

Institute Undergraduate Curriculum Committee
Minutes
Academic Matters and Appeals (Full Committee)
Tuesday, April 14, 2015

Present: Barry (PUBP), Goodisman (BIOL), Hollengreen (ARCH), Loss (MATH), McIntyre (CoC-IC) Mayor (ME), Mihail (CoC-CS), Parsons (CoB), Pikowsky (REG), Potts (VP-UE), Sankar (AE), Senf (LMC), Singleton (PSYC), Smith (ME), Wilkinson (CHEM & BIOCHEM), Yaszek (LMC), Zhou (ISyE), Burbach (UG-Student)

Visitors: Laros (REG), Hodges (REG), Kennedy (CEE), Wynens (PUBP), Hammer (BIOL), Green (BIOL), Spencer (BIOL), D'Unger (HTS), Ferri (ME), Castro (BC), Pishdad (BC), Smith (CoB), Bond (CoB), Clarke (CoB)

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the University System of Georgia, the Board of Regents, and SACSCOC. If the further approval is required, the change is not official until notification is received from the to that effect by the last relevant body. Academic units should take no action on these items until USG, BOR, and SACSCOC approval is secured. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Senate or the Executive Board.

Note: All votes are unanimous unless specifically noted otherwise.

20 voting members, 10 needed for a quorum

Academic Matters

1. A motion was made to *approve* a request from the School of Biology for a degree modification and new courses. The motion was seconded and approved.

New Courses – Approved (There was one vote to deny the internship courses and one vote to deny BIOL 4607.)

BIOL 2694: Intern Assistantship	1-21—0—1-21
BIOL 2695: Undergraduate Internship	1-21—0—1-21
BIOL 4694: Intern Assistantship	1-21—0—1-21
BIOL 4695: Undergraduate Internship	1-21—0—1-21

BIOL 4607: Molecular Biology of Microbes: Disease, Nature, and Biotechnology	3-0-3
BIOL 4428: Population Dynamics	3-0-3

Note: There was some discussion about the credit ranges for the Internship courses. This is a pattern that already exists, but it was unclear as to why any student would need to register for 21 hours of credit. The Chair and Registrar will examine the question and report back to the Committee. The NCP forms will be edited regardless of the outcome of the credit discussion since these are not “lecture” courses.

Degree Modification – Approved Bachelor of Science in Biology

Biology is requesting to update information on the Biology degree program to reflect

- Addition of internships (BIOL 4694-5, for pay and credit, respectively); noting that only BIOL 4695 may serve as an acceptable technical elective course for the Biology major
- Defining 21 credits of Biology electives as 12 credits of “depth” and 9 credits of “breadth” courses (Note: The original proposal listed here 12 credits of “breadth” and 9 credits of “depth” which was the opposite of what was intended. This was corrected during the Committee’s review of the proposal.)

Current language:

21 credits selected from BIOL 3XXX level and higher courses are required. A maximum of 9 credits can be applied towards the 21 credits from the approved list of courses offered in other Schools (see Appendix). A maximum of 6 credits of Business Option electives can be applied to these 9 credits. Biology Elective courses cross-listed with APPH or BMED do not deduct from these 9 credits. A maximum of 6 credits of BIOL 4697 can be applied to the 21 total credits, and a maximum of 6 credits of BIOL 4699 can be applied to the 21 total credits.

Proposed new replacement language:

Students are required to complete 21 credits of Biology electives defined as follows: 12 “depth” credits must be courses with a “BIOL” prefix, excluding BIOL 4694-4699. Biology Elective courses that are cross-listed with other Schools are included in these 12 depth credits. The remaining 9 “breadth” credits can be selected from other BIOL 3XXX and higher courses, BIOL 4695, 4697, 4699, and the list of approved courses offered in other Schools (see Appendix). For Business Option students, a maximum of 6 credits of Business Option electives can be applied to the 9 breadth credits. For Research Options students, a maximum of 2 credits of LMC 4701 and 4702 can be applied to the 9 breadth credits.

2. A motion was made to *approve* a request from the School of Building Construction for a new course and a new certificate. The motion was seconded and approved.

New Courses – Approved (There was one vote to abstain.)

BC 4050: Building Information Modeling for Multi-disciplinary Integration
3-0-3

Note: The NCP form needs to be updated to reflect this course as a 3-0-3 pattern, not the 2-3-3 that was on the original proposal. In looking at how the material is being delivered, the 3-0-3 pattern makes more sense. The Registrar's Office was asked to check BC 6050 to make sure the hours on that NCP match this one. On page 4 of the syllabus the proposer was asked to edit the information under Class Attendance Policies, eliminating the second sentence which pertained to the subjective assessment of a penalty for not attending class.

