

Faculty Senate Minutes
January 12, 2018
(Rescheduled from December 8, 2017)
Approved January 26, 2018

1. Call to order

Dr. Farmer called the meeting to order at 3:00 p.m.

2. Roll call

Present:

Barbour, Bertau, Bohannon, Chwialkowska, Dahms, DeFoor, Edelman, Elman, Fleming, Fujita, Green, Guo, Henderson, Hipchen, Hoang, Hong, Johnson, Khodkar, Lee, McKendry-Smith, Merrem, Miller (Loicano, sub.), Moon, Morris, Neely (Geyer, sub.), Perryman, Reber, Remshagen, Robinson, Rutledge, Schoon, Schroer, Trotman-Scott, Self, Smallwood, Stanfield, Sterling, Stuart, Tweraser (Hunt, sub.), Varga, Vasconcellos, Velez-Castrillon, Webb, Welch, Williams, Willox, Zamostny, and Zot.

Absent:

Cormican, Dutt, and Penceoe

3. Approval of Minutes from November 10, 2017

Minutes were approved electronically on December 10, 2017 due to inclement weather

4. Committee Reports

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

Action Items:

A) College of Arts and Humanities

1) Foreign Languages and Literatures Department

a) [Bachelor of Arts with a Major in Foreign Languages and Literatures \(French with P-12 Certification\)](#)

Request: Modify

Item was approved unanimously

- b) [Bachelor of Arts with a Major in Foreign Languages and Literatures \(Spanish with P-12 Certification\)](#)

Request: Modify

Item was approved unanimously

B) College of Science and Mathematics

1) Chemistry Department

- a) [CHEM 3825: Research Methods](#)

Request: Modify

Item was approved unanimously

2) Geosciences Department

- a) [GEOL 3825: Research Methods](#)

Request: Modify

Item was approved unanimously

3) Mathematics Department

- a) [MATH 0997: Support for Quantitative Reasoning](#)

Request: Add

Item was approved unanimously

- b) [MATH 0999: Support for College Algebra](#)

Request: Add

Item was approved unanimously

- c) [MATH 3825: Research Methods](#)

Request: Modify

Item was approved unanimously

4) Physics Department

- a) [PHYS 3825: Research Methods](#)

Request: Modify

Item was approved unanimously

Information Item:

- A) Spring 2018 Undergraduate Courses with Service Learning (SL) designations

Committee II: Graduate Programs Committee (Susan Hall-Webb, Chair)

Action Item:

- A) The GPC motions to amend the definition of “residency” to allow for university-sponsored exchange and study abroad coursework by adding the following language to the Graduate Catalog regarding the Requirements for Degrees:

“Students shall receive resident credit for University-sponsored studies abroad programs (including short-term and semester exchange programs) for which course registration and fee payment are effected through the University.”

Request: Approve

Item was approved unanimously

Information Items:

- A) Richards College of Business

- 1) Management Department

- a) [CISM 5330: Enterprise Architecture](#)

Request: Modify

- b) [CISM 5390: Business Intelligence and Data Mining](#)

Request: Modify

- B) Spring 2018 Graduate Courses with Service Learning (SL) designations

Committee III: Academic Policies Committee (Emily McKendry-Smith, Chair)

Action Item:

- A) The APC motions to amend the definition of “residency” to allow for university-sponsored exchange and study abroad coursework by adding the following language to the Undergraduate Catalog regarding the Requirements for Degrees:

“Students shall receive resident credit for University-sponsored studies abroad programs (including short-term and semester exchange programs) for which course registration and fee payment are effected through the University.”

Request: Approve

Item was approved unanimously

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

Action Item:

- A) Revision of Faculty Handbook, Section 114 “Outside Employment and Consulting”
(**Figure One**)

Request: Approve

Item was approved unanimously

Information Items:

- A) UWG Procedure 6.4.2 and its Appendix A: Disclosure/Request for Approval to engage in External Activity (Form) (**Figure Two**)
- B) Faculty Research Grant, Status update, Call for Proposal Draft

Committee X: Rules Committee (Susan Welch, Chair)

Action Items:

- A) *UWG Faculty Handbook*, Modification of Section 207
 - 1) *UWG Faculty Handbook*
 - a) Section 207, Academic Honesty/Dishonesty (**Figure Three**)
Request: Modify

Item was approved unanimously with a friendly amendment to

- B) UWG Procedure 2.7.12, Academic Honesty/Dishonesty
 - 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.12, Academic Honesty/Dishonesty (**Figure Four**)
Request: Approve

Item was approved unanimously

- C) *UWG Faculty Handbook*, Section 208
 - 1) *UWG Faculty Handbook*
 - a) Section 208, Academic Appeals (**Figure Five**)
Request: Modify

Item was approved unanimously

- D) UWG Procedure 2.7.14, Grade Appeals Procedure
 - 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.14, Grade Appeals (**Figure Six**)
Request: Approve

Item was approved unanimously

- E) UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs (**Figure Seven**)
 - 1) Information items for Senate
 - a) Designation of service-learning courses
Request: Modify

5. Old Business

6. New Business

A) Discussion of Policy 8.4, Records and Information Management, Tara Pearson
Tara Pearson conversed with Senate about the impending Records Information Management (RIM) policy, pointing to the [website](#) for further information. In particular, the schedule of record retainment and destruction was a subject for discussion as was future plans to train Records Liaisons in each department. These Liaisons would deploy the policy correctly.

