

Georgia Institute of Technology
Student Regulations Committee
MINUTES
November 15, 2012

Present: Parsons (BUS), Schaeffer (STU-AFFS), Stein (ODOS), Moore (PROVOST), Wolovick (LEGAL AFFS), Choi (BIOL), Carpenter (LIB), Khanduri (UStudent), Mosgrove (UStudent)

Visitors: Paquette (OSI), Stein (ODOS), Wolovick (Legal Affairs)

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 committee convened at 8:35am.
2. The committee unanimously approved the minutes of the Nov. 1, 2012 meeting.
3. The committee unanimously approved revising the minutes of the Dec. 1, 2011 meeting by eliminating the phrase "regardless of whether they are transfer students." From the Grade Substitution policy proposal. The committee felt that the phrase potentially could be misinterpreted and is inconsistent with current grade substitution policy. The discussion at the meeting involved transfer students, but only as a reiteration that the Grade Substitution policy does not apply to them, only to freshmen. In the writing of the Minutes from that meeting, these aspects of the discussion were conflated and the confusion was not noted by anyone until October 2012. The Chair will discuss with the Faculty Secretary the best way to correct the Dec. 1, 2011 Minutes.

To further clarify, the only change that was made to the Grade Substitution policy at the Dec. 1, 2011 meeting was the following:

For the 2013-2014 Catalog

Approved by the Student Regulations Committee in December 2011 and by the Academic Senate in October 2012.

New language highlighted in yellow below.

V. Grades and Scholastic Average

C. Grade Substitution

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.**
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4. The committee considered some proposed wording changes to the Release of Information Policy which was brought to us from the Office of Student Integrity. This document explains the responsibilities and requirements under BOR policy and FERPA for the maintenance of these records and clarifies the Institute's policy regarding release of that information.

The original proposal was amended slightly by the committee and then passed with a unanimous vote.

**Release of Information Policy Proposal Summary
November 13, 2012**

Background

The Office of Student Integrity maintains students' records and responds regularly to third party inquires for this information. This information is released to third parties when the student has permitted the release of that information or where permitted or required by law. The Institute's current policy has the potential to impact students' pursuits of advanced degrees or employment in excess of the intent of the hearing outcome/imposed sanctions. The policy regarding release of information has been reviewed to determine if the current threshold for releasing information is appropriate and proposed changes are outlined below.

Maintenance of Disciplinary Files

To align with the University System of Georgia Policy, non-suspension records must be maintained for five years after last date of attendance. Records of suspension or expulsion are permanently retained. In addition, information only files will no longer be maintained.

Release of Information

The current approach may unintentionally impact students' future pursuits. Acknowledging the Institute's flexibility to determine the best approach to releasing information, the following is recommended.

Incident Type	Current Policy	Proposed Changes
Academic	<ul style="list-style-type: none"> • Release information on all sanctions less than suspension for five years from the date of the most recent notice of disciplinary action. • Release information on suspension and expulsion indefinitely 	<ul style="list-style-type: none"> • Release information on expulsions indefinitely • Release information on suspensions for five years from sanction completion. • Discontinue releasing information to third parties for sanctions less than suspension
Non Academic	<ul style="list-style-type: none"> • Release information on sanctions less than suspension (with the exception disciplinary warning which is not released) for five years from the date of the most recent notice of disciplinary action. • Release information on suspension and expulsion indefinitely 	<ul style="list-style-type: none"> • Release information on expulsions indefinitely • Release information on suspensions for five years from sanction completion, if suspension was considered a potential threat to the campus community. • Release information on suspensions not deemed to be a potential threat until the sanction is complete. • Discontinue releasing information to third parties for sanctions less than suspension.

Proposed Policy Changes

Current Policy with Proposed Changes Noted for Deletions or Additions

1. Maintenance of Disciplinary Files

Disciplinary records of Students found responsible of any charges against them will **normally-DELETE** be retained for five (5) years **after graduation or-ADD** from the date **of last attendance-ADD of the most recent notice of disciplinary action-DELETE**. Disciplinary records containing records of Suspension and Expulsion will be permanently retained. A case referral results in the creation of a disciplinary file in the name of the Accused. This file shall be voided if **the student is found not responsible for the charges-ADD**.

DELETE THIS SECTION:

- a. The Student is found not responsible for the charges, or
- b. The case is determined to be an informational file only. An informational file is not included in background checks, but can be used in future sanctioning if the behavior continues.

2. Release of Information

Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.

DELETE Sections a. and b.

- a. Matters where a student has been found responsible for non-academic misconduct may be reported to third parties, with the exception of a sanction of Disciplinary Warning.
- b. Matters where a student has been found responsible for academic misconduct may be reported to third parties, regardless of the sanction applied.

Retain Sections c. through f. and add section g.

- c. Academic or non-academic misconduct resulting in expulsion is released to third parties indefinitely.
- d. Academic misconduct that resulted in suspension is released for five years after sanction completion.
- e. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists is released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension is reported until the sanction is complete.
- f. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
- g. The Institute requires a specific written request from the student to release the entire disciplinary record.

If the changes are approved, this is how the new policy will read:

1. Maintenance of Disciplinary Files

Disciplinary records of Students found responsible of any charges against them will be retained for five (5) years after graduation or from the date of last attendance. Disciplinary records containing records of Suspension and Expulsion will be permanently retained. A case referral results in the creation of a disciplinary file in the name of the Accused. This file shall be voided if the student is found not responsible for the charges.

2. Release of Information

Student disciplinary records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. § 1232g.

- a. Academic or non-academic misconduct resulting in expulsion is released to third parties indefinitely.
 - b. Academic misconduct that resulted in suspension is released for five years after sanction completion.
 - c. Any non-academic misconduct that resulted in suspension where a potential threat ¹ to the campus community exists is released to third parties for five years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension is reported until the sanction is complete.
 - d. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
 - e. The Institute requires a specific written request from the student to release the entire disciplinary record.
5. The Committee discussed the need to prepare thorough and clear Minutes and to vote on them promptly, using email voting as necessary. It is important for approved Minutes to be submitted to the Faculty Secretary as soon as possible after each meeting so that the action items can be added to the agenda for the Academic Senate.
 6. The meeting was adjourned at 9:20 AM.

¹ A threat to campus community includes but is not limited to illegal drug distribution, endangering or harming any person, and jeopardizing the safety of any person.