New Certificate – Approved (with conditions – see note below)

Certificate in Construction Management

The School of Building Construction (BC) in the College of Architecture is proposing an undergraduate certificate in *Construction Management*. The certificate is designed to provide specialized education in evolving integrated management approaches to the delivery of built environment, from concept to implementation. The certificate exposes students to the multi-disciplinary nature of construction project development and management and introduces them to the latest technologies and processes developed to enhance inter-disciplinary collaboration and integration. Students must complete twelve credit hours of required and elective courses that must be taken from the School of Building Construction. The certificate is awarded upon graduation or the next semester after graduation.

Note: Due to the changes in the BC undergraduate program that is being phased out, the prerequisites listed for the courses no longer make sense. The Certificate is approved on the condition that the School comes back with the list of prerequisite changes that are necessary.

Required and elective courses with their respective student learning outcomes are as follows. Proposed prerequisites are indicated in parenthesis, as well as “new” or “existing” status.

Required Courses:

BC 4130 - Intg Design Constr & Dev (existing course, prerequisites: none)
BC 4630 - Senior Capstone Project (existing course, prerequisite: BC 4130;
prerequisites with concurrency: two electives)

Elective Courses:

Select two from the following:

- BC 3600 - Construction Cost Mgt (existing, prerequisites: none)
- BC 3610 - Construction Law (existing, prerequisite: BC 3600)
- BC 3630 - Project Management I (existing, prerequisite: BC 3600)
- BC 4610 - Value Engr & Bldg Econ (existing, prerequisite: BC 3600)
- BC 4700 - Construction Management (existing course, prerequisites: none)
- BC 4710 - Green Construction (existing, prerequisite: ARCH 3231)
- BC 4050 - BIM for Multi-disciplinary Integration (new, prerequisites: none)

3. A motion was made to *approve* a request from the School of Civil and Environmental Engineering for a minor modification. The motion was seconded and approved.

Minor Modification – Approved (There were 4 votes to deny.)

Minor in Leadership Studies

New Track: Global Engineering Track

The key differences proposed global engineering track and the policy and business tracks are as follows:

- The global engineering track develops leadership skills and awareness in the context of engineering pedagogy and experience.
- The global engineering track involves engineers as instructors who have served in leadership positions in a global context as practitioners and/or researchers
- Exception: Request to use 12 hours of special topics courses in the minor for the first two years of the minor program

The Leadership Studies minor must comprise at least 15 semester hours, of which at least 12 semester hours are upper-division coursework (numbered 3000 or above). In order for a student to be enrolled in this minor, they must have at least 30 credit hours with a cumulative GPA of 2.5 or greater, applied for admission, and been formally admitted. Each course counting toward the minor must be completed with a grade of C or above, with the overall required GPA in the courses counting toward the minor being a 2.75 or better.

- Each student must take the following required courses: PUBP 4140 - Foundations of Leadership (3 hours) and CEE 4803A – Global Engineering Leadership & Management (3 hours)

- Each student must also take at least three courses (9 hours) selected from the Engineering Track below.
Engineering Track: CEE 4803B, 4803C, 4803D, 4803E, 4803F, 4803G, 8813A*
- Each student must complete an internship from the Engineering track.
Engineering Track: CEE 4803H – Global Engineering Leadership Development Internship

Note: There was significant discussion of this proposal and the vote was not unanimous. One aspect that was of great concern is the unusual number of Special Topics courses that are involved. The Committee has worked hard over the past year to revise the Minor Guidelines and one of the sticking points has been the use of Special Topics courses. This makes the actual curriculum seem less well-formed and it is difficult to program into the degree audit system. There are both academic and practical concerns with the use of Special Topics courses as either required courses or electives for a minor. The use of the 8813A class was also of concern. It was proposed because the School thought it would be easier to track. It was suggested that they open a matching 4803. Another question was raised about the CEE courses listed and whether any other courses, not CEE, would be considered. The answer was “yes” that is possible.

Required Follow-up: The proposal was approved, but with some required correction and follow-up.

- In one year, the exception for usage of Special Topics courses will be removed. This would occur in Spring 2016.
 - The Special Topics courses will be removed. Beginning Summer 2016, one year from now, this program will be formatted to meet the Minor Guidelines.
 - The 8813A course is immediately removed and is not approved as part of this proposal.
4. A motion was made to *approve* a request from the College of Business for degree modifications. The motion was seconded and approved.

