

300. Teaching and Student Interaction (from <https://faculty.gsu.edu/faculty-handbook/>)

Curriculum

Catalogs

The Enrollment Services Offices always offer the most up-to-date versions of the [associate, bachelor, and graduate student catalogs](#).

Policy on Courses Listed in University Catalogs

Please see the university [Policy on Courses Listed in University Catalogs](#).

Development and Approval of Curriculum and Courses

As specified in the [University Statutes Article X, Section 2](#), subject to the Bylaws and Policies of the Board of Regents and to the policies of the University Senate on all matters affecting general university policy, and subject to minimum requirements as may be established for the University, the faculty of each college or school shall have the authority and duty to determine the entrance requirements for its own students; to prescribe and define courses of study for them; to set requirements for degrees, diplomas, and certificates.

Accordingly, departments periodically seek to initiate, alter, or discontinue academic programs. Examples of programs include degrees or majors, minors, distance learning offerings, or core curriculum courses. Faculty can learn more about the processes used to propose, review, and approve curricular changes through the Senate's [Academic Programs Guide](#) and through their individual colleges.

Graduate Programs

Information about graduate programs is available at <http://graduate.gsu.edu/>.

Class Organization

Course Syllabus Policy

Georgia State's [Course Syllabus Policy](#) stipulates that all teaching faculty shall provide at or before the first meeting of a class, each term, a copy of a course syllabus to each student in their classes. Faculty members should consult the university-level [Course Syllabus Policy](#) and any college- and department-level policy that may exist in order to ensure that their syllabi meet policy requirements. Faculty are also encouraged to include in their syllabi information about [student support services](#) to raise student awareness of services that can support their academic success.

Academic Calendars and Final Exam Schedules

Academic calendars and final exam schedules are available at <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>.

Class Materials

Textbooks

Textbook and course material selection is the prerogative of the instructor except when departments or colleges have selected textbooks for multiple-section or required courses. It is important that faculty select textbooks and other course materials in compliance with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementing regulations. See [Accessible Course Materials](#) below for relevant resources. Textbook orders are handled through each department. As specific department practices vary, faculty members should check with department administrative staff to understand the specific department procedures and timelines for ordering textbooks, and to determine if any textbooks or similar course materials are used across course sections through faculty committee, course coordinator, or Program Director.

Use of Copyrighted Works in Education and Research

As part of the University System of Georgia, Georgia State University is governed by the [Board of Regents USG Copyright Policy](#). Faculty should review the [Introduction to the Fair Use Checklist](#) when determining whether a given use of a work is a fair use. Faculty should complete and retain a copy of the [Fair Use Checklist](#) for each “fair use” of a copyrighted work in order to establish a “reasonable and good faith” attempt at applying fair use should any dispute regarding such use arise.

Accessible Course Materials

Accessibility has been articulated as a high priority issue for the Board of Regents of the University System of Georgia (USG). As web-based instructional materials play an increasing role not only in online and hybrid courses, but also in face-to-face courses, all instructors should make the use and creation of accessible documents and multimedia a priority. Doing so helps ensure that those with disabilities, including but not limited to visual and hearing impairments, can access instructional materials. Faculty members are encouraged to use the range of services provided by the [Center for Excellence in Teaching and Learning](#) and the [University System of Georgia](#) to create and provide accessible course materials.

Faculty unfamiliar with the laws impacting the delivery of web-based content for institutes of higher education should review the [USG's Accessibility Tutorial](#) to understand the importance of using accessible web-based instructional content in their courses.

Physical and Electronic Course Reserves

Please visit the University Library website for information about [Physical and Electronic Course Reserves](#).

Complimentary Textbooks

The distribution of complimentary textbooks is an important part of the process whereby professors review the full range of instructional materials available for their courses. However, the integrity of this process must be respected. Selling complimentary copies of textbooks adversely affects the entire academic community. Professor-authors are deprived of economic return in royalties, and incentives to write textbooks are diminished. Students generally do not benefit from the sale of complimentary copies, as these books are sold at or only slightly below the new book price. Selling complimentary textbooks inflates the cost of all textbooks, as publishers must compensate for revenue lost from the sale of new books. Selling complimentary copies violates the tradition of respect by professors for the intellectual work of their colleagues and for the textbook publishers. The future of availability of complimentary

textbooks may be seriously jeopardized by the reluctance of publishers to risk further financial loss. Faculty members receive complimentary textbooks as a result of their position at the University. These textbooks should not be viewed as a source of faculty income. We recommend the following:

1. Complimentary textbooks are not to be resold for faculty profit. The books may be maintained for faculty reference or contributed to a library for student reference.
2. Solicitors for complimentary copies are forbidden from campus.
3. The campus bookstore may not sell copies which are identifiable as complimentary copies whatever their source may be.

