

Student Academic and Financial Affairs Committee
Minutes
December 9, 2015

| Name | Term | Affiliation |
|---------------------|-------------|------------------------------------|
| Conte, Tom | [14-17] | CoC-CS |
| Mulford, Charles | [13-16] | Business |
| Nobles, Greg | [11-17] | Honors Program |
| Perez, Ruperto M. # | | Counseling |
| Pikowsky, Reta † | | Registrar |
| Pollock, Anne* | [14-17] | LMC |
| Poproski, Ruth | [15-18] | CETL |
| Nukuna, Nagela | [15-16] | U Student |
| Onken, Decker | [15-16] | U Student |
| Gable, Thomas | [15-16] | G Student |
| Cottle, Mark # | | Faculty Executive Board Liaison |

#Non-voting members. †Secretary. *Chair.

10 Voting members/5 required for a quorum.

Attending: Reta Pikowsky, Anne Pollock, Thomas Gable, Greg Nobles, Ruth Poproski

Guests: Omar Rodriguez (Registrar's Office)

1. Ruth Poproski completed a review of the research done on religious holidays. After some discussion, the group determined that the following language could be sent forward to the Student Regulations Committee as a suggestion for a policy statement.

During the discussion Committee members also more review of what role of Office of International Education might play in helping students arrange absences related to immigration interviews. Expertise in OIE might make this aspect of a student's need to be away from campus more efficiently managed.

Committee members also discussed the role of the Dean of Students and in what ways it might be another source of information and assistance with some types of requests. The Registrar noted that some draft language is being considered by the Student Regulations Committee to address absences due to medical issues. She will share that information as the Student Regulations Committee completes its review.

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. 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. Formal 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. Course instructors are responsible for clearly communicating the necessary make-up material and appropriate deadline for missed work, to the relevant student(s), when absences for Institute activities are approved.
4. Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence, provided the student informs the course instructor of the upcoming absence, in writing, within the first two weeks of class, and provided the student makes up the missed material within the timeframe established by the course instructor. Exercising one's rights under this policy is subject to the Georgia Tech Honor Code. The course instructor is responsible for clearly communicating the necessary make-up material and appropriate deadline for missed work, to the relevant student(s), and students may choose to appeal to the Student Academic and Financial Affairs Committee of the Academic Senate for formal approval of this type of absence.

2. A poll will be done to determine a possible meeting schedule for Spring.

Adjourned,

Dr. Anne Pollock, LMC