

**Georgia Institute of Technology**  
**2012-2013 Annual Report**  
**Student Regulations Committee**

October 22, 2013

3-5:00 p.m.

Student Center Theater

Fall Meeting of the General Faculty, General Faculty Assembly, & Academic Senate  
including Standing Committee Annual Reports

**Members:** 12

**Meetings:** The Student Regulations Committee met 6 times during the 2012-2013 year.

Dr. Charles Parsons served as Chair of the Committee. Dr. Richard Barke served as Secretary of the Committee. The business of the Committee is related to academic policy matters as described in the Rules and Regulations section of the *Catalog*.

**Policies Addressed by the Committee**

1. The Student alcohol policy was revised, as proposed by the Dean of Students Office. The significant changes to the policy were.
  - a. Move the phrase “dangerous drug” from the Preface to Section B where the term is defined.
  - b. Update the provision for the President’s Office to make exceptions, now allowing the “Office of the President or designee” to make exceptions.
  - c. Update the names of officers’ titles and GT offices as appropriate.
  - d. Under A.h, change from a wristband method of monitoring underage students at events to the designation of an area at an event where alcohol is being served.
  - e. The document title was changed from “Student Alcohol Policy” to Student/Student Organizations Alcohol Policy”.
2. The Committee considered modifications to the language in the week preceding final examinations policy.

**XII. EXAMINATIONS**

**C. ~~ADD-DEAD WEEK DELETE~~-(Week Preceding Final Examinations WPFE)**

The following applies to the week preceding final examinations during standard terms **ADD-including the long summer session**. Two separate paradigms exist for Dead Week classification purposes:

- Courses that give a traditional final examination
- Courses that do not give a final examination. (See [XII.D.1](#))

1. Courses *with* a traditional final examination given during finals week:
  - a. Allowed
    - i. Homework
    - ii. Projects that do not require the use of material that is covered during Dead Week
    - iii. Major project components\*

\*Major projects are defined as projects with more than one component (*e.g.*, report, presentation, computer program, or piece of hardware).

All assignments during Dead Week shall be assigned in the syllabus and fully outlined by the last day a student may withdraw from classes with a "W." (Drop Day)

- b. Not allowed:
  - i. Tests
  - ii. Quizzes
  - iii. Lab Reports\*\*
  - iv. Lab Practicums\*\*

\*\*Exception: four credit hour courses, with a three-hour lecture component and a lab. In such courses, there may be a lab report and/or practicum due during Dead Week and a traditional final examination during final examination week provided the lab report is assigned prior to Dead Week.

2. In courses *without* a traditional final examination:
  - a. Allowed
    - i. Homework
    - ii. Lab Reports assigned prior to Dead Week
    - iii. Alternative assessment (*e.g.*, presentation and/or papers, lab practicum)
3. For all courses, homework may be given on new material covered during Dead Week if the assignment is indicated on the syllabus at the beginning of the semester.
4. No final examination may be given earlier than final examination week under any circumstances (includes class votes).
5. All quizzes and tests should be graded and reported to students on or before the last day of class of dead week.
6. Student concerns may be discussed with the faculty member and/or reported to the chief academic officer of the department of

instruction, or the Assistant Vice Provost for Academic Affairs.  
(See [Student Academic Grievance Policy](#) in the *General Catalog*.)

**If approved, the regulation will read as follows:**

## **XII. EXAMINATIONS**

### **C. DEAD WEEK**

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- Courses that give a traditional final examination
  - Courses that do not give a final examination. (See [XII.D.1](#))
7. Courses *with* a traditional final examination given during finals week:
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    - i. Homework
    - ii. Projects that do not require the use of material that is covered during Dead Week
    - iii. Major project components\*

\*Major projects are defined as projects with more than one component (*e.g.*, report, presentation, computer program, or piece of hardware).

