

Student Regulations Committee
Minutes
January 27, 2017

Voting Members	Affiliation	Role
Linda Harley	BMED	
Al Ferri	ME	Chair
Ty Herrington	LMC	
Gordon Kingsley	Public Policy	
Andrea Laliberte	ISyE	Vice Chair
Joe Montoya	Biology	
Lindsey Eidson	UG Student	
Ben Nickel	UG Student	
Pavan Thaker	GRAD Student	
Non-Voting Members	Affiliation	Role
Reta Pikowsky	Registrar	Secretary
John Stein	Vice President-SL and DOS	
Doug Nation	Faculty Exec. Board Liaison	
Standing Guests	Affiliation	Role
Steven Girardot	VProvost-UG EDU	
Jeremy Gray	Registrar's Office	

There are nine voting members. There are five needed to reach a quorum.

Present: Harley (BMED), Ferri (ME), Herrington (LMC), Kingsley (PUBP), Laliberte (ISyE), Montoya (BIOL), Eidson (UG Student Rep), Nickel (UG Student Rep), Pikowsky (REG), Stein (VP-Student Life/ODOS)

Standing Guests: Girardot (VP-UG Edu), Gray (REG)

Guests: Snead (REG), Wilkinson (CHEM), Balch (IGCC), Hollengreen (AP, ARCH)

1. A motion was made to approve the Minutes from the November 30, 2016 meeting. The motion was seconded and approved.
2. A motion was made to approve an exception for a final quiz in ISyE 3025 Engineering Economy (1 hour class) to be held on final instructional day in Spring 2017. The motion was seconded and approved.

Note: The Registrar was asked to notify the Office of the Dean of Students and the Office of Disability Services that this approval has been granted.

3. A motion was made to approve the Leave of Absence Policy with the revised language as recommended by the Bursar's Office and the Office of Scholarships and Financial Aid. The motion was seconded and approved.

See Appendix A for the policy and the accompanying forms.

4. The Committee discussed the academic standing policy related to doctoral candidates who are not making progress toward degree completion. Dr. Balch attended the meeting to share with the Committee concerns that his College has about these doctoral students who tend to continue enrollment over relatively long periods of time, yet who do not finish the degree.

Committee members discussed the practical or operational impacts of this on the unit. If these students require support of any kind, academic or financial, there might be some negative impact of them continuing to enroll over a long period of time. There was concern expressed that if the enrollment continues for a long period the research or focus of that student's curriculum might also become stale, possibly creating other concerns. Lack of progress for Master's students was also mentioned. This would likely have a different set of issues associated with it.

Committee members also discussed whether granting "U" grades for thesis hours is not being used as intended to indicate that graduate students are not making progress toward degree completion. Appropriate use of the "U" grade could signal such a problem and provide grounds for dismissal.

The Committee reviewed the current academic standing policy and wondered whether some adjustment of policy language was necessary or whether the graduate unit could impose a local limitation. There was also discussion of whether an academic dismissal is an Institute-level action or dismissal from the program. At the undergraduate level, it is dismissal from the Institute. At the graduate level it is dismissal from the program since admission to an MS or PhD program is made at the academic unit level. However, a graduate student seeking to move to another program after being put on dismissal would have to go through the admissions process again.

Discussion of the general policy led to Committee members suggesting that the new part 9 that was drafted become actually Section D of the policy. Part C is addressing academic standing related to grades. Adding a new part D that would address progress toward graduation would avoid confusion since the two address different aspects of the student's performance.

It was also suggested that the language in the policy be cleared up so that consistent language is used. For example, in some places "dismissal" is used and in others "drop" is used.

See Appendix B for revisions to be discussed at the next meeting.

5. The Committee discussed Incomplete grades in lab sciences. Dr. Wilkinson attended the meeting to provide input from instructors in Chemistry who recently struggled with a case that presented challenges. Part of the concern relates to possible liabilities with students who are not registered working in labs where there are dangers either with chemicals or equipment.
Another part of the concern is with how these students could be accounted for and their presence in labs tracked if they are not enrolled. One other aspect of the problem is whether a certain experiment could be recreated from the first attempt of the course, and at what point in the term the student might join the lab to make up those specific assignments. It would be assumed in that case that the student had not missed all the labs.

