

Student Regulations Committee
Minutes
Friday, March 17, 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.

There was no quorum for this meeting. Approval of the Minutes will also constitute approval of the actions recommended by voting members who attended the meeting.

Present: Ferri (ME), Montoya (BIOL), Nickel (UG Stu.), Pikowsky (REG), Stein (VP-SL), Nation (Exec. Board)

Standing Guests: None

Guests: Pearson (OUE, REG), Spencer (OUE-Advising)

1. A motion was made to approve the Minutes from the January 27, 2017 meeting. The motion was seconded and approved.
2. The academic standing policy was discussed further. Some edits were recommended in the draft language. The changes will be taken up for a vote at the next meeting. See Appendix A for revised language.
3. A motion was made to approve adding more explicit guidance to the policy in the Catalog regarding assignment of Incomplete grades. The motion was seconded and approved. See Appendix B for the additional language to be added.

4. There was discussion of a draft document that outlines expectations of students, health center staff, and faculty regarding absences due to illnesses. Given the many hundreds of these cases that occur each term and the confusion that both students and faculty experience in dealing with these situations, the Committee members feel strongly that some guidance is needed. The Committee also determined that a statement needs to be added to address absences due to personal emergencies. Given that this document will serve as guidance and not a policy statement, it was agreed that it would be posted to the Registrar's Office website under both the Student and the Faculty/Staff tabs so that it would be easily accessible to all. The second draft will be taken up for further discussion and a vote at the next meeting. See Appendix C for more information.
5. A motion was made to approve a change to the Grading Policy that would add an "IJ" grade type to indicate when an Incomplete grade is due to a pending disciplinary investigation. The motion was seconded and approved. See Appendix D for the revised policy language.
6. Future business:
 - a. Change of major regulation BS-Music Technology.
 - b. Academic Standing GPA minimums – data will be gathered from IRP before this will be put on the agenda.
 - c. SAFAC recommendations on Institute Excused Absences statement on responsibilities of students and of faculty.
 - d. Change of major – current UG Admissions practice re transfers.
 - e. Concurrent registration policy and students on co-op or internship.
7. The next meeting was scheduled for Friday, April 14 at 3:00, Registrar's Office Conference Room, 1st Floor, Savant.

Student Regulations Committee

Appendix A – March 17, 2017 Minutes

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 with the minimum necessary grade that are either prerequisites for courses required in the major or that are degree applicable to stay on track toward graduation. It is noted that some majors may require a minimum grade that is higher than "D."
2. 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, the student will be placed on warning for lack of satisfactory academic progress toward degree completion. If complete withdrawal occurs in a third term of enrollment, the status will be revised to probation. If complete 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 may be considered by the number of times they occur, not whether they are consecutive.
3. Students applying for readmission may be denied based on the number of (?) prior terms of withdrawals.
4. Students must also remain aware that there are satisfactory progress requirements for financial aid and for NCAA Division I sports, for example. Information on those requirements is available from the appropriate offices 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.

Student Regulations Committee

Appendix B, March 17, 2017 Minutes

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 "further 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:

- In general, the reasons for consideration of an Incomplete grade are not academic in nature. Moreover, the student must have been doing satisfactory work before an outside circumstance intervened.

- 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 term should have passed for an Incomplete request 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 activities 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, paper, 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 that 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 end of the next term enrolled.

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.

Student Regulations Committee

Appendix C, March 27, 2017 Minutes

Student Absence from Class Due to Illness or Personal Emergencies Expectations, Rights, and Responsibilities

