

Student Regulations Committee
Minutes
Wednesday, November 16, 2016

Voting Members	Affiliation	Role
Linda Harley	BMED	
Al Ferri	ME	Chair
Ty Herrington	LMC	
Gordon Kingsley	Public Policy	
Andrea Laliberte	ISyE	Vice Chair
Joe Montoya	Biology	
Lindsey Edison	UG Student	
Ben Nickel	UG Student	
Pavan Thaker	GRAD Student	
Non-Voting Members	Affiliation	Role
Reta Pikowsky	Registrar	Secretary
John Stein	Vice President-SL and DOS	
Doug Nation	Faculty Exec. Board Liaison	
Standing Guests	Affiliation	Role
Steven Girardot	VProvost-UG EDU	
Jeremy Gray	Registrar's Office	

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

Present: Harley (BMED), Ferri (ME), Laliberte (ISyE), Montoya (BIOL), Stelzel (for Lindsey Edison-UG Student), Nickel (UG Student), Thaker (GRAD Student), Pikowsky (Registrar), Stein (VP-Student Life), Nation (Fac. Exec. Board Liaison), Girardot (UG EDU), Gray (Registrar), Penn (Cyber Security)

1. A motion was made to approve the Minutes from the September 28, 2016 meeting. The motion was seconded and approved.
2. The changes in computer usage and access policy was discussed briefly as an informational item. The former Computer and Network Usage and Security Policy is being replaced by new and separate policies. These replacement policies were later provided via email. The Committee does not need to vote on these new policies, but the Office of Cyber Security wished to have the Committee aware of the changes. It was mentioned to the Student representatives at the meeting that this might be a good agenda item for SGA to ensure student awareness as well.

3. The Registrar shared a proposed change in due date for progress report grades. The change is suggested to make this due date the same as that for final grades. Faculty have suggested that this might help with reporting process. A suggestion was made for edits to the language. The Committee agreed that this is not a change in policy and that the Registrar may proceed with the edits. See Appendix A for the approved language.
4. The Leave of Absence policy proposal was discussed again in light of input from students through the student representatives on the Committee and in light of Dr. Harley's review of the draft documents.

There was considerable discussion again as to whether the policy is needed and would benefit students in the way intended. Once the Committee again reviewed what the possible benefits to students would be, a conclusion was reached that there is sufficient reason to add this section to the readmission/withdrawal policy.

There was also some concern around students withdrawing from the term and whether this process has any connection to the Leave of Absence policy. It was concluded that readmission, withdrawal, and requesting a Leave of Absence really are three distinct actions or policies and should be addressed as such.

Based on the discussion, the Registrar offered to provide edited documents back to the Committee for action at the next meeting. Those are included here as Appendices B, C, and D.

5. There was no other business.
6. Agenda items for the next meeting, if time allows:
 - i. Leave of Absence policy
 - ii. Readmission, clarifying language
 - iii. Academic standing policy overall review and possible language to address lack of degree progress.
7. Future business:
 - i. Course scheduling grid changes.
 - ii. Committee to oversee class scheduling.
 - iii. Change of major – current UG Admissions practice re transfers.
8. Next meeting:
Wednesday, November 30, 4:00 PM, RO Conference Room, Savant

Appendix A, November 16, 2016 Minutes

V. Grades / Average

A. Grades

Suggested change in working in yellow below:

Progress report grades are submitted to the Office of the Registrar for all classes numbered 1000 and 2000 in the Fall Semester and Spring Semester. These grades are used for advising students, not for calculating any grade-point average (GPA) at Georgia Tech. Progress report grades are "S" or "U." A grade of "U" indicates that, based on the work completed to that point in the academic term, the student's standing is in the "D" or lower range. Progress report grades must be submitted once 40 percent of the academic term has passed, as specified by the official Academic Calendar. The due date for reporting will be noon on Monday and the grades will be available to students that afternoon.

Appendix B, November 16, 2016 Minutes

See highlights for possible new language.

VIII. Withdrawal from School and Readmission

B. Readmission

1. Any student who is not enrolled for two or more consecutive terms (Summer term counts) 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 readmission application deadline for the term for which readmission is requested, as listed below:
 - a. Fall-July 1
Spring-December 1
Summer-April 1
 - b. Applications received after these deadlines will not be accepted for the next term.
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 performance 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 performance 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.
 - a. University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of three (3) 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_graduating_system/
 - b. The application for academic renewal shall be considered as a petition to the undergraduate curriculum committee.

