

Minutes
Educational Affairs Committee Meeting
March 17, 1994

Present: Carol Meeks (Chair), Fran Teague, Brenda Manning, Dwight Coulter, Spencer Tinkham, Emmett Shotts, Betty Whitten, and Gary Moore (visitor)

The first order of business was an update on the Academic Honesty Policy. Betty Whitten discussed a letter from Vice President Roberts on the role of advisors in the hearing process.

A proposal from Mr. Gary Moore and the Georgia Academic Advising Committee (GAAC) for a change in the procedure for processing course withdrawals prior to the midpoint of the quarter was reviewed. The current policy is stated in the *Undergraduate Bulletin* (page 45). The proposal requested that the first two paragraphs of the policy be changed to reflect the current operational procedures. These paragraphs are printed as:

Students may not withdraw from a course without the permission of the dean of their college or school. Veterans receiving benefits must notify the Office of Veterans Affairs of the course load reduction.

The procedure for withdrawing from a course is initiated in the office of the student's advisor or the dean of the college, except in cases where the instructor wishes to withdraw a student who has had excessive absences.

The recommended changes are:

Students who wish to withdraw from a course should initiate the withdrawal procedure within the instructional department or with their advisor, if required by their college or school. Instructors who wish to withdraw a student from a course because of excessive absences should initiate the withdrawal procedure within the instructional department. (The term "excessive absences" is defined in the syllabus for the course.)

The instructional department should forward the completed withdrawal form with the instructor's signature and grade assignment to the Registrar's Office. Withdrawal forms for graduate students must be routed through the Graduate Records Office.

Students who withdraw from a course should be aware of the fact that a reduction in their course load because of withdrawal may affect their financial aid, their athletic eligibility, and/or their full-time student status. Students should contact the appropriate office if they have questions about the impact of their withdrawal from a course. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Office of Veterans Education Benefits in the Office of the Registrar of any course load reductions.