

**Student Regulations Committee**  
**Minutes**  
**Thursday, April 28, 2016**

<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	
Pavan Thaker	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	
Jeremy Gray	Registrar's Office	

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

**Present:** Barke (PUBP), Ferri (ME), Herrington (LMC), Kingsley (PUBP), Laliberte (ISyE), Montoya (BIOL), Burbach (UG Student Rep), Thaker (GR Student Rep), Pikowsky (REG), Nation (Exec. Board Liaison), Stein (VP-Student Life)

**Guests:** Girardot (VP-UG Education), Gray (REG)

1. A motion was made to approve a revision of the attendance policy, IV. Attendance to address class absences due to illness. The motion was seconded and approved.

See Appendix A for the full policy.

2. A motion was made to approve a revision to the auditing of classes policy, Auditing. The motion was seconded and approved.

See Appendix B for the full policy.

3. In the discussion of the Readmission and Leave of Absence policy proposal, it was determined that both the suggested policy revision, the proposed forms, and the general concept of how it would operate are close to being ready for a vote but still need more work.

The Registrar was asked to make some changes to the policy proposal, as well as to the proposed forms, and to draft a description of the business process that would outline the make-up of the committee that would evaluate and act on requests for a leave of absence. It was also noted that some follow-up will be required with OIT to make certain that if email access is promised, it will be there for students. Included in the proposed business process would also be information on codes to be used in Banner and how the updating of the student records would work when students apply to return from a leave of absence.

The operational aspects of this, if approved, would not be described in detail in the policy, but the Committee needs to be aware of how the policy would operate in reality before it votes on it.

Work on this proposal will be completed over the Summer and brought back to the Committee in the Fall.

4. A motion was made to endorse the Make-up Classes policy. The motion was seconded and approved.

Since this is an administrative policy, the vote was to endorse it, not approve it. Approval of the Student Regulations Committee is not required, but endorsement to document the Committee's review of the policy is needed.

The endorsement was approved with a suggestion for editing in one section. There were small corrections that needed to be made in the text and the section on Student Participation included examples that made the entire section confusing in the opinion of the Committee. Since the next section explains what is not allowed in the make-up session, the Committee felt that providing the "examples" isn't necessary and only makes the document more confusing.

See Appendix C for the policy with the recommended edit.

5. A motion was made to approve revisions to the Course Requirements policy, VI. Scholastic Regulations, H. Course Requirements. The motion was seconded and approved.

See Appendix D for the full policy.

6. There was a brief discussion of the new Board of Regents Code of Conduct policy and related GT policies that will be effective July 1, 2016. There was a

specific question about students being charged under more than one code. The examples of how this would occur was sufficient to have Committee members understand why this could occur and why it is necessary under the new rules. There is nothing more to be done on this matter. Any related issues or questions that arise can be brought to the Committee in the Fall.

7. It was determined that there is no pressing business that would require a Summer meeting. A meeting will be called once Fall classes begin in August to seat the new Committee and set a meeting schedule for Fall and Spring.
8. The Chair thanked the members for their service this year. Special thanks were given to Dr. Richard Barke who is rotating off the Committee this year. Laura Margaret Burbach and Adam Greenstein, undergraduate student representatives on the Committee, were given special thanks as well. Their contributions to the work of this Committee were exceptional.

Adjourned,

Dr. Al Ferri, ME, Chair

Attachments: Appendices A-D

## Appendix A: Student Regulations Committee, April 28, 2016 Minutes

New language highlighted in yellow below.

### IV. Attendance

#### B. Class Attendance

##### Class Attendance

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

1. 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.
2. 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.
3. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Dean of Students Office and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Dean of Students to excuse a medical emergency or illness and allow make-up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments.
4. 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.

5. 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.