Degree Modification – Approved

Bachelor of Science in Business Administration
Marketing Concentration (*existing concentration*)

Bachelor of Science in Business Administration - Marketing Degree Requirements

REQUIREMENT	REQ HRS	COURSE(S)	NOTES
Wellness	2	APPH 1040 or APPH 1050	
Core A - Essential Skills	3	ENGL 1101	
	3	ENGL 1102	
	4	MATH 1501 or MATH 1712	
Core B - Institutional Options	3	CS 1301 or CS 1315	
Core C - Humanities	6	Any HUM	
Core D - Science, Math, & Technology	4	Lab Science	
	4	Lab Science	
	4	MATH 1502 or MATH 1711	
	3	HIST 2111 or HIST 2112 or INTA 1200 or POL 1101 or PUBP 3000	
Core E - Social Sciences	3	ECON 2105	
	3	ECON 2106	
	3	Any SS	
Core F - Courses Related to Major	3	ACCT 2101	
	3	ACCT 2102	
	3	MGT 2106	
	3	MGT 2200	
	3	MGT 2250	
	3	MGT 2251	
	3	LMC 3403	
	3	MGT 3062	
	3	MGT 3101	
	3	MGT 3102	
Major Requirements	3	MGT 3300	
	3	MGT 3501	
	1	MGT 3599	
	3	MGT 3660	
	3	MGT 4195	
	3	MGT 3310 or MGT 4332	c
	9	MGT 4303 or MGT 4304 or MGT 4308 or MGT 4309 or MGT 4311 or MGT 4331 or MGT 4335 or MGT 4803	a, c, e, f
	6	MGT 3744 or MGT 4056 or MGT 4058 or MGT b, c 4360 or MGT 4803	
	9	MGT 4303 or MGT 4304 or MGT 4308 or MGT 4309 or MGT 4311 or MGT 4331 or MGT 4335 or MGT 4803	

Non-MGT Electives	6	Non-MGT Electives	b
Free Electives	10	Free Electives	d e
TOTAL:	122		

Pass-fail only allowed for Free Electives.

a = MGT 4803 must have title of ~~Sales Management~~. **Pricing strategy and Analytics or Marketing Practicum.**

~~**b** = MGT 4803 must have a title of Business Forecasting.~~

c = C-minimum required

b ~~**d**~~ = Any courses except for MGT or ACCT.

d e = Maximum 3 credits of internship; Maximum 9 credits of undergraduate research; Maximum 3 credits of Special Problems/Independent Study.

~~**e f**~~ = Consult your Academic Advisor for approval to use one Special Problems MGT 4910 course (3 hours) for a concentration elective. Course must be taught by a College of Business Marketing faculty member.

f = Scheller College of Business recommends students complete MGT 4058. It can be used to fulfill free elective requirements.

Degree Modification – Approved

Bachelor of Science in Business Administration

Information Technology Management Concentration (*existing concentration*)

Bachelor of Science in Business Administration - IT Management Degree Requirements

REQUIREMENT	REQ HRS	COURSE(S)	NOTES
Wellness	2	APPH 1040 or APPH 1050	
Core A - Essential Skills	3	ENGL 1101	
	3	ENGL 1102	
	4	MATH 1501 or MATH 1712	
Core B - Institutional Options	3	CS 1301 or CS 1315	
Core C - Humanities	6	Any HUM	
Core D - Science, Math, & Technology	4	Lab Science	
	4	Lab Science	
	4	MATH 1502 or MATH 1711	
	4	HIST 2111 or HIST 2112 or	
Core E - Social Sciences	3	INTA 1200 or POL 1101 or	
		PUBP 3000	
	3	ECON 2105	
	3	ECON 2106	
	3	Any SS	
	3	ACCT 2101	
Core F - Courses Related to Major	3	ACCT 2102	
	3	MGT 2106	
	3	MGT 2200	
	3	MGT 2200	

