

**Student Regulations Committee**  
**Minutes**  
**November 6, 2014**

**Membership 2014-2015:**

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\*Committee Chair for 2014-2015

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#Without Vote

U = Undergraduate

G = Graduate

[xx-yy] service period

9 Voting members/5 required for a quorum.

**Present:** Pikowsky (REG), Burbach (USGA), Lupuloff (USGA), Ferri (ME), Schafer (VPSS), Montoya (BIOL), Kingsley (PUBP), Choi (BIOL), Butera (ECE), Canellas (AE), Parsons (Scheller COB)

**Guests:** Zachary Hayes (Registrar's Office), Stein (ODOS)

The meeting was opened at 12:05 PM.

1. The Committee discussed a proposal for a change in the deadline to withdraw from individual courses. This question has been discussed by USGA leaders and the Office of Undergraduate Education. The Registrar reports that having one deadline to withdraw from individual classes and

one for complete withdrawal (withdraw from all classes) is an ongoing source of confusion.

The question was taken up by the Registration Task Force. Most members, if not all agreed, that giving students more time to make a decision about dropping individual classes would be a good thing. This would give them more time to receive graded feedback from professors and make an informed decision about staying in a class or dropping it. Registration Task Force members were concerned that moving the date further into the term to match the withdrawal deadline would create a workload issue for academic advisors. At that time of the term, advisors are busy with issues related to the current term and with appointments related to registration for the next term.

Eventually the Registration Task Force determined that it could support a one-week extension which is what was submitted today, by the Registrar's Office, as a proposal for a Committee vote.

After some discussion, the Committee determined that moving the deadline to match the complete withdrawal deadline makes more sense overall, and would eliminate the ongoing confusion. The Committee considered the workload issue raised by the Registration Task Force, but felt that could likely be mitigated or managed and there was high value in making these deadlines match.

A motion was made to approve the change detailed in Appendix A of these minutes. The motion was seconded and approved. The vote was unanimous.

2. The Registrar's Office asked the Committee to consider a change in wording related to email addresses at Tech. The change to Office 365 from Zimbra prompted the Technology Experts Council to implement an option for students. Related to this, a need was seen to clarify language in the *Catalog*.

After a lengthy discussion, the Committee determined that although there are concerns about how this decision was made and what unforeseen impacts it may have on how we communicate with students, the change in wording for the policy provides a necessary clarification and actually has nothing to do with the change in how student email will be conducted in the new environment. Therefore, the change in wording seems appropriate and needed.

The Committee did indicate that a follow-up conversation with Associate Deans about how this decision was made is important to ensure faculty oversight of policy matters in the future. The Chair of the Committee will work with the Registrar to have this item on a future agenda of the academic associate deans.

A motion was made to approve a change in language for the email policy.

The proposed change in wording as well as further explanation for why the change is needed may be found in Appendix B of these minutes. The motion was seconded and approved. The vote was not unanimous: 5 to approve, 1 abstain, and 2 to deny.

3. The Registrar's Office asked for a discussion of the residency rule related to the second undergraduate degree. A suggestion was made for some possible additional language. After some discussion, it was determined that the regulation is reasonably clear and that any confusion that occurs can be addressed by going through the policy with anyone who is asking the question would be sufficient. If the policy is read carefully, all the way through, it is reasonably clear. The request for a change in policy was therefore withdrawn.
4. The Registrar's Office reported that the Board of Regents has approved a change in the Academic Renewal Policy that allows us some discretion in the number of years that a student must be out to be eligible for this program.

After some discussion with academic advisors and others on campus, it was determined that a change to require at least 3 years of absence, instead of 5, would make sense and allow us to help more students.

A motion was made to change the Academic Renewal policy in relation to required time out. The exact changes to section VIII of the GT Catalog may be found in Appendix C of these minutes. The motion was seconded and approved. The vote was unanimous.

