

Student Regulations Committee
Minutes
Thursday, February 25, 2016

Voting Members	Affiliation	Role
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	
Pavan Thaker	GRAD Student	
Adam Greenstein	UG 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	

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

Present: Barke (PUBP), Ferri (ME), Herrington (LMC), Kingsley (PUBP), Laliberte (ISyE), Thaker (GR Student), Greenstein (UG Student), Pikowsky (REG), Stein (VP-SL & ODOS), Nation (Fac. Exec. Board)

Guests: Girardot (joined by phone for some of the discussion), Gray (REG)

1. A motion was made to approve changes in wording to the policy on Examinations. The motion was seconded and approved.

Current language:

"Final Instructional Class Days are scheduled during each regular term including the Full Summer Session and are the last two days a course officially meets."

Proposed language:

"Final Instructional Class Days are scheduled during each regular term including the Full Summer Session and are the last two instructional days of the term immediately preceding the first reading period."

See Appendix A for the full policy.

2. A motion was made to approve adding a statement to the Grades policy that makes it clear that faculty are expected to return a graded assignment before the deadline to withdraw so that students can make informed decisions. The motion was seconded and approved.

Language added to the policy:

“Faculty are expected to return to students a graded assignment or other meaningful performance feedback prior to the deadline for withdrawing from classes so that students can make an informed decision about withdrawing.”

See Appendix B for the full policy.

3. The following agenda items will be addressed at upcoming meetings:
 - a. Class absence due to illness.
 - b. Auditing of classes.
 - c. Readmission and Leave of Absence.
 - d. Make-up classes policy.
4. There was some discussion of the Board of Regents Student Code of Conduct and related procedures. The Chair inquired as to whether a draft had been provided and suggested that when a draft is available, it be share with the Committee.
5. The next meeting is scheduled for March 31 at 3:00 PM.

Adjourned,

Dr. Al Ferri, Chair, ME

Appendix A: February 25, 2016 Meeting Minutes

XII. Examinations

Note:

These policies were approved by the Academic Faculty Senate in April 2015 and will be phased in beginning with the Spring 2016 Semester. Until then, the current Dead Week policy is in effect. See the archived 2014-2015 Catalog for more information on the existing Dead Week policy: <http://www.catalog.gatech.edu/docs/2014-15CATALOG.pdf>.

C. Final Instructional Class Days and Reading Periods.

The following applies to the standard terms, including the Full Summer Session. It does not apply to the Early and Late Short Summer Sessions. Given the variability in the exact timing of the full summer session, the Registrar's Office will adjust the final instructional class days and reading periods for this semester only in order to meet required instructional time. This policy replaces the former Dead Week (Week Preceding Final Examinations) policy.

1. Final Instructional Class Days

1. Final Instructional Class Days are scheduled during each regular term including the Full Summer Session and are the last two instructional days of the term immediately preceding the first reading period.
2. No tests or quizzes are to be administered on these days. Lab quizzes and/or practicums may be given in courses comprised of both a lecture and a scheduled lab, where the lecture carries at least 2 credits.
3. For all courses, graded homework or assignments, lab reports, course projects, demonstrations, studio reviews, and presentations may be due during these two days, provided that they are listed on the syllabus at the start of the semester.
4. All quizzes and tests should be graded and reported to students on or before the last final instructional day.

1. Reading Periods

1. These periods will be designated to provide time for students to prepare for final examinations.
2. No classes (including labs, recitations, projects, design/capstone courses and studios) meet.
3. No assignments, projects, presentations, or other graded activities are allowed.
4. Instructors may schedule optional study review sessions for students during reading periods (but no credit or extra-credit may be attached to these optional sessions). New content may not be covered, and any materials (e.g., handouts, slides, practice problems, etc.) that are provided at these optional review sessions must be made available to all students. This provision does not require that such optional sessions be audio or video recorded.

2. Requests for exceptions to the Final Instructional Class Day and Reading Period policies may be made in writing by the Dean of the College (or his/her designee) to the Student Rules and Regulations (SRR) Committee. The SRR will then make a recommendation to the appropriate Institute Curriculum Committee (graduate or undergraduate) for approval or denial. Requests must be made no later than the semester prior to the desired semester of implementation and will be regularly reviewed.

3. Student concerns may be discussed with the faculty member and/or reported to the chief academic officer of the department of instruction, or with the Assistant Provost for Academic Advocacy and Conflict Resolution. (See Student Academic Grievance Policy in the General Catalog.).

Appendix B: February 25, 2016 Meeting Minutes

See added language in yellow highlights below.

V. Grades and Scholastic Average

A. Grades

1. The letter grades for completed courses used in the calculation of scholastic average are the following:
 - A-excellent (four quality points)
 - B-good (three quality points)
 - C-satisfactory (two quality points)
 - D-passing (one quality point)
 - F-failure, must be repeated if in a required course (no quality points)
2. The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:
 - S-satisfactory performance in a course
 - U-unsatisfactory performance in a course
 - V-assigned when the course has been audited; not credit given; and implies no academic achievement on the part of the student
3. The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:
 - I-incomplete. 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 . Refer to section [VII. B](#) for regulations regarding removal of the I grade.
 - W- withdrawal without penalty. Withdrawals from individual courses without penalty will not be permitted after 60 percent of the term has been completed, as specified by the official calendar, except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. Withdrawal from school will not be permitted after 60 percent of the term except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. With the exception of part-time graduate students, students who withdraw from school and receive all grades of W will not ordinarily be permitted to re-enroll the next succeeding term. Refer to section [VIII. B](#) for regulations regarding readmission. See Catalog regulation [II. Academic Calendar, A. Standard Calendar](#) for more information.

Faculty are expected to return to students a graded assignment or other meaningful performance feedback prior to the deadline for withdrawing from classes so that students can make an informed decision about withdrawing.

- NR- not reported. Assigned when an instructor fails to submit grades by the published deadline, through no fault of the student.
4. Final grades are reported to the registrar at the end of each term.
 5. Progress report grades will be submitted to the Registrar on all classes numbered 1000 and 2000 each term. These grades will be used for the advisement of students, not for the calculation of any GPA at Georgia Tech. Progress report grades will be S or U (a grade of U indicates that based on work completed to that point the student's standing is in the D or lower range). They will be submitted after 40 percent of the term has been completed, as specified by the official calendar, and be available to students no later than the following Monday.
 6. If a final course grade is believed to be in error, the student should contact the professor as soon as possible. In general, no change of grade will be made after the end of the student's next term in residence.