



**CHEMISTRY 1152 - SURVEY
OF CHEMISTRY 2
Semester: Summer 2021**

Dr. Maher Atteya, Professor of Chemistry

CRN #/Section: CHEM 1152- 006 (CRN # 53187)

Lecture Room: Online

Day/Time Lecture: Online

Office Phone No.: 678-891-3350

Office: CC - 1122

Office Hours: Online Via Webex (Optional)

Google Voice Phone #: 404 - 490 -1180

Monday: 2:00 p.m. – 4:00 p.m.

Tuesday: 2:00 p.m. – 4:00 p.m.

Wednesday: 2:00 p.m. – 4:00 p.m.

Thursday: 2:00 p.m. – 4:00 p.m.

Friday: By Appointment Only.

E-mail: matteya@gsu.edu (public): Use this email for Emergency Only and when iCollege is down.

This syllabus:

"The course syllabus provides a general plan for the course; deviations may be necessary."

"Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation."

"Students who wish to request accommodation for a disability may do so by registering with the Center of Access and Accommodations. 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."

SYLLABUS INFORMATION

Please confirm receiving and reading the No Show (Roll Verification) / Syllabus Confirmation Quiz posted on iCollege.

CO-REQUISITE

Chemistry 1152 Lab

TEXT

eBOOK by Dr. Atteya, Jerry Poteat and Antara Dutta Website:

Old Website:

<https://chemistrylearningbydoing.org/>

New Website:

<https://gsusurveychemistry.org/>

The eBook is a supplemental digital textbook for the same course authored by Perimeter College Faculty members will be introduced to the students. Web version of this eBook is available at <https://chemistrylearningbydoing.org/> or <https://gsusurveychemistry.org/>. A study is conducted to evaluate future use of the eText and students are strongly encouraged to participate in the study. Students need to complete the consent and questionnaire forms in order to participate in this study. Students personal information will not be published for evaluating this e-textbook. Students will be assigned with extra credit points for evaluation.

RESOURCE

A scientific calculator is strongly recommended. Calculators may not be shared during an exam and it is the student's responsibility to bring one to the examination.

GSU COURSE SYLLABUS POLICY

1. "The course syllabus provides a general plan for the course; deviations may be necessary."
2. "Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation."
3. "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."

GENERAL COURSE PURPOSE

This course is designed to give students an understanding of the fundamental physical and chemical properties of organic functional groups in organic and biological molecules.

GENERAL EDUCATIONAL OUTCOMES

- A. This course addresses the general education outcome relating to communications as follows:**
- a. Students develop their reading comprehension skills by reading the text and handout materials.
 - b. Students develop their learning skill through lecture and small group problem solving. Lecture material is presented that is not included in the text or handout material and is included as part of the exams or test.
 - c. Students develop their reading and writing skills through the use of problems and activities developed specifically to enhance their understanding of certain chemistry principles. Students provide written or oral solutions to these problems in both individual and group format. They must also contend with short-answer type questions on course exams.
- B. This course addresses the general education outcome relating to demonstrating effective individual and group problem solving and critical thinking skills in variety of ways:**
- a. Students learn individual and group problem solving and critical
 - b. Thinking skills by doing problems both in the classroom settings during the lecture and outside of the classroom.
 - c. Critical thinking skills are encouraged in many ways, one of which is by requesting student response to questions asked during the lecture.
- C. This addresses the general educational outcome relating to recognizing and applying scientific inquiry in a variety of settings as follows:**
- D. 1. Students apply the scientific method in the set-up and solution of the problems designed to illustrate the chemical principles being taught**
- E. 2. Students use models that explain the basic scientific phenomenon and relate it to everyday situations.**
- F. 3. Students use conceptual and physical models to explore theory and relate it to preexisting concepts.**

EXPECTED EDUCATIONAL RESULTS

Upon successful completion of this course, the student should be able to:

1. Recognize organic functional groups from the structural formula.
2. Convert one functional group into another via the appropriate chemical reaction.
3. Name common types of organic compounds or vice versa, given the structural formula.
4. Relate physical and chemical properties to molecular structure.
5. Determine whether an organic compound is optically active and describe the significance of optical activity (especially as it applies to biological molecules).
6. Classify biological molecules according to their molecular structures and recognize their roles in biological systems.

DROP POLICY

If a student drops the lecture, the laboratory course must be dropped and vice versa.

A student, who officially withdraws from the lecture class by the midpoint of a course, will receive "W"; student withdrawals after the midpoint will receive a "WF." There is no longer an "Instructor-initiated withdrawals". It is the responsibility of the student to withdraw from his/her classes.

