. Employees will be removed from all E-Mail Lists at the time of separation from employment, with the exception of "***UWG Marketplace"***, in which decisions will be made by the administrator of that E-Mail List.
5. **Violations**. UWG reserves the right to limit further exchanges on any posting, or to limit posting rights to any E-Mail List or from any E-Mail List member who fails to abide by federal or state laws, UWG or Board of Regents policy, these procedures, or any guidelines established pursuant to UWG policy or

procedures. Subscribers who violate this Procedure, or any other UWG policy or procedure, may be prohibited from posting to the E-Mail Lists, and other actions may be taken as appropriate under applicable policy or law. The Chief Public Relations Officer may impose these restrictions at the request of a Vice President or the President.

E. Guidelines

The committee appointed by the Vice President of University Advancement (or if no committee has been appointed, the Chief Public Relations Officer) is authorized to establish guidelines for participation in "***UWG-Hosted E-Mail Lists***". Other University units may develop additional procedures specific to the unit, but in the event any conflicts arise between the versions, the provisions stated herein will control.

Issued by the Vice President of University Advancement, the ___ day of _____, 2017.

_____

Signature, Vice President of University Advancement

Reviewed by President: _____

UWG-HOSTED E-MAIL LIST GUIDELINES

Authority: **UWG PROCEDURE NUMBER: 10.2.4 (Use of University E-Mail Lists)**
                UWG POLICY NAME: University Communications

STATEMENT:
All "***UWG-Hosted E-Mail Lists***" shall adhere to these guidelines and UWG policies and procedures.

CONTEXT:
This policy applies to:

- All University of West Georgia current and emeritus UWG faculty, and staff.

OBJECTIVES:
The purpose of E-Mail Lists is to distribute information about the University of West Georgia, its various divisions, affiliated entities, and programs, as an official source of information, with a broader focus on engagement and interaction. This set of guidelines serve to project a professional image of UWG.

BEST PRACTICES:

1. Please be considerate of the inboxes of others, and use time and bandwidth responsibly. This is not the place to blog.
2. This is an open list and opinions expressed are those of the individual poster, not the University. Respect each other and you will be treated with respect. Please make sure that each message you post lists your full name. Anonymous posters are a violation of UWG Procedure 10.2.4.
3. Personal attacks including name calling or disparaging remarks are unacceptable and WILL lead to loss of posting privileges on the first offense. Comment on CONTENT, not on the CONTRIBUTOR. Personal attacks do not help make a point; they only hurt the conversation.
4. Factual information and observations are preferred. While it may be acceptable to post information respectfully countering another's observation, it is inappropriate to get into an extended debate on the E-Mail List. Extended discussions should be taken offline between interested parties.
5. This is an E-Mail List, not an online forum. Once you hit send, your message is delivered into the individual email inboxes of every subscriber on the list. There is no way for the E-Mail List Moderator or anyone else to delete a posting after the fact that has been downloaded from the server. The burden is on each person posting to be sensitive to the contents of their messages.
6. Do remember that information posted on the lists is available for all to see. Posts are subject to applicable law, including defamation, libel, and slander laws.
7. Topics of a political nature may be posted only if they relate to a University event. Please be aware that state law prohibits employees from campaigning for a political candidate with state property. Political topics are highly discouraged and will be subject to further scrutiny for compliance with procedures.
8. Business advertising is not allowed. Post any such related items to "***UWG Marketplace***". Use the following link to go to the UWG-Marketplace Guide and Subscription/Comment form: [UWG Marketplace Guide and Subscription/Comment Form](). If you have any trouble subscribing to the

group, please be sure to read the Marketplace Guide and then use the linked form to submit a comment.

9. Items for sale or rent or inquiries about buying or renting items are not allowed. Please post to "*UWG Marketplace*". Free items or services may still be in violation of UWG policy, so it is recommended that you post the availability of such items or services to "*UWG Marketplace*".

ACKNOWLEDGEMENTS OF USE:

All Employees List
This list is to be used only for notifications and announcements related to official university business and relevant to all or most employees of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the "*UWG Items of Interest*" e-mail list.

You received this message because you are subscribed to the official UWG "*All Employees*" E-Mail List.
To post to this E-Mail List, send email to all-employees-list@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/all-employees-list/.

All Faculty List
This list is to be used only for notifications and announcements related to official university business and relevant to all or most faculty of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the "*UWG Items of Interest*" e-mail list.

You received this message because you are subscribed to the official UWG "*All Faculty*" E-Mail List.
To post to this E-Mail List, send email to all-faculty-list@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/all-faculty-list/.

UWG Items of Interest List
This list is to be used for announcements and discussions and to share non-university items of interest, pose queries, and send notifications considered helpful and relevant to UWG employee subscribers. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, *Use of University E-Mail Lists* and associated guidelines.

You received this message because you are subscribed to the official *UWG Items of Interest* E-Mail List.
To post to this E-Mail List, send email to uwg-items-of-interest@westga.edu.
Visit this E-Mail List at https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/
You may unsubscribe or leave the group as indicated within the message.