All assignments during Dead Week shall be assigned in the syllabus and fully outlined by the last day a student may withdraw from classes with a "W." (Drop Day)

- b. Not allowed:
  - i. Tests
  - ii. Quizzes
  - iii. Lab Reports\*\*
  - iv. Lab Practicums\*\*

\*\*Exception: four credit hour courses, with a three-hour lecture component and a lab. In such courses, there may be a lab report and/or practicum due during Dead Week and a traditional final examination during final examination week provided the lab report is assigned prior to Dead Week.

8. In courses *without* a traditional final examination:
- a. Allowed
    - i. Homework
    - ii. Lab Reports assigned prior to Dead Week
    - iii. Alternative assessment (*e.g.*, presentation and/or papers, lab practicum)

9. For all courses, homework may be given on new material covered during Dead Week if the assignment is indicated on the syllabus at the beginning of the semester.
  
10. No final examination may be given earlier than final examination week under any circumstances (includes class votes).
11. All quizzes and tests should be graded and reported to students on or before the last day of class of dead week.
12. Student concerns may be discussed with the faculty member and/or reported to the chief academic officer of the department of instruction, or the Assistant Vice Provost for Academic Affairs. (See [Student Academic Grievance Policy](#) in the *General Catalog*.)

The second item provided by Carole Moore addressed an addition to the Code of Conduct. The Committee discussed and approved the following addition to the Code of Conduct regulation.

3. The Committee considered changes to the Code of Conduct.

## **XIX. Code of Conduct**

### **B. Prohibited Academic Conduct**

9. The unauthorized use of an instructor's intellectual property, including marketing and selling, is prohibited (such properties may include power point presentations, lecture notes (any media), examination questions, study guides, etc.).
  
4. The Committee revised the December 1, 2011 Minutes to clear up some confusion that was created with the terminology.

The committee unanimously approved revising the minutes of the Dec. 1, 2011 meeting by eliminating the phrase “regardless of whether they are transfer students.” From the Grade Substitution policy proposal. The committee felt that the phrase potentially could be misinterpreted and is inconsistent with current grade substitution policy. The discussion at the meeting involved transfer students, but only as a reiteration that the Grade Substitution policy does not apply to them, only to freshmen. In the writing of the Minutes from that meeting, these aspects of the discussion were conflated and the confusion was not noted by anyone until October 2012. The Chair will discuss with the Faculty Secretary the best way to correct the Dec. 1, 2011 Minutes.

To further clarify, the only change that was made to the Grade Substitution policy at the Dec. 1, 2011 meeting was the following:

## **For the 2013-2014 Catalog**

Approved by the Student Regulations Committee in December 2011 and by the Academic Senate in October 2012.

New language highlighted in yellow below.

### **V. Grades and Scholastic Average**

#### **C. Grade Substitution**

Effective with the entering Fall 2005 first-time freshman class.

1. First-time freshman students who receive a grade of D or F in a course within their first two terms in residence (first three terms for those who begin in the Freshman Summer Session) are eligible to repeat the course and have the original grade excluded from the computation of the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
2. The course must be repeated at Georgia Tech within the student's first four terms in residence (first five terms for those who begin in the Freshman Summer Session). The application for grade substitution must be filed with the Registrar's Office no later than the deadline for withdrawing from a course during the student's next term in residence after the course is repeated.
3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course regardless of how many times it is repeated.
6. **The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject to exceptions and may not be petitioned to the Undergraduate Curriculum Committee.**

5. The Committee considered a proposal to revise the wording in the Release of Information Policy.

The committee considered some proposed wording changes to the Release of Information Policy which was brought to us from the Office of Student Integrity. This document explains the responsibilities and requirements under BOR policy and FERPA for the maintenance of these records and clarifies the Institute's policy regarding release of that information.

The original proposal was amended slightly by the committee and then passed with a unanimous vote.