WITHDRAWAL POLICY

Please check the academic calendar at: <http://registrar.gsu.edu/registration/withdrawals/> for the Midpoint for Full Semester to know the exact date to withdraw from the class. If a student drops the lecture, the laboratory course must be dropped and vice versa. A student, who officially withdraws from the lecture class by the midpoint of a course, will receive "W"; student withdrawals after the midpoint will receive a

"WF." There is no longer an "Instructor-initiated withdrawals". It is the responsibility of the student to withdraw from his/her classes.

ATTENDANCE

Students who never attend a class by the end of the first two weeks of the term will be reported for non-attendance.

Student-initiated: Any student who withdraws from the lecture must also withdraw from the lab or vice versa. A grade of "W" is given when the withdrawal is processed before the midpoint of the quarter. After the midpoint a grade of "WF" is assigned. It is the

responsibility of the student to withdraw from the laboratory class after 2 absences. Instructor can no longer withdraw students from the class.

Students' academic success is the major priority of the college. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the college and individual faculty members. Differences in content and teaching styles exist among courses which can impact students' learning.

Therefore, students are strongly encouraged to attend all classes. Students are accountable for assignments and material covered during an absence.

CLASS.

CLASS POLICIES

- 1. The student is responsible for all materials posted and covered and all announcements made in class. None active participation in class does not relieve the student of these responsibilities.
- 2. Regular participation enhances the learning process; therefore, students are expected to adhere to the attendance policy set forth by the college and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to participate in discussions and live chats. Students are accountable for assignments and materials covered during.
- 3. **A grade of "F" will be given to the student who does NOT take the final exam without any documented excuse.**
- 5. Cheating cannot be tolerated and will result in a grade of zero on the test or exam involved.
- 6. Students are encouraged to do the problems at the end of each chapter. The quizzes and the exams will be based on these problems at the end of each chapter.
- 7. Online Assignment Tool will be used. All students encouraged to do all their homework online on time.

GRADES

Grades breakdown	Grade Scale
Quizzes	15%
Exams	50 %
Assignments: chem101	10%
Final Exam (online): ACS – Organic Chemistry Part & ACS – Bio Chemistry Part	25 %

Alphabets Grades Distribution	% Grade Scale
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Please use the excel file called Grade Book found in the Syllabus folder of this class homepage.

Taking the Final Exam is mandatory. Failure to take the final exam will lead to a grade of F. No Exception.

COURSE CONTENT

Learning Module	Chapter/Module	Notes
Introduction to Organic Chemistry	10	
Hydrocarbons	11	
Alcohols, Phenols, Thiols and Ethers	12	Quiz 1 - Ch. 10 + 11 + 12
	Exam 1	Ch. Ch. 10 + 11 + 12
Aldehydes and Ketones	13	
Carboxylic acids and Esters	14	
Chirality & Chiral Molecules	15	Quiz 2 - Ch. 13 + 14 + 15
	Exam 2	Ch. 13 + 14 + 15
Carbohydrates	16	
Lipids	17	
Amines and Amides	18	Quiz 3 - Ch. 16 + 17 + 18
	Exam 3	Quiz 3 - Ch. 16 + 17 + 18
Amino Acids and Proteins	19	
Enzymes and Vitamins	20	
Nucleic Acids and Proteins Synthesis	21	Quiz 4 - Ch. 19 + 20 + 21
	Exam 4	Ch. 19 + 20 + 21
Metabolic Pathways of Carbohydrates	22	
Metabolism and Energy Production	23	
Metabolic Pathways for Lipids & Amino Acids	24	Quiz 5 - Ch. 22 + 23 + 24
	Exam 5	Ch. 22 + 23 + 24

	ACS Final Exam [Two Portions] (Comprehensive)	ACS Final Exam will be taken online
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DISCLAIMER

The schedule is subjected to a change at the discretion of the instructor.

Quizzes and Exams can be taken on campus or online via iCollege platform.

ACADEMIC HONESTY POLICY

GSU's Academic Honesty Policy can be found at the following link:

<http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf>

Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at honest grade assessment.

Plagiarism is a form of cheating that involves presenting, as one's own, the ideas or work of another.

Academic Dishonesty Procedures have been established by GPC to insure due process in case of cheating or plagiarism.

A copy of these procedures can be found in the Student Handbook. Cheating of any kind may result in a penalty ranging from a grade of zero for the work in question to a grade of F in the course and will be referred to the College Court for assignment of penalty, which may include suspension from the College. Referral to the college court is required whether the student admits or denies the violation.

