

Institute Graduate Curriculum Committee
Minutes
Thursday, May 12, 2022
Conducted via Teams

Members	Affiliation and Role	Present at Meeting
Bafna, Sonit	CoD-ARCH	Yes
Cherry, Elizabeth	CoC-CSE	No
Davenport, Mark	CoE-ECE	No
Dey, Santanu	CoE-ISYE	Yes
Dixon, Brandon	CoE-ME, Chair	No
Erera, Alan	CoE-ISYE	No
Ferri, Bonnie	Graduate Ed/Fac. Dev.	Yes
Gunter, Brian	CoE-AE, Study Abroad Committee	Yes
Ha, Sehoon	CoC-IC	Yes
Han, Liang	CoS-BIOS	No
Hays, James	CoC-IC	Yes
Jackson, Melody	CoC-IC, RCR Committee	Yes
Kohl, Paul	CoE	Yes
Nie, Shuyi	CoS-BIOS	Yes
Peng, Yang	CoC-CS	No
Phillips, Loraine	Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	Yes
Shetty, Pranav	GCC Student Representative	Yes
Stone, Brian	CoD-CRP	Yes
Taylor, John	CoE	Yes
Thayer, Jane	COB, RCR Committee	No
Tucker, Karen	FEB Liaison-without vote	No
Weiss, Amanda	IAC-ML, Vice Chair	Yes
Wu, Dongjun	COB	No
Standing Guests	Affiliation	Present at Meeting
Bruner, Marla	Graduate Studies	No
Black, James	Graduate Studies	No
Hodges, Amy	Registrar's Office	Yes
Ross, Kyla	Faculty Dev.	No
Stone, Jana	Faculty Dev.	Yes
Womack, Christa	Registrar's Office	Yes
Visiting Presenters	Affiliation	Present at Meeting
Amalie Atassi	Graduate Student (MSE)	Yes
Manu Platt	Biomedical Engineering	Yes
Kate Williams	CETL	Yes

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

NOTE: This meeting did not have a quorum as items came up for vote. The attendance sheet indicates that more than 13 members were in attendance, however, they were not all in attendance during the entire meeting. Since there were less than 13 members in attendance as items came up to vote, then the minutes will be sent around for all members to vote on.

Academic Matters

1. A motion was made to approve a request from the School of City and Regional planning for a new course. The motion was seconded and approved.

New Course – APPROVED

CP 6543: Public Health Analytics (3-0-0-3)

Note: The CIP Code for the course will be 040301 to match the Master of City and Regional Planning CIP code.

2. A motion was made to table a request from the School of Aerospace Engineering for new courses. The motion was seconded and approved.

New Courses – TABLED

AE 4753: Topics in Engineering Practice (3-0-0-3)

AE 6744: Topics in Engineering Practice (3-0-0-3)

Note: There was not a representative from the proposing School about this course, so the Committee ultimately decided to table the request.

It was noted that these courses already exist under other subject codes, so this request is to add to those existing entries. The instructor of record is responsible for the entry of grades.

The 4000-level course is deemed to be ‘senior level’ undergraduate. The course numbering system states that 4000-level courses may be either senior level or graduate level and used for either an undergraduate or graduate degree program. In some instances, it might be appropriate for a graduate program to offer a course at the 4000-level instead of the 6000-level. This generated some discussion during the meeting. The reasoning for the 4000-level numbering for these particular courses is because they are taught at the senior level and do not include content or rigor that would qualify them to exist at the 6000-level.

Committee members were reminded that if a course is cross-listed at the 4000- and 6000-level, there is an expectation that the syllabus for the 6000-level version would specify the additional work that the graduate students would have to do above and beyond what the students taking the course at the 4000-level would have to complete. The cross-listing of a course requires that some distinction be made. If the course is solely 4000- or 6000-level, the understanding is that students in the course would do the same level of work regardless of the program they are in, undergraduate or graduate.