### **Release of Information Policy Proposal Summary November 13, 2012**

#### **Background**

The Office of Student Integrity maintains students' records and responds regularly to third party inquires for this information. This information is released to third parties when the student has permitted the release of that information or where permitted or required by law. The Institute's current policy has the potential to impact students' pursuits of advanced degrees or employment in excess of the intent of the hearing outcome/imposed sanctions. The policy regarding release of information has been reviewed to determine if the current threshold for releasing information is appropriate and proposed changes are outlined below.

#### **Maintenance of Disciplinary Files**

To align with the University System of Georgia Policy, non-suspension records must be maintained for five years after last date of attendance. Records of suspension or expulsion are permanently retained. In addition, information only files will no longer be maintained.

#### **Release of Information**

The current approach may unintentionally impact students' future pursuits. Acknowledging the Institute's flexibility to determine the best approach to releasing information, the following is recommended.

Incident Type	Current Policy	Proposed Changes
Academic	<ul style="list-style-type: none"> <li>• Release information on all sanctions less than suspension for five years from the date of the most recent notice of disciplinary action.</li> <li>• Release information on suspension and expulsion indefinitely</li> </ul>	<ul style="list-style-type: none"> <li>• Release information on expulsions indefinitely</li> <li>• Release information on suspensions for five years from sanction completion.</li> <li>• Discontinue releasing information to third parties for sanctions less than suspension</li> </ul>
Non Academic	<ul style="list-style-type: none"> <li>• Release information on sanctions less than suspension (with the exception disciplinary warning which is not released) for five years from the date of the most recent notice of disciplinary action.</li> <li>• Release information on suspension and expulsion indefinitely</li> </ul>	<ul style="list-style-type: none"> <li>• Release information on expulsions indefinitely</li> <li>• Release information on suspensions for five years from sanction completion, if suspension was considered a potential threat to the campus community.</li> <li>• Release information on suspensions not deemed to be a potential threat until the sanction is complete.</li> <li>• Discontinue releasing information to third parties for sanctions less than suspension.</li> </ul>

### **Proposed Policy Changes**

#### **Current Policy with Proposed Changes Noted for Deletions or Additions**

##### **1. Maintenance of Disciplinary Files**

Disciplinary records of Students found responsible of any charges against them will **normally-DELETE** be retained for five (5) years **after graduation or-ADD** from the date **of last attendance-ADD of the most recent notice of disciplinary action-DELETE**. Disciplinary records containing records of Suspension and Expulsion will be permanently retained. A case referral results in the creation of a disciplinary file in the name of the Accused. This file shall be voided if **the student is found not responsible for the charges-ADD**.

**DELETE THIS SECTION:**

- a. The Student is found not responsible for the charges, or
- b. The case is determined to be an informational file only. An informational file is not included in background checks, but can be used in future sanctioning if the behavior continues.

**2. Release of Information**

Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.

**DELETE Sections a. and b.**

- a. Matters where a student has been found responsible for non-academic misconduct may be reported to third parties, with the exception of a sanction of Disciplinary Warning.
- b. Matters where a student has been found responsible for academic misconduct may be reported to third parties, regardless of the sanction applied.

**Retain Sections c. through f. and add section g.**

- c. Academic or non-academic misconduct resulting in expulsion is released to third parties indefinitely.
- d. Academic misconduct that resulted in suspension is released for five years after sanction completion.
- e. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists is released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension is reported until the sanction is complete.
- f. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
- g. The Institute requires a specific written request from the student to release the entire disciplinary record.

**If the changes are approved, this is how the new policy will read:**

**1. Maintenance of Disciplinary Files**

Disciplinary records of Students found responsible of any charges against them will be retained for five (5) years after graduation or from the date of last attendance. Disciplinary records containing records of Suspension and Expulsion will be permanently retained. A case referral results in the creation of a disciplinary file in the name of the Accused. This file shall be voided if the student is found not responsible for the charges.

**2. Release of Information**

Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.