5. The Registrar's Office asked for language to clarify enrollment status. That question was tabled and will be raised at the next meeting.
6. The Registrar's Office asked for language to clarify the term "in residence" for the Grade Substitution policy. That question was tabled and will be raised at the next meeting.
7. Future agenda items:
  - a. Enrollment status (related to online courses)
  - b. "In residence" for Grade Substitution policy
8. Meeting dates:

Thursday, October 2, 12:00 PM, Room 203 Student Services Building  
**(Meeting Cancelled)**

Thursday, November 6, 12:00 PM, Room 203 Student Services Building  
Thursday, December 4, 12:00 PM, Room 203 Student Services Building  
**The Spring dates will be reconfirmed in December:**

Thursday, January 8, 2015, 12:00 PM, Room 203 Student Services Building  
Thursday, February 5, 2015, 12:00 PM, Room 203 Student Services Building  
Thursday, March, 5, 2015, 12:00 PM, Room 203 Student Services Building  
Thursday, April 2, 2015, 12:00 PM, Room 203 Student Services Building  
Thursday, May 7, 2015, 12:00 PM, Room 203 Student Services Building

The meeting adjourned at approximately 1:00 PM.

Submitted by,  
Dr. Al Ferri, Chair

**Proposed Change (to be effective with the 2015-2016 Catalog):**

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 (changed from 50 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.

- 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.

## **V. Grades and Scholastic Average**

### **C. Grade Substitution – NO CHANGES NEEDED**

Effective with the entering Fall 2005 first-time freshman class.

1. First-time freshman students who receive a grade of D or F in a course within their first two terms in residence (first three terms for those who begin in the Freshman Summer Session) are eligible to repeat the course and have the original grade excluded from the computation of the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
2. The course must be repeated at Georgia Tech within the student's first four terms in residence (first five terms for those who begin in the Freshman Summer Session). **The application for grade substitution must be filed with the Registrar's Office no later than the deadline for withdrawing from a course during the student's next term in residence after the course is repeated.**
3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course regardless of how many times it is repeated.
6. The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject

to exceptions and may not be petitioned to the Undergraduate Curriculum Committee.

## **X. Pass/Fail System – NO CHANGES NEEDED**

### **A. General**

1. At the option of the student's major school, credit toward a bachelor's degree may be allowed for courses taken under the pass/fail system and completed with a grade of pass.
2. The major school must approve all pass/fail courses included in the final program of study, and students should become aware of school requirements.
3. In graduate programs, thesis research hours will be evaluated on a pass/fail basis.
4. Pass/fail enrollment in any course may be restricted by the school or department offering the course.
5. Students who are permitted to register under the pass/fail system will be so designated on the official class rolls; the grades recorded will be S for satisfactory or U for unsatisfactory. These grades will not be included in the calculation of the grade-point average and cannot be changed to a grade that will count in the average.
6. Withdrawals from courses taken on a pass/fail basis will follow the same rules that govern withdrawals from courses included in the scholastic average.
7. **The deadline to change the grade mode from letter grade to pass/fail (and vice-versa) is the same day as the last day to withdraw from a course without penalty.**

Grade mode changes are allowed online during registration. After phase II registration closes, the following form is required to be completed and submitted to the Office of the Registrar.

Appendix B  
Proposed Change:

Rules & Regulations

3. Responsibilities for Notices and Changes of Address

A. Notices

Proposed Changes:

“All students will have an e-mail ~~account~~ address through the Georgia Institute of Technology that will be their official point of contact, and they are expected to check ~~this account~~ the destination mailbox for this address each school day. Students are also expected to be aware of notices that appear on the Student Access System as well as general notices that appear in the Technique. It is the student's responsibility to check the Student

Access System during the drop/add period of registration and during the term to verify the accuracy of his/her schedule and for notices. Schedules should be verified at least once during the first five weeks of the term and once after mid-term.”