11. Students may be eligible for an approved Leave of Absence.

- a. Interruption in enrollment due to circumstances outside the student's control may qualify for an approved Leave of Absence.
- b. Students on an approved Leave of Absence would not have to apply for re-admission and would be able to retain their email accounts during the approved absence. Prior to returning, the student would have to notify the Registrar's Office so that the record could be reactivated for re-entry.
- c. The Leave of Absence would cover eligible students for at least two and no more than seven semesters (including Summer). If the seventh semester is a Spring term, students may opt to return in either the Summer or Fall term.
- d. Students who are on an Approved Leave of Absence may not attend class, live in campus housing, or access other campus services.
- e. The form to request an Approved Leave of Absence is on the Registrar's Office website. [\(insert link below\)](#)
- f. The Leave of absence may be used more than once, but for no more than seven total semesters during the student's enrollment at Tech.
- g. Students who have been placed on academic drop or suspended or expelled for disciplinary reasons may not participate.
- h. Students must clear up any other issues such as registration holds prior to re-entry. The Approved Leave of Absence does not override other considerations or restrictions on enrollment.
- i. Students should apply for the Leave of Absence as soon as possible.

- Application should be made after the last term in which the student enrolled for classes, even if the student withdrew from all classes that term.
 - Students should bear in mind the time limits as outlined in section k below in determining the anticipated date of return.
 - Readmission is required when two or more consecutive terms have been missed (Summer counts). Once the student has made the decision that he/she will have to or need to be out for two or more consecutive terms and the student wishes to return to Tech without being readmitted, the application for a Leave of Absence should be filed with the Registrar's Office.
 - The clock begins when the student does not enroll for a second consecutive term. The Leave of Absence Request would have to be effect for the second consecutive missed term to avoid readmission.
- j. The Leave of Absence cannot be approved retroactively.
- k. Students must file a Return from Leave of Absence form to return. If the leave exceeds the 7 semester timeframe, the student must apply for readmission. [\(insert link below\)](#)

Appendix C, November 16, 2016 Minutes

**Georgia Institute of Technology
Office of the Registrar
Application for Leave of Absence**

INSTRUCTIONS AND INFORMATION

This form should be submitted to the Registrar's Office, Room 104 Tech Tower, 225 North Avenue, Atlanta, GA 30332-0315. It can also be scanned and emailed to comments@registrar.gatech.edu.

Applications for a leave of absence are due by:

- Spring - December 1st
- Summer - April 1st
- Fall - July 1st

The address on the application should be a mailing address for the period students are to be on leave. The same applies to the email address listed on the application. Any communication from the Institute will be in the form of email to the address listed on the application.

Any questions related to the Leave of Absence policy or process should be directed to the Office of the Registrar at comments@registrar.gatech.edu.

Approval is not automatic. Each request is considered on its own merits by the Registrar's Office and reviewed by the Undergraduate or Graduate Curriculum Committee as necessary. Decisions will be reported to the current email address listed below.

Student's Last Name: _____

First Name: _____ Middle Initial: _____

GT ID: _____

Current Email Address: _____

Email Address during Leave of Absence:

Mailing Address during Leave of Absence:

Term or Terms for Which a Leave of Absence is Requested:

Fall _____ Spring _____ Summer _____

Term and Year (e.g., Fall 2018) in which re-enrollment is anticipated:

Reason for the Request

By signing below, you are acknowledging that you have read and understand the following:

- You will have no access to campus facilities or services during the leave of absence period.
- You are advised to make arrangements for health care coverage during this period of time.

Student Signature: _____ Date: _____

Signature of School or College official: _____

Date: _____

For Office of the Registrar use only:

Approved: _____ Not Approved: _____ Date: _____

Comments: _____

Appendix D, November 16, 2016 Minutes

**Georgia Institute of Technology
Office of the Registrar
Application for Return from Leave of Absence**

INSTRUCTIONS AND INFORMATION

This form should be submitted to the Registrar's Office, Room 104 Tech Tower, 225 North Avenue, Atlanta, GA 30332-0315. It can also be scanned and emailed to comments@registrar.gatech.edu.

Applications for return from a leave of absence are due by:

- Spring - December 1st
- Summer - April 1st
- Fall - July 1st

Any questions related to the Leave of Absence policy or process should be directed to the Office of the Registrar at comments@registrar.gatech.edu.

Students should remain aware that failing to meet the deadline could mean that return for the next semester may not be possible. Although readmission is not required, the record has to be reactivated, a time ticket assigned, and any holds cleared before registration can occur.

Student's Last Name: _____

First Name: _____ Middle Initial: _____

GT ID: _____

Current Email Address:

Telephone Number: _____

Term for which re-enrollment is requested:

Fall _____ Spring _____ Summer _____

Student Signature: _____ Date: _____

For Office of the Registrar use only:

Decision: _____ Date: _____