- a. Academic or non-academic misconduct resulting in expulsion is released to third parties indefinitely.
  - b. Academic misconduct that resulted in suspension is released for five years after sanction completion.
  - c. Any non-academic misconduct that resulted in suspension where a potential threat <sup>1</sup> to the campus community exists is released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension is reported until the sanction is complete.
  - d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
  - e. The Institute requires a specific written request from the student to release the entire disciplinary record.
6. The Committee considered the final examination schedule in relation to commencement-related activities on Friday of that week.
  7. The Committee considered the process of naming student organizations.

At the November 6, 2012 meeting of the Executive Board we heard a report (attached) about instructions on the naming of student organizations that came out in an October newsletter from the Office of Leadership and Civic Engagement. There was widespread concern expressed amongst the faculty members serving on the Executive Board as further explained in the attachment. As a result, the Board passed the following motion unanimously to charge the Student Rules and Regulations committee, in concert with the Student Activities Committee, to develop policies and procedures to permit student organizations to use "GT" in their names and marketing materials.

### Discussion

After a lengthy discussion, Committee members determined, led by the student representatives at the meeting, that the issue could be resolved by changes in the charters for student organizations.

All agreed that the cost and confusion of existing organizations being forced to change their names and marketing information was not be best option moving forward and that the student leadership could work with Student Affairs to resolve the confusion.

Legal Affairs representatives agreed that this could be resolved without being in conflict with other rules or regulations.

### Follow-up from Bruce Henson, GT Library and SAC Chair

The Student Activity Committee (SAC) had this issue on its agenda yesterday (January 15, 2013) and invited Chuck Parsons to join us and give us a summary of the discussion about the issue at the December meeting of the Student Regulations Committee.

SAC agrees with the Regulations committee that the issue of how student organizations name their organizations should be referred to SGA, since it is clear that is where the regulation was stated.

### Follow-up

The Student Regulations Committee will request an update from Student Affairs at its first meeting in the Spring term.

8. The Committee reviewed the readmission policy to clarify the status of students who have been expelled.

See highlighting below for suggested changes.

## **VIII. Withdrawal from School and Readmission**

### **B. Readmission**

Any student who is not enrolled for two or more consecutive terms must apply for readmission. This application, with all the pertinent supporting information (except possibly another college transcript: see 2 below), must be submitted to the registrar before the deadline for the term for which readmission is requested, as listed below:

Fall-July 1

Spring-December 1

Summer-April 1

Applications received after these deadlines will not be accepted.

Students who have attended other colleges should plan their readmission so as to allow ample time for official transcripts from

those colleges to be sent to Georgia Tech. If official transcripts have not been received prior to the last day of registration, the student seeking readmission will not be allowed to complete registration.

Any student in good standing who is not enrolled for a single term will be allowed to re-enroll without applying for readmission to the Institute. There will be no distinction between the terms of the regular academic year and the summer term.

A student who is on academic warning or academic probation who is not enrolled for a single term will have an automatic hold placed on registration that must be cleared by the student's major school. For example, a student is placed on academic probation at the close of fall term and fails to enroll by the close of registration for the spring term. An automatic registration hold will be set, which must be cleared by the major school before the student can register for any future term.

A student who has been dropped once for unsatisfactory scholarship will ordinarily not be readmitted. A student who seeks an exception to this rule must have been out of the Institute for at least one term and have had a conference with the major school concerning the readmission. The readmission application deadline for a student who has been dropped is two months prior to the published readmission deadline for the term.

A student who is dropped a second time for unsatisfactory scholarship will not be readmitted to the Institute.

