

Institute Undergraduate Curriculum Committee
Minutes
Academic Matters and Petitions (Full Committee)
Wednesday, October 8, 2008

Present: Pikowsky (REG), Tone (IAC), Barke (PUBP), Riley (ECE), Benkeser (BME), Vito (Provost's Office), Boone (UG Student Rep), Bottomley (CHEM), Stein (ODOS), Kubanek (BIOL), Ferri (ME), Chang (MGT), Higgins (MGT)

Visitors: Jones (REG), Senft (REG), Laros (REG), Howson (REG)

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Items that are marked below with an asterisk (*) require USG and/or BOR approval and are not official until approval has been received. Academic units should take no action on these items until USG and/or BOR approval is secured. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Senate or the Executive Board.

1. A motion was made to approve a request from Dr. Vito in the Provost's Office to offer a GT 4803 Special Topics course. The motion was seconded and approved.

NEW COURSE SECTION

GT 4803 Special Topics 3-0-3
Pass/Fail only
Content: The In/Venture Prize@Georgia Tech
Instructor of record: Dr. Raymond Vito
College = College of the Registrar

2. The Registrar's Office raised the following administrative items for discussion:

Changing course numbers and titles – it was agreed that course numbers and titles are fixed once the course proposal is approved and they may not be changed. If a school wishes to do something different with a course, a new course proposal form for a new course must be submitted. If the courses are equivalent, they will be recorded as such in Banner.

Unit of credit definition – it was agreed that with slight editing the expanded definition presented accurately reflects Tech's policy. Following is the accepted definition:

Unit of Credit Defined: One unit of credit represents how much time a typical student is expected to devote to learning per week of study. Each course is evaluated by a system of credits related to time spent in class, lab, research, or field study. One semester credit is expected to require at least three hours of scholarly activity per week.

For lecture-based course work, one 50-minute hour of class attendance is scheduled for each credit awarded, but any combination of class attendance, lab, research, or field study experience may be arranged. Georgia Tech expects student preparation of two hours for each hour in class.

Studio and laboratory classes and independent study and research classes earn 1 semester credit for each three hours of activity.

Exceptions to this policy for undergraduate courses must be approved by the Institute Undergraduate Curriculum Committee. Exceptions for graduate courses must be approved by the Institute Graduate Curriculum Committee.

IUCC General Education Subcommittee – The Registrar feels that there are enough issues related to transfer credit, specifically related to courses that would meet the Core requirements, that an activation of the General Education Subcommittee is needed. In addition there remain questions about how courses are assigned Humanities and Social Science attributes that need to be addressed. Larry Bottomley and Richard Barke volunteered to serve on this subcommittee. Charles Isbell was elected in absentia. Contact will be made with Mathematics and other units as needed as the discussion begins of these issues.

Graduation & delayed reporting of grades or transfer grades – The Committee agreed that official transcripts and final grades must be on file before grading closes for a specific term, in order for students to graduate in that term. If the official transcripts come in after grading closes for the term, the transfer credit will be posted but the degree will not be awarded that term. Transfer credit and late grades are especially prevalent for cross-enrolled students, distance learning students, or study-abroad with a non-Georgia Tech program. The Registrar's Office recommends that students who are taking course-work required for graduation via cross-enrollment, distance learning, or foreign exchange during their last semester of study, be required to petition to graduate the following semester. If this recommendation is approved by the Student Rules and Regulations Committee, the Registrar's office will continue to work with the Office of International Education regarding Study Abroad students and will update the language in the cross-registration informational materials. Distance learning students are already informed about this problem and are required to petition for graduation the semester following completion of course work.

Internships – It was clear from the discussion at this meeting that there are discrepancies in how internships are handled across units. The Registrar’s Office will put this on its list for review and discussion.

3. A motion was made to approve a request from the School of Public Policy for a revision to the minors. The motion was seconded and approved.

CHANGES TO MINORS

All of the following minors will require 15 instead of 18 total credits:

- Political Science
- Public Policy
- Philosophy of Science and Technology
- Law, Science, and Technology

4. Actions were taken on student Petitions as noted.

Student Petitions Considered and Voted-Upon by the Committee

All were approved except as noted:

- 3- waiver for 36 hour rule (**1 tabled, 1 partial denial**)
- 1- late Selective withdrawal (**1 denied**)
- 4- late Withdrawal term (**1 denied, 1 tabled**)
- 2- readmit 2nd drop
- 1- take Hebrew at GSU or Emory as a Freshman
- 1- use CHIN1001 as Humanities
- 1- use 3 hours of INTA4060 to count towards Humanities
- 1- waive .67 toward Math Credit
- 1- remove "W" from transcript

Petitions Handled by Administrative Decision

The following petitions met the guidelines for “Administrative Action,” and were decided by the Registrar under the authority granted to her by the Committee. All were approved except as noted:

- 25- readmit SP09
- 4- ten-year rule waivers
- 3- return SP09 after withdrawing FA08
- 2- use previous term grade of “D” to replace "F" in second attempt

Adjourned,

Reta Pikowsky
Registrar