The following are examples of cheating. This is not an exhaustive list.

A. On a test or a quiz:

1. Looking or copying from another student's work.
2. Allowing another student to look or copy your work.
3. Exchanging information with another student.
4. Speaking or whispering. (You may speak to the instructor)
5. Opening textbook or notebook.
6. Looking at notes.

B. On Homework or out-of-class assignment:

1. Copying work or answers from another student.
2. Copying work or answers from a book.
3. Having another person to work for you.
4. Allowing another student to use your work as his or her own.

C. For late work or tests:

Providing false information or documents in order to be allowed to make up a missed test, quiz, or homework.

AMERICANS WITH DISABILITIES ACT STATEMENT

Online Students:

"It is the policy and practice of GPC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the online course materials for this class, please notify the instructor immediately."

On Campus Students:

If you are a student who is disabled as defined under the American with disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS counselor will coordinate those services.

CENTER FOR DISABILITY SERVICES “CDS”

Students with a documented disability who require support services are encouraged to contact the counselors at the Center for Disability Services to determine whether they qualify for support services. (i.e. Tutors, interpreters, etc).

EQUAL OPPORTUNITY STATEMENT

No person shall, on grounds of race, color, sex, religion, creed, national origin, age or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia Perimeter College.

Perimeter College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty member, he or she must notify one of our college's Assistant Title IX Coordinators / Student Deans about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information please refer to our sexual misconduct website

AFFIRMATIVE ACTION STATEMENT

GPC adheres to the affirmative action policies designed to promote diversity and equal opportunity for all faculty, staff, and student

VETERAN AND SERVING MILITARY STATEMENT

GPC honors its military and veteran men and women returning to pursue their educational goals. A Military Outreach Center is provided for them on the ground floor of Building H on the Clarkston Campus. Veterans, serving military, their dependents, and the survivors of serving military who are attending college are encouraged to avail themselves of a full range of college services and activities through the MOC. MOC resource tables are also located on all campuses to provide them with valuable information. The Center maintains a Military Outreach website at <http://depts.gpc.edu/militaryoutreach/> and their telephone number is 678-891-3025.

Learning and Tutoring Center

The LTC offers FREE, walk-in tutoring and academic support at FIVE Perimeter College campuses. The LTC provides a variety of other resources and services to accommodate student needs. All LTCs are equipped with computers, instructional software and internet access. Please visit the LTC's website (i.e. success.students.gsu.edu/ltc) to find information about locations, hours of operation, tutoring and workshop schedules, handouts, online tutoring and links to online practice resources.

Contacts:

Alpharetta Campus: Dr. Lizann Gibson, lgibson@gsu.edu
 Clarkston Campus: Mary Hamilton, mhamilton@gsu.edu
 Decatur Campus: Sohayla Mohebbi, smohebbi@gsu.edu
 Dunwoody Campus: Nancy McDaniel, nmcdaniel@gsu.edu
 Newton Campus: Arne Paulsen, apaulsen@gsu.edu

IMPORTANT DAYS

Summer 2021 Semester Calendar				
Events	Three-Week Session	Seven-Week Session	First-Half Session	Second-Half Session
Schedule of Classes available on PAWS	Feb 22	Feb 22	Feb 22	Feb 22
Registration	Mar 8 – May 9	Mar 8 – Jun 6	Mar 8 – Jun 6	Mar 8 – Jun 6
Late Registration	May 10 – 11	Jun 7 – 11	Jun 7 – 11	Jun 7 – 11
Classes Begin	May 10	Jun 7	Jun 7	Jul 6
Midpoint	May 21	Jul 2	Jun 16	Jul 15
Official Holiday (No Classes)	May 31	Jul 5	N/A	N/A
Classes End	May 29	Jul 26	Jun 29	Jul 28
Final Exams	Jun 1 – 4	Jul 27 – 31	Jun 30	Jul 29
Grades Due at 5 p.m.	Jun 8	Aug 3	Jul 2	Aug 3

Survey of Chemistry II: CHEM 1152
Georgia State University Perimeter College – Online
Summer 2021

INSTRUCTOR INFORMATION:

Instructor: Dr. Ronnie Phillips (a.k.a. Dr. P.)

Email: rphillips20@gsu.edu

Office Hours: I will answer any questions via *i-College email* and responses will be received within the same day. If questions can't be answered via email, I will be available Tuesdays and Thursdays from 5-6pm, upon request.