(University Senate Resolution, February 2, 1989)

Student Registration and Attendance

Class Rolls

Class Rolls are accessed in [PAWS](#) or [GoSOLAR](#). If a student is attending class but is not listed on the class roll, the instructor may submit a request to add the student by submitting a Registration Adjustment Request on PAWS. See details under the section ADD. Once the registration adjustment request is approved by the academic department and processed by the Office of the Registrar, the student will be added to the class roll, and the student's attendance will automatically update to "Attending" on PAWS. It is important that instructors verify each class roll when requested by the Registrar's Office. For each student listed, the instructor should provide attendance information (Attending, Stopped Attending/Participating, last attendance date required, or Never Attended/Participated). Instructors should be certain that a student never attended or does not intend to return before choosing Never Attended or Stopping Attending, as the Registrar will drop or withdraw students after they have been assigned that selection.

Student Attendance

Georgia State University's Policy on Class Attendance does not mandate the number or percentage of student absences that are acceptable but suggests a guideline of 15% for determining an excessive level of absence. The specific class attendance policies for each class are at the discretion of the instructor, in accordance with the policies of the department and college. Faculty should consult the [Policy on Class Attendance](#) to review additional details regarding various types of absences due to university-sponsored events, legal obligations, religious observances, illness, or death in the immediate family, as well as the required reporting of absence of veterans.

Policy on Class Attendance

The resources of the university are provided for the intellectual growth and development of its students. The university expects each student to take full responsibility for his or her academic work and academic progress. Students are expected to attend classes in order to gain command of the concepts and materials of their courses of study. As such, the university does not mandate the number or percentage of absences that are acceptable but suggests a guideline of 15% for determining an excessive level of absence. The specific class attendance policies for each class are at the discretion of the instructor, in accordance with the policies of the department and college. All matters related to student absences, including making up work missed, are to be arranged between the student and the instructor before the semester begins or on the first week of classes. All instructors will, at the beginning of each semester, make a clear statement in the course syllabus for each of their classes, describing their policies for handling absences. Students are obligated to adhere to the requirements of each course and of each instructor. Instructors are

encouraged to provide avenues for students to make up examinations and other work missed due to an excused absence. Excused absences are recognized in the following cases:

1. **University-Sponsored Events** Absences due to activities approved by the office of the Provost, in which a student is an official representative of the university will be recognized as excused when the student informs the instructor in writing during the first week of the semester of his or her participation in an activity that may generate excused absences and the dates of planned absences for the semester. If requested, the appropriate university official will provide a memo stating the official nature of the university business in advance of the activity. Absences due to similar events, which could not have been anticipated earlier in the semester, will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or administrator.
2. **Legal Obligations** Absences due to legal obligations (for example, jury duty, military orders) will be recognized as excused absences. The student must provide the instructor with written documentation of such absences at the earliest possible date.
3. **Religious Observances** Students wishing to have an excused absence due to the observation of a religious holiday of special importance must provide advance written request to each instructor by the end of the first week of classes. Class Attendance by Veterans The Department of Veterans Affairs requires that institutions of higher learning immediately report to them when a student discontinues attendance for any reason. Instructors must report to the Registrar's office the absence of a veteran student as soon as it is known that the veteran student will not be returning to class. Generally, this should be reported after one week of absences and no later than two weeks of nonattendance by a veteran student. In addition, it is suggested that the faculty give due consideration to absences relating to the following events: A. Death or major illness in student's immediate family B. Illness of a dependent family member C. Illness that is too severe or contagious for students to attend class

Accommodation for Religious Holidays

Many Georgia State University faculty, students, and staff observe religious holidays essential to the practice of their faith. Georgia State endeavors to make it possible for all of its faculty, students, and staff to observe their sincerely held religious beliefs and holidays without conflict with academic requirements. For more details, please see the [Policy on Class Attendance](#). Absence for religious reasons does not relieve students from responsibility for completing their course work. Instead, when students provide reasonable notice, faculty should provide with a reasonable opportunity to make up any work that they may have missed. Should a complicated situation arise related to religious accommodations, faculty should contact the Office of Faculty Affairs at AssocProvFA@gsu.edu or (404) 413-2688.