Justification of Changes:

Prior to Fall 2014, new students were assigned a Georgia Tech email address (ex: [zhayes3@gatech.edu](mailto:zhayes3@gatech.edu)) and a destination mailbox for delivery (ex: GT Zimbra). Effective Fall 2014, new students will continue to be assigned their Georgia Tech email address (ex: [zhayes3@gatech.edu](mailto:zhayes3@gatech.edu)) which will automatically forward to their existing email address and mailbox they supplied at the point of admission application (ex: [gojackets@gmail.com](mailto:gojackets@gmail.com)). Georgia Tech will optionally provide a destination mailbox for those students who request it. In order to differentiate between an email address (ex: [zhayes3@gatech.edu](mailto:zhayes3@gatech.edu)) versus the service providing the mailbox (ex: Gmail, GT Office 365, etc), we propose the language of Rules & Regulation 3A reflect a requirement to check the destination mailbox for their Georgia Tech email address each school day.



**Proposed Change (Note: Registrar's website will also be revised to reflect this change in *Catalog* policy):**

VIII. Withdrawal from School and Readmission

**B. Readmission**

1. Any student who is not enrolled for two or more consecutive terms must apply for readmission. This application, with all the pertinent supporting information (except possibly another college transcript: see 2 below), must be submitted to the registrar before the deadline for the term for which readmission is requested, as listed below:

Fall-July 1

Spring-December 1

Summer-April 1

Applications received after these deadlines will not be accepted.

2. Students who have attended other colleges should plan their readmission so as to allow ample time for official transcripts from those colleges to be sent to Georgia Tech. If official transcripts have not been received prior to the last day of registration, the student seeking readmission will not be allowed to complete registration.
3. Any student in good standing who is not enrolled for a single term will be allowed to re-enroll without applying for readmission to the Institute. There will be no distinction between the terms of the regular academic year and the summer term.
4. A student who is on academic warning or academic probation who is not enrolled for a single term will have an automatic hold placed on registration that must be cleared by the student's major school. For example, a student is placed on academic probation at the close of fall term and fails to enroll by the close of registration for the spring term. An automatic registration hold will be set, which must be cleared by the major school before the student can register for any future term.
5. A student who has been dropped once for unsatisfactory scholarship will ordinarily not be readmitted. A student who seeks an exception to this rule must have been out of the Institute for at least one term and have had a conference with the major school concerning the readmission. The readmission application deadline for a student who has been dropped is two months prior to the published readmission deadline for the term.
6. A student who is dropped a second time for unsatisfactory scholarship will not be readmitted to the Institute.
7. A student who is on expulsion, defined as permanent separation from the Institute, is not eligible for readmission.
8. Students are readmitted under the current catalog that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a catalog in effect prior to the term of readmission,

he/she must make a request to the Major School. There is no guarantee that such a request will be granted and readmitted students should be prepared to follow the current degree requirements as outlined in the current catalog. Programs that have been deactivated or terminated are not available for readmission. Students who were enrolled in a program that has since been deactivated are eligible for readmission to the Institute; however, they must select an active program at the time of readmission. Once a decision is made to no longer admit students to a major due to an impending deactivation or termination, readmission is also not allowed.

9. Any student, except a part-time graduate student, who withdraws during a term and wishes to return the following term must complete a Petition to the Faculty for consideration. This petition must be submitted to the registrar before the deadline for the term for which readmission is requested.
10. Students may be eligible for academic renewal. See below for more information.

1. University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of three (3) [changed from five (5)] calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of a new grade-point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate or bachelor's degree (BR Minutes, June, 1995, p. 7). The complete policy is available online at:

[www.usg.edu/academic\\_affairs\\_handbook/section2/handbook/2.5\\_grading\\_system/](http://www.usg.edu/academic_affairs_handbook/section2/handbook/2.5_grading_system/)

2. The application for academic renewal shall be considered as a petition to the undergraduate curriculum committee.