	3	MGT 2250	
	3	MGT 2251	
Major Requirements	3	LMC 3403	
	3	MGT 3062	
	3	MGT 3101	
	3	MGT 3102	
	3	MGT 3300	
	3	MGT 3501	
	1	MGT 3599	
	3	MGT 3660	
	3	MGT 4195	
IT Management Concentration	9 12	MGT 3743 or MGT 3745 MGT 4052 or MGT 4053 or MGT 4056 or MGT 4057 or MGT 4058 or MGT 4803 or MGT 4450	a, c, e
	9 6	MGT 3103 or MGT 3310 or MGT 3663 or MGT 3743 or MGT 3744 or MGT 4028 or MGT 4041 or MGT 4050 or MGT 4053 or MGT 4056 or MGT 4057 or MGT 4067 or MGT 4102 or MGT 4106 or MGT 4193 or MGT 4311 or MGT 4341 or MGT 4352 or MGT 4360 or MGT 4366 or MGT 4670 or MGT 4726 or MGT 4803 or CS 3251 or CS 4235	a b, c
Non-MGT Electives	6	Non-MGT Electives	b d
Free Electives	10	Free Electives	d e
TOTAL:	122		

Pass-fail only allowed for Free Electives.

~~a = MGT 4803 must have a title of Project Management or Business Programming, or Business Analytics.~~

~~a b = MGT 4803 must have a title of Management of Healthcare Operations.~~

Spreadsheet Modeling for Decision Support or Foundations of Internet Policy and Governance.

c = C-minimum required

b d = Any courses except for MGT or ACCT.

d e = Maximum 3 credits of internship; Maximum 9 credits of undergraduate research; Maximum 3 credits of Special Problems/Independent Study.

e = Students may apply unused Group A elective courses toward Group B electives.

Certificate Modification – Approved (There were 8 votes to approve and 7 votes to deny.)

Certificate in Information Technology Management

Rationale for changing the approved program:

Ensure that all students who earn the certificate have the required knowledge and skill base in MIS, programming, and database, while giving them options regarding where to satisfy the programming and database requirements. Clarify the implications of the Institute's policies regarding double counting of courses, especially for CS majors, toward satisfying the 5 course 15 hour requirement.

The ITM Certificate requires **5 courses totaling 15 semester hours** covering management information systems, a programming class, a database class, and a selection of general elective courses in ITM. Only courses for which the student has received a grade of "C" or higher may count toward the ITM certificate.

MGT 2200 "Management Information Systems" (1 course) is required of *all* students.

~~Three (3) courses are required:~~

~~MGT 2200—Information Technology~~

~~MGT 4053—Business Data Communications~~

~~MGT 4058—Database Management Systems OR CS 4400 Introduction to Database Systems~~

~~Choose two (2) or more from the following:~~

Programming (1 course)

Student must earn a "C" or better in 1 programming course from this list: (see notes 1 and 3) unless they intend to count one of these courses toward a named degree requirement. In that case, the student must earn a "C" or better instead in an additional course from the list of ITM general electives. For example, CS students for whom CS 1301 is a named degree requirement, must take an additional ITM elective instead of a programming course.

- ~~MGT 3743—Emerging Technologies~~
- MGT 3745 - Business Programming
- CS 1301 Introduction to Computing
- CS 1331 Introduction to Object-oriented Programming
- CS 1371 Computing for Engineers

- CS 1372 Program Design for Engineers
- ~~MGT 4050 Business Analytics (listed as MGT 4803 through 2014 fall)~~
- ~~MGT 4052 Systems Analysis & Design~~
- ~~MGT 4056 Electronic Commerce~~
- ~~MGT 4057 Business Process Analysis & Design~~

Database Management (1 course)

- Students who intend to count CS 4400 to satisfy a *named requirement* for a degree (such as CS) will waive the database management course requirement for the certificate and must instead earn a “C” or better in 1 additional course from the selection of ITM general elective courses to apply toward the 5 course requirement. If you have any questions about this requirement, please talk to your adviser before registration.
- All other students must earn a “C” or better in 1 database management course from this list: (see notes 2 and 3)
- MGT 4058 Database Management
- CS 4400 Introduction to Database Systems

ITM General Electives (2 or more courses). Only courses in which the student earned a “C” or better may count toward the certificate.

- MGT 3743 Emerging Technologies
- MGT 4050 Business Analytics
- MGT 4052 Systems Analysis and Design
- MGT 4053 Business Data Communications
- MGT 4056 Electronic Commerce
- MGT 4057 Business Process Analysis and Design
- MGT 4450 Project Management (a MGT 4803 until 2014-2015 summer term)

Only 1 course from the list of programming courses may count toward the certificate unless student failed to earn a “C” or higher in a course already taken from the list. Only 1 course from the list of database courses may count toward the certificate unless student failed to earn a “C” or higher in a course already taken from the list. If student is prohibited by Institute, School, or departmental policy from “double counting” any course that may apply toward the ITM certificate, student must substitute courses from the list of ITM General Electives to satisfy the 5 course requirement for the certificate.

