

Student Academic and Financial Affairs Committee
Minutes
Tuesday, January 10, 2012

Present: Allen (ChBE), Das (SGA, IWC Rep), Pikowsky (Registrar), Tovey (ISyE), Nobles (HTS), de Catanzaro (Library)

Visitors: None

Note: All action items in these minutes require approval by the Academic Senate.

1. The Minutes from the November 8 meeting were approved via email vote.
2. The new undergraduate admissions policy was discussed. Dr. Kohn had requested that it be reviewed and submitted for Academic Senate approval as soon as possible. After much discussion, the Committee submitted some suggestions to Dr. Kohn. In an email message. Dr. Kohn approved of the changes and responded to other questions raised from the discussion. Following is the policy that is being proposed for Academic Senate approval in February.

Proposed Revised Policy:

Georgia Tech Policy on Competitive Admission (Freshman Applicants)

The Georgia Institute of Technology is a top-ten public university determined to define the technological research university of the 21st century. Publicly funded and governed by the University System of Georgia, the Institute is committed to preparing students for global leadership, effectiveness and innovation.

Consistent with its mission to improve the human condition in Georgia, the United States, and around the globe, Georgia Tech counts the diversity of its students among its greatest strengths and an integral component of its educational process and academic excellence.

The undergraduate admissions process, which reflects the Institute's educational mission and motto of Progress and Service, seeks to identify those applicants, who as individuals and as a group, will benefit from the campus learning environment, and thus enrich the entire student body. The process is structured to build entering classes of students whose varied backgrounds and experiences provide substantial evidence of their potential to:

- Meet the Institute's requirements for academic success.
- Embrace the diverse campus community.
- Benefit substantially from the Institute's curriculum and scholarly pursuits.
- Develop as leaders, innovators, global citizens and engaged learners.

- Contribute to the intellectual, cultural, social and civic life of the Institute, state, and nation.

Each year Georgia Tech must make fine distinctions among large numbers of highly qualified applicants. The ability to assess consistently all information presented in the application becomes increasingly important. Therefore, the Office of Undergraduate Admission employs a rigorous review process in order to provide an individualized and holistic evaluation of every application. Each applicant is assessed on the basis of achievements and potential in a broad range of categories, viewed in the context of the opportunities and challenges the applicant faced. These categories include:

- Strength of educational performance, as measured by the nature and rigor of high school curriculum and academic achievements.
- Potential for academic success, as evidenced by performance on nationally normed standardized tests.
- Potential to contribute to the overall intellectual climate and make a positive contribution to campus and community life.
- Demonstrated commitment to intellectual engagement.

Appeals concerning individual admission decisions shall be addressed to the Director of the Office of Undergraduate Admission or the Vice Provost for Enrollment Services.

Current Policy:

<http://admission.gatech.edu/apply/freshman-application/competitive-admission>

Georgia Tech Policy on Competitive Admission (Freshman Applicants)

All qualified persons are equally welcome to seek admission to the Georgia Institute of Technology, and all persons may apply for and accept admission confident that the policy and regular practice of the Institute will not discriminate against them on the basis of race, religion, sex, or national origin.

Projections of the number of students to be admitted and enrolled in any year will be determined (a) by the capacity of the Institute and (b) by approved enrollment levels. If the number of qualified applicants for admission exceeds the number of applicants who can be admitted and enrolled, those to be offered admission will be selected on the basis of (a) the Institute's judgment of the applicant's relative qualifications for satisfactory performance in the Institute and (b) recognition of the Institute's special responsibilities to the residents of Georgia.

The policy on competitive admission, set forth above, will not prevent the admission of selected applicants who give evidence of possessing special talents for the Institute's programs requiring such special talents. In the application of this policy

of competitive admission to nonresident students, preference for admission may be given to nonresident applicants who are legacies of the Institute.

The admission of undergraduate students to pursue programs leading to a bachelor's degree shall be the responsibility of the Office of Undergraduate Admission. That office will apply policies and procedures that are approved by the Office of the President and the Board of Regents of the University System of Georgia. Preference for admission will be given to qualified residents of the state of Georgia.

The criteria used in determining each applicant's qualifications for admission shall include satisfactory evidence of scholastic promise based upon the applicant's previous academic record, scores on selected tests of aptitude or achievement, and evaluation of the applicant's essay, honors, extracurricular activities, and work experience.

Appeals concerning individual admission decisions shall be addressed to the Director of the Office of Undergraduate Admission.

3. The Committee discussed the proposed travel schedule for the Men's Golf team and tabled the decision until some additional information could be provided by the GTAA. The concern that the Committee had was that the schedule involved 15 days, not 10 as stated in the 2008 procedure. The Registrar followed up with the GTAA and gathered the following information.

