

Student Regulations Committee Meeting
Corrected Minutes
November 8, 2013

Present: Charles Parsons (Faculty and SR Chair), Jung Choi (BIO), Al Ferri (ME), Mary Shoemaker (SGA), Reta Pikowsky (Registrar)

The meeting was opened at 9:00 AM.

1. A motion was made to approve a proposal from the Center for Academic Success to require a new course, GT 2100: Seminar on Academic Success for all students returning from academic dismissal. The motion was seconded and approved, contingent upon the following.

The Undergraduate Curriculum Committee has approved creation of GT 2100, but the approval is not final until the Academic Senate votes on it. Since final approval of the course itself is needed to make this change to the readmission contract possible, this vote is contingent upon the action of the Academic Senate.

The readmission contract will be amended to list GT 2100 as a required course within the first term of re-enrollment.

The Director of the Center for Academic Success and the Registrar, following the meeting, drafted the following language to amend the regulation on maximum registration load as necessary.

VI. Scholastic Regulations – Proposed

D. Maximum Schedule Load

1. The maximum number of credit hours for which an undergraduate student may register in fall or spring semester, based on his or her academic standing, is as follows:

Good 21 semester hours
Warning 16 semester hours
Probation 14 semester hours

2. The maximum number of credit hours for which an undergraduate student may register in a normal summer term, based on his or her academic standing, is as follows:

Good 16 semester hours
Warning 14 semester hours
Probation 12 semester hours

3. Students who are on probation or probation from dismissal may choose or be required to enroll in GT 2100: Seminar on Academic Success (1 credit hour). This course does not count toward graduation requirements nor would it count against the maximum course loads listed above.
 4. A graduate student may register for a maximum of twenty-one semester hours in fall or spring semester and a maximum of sixteen semester hours during the normal summer term.
 5. Requests for schedule overloads must be recommended by the student's major school and approved by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate.
 6. During Phase I registration, the Institute reserves the right to limit undergraduate students to 18 credits maximum for Fall and Spring terms and graduate students to less than 21 hours depending upon the needs of the program or School.
2. The Registrar raised a question about class rank. With some frequency, requests come from students for a verification of class rank. Although there is a procedure in place within the Registrar's Office to produce such a statement about rank, there is no policy in place. Requests for class rank are also received within the Schools and are prepared for rank within a major. There are no common procedures among the Schools for how this is done. The Committee shares the Registrar's concern about this and asks her to conduct research on how this is done at other institutions and report back as soon as possible so that a policy statement and procedure can be implemented.
 3. A motion was made to approve changes to the Academic Standing policy. The motion was seconded and approved.

Note: These changes in wording do not change the policy itself. They are intended to clarify how the policy actually operates.

PROPOSED CHANGES TO ACADEMIC STANDING POLICY

C. Academic Standing

1. The assignment of academic standing is based on both the student's most recent term and overall grade-point average.
2. The minimum satisfactory academic average 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
 - Academic warning is a subcategory of good academic standing, differing only in the maximum allowable schedule load.

- A student who has an overall academic average below the minimum satisfactory scholarship requirement, or whose academic average for work taken during any term is below this requirement, shall be placed on academic warning.
- A student on academic warning whose academic average for the term is above the minimum satisfactory scholarship requirement and overall academic average is below the minimum satisfactory scholarship requirement shall remain on academic warning.

5. Academic probation

- A student on academic warning whose academic average is below the minimum satisfactory scholarship requirement for any term shall be placed on academic probation.
- An undergraduate student in good academic standing whose academic average for any term is below 1.00, based on at least six credit graded hours, shall be placed on academic probation.
- A student also may be placed on academic probation through other actions, as described in the following section.