Note: The vote was very close on this proposal due mostly to concern about the CS courses, the requirements for all students in this area, and the fact that the entire CS programming section as written seems to be redundant, since every GT student takes a programming class as part of the Core Curriculum requirements. Many Committee members felt that the proposal needed revision.

5. A motion was made to *approve* a request from the School of History Technology and Society for a degree modification. The motion was seconded and approved.

Degree Modification – Approved

Bachelor of Science in History, Technology, and Society

The School of History, Technology, & Society requests IUCC approval of several changes to the HTS degree.

First, we request a cap on the number of credit hours of HTS electives that HTS majors may take pass/fail. For students who complete 91 credit hours at Georgia Tech and are eligible to take nine hours pass/fail, we would like to cap the number of HTS hours at six within the allowable nine total. For students who complete from 71 – 90 credit hours at Tech and are eligible to take six hours pass/fail we would like to cap the number of HTS hours at three within the allowable six total. Students who complete less than 70 credit hours and are allowed to take three total credits pass/fail are permitted to take those three credits in HTS.

Second, HTS requests a limit on the number of Ds that HTS majors can count towards their required HTS electives. Currently there are no minimum grade restrictions on HTS electives. We request that only **one** grade of D (three credits) be allowed in HTS electives.

6. A motion was made to *approve* a request from the School of History, Technology, and Society and the School of Literature, Media, and Communication a new interdisciplinary minor. The motion was seconded and approved.

New Interdisciplinary Minor – Approved

Minor in Social Justice

The minor in Social Justice is for undergraduate students who are interested in incorporating an in-depth awareness of social issues into their fields of study and careers. Humanities and social science classes included in the minor address issues of equity and inclusiveness in relation to historical, cultural, social, economic, political, and/or techno-scientific factors. Students develop the analytic skills, social understanding, and creative mindsets needed to become informed, ethical, and innovative problem solvers and leaders in an increasingly global and technological world. The minor in Social Justice supports the missions of the Institute's Strategic Plan, as well as the recently-announced Quality Enhancement Plan.

Curriculum

Students select two HTS courses and two LMC courses from a menu of courses in the respective schools, and then select one additional course from those menus

(Five total classes, 15 hours).

Approved courses include the following:

HTS 2016- Social Issues and Public Policy
HTS 3008- Class, Power, and Inequality
HTS 3016- Women and Gender in the United States
HTS 3017- Sociology of Gender
HTS 3020- Gender and Technology
HTS 3022- Gender and Sports
HTS 3023- Free People of Color
HTS 3024- African American History to 1865
HTS 3025- African American History Since 1865
HTS 3026- Race and Ethnicity
HTS 3027- The Civil Rights Movement
HTS 3051- Women and Gender in the Middle East
HTS 3064- Sociology of Development
HTS 3066- Sociology of Politics and Society
HTS 3068- Social Movements
HTS 3071- Sociology of Crime
HTS 3088- Race, Medicine, and Science
LMC 2200- Introduction to Gender Studies
LMC 3208- African American Literature and Culture
LMC 3210- Ethnicity in American Culture
LMC 3212- Women, Literature, and Culture
LMC 3225- Gender Studies in the Disciplines
LMC 3302- Science, Technology, and Ideology
LMC 3304- Science, Technology, and Gender
LMC 3306- Science, Technology, and Race
LMC 3308- Environmentalism and Ecocriticism
LMC 3314- Technologies of Representation
LMC 3316- Science, Technology, and Postcolonialism

SOC 1101- Introduction to Sociology

Nine of the fifteen hours must be at the 3000 level or above.

Three hours taken outside of the list of approved electives may be counted toward the minor, with approval of the SJ minor advisor.

All courses must be taken on a letter-grade basis; each course must be completed with a grade of C or better.

There are no newly developed courses in the minor in Social Justice. The courses will be taught as lecture, discussion, and research classes, as they are now, and no new locations are required. SOC 1101 is taught in the second short summer session as an online course (see 4b below).

7. A motion was made to *approve* a request from the School of Literature, Media, and Communication for a new minor. The motion was seconded and approved.

**New Minor – Approved (with conditions – see note below)
(There was one vote to deny.)**

Minor in Science Fiction Studies

The School of Literature, Media, and Communication (LMC) proposes a Minor in Science Fiction Studies. LMC will supervise the program providing advising, assessment, and oversight services. Coursework will be provided primarily through existing courses or those developed in relation to science fiction studies, science and technology studies, and creative writing. No new faculty or resources are needed for this minor.