Committee members wondered if the academic unit, at the time an Incomplete is assigned at the end of the term, could “reserve” a space for the student to make up the work and register them in a placeholder course that would be cross-listed with the lab section to address the issue of having the student registered and being accounted for in the lab space. This is complicated due to the fact that the student’s schedule for the next term may not be set and it may not be known which lab section would fit. Also, if the student does not enroll in the next term and has one year to complete the class, the scheduling problem could be more challenging.

It is possible that the fact that the student was given an Incomplete with permission to make up the work resolves the liability issue since the student has approval of the Institute to be in the lab, without being registered, and is there for a valid academic reason. The problem remains with how to keep track of the student and in fact reserve a seat.

It is expected that the Committee may take up this question again after more thought is given to the broader issues.

6. The question of Incomplete grades in general was raised. The question was should the guidance provided on granting Incomplete grades be more specific so that instructional faculty would consider all the relevant issues before agreeing to grant one. The existing guidance on the Registrar’s website was pointed to as already serving some of that need.

See Appendix C for more information that will be put on the next agenda.

7. Committee members discussed some on-going confusion about communication to and from faculty regarding students who miss class due to illness. Students on the Committee also noted that there is confusion on their side of it with what supporting documentation they can or cannot get from Health Services to give to the Dean of Students Office.

Committee members were reminded that health information is protected by HIPAA and that part of the process is intended to ensure that such confidential information is handled discretely and provided only as needed.

Faculty members are expressing frustration that they don't know what to do, they often don't know the applicable dates of the illness and therefore can't determine what work needs to be made up, and they generally don't have enough information or guidance on what constitutes a legitimate reason to miss class and be able to make up the work.

Students are frustrated because they sometimes struggle to obtain information that would be helpful to the Dean of Students Office in communicating with faculty, or in taking the information directly to the faculty.

After much discussion, it was determined that the Chair and Registrar would arrange a meeting with the Medical Director of Health Services to talk about the concerns both in terms of what kinds of documentation students will be able to get and in terms of broader issues such as what kinds of illnesses actually constitute an "excused absence" when it would be appropriate for the faculty member to arrange for the work to be completed.

The Chair and the Registrar will report back to the Committee after the meeting to determine what next steps may be necessary.

8. Future business:
 - a. Academic Standing GPA minimums – data will be gathered from IRP before this will be put on the agenda.

9. Next meeting date and agenda items.

Friday, February 17, 3:00-4:30 PM – to be confirmed

Agenda items:

- i. Incomplete grades – more explicit guidance.
- ii. Academic progress toward degree as part of academic standing.
- iii. SAFAC recommendations on Institute Excused Absences statement on responsibilities of students and of faculty.
- iv. Changes in daily class scheduling grid.
- v. Change of major – current UG Admissions practice re transfers.

Adjourned.

Dr. Al Ferri, Chair, ME

Appendix A, January 27, 2017

Student Regulations Committee Minutes

See highlights for possible new language.

VIII. Withdrawal from School and Readmission

B. Readmission

1. Any student who is not enrolled for two or more consecutive terms (Summer term counts) 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 readmission application deadline for the term for which readmission is requested, as listed below:
 - a. Fall-July 1
Spring-December 1
Summer-April 1
 - b. Applications received after these deadlines will not be accepted for the next term.
2. 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.
3. 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.
4. 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.
5. A student who has been dropped once for unsatisfactory scholarship performance 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.
6. A student who is dropped a second time for unsatisfactory scholarship performance will not be readmitted to the Institute.
7. A student who is on expulsion, defined as permanent separation from the Institute, is not eligible for readmission.
8. 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, they 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.

9. 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.
10. Students may be eligible for academic renewal. See below for more information.
 - a. University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of three (3) 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_gradin_g_system/
 - b. The application for academic renewal shall be considered as a petition to the undergraduate curriculum committee.