GENERAL DESCRIPTION:

Survey of Chemistry II (CHEM 1152): Second course in a two-semester sequence covering elementary principles of general, organic and biochemistry designed for allied health majors. Nursing and dental hygiene students planning to pursue a baccalaureate degree may need to enroll in CHEM 1152. The primary topics are basic functional groups and reactions of organic molecules. Additionally, carbohydrates, lipids, proteins, and enzymes are introduced.

Prerequisite: CHEM 1151 and CHEM 1151L or CHEM 1212 and CHEM 1212L or CHEM 1951, each with a grade of C or better.

Corequisite: CHEM 1152L

COURSE OBJECTIVES reflecting Expected Educational Results (Last Revised: Oct. 28, 2008):

Upon successful completion of this course, the student should be able to:

1. Recognize organic functional groups from the structural formula.
2. Convert one functional group into another via the appropriate chemical reaction.
3. Given the structural formula, name common types of organic compounds or vice-versa.
4. Relate physical and chemical properties to molecular structure.
5. Determine whether an organic compound is optically active and describe the significance of optical activity (especially as it applies to biological molecules.)
6. Classify biological molecules according to their molecular structures and recognize their roles in biological systems.

REQUIRED MATERIALS:

1. **Textbook:** *Structures of Life: General, Organic, and Biological Chemistry: Volume 2 (GPC Package)*; Author: Karen C. Timberlake (ISBN-13: 978-1-323-13677-5 or 978-0-134-73068-4)
2. **Email Access:** All class content will be administered online
3. **Web Cam:** You can use the webcam that is on your computer or if your computer does not have one, you will need to purchase one. An inexpensive webcam will be fine for

this course.

IMPORTANT DATES FOR SUMMER 2021:

June 7: First Day of Class

July 2: Semester Midpoint. **Last day to withdraw with “W” grade in full term classes**

July 5: Fourth of July Holiday (Campus Closed)

July 26: Last Day of Class

July 28-29: Online Proctored Cumulative Final Exam (Date Subject to Change)

CLASS POLICIES:

1. The student is responsible for all material covered online and for taking quizzes/exams by scheduled deadline. This course will be asynchronous for Summer 2021.
2. Mastering Chemistry: There will be ample practice problems available. These problems won't be graded or turned in, but they are intended to aid the student in learning the required material. It isn't mandatory but the program is very useful in helping the student learn the material. Mastering Chemistry Course ID: **phillips78995**
3. Quizzes: Five quizzes will be given throughout the semester on iCollege of which the lowest score will be dropped. All quizzes will be available during dates specified below. Students will have 15 mins for quizzes 1-4 and 30 mins for Quiz 5. **There will be NO make-up quizzes.**
4. Tests: Four tests will be given throughout the semester on iCollege of which the lowest score will be dropped. All tests will be available during dates specified below. Students will have 60 mins to take each exam. **There will be NO make-up tests.**
5. Final Exam: The final exam for this course **will be cumulative**. The online proctored final exam will be available online between July 28th at 8am and July 29th at 11:59pm. (date subject to change).
6. Cheating: Absolutely **NO** cheating will be tolerated. If a student is suspected of cheating, he/she will receive a zero. I will be monitoring the webcams and if cheating is suspected, it will be reported. It will be considered cheating if you are caught using your other assets (i.e. notes, cheat sheets, other electronic sources, etc) while taking your quizzes and tests.
7. If you have a question, please ask. There are **NO** stupid questions.

GRADING INFORMATION:

Attendance Assessment		2.5%		
Tests (lowest score dropped)		52.5 %		
Quizzes (lowest score dropped)		20 %		
Final Exam (cumulative)		25 %		
A 90-100 %	B 80-89 %	C 70-79 %	D 60-69 %	F Less than 60 %

To calculate your final grade:

Course Grade = (Attendance Assessment Grade x 0.025) + (Test Average x 0.525) + (Quiz Average x 0.20) + (Final Exam x 0.25)

COURSE OUTLINE:

June 7 – June 13	Review Syllabus Take "Attendance Assessment" Take ebook Survey # 1 Study Chapter 12: Introduction to Organic Chemistry – Part 1 and Part 2
June 14 – June 20	Take Quiz # 1 (Chapter 12) Study Chapter 13: Alcohols/Phenols/ Thiols/Ethers Take Test # 1 (Chapter 12)
June 21 – June 27	Study Chapter 14: Aldehydes/Ketones/Chiral Compounds Take Quiz # 2 (Chapters 13-14) Study Chapter 15: Carbohydrates
June 28 – July 4	Take Test # 2 (Chapters 13-14) Take ebook Survey # 2 Study Chapter 16: Esters/Carboxylic Acids Take Quiz # 3 (Chapters 15-16)
July 5 – July 11	Study Chapter 17: Lipids Take Test # 3 (Chapters 15-17) Study Chapter 18: Amines/Amides
July 12 – July 18	Study Chapter 19: Amino Acids / Proteins Take Quiz # 4 (Chapters 18-19) Study Chapter 20: Enzymes/Vitamins
July 19 – July 25	Take Test # 4 (Chapters 18-19) Take ebook Survey # 3 Study Chapter 21: DNA/RNA Take Quiz # 5 (Chapters 11-21)
July 26 – 28	Study for Cumulative Online Final Exam
July 28 – 29	Take Proctored Cumulative Online Final Exam

*****The course outline is subject to change.**

Georgia State University Perimeter College Policies:

Use of Face Coverings: University System of Georgia Policy

Effective July 15, 2020, Georgia State University and the University System of Georgia have mandated a face covering policy. Students are required to wear an appropriate face covering while inside campus facilities (classrooms, hallways, elevators, labs and in all other public spaces) because six feet of social distancing may not always be possible. Face coverings will be worn in addition to and not as a substitute for social distancing. Face coverings aren't required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. To request an accommodation, start with the Access & Accommodations Center Welcome Form found at How to Connect.

When you wear a face covering, you're protecting yourself, but equally important, you're protecting other members of the university community. You're showing you're taking responsibility for the welfare of those around you.

GSU Policy Prohibiting Students from Posting Instructor-Generated Materials on External Sites

The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites such as Chegg, Course Hero, OneClass, Stuvia, StuDocu and other similar sites. Unauthorized sale or commercial distribution of such material is a violation of the instructor's intellectual property and the privacy rights of students attending the class and is prohibited. This policy was approved by the GSU Faculty Senate on August 21, 2020.

Attendance Policy:

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students' responsibility for materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence. Students are advised not to walk in and

out of class during lecture since this is distracting and interrupting to other students and the teacher. During the “no show” period, students **MUST** sign an attendance sheet at the start of class. After that, the attendance will be determined by use of Clickers or a sign in sheet. With Clickers, the attendance question at the start and end of the class for use with Clickers is part of the participation points, not for use with this attendance policy. Attendance as set out in this attendance policy will be determined if necessary by viewing questions that were asked and answered with Clickers after 10 minutes of the class start time and 10 minutes before the class finishes. For classes that have a 1 hour and 15 or 20 minute time length, you are allowed 2 missed classes before a penalty is applied, and for each class missed after that a 2% penalty to your overall course grade will be applied (up to a maximum of a 10% penalty to your overall course grade). For classes that have a 2 hour and 45 minute time length, you are allowed 1 missed class before a penalty is applied, and for each class missed after that a 4% penalty to your overall course grade will be applied (up to a maximum of a 10% penalty to your overall course grade). The only exception is for a student who has special permission for being absent (this requires a fully documented and valid reason). Documented excuses must be provided within 2 classes of your return to class, but no later than the date of the final exam. Excuses will not be accepted after the final exam, except for the final exam. Failure to sign the attendance sheet in class will result in you being considered absent.

Make-up examination policy:

There will be no makeup tests / exams given. The exception to this rule is for a student who has a special permission for being absent during the exam time (this requires a fully documented and valid reason). Documented excuses must be provided within 2 classes of your return to class, but no later than the date of the final exam. Excuses will not be accepted after the final exam, except for the final exam.

Class Withdrawal:

<https://catalog.gsu.edu/associate20162017/university-academic-regulations/#dropping-classes-and-voluntary-withdrawal>

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' web page, which is located on the www.gsu.edu website.

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.

A. Registration Time Periods

1. **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.
2. **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))
- 3. 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.

B. Limits on Withdrawals with a Grade of W

1. Students are allowed to withdraw with a grade of W a maximum of three times in their undergraduate associate level careers at Georgia State.
2. 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.
3. 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.
4. 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 2016.
 - Withdrawals taken at other institutions.
5. This policy applies to all degree-seeking undergraduate associate 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, <http://deanofstudents.gsu.edu/>.

1332.20 Withdrawals and Drops from Satellite Courses and Cancelled Courses

In general, if a student voluntarily withdraws from a course at a satellite location, then the normal withdrawal policy applies (see section 1332.10). If the off-campus 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 off-campus 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:

1. 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;
2. 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;
3. 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,
4. 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, Military Outreach Center 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, Military Outreach Center. 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/>

Tobacco and Smoke-Free Campus Policy:

Georgia State University ("Georgia State") is committed to providing a clean, healthy, and comfortable environment for all students, faculty, staff and visitors. The use of tobacco products is prohibited on all property owned, leased or used by Georgia State, including but not limited to all internal and external areas; parking garages and parking lots; and in Georgia State owned and/or leased vehicles.