B) LEAP update, David Newton
Dr. Crafton, in Dr. Newton's stead, reported that the First Year Seminars, of which there were 28 sections in fall 2017 and 10 during spring 2018, are going well. Dr. Crafton reminded faculty that these seminars fit into the LEAP initiative's goal of offering students First-Year Experiences along with Capstone Experiences, guided pathways towards graduation, and high-impact practices in courses. There will likely be double the number of these seminars offered next AY, and UWG 1101 will be phased out entirely. The deadline for proposing a seminar for next AY is January 23, 2018.

7. Announcements

A) Senate Liaison Reports

- 1) At its December meeting, the USGFC passed a resolution calling for the elimination of the cap on summer salaries at 33% of academic-year salaries.

8. Adjournment

Dr. Farmer adjourned the first Faculty Senate meeting of 2018 at 4:26 p.m.

Respectfully Submitted,

Dr. Angela Insenga

Associate Professor of English

Executive Secretary of the General Faculty and Faculty Senate

Figure One

114 Outside Activities

114.01 Policy. While Board of Regents emphasizes that a USG employee shall not engage in any outside endeavor which will interfere with the official duties, full-time members of the faculty, staff and administration are encouraged to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Board of Regents' (BOR) Policy 8.2.15 requires that all outside activities, except single-occasion activities, must be reported in writing and secure approval prior to engaging in such activities. The BOR Policy also requires USG institutions to have procedures in place for approving outside activities of faculty members and ensuring that such activity does not constitute a conflict of commitment or conflict of interest. For ongoing outside activities, approval must be requested each academic year.

114.01.01 Types of BOR-endorsed Outside Activities

Occupational: Professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:

1. It is a means of personal professional development;
2. It serves the community, state or nation; or,
3. It is consistent with the objectives of the institution.

Consulting: Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

***eCore and outside teaching** (e.g. Kaplan, eMajor): Teaching beyond the official duties must be reported and obtain an approval through the same procedure for Outside Activities.

Political: As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society.

114.02 Approval Procedure. The disclosure/request form in **UWG Procedure 6.4.2** must be filled and submitted to the department chair, the dean, and the Provost for approval. If a faculty member consults for/with another USG institution, he or she is to consult with Human Resources as additional procedure is required.

114.03 Operational Definitions

A. Conflicts of Commitment – occurs when the aggregate time devoted to external activities (including paid and unpaid activities) adversely affects an employee’s appropriate use of leave and/or institutional resources, or the completion of duties and responsibilities during your assigned work schedule. In general, time spent in outside employment should not average more than one day a week during regular semesters.

B. Conflicts of Interest – exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of influencing a University employee’s decision or behavior with respect to work-related activities, including but not limited to: teaching and student affairs, appointments and promotions, greater than incidental use of University resources, procurement and business transactions, or the design, conduct or reporting of University research.

C. Reimbursement: Any member of the faculty, staff, or administration who uses institutional personnel, facilities, equipment and/or materials in any of the approved outside activities not related to duties assigned to or expected of him or her by University of West Georgia is required to reimburse the institution.

Figure Two

UWG PROCEDURE NUMBER: 6.4.2 Employee Conflicts of Commitment and Interest Authority: UWG POLICY 6.4 (Workplace Practices)

The Chief Human Resources Officer, pursuant to the authority of University of West Georgia (UWG) Policy 6.4, establishes the following procedures for Employee Conflicts of Commitment and Interest:

A. Definitions

1. ***Conflicts of Commitment*** – occurs when the aggregate time devoted to external activities (including paid and unpaid activities) adversely affects an employee’s appropriate use of leave and/or institutional resources, or the completion of duties and responsibilities during your assigned work schedule.
2. ***Conflicts of Interest*** – exists whenever personal, professional, commercial, or financial interests or activities outside of the University have the possibility (either in actuality or in appearance) of influencing a University employee’s decision or behavior with respect to work-related activities, including but not limited to: teaching and student affairs, appointments and promotions, greater than incidental use of University resources, procurement and business transactions, or the design, conduct or reporting of University research. See also, [O.C.G.A. § 45-10-26](#).
3. ***Consulting*** – for purposes of this Procedure, “*Consulting*” and “*Employment*” are interchangeable as a basis for determining a “*Conflict of Interest/Commitment*”. “*Consulting*” generally implies that the work is performed as an independent contractor (i.e., with certain expertise), while “*Employment*” generally implies that the work performed is at the direction of an employing agency or company, where the individual is on the agency/company payroll.
4. ***Disclosure/Request for Approval to Engage in External Activities Form*** – **Appendix A** to this procedure. It must be completed if an employee seeks to engage in activity that could constitute a “*Conflict of Commitment*” or “*Conflict of Interest*”.
5. ***Employee Relationships*** – See, [UWG Procedure 6.4.4 Employee Relationships](#).
6. ***Employment*** – for purposes of this Procedure, “*Employment*” is interchangeable with “*Consulting*”
7. ***Family/Relatives*** – Husbands, wives, parents, children, brothers, sisters, and any in-laws of any of the foregoing, except: children under age 25 employed in a temporary or part-time status, provided there is at least one level of supervision authority between the child and his/her parent. *Please note:* The State of Georgia’s conflict of interest law (Section B.2 below) is limited to spouses and dependents. See [O.C.G.A. § 45-10-20](#).
8. ***Gifts and Gratuities*** - Georgia law discusses gifts and gratuities in [O.C.G.A. § 21-5-70](#), [O.C.G.A. § 45-1-6](#), Georgia Rules and Regulations [Rule 478-1-.07\(3\)\(a\)\(4\)](#), and the Board of Regents Policy Manual [§8. 2.13 \(Gratuities\)](#). All UWG employees, including faculty and staff, should read these provisions and contact [University General Counsel](#) with any questions.