There was a question about having them offered at the 4000-level, yet not making them available to undergraduate students. The explanation given is that the courses are for distance-learning graduate students taught on location in industry. They are tailored to that industry and that cohort of students. Other Schools that offer the courses under their subject codes have been managing the courses in this manner for their students. They are therefore not appropriate for undergraduate students because they are specifically targeted to students in industry. Therefore, they will not be open to undergraduate students. The other factor is that they are taught on site, off-campus, so the only students who would have access to them are those students at that location.

The Committee also noted that syllabus was too generic and should include, at least, some consistent learning objectives and outcomes for any instance of these types of courses. Although the courses are tailored for the subject code under which they are taught, the Committee agreed that there should be some common features of the course regardless of who is teaching it so that its purpose and goals remain consistent. The Vice Provost will follow up with the School and pull in others offering the course to gather this additional information.

Discussion Item

1. The Vice Provost for Graduate Education and Faculty Development led a discussion with the Committee regarding Teaching Assistantships. It has been noted that TA requirements vary by College and there have been questions about the appropriateness of enforcing TAs by School instead of by programs via degree requirements.

Proposal 6911 on the ICC site includes presentation materials which highlight the TA requirements for the School of Materials Science and Engineering. Some issues that students have brought up about the TA requirements is that students are required to sign up for 5 terms, 5 hours per week (which can sometime actually be more hours per week) and it is unpaid. Students have also noted there is no system in place for accountability to ensure students are actually learning from the experiences. The MSE presentation also highlighted that their TA requirements not only far exceeded those of the Institute, but also comparable schools and programs.

The question from the discussion is whether some guidelines are needed that would address equity issues across the board. The equity issues focus on:

1. A lack of (and potential need for) more consistency across shared degree programs in terms of TA requirements.
2. TA work being required, but not reflected in degree requirements (which is a significant issue for the IGCC).

It was also noted that the guiding factor with the teaching assistantship is that it should be a benefit to the student, and not a service to the Institute. More discussion and follow-up will occur in the coming months.

Petitions

1. A motion was made to approve administrative actions on petitions in the following areas. The motion was seconded and approved.

Graduate Petition Summary 0512/22

The following petitions were reviewed administratively by the Registrar's Office. (All approved except where noted.) Petitions reviewed from 04/13/2022-05/10/2022.

- 2- Readmission after 1st drop, with recommendation of the School
- 3- Six-year rule waiver
 - 1- Two-year rule waiver
 - 1- One-hour rule waiver
- 16- Term withdrawal
- 8- Selective withdrawal (**1 Denied**)
- 2- Course substitution, with recommendation of the School
 - 1- Late registration for the current term
- 2- Waive BS/MS requirement
 - 1- Adjust course registration to correct CRN for current term
- 2- Cancel registration for late term course
 - 1- Use 9000-level hours as 7000-level hours toward master's degree
- 4- Hour overload request
 - 1- Enrollment waiver

Adjourned,

Reta Pikowsky
AVP of Enrollment Services/Registrar
Secretary, IGCC

Institute Graduate Curriculum Committee
Minutes
Thursday, September 15, 2022
Conducted via Teams

Members	Affiliation and Role	Present at Meeting
Ahamad, Mustaque	CoC	Yes
Brettmann, Blair	CoE	No
Brown, Kate	IAC	Yes
Cherry, Elizabeth	CoC-CSE	Yes
Davenport, Mark	CoE-ECE	Yes
Dey, Santanu	CoE-ISYE	No
Erera, Alan	CoE-ISYE	No
Ferri, Bonnie	Graduate Ed/Fac. Dev.	Yes
Ha, Sehoon	CoC-IC	Yes
Han, Liang	CoS-BIOS	No
Jackson, Melody	CoC-IC, RCR Committee	Yes
Kohl, Paul	CoE	Yes
Nie, Shuyi	CoS-BIOS	No
Pishad-Bozorgi, Pardis	CoD	Yes
Ramachandran, Umakishore	CoC	Yes
Phillips, Loraine	Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	Yes
Shetty, Pranav	GCC Student Representative	Yes
Stone, Brian	CoD-CRP	Yes
Sun, Wenting	CoE-AE	No
Taylor, John (has fill-in)	CoE	No
Thayer, Jane	COB, RCR Committee	Yes
Weiss, Amanda	IAC-ML, Vice Chair	Yes
Wu, Dongjun	COB	No
Standing Guests	Affiliation	Present at Meeting
Bruner, Marla	Graduate Studies	Yes
Black, James	Graduate Studies	No
Hodges, Amy	Registrar's Office	Yes
Ross, Kyla	Faculty Dev.	No
Stone, Jana	Faculty Dev.	No
Kelly, Christa	Registrar's Office	No
Visiting Presenters/Guests	Affiliation	Present at Meeting
Kate Williams	Center for Teaching and Learning	Yes
Olga Shemyakina	Economics	Yes

