

# Student Regulations Committee

**Academic Faculty Senate**

**Tuesday, February 14, 2017**

**3:00-5:00 PM**

**Student Center Theatre**

# Action Items and Minutes

- Presented by:
  - Dr. Al Ferri, ME, Chair
- Action Items
- Minutes for Approval

# Action Items from the September 28, 2016 Minutes

- *No action items.*

# Action Items from the November 16, 2016 Minutes

- **No action items.**

# Action Items from the November 30, 2016 Minutes

## *Leave of Absence Policy*

- We propose to add a new section to the Withdrawal from School and Readmission policy that would provide for a Leave of Absence.

- **VIII. Withdrawal from School and Readmission**

- B. Readmission

### ***NEW SECTION***

#### ***11. Students in good academic standing may be eligible for an approved Leave of Absence.***

- a) Interruption in enrollment due to circumstances outside the student's control may qualify for an approved Leave of Absence. This may include, for example, required military service.
- b) It should be noted that an approved Leave of Absence would be effective in a future term (see item I for more details). Students on an approved Leave of Absence would not have to apply for re-admission and would be able to retain their email accounts during the approved absence. Prior to returning, the student would have to notify the Registrar's Office so that the record could be reactivated for re-entry.
- c) The Leave of Absence would cover eligible students for at least two and no more than seven semesters (including Summer). If the seventh semester is a Spring term, students may opt to return in either the Summer or Fall term.

# Action Items from the November 30, 2016 Minutes

## *Leave of Absence Policy*

- **VIII. Withdrawal from School and Readmission**

- B. Readmission

- 11. ***NEW SECTION, CONTINUED***

- d) Students who are on an Approved Leave of Absence may not attend class, live in campus housing, or access other campus services.
- e) The form to request an Approved Leave of Absence is on the Registrar's Office website. (insert link below)
- f) The Leave of absence may be used more than once, but for no more than seven total semesters during the student's enrollment at Tech.
- g) Students who have been placed on academic drop or suspended or expelled for disciplinary reasons may not participate.
- h) Students must clear up any other issues such as registration holds or providing any requested documentation prior to re-entry. The Approved Leave of Absence does not override other considerations or restrictions on enrollment.
- i) Students should apply for the Leave of Absence as soon as possible.

# Action Items from the November 30, 2016 Minutes

## *Leave of Absence Policy*

- **VIII. Withdrawal from School and Readmission**

- B. Readmission

***NEW SECTION, CONTINUED***

- Applications for Leave of Absence will require review and signatures by the Office of the Dean of Students and the student's major academic advisor. Other signature approvals, such as the Office of International Education and Financial Aid may also need to be obtained.
- Students should bear in mind the time limits as outlined in section k below in determining the anticipated date of return.
- Readmission is required when two or more consecutive terms have been missed (which includes Summer). Once the student has made the decision that they will have to or need to be out for two or more consecutive terms and the student wishes to return to Tech without being readmitted, the application for a Leave of Absence should be filed with the Registrar's Office.
- The clock begins when the student does not enroll for a second consecutive term. The Leave of Absence Request would have to be in effect for the second consecutive missed term to avoid readmission.

# Action Items from the November 30, 2016 Minutes

## *Leave of Absence Policy*

- **VIII. Withdrawal from School and Readmission**

- B. Readmission

***NEW SECTION, CONTINUED***

- j) The Leave of Absence cannot be approved retroactively.
- k) Students must file a Return from Leave of Absence form to return. If the leave exceeds the 7 semester timeframe, the student must apply for readmission. (insert link below)
- l) The Leave of Absence, if approved, would be effective in a future term. It will not be approved to be effective in the term in which application is made. It in no way supplants or replaces any other policy. If a student needs to withdraw from classes within a given term, they should follow the withdrawal process and if a Leave of Absence is needed or desired, it would be effective for a future term or terms only as approved.



# Action Items from the November 30, 2016 Minutes

## *Change to Readmission Policy*

- We wish to change the readmission policy to clarify the language and to better document the existing practices.

- **VIII. Withdrawal/Readmission**

- B. Readmission **(Sections changed are highlighted below.)**

1. Any student who is not enrolled for two or more consecutive terms (counting Summer Session) must apply for readmission. This application, with all the pertinent supporting information, must be submitted to the Office of the Registrar before the deadline for the academic term for which readmission is requested. Deadlines are listed below.

Readmission

**Term**

Fall

Spring

Summer

**Date**

July 1

December 1

April 1

2. Applications received after these deadlines will not be accepted.
3. Readmission is not guaranteed. Schools/Colleges must recommend readmission for any student wishing to return in majors under their jurisdiction.
4. The readmission policy supersedes the change of major policy. No School/College is obligated to readmit a student even if that student is within their limit for requesting a non-restricted change of major. Once readmission applies, the change of major process is not applicable including the non-restricted change of major.

# Action Items from the November 30, 2016 Minutes

## *Change to Readmission Policy*

- We wish to change the readmission policy to clarify the language and to better document the existing practices.
  - **VIII. Withdrawal/Readmission**
    - B. Readmission, continued
      5. Any student who has attended any other college or university should plan her/his readmission process in a way that allows ample time for her/his official transcript(s) from any other institution to arrive at Georgia Tech. If official transcripts have not been received prior to the last day of the Registration Period, the student seeking readmission will not be allowed to register.
      6. Any student in good standing who is not enrolled for one single term will be allowed to re-enroll without applying for readmission to the Institute. This regulation makes no distinction among Fall Semester, Spring Semester, and Summer Session.
      7. *A student who is on academic warning or academic probation and who does not enroll for one single term may have a registration hold placed on their account. If a hold is placed, the student will be notified and the hold must be cleared by their major school. For example, if a student is placed on academic probation at the end of the Fall Semester and fails to enroll by the close of the Registration Period for the Spring Semester, a registration hold may be set, and it must be cleared by the student's major school before they can register for any future academic term.*

# Action Items and Minutes

- Move to approve all action items.
- Move to approve Minutes from:
  - September 28, 2016
  - November 16, 2016
  - November 30, 2016