Adding and Dropping Classes

Students can add or drop themselves to classes during the first week of the fall and spring semesters (Late Registration period) by using PAWS. After the the first week of classes and up to the deadline announced each term by the Registrar (usually the third week of classes), instructors may add students to their classes using the Registration Adjustment link in PAWS or GoSOLAR. The student ID number is required. Faculty can assist students who are unfamiliar with procedures for registering and dropping by directing them to the [Registration Guide](#).

Withdrawal from Class

Current information about withdrawal from courses is available in these catalogs:

Withdrawal in Undergraduate Bachelor-Level Catalog

1332.10 Dropping Classes and Voluntary Withdrawal (Student Initiated)

Students are responsible for formally dropping or withdrawing from courses using the online registration system, PAWS at paws.gsu.edu. Students should not simply stop attending. Students should be aware of the financial and academic consequences of dropping and withdrawing from courses by consulting with an academic advisor and referring to information concerning the tuition refund schedule found on the Student Financial Services' webpage, sfs.gsu.edu. Georgia State University reserves the right, at any time during the semester, to drop any student from classes for failure to pay tuition and fees. However, students should not assume that Georgia State will drop them from classes for failure to pay tuition and fees.

Adding and Dropping Courses

Up through the first week of the semester.

Dropped courses will not appear on the transcript and will not incur charges

(See academic calendar on paws.gsu.edu for specific dates and for other mini-mester courses.)

Withdrawing from Courses

Up to the mid term.

Will appear on the transcript and will incur charges

See below for specifics

Registration Time Periods

Adding/Dropping Time Period: When registration opens for the term up until 5 p.m. the first Friday of the term, students may:

Add courses on PAWS

Drop courses on PAWS to no longer appear on the student's official transcript. Note: Students will no longer be charged tuition for courses that are dropped at this time unless an equal credit hour course is added as well. (Refer to the tuition refund schedule on the Student Account web page at gsu.edu. Note: dropping courses and lowering your credit hours for the term may have consequences academically and for financial aid eligibility)

After this time, students will not be able to add or drop courses on their own.

Schedule Adjustment – After the first week of classes up until the Midterm

Students may withdraw from a class or classes on PAWS.

Students will receive a grade of W or WF for any class withdrawn during this period depending on whether or not they have exceeded their limit of withdrawals with a grade of W.

Specifically, students will automatically be awarded a W if they have not exceeded their limit and a WF if they have. Grades of W and WF appear on the student's transcript. (Note: A grade of WF is treated as an F for GPA calculation purposes.)

Note: The last day for a student to add a class in PAWS is the first Friday of the term at 5 p.m.

As of the second week of classes, faculty have the discretion to request to add or drop students from classes if an administrative academic error has occurred. Factors such as space availability and health and safety regulations may apply to such requests. During the second week of classes, faculty have until Friday at 5 p.m. to submit a request to add or drop students from classes.

Instructors are not responsible for dropping students.

Instructors are not responsible for withdrawing students (except in violation of class policy (see section 1332.30))

After the midpoint of the term: During this period, voluntary withdrawals are not allowed via PAWS.

Students can no longer initiate a withdrawal from classes

Grades will be posted based on those assigned by instructors.

Students are responsible for consulting the course syllabus for specific instructor policies regarding such matters as penalties for missing the first class, an exam, an assignment or a project. These may include, among the other things, being dropped or withdrawn from a course.

Limits on Withdrawals with a Grade of W

Students are allowed to withdraw with a grade of W a maximum of six times in their undergraduate bachelor level careers at Georgia State.

The limit on withdrawals does not apply if a student withdraws from all classes during a term before the midpoint. However, students are only allowed to withdraw from all classes prior to the midpoint twice without having their withdrawals count against the limit. Students who withdraw from all classes a third or subsequent time will automatically receive a grade of WF in their classes if they have reached their limit of Ws.