Historically, this team has a history of being one of, if not our most successful team, academically (as well as athletically). The student-athletes have a proven history of handling their academic responsibilities as it relates to missed class time for excused travel and competition. They prioritize and participate in pro-active communication with their professors, follow-up with other students in their classes for missed class work/notes, and have acquired the discipline to manage the time away from the Institute and their courses. For many s/a's on this team, this has been a way of managing school since a very early age. The mean team gpa statistics are listed below for MGO for the last thirteen semesters. The number of actual excused days is also noted.

	Fall 2011	Spring 2011	Fall 2010	Spring 2010	Fall 2009	Spring 2009	Fall 2008	Spring 2008	Fall 2007	Spring 2007	Fall 2006	Spring 2006	Fall 2005
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MGO	3.32	3.23	3.25	3.19	3.32	3.33	3.23	3.29	3.16	3.39	3.13	3.47	3.33
Excused Days	9.5	13	10	14	14	14	8						

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Via an email vote, the Committee seconded and approved the following motion.

Approve, due to timing issues, this year's schedule, informing the Coach that we would highly recommend that no one student athlete have more than 10 excused absences this semester. We also ask that Athletics submits a report at the end of the season showing the number of days that each member of the golf team was away from classes for competition. We will use this report when we consider the golf team schedule in future years.

4. The Committee discussed the 2008 procedures that were implemented to guide decisions about excused absences. After much discussion, the group decided that the 2008 procedures made sense then and make sense now.

The only change was to add a statement that the week of final examinations is off-limits for excused absences.

The revised procedures read as follows:

**Georgia Institute of Technology
Office of the Registrar
Procedures for Excused Absences
for the Student Academic and Financial Affairs Committee**

**February 8, 2008
Revised, January 10, 2012**

Applicable Regulations

The following regulations apply in determining whether a request for an excused absence from class may be approved.

IV. Attendance

B. Class Attendance

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, including major religious observances, 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. Students who are absent because of participation in approved Institute activities (such as field trips and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar.

XVII. Extracurricular Activities

A. Participation

1. In order to be eligible for participation in extracurricular activities, a student must satisfy the following requirements:
 1. be enrolled in a degree program
 2. maintain a schedule with at least six credit hours on a credit basis or be a student in the Division of Professional Practice on work term.
 3. all student organization officers must be enrolled in Georgia Tech classes with at least six credit hours on a credit basis or be a student in the Division of Professional Practice on work term in Atlanta
2. Changes in academic standing that affect eligibility become effective when determined by the Institute at the end of each term (normally the Tuesday following final examination week), except that a student whose academic standing changes from good to probation shall remain eligible through the day preceding the first day of instruction of the following academic term.
3. Any student placed on academic drop/dismissal, review, suspension, or expulsion is immediately ineligible for participation.
4. Changes in disciplinary standing that affect eligibility become effective immediately.
5. Participation also requires satisfaction of any additional requirements established by the Student Activities Committee of the Academic Senate.

Reasons for Excused Absences

Students may request an excused absence for the following types of events:

- A recognized student organization is holding an event which requires the student to miss class
- The student is a student-athlete and will miss class as a result of traveling for competition

- A class the student is taking requires him/her to be absent from class and other classes as part of a class-related field trip or special event on campus
- A student is attending a conference or seminar as approved by the academic advisor

Timeframe and Related Issues for Making Request

The request is to be submitted to the Registrar in the prior semester, if possible. Some organizations know well in advance when the events will occur. It is expected that the request for excused absences will occur as soon as the event date is known and as soon as the names of the student participants is known, preferably in the prior term.

A minimum of 14 days notice is required for approval of the request assuming that the prior term approval is not possible. The instructors will be notified when the request is approved by the Registrar's Office.

It is recommended that a Special Topics course be offered during those terms, especially in Summer, when the event, project, field trip, or activity requires the student to be away from class for more than 10 days. It would be advisable in this situation for the student to register for the Special Topics course offered by the department sponsoring the event as his/her only class for that term or as one of the classes which could accommodate such a long absence.

Any request for an excused absence of more than 10 class sessions will be referred to the Student Academic and Financial Affairs Committee. No more than five consecutive absences are allowed. **The week of final examinations is excluded. Excused absences will not be approved for the final examination period. [This statement was added at the January 10, 2012 meeting.]**

Procedure

Effective July 1, 2008, students requesting excused absences from class will submit the request to the Registrar's Office via the web site currently located at <http://www.deanofstudents.gatech.edu/#> . This link will be relocated prior to July 1 to the Registrar's web site. The Registrar's Office will review the student's record and, if eligible, will prepare the excused absence letter for the student. Links to the web site will also be added to T-Square and Buzzport.

The Registrar's Office will review the list of approved student organizations on the web site at <http://cyberbuzz.gatech.edu/main/organizations/> and approve excused absences only for groups that have been recognized.

At the end of each year, the Registrar's Office will prepare a report for the Student Academic and Financial Affairs Committee outlining the number of excused absences and the reasons for them.

Adjourned,

Reta Pikowsky
Registrar