## Appendix B: Student Regulations Committee Minutes, April 28, 2016

**New/revised language added in yellow highlights below.**

<http://www.catalog.gatech.edu/genregulations/audit.php>

### Current Language

#### Auditing

Officially enrolled students who have obtained approval of their advisors and the department of instruction concerned may audit courses at Tech; however, the student will not receive credit for courses scheduled on an auditing basis. If the student wishes to change to or from auditing status, he or she must follow the procedure for schedule changes during the time allotted for schedule modification in the official calendar. In order for a successful audit to show on the student's permanent record, the student must comply with all requirements listed by the instructor. If the instructor deems that the student did not successfully audit the course, the grade of W will be assigned. All students registered as auditors must pay tuition at the regular rate. Members of the faculty or staff of the Georgia Institute of Technology may sit in on a course with the permission of the school/college concerned.

[Student Rules & Regulations 9c](#)

### Proposed Language

#### Auditing

Officially enrolled students who have obtained approval of their advisors and the department of instruction concerned may audit courses at Tech; however, the student will not receive credit for courses scheduled on an auditing basis. If the student wishes to change to or from auditing status, he or she must follow the procedure for schedule changes during the time allotted for schedule modification in the official calendar. In order for a successful audit to show on the student's permanent record, the student must comply with all requirements listed by the instructor. If the instructor deems that the student did not successfully audit the course, the grade of W will be assigned. All students registered as auditors must pay tuition at the regular rate. **Members of the faculty or staff of the Georgia Institute of Technology may sit in on, rather than audit, a course with the permission of the instructor. The permission is granted on a space-available basis in the class.**

[Student Rules & Regulations 9c](#)



**Georgia Institute  
of Technology**

## **Appendix C: Student Regulations Committee, April 28, 2016 Minutes**

**DRAFT (with recommendations from the Student Regulations Committee highlighted in yellow)**

### **Make-Up Classes Scheduled Following the Cancellation of Classes**

Policy No. ## [if policy already has an assigned #; otherwise not needed]

Type of Policy: Administrative

Effective Date: TBD

Last Revised: August 2015

External Requirement for Review: N/A

Compliance Reporting: N/A

**Policy Owner:** Office of the Provost and Office of the Registrar

**Policy Contact:** Jennifer Herazy, Assistant Provost, [herazy@gatech.edu](mailto:herazy@gatech.edu); Reta Pikowsky, Registrar, [reta.pikowsky@registrar.gatech.edu](mailto:reta.pikowsky@registrar.gatech.edu)

#### **1. Reason for Policy**

This policy sets forth plans, procedures, responsibilities, and requirements related to the scheduling of make-up classes due to the cancellation of classes or closing of campus, for any reason, but most commonly due to inclement weather.

This policy is intended to provide guidelines and probable approach to the scheduling of make-up of regular classes. Due to the inherent unpredictable nature of the cancellation of classes, not all possible scenarios can be predicted or accounted for. Actual specific plans will be determined for each such case and will work to maximize the educational

experience and success of the students while allowing some flexibility for faculty members to respond in a manner consistent with their course format and teaching style. Lab courses and other specially scheduled classes may be managed differently as circumstances dictate.

## 2. Policy Statement

Should it become necessary for the Institute to cancel classes for three (3) or more days (or the equivalent) within a single academic term – before the 11th week of a regular term (after approximately 70% of the term has passed) – a make-up course schedule held during pre-scheduled make-up days will be established.

- If classes are cancelled for less than three days, make-up days are not required to be made up unless so directed by the Provost. If classes are cancelled for more than five days (or the equivalent) in a single academic term, additional make-up days – beyond the pre-scheduled make-up days – may be necessary. Additional make-up days will be set at the discretion of the Provost.

## 3. Scope

This policy addresses scheduling make-up class sessions (both undergraduate and graduate) for regular classes missed due to a closure of the campus or cancelling of classes. Labs and other specially scheduled classes may be managed differently.

This policy pertains to courses taught as part of any Georgia Tech academic degree program on the Atlanta campus and does not govern non-credit, short courses, certificate programs, and courses taught on other GT campuses and locations.

