

Georgia Institute of Technology
Student Academic and Financial Affairs Committee
Minutes
January 17, 2017

Name	Term	Affiliation
Conte, Tom	[14-17]	CoC-CS
Mulford, Charles	[13-16]	Business
Healy, Nancy	[16-17]	MIRC
Perez, Ruperto M. #		Counseling
Pikowsky, Reta †		Registrar
Pollock, Anne	[14-17]	LMC
Poproski, Ruth*	[15-18]	CTL
Francis, Leanne	[16-17]	U Student
Bradley, Marguerite	[15-17]	U Student
Balachander, Sathya	[15-16]	G Student
Parker, (Walter) Ennis #		Faculty Executive Board Liaison
Kohn, Paul ##		Standing Guest, Non-voting member, Vice Provost, Enrollment Services
Rodriguez, Omar †##		Standing Guest, Non-voting, Registrar's Office

10 Voting members/5 required for a quorum.

- Non-voting member

- Non-voting standing guest member

† - Secretary

* - Chair

Attending: Ruth Poproski, Anne Pollock, Omar Rodriguez, Charles Mulford, Nancy Healey, Leanne Francis, and Marguerite Bradley.

1. The Chair presented the Institute Approved Absence drafted responsibilities for students, course instructors, and Faculty/Staff sponsors. Committee members have noticed that there has been consistent concern from course instructors about students submitting a late request to them. This concern led to establishing responsibilities for each party involved with excused absences.

Committee members voted on the drafted responsibilities and approved the recommendation of policy revision. [Appendix A.]

Any change in an existing policy would go forward to the Student Regulations Committee for review and approval. SAFAC will request that these changes be put on the next available agenda.

2. The Chair also mentioned that the survey question to identify any institutional barriers that might prevent students from graduating within four years will be added to the Undergraduate Exit Survey. This survey question is part of an ongoing conversation from previous meetings.
3. Action items for the next meeting:
 - The Registrar will coordinate with her staff to provide an update on the data gathered regarding possible academic matters that impact a student's time to complete their degree sometime in the upcoming meetings.
 - The Summer 2016 degree list is being analyzed to see if any patterns might be indicative of issues that need to be addressed.
4. The Chair will send a meeting poll to schedule next semester's meetings.

Submitted by,

Dr. Ruth Poproski, CTL, Chair

Appendix A

Student Academic and Financial Affairs Committee
January 17, 2017 Minutes

Policy Recommendation

Background: Georgia Tech policy related to institute-approved absences gives clear explanation of student rights and instructor responsibilities, but there is a gap in the policy with respect to student responsibilities and instructor rights. Specifically, there is no guidance on the timing with which a student is expected to inform an instructor of their approved absence. This has led to situations where an instructor is expected to provide make-up work or other accommodations for a student without reasonable notice. In addition, there is currently no guidance in policy regarding the responsibilities of a faculty/staff sponsor of an event – many of whom forward absence requests to the Office of the Registrar in very large numbers.

Proposed Recommendation for Policy Revision:¹

Rule IV: Attendance

(see <http://catalog.gatech.edu/rules/4/> for the current policy in its entirety)

Part B. Class Attendance

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 (SAFAC) of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar.

Student Responsibilities:

- Individual students requesting approval from SAFAC are expected to do so at least two weeks before their requested absences;
- Students are expected to inform their instructors about their approved absence by the end of the class meeting immediately following receipt of their approval notice.

Course Instructor Responsibilities:

- Course instructors receiving timely notification of student absence (as outlined above) are expected to establish reasonable deadlines and/or make-up materials for missed work, and for clearly communicating this information to the relevant student(s).

Faculty/Staff Sponsor Responsibilities:

- Faculty/staff sponsors of student organizations are expected to submit requests for absence approval, to the Office of the Registrar, at least one week before the date of the expected absence(s);

¹ This policy recommendation was approved by SAFAC at their January 17, 2017 meeting, with a view to passing it along as a recommendation to the Chair of the Student Regulations Committee for consideration.

- Faculty/staff sponsors are expected to provide the Office of the Registrar with roster changes in as timely a fashion as possible, to reduce negative impact on the ability of students and instructors to coordinate their plans;
- Faculty/staff sponsors are expected to notify students of approved absences, along with instructions for notifying their instructors, within two business days of receipt of approval from the Office of the Registrar.