6. Dismissal for unsatisfactory scholarship

- The Institute may drop from the rolls at any time a student whose record in scholarship is unsatisfactory.
- A graduate student whose academic average for any term is 2.00 or below may be placed on academic probation or dropped, regardless of the student's previous record.
- A student on academic probation whose scholastic average for the term of probation is below the minimum satisfactory scholarship requirement and whose overall academic average is below the minimum satisfactory scholarship requirement shall be dropped from the rolls for unsatisfactory scholarship.
- An undergraduate student on academic warning whose academic average for any term is below 1.00, based on at least six credit graded hours, and overall academic average is below the minimum satisfactory scholarship requirement shall be dropped from the rolls for unsatisfactory scholarship.
- The record of a student on academic probation whose term average is unsatisfactory, but whose overall academic record is satisfactory, may be reviewed by the

Undergraduate Curriculum Committee or the Graduate Committee, as appropriate. The student may be dropped or may be continued on academic probation.

7. Academic review

- A student who normally would be dropped from the rolls for academic deficiencies, but appears from the record not to have completed the term, may be placed on academic review. 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 drop.

8. The academic standing regulations given previously for graduate students do not preclude a school from having more rigorous requirements.

4. The Committee discussed, again, the meaning of the term “in residence” as it exists in the Grade Substitution policy. No conclusion was reached since any possible addition or change in language appears to raise other questions or complicate the issue in some other way. This issue will remain on the agenda for continued discussion until some conclusion can be reached as to whether any change in the language of the policy would be beneficial.
5. A motion was made to approve the addition of the “Unit of Credit Defined” policy to the Academic Calendar section of the Catalog. The motion was seconded and approved.

Note: This policy is stated on the Registrar’s web site, but for the sake of bringing together all relevant information regarding the calendar and scheduling, this information is also being included within the Catalog.

Proposed change highlighted below for the *Catalog*.

2.0 Academic Calendar

A. Standard Calendar

The standard academic calendar of the Georgia Institute of Technology consists of fall and spring semesters and an accelerated summer session. Each semester normally includes approximately fifteen weeks of instruction plus one week of final examinations; the normal summer session includes approximately eleven weeks of instruction plus one week of final examinations. An "academic year" consists of the fall and spring semesters. "Term" may refer to either a semester or a summer session. The Office of the Registrar publishes the official calendar for each academic term. Due to variations in the yearly calendar and the need to balance the

dates of campus events, particularly in the fall semester, the registrar uses discretion, as appropriate, to set academic calendar dates such as fall recess, last day to withdraw from individual courses without penalty, and progress report grade due date. See Catalog regulation [V. Grades and Scholastic Average](#) for more information.

B. Other Academic Terms

In addition to the standard academic calendar, certain programs may be offered on other schedules. All such offerings are subject to the approval of the Institute Undergraduate Curriculum Committee, Institute Graduate Committee, and/or the registrar, as appropriate. With approval, such programs may operate under different academic rules, such as credit-hour limits or withdrawal dates, than those specified for standard academic terms.

C. Curriculum Year

1. Requirements for degrees and minors shall be specified for each curriculum year, which is comprised of a summer term plus the immediately following fall and spring semesters. This designation shall be independent of any schedule for publication of such requirements in printed or electronic form.
2. All changes in degree and minor requirements shall become effective at the beginning of the next curriculum year following final approval by the Institute Undergraduate Curriculum Committee, Institute Graduate Committee, Academic Senate, and/or University System, as appropriate.
3. The Registrar's Office shall maintain an archival record of all degree and minor requirements associated with each curriculum year.

D. Unit of Credit Defined – ADD THIS SECTION

The current calendar is a semester calendar with 15 weeks of instruction, in which 50 minutes of class attendance are considered one contact hour and one unit of credit. The working unit of credit definition is as follows:

- One unit of credit represents how much time a typical student is expected to devote to learning per week of study. Each course is evaluated by a system of credits related to time spent in class, lab, research, or field study. One semester credit is expected to require at least three hours of scholarly activity per week.
- For lecture-based course work, one 50-minute hour of class attendance is scheduled for each credit awarded, but any combination of class attendance, lab, research, or field study experience may be arranged. Additional time is expected out-of-class for preparation and homework.
- Studio and laboratory classes earn 1 semester credit for each three hours of attendance.

- Exceptions to this policy for undergraduate courses must be approved by the Institute Undergraduate Curriculum Committee. Exceptions for graduate courses must be approved by the Institute Graduate Curriculum Committee.

