

STUDENT REGULATIONS COMMITTEE

Academic Faculty Senate

Tuesday, October 18, 2016

3:00-5:00 PM

Student Center Theatre

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

2015-2016 ANNUAL REPORT SUMMARY

Membership:

Name	Affiliation	Role
Gordon Kingsley	Public Policy	Voting Member
Joe Montoya	Biology	Voting Member
Richard Barke	Public Policy	Voting Member
Al Ferri	Mechanical Engineering	Voting Member
Ty Herrington	LMC	Voting Member
Andrea Laliberte	ISyE	Voting Member
Reta Pikowsky	Registrar	Non-Voting Member, and Secretary
John Stein	VP-Student Life/ODOS	Non-Voting Member
Laura Margaret Burbach	UG Student	Voting Member
Adam Greenstein	UG Student	Voting Member
Pavan Thaker	GR Student	Voting Member
Doug Nation	Faculty	Executive Board Liaison
Name	Affiliation	Role
Steven Girardot	VP-UG Education	Standing Guest
Leslie Sharp	VP-GR Edu. & Faculty Dev.	Standing Guest
Jeremy Gray	Registrar's Office	Standing Guest
Paul Kohn	VP-Enrollment Services	Standing Guest

2015-2016 ANNUAL REPORT SUMMARY

Meetings:

The Student Regulations Committee met 11 times during the 2015-2016 year.

- August 27, 2015
- September 24, 2015
- October 29, 2015
- November 19, 2015
- January 28, 2016
- February 4, 2016
- February 25, 2016
- March 31, 2016
- April 7, 2016
- April 15, 2016 (conducted electronically)
- April 28, 2016

2015-2016 ANNUAL REPORT SUMMARY

Leadership:

- Dr. Al Ferri served as Chair of the Committee. Reta Pikowsky served as Secretary of the Committee.

Charge:

- The business of the Committee is related to academic policy matters as described in the Rules and Regulations section of the *Catalog*.

Discussion Topics:

- Leave of Absence policy
- Make-up of Classes due to Institute Cancellation of Classes policy
- Reporting of mid-term progress reports in the Summer term
- Confusion related to changes in the academic calendar, especially the day before Thanksgiving and Final Instruction days
- Academic standing as related to suspension and expulsion
- Title IX policies and accommodations

2015-2016 ANNUAL REPORT SUMMARY

Action Items Voted Upon:

- Request from the College of Architecture to be exempted from the reading days and final exam periods that were going into effect Spring 2016 - August 27 Minutes provide full details
- Editorial changes to the Registrar's Office website to better explain enrollment limitations during the Summer term
- Additional language in the Extracurricular Activities policy to address NCAA Division I events that create a conflict with the academic calendar related specifically to the changes made to the Dead Week regulation and the addition of reading days within the final examination period
- Changes to the Class Attendance Policy to address religious holidays and observances - January 28 Minutes provide full details

2015-2016 ANNUAL REPORT SUMMARY

Action Items Voted Upon:

- Changes to the Student Code of Conduct and the Student Organizations Code of Conduct – February 4 Minutes provide full details
- Changes in wording to the policy on Examinations
- Revision to the Grades policy making it clear that a graded assignment must be returned before the withdrawal deadline
- Changes to the Change of Major policy limiting when changes can be made during FASET and during the first term of enrollment
- Changes to the attendance policy to address student absences due to illness
- Changes to the auditing of classes policy
- Changes to the course requirements policy – April 28 Minutes provide full details

ACTION ITEMS FROM THE APRIL 28, 2016 MINUTES

Change in Class Attendance policy:

- Add a new section, #3, to address how students should handle medical emergencies or illnesses:

3. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Dean of Students Office and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Dean of Students to excuse a medical emergency or illness and allow make-up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments.

New language highlighted in yellow below.

IV. Attendance

B. Class Attendance

Class Attendance

<http://catalog.gatech.edu/rules/4b.php>

1. There are no formal institutional regulations regarding class attendance at the Georgia Institute of Technology. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.
2. All students are responsible for obtaining an understanding of each instructor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, students are responsible for all material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.
3. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Dean of Students Office and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Dean of Students to excuse a medical emergency or illness and allow make-up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments.

ACTION ITEMS FROM THE APRIL 28, 2016 MINUTES

- **Change in Class Auditing Policy:**
 - New/revised language added in blue highlights below.
 - <http://www.catalog.gatech.edu/genregulations/audit.php>

Auditing

- Officially enrolled students who have obtained approval of their advisors and the department of instruction concerned may audit courses at Tech; however, the student will not receive credit for courses scheduled on an auditing basis. If the student wishes to change to or from auditing status, he or she must follow the procedure for schedule changes during the time allotted for schedule modification in the official calendar. In order for a successful audit to show on the student's permanent record, the student must comply with all requirements listed by the instructor. If the instructor deems that the student did not successfully audit the course, the grade of W will be assigned. All students registered as auditors must pay tuition at the regular rate. **Members of the faculty or staff of the Georgia Institute of Technology may sit in on, rather than audit, a course with the permission of the instructor. The permission is granted on a space-available basis in the class.**

ACTION ITEMS FROM THE APRIL 28, 2016 MINUTES

▪ Changes in Course Requirements Policy

▪ VI. Scholastic Regulations, H. Course Requirements

▪ <http://www.catalog.gatech.edu/rules/6/>

▪ Revised/new language highlighted in blue.

1. Each course shall have a syllabus and course policies provided to students before the last day to drop a course without a W grade (the last day of Phase II registration). Each syllabus shall include an outline of the course objectives (learning outcomes), required materials, criteria used in determining the course grade, any other requirements for successful completion of the course, and a statement about services available through the Office of Disability Services. Each syllabus should outline acceptable student conduct as it relates to the Georgia Tech Honor Code and Student-Faculty Expectations Agreement. Students shall be informed of any changes made to the syllabus and course policies with reasonable time to adjust to these changes. Any changes to the syllabus after the first week of the term should be done prior to the last day to withdraw from the course with a W grade.
2. In all courses, faculty are expected to return to students a graded assignment or other meaningful performance feedback prior to the deadline for withdrawing from classes so that students can make an informed decision about withdrawing or changing the grade mode.
3. Progress Report grades of "S" or "U" will be submitted to the Registrar on all classes numbered 1000 and 2000 each semester prior to midterm – typically on the sixth week of Fall and Spring semesters. A Progress Report grade of "U" indicates a performance level of "D" or lower. These are not permanent grades and never appear on a transcript, but are issued to help students assess where they are in their class work and obtain academic help from the faculty and the many academic support services available on campus.
4. Students shall not be penalized if they cannot attend instructional, lab, or examination sessions that are not institutionally scheduled in accordance with the standard protocols.
5. Students shall have the opportunity to review graded material in a timely fashion and with reasonable access to grading instruments and/or grading criteria for individual assignments, projects, or exams.

ACTION ITEMS AND MINUTES

- Move to approve all action items.
- Move to approve Minutes from:
 - April 28, 2016