It is possible that a student will withdraw from more than one class in a particular semester and not have enough Ws left to use a W in all those classes. In that case, classes will be awarded a W based on the date and time the student initiated the withdrawal from that class. For example, if a student had taken five Ws in their career at Georgia State and then withdrew from three of the four classes in which the student is enrolled, the student's sixth W allowed would be assigned to the class from which the student withdrew first. The student would receive a WF in the other two classes. In these cases, students may make an appeal to the University Advisement Center or the student's Office of Academic Advisement to shift the W from one class to another. Such requests must be made no later than the end of the subsequent semester in which the student withdrew from the classes. (Whether a student is enrolled in the semester after the semester in which the student withdrew from the classes does not change this time limit.) Students may not shift Ws between semesters.

The following types of withdrawals do not count against the limit on withdrawals with a grade of W.

Emergency withdrawals (see Section 1332.40).

Grades of WF (withdrawal failing).

Grade of WM (withdrawal military).

Grade notation of – before the grade of W indicating non attendance documented by the professor.

Withdrawals for nonpayment.

Withdrawals from courses numbered below 1000.

Withdrawals taken in semesters before Fall Semester 2006.

Withdrawals taken at other institutions.

Withdrawals for nonpayment.

Withdrawals from courses numbered below 1000.

If a course has a separate co-requisite lab or support course with a different course number, withdrawing from both courses simultaneously shall count as a single W with respect to the limit on voluntary Ws. This provision only applies to course that must be taken concurrently. This policy applies to all degree-seeking undergraduate bachelor level students. It does not apply to non-degree students (such as post baccalaureate and transient students).

Students formally withdrawing from **all** classes may be entitled to a partial refund of their fees (see Section 1240).

In an emergency situation that precludes personal action to withdraw from classes, a student may communicate with the Office of the Dean of Students, deanofstudents.gsu.edu.

[1332.20 Withdrawals and Drops from Off-Campus Courses and Cancelled Courses](#)

In general, if a student voluntarily withdraws from a non-campus based course, then the normal withdrawal policy applies (see section 1332.10). If the course's schedule does not match a Georgia State University term, then the mid-point of the course will be the mid-point of the period from the first meeting of the course to the last meeting of the course.

If a course is cancelled by Georgia State after the first week of classes, then the student may choose between the following options:

They may have the course dropped from their schedule (even if the course is cancelled after the end of Late Registration), or

They may take a W in the course, or

In coordination with the course instructor and the department chair, the student may develop an academically appropriate plan to complete the course. These plans must be approved by the instructor and the department chair.

1332.30 Involuntary Withdrawal (Faculty Initiated)

Students are expected to observe all policies governing the class. Faculty must clearly state these policies in the course syllabus. When a faculty member determines that a student is in violation of one of the class policies (for example, has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W unless they have exceeded their maximum number of withdrawals allowed (see Section 1332.10). Students involuntarily withdrawn after the midpoint of the course will be assigned a grade of WF. Note that a WF is treated as an F for GPA calculation purposes. Using the official Georgia State University email system, the instructor will notify a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

Students involuntarily withdrawn from all classes may be entitled to a partial refund of their fees (see Section 1210).

1332.40 Emergency Withdrawal

Students may request an emergency withdrawal when a non-academic emergency situation occurs that prevents them from completing their course work (e.g., severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. (See Section 1332.10.) Emergency withdrawals are subject to the following restrictions:

Students must initiate an application for an emergency withdrawal no later than two academic years after the semester in which the courses were taken.

Students may request emergency withdrawals in a maximum of two semesters of their enrollment at Georgia State.

Students may not request an emergency withdrawal after degree conferral.

Emergency withdrawals normally apply to all the courses a student took in a semester. In exceptional cases, emergency withdrawals may be granted for some of a student's courses.

Students requesting an emergency withdrawal in some but not all of their courses must provide documentation to justify a partial withdrawal.

If a student is granted an emergency withdrawal, W grades will automatically be awarded. W grades awarded as a result of the emergency withdrawal process do not count against the student's voluntary withdrawal limits. (See Section 1332.10.)

For further information on emergency withdrawals, contact the Office of the Dean of Students at deanofstudents.gsu.edu.