9. **Performance Evaluation** – for purposes of this Procedure, it means an annual assessment of performance, skills, or success in assigned duties and responsibilities, regardless of the name assigned to the form used for evaluation.
10. **Sales and Solicitation Policy** – UWG has established policy related to sales, advertising, and solicitation on campus. See [UWG Policy 5.5](#) and accompanying procedures.
11. **Single-Occasion Activities** – activities involving only a few hours, generally less than one work day, and not recurring on a regular basis or on an established schedule.

B. Procedures for Employees – General

1. **Required UWG Reporting.** Employees are expected to devote their primary professional loyalty, time and energy to the University. If an employee seeks to engage in activities in addition to his/her employment at UWG, you must complete and submit the “*Disclosure/Request for Approval to Engage in External Activities Form*,” attached as **Appendix A** to this procedure.
2. **Frequency of Required Reporting.** Employees are required to complete a “*Disclosure/Request for Approval to Engage in External Activities Form*” on the following occasions:
 - a. At the time of hiring or transfer to a new position, regardless of whether the employee has any activity to report;
 - b. When changes or modifications are required for an existing report;
 - c. When the employee engages in a separate activity that has not been previously reported; and
 - d. At the time of the employee’s annual performance evaluation. If there is no activity or modification that needs to be reported at the time of the Performance Evaluation, the employee and supervisor may indicate this on the Performance Evaluation form in the place so provided.
3. **Required State of Georgia Reporting.**
 - a. **Disclosure Form.** Any employee/employee’s spouse/employee’s dependent that has transacted business with any agency of the State of Georgia (includes USG institutions), on behalf of yourself or for any business in which you/your spouse/your dependent has a substantial interest, has a duty to report the transactions. Georgia law ([O.C.G.A. § 45-10-23](#)) requires State employees to report to the [Georgia Government Transparency and Campaign Finance Commission](#) by January 31st of each year any business transactions over \$250.00 (single) or over \$9,000.00 (aggregate for the calendar year). The form may be found [here](#). A copy may be found in **Appendix B**, but *please consult the Commission’s web site or office, as this form may have changed*.
 - b. **Exceptions - [O.C.G.A. § 45-10-24](#).** Disclosure requirements shall not apply to a transaction with a unit of the University System of Georgia by a family owned business in which an employee of the university system or a member of the employee's family has an ownership interest where *all of the following apply*:
 - i. The employee or one or more members of the employee's family or both have an ownership interest in a family owned business, but the employee is not actively engaged in the day-to-day management of the business;
 - ii. The employee is employed by a department of the unit of the university system in a position below that of department head; and

- iii. The transaction is with a unit of the university system different than the unit employing the employee or with a department of the employing unit of the university system different than the department employing the employee.

C. Procedures for Employees – Research

The University promotes objectivity in University research by establishing processes that provide a reasonable expectation that the design, conduct, and reporting of sponsored research is free from bias resulting from financial conflicts of interest of the University Employee involved in the research. Please refer to [UWG Policy 4.4 Financial Conflict of Interest](#) and accompanying procedures.

D. Potential Conflicts of Interest

[Section 8.2.13.2 of the Board of Regents Policy Manual](#) states: “An employee shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee’s ability to protect the public interest, or perform public duties, is compromised by personal interest. An appearance of conflict can exist even in the absence of a legal conflict of interest.” The following may constitute conflicts of interest in addition to those stated above:

1. **Employee Relationships.** Amorous relationships and the employment of relatives have clear potential to involve a conflict of interest. The procedures governing these potential conflicts is found in [UWG 6.4.4, Employee Relationships](#).
2. **Gifts and Gratuities.** [Section 8.2.13.1 of the Board of Regents Policy Manual](#) states: “An employee of the Board of Regents shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence an employee in the performance of his/her official functions is a felony under O.C.G.A. § 16-10-2.

A USG employee or any other person on his/her behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. § 21-5-70(6) and 45-1-6(a)(5)b). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.