Such use is also prohibited within 25 feet of all Georgia State building entrances and exits. Tobacco products include cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes. The advertising, sale or free sampling of tobacco products on Georgia State property is also prohibited.

Disruptive behavior:

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages, or pages during class, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, excessive tardiness, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

(<http://www2.gsu.edu/~wwwsen/minutes/2006-2007/disrpt.pdf>).

Important statements:

- 1. Student Code of Conduct:** Students should be familiar with the Student Code of Conduct (<http://codeofconduct.gsu.edu/>).
- 2. GSU statement:** The course syllabus provides a general plan for the course; deviations may be necessary.
- 3. GSU statement:** Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.

4. **GSU email policy:** Every student is assigned an official Georgia State University email address at the time of acceptance. It is essential that students regularly check this email account. Academic departments and student service units across campus use the University assigned email as a means of communicating with students about official university business, and students are held responsible for this information. Email from Georgia State will be sent to the student's official Georgia State e-mail address. It will not be sent to any other address (such as a Gmail or Yahoo account). However, students may configure their Georgia State account to forward to another address.
5. **Sexual Misconduct Policy:** The University System of Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner. Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.
6. **American Disability Act 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.
7. **Non-discrimination Statement:** Georgia State University does not discriminate against individuals on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, national origin, or veteran status in employment or the administration of the program and activities conducted by Georgia State University or any of its several departments now in existence or hereafter established. Additionally, no chartered student organization may engage in discriminatory conduct whether collectively or through the actions of its individual members. (See Code Section I. Chartering Student Organizations.).
8. **Affirmative Action Statement:** Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.
9. **Cheating and Plagiarism:**
<http://www2.gsu.edu/~wwwfhb/sec409.html>
409.01 Introduction: As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work. The university's policy on academic honesty is published in the Faculty Affairs Handbook and the On Campus: The

Undergraduate Co-Curricular Affairs Handbook and is available to all members of the university community. The policy represents a core value of the university and all members of the university community are responsible for abiding by its tenets. Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. All members of the academic community -- students, faculty, and staff -- are expected to report violations of these standards of academic conduct to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college, the office of the dean of students, and the office of the provost. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the university community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered through the university's Counseling Center.

409.02 Definitions and Examples: The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community.

A. Plagiarism: Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

B. Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer based resources, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

C. Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as its being one's own effort, which has been developed in substantial collaboration with another person or source, or computer-based resource, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

D. Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g.,

false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage). E. Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

409.03 Evidence and Burden of Proof: In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by a preponderance of the evidence. This means that if the evidence which indicates that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing evidence, then academic dishonesty has been proved. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence as used in this statement can be any observation, admission, statement, or document which would either directly or circumstantially indicate that academic dishonesty has occurred.

409.04 Procedures for Resolving Matters of Academic Dishonesty: The following procedure is the only approved means for resolving matters of academic dishonesty, except for matters arising in the College of Law which has its own Honor Code for handling such matters. It is available to all members of the academic community who wish to pursue an action against a student for academic dishonesty. A. Initiation: If a member of the academic community believes that a student has engaged in academic dishonesty in a course, on a test, or as a part of an academic program, that individual is responsible for initiating action against the student or bringing the matter to the attention of an individual who may initiate action against the student. In allegations of academic dishonesty involving course requirements, the course faculty member is generally responsible for initiating the action. If the alleged violation involves a departmental program requirement (e.g., comprehensive examination or language competency examination) or an institutionally-required test (e.g., test of Georgia/United States history or Georgia/United States constitutions), or if the individual who discovers the incident is not a faculty member, the individual should bring the matter to the attention of the faculty member and administrator who has responsibility of overseeing the activity (e.g., departmental chair, director of the Testing Office). If that administrator decides to bring charges of academic dishonesty against the student, then that administrator becomes the initiator. (Test proctors, laboratory assistants, and other individuals who are not course faculty members should bring any instances of alleged academic dishonesty to the attention of the course faculty member or their administrative superior. That individual, after weighing the evidence, may become the initiator by formally charging the student with academic dishonesty.) The channel of review, recommendation, and decision-making follows the administrative lines associated with the course or program requirement involved. In any instance, however, when the alleged incident does not occur within the context of a course and when it is unclear which college of more than one college involved should have jurisdiction in review and decision-making, either unit may initiate the case. For the sake of brevity the following processing procedures are written from an "academic unit/college" perspective. Nonacademic units (i.e., Testing Center) would substitute appropriate supervisory personnel at the respective levels. Herein the "initiator" will be referred to as "faculty member" and the "administrative unit head" will be referred to as "chair," designating the departmental chair.