11. Students in good academic standing may be eligible for an approved Leave of Absence.

- a. Interruption in enrollment due to circumstances outside the student's control may qualify for an approved Leave of Absence. This may include, for example, required military service.
- b. It should be noted that an approved Leave of Absence would be effective in a future term (see item I for more details). Students on an approved Leave of Absence would not have to apply for re-admission and would be able to retain their email accounts during the approved absence. Prior to returning, the student would have to notify the Registrar's Office so that the record could be reactivated for re-entry.
- c. The Leave of Absence would cover eligible students for at least two and no more than seven semesters (including Summer). If the seventh semester is a Spring term, students may opt to return in either the Summer or Fall term.
- d. Students who are on an Approved Leave of Absence may not attend class, live in campus housing, or access other campus services.
- e. The form to request an Approved Leave of Absence is on the Registrar's Office website. **(insert link below)**

- f. The Leave of absence may be used more than once, but for no more than seven total semesters during the student's enrollment at Tech.
- g. Students who have been placed on academic drop or suspended or expelled for disciplinary reasons may not participate.
- h. Students must clear up any other issues such as registration holds or providing any requested documentation prior to re-entry. The Approved Leave of Absence does not override other considerations or restrictions on enrollment.
- i. Students should apply for the Leave of Absence as soon as possible.
- Applications for Leave of Absence will require review and signatures by the Office of the Dean of Students and the student's major academic advisor. Other signature approvals, such as the Office of International Education and Financial Aid may also need to be obtained.
 - Students should bear in mind the time limits as outlined in section k below in determining the anticipated date of return.
 - Readmission is required when two or more consecutive terms have been missed (which includes Summer). Once the student has made the decision that they will have to or need to be out for two or more consecutive terms and the student wishes to return to Tech without being readmitted, the application for a Leave of Absence should be filed with the Registrar's Office.
 - The clock begins when the student does not enroll for a second consecutive term. The Leave of Absence Request would have to be effect for the second consecutive missed term to avoid readmission.
- j. The Leave of Absence cannot be approved retroactively.
- k. Students must file a Return from Leave of Absence form to return. If the leave exceeds the 7 semester timeframe, the student must apply for readmission. [\(insert link below\)](#)
- l. The Leave of Absence, if approved, would be effective in a future term. It will not be approved to be effective in the term in which application is made. It in no way supplants or replaces any other policy. If a student needs to withdraw from classes within a given term, they should follow the withdrawal process and if a Leave of Absence is needed or desired, it would be effective for a future term or terms only as approved.

**Georgia Institute of Technology
Office of the Registrar
Application for Leave of Absence**

INSTRUCTIONS AND INFORMATION

This form should be submitted to the Registrar's Office, Room 104 Tech Tower, 225 North Avenue, Atlanta, GA 30332-0315. It can also be scanned and emailed to comments@registrar.gatech.edu. The review process will include the Office of the Dean of Students and the academic advisor in the student's major school. Other offices such as the Office of International Education may also be included in the review process as appropriate.

The Leave of Absence policy does not supersede any other policy. For example, students who need to withdraw or petition to withdraw from a given term, must follow that procedure. Students who are ineligible to return to Tech may not seek a Leave of Absence as a way to address that status.

Applications for a leave of absence are due by:

- Spring - December 1st
- Summer - April 1st
- Fall - July 1st

The address on the application should be a mailing address for the period students are to be on leave. The same applies to the email address listed on the application. Any communication from the Institute will be in the form of email to the address listed on the application.

Any questions related to the Leave of Absence policy or process should be directed to the Office of the Registrar at comments@registrar.gatech.edu.

Approval is not automatic. Each request is considered on its own merits by the Registrar's Office and reviewed by the Undergraduate or Graduate Curriculum Committee as necessary. Decisions will be reported to the current email address listed below.

Student's Last Name: _____

First Name: _____ Middle Initial: _____

GT ID: _____

Current Email Address: _____

Email Address during Leave of Absence:

Mailing Address during Leave of Absence:

Term or Terms for Which a Leave of Absence is Requested:

Fall _____ Spring _____ Summer _____

Term and Year (e.g., Fall 2018) in which re-enrollment is anticipated:

Reason for the Request (attach other documents as appropriate)

By signing below, you are acknowledging that you have read and understand the following:

- You will have no access to campus facilities or services during the leave of absence period.
- You are advised to make arrangements for health care coverage during this period of time.

Student Signature: _____ Date: _____
Signature of School or College official: _____
Date: _____
Signature of Dean of Students: _____
Date: _____
For Office of the Registrar use only:
Approved: _____ Not Approved: _____ Date: _____
Comments: _____ _____

**Georgia Institute of Technology
Office of the Registrar
Application for Return from Leave of Absence**

INSTRUCTIONS AND INFORMATION

This form should be submitted to the Registrar's Office, Room 104 Tech Tower, 225 North Avenue, Atlanta, GA 30332-0315. It can also be scanned and emailed to comments@registrar.gatech.edu.