## 4. Definitions

Regular classes	Classes that meet in the typical 50 and 7080 minute sessions on the regular block schedule. Make-up classes for missed lab classes and other specially scheduled classes will be addressed as appropriate to the circumstances.
Make-Up Classes	Classes that are rescheduled at a later date and time in place of regularly scheduled class sessions that have been cancelled by the Institute.
Virtual Classes	Any class meeting held via an electronic medium.
Pre-Scheduled Make-up Days	Weekend days designated on the academic calendar and held late in the term to hold make-up classes, if needed and set forth in accordance with this policy.

## 5. Procedures

5.1 Institute-wide Cancellation of Classes	
Institute-wide Cancellations of three (3) or more days (or the equivalent)	If classes are cancelled for three (3) or more days (or the equivalent) within a single academic term before the 11th week of a regular term (or approximately 70% of the term has passed), a make-up course schedule will be established by the Institute. If Instructors wish to schedule make-up class sessions – whether physical or virtual meetings, they must follow the make-up class schedule. Students cannot be penalized for missing a virtual or physical make-up class.
Pre-Scheduled Make-up Days	Each term, the Institute will establish and include in the academic calendar a pre-determined weekend – in the last ¼ of the term – that will serve as the pre-scheduled days for make-up classes. Should it become necessary for the Institute to establish a make-up class schedule, it will be held during these pre-scheduled make-up days.
Virtual Class Sessions	If the Institute decides to cancel classes or close the campus for any amount of time, instructional faculty are welcomed to hold virtual classes using instructional technology, social media or other available electronic means. (See further procedure in 5.3 below regarding virtual classes).
Cancellations late in the term	If classes are cancelled during or after the 11th week, in a regular term, (after approximately 70% of the term has passed) make-up scheduling may not be implemented and would be determined at the Provost's discretion based on circumstances.

5.2 Make-up Class schedule	
Establishing and announcing the Make-Up Schedule	The timing and specifics of the course make-up schedule will be determined by the Registrar's office (in consultation with the Office of the Provost, the College Deans' Offices and the Office of Space Planning and Capital Management) and will be announced within one week after the last day of cancelled classes triggering the make-up schedule.
Faculty Requirement to hold make-up classes	The purpose of the schedule is to avoid class scheduling conflicts for the students and to assign classroom space. Typically, instructors are not required to offer make-up class sessions. If they do wish to schedule make up class sessions – whether physical or virtual meetings, they must follow the make-up class schedule. It is the responsibility of the instructor to notify the students in a timely manner of the make-up class session.

Student Participation	<p>Student attendance at make-up class sessions is strongly recommended, but students cannot be penalized for missing a virtual or rescheduled class. <del>Examples of not penalizing students may include suspending the use of clickers (or other personal response systems) and not giving quizzes, tests, extra credit, or required in-class activities during the make-up class.</del> In planning make-up work and classes, faculty members should recognize and be sensitive to students' work, family and other obligations.</p>
In-class grading and new assignments	<p>In-class tests, quizzes, or other graded assignments cannot be administered and assignments cannot be due during a rescheduled class session. New assignments cannot be announced or given during a rescheduled class session.</p>
Distance Learning Classes	<p>Make-up class sessions for courses with attached Q-sections will be scheduled in DL equipped classrooms to ensure the ability to record the make-up lecture for the online students.</p>
Allowing for Extraordinary Circumstances	<p>The Office of the Provost, in consultation with the President, may adjust this policy as required by unforeseen and specific circumstances.</p> <p>Should the number of days of cancelled classes become extraordinary, holding make-up class sessions may be required, and students may be required to attend the make-up sessions.</p>

5.3 Virtual Classes	
Campus Protocols and Student Privacy	<p>Any virtual or electronic classroom session should comply with Institute virtual classroom protocols and FERPA policies, paying particular attention to privacy of student identity and academic information.</p>
Suggested Online Formats	<p>Suggested formats that lend to the protection of student privacy are:  <b>GT Online:</b> Make-up lectures will be recorded in a DL classroom at the scheduled make-up time. The recording will be posted in <a href="#">GTCourses</a>. The professor can request access for non-DL students. Students must authenticate to gain access.</p>

## 6. Responsibilities

- 6.1. Registrar** – Establish the dates of the pre-scheduled make-up days each term and establish additional details of make-up schedules as required by this policy.
- 6.2. Instructional Faculty** – Communicate clearly and timely with students any plans for make-up classes consistent with the Institute established make-up schedule.
- 6.3. GTOonline** - Confirm with instructional faculty the method and timing of their makeup lectures. Communicate to all online students how to access their makeup lecture if one is available.
- 6.4. Provost** – oversee the implementation of this policy and determine when unforeseen or specific circumstances require deviation from the stated policy.