"Dean" will refer to appropriate administrative supervisory personnel at the overall college or division level. While the matter of academic dishonesty is pending, the student will be allowed to continue in the course and register for upcoming terms. Should a grade be due to the registrar before the matter is resolved, a grade of GP (grade pending) will be reported for the student in the course involved. Withdrawal from a course does not preclude the imposition of penalties for academic dishonesty. B. Penalties to be Imposed: Penalties to be imposed in incidents of academic dishonesty are classified as "academic" or "disciplinary." Academic penalties include such sanctions as assignment of a failing grade for a particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member. Disciplinary sanctions can be sought in addition to those considered academic and could include, but are not limited to, the following penalties: suspension, expulsion, transcript annotations. Disciplinary penalties can be requested by the faculty member, in consultation with the chair; they must be reviewed by the University Senate Committee on Student Discipline and they are set by the provost. C. Action at Administrative Unit (Department Level): As soon as possible after the alleged incident, the faculty member should discuss the matter with the student. This discussion should be conducted in a manner which protects the rights and confidentiality of students. If the faculty member believes that academic dishonesty has occurred, the faculty member (with the advice of the chair if necessary) will determine the appropriate academic penalty. The faculty member will complete a "notice of academic dishonesty" form describing the incident and indicating the academic penalty imposed. Any recommendation for a disciplinary penalty must be reviewed in consultation with the chair. The faculty member will deliver to the student the notice of academic dishonesty which includes a statement of appeal rights. If there is difficulty in delivering the notice to the student, the faculty member/chair should request assistance from the college dean in determining the most expeditious way to inform the student that a notice of academic dishonesty has been filed. Once the student has been informed, the chair forwards the documentation, including the notice of academic dishonesty and an indication of when the student was informed, to the dean to be held pending possible appeal. Until the student has been given the opportunity to appeal, a grade of GP (grade pending) should be submitted for the student for the course involved. D. Student Action: The student will have 20 business days after receipt of the notice of charges of academic dishonesty to submit a written appeal denying the charges and providing any rationale for the appeal. The appeal should be addressed to the college dean of the initiator. In the event the student is found guilty of academic dishonesty, the student does not have the right to appeal the academic penalty assessed by the faculty member, unless the student can prove that such penalty was arbitrarily imposed or discriminatorily applied. If the student wishes to challenge a disciplinary penalty, the student must submit a written rationale for challenging the disciplinary penalty within 20 business days of receipt of the notice of charges of academic dishonesty. The statement of challenge should be addressed to the college dean. The college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline, regardless of student appeal.

If the student has also filed an appeal denying the charges of academic dishonesty, any review of disciplinary penalty recommended will be delayed pending review of the charges of academic dishonesty by the college hearing committee. E. College Action: 1. No Appeal by the Student. If the student does not submit a written appeal to the college dean within 20 business days, the dean will notify the chair/faculty member to post any pending grade(s) immediately. The dean will then forward the notice of academic dishonesty to the dean of students for inclusion in the student's disciplinary file. Any recommendation of a disciplinary

