**OWG 8-3: Registration, Degree Audit & Graduation Approved**

**Recommendations**

1. Recommends that the consolidated university adhere to the records management security practices and policies currently established by Georgia Southern which can be found at [http://its.georgiasouthern.edu/infosec/policies-and-standards/](http://its.georgiasouthern.edu/infosec/policies-and-standards/).

2. Recommends that the consolidated university will follow the current Georgia Southern Campus Drop/Add timeline for Fall/Spring semesters (Monday - Thursday at 5pm during the first week of classes). The last day to withdraw without academic penalty will be the fortieth day (54%).

3. Recommends that the consolidated university will follow the Georgia Southern Campus on-line application for graduation process for Undergraduate students. DegreeWorks will be used as the official degree clearance tool.

4. Recommends that the consolidated university charge a graduation fee in accordance with Board of Regents policy and guidelines. Students will purchase caps and gowns separately.

5. Recommends that the consolidated university’s process for former student applications (readmits) be managed in the Registrar’s Office.

6. Recommends that the process of reviewing the petitions for residency for the consolidated university be shared between Undergraduate Admissions, Graduate Admissions and the Registrar’s Office.

7. Recommends that the process of undergraduate transfer credit articulation for the consolidated university be shared between Undergraduate Admissions and the Registrar’s Office. New courses are sent to Academic Affairs for review.

8. Recommends that the consolidated university will use BANNER Baseline Wait List for registration.

9. Recommends that the process of reviewing out-of-state tuition waivers for the consolidated university be shared between Undergraduate Admissions, Graduate Admissions and the Registrar’s Office.

10. Recommends that the consolidated university adhere to the FERPA practices and policies currently established by Georgia Southern, including FERPA training.

11. Recommends that the consolidated University will follow the same academic calendar with semester start and end dates aligned, common term breaks and common final exam periods.

   Recommends that during the fall and spring semesters there will be three parts of term. There will be two parts of term within the full length semester. Summer will include an eight week full term and other parts of term.
12. Recommends that the final exam schedule for fall and spring for the consolidated University would begin on Saturday following the last day of class and go through the following Thursday.

13. Recommend that the standard class period schedule for the consolidated University be created using components from each of the current class period schedules for the Georgia Southern campus and the Armstrong campus. The standard class period schedule will include a fifteen minute break between classes.

Recommend that a minimum of 750 minutes of instruction or equivalent is required for each semester credit hour regardless of the mode of delivery. Laboratory, studio, or clinical courses will require a minimum of 1500 engaged minutes for each credit hour regardless of the mode of delivery. The consolidated University will follow the policies in effect by the accrediting body, the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), as well as the University System of Georgia (USG).

14. Recommends that the consolidated University will have one unified course schedule starting fall 2018.

15. Recommends that the School Certifying Officials for Veterans Services be located in the Registrar’s Office of the consolidated university.

16. Recommends that the consolidated University will have one Undergraduate and one Graduate Catalog per year.