Note: This proposal was approved on the condition that the minor *not* be open to LMC majors. It was suggested that LMC might wish to come back later with a proposal to add this as a thread to its curriculum for the BS degree. It was also agreed that this minor would *not* be open to BS, Computational Media majors since it is a shared program with Literature, Communication, and Media and Computer Science. The Committee also suggested that LMC could create a science fiction certificate for LMC majors and CM majors.

Curriculum

All students take two classes on the history of science fiction across media as the core of the SFS minor. Students then select three additional LMC classes from the menu below to complete the minor (five total classes, 15 hours).

Required classes:

LMC 3214: Science Fiction

LMC 3215: Science Fiction Film and Television

Elective classes (students pick three):

LMC 28XX: Special Topics (with approval of the Director of Undergraduate Studies)

LMC 3112: Evolution and the Industrial Age

LMC 3118: Science, Technology, and American Empire

LMC 3219: Literature and Medicine

LMC 3234: Creative Writing

LMC 3302: Science, Technology, and Ideology

LMC 3304: Science, Technology, and Gender

LMC 3306: Science, Technology, and Race

LMC 3308: Environmentalism and Ecocriticism
LMC 3310: The Rhetoric of Scientific Inquiry
LMC 3316 Science, Technology, and Postcolonialism
LMC 3318: Biomedicine and Culture
LMC 3352: Film and/as Technology
LMC 38XX: Special Topics (with approval of the Director of Undergraduate Studies)
LMC 38XX: Special Topics (with approval of the Director of Undergraduate Studies)
Nine of the fifteen hours must be at the 3000 level or above.

Three hours taken outside of the list of approved electives may be counted toward the minor, with approval of the SFS minor advisor.

All courses must be taken on a letter-grade basis; each course must be completed with a grade of C or better.

There are no newly developed courses in the Science Fiction Studies minor. The courses will be taught as lecture, discussion, and research classes, as they are now, and no new locations are required. LMC 3214 is taught in the summer session as an online course (see 4b below).

8. A motion was made to *table* a request from the School of Mechanical Engineering for a new course. The motion was seconded and approved.

New Course – Tabled

ME 4013: Hybrid Vehicle Powertrains 3-0-3

Note: A new syllabus is needed that includes learning outcomes. The new syllabus also needs to explain the problem sets (homework?), the nature of the project, how the grading operates, and needs to include the standard ADAPTS language. These things are normally in all COE syllabi, so the use of the template should address all of these questions.

9. A motion was made to *approve* a request from the School of Mechanical Engineering for a new degree option. The motion was seconded and approved.

New Degree Option – Approved

Bachelor of Science in Mechanical Engineering
Research Option (Default Requirements)

The School of ME requests Institute Undergraduate Curriculum Committee approval to participate in the *default* Research Option. The details of the plan which has been approved by the Woodruff School Faculty is as follows:

Default Research Option Requirements:

To complete the research option, the student must:

- Complete 9 units of supervised research over a period of preferably 3 but at least 2 terms.

- The research must be either for pay or for credit, and the student must register for ME 4698 or ME 4699, respectively. (Up to 6 hours of ME 4699 are allowed to count as Free Electives towards the student's BSME degree.)
- At least 6 credit hours must be on the same research project, broadly defined.
- Write an undergraduate thesis or other substantial, written report showing results of the research.
 - A research proposal will normally be approved by a faculty advisor and one other faculty member. The proposal will normally be completed at the end of the student's first semester of research, but must be approved at the latest before the start of their final term of research.
 - It is recommended that the student take the class LMC 4701 (see below) during the semester in which they are writing their proposal. An approved proposal is required for admission to the class LMC 4702 (see below).
 - The thesis/report must be approved and graded by two faculty members
 - Theses will be published in the Georgia Tech Library.
- Take the sequence of two 1-credit-hour classes (LMC 4701: *Undergraduate Research Proposal Writing* and LMC 4702: *Undergraduate Research Thesis Writing*).

Student Petitions

1. A motion was made to approve the recommendations on student petitions at the last meeting where there was no quorum. The motion was seconded and approved.
2. A motion was made to approve a request for a late term withdrawal. The motion was seconded and approved.
3. A motion was made to approve a request for a late term withdrawal. The motion was seconded and approved.
4. A motion was made to approve a request for a waiver of the 36-hour rule. The motion was seconded and approved.

Adjourned,

Reta Pikowsky
Registrar