1332.45 Military Withdrawal

Withdrawal for Military Service: Refunds and Grades

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees may be considered for students who are:

Military reservists (including members of the National Guard) who, after having enrolled in courses and paid tuition and fees, receive orders without prior notice to active duty, reassigned for temporary duty, or mandatory training and the orders prevent completion of the term; Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled in courses and paid tuition and fees and the orders prevent completion of the term;

Active duty military personnel who, after having enrolled in courses and paid tuition and fees, receive reassignment, a temporary duty assignment, or a training assignment without prior notice and the orders prevent completion of the term; or,

Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief.

This policy does not apply to a student enlisting in the Armed Forces prior to or during a semester, unless the student presents documentation showing his/her date to report to initial training was changed without the student's prior knowledge and the new reporting date prevents completion of the term.

Students must officially withdraw and submit official orders to the Office of the Registrar, Sparks Hall 224, prior to leaving for the assignment. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a grade has been assigned. Elective fees are to be prorated according to the date on which the student officially withdraws. Students who withdraw and receive a full tuition refund will receive a grade of "WM" (military withdrawal) for all courses from which the student has withdrawn.

Appeals Committee

Per the BOR's policy on Military Service Refunds, 7.3.5.3, requests for exceptional relief are made directly to the president of the institution and the president will make a determination on each request expeditiously.

Requests for course withdrawals due to military service will first be considered by the certifying officials in the Office of the Registrar. If a student's request is denied and the student feels his/her case requires exceptional relief due to an unusual or detrimental activation, then the request will be considered by the Military Outreach Committee.

The Military Outreach Committee consists of academic advisors, VA benefit certifying officials, ROTC representatives, associate deans and university representatives from the Counseling Center and Affirmative Action. This committee will make recommendations to approve or deny students' requests to the Vice President for Enrollment and Provost/VP for Academic Affairs.

Appeals of the decision of the Vice President for Enrollment and Provost/VP for Academic Affairs may be initiated by the student within 5 business days of notification of the Vice President for Enrollment's decision and will be considered by the Provost.

Appeals of the decision of the Provost may be initiated by the student within 5 business days of notification of the Provost's decision and will be considered by the President.

1332.50 Non-Academic Withdrawal

See the Student Code of Conduct: <http://codeofconduct.gsu.edu/>

Withdrawal in Graduate Catalog

Auditing a Class

Students who wish to audit a course need to contact the Enrollment and Registration Services Center to process an application for audit. Auditing is permissible only after prerequisite requirements are met and by permission of the instructor. Tuition and fees will be assessed at the same rate as for courses being taken for credit. More information about auditing is available through the [Registration Guide](#).

Specific Faculty Responsibilities

Accommodations for Disabled Students (ADA)

Georgia State University is committed to providing educational opportunities for all students and assisting them in making their college experience successful and positive. The [Office of Disability Services](#) is designated to determine disability-related academic accommodations. A student's access to approved accommodations is a right under the Americans with Disabilities Act Amendments Act (2008) and Section 504 of the Rehabilitation Act of 1973. Accommodations provide students with an equal opportunity to an education. An instructor may not deny an approved accommodation, as designated in the Letter of Accommodation that students are required to show faculty when requesting accommodations in a specific course. For more information, please see [Disability Services Faculty webpage](#), which includes a Responding to a Student's Disability Reference Guide and helpful list of Faculty Do's and Don'ts. As specified in the Course Syllabus Policy, all syllabi should include the following statement: "Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought."

Student Records and FERPA

Faculty are expected to handle student information in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. Unless a student is legally dependent, the university is prohibited by FERPA from releasing student account information to a parent or guardian or other unauthorized third party without the student's consent. Faculty may not divulge grades, enrollment, medical information, etc. to an unauthorized third party (including parents) without a signed waiver from the student. Faculty can access additional information through [Student Records/FERPA](#). Students who wish to authorize an individual to have access to their student records should complete the Family Educational Rights and Privacy Act Waiver in the Dean of Students office.

Retention and Destruction of Student Work

Faculty should retain student work from academic courses, such as examinations, tests, term papers, homework records, and grade books, for one term after course completion when grade results are uncontested. When grade results have been contested, such records should be retained for one term after course completion or until the grade appeal has been resolved, whichever is longer. Before disposing of materials, remove all identifying marks, such as names or Panther

IDs. Plan to shred all documents before disposing. Faculty can find more information about records retention at the [USG Records Retention Schedules](#).