Applications for return from a leave of absence are due by:

- Spring - December 1st
- Summer - April 1st
- Fall - July 1st

Any questions related to the Leave of Absence policy or process should be directed to the Office of the Registrar at comments@registrar.gatech.edu.

Students should remain aware that failing to meet the deadline could mean that return for the next semester may not be possible. Although readmission is not required, the record has to be reactivated, a time ticket assigned, and any holds cleared before registration can occur.

Student's Last Name: _____

First Name: _____ Middle Initial: _____

GT ID: _____

Current Email Address:

Telephone Number: _____

Term for which re-enrollment is requested:

Fall _____ Spring _____ Summer _____

Student Signature: _____ Date: _____

For Office of the Registrar use only:

Decision: _____ D

Appendix B, January 27, 2017 Minutes

Student Regulations Committee

Possible new language highlighted in yellow below.

VI. Scholastic Regulations

C. Academic Standing

1. The assignment of academic standing is based on both the student's most recent academic term and her/his cumulative grade-point average.
2. The minimum satisfactory grade-point average (GPA) is 1.70 for freshmen and joint-enrolled high school students; 1.80 for sophomores; 1.95 for juniors; 2.00 for seniors and special undergraduates; 2.70 for master's and special graduate students; and, 3.00 for doctoral students.
3. Students not on academic probation are in good academic standing.
4. Academic warning
 - a. Academic warning is a subcategory of good academic standing, differing only in the maximum allowable schedule load.
 - b. A student who has a cumulative grade-point average below the minimum satisfactory scholarship requirement, or whose cumulative grade-point average for work taken during any term is below this requirement, shall be placed on academic warning.
 - c. A student on academic warning whose grade-point average for the academic term is above the minimum satisfactory scholarship requirement and cumulative grade-point average is below the minimum satisfactory scholarship requirement shall remain on academic warning.
5. Academic probation
 - a. A student on academic warning whose grade-point average is below the minimum satisfactory scholarship requirement for any academic term shall be placed on academic probation.
 - b. An undergraduate student in good academic standing whose grade-point average for any academic term is below 1.00, based on at least six graded hours, shall be placed on academic probation.
 - c. A student also may be placed on academic probation through other actions, as described in the following section.
6. Dismissal for unsatisfactory scholarship
 - a. The Institute may dismiss from the rolls at any time a student whose record in scholarship is unsatisfactory.
 - b. A graduate student whose grade-point average for any term is 2.00 or below may be placed on academic probation or dismissed, regardless of the student's previous record.
 - c. A student on academic probation whose grade-point average for the academic term of probation is below the minimum satisfactory scholarship requirement and whose cumulative grade-point average is below the

minimum satisfactory scholarship requirement shall be dismissed from the rolls for unsatisfactory scholarship.

- d. An undergraduate student on academic warning whose grade-point average for any term is below 1.00, based on at least six graded hours, and cumulative grade-point average is below the minimum satisfactory scholarship requirement shall be dismissed from the rolls for unsatisfactory scholarship.
 - e. The record of a student on academic probation whose grade-point average for the academic term is unsatisfactory, but whose overall academic record is satisfactory, may be reviewed by the Institute Undergraduate Curriculum Committee or the Institute Graduate Curriculum Committee, as appropriate. The student may be dismissed or may be continued on academic probation.
7. Academic review
- a. A student who normally would be dismissed from the rolls for academic deficiencies, but appears from the record not to have completed the academic term, may be placed on academic review.
 - b. This is a temporary standing that makes the student ineligible for registration. If no acceptable explanation is given within a reasonable time, the standing is changed to dismissal.
8. The academic standing regulations given previously for graduate students do not preclude a school from having more rigorous requirements.