**A student who is on expulsion, permanent separation from the Institute, is not eligible for readmission.**

Students are readmitted under the current catalog that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a catalog in effect prior to the term of readmission, he/she must make a request to the Major School. There is no guarantee that such a request will be granted and readmitted students should be prepared to follow the current degree requirements as outlined in the current catalog. **Programs that have been deactivated or terminated are not available for readmission. Students who were enrolled in a program that has since been deactivated are eligible for readmission to the Institute; however, they must select an active program at the time of readmission. Once a decision is made to no longer admit students to a major due to an impending deactivation or termination, readmission is also not allowed.**

Any student, except a part-time graduate student, who withdraws during a term and wishes to return the following term must complete a Petition to the Faculty for consideration. This petition must be submitted to the registrar before the deadline for the term for which readmission is requested.

Students may be eligible for academic renewal. See below for more information.

University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate or bachelor's degree (BR Minutes, June, 1995, p. 7). The complete policy is available online at: [www.usg.edu/academic\\_affairs\\_handbook/section2/handbook/2.5\\_grading\\_system/](http://www.usg.edu/academic_affairs_handbook/section2/handbook/2.5_grading_system/)

The application for academic renewal shall be considered as a petition to the undergraduate curriculum committee.

9. The Committee considered a proposed change to the Undergraduate Minor policy in relation to the time frame for submitting the declaration form.

**New Language highlighted in red. Deleted language indicated by strike-out.**

**Rules and Regs governing minors from the catalog (<http://www.catalog.gatech.edu/rules/13g.php>):**

## **GT Catalog: Rules and Regulations**

### **XIII. Undergraduate Degrees**

#### **G. Minors**

A student may complete a minor in another academic field while completing the requirements of his or her major degree program.

With the approval of the major school, the student should consult an advisor in the minor field, who can inform the student of the requirements for the minor.

A Change/Addition of an Undergraduate Academic Minor(s) form must be completed, signed by the Minor Advisor/Coordinator and the Major Advisor, and submitted to Registrar's Office. **Students are encouraged to submit the completed form when they decide to pursue the minor but no later than the term preceding anticipated graduation.**

~~When a student petitions for a degree, he or she should complete the petition for a minor and have it approved by the minor advisor. The petition for a minor must accompany the petition for the major degree when reviewed for approval by the major school.~~

Students who change or add a minor must complete the requirements in the Catalog that was effective for the term in which the change or addition of a minor became official, or any subsequent Catalog.

**Readmitted students who wish to pursue a minor must indicate their choice on the application for readmission. Requirements for the minor are those in effect at the time the student is readmitted as stated in the current Catalog. The readmitted student may only select minors offered at the time of readmission.**

**Some courses in a minor may have prerequisites that are not included in the minor description. Some minors may have additional requirements that students must meet before being admitted to that minor.**

The minor will be conferred at the same time the degree is conferred.

Minors may not be conferred retroactively upon students who have graduated.

The minor will not be printed on the diploma, but both the degree and minor will be recorded on the student's transcript.

**A student who has applied for a minor but does not complete it is not required to take any action to withdraw from the minor. If a minor is not completed, it is not recorded.**

**Change highlighted in red below.**

Statement from the catalog about Minors

(<http://www.catalog.gatech.edu/academics/minors.php>):

### **Undergraduate Minors**

An undergraduate minor is a defined program of study outside the student's major field. Minors are intended to broaden the student's education by

encouraging and officially recognizing knowledge obtained by the student in fields other than their major.

Minors are typically offered by Schools which also offer a major. A program of study for the minor is outlined and it may include more than one option or "track". Tracks allow students to focus on an aspect of the academic field that is of particular interest to them. It is expected that there will be depth of the program of study and that specific educational objectives will be met upon completion of the minor.

Other minors are offered where there is no undergraduate degree granting program at Georgia Tech. These minors cover fields which are inherently multidisciplinary; i.e., ones that are covered in part by multiple degree granting academic programs. Multidisciplinary minors require particularly broad Programs of Study which include courses from multiple Schools and/or Colleges.

10. The Committee discussed a suggestion that a "minor and certificate fair" be held to inform students about these options.

Submitted by,

Dr. Charles Parsons, Scheller College of Business