DRAFT 2

- A. Students miss class throughout the year due to medical issues. The following statement intends to describe the expectations, rights, and responsibilities of all involved including students, Office of Student Life, instructors, and health care providers. The information is intended to give students better direction as to how they should proceed to notify instructors when they are ill and need to miss class and what kind of documentation should be provided and to whom. The information is intended to provide faculty, instructors, information that will be more useful to them in determining the student's options for making up the work, or understanding the implications on their grade in the class. The information is intended to provide some guidance to the on-campus health services staff and off-campus health care providers in terms of what kinds of documentation is needed and how it will be handled once provided.
- 1) **Students: Expectations, Rights, and Responsibilities**
Students who need to miss class due to illness should be aware of the following:
 - a) If ill, and possibly contagious, students are expected to take appropriate action including not coming to class and seeking medical treatment.
 - b) Student have the right to expect that their privacy will be protected under HIPAA but they must follow proper procedures in order to ensure that health care information is kept private.
 - c) Students are responsible for seeking medical attention and for obtaining some type of documentation that would include the following minimal information:
 - i) Date of the visit
 - ii) Name of medical facility where treatment occurred
 - iii) Diagnosis or indication of whether class absence is recommended or required
 - iv) Expected duration of the recovery
 - d) Students are responsible for providing the documentation to the Office of Student Life where it will be treated and handled confidentially with necessary information being submitted to the student's instructors for that term.
 - 2) **Office of Student Life: Expectations, Rights, and Responsibilities**
In regard to supporting students who need to miss class due to illness the Office of Student Life will offer the following types of assistance:
 - a) Serve as the collection point for medical documentation and treat it in a confidential manner.

- b) Share with appropriate instructional faculty that term sufficient information from the medical documentation to ensure that the dates of illness or of treatment for the illness occurred.
 - c) Whether the illness was of sufficient concern that missing class was recommended or required.
 - d) Answering questions that instructional faculty may have if they are unclear about what to do with the information.
- 3) Faculty/Instructors of Classes: Expectations, Rights, and Responsibilities
In regard to supporting students who need to miss class due to illness, faculty/class instructors are expected to offer the following types of assistance:
- a) It is the responsibility of the faculty member/class instructor to respect the student's right to confidentiality and understand that medical documentation will be handled by the Office of Student Life in an appropriate manner.
 - b) It is expected that faculty/instructional staff will not ask the student directly for medical documentation. If it is provided without being requested, the faculty member/class instructor should return it to the student or destroy it.
 - c) Faculty/class instructors are expected to:
 - i) Work with the student to make up the missed assignments, when possible.
 - ii) Missed quizzes and exams should be made up when the faculty member/class instructor can reasonably do so; the student should not have the expectation that this will occur on his/her schedule.
 - iii) If the work missed is something that cannot be made up, such as a group presentation, the faculty member/class instructor should determine if that assignment can be reasonably substituted with another assignment. If not, the impact on the grade should be explained to the student.
 - iv) Alternatively, if it is not possible to allow the student to make up the work, the faculty member/class instructor could contact the School Chair or Associate Chair to determine if the student might have another opportunity, in some way, to complete a presentation or project.
- 4) Medical Professionals: Expectations, Rights, and Responsibilities
In regard to supporting students who need to miss class due to illness, faculty/class medical professionals, on or off campus, are expected to offer the following types of assistance:
- a) At the request of the student (patient), it is expected that some type of document be provided that indicates at minimum the date of the visit or treatment. If the student is to miss class, it is expected that the student would have sufficient information from the medical facility to support that need.
 - b) It is expected that the medical professional or facility will provide as much information as possible to the student so that the student can then provide it to the Office of Student Life.
 - c) The medical professionals can expect the information to be handled in a confidential manner.
 - d) The medical documentation must be on official letterhead of the facility.

B. Students miss class throughout the year due to personal emergencies. Whatever the type of personal that exists, there are expectations on part of the students, the Office of Student Life, and the instructional faculty.

1) Students: Expectations, Rights, and Responsibilities

Students who need to miss class due to personal emergencies should be aware of the following:

- a) Some type of documentation is required by the Office of Student Life. This could take the form of an obituary, travel itinerary, or other type of document that would include a date and possibly some type of explanation for the absence.
- b) The length of the absence needs to be clear as part of the documentation.
- c) Student have the right to expect that their privacy will be protected under FERPA.

2) Office of Student Life: Expectations, Rights, and Responsibilities

In regard to supporting students who need to miss class due to personal emergencies the Office of Student Life will offer the following types of assistance:

- a) Serve as the collection point for documentation and treat it in a confidential manner.
- b) Share with appropriate instructional faculty that term sufficient information from the documentation to ensure that the dates of the incident or event are clear and that it was a severe enough life interruption to cause absence from class.
- c) Answering questions that instructional faculty may have if they are unclear about what to do with the information.