## 7. Enforcement

To report suspected instances of noncompliance with this policy, please visit <http://www.academicgrievance.gatech.edu/>

## 8. Related Information

Resource	Link
Hazardous Weather/Emergency Conditions Plan	<a href="http://www.policylibrary.gatech.edu/employment/hazardous-weatheremergency-conditions-plan">www.policylibrary.gatech.edu/employment/hazardous-weatheremergency-conditions-plan</a>
FERPA	<a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a>

## Appendix D: Student Regulations Committee, April 28, 2016

### Current Language (2015-2016 Catalog)

#### VI. Scholastic Regulations

##### H. Course Requirements

1. Each course shall have a syllabus and course policies provided to students before the last day to withdraw from the course without penalty (the last day of Add/Drop Period). Each syllabus should include an outline of the course objectives, required materials, criteria used in determining the course grade, and any other requirements for successful completion of the course. Each syllabus should outline acceptable student conduct as it relates to the Georgia Tech Honor Code and Student-Faculty Expectations Agreement. Students shall be informed of any changes made to the syllabus and course policies with reasonable time to adjust to these changes.
2. In all courses students shall receive a graded performance evaluation returned prior to the last day to withdraw from classes (Drop Day). This is to allow students to evaluate whether to change the grade mode for the course or withdraw from it.
3. Progress Report grades of "S" or "U" will be submitted to the Registrar on all classes numbered 1000 and 2000 each semester prior to midterm – typically on the sixth week of Fall and Spring semesters and the fifth week of the Summer semester. A Progress Report grade of "U" indicates a performance level of "D" or lower. These are not permanent grades and never appear on a transcript but are issued to help students assess where they are in their class work and obtain academic help from the faculty and the many academic support services available on campus.
4. Students shall not be penalized if they cannot attend instructional, lab, or examination sessions that are not institutionally scheduled in accordance with the standard protocols.
5. Students shall have the opportunity to review graded material in a timely fashion and with reasonable access to grading instruments and/or grading criteria for individual assignments, projects, or exams.

### Proposed Language (2016-2017 Catalog)

**Revised/new language highlighted in yellow.**

## VI. Scholastic Regulations

### H. Course Requirements

1. Each course shall have a syllabus and course policies provided to students before the last day to drop a course without a W grade (the last day of Phase II registration). Each syllabus **shall** include an outline of the course objectives (learning outcomes), required materials, criteria used in determining the course grade, any other requirements for successful completion of the course, and a statement about services available through the Office of Disability Services. Each syllabus should outline acceptable student conduct as it relates to the Georgia Tech Honor Code and Student-Faculty Expectations Agreement. Students shall be informed of any changes made to the syllabus and course policies with reasonable time to adjust to these changes. Any changes to the syllabus after the first week of the term should be done prior to the last day to withdraw from the course with a W grade.
2. In all courses, 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 or changing the grade mode.
3. Progress Report grades of "S" or "U" will be submitted to the Registrar on all classes numbered 1000 and 2000 each semester prior to midterm – typically on the sixth week of Fall and Spring semesters. A Progress Report grade of "U" indicates a performance level of "D" or lower. These are not permanent grades and never appear on a transcript, but are issued to help students assess where they are in their class work and obtain academic help from the faculty and the many academic support services available on campus.
4. Students shall not be penalized if they cannot attend instructional, lab, or examination sessions that are not institutionally scheduled in accordance with the standard protocols.
5. Students shall have the opportunity to review graded material in a timely fashion and with reasonable access to grading instruments and/or grading criteria for individual assignments, projects, or exams.