During our current 15-week fall or spring terms, most 3-hour classes have the following amounts of instruction time.

- Classes meet three times per week for 50-minute periods, for a total of 2250 minutes (3x50x15); or
- Classes meet two times per Week for 80-minute periods, for a total of 2400 minutes (2x80x15).

The following class scheduling protocols are intended to ensure sufficient meeting times to account for the credit assigned the course. For each credit hour in the 15-week semester, we currently average 775 minutes of class attendance.

This policy is consistent with specifications in the University System of Georgia Academic and Student Affairs Handbook, Section 2.1 Semester System, Uniform Academic Calendar, Cancellation of Classes and Religious Holidays. This policy is also consistent with the Southern Association of Colleges and Schools policy statement on credit hours.

6. Dr. Ken Cunefare (ME) attended the meeting to inquire about what appears to be language in the Extracurricular regulation that needs deletion and correction. The questions specifically addressed “academic probation” and “suspension in abeyance”. In 2007, a change was made to allow participation in extracurricular activities while on academic probation. However, the policy was not edited as thoroughly as needed when that change was approved. Therefore, there is some wording in the current policy that needs to be stricken. It was also noted that although “suspension” and “expulsion” are mentioned in this policy, “suspension in abeyance” is not. This makes the Extracurricular policy inconsistent with the Code of Conduct policy.

Following the meeting, the Registrar drafted the following language for approval at the next meeting, or in an email vote, at the discretion of the Committee Chair.

XVII. Extracurricular Activities - CURRENT

A. Participation

1. In order to be eligible for participation in extracurricular activities, a student must satisfy the following requirements:
 - be enrolled in a degree program
 - maintain a schedule with at least 6 credit hours on a credit basis or be a student in the Division of Professional Practice on work term

- all student organization officers must be enrolled in Georgia Tech classes with at least six credit hours on a credit basis or be a student in the Division of Professional Practice on work term in Atlanta
2. Changes in academic standing that affect eligibility become effective when determined by the Institute at the end of each term (normally the Tuesday following final examination week), except that a student whose academic standing changes from good to probation shall remain eligible through the day preceding the first day of instruction of the following academic term.
 3. Any student placed on academic drop/dismissal, review, suspension, or expulsion is immediately ineligible for participation.
 4. Changes in disciplinary standing that affect eligibility become effective immediately.
 5. Participation also requires satisfaction of any additional requirements established by the Student Activities Committee of the Academic Senate.

XVII. Extracurricular Activities - PROPOSED

A. Participation

1. In order to be eligible for participation in extracurricular activities, a student must satisfy the following requirements:
 - be enrolled in a degree program
 - maintain a schedule with at least 6 credit hours on a credit basis or be a student in the Division of Professional Practice on work term
 - all student organization officers must be enrolled in Georgia Tech classes with at least six credit hours on a credit basis or be a student in the Center for Career Discovery and Development (formerly the Division of Professional Practice) on work term in Atlanta
2. Changes in academic standing that affect eligibility become effective when determined by the Institute at the end of each term (normally the Tuesday following final examination week).
3. Any student placed on academic drop/dismissal or review, or placed on suspension or expulsion by the Office of Student Integrity, is immediately ineligible for participation. Any student placed on Suspension in Abeyance may be immediately ineligible, based upon the individual organization's decision to allow participation.
4. Changes in disciplinary standing that affect eligibility become effective immediately.
5. Participation also requires satisfaction of any additional requirements established by the Student Activities Committee of the Academic Senate.

The changes boil down to the removal of references to probation status in #2 and addition of Suspension in Abeyance language in #3. In 2007 a change was made to the policy regarding the probationary status. However, the policy was not edited completely to remove that reference. Also, the “Suspension in Abeyance” status was added to the Code of Conduct, but not added to this policy. This language is added to make both policies include the same language in regard to disciplinary status.

The meeting adjourned at approximately 10:10 AM.

Submitted by,
Dr. Charles Parsons, Chair