

Georgia Institute of Technology
Student Regulations Committee
MINUTES
November 1, 2012

Present: Choi (BIOL), Carpenter (LIB), Parsons (BUS), Tucker (SGA), Moore (PROVOST), Kirkman (for Lyon-EXEC BOARD)

Visitors: None.

Committee Membership:

Voting Members: Richard Barke (Public Policy, Recorder), Charles Parsons (Scheller College of Business, Chair), Jung Choi (Biology), Cathy Carpenter (Library), Amit Khanduri (SGA), Michael Mosgrove (SGA), Miroslav Begovic (ECE), Young-Hui Chang (Applied Physiology), Gareth Guvanasen (GSGA)

Nonvoting Members: Bill Schafer (Student Affairs), Reta Pikowsky (Registrar), Carole Moore (Provost's Office), Andrew Lyon (Executive Board Liaison)

Note: All action items in these minutes require approval by the Academic Senate. The units that enforce these rules and regulations should take no action on any of the items approved by the Committee until the action items and Minutes have been approved by the Academic Senate or the Executive Board.

1. The meeting convened at 8:31 AM.
2. The Committee considered and approved with slight modifications two items that were provided by Carole Moore.

The first item dealt with a change in terminology related to the Week Preceding Final Examinations. To ensure better clarity of this regulation, the proposal is to change the term "WPFE-Week Preceding Final Examinations" to "Dead Week".

The addition change in this regulation relates to adding language that addresses the long summer session.

The Committee voted to approve the following changes in language:

XII. EXAMINATIONS

C. ADD-DEAD WEEK DELETE-(Week Preceding Final Examinations WPFE)

The following applies to the week preceding final examinations during standard terms **ADD-including the long summer session**. Two separate paradigms exist for Dead Week classification purposes:

- Courses that give a traditional final examination
- Courses that do not give a final examination. (See [XII.D.1](#))

1. Courses *with* a traditional final examination given during finals week:

a. Allowed

- i. Homework
- ii. Projects that do not require the use of material that is covered during Dead Week
- iii. Major project components*

*Major projects are defined as projects with more than one component (*e.g.*, report, presentation, computer program, or piece of hardware).

All assignments during Dead Week shall be assigned in the syllabus and fully outlined by the last day a student may withdraw from classes with a "W." (Drop Day)

b. Not allowed:

- i. Tests
- ii. Quizzes
- iii. Lab Reports**
- iv. Lab Practicums**

**Exception: four credit hour courses, with a three-hour lecture component and a lab. In such courses, there may be a lab report and/or practicum due during Dead Week and a traditional final examination during final examination week provided the lab report is assigned prior to Dead Week.

2. In courses *without* a traditional final examination:

a. Allowed

- i. Homework
- ii. Lab Reports assigned prior to Dead Week
- iii. Alternative assessment (*e.g.*, presentation and/or papers, lab practicum)

3. For all courses, homework may be given on new material covered during Dead Week if the assignment is indicated on the syllabus at the beginning of the semester.
4. No final examination may be given earlier than final examination week under any circumstances (includes class votes).
5. All quizzes and tests should be graded and reported to students on or before the last day of class of dead week.

6. Student concerns may be discussed with the faculty member and/or reported to the chief academic officer of the department of instruction, or the Assistant Vice Provost for Academic Affairs. (See [Student Academic Grievance Policy](#) in the *General Catalog*.)

If approved, the regulation will read as follows:

XII. EXAMINATIONS

C. DEAD WEEK

The following applies to the week preceding final examinations during standard terms including the long summer session. Two separate paradigms exist for Dead Week classification purposes:

- Courses that give a traditional final examination
- Courses that do not give a final examination. (See [XII.D.1](#))

7. Courses *with* a traditional final examination given during finals week:
 - a. Allowed
 - i. Homework
 - ii. Projects that do not require the use of material that is covered during Dead Week
 - iii. Major project components*

*Major projects are defined as projects with more than one component (*e.g.*, report, presentation, computer program, or piece of hardware).

All assignments during Dead Week shall be assigned in the syllabus and fully outlined by the last day a student may withdraw from classes with a "W." (Drop Day)

- b. Not allowed:
 - i. Tests
 - ii. Quizzes
 - iii. Lab Reports**
 - iv. Lab Practicums**

**Exception: four credit hour courses, with a three-hour lecture component and a lab. In such courses, there may be a lab report and/or practicum due during Dead Week and a traditional final examination during final examination week provided the lab report is assigned prior to Dead Week.

8. In courses *without* a traditional final examination:
 - a. Allowed
 - i. Homework
 - ii. Lab Reports assigned prior to Dead Week
 - iii. Alternative assessment (*e.g.*, presentation and/or papers, lab practicum)
9. For all courses, homework may be given on new material covered during Dead Week if the assignment is indicated on the syllabus at the beginning of the semester.
10. No final examination may be given earlier than final examination week under any circumstances (includes class votes).
11. All quizzes and tests should be graded and reported to students on or before the last day of class of dead week.
12. Student concerns may be discussed with the faculty member and/or reported to the chief academic officer of the department of instruction, or the Assistant Vice Provost for Academic Affairs. (See Student Academic Grievance Policy in the *General Catalog*.)

The second item provided by Carole Moore addressed an addition to the Code of Conduct. The Committee discussed and approved the following addition to the Code of Conduct regulation.

XIX. Code of Conduct

B. Prohibited Academic Conduct

9. The unauthorized use of an instructor's intellectual property, including marketing and selling, is prohibited (such properties may include power point presentations, lecture notes (any media), examination questions, study guides, etc.).

3. The meeting was adjourned at 9:00 AM.