penalty will also be forwarded to the dean of students for appropriate review by the Senate Committee on Student Discipline. 2. Appeal by the Student. If the student submits a written appeal within 20 business days, the dean will notify the registrar to issue a grade of GP (grade pending) for the course(s) in question on all transcript requests for the student pending outcome of the appeal. The dean will forward the charges of academic dishonesty to the chair of a college hearing committee and will notify the faculty member to set forth in writing a comprehensive statement describing the incident of academic dishonesty. This statement will be presented to the committee and to the student at least five (5) business days prior to the hearing. 3. Student Hearing Committee Process. The following guidelines will be used to govern the hearing of the appeal by the college student hearing committee: a. Within ten (10) business days after the committee receives the charges of academic dishonesty, a hearing date will be determined. The committee will notify the faculty member and the student of the time, date, and the place of the hearing. Copies of all charges of academic dishonesty and related materials for the hearing will be provided to the student at least five (5) business days in advance of the hearing. b. The faculty member and the student will be allowed to make oral presentations, call witnesses, and present any documentary evidence regarding the incident in question. The hearing will be recorded on audio tape. The hearing will not be open to observers. c. At the conclusion of the hearing, the committee will meet in closed session and will make its recommendation as to the guilt or innocence of the student based on a preponderance of evidence with respect to the charge of academic dishonesty. The committee chair will forward to the college dean its findings and recommendations in a written report within five (5) business days of the hearing. 4. College Decision on Appeals. Within five (5) business days of receiving the committee's written report, the college dean will make the final decision regarding guilt or innocence. The dean will notify all appropriate parties of the decision. If the dean finds the student "not guilty," the matter will be terminated and no notice of charges will be filed with the dean of students. The dean will notify the chair to post the pending course grade promptly and will notify the registrar to remove the GP (grade pending) on the student's transcript. If the dean finds the student "guilty," the notice of charges of academic dishonesty will be forwarded to the dean of students for inclusion in the student's disciplinary file. The academic penalty stipulated by the faculty member will be imposed. The dean will notify the chair to insure that any pending grade is posted promptly. The dean will notify the registrar to remove the GP (grade pending) on the student's transcript if only an academic penalty was involved. If a disciplinary penalty has been recommended, the dean will notify the registrar to continue the GP (grade pending) annotation until the disciplinary penalty can be reviewed by the University Senate Committee on Student Discipline. 5. Appeal of the Decision of the Dean. If the student or initiator wishes to appeal the decision of the college dean regarding guilt or innocence of the charges of academic dishonesty, the student or initiator may appeal to the provost. The subsequent appeal route would be to the president and then the Board of Regents. The student or initiator must submit a written statement of appeal to the provost within 20 business days of notification of the dean's decision. The basis of the appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory. 6. University Senate Committee on Student Discipline Action. In cases where a disciplinary penalty has been recommended, the Senate Committee on Student Discipline will conduct a hearing to review the disciplinary penalty. The committee will review the faculty member's notice of academic dishonesty and the student's statement of challenge of the disciplinary penalty, if any. The faculty member and the student will be allowed to appear at the hearing to discuss the imposition of disciplinary penalties. Only the recommendation concerning the disciplinary penalty to be imposed will be considered by this committee. Issues of guilt or innocence are determined at the college level (see IV.3 and IV.4 above). The Senate Committee will conduct the hearing in accordance with its regular hearing procedures. Copies of these procedures may be obtained from the Provost's Office and/or the Dean of Students.

The Senate Committee on Student Discipline will provide its recommendation within five (5) business days of its hearing to the provost regarding appropriateness of the disciplinary penalty recommended by the college and/or whether other disciplinary penalties are to be imposed in addition to or in lieu of those already recommended by the college. F. Provost Action: 1. Decision of the Provost. The role of the provost in handling student appeals regarding the charge of academic honesty has been explained (see IV.5.5 above). Based on the recommendation, the Provost will render a decision within ten (10) business days of receipt of the recommendation of the Senate Committee. The provost will notify the student, the referring dean, the department chair and the faculty member of the Senate Committee's recommendations and of the provost's decision. At that time the provost will also notify the registrar to annotate the student's transcript, if necessary. 2. Appeal of the Decision of the Provost. If the student wishes to appeal the decision of the provost regarding the imposition of a disciplinary penalty, the student may appeal to the president, and then to the Board of Regents. The student must submit a written statement of appeal to the president within 20 business days of notification of the provost's decision. The basis for such an appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory. G. Students Involved in Two or More Incidents of Academic Dishonesty: A student is subject to disciplinary action in addition to any already undertaken once it is determined that the student has been found guilty in a previous incident of academic dishonesty. In such cases, the dean of students will forward a report to the University Senate Committee on Student Discipline regarding the incidents of academic dishonesty which have been reported. The dean of students is responsible for initiating this report within twenty (20) business days of completion of proceeding of any subsequent finding of academic dishonesty. The University Senate Committee on Student Discipline will review the report of the dean of students. The student may submit supplemental written documents for the committee's review and may request to appear before the committee in its deliberations. After reviewing the matter, the committee will send a report to the provost with the recommendation for disciplinary penalty to be imposed. The provost will proceed as in IV.7 above.

Incomplete:

A grade of incomplete ("I") may be assigned at the instructor's discretion if a student 1) is earning a passing grade at the time the incomplete is requested, and 2) has completed most of the major assignments, generally all but one, and 3) cannot complete the remainder of the coursework due to non-academic reasons beyond the student's control. If an instructor denies a student's request for an incomplete, the student may appeal to the department chair. The decision of the department chair is final.