David White	College of Computing	Yes
Glenn Lightsey	Aerospace Engineering	Yes
Kristine Nagel	College of Computing	Yes
Hang Lu	Chemical & Biomolecular Engineering	Yes

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Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Note: This meeting did not have a quorum. Thirteen voting members are listed, however, not all members were present at the same time during votes. In this case, the Minutes will be distributed to the Committee with the actions taken as recommendations of the voting members who were present. The vote will be to approve the recommendations and the Minutes themselves.

Academic Matters

1. A motion was made to approve a request from the School of Aerospace Engineering for a new course. The motion was seconded and approved.

NEW COURSE – APPROVED

AE 6356: Spacecraft Attitude Estimation and Control (3-0-0-3)

2. A motion was made to approve a request from the School of Economics for new courses. The motion was seconded and approved.

NEW COURSES – APPROVED

ECON 7131: Development Economics I (3-0-0-3)

ECON 7132: Development Economics II (3-0-0-3)

Discussion Item

1. There was an update from the Vice Provost for Graduate Education on the Teaching Experience/TA at GT. Faculty from the Bioengineering, an interdisciplinary program, presented proposed language for their Handbook and the Catalog to illustrate how they are attempting to craft language that would ensure the program complies with teaching assistantship policies and program requirements.
 - a. They would implement a minimum requirement, but not a maximum requirement for teaching assistantship responsibilities.
 - b. The students would be held to degree requirements, not requirements in their home Schools.
 - c. In trying to make this part of the graduate student experience equitable, the following should be considered:
 - i. Students are admitted by the home school in an interdisciplinary program.
 - ii. Some programs are specialized or tailored to student needs and interests.
 - iii. Students in these programs have various backgrounds making it difficult to create a uniform requirement for teaching assistantships.
 - d. Students and others have noticed that Schools have varying degree requirements within the same interdisciplinary program. This creates confusion and calls into question whether the degree is actually appropriate as an interdisciplinary degree, or whether it is actually a set of separate degrees among colleges/schools that contribute courses to the program.
 - e. There has been a discussion around whether a program can require students to teach and whether that would need to be stated clearly as part of the degree requirements in the Catalog.

If something, whether course or non-course requirements, is part of what has to be completed to graduate, then it must be listed in the Catalog. All degree requirements, anything that must be done to qualify to graduate, must be approved by the Institute Graduate Curriculum Committee and stated in the Catalog. This is the interpretation that has existed for many years.

This, in past years, was not consistently enforced among doctoral programs at Tech. Many programs were using their Handbooks to outline requirements for the program which were not necessarily approved properly through the IGCC and the Academic Faculty Senate. This is problematic for several reasons:

- i. Programs were making changes without going through the proper curricular change process.
- ii. Requirements outlined in the Handbooks were not always clear and were not always updated on a routine schedule.
- iii. The Catalog is published once a year and students complete degree requirements under the Catalog that was in effect when they entered

the program. Any changes made to the Catalog after their matriculation applies to incoming students. Students cannot be subjected to changes in degree requirements based on edits to Handbook language.