Information Systems and Technology Policies

The USG provides a handbook of technology use guidelines institutions should follow. Information on USG requirements is updated frequently and be found on their [Information Technology Services website](#).

Additionally, GSU has a range of policies regarding the use of GSU technology resources. A few that might be most helpful for teaching include:

[Email Access and Retention](#)

[Ownership of Digital Educational Resources](#)

[Information System Ethics](#)

[Student computer Access](#)

For more information on GSU-specific technology policy, [visit the policy library](#) and search for information technology.

Please see [Section 400](#) for research policies related to technology and [Section 600](#) for general workplace policies related to technology.

Office Hours

Faculty office hours are an important way for faculty members to provide individualized feedback, advising, and mentoring to students at all levels. Faculty should establish, maintain, and communicate their office hours as specified in the [University Statutes Article XII Section 9](#), Course Syllabus Policy, and any applicable college and department policies. Office hours must be stated in course syllabi as specified in the [Course Syllabus Policy](#). Faculty should consult with department staff to identify other college and/or department policies or guidelines that may contain other expectations regarding office hours, such as a minimum number of weekly office hours or additional means of communicating these office hours to students.

Academic Advising

Academic advisement concerning program requirements and related courses is one of the responsibilities of the faculty of the colleges. Accordingly, individual departments and colleges deliver in-person and online advisement in ways suitable to each discipline. Additionally, faculty should encourage students to use the services of the university's [Student Advisement and Academic Support Center](#).

Examinations

Final Exams

A final examination is defined as an examination to be given during the scheduled time and day after the end of classes for the term. The standard in-class final examination length is two hours. It is expected that a final examination will be given in each course as part of the requirements for the course as stated in the syllabus, unless one of the following conditions apply:

- A. departmental/college policy governs final examinations for the course;
- B. the academic nature of the course does not warrant a final examination in the opinion of the instructor;

- C. an alternative form of examination to be completed after the end of classes for the term is being given (for example, a “take home” final examination to be completed by students off campus after the end of classes for the term).

The schedule of times and days during which such final examinations are to be given is in the online Registration Guide. Those examinations which are designated on the course syllabus as in-class final examinations must be given at the designated time during the final examination schedule unless a change is authorized prior to the examination time by the dean (or designee) of the college in which the instructor is teaching. After the Dean’s Office approves the request, a dean’s office representative will communicate with the Office of the Registrar for a classroom assignment.

The instructor is responsible for taking reasonable steps to ensure the integrity of the examination environment. Different approaches may be required to ensure the integrity of student assessment in different venues, as appropriate for the learning objectives.

A student shall not be required to take more than two examinations within one twenty-four hour period during the published final examination period. More than two examinations within twenty-four hours are hereafter referred to as “clustered examinations.”

A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within twenty-four hours (e.g., examinations at 8:30 am, 11:30 am, and 6:00 pm on the same day, or examinations at 6:00 pm on one day, and at 8:30 am and 2:30 pm on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (e.g., 6:00 pm on one day, and 2:30 pm and 6:00 pm on the following day.)

Students who have three or more clustered examinations may request of one professor that the examination be re-scheduled according to the following procedure:

If a final examination was re-scheduled and thereby created a “cluster,” the instructor of the re-scheduled examination will provide a special administration for the adversely affected student.

If one or more of the clustered examinations is a “common examination” with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or three of the examinations are “common examinations” the student may request which “common examination” is to be re-scheduled.

If one of the clustered examinations is not a common examination or the result of re-scheduling, the student will request to re-schedule the examination/s scheduled as the middle examination/s.

Except in extraordinary circumstances, the instructor is expected to cooperate.

If the student is unable to arrange for one of the examinations to be re-scheduled, the student is to request assistance from the Office of the Dean of his/her college. The student’s dean (or designee) in consultation with the dean/s (or designee/s) of the courses involved will designate the examination to be re-scheduled.

Once a student has taken an examination, he or she cannot request a re-examination on the basis of this policy.