A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.” Exceptions to these requirements include:

- a. Gifts - Exceptions. Please refer to [Section 8.2.13.1 of the Board of Regents Policy Manual](#) for gifts and gratuities that are acceptable under current policy.
 - b. Gifts - Vendor Training. Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved.
3. **Outside Employment and Consulting.**

- a) Employment. [Section 8.2.15.1 of the Board of Regents Policy Manual](#) states: “A USG employee shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.” It may be acceptable if the activity is a means of personal professional development; serves the community, state or nation; or, it is consistent with the objectives of the institution. Complete and submit the **“Disclosure/Request for Approval to Engage in External Activities Form” (Appendix A)** to avoid any potential conflicts of interest.
- b) Consulting. [Section 8.2.15.2 of the Board of Regents Policy Manual](#) states: “Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.”

NOTE: Faculty who use institutional resources for consulting need to be aware that Board of Regents and UWG may require reimbursement or written agreements related to intellectual property. See, [Board of Regents Policy, Section 6.3 Intellectual Property](#), and UWG’s academic policy on [Outside Employment](#). Complete and submit the **“Disclosure/Request for Approval to Engage in External Activities Form” (Appendix A)** to avoid any potential conflicts of interest.

- c) Political/Public Service. [Section 8.2.15.3 of the Board of Regents Policy Manual](#) states: “As responsible and interested citizens in a democratic society, USG employees are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for USG personnel to manage or enter political campaigns while on duty to perform services for the USG or to hold elective political office at the state or federal level while employed by the USG.”
- Minimum requirements/limits include:
- i. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the USG.
 - ii. Employees may not hold elective political office at the state or federal level.
 - iii. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
 - iv. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee’s duties and responsibilities to the institution or the USG.

E. Guidelines/Procedures of Other University Units.

Other University units may develop additional procedures on this subject matter that is specific to the unit, but in the event any conflicts arise between the versions, the provisions stated herein will control.

F. Records.

All records generated for compliance with this procedure shall be routed to, and maintained by, the Human Resources department. The Chief Human Resources Officer may establish standards or guidelines for record-keeping.

G. Compliance.

Failure to comply with any of the requirements stated herein could result in disciplinary action, up to and including termination.

Issued by the Chief Human Resources Officer, the ____ day of _____, 2017.

Signature, Chief Human Resources Officer

Reviewed by Vice President of Business & Finance: _____

Previous version dated: July 21, 2017

APPENDIX A

DISCLOSURE/REQUEST FOR APPROVAL TO ENGAGE IN EXTERNAL ACTIVITY

All employees are expected to devote their primary professional loyalty, time, and energy to the University. Employees are encouraged to participate in professional activities (e.g. consulting, teaching, speaking, participating in business or service enterprise) that do not interfere with the regular and punctual discharge of official duties.

The specific responsibilities and professional activities that constitute an appropriate commitment will differ across Colleges/Schools and departments, but they should be based on a general understanding between the employee and his or her supervisor. Pursuant to University and Board of Regents policies, a full time University employee must submit this completed form to his or her supervisor and receive advance written approval (as evidenced by the supervisor's signature on this form) before engaging in external activities.

Form Guidelines:

1. All employees must complete this form at the time of hiring, upon transfer to a new position at UWG, when any information contained in a previous form needs to be changed or modified, when the employee engages in a separate activity from the one previously reported, and each year at the time of the employee's performance evaluation. If there is no activity or modification that needs to be reported at the time of the Performance Evaluation, the employee and supervisor may indicate this on the Performance Evaluation form in the place so provided.
2. A form must be completed for **each** separate activity.
3. **Frequency of Disclosure.** When any employee is hired or transferred into a new employment position, or whenever the information for a previously filed **Request for Approval to Engage in External Activity** requires modification, the employee must complete and submit another **Disclosure/Request for Approval to Engage in External Activity**.
4. When the nature of an approved outside activity or the time committed to it changes significantly, subsequent to approval, an amended outside activity form must be filed.
5. A form is not required to be filed for activities undertaken by a faculty member employed on an academic year contract for activities which begin after the end of spring semester and are completed before the beginning of the succeeding fall semester, unless that faculty member is employed to teach one or more courses at the University during that summer semester. Similarly, all employees are not required to file this form for "**Single-Occasion Activities**" (activities involving only a few hours, generally less than one work day, and not recurring on a regular basis or on an established schedule).
6. When an employee undertakes appropriate outside activity, the following conditions are expected to be observed as part of the employee's University obligations:
 - a. Follow established policies and process to identify and gain prior approval to undertake any outside activity.
 - b. Engage only in outside activities that are not in conflict with the employee's position, that reflect positively on the department or academic unit and the

University, and that do not compete directly with previously established activities associated with the University.

- c. Do not use the University position to actively promote consulting or other outside activities for compensation.
- d. Do not use University resources (space, equipment, personnel, or other University property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
- e. Be prepared to account for the actual amount of time devoted to approved outside activities and their appropriateness.