- iv. Inconsistencies among programs became a concern because there are overarching doctoral program requirements that are supposed to be common to all degrees
- f. There has also been discussion around whether the methods by which Schools/College decide to implement teaching requirements may be flexible, but there still should be common guidelines that all programs work within. This provides some leeway, but ensures consistency with Catalog policy.
- g. There are concerns that some programs have implemented teaching requirements without having them approved appropriately by the IGCC. There were past references to teaching requirements in Minutes of the IGCC, but there is no record of actual requests to make them part of degree requirements and there was no official vote.

It could be concluded that programs are not authorized to require teaching responsibilities as part of the degree program without this being approved through the normal channels and outlined in the Catalog. Any program that needs/wishes to require teaching responsibilities must come to the IGCC with a program modification request.

There was concern expressed that this would create some severe problems in some areas. Part of that was around budget implications of not requiring students to teach classes. This would mean that more instructors would have to be hired. To disallow teaching requirements in some areas until a program modification could be presented and voted upon would create a void in that program's ability to teach the current slate of classes.

It was noted that the issue at hand is academic, addressing the fact that any course or non-course requirement has to be listed as part of the degree requirements in the Catalog. There cannot be things outside of the degree requirements listed in the Catalog that students must do remain in the program and graduate. If teaching is an option, that is a matter for each program to decide. If teaching is required of all students in the program, then that is a degree requirement and is part of the curriculum.

- h. This was a long discussion and it was determined that a smaller group needs to assemble and discuss the issues and concerns that were brought up in the meeting. This was followed up on after the meeting and actions are being taken to ensure that the discussion is resumed once questions are examined and a path forward can be drafted.
2. The Registrar's Office initiated discussion regarding BS/MS options. The Registrar's Office and Academic Effectiveness discussed some issues related to accreditation that came up when the SACSCOC report was completed recently. Specifically, a question about the SACSCOC requirement that a BS/MS program

must result in 150 total hours of coursework. If an undergraduate degree is 122 hours and the graduate degree is 30 hours, and 6 hours are double-counted, the 150 threshold is not met. Some of our programs meet this even with double counting and some do not. Those programs that do not had to be contacted for a rationale as to why not totaling 150 hours overall is acceptable.

As the Registrar's Office and Academic Effectiveness were discussing this point, and started looking at all the relevant rules and regulations, they wondered if now would be a good time to do a reality check and confirm certain aspects of the BS/MS programs.

This does not mean that there is a perceived problem. From time to time questions arise and it's helpful to pause and look at the bigger picture to determine if something has gotten out of sync or no longer functions as originally intended. The Institute Undergraduate Curriculum Committee looked at the BS/MS questions earlier in the week and those outcomes were reported at this meeting.

The following points came out of the Registrar's Office and Academic Effectiveness discussion:

- a. Undergraduates taking graduate level courses, GPA requirements and using courses toward an MS degree: Does the GPA requirement make sense given the other GPA requirements such as the Institute GPA of 2.7 required to graduate with an MS?
- b. BS/MS programs that don't reach 150 hours with the double-counting of 6 hours (SACSCOC policy question): If a BS/MS program involves 122 hours for the BS and 30 hours for the MS, the total hours are actually 146 since 6 hours are double-counted. This could be a red flag and perhaps the BS/MS proposal form should also include a question explaining why it makes sense for the total hours to be 146, below the 150 expectation. If we include the question on the proposal form going forward, and there are questions, we will have the rationale on file that we can refer to in responding.
- c. Course number system with 4000 and 6000-level courses: This came up recently because one proposal was asking to double-count 4000-level courses. Is this of concern?
- d. BS/MS options with varying GPA and hours requirements: Is this a concern? They were all approved this way, but we were asking for a reality check on whether there needs to be more consistency.

Full details on the policies and questions may be found under Proposal 6970.

Comments from the IUCC:

- This is not too different than what *non-BS/MS* students experience when applying to graduate programs. Students applying for admission to MS programs typically know that graduate schools require a higher GPA than admission to an undergraduate program. Therefore, they should not be a concern about differences in the related policies around GPA requirements.