Details on final exams are available in these catalogs:

[Final exams in Undergraduate Associate-Level Catalog](#)

[Final exams in Undergraduate Bachelor-Level Catalog](#)

[Final exams in Graduate Catalog](#)

Grading

Grading System

According to the [Course Syllabus Policy](#), syllabi shall contain a grading policy that explains how the final grade is to be determined with respect to the weights assigned to various course requirements. When developing this portion of each course syllabus, faculty members should be familiar with the [letter grade symbols](#) at Georgia State University and the policy that governs use of [plus/minus grading](#) in courses, including multiple sections of one course. This policy also explains the numerical value assigned to academic letter grades when a student's GPA is calculated.

Reporting of Final Grades

According to the [Course Syllabus Policy](#), syllabi shall contain a grading policy that explains how the final grade is to be determined with respect to the weights assigned to various course requirements. When developing this portion of each course syllabus, faculty members should be familiar with the [letter grade symbols](#) at Georgia State University and the policy that governs use of [plus/minus grading](#) in courses, including multiple sections of one course. This policy also explains the numerical value assigned to academic letter grades when a student's GPA is calculated.

Grades of Incomplete

For details about using and removing the grade of "I" (incomplete), please see the appropriate catalog. The Enrollment Services office always offers the most up-to-date version of the [associate, bachelor, and graduate student catalogs](#).

Change of Final Grade

After official grading for the term has occurred, grade changes must be submitted by signing on to the secured faculty portal on PAWS/GoSOLAR. The Grade Change Request Information Sheet and the official link can be obtained through PAWS/GoSOLAR. For more information, including a small number of exceptions to this process, please visit the Registrar's [Grading for Faculty](#) guide. For information about student-initiated requests for a change of grade, see the Faculty Handbook entry for Grade Appeals below.

Grade Appeals

The policy and procedures for student-initiated Grade Appeals are outlined in the [Georgia State University Student Code of Conduct and Administrative Policies](#). Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise reason for the appeal. Faculty should review the complete policy and procedures governing grade appeals as outlined in the Code of Conduct and seek guidance on implementation from their department, college, or the [Dean of Students](#).

Student Academic Complaints, Petitions, and Appeals

The policy and procedures for student complaints, petitions for waivers or variances of academic policies, and appeals are outlined in the [Georgia State University Student Code of Conduct and Administrative Policies](#).

Evaluation and Assessment

Student Evaluation of Instruction

Assessment of Student Learning Outcomes

Expectations Related to Student Conduct

Student Code of Conduct

The university has established the policies and procedures that comprise the Student Code of Conduct to both promote the university mission and protect the rights of Students, faculty and staff. The official university rules and regulations are contained in the Georgia State University General Catalog and the student handbook, On Campus. The most current version of the Student Code of Conduct may be found online at codeofconduct.gsu.edu each semester. In the event of a conflict between the Student Code of Conduct and other university policies, the most current version of the Code governs. Examples of policies include General Conduct Policies and Procedures, Academic Conduct Policies and Procedures, and Administrative Policies. For ease of reference, commonly used policies are highlighted below.

Disruptive Student Conduct

In an emergency situation – such as if a student verbally or physically threatens to harm others or makes an active suicide threat – faculty should call 911 or the GSU Police at (404) 413-3333. In non-emergency situations involving disruptive students, faculty should follow the step-by-step process outlined in the [Disruptive Student Conduct in the Classroom or Other Learning Environment Policy](#). Additional information and help can be accessed through the [Dean of Students](#).

Academic Honesty

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. To assist in maintaining this expectation, instructors should be familiar with and follow the [Policy on Academic Honesty](#), which includes relevant university-specific definitions and step-by-step procedures for addressing issues of academic honesty. The Policy on Academic Honesty, as well as the Notice of Academic Dishonesty, can be accessed through the [Dean of Students](#). As specified in the Course Syllabus Policy, all syllabi should refer to the Policy on Academic Honesty.

Working with Graduate Students

Services and Resources for Faculty

Center for Excellence in Teaching and Learning (CETL)
GSU Learning Management System (iCollege) and Instructional Technology
Classrooms and Classroom Management

Services Available for Students

Faculty Role in Referring Students to Services
Student Advisement and Academic Support Services
Student Campus Life Services
Disability Services for Students
Counseling Services
Career Services
Testing Services
Supplemental Instruction
Tutoring and Writing Support
Library Services for Students
Financial Aid and Grants

Alternative Instructional Formats

Online Courses and Hybrid Courses
Signature Experience Courses
Study Abroad
Service Learning
Cooperative Education and Internships
Emergency Procedures