CHECK ONE:

- New Hire/Transfer to New Position/New Activity
- Changes/Modifications to Existing Form
- Additional Form Completed for Separate Activity

Please identify how many separate activities are involved as of the date of signature:

EMPLOYEE IDENTIFICATION. (Please include all information requested.)	
Employee Name(Printed):	
Employee Title:	
Department/School:	
Supervisor Name:	

1. Type of Activity (Check category below, and explain further in the space provided; be specific and include the name and address of the related organization):

- Occupational. BOR Policy [8.2.15.1 “Outside Activities –Occupational”](#)**

Does one of the following apply? If yes, check below.

- It is a means of personal professional development?
- It serves the community, state or nation.

- Consulting. BOR Policy [8.2.15.2 “Outside Activities – Consulting”](#)**

- Political. BOR Policy [8.2.15.3 “Outside Activities – Political”](#)**

- Other (explain below) See, [UWG Procedure 6.4.2.](#)**

2. Describe the activity, and provide the dates or date range and the amount of time required.

Description:

Date(s):

Time required:

3. Check if this a continuing activity from the previous academic year.
4. Conflict with Duties/Time Away from Work [**STAFF** complete]
(Please summarize all activities that may be required during normally scheduled work hours):

Conflict with Duties/Time Away from Work [**FACULTY** complete]

- No classes would require substitute instruction.
- Substitute instruction would be required in the following classes (List course number, hour and location, along with substitute instructor's last name):
- Will involve the use of institutional resources (please clarify):
- Will involve cancellation of office hours (please clarify):
- Will involve reduced commitment in service to institution (please clarify):
- Will involve reduced commitment to personal professional development (please clarify)

[EMPLOYEE SIGNATURE REQUIRED]

By my signature below, I certify that I have read and understand all applicable laws and policies/procedures, and that all the information given herein is true and correct. I hereby certify that my outside activity described above does not incur “*Conflict of Interest*” nor “*Conflict of Commitment*”. I further understand that any changes to the information I have given requires

that I complete and submit another *Disclosure/ Request for Approval to Engage in External Activity*:

Employee Signature: _____

Date: _____

[TO BE COMPLETED BY SUPERVISOR]

The above activity has been reviewed by the person(s) signing below.

The above activity requires the use of institutional resources, and an agreement related to reimbursement is attached. YES _____ NO _____

Supervisor/Department Head: _____

Dean/Director (as applicable): _____

Provost/VP (as applicable): _____

President (as applicable): _____

Comments:

Date: _____

A copy of this form should be returned to the employee, a copy should be retained by the unit in accordance with its procedures, and the original should be forwarded to the Chief Human Resources Officer.

Figure Three

207 Academic Honesty/Dishonesty

Academic Honor at West Georgia

Academic honesty is essential in preserving one's own integrity, the integrity of the institution, and in gaining a true education. The UWG Honor Code states that “we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.” The code further states that UWG students assume responsibility for upholding the honor code and that they “pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.”

Just as complete honesty should be the instructor's standard in his or her presentation of material, this same standard should be demanded from students when they complete assignments. (For example, tests, reports, projects, and term papers.) Every instructor has the responsibility to inculcate in students the ideal of academic honesty and to take all practical precautions against its violation. The instructor or advisor should communicate with the student whom he or she suspects of violating the Honor Code. The instructor/advisor should inform the student of the academic penalty he or she intends to institute per the syllabus ([UWG Student Handbook](#)).

Academic dishonesty on the part of the student shall be interpreted to mean cheating, i.e., the obtaining and using of information during an examination by means other than those permitted by the instructor, including the supplying of such information to other students. Academic dishonesty shall also include plagiarism, i.e., the purchase and use of ghost-written papers and reports, or excessive collaboration (incorporating into a report, term theme, research paper, or project, ideas and information obtained from another resource or person without giving credit to resource or the person from whom such information was obtained). Further, inclusion of the published or unpublished writings of another person without duly noting these sources according to normal scholarly procedures shall be considered plagiarism. No material prepared to meet the requirements in one course may be used to fulfill the requirements in another without permission of the instructor.

All faculty members should promote academic honesty, not only through their own standards of scholarly conduct, but also by anticipating conditions which may lead to dishonesty on the student's part. Suspicion is not a sound basis for a healthy educational environment, and the instructor must judge those instances where his or her trust will encourage responsibility rather than cheating.

Each college or school should utilize best practices to discourage academic dishonesty.

In cases of suspected academic dishonesty, the instructor will communicate the concerns with the student. After communicating with the student, the instructor should send a brief report of the case, including the breach of academic integrity and supporting documentation to the Office of Community Standards. The case then becomes part of the student's conduct record at UWG. The

submitted report will be automatically forwarded to the Associate or Assistant Dean of the College/School or Library in which the alleged incident took place ([UWG Student Handbook](#)). The student may appeal this action to the department chair and through regular administration channels to the Grade Appeals Subcommittee of the Academic Policies and Procedures Committee ([please see Section 208 of the Faculty Handbook](#)).

Figure Four



UWG PROCEDURE NUMBER: UWG Procedure 2.7.12

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 how to prevent and handle incidents of academic dishonesty by students.