The policies are addressing different things around use of courses taken in UG status and admission to the MS part of the program. Admission to an MS program requires a set GPA determined by the program, there is a 2.7 Institute minimum to graduate with an MS, and some of the MS programs have a higher GPA than the 2.7 minimum and that is allowed.

- The Office of Academic Effectiveness suggested that the BS/MS option proposal form should include a line that for proposer to provide justification if program option is under 150 hours (BS + MS). *The RO agreed to add this to the form as soon as possible.*

Overall, the IGCC agreed with the points made by the IUCC and did not have concerns with current operations for BS/MS programs but did agree that adding the notation on the form to the BS/MS proposal makes sense.

The question regarding the course numbering system with 4000 and 6000-level courses is more focused on the IGCC since they review graduate coursework and determine if a course cross-listed as 4000-level and 6000-level clarifies the rigor to justify it as having a 'graduate-level' course version. There might seem to be a contradiction in saying that a 4000-level course can be used toward an undergraduate or graduate degree and saying that for a 4000-level course to be cross-listed with a 6000-level class, it has to include in the syllabus a statement about the higher level/different work that a graduate student has to do if taking the 6000-level version of the course. At the end of the discussion, it was determined that this is not a major concern since the question really focuses on what would/should the difference be between a 4000-level class and a 6000-level class.

It does make sense that a 4000-level could be undergraduate or graduate, but it would also make sense that graduate programs would limit the number of hours that could be taken at the 4000-level. In other words, they can be used for graduate degrees, but would not make up all of the hours for a graduate degree.

It also makes sense that a course that is cross-listed at the 4000-6000 level would need to differentiate the level of work since expectations at the 6000-level would, by necessity, be higher.

3. The Registrar's Office posed a question to the Committee regarding language related to MS programs sharing credit. An academic unit reached out asking for clarity on the following policy:

<https://catalog.gatech.edu/rules/14/>

Students who are pursuing two master's degrees at Georgia Tech may double count a maximum of 6 hours of credit for both degrees. This ensures that each degree involves a minimum of 24 hours of coursework completed at Tech that is not double counted.

The six-hour limit may be exceeded when specifically allowed as a component of an approved degree program.

The question is whether this policy also applies to students who graduate with one MS degree and then return to pursue an additional degree. The current verb tense in the policy would suggest that for the policy to apply, the two MS degrees that are sharing the hours must be in progress at the same time.

The Committee does not see an issue with students completing one MS degree at Tech and then sharing those credits with another degree completed later. To share the 6 hours, the degrees do not need to be pursued at the same time.

It was suggested to change the wording to ‘pursue’ to make it clear that the degrees do not have to be completed at the same time. The Committee decided that this actually was the intent of the policy wording.

The Registrar’s Office was given the authority to edit the Catalog to make this clear.

<https://catalog.gatech.edu/rules/14/>

Students who pursue two master’s degrees at Georgia Tech may double count a maximum of 6 hours of credit for both degrees. This ensures that each degree involves a minimum of 24 hours of coursework completed at Tech that is not double counted.

The six-hour limit may be exceeded when specifically allowed as a component of an approved degree program.

Information Items

1. The College of Business notified the Office of Graduate Studies and the Registrar’s Office that the Executive MBA program will be participating in 1-year pilot of test optional admissions requirement. In lieu of scores, they will assess on other criteria. More information may be found under Proposal 6959.
2. The Office of Academic Effectiveness submitted for the information of the Committee copies of notification letters to SACSCOC and USG/BOR for the following:
 - a. Graduate Certificate in Medical Physics – notification of online delivery
 - b. Dual Award Notifications/Acknowledgements
 - i. Universitat Politencnica de Valencia (MS in Electrical and Computer Engineering)
 - ii. Ecole Nationale Superieure de Mecanique et des Microtechniques (MS in Aerospace Engineering and MS in Mechanical Engineering)

