

**Student Regulations Committee**  
**Minutes**  
**Thursday, January 28, 2016**  
**3:00 PM**  
**Registrar's Office Conference Room**  
**First Floor Savant**

<b>Voting Members</b>	<b>Affiliation</b>	<b>Role</b>
Richard Barke	Public Policy	
Al Ferri	ME	Chair
Ty Herrington	LMC	
Gordon Kingsley	Public Policy	
Andrea Laliberte	ISyE	
Joe Montoya	Biology	
Laura Margaret Burbach	UG Student	
Thomas Gable	GRAD Student	
Adam Greenstein	UG Student	
<b>Non-Voting Members</b>	<b>Affiliation</b>	<b>Role</b>
Reta Pikowsky	Registrar	Secretary
John Stein	Vice President-SL and DOS	
Doug Nation	Faculty Exec. Board Liaison	
<b>Standing Guests</b>	<b>Affiliation</b>	<b>Role</b>
Steven Girardot	VProvost-UG EDU	

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

**Present:** Ferri (ME), Greenstein (UG Student), Herrington (LMC), Pikowsky (Registrar), Kingsley (PUBP), Nation (Faculty Exec. Board), Stein (Student Life/ODOS),

**Guests:** Gray (Registrar), Weston (Student Life/OSI), Martin (Student Life/OSI), Wasch (Legal Affairs)

1. The Committee discussed recommendations for changes to the Student Code of Conduct as well as the Code of Conduct for Student Organizations. These recommended changes were the result of a review conducted by a special committee. The changes are mostly related to language and do not alter the actual policy.

Committee members were briefed on the specific changes recommended and were later sent by email the actual documents in both mark-up and clean formats.

Since Committee members had not seen the documents prior to the meeting, it was suggested that they review the documents on receipt in the email to be sent after the meeting and be prepared to discuss in the next meeting that will be arranged as soon as possible.

It was noted that the next meeting of the Academic Faculty Senate will be on February 16, so if these changes are to be voted on by the Committee and submitted for Senate approval action will be needed immediately.

**Update:** Another meeting with this as the sole agenda item was set for Thursday, February 4. Minutes will be prepared for that meeting and voted on separately.

2. A motion was made to approve a change to the Class Attendance Policy to address religious holidays. This came as a recommendation from the Student Academic and Financial Affairs Committee. The motion was seconded and approved.

### **Class Attendance**

<http://catalog.gatech.edu/rules/4b.php>

- A. 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.
- B. 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.
- C. 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 establishing reasonable deadlines and/or make-up material for the missed work, and for clearly communicating this information to the relevant student(s), when absences for Institute activities are approved.

D. Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence with no late penalty, 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 establishing reasonable deadlines and/or make-up material for the missed work, and for clearly communicating this information to the student. 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.

3. The Make-up Classes policy, including comments from the campus community as part of the review process, was discussed briefly. The student representative on the Committee had some questions and concerns. It was suggested that he contact the Provost's Office directly to discuss those questions and concerns then report back to the Committee. The Committee will resume its discussion at that point.
4. Due to time constraints, the Committee will take up the following agenda items at its next regular meeting:
  - a. Readmission/withdrawal policy with added language to address leave of absences and related forms.
  - b. Summer Transients.
  - c. Grades (when graded assignments must be provided)
  - d. Attendance policy, process for illnesses.
5. The Committee discussed the types of academic standing that now appear on the transcript. There is no support for adding "expulsion" or any other kind of disciplinary notion as a new category of academic standing that would appear on the transcript. Committee members agree with the Registrar's conclusion that the academic record, the transcript, should contain only academic information.
6. Next meetings:
  - a. February 4, Thursday, 4:00 PM, Registrar's Office Conference Room, 1<sup>st</sup> Floor Savant.
  - b. February 25, Thursday, 3:00 PM, Registrar's Office Conference Room, 1<sup>st</sup> Floor Savant.