A. Academic Dishonesty defined.

1. Academic Dishonesty consists of: All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise.
2. Examples of Academic Dishonesty include, but are not limited to:
 - a. Cheating: Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. It also means excessive collaboration or gaining unauthorized access to unauthorized materials.
 - b. Fabrication: Fabrication means falsification or unauthorized invention of any information or citation.
 - c. Plagiarism: Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged. Plagiarism also includes "self-plagiarism" which includes the reuse of one's own work without acknowledging that one is doing so or citing the original work.
 - d. Excessive Collaboration: Excessive collaboration means the end result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student's voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.
 - e. Any other acts deemed academically dishonest not specifically named above. See the University Honor Code for additional examples of academic dishonesty (UWG Student Handbook).

B. Procedures to Prevent Academic Dishonesty.

1. Each faculty member should utilize best practices to discourage academic dishonesty.
2. Faculty shall include in their syllabi a link to the university's statement on academic dishonesty and the honor code via the UWG Common Language For Course Syllabi (<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>).
3. The syllabus should include information of the academic penalty for engaging in academic dishonesty (see also UWG Procedure 2.7.3 (201.03)).

C. Procedures for Handling Incidents of Academic Dishonesty.

1. In cases of suspected academic dishonesty, the faculty member will communicate the concerns with the student. The faculty member or student has the right to have another faculty member present (face-to-face or virtually) when discussing suspected academic dishonesty.
2. After communicating with the student, the faculty member should report the case, including supporting documentation (paper, exam, etc.), to the Office of Community Standards via the Report Academic Misconduct link (https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=1). The case then becomes part of the student's conduct record at UWG.
3. The submitted report will be automatically forwarded to the Associate or Assistant Dean of the College/School or Library in which the alleged incident took place (UWG Student Handbook).
4. The student may appeal this action to the associate dean or department chair and through regular administration channels to the Grade Appeals Committee (see Section 208 of the Faculty Handbook).

D. 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.

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, 2017.

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A

Figure Five

208 Academic Appeals

208.01 Confidentiality

Due to the sensitive nature of any appeals hearing, confidentiality will be respected in a manner consistent with relevant state law and University System of Georgia policy.

208.02 Categories of Academic-Based Appeals

There are three categories of academic-based appeals. All three are initiated by the student.

- Admission to the University (Section 208.03)
- Grade Appeals (Section 208.04), of which there are two kinds: Academic Dishonesty Grade Appeals and Grade Determination Appeals
- Academic Suspension or Academic Dismissal from the University (Section 208.05).
Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01).

Sections 208.03 and 208.04 identify the two university committees established to hear admission appeals and grade appeals and include the general processes and procedures that should be followed. Given the variability and uniqueness of individual circumstances, the chairperson of a respective committee may, in consultation with respective parties, suggest alternative actions/processes as issues present themselves.

- Committee for Admission Appeals
- Committee for Grade Appeals

208.03 Appeals of Admission to the University

A. Applicants. Undergraduate applicants to the university who have been denied admission or readmission may appeal that decision by submitting an appeal to the Admission Appeals committee. Applicants are advised to communicate with the Office of Undergraduate Admissions for instructions. Graduate applicants who are denied admission to a graduate program may appeal that decision by submitting an appeal to the relevant College or School.

B. The committee for Admission Appeals. The Admission Appeals committee hears appeals made by undergraduate applicants for admission or readmission to the university.

1. **Summary.** After a student has petitioned the appropriate administrative officials in the Office of Undergraduate Admissions, he or she has the right to appeal an adverse decision by such officials in cases of admission or related matters. Appeals must be made in writing with supporting evidence, as determined by the Admissions Appeals committee.

2. **Responsibilities of the Admission Appeals Subcommittee.** The Admission Appeals committee hears appeals made by undergraduate applicants for admission or readmission to the university.

a. **Appeal(s) Hearing.** Appeal(s) hearings may be scheduled regularly or as needed.

i. The Director of Admissions (or designee) will be responsible for distributing appropriate materials to committee members and for scheduling each appeal(s) hearing.

ii. The Admissions Appeals committee chairperson will be responsible for chairing the hearing and for conveying recommendations of the committee in writing to the Director of Admissions.

b. **Electronic Polling.** At the discretion of the chairperson, an electronic poll of the committee will suffice in lieu of an appeal(s) hearing.

3. **Admission Appeals committee Membership.** The committee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library) and four university officials. The university officials are: the Associate Vice President for Enrollment Management (voting), the Registrar (voting), the Director of The Center for Academic Success (voting), and the Director of Admissions (non-voting).

a. **Chairperson.** The Associate Vice President for Enrollment Management shall serve as the chairperson of the Admission Appeals committee.

b. **Faculty Members.** Each Dean, in consultation with the chairperson of the Admission Appeals committee, will appoint a faculty member to the committee. Appointments shall be made in May to replace faculty members whose terms have expired. An appointment to fill a vacancy should be made when the vacancy occurs.

i. **Length of Service.** Faculty members serve two-year (staggered) terms starting with the summer semester.

ii. **Timing of Appointment.** Deans shall make appointments in May to replace faculty members whose terms have expired. An appointment to fill a vacancy shall be made when the vacancy occurs.

c. **Quorum.** Any five members of the committee, at least three of whom must be faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost or Associate Vice President for Enrollment Management appoint substitutes to serve on a temporary basis.

C. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

208.04 Grade Appeals

A. Summary.

1. **The Committee for Grade Appeals.** The Grade Appeals committee hears both Academic Dishonesty Grade Appeals and Grade Determination Appeals. The grade appeal procedure is explained in Section 208.04(F). Fairness and procedural safeguards are listed in Section 208.04(G).

2. **Student's Right to Appeal.** Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal with the chair of the department, or the associate dean if a chair of the department does not exist, that offers the course.

3. **Timetable for Grade Appeals.** Grade appeals shall be initiated by the student no later than the end of the semester following the assignment of the grade and concluded no later than one year (12 calendar months) after the assignment of the grade

B. Definitions. There are two kinds of grade appeals.

1. Academic Dishonesty Grade Appeal. If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, his or her case should be considered an Academic Dishonesty Grade Appeal.

2. Grade Determination Appeal. If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal.

C. Responsibilities of the Grade Appeals committee. The Grade Appeals committee hears both Academic Dishonesty Grade Appeals and Grade Determination Appeals. The chairperson of the committee will be responsible, in conjunction with the Office of the Provost and Vice President for Academic Affairs, for distributing appropriate materials to committee members, for announcing in advance the time and place of each scheduled appeal(s) hearing, and for conveying recommendations of the committee in writing to the Provost (or Provost's designee).

1. Academic Dishonesty Grade Appeals. In cases where there are allegations of academic improprieties, it is assumed that these cases will be related to the course. It would be expected that a faculty member who has noted improprieties would have taken some form of corrective action (see Section 207).

a. The purpose of the Grade Appeals committee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member's corrective action as it relates to final grade assignment.

b. Fairness and procedural safeguards for Academic Dishonesty Grade Appeals, Section 208.04(G)(1)(c), state that the burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

2. Grade Determination Appeals. Educational institutions have the responsibility for evaluating students by standards and using a grading system that is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. If a student feels unfairly treated by a faculty member in terms of the assignment of the final course grade, the student can initiate a Grade Determination Appeal.

a. The purpose of the Grade Appeals committee hearing this type of student complaint is to review the totality of the student's performance in relationship to his or her final grade.

b. Fairness and procedural safeguards for Grade Determination Appeals, Section 208.04(G)(2)(c), state that the burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

D. Membership of the Grade Appeals committee. The committee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library), one University official, and one student.

1. Chairperson. The University official shall serve as the chairperson of the Grade Appeals committee.

2. Faculty Members. Each Dean, in consultation with the chairperson of the Grade Appeals committee, will appoint a faculty member to the committee each year.

A. Length of Service. The length of service on this committee shall be for-two-year (staggered) terms starting with the fall semester.

B. Timing of Appointment. Deans shall make appointments in May to fill expired terms. An appointment to fill a vacancy shall be made when the vacancy occurs.

3. Quorum. Any four members of the committee, not including the chair, and at least three of whom are faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost appoint substitutes to serve on a temporary basis.

4. Role of the Assistant Dean of Students/Coordinator of Community Standards. For Academic Dishonesty Grade Appeals, the Assistant Dean of Students/Coordinator of Community Standards of the University will be invited to sit on the committee to ensure that all due process requirements are met.

E. Faculty Availability for Grade Appeal Decisions. If a faculty member is unavailable when a grade appeal is underway, a faculty-ranked administrator may assume the faculty member's place in the decision-making process in the following circumstances.

1. Permanently Unavailable. If a faculty member is permanently unavailable for a grade appeals hearing because he or she is no longer employed by the University, the Department Chair or the associate dean if a chair of the department does not exist, is responsible for the grade and will attend the hearing. In such a case, the Department Chair is acting instead of the faculty member who assigned the grade.

2. Temporarily Unavailable.

a. Decision Outcome is Not Time Sensitive. If a faculty member is temporarily unavailable, for example, on temporary leave, out of the country, or ill, and the outcome of the hearing does not affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will be delayed until the faculty member returns.

b. Decision Outcome is Time Sensitive. If a faculty member is temporarily unavailable and the outcome of the hearing does affect a student's continued enrollment, financial aid, or graduation, the grade appeal hearing will not be delayed. Under such circumstances, the faculty member will be represented by his or her college/school/library Dean (or Dean's Designee), rather than the Department Chair, or the associate dean if a chair of the department does not exist. The Chairperson of the Grade Appeals Subcommittee shall schedule an appropriately timed hearing with the Dean/Designee. Given these circumstances, and in the event of finding for the involved student, the Dean/Designee is authorized to make the appropriate grade change or other remedies congruent with the appeal finding.