3) Faculty/Instructors of Classes: Expectations, Rights, and Responsibilities

In regard to supporting students who need to miss class due to personal emergencies, faculty/class instructors are expected to offer the following types of assistance:

- a) It is the responsibility of the faculty member/class instructor to respect the student's right to confidentiality and understand that the documentation will be handled by the Office of Student Life in an appropriate manner.
- b) It is expected that faculty/instructional staff will not ask the student directly for documentation. If it is provided without being requested, the faculty member/class instructor should return it to the student or destroy it. Depending upon the kind of documentation it is, there could be other information in it that could compromise the privacy of others, including other family members.
- c) Faculty/class instructors are expected to:
 - i) If possible, work with the student to make up the missed assignments, when possible.

- ii) If possible, missed quizzes and exams should be made up when the faculty member/class instructor can reasonably do so; the student should not have the expectation that this will occur on his/her schedule.
- iii) If the work missed is something that cannot be made up, such as a group presentation, the faculty member/class instructor may determine if that assignment can be reasonably substituted with another assignment. If not, the impact on the grade should be explained to the student.
- iv) Alternatively, if it is not possible to allow the student to make up the work, the faculty member/class instructor could contact the School Chair or Associate Chair to determine if the student might have another opportunity, in some way, to complete a presentation or project.

Student Regulations Committee

Appendix D, March 17, 2017 Minutes

Proposed new language highlighted in yellow below. Also noted in tracking are corrections of typos and clarifying language.

V. Grades / Average

A. Grades

The letter grades used in the calculation of grade-point average (GPA) are as follows:

Letter Grade	Explanation
A	Excellent. Four quality points.
B	Good. Three quality points.
C	Satisfactory. Two quality points.
D	Passing. One quality point.
F	Failure. No quality points. If the course is required, the student must repeat it.

The following grades are used under special conditions and are not included in the calculation of grade-point average (GPA):

Letter Grade	Explanation
S	Satisfactory
U	Unsatisfactory
V	No credit earned. The "V" grade is used when a student audits a course.

The following grades are used in the cases indicated and are not be included in the calculation of grade-point average (GPA):

Letter Grade	Explanation
I	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.
IJ	Incomplete Judicial. The "IJ" is used when academic misconduct has been reported in a class and the investigation is being conducted. It is a placeholder grade that is changed to a permanent grade as determined by the outcome of

Letter Grade Explanation

the investigation. It remains in place until the charges are adjudicated and a proper final grade is determined and assigned.

W Withdrawal without Penalty. Withdrawals from individual courses without penalty are not permitted after 60 percent of the academic term has passed, as specified by the official Academic Calendar, except in cases of hardship, as determined by the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate. Withdrawal from the Institute is not permitted after 60 percent of the academic term has passed, except in cases of hardship, as determined by the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate. With the exception of part-time graduate students, those who withdraw from the Institute and receive all grades of "W" customarily will not be permitted to enroll in courses in the next succeeding academic term. Regulation VII, "Withdrawal and Readmission," outlines the Institute's policies on readmission. 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 informed decisions about withdrawing.

NR Not Reported. The "NR" grade is used when, by no fault of the student, the instructor fails to submit grades before the deadline.

- Final grades are reported to the Office of the Registrar at the end of each academic term.
- Progress report grades are submitted to the Office of the Registrar for all classes numbered 1000 and 2000 in the Fall Semester and Spring Semester. These grades are used for advising students, not for calculating any grade-point average (GPA) at Georgia Tech. Progress report grades are "S" or "U." A grade of "U" indicates that, based on the work completed to that point in the academic term, the student's standing is in the "D" or lower range. Progress report grades must be submitted once 40 percent of the academic term has passed, as specified by the official Academic Calendar, and these grades must be available to students as soon as they are reported.
- If a final course grade is believed to be erroneous, 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 academic term in residence.