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
- Events as described under the heading “individual students, not part of a recognized student group”

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. In general, excused absences will not be approved for the final exam period, but SAFAC may be petitioned to grant exceptions.

Procedure

Effective July 1, 2008, the faculty advisor of the student group will request the approved absence through the web site maintained by the Registrar’s Office.

Recognized Student Groups with a Faculty Advisor

Prior to 2008, this process was managed in the Office of the Dean of Students who consulted with the Registrar’s Office to determine the students’ eligibility to participate. Once the faculty member enters all of the pertinent information, the Registrar’s Office evaluates the request, reviews the students’ records and then prepares the approved list.
Individual Students, Not Part of a Recognized Student Group

The Student Academic and Financial Affairs Committee also reviews and approves requests for Institute Approved Absences from individual students. These students may be missing class to deliver a paper at a conference, attend a seminar or conference related to their studies, or to attend a conference related to a leadership group of which they are members and officers. These are some examples of reasons why individual students may request an Approved Absence, but there are other possible scenarios. These requests are evaluated on their individual merits.

The student sends an email to the Registrar directly or to the Registrar’s Office through the comments@registrar.gatech.edu. The Registrar’s Office gathers all of the pertinent information from the student, reviews the student’s record, and then sends the request to the Student Academic and Financial Affairs Committee for a decision. The Registrar serves on this Committee and makes the request on behalf of the student. If the Committee approves the request, the Registrar prepares an excused absence letter and emails a PDF to the student’s GT email account. If the student needs/wants a hard-copy, he/she can pick one up from the Registrar’s Office. If the Committee denies the request, the Registrar notifies the student.

Students are expected to provide the following types of information:
- Name of the event and a description of it
- Their role in the event (attendee, presenting a paper, etc.)
- Location of the event
- Dates of the event
- Dates of requested absences
- An agenda or program that shows what events occur on what dates
- Their class schedule for those dates
- A list of any exams, tests, or presentations they will miss on those dates

There is a form in the Registrar’s Office that will be provided for the students to capture this information.

Schedules of Athletic Teams

The Georgia Tech Athletic Association prepares the travel schedules for the teams and submits them to the Registrar. The Registrar sends them to the Committee via email for a vote. If there are questions or concerns, contact is made with the GTAA and a revised schedule is requested if the Committee cannot approve the request as originally presented.