F. Procedures. The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

1. Procedural Summary. Grade appeals begin at the level of the Department Chair.

a. Department Chair, or the associate dean if a chair of the department does not exist. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade

Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee for a hearing.

d. Grade Appeals committee. At the conclusion of the hearing of the Grade Appeals committee, the chairperson of the committee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

2. Timetable of Appeals

a. Academic Dishonesty Grade Appeal. This appeal is defined in 208.04(B)(1). An Academic Dishonesty Grade Appeal may be made as soon as a grade penalty on the grounds of academic dishonesty has been levied against a student. The appeal must be concluded no later than one year (12 months) after the grade is assigned.

b. Grade Determination Appeal. This appeal is defined in 208.04(B)(2). A Grade Determination Appeal shall be initiated after the final course grade is assigned, but no later than the end of the semester following the assignment of the grade, and concluded no later than one year (12 months) after the final course grade is assigned.

3. Documentation Required for the Appeal. A student must submit the Student Grade Appeal Form and any supporting paperwork to the Department Chair.

G. Fairness and Procedural Safeguards

1. Academic Dishonesty Grade Appeals. In order to guarantee fairness and proper procedural safeguards for all concerned, the subcommittee shall be guided by the following procedures:

a. The committee will hear a case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean

b. The committee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will

ensure relevant materials reach all parties in a timely fashion.

c. The burden of demonstrating a preponderance of evidence shall rest upon the officials or faculty member who originated an action against a student or assigned for cause a particular grade.

d. The student appearing before the subcommittee shall have the right to be assisted by an advisor of his or her choice.

e. During the hearing the student shall have the opportunity to testify and to present evidence and witnesses on his or her behalf. He or she shall have opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against a student unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

f. All matters upon which a decision will be based must be introduced at the proceeding before the committee. Any conclusions drawn by the committee shall be based solely upon such evidence.

g. In the absence of a transcript, an audio recording of the hearing shall be made.

h. Appellants who fail to appear after proper notice will have their cases heard in absentia. The chairperson of the committee will submit in writing conclusions and recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

2. Grade Determination Appeals. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall guide such hearings:

a. The committee will hear the case only if the student has exhausted all administrative remedies through the appropriate department chair and his or her college/school/library dean.

b. The committee chairperson will consult with both the faculty member and student concerning the hearing procedures, the time, date, and place of the hearing and will ensure relevant materials reach all parties in a timely fashion.

c. The burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.

d. Both the student and faculty member shall be given an opportunity to present his or her case and to refute the case presented by the other.

e. All matters upon which a recommendation will be based must be introduced during the hearing before the committee. Recommendations shall be based solely upon such evidence.

f. Appellants who fail to appear after proper notice will have their cases heard in absentia.

g. The chairperson of the committee will submit in writing conclusions and

recommendations to the Provost and Vice President for Academic Affairs (or Provost's designee).

208.05 Appeals of Academic Suspension or Academic Dismissal from the University

Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal (208.04) or hardship withdrawal (205.01). The suspension or dismissal will not be overturned until the grade appeal or hardship withdrawal has been processed.

Figure Six



UWG PROCEDURE NUMBER: UWG Procedure 2.7.14

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 grade appeals procedure.

A. Definitions.

1. Academic Dishonesty Grade Appeal - Faculty member assigned a grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal.

2. Grade Determination Appeal - Reasons underlying an appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member.

B. Grade Appeal Procedures.

The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member, the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

Grade appeals begin at the level of the Department Chair, or the Associate Dean if a chair of the department does not exist.

a. Department Chair. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. Dean (or Dean's Designee). The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the

student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal

is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. Provost (or Provost's Designee). The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee for a hearing.

d. Grade Appeals committee. At the conclusion of the hearing of the Grade Appeals committee, the chairperson of the committee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

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 4.7.1 Student Appeals, BOR Manual).

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, *2017.*

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A

Figure Seven

UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs

Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation.

This document only addresses the UWG internal approval process.

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean as the chief academic officer of the college or school to manage the curriculum creation/modification process within his/her area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are **actions items** by the Senate:
 - Any changes to degree requirements within a college or across colleges
 - Changes in semester credit hours for an existing course
 - New academic programs and new courses (degrees, minors, certificates, etc...)
 - Changes to a course level (i.e. changing from 3000 to 4000 level)
 - Adding or removing a course from the Core Curriculum
 - Changes to course prerequisites that span across colleges
 - Modifying the requirements to complete an academic program
 - New or modified concentrations within a degree program
 - New XIDS course topics
2. The following are **information items** for the Senate:
 - Changes in admission standards for an academic program
 - Suspending (deactivating) or eliminating (terminating) academic programs
 - Offering an existing academic program more than 95% online
 - Offering an approved academic program more than 50%, but less than 95% online
 - Designation of service-learning courses (action item for Service Learning Committee)
3. The following are **reviewed by the Senate graduate and undergraduate programs** committees to assure quality of academic programs
 - Comprehensive Program Reviews
 - Academic program learning outcome assessments
4. The following are **not items considered** by the Senate and should be reported directly to office of the Provost:
 - Modifications/additions/deletions to existing academic program learning outcomes
 - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
 - Minor modifications to courses including : course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school
 - Creation or modifications of assessment artifacts
 - Moving an approved course to online delivery