D. Satisfactory Academic Progress toward Degree Completion

1. *Satisfactory academic progress toward degree completion means that for each term of enrollment the student completes a course or courses that are either prerequisites for courses required in the major or that are degree applicable to stay on track toward graduation.*
2. *Students are expected to pass, depending upon the requirements of the individual program, at least one course per term of enrollment. A grade of 'D' or better in the case of letter grade courses, or 'S' in the case of pass/fail courses to remain in good standing under this rule.*
3. *If a student fails all courses in a term, there will be no change in status. However, if a student fails all courses in a second term of enrollment, they will be placed on warning for lack of degree progress. If failure of all courses occurs in a third term of enrollment, the status will be revised to probation. If failure of all occurs in a fourth term of enrollment, the student will be placed on academic dismissal for lack of satisfactory academic progress toward degree completion.*
4. *If a student withdraws from all courses in a term, there will be no change in status. However, if a student withdraws from all courses in a second term of enrollment, they will be placed on warning for lack of satisfactory academic progress toward degree completion. If withdrawal occurs in a third term of enrollment, the status will be revised to probation. If withdrawal occurs in a fourth term of enrollment, the student will be placed on academic dismissal for lack of satisfactory progress toward degree completion. The withdrawal terms do not have to have occurred consecutively. They will be considered by the number of times they occur, not whether they are consecutive.*

5. Students applying for readmission may be denied based on prior terms of failures or withdrawals.
6. Students must remain aware that there are satisfactory progress requirements for financial aid and for NCAA Division I sports, for example. Information on those requirements should be directed to the appropriate office on campus and should not be confused with this academic policy.

E. Probation Status

1. Students may be placed on probation status by failing to meet grade point average requirements.
 - a. Undergraduate students must meet grade point average requirements as described in part C.2 of this policy.
 - b. Graduate students must meet grade point average requirements as described in C.2 of this policy. It should be noted that Schools and Colleges may have higher standards for Master's and Doctoral programs. If so, it is those standards that apply in determining probation or dismissal status.
2. Students may be placed on probation status by failing to make satisfactory academic progress toward degree completion as described in Section D of this policy.

Appendix C, January 27, 2017 Minutes

Student Regulations Committee

See highlighted area for proposed new language:

V. Grades / Average

Incomplete. The "I" grade is used when, for reasons beyond her/his control and deemed acceptable by the instructor, a student whose academic performance had been satisfactory becomes unable to fulfill a course's requirements. If the student's academic performance had been so poor as to preclude her/his passing, the instructor shall assign the grade of "F." Regulation VII., "Deficiencies," outlines the removal of the "I" grade.

See the Registrar's Office website for more guidance on the use of the Incomplete grade: <http://registrar.gatech.edu/faculty/igrades.php>

This is what appears on the RO website at present. See highlights for what we suggest adding as "guidance."

According to the [Rules & Regulations V3](#), a student may be assigned a grade of "I" under the following circumstance:

"Assigned when a student was doing satisfactory work, but for nonacademic reasons beyond his/her control and deemed acceptable by the instructor, was unable to meet the full requirements of the course. If the student's performance was so poor as to preclude his/her passing, the instructor shall assign the grade of "F". "Last Date of Participation" should be entered for any student assigned a final grade of "F" or "I".

Acceptable reasons for assigning an "I" would include, but not be limited to, the following:

- Personal illness of the student
- Family emergency (death in family, serious illness in family, birth of child, etc.)
- Computer failure/software problem/lack of data supplied by outside source
- Travel required by job that could not be rescheduled

The student should be able to provide documentation to the instructor for any non-academic reason.

Other factors that should be taken into account and general guidance:

- The emphasis is on the fact that the reason is not academic in nature and that the student was doing satisfactory work.
- Students should not be instructed to sign up for the course again in order to make up an "I" grade and should only lack a small portion of course work. If the student is missing so much work that a passing grade could not have been assigned, a grade of "F" should be assigned.

- The rule of thumb for this is that approximately 70% of the work for the course should be done for an Incomplete to be appropriate.
- The instructor may also take into account the type of assignments that were missed such as group presentations, group projects, laboratories, or other examples where it would be difficult to recreate the work or conditions for the work to be completed.
- An incomplete should not be granted in order for a student to redo a test, quiz, or exam in order to improve their grade.
- Discussions about a possible Incomplete grade for a student should not occur until late enough in the term when it can be determined that the student is passing and that they have successfully completed enough of the class to have a reasonable chance of making it up by the deadline.

When completing a grade correction form to remove the "I" grade, the instructor is required to identify the nonacademic reason that the "I" was given, not what the student was required to do to make up the work.

Students who receive a grade of "I" (Incomplete) should consult the [Student Rules & Regulations VII](#) regarding the length of time allowed to make up the Incomplete.