- iii. Ecole Centrale Casablanca (MS in Aerospace Engineering; MS in Mechanical Engineering)
- iv. Institut Mines Telecom (MS in Computer Science, MS in Aerospace Engineering, MS in Electrical and Computer Engineering, MS in Mechanical Engineering)
- v. Universita Degli Studi Di Brescia (MS in Computer Science, MS in Aerospace Engineering, MS in Electrical and Computer Engineering, MS in Mechanical Engineering)
- vi. Centrale Supelec (MS in Computer Science, MS in Aerospace Engineering, MS in Electrical and Computer Engineering, MS in Mechanical Engineering)
- vii. Institut National des Sciences Appliquees de Toulouse (MS in Computer Science, MS in Aerospace Engineering, MS in Electrical and Computer Engineering, MS in Mechanical Engineering)
- viii. Ecole Catholique des Arts de Metiers (MS in Aerospace Engineering, MS in Electrical and Computer Engineering, MS in Mechanical Engineering)
- ix. Centrale Lille Institut (MS in Aerospace Engineering; MS in Mechanical Engineering)
- c. MS in Computational Science and Engineering (online delivery) – notification to SACSCOC of program closure
- d. Temporary relocation to online delivery for Shenzhen programs
Note: An email was distributed on September 12 that in-person delivery did resume
- e. The University System of Georgia is in the process of cleaning up the DMA (Degrees and Majors Authorized) table which lists all programs offered by Tech. If a program status changes from active to deactivated (students are no longer being accepted), then the program has two years to decide if the program will be reinstated or terminated. The following programs were sent to USG to be updated on the DMA table as terminated (some had already been acknowledged as terminated in January 2021):
 - i. PhD with a major in Paper Science and Engineering
 - ii. MS with a major in Materials Science and Engineering
 - iii. MS in Paper Science and Engineering
 - iv. MS in Enterprise Information
 - v. MS in Prosthetics and Orthotics
 - vi. MS in Polymers
- f. MS with a major in Earth and Atmospheric Sciences – BOR acknowledges of program deactivation

Administrative Items

The following updates are items have been handled administratively by the Registrar's Office. These require no action by the IGCC, but questions are welcome.

1. Course title alignment updates for ME/BMED 6743
2. ECE course updates (title, minor edits/clean-up in catalog description, credit structure updates)
3. MATH courses (pre-requisite and equivalency updates)
4. FREN courses (titles updates for clarity)
5. Documentation for CIP Code for PhD with major in Music Technology, MS in Music Technology that was processed in 2018

Petitions

1. A motion was made to approve administrative actions on petitions in the areas listed below. The motion was seconded and approved.

The Chair and Vice Chair were asked for input on some of the petitions.

The following petitions were reviewed administratively by the Registrar's office. (All approved except where noted.) Petitions reviewed from 08/25/2022-09/14/2022.

- 1- Readmission after 1st drop, with School recommendation
- 2- Six-year rule waiver
- 3- Term withdrawal
- 2- Selective withdrawal
- 1- Hour overload request
- 16- Late registration for the current term **(1 Denied)**
- 1- Waive BS/MS requirement (completion of MS within two years of BS)
- 4- Adjust course registration to correct CRN for current term
- 6- Cancel registration for late term course **(2 Denied)**
- 2- Change grade mode **(1 Denied)**
- 4- Cancel registration for current term **(2 Denied)**
- 1- Seven-year rule waiver
- 3- Adjust variable research hours in current term
- 17- Adjust registration to new CRN **(1 Denied)**
- 1- One-hour rule waiver

Adjourned,

Reta Pikowsky
 AVP of Enrollment Management and Registrar
 Secretary, IGCC

Institute Graduate Curriculum Committee
Minutes
Thursday, October 6, 2022
Conducted via Teams

Voting Members	Affiliation and Role	Present at Meeting
Ahamad, Mustaque	CoC	Yes
Brettmann, Blair	CoE	No
Brown, Kate	IAC	Yes
Cherry, Elizabeth	CoC-CSE	Yes
Davenport, Mark	CoE-ECE	Yes
Dey, Santanu	CoE-ISYE	Yes
Erera, Alan	CoE-ISYE	No
Ha, Sehoon	CoC-IC	Yes
Han, Liang	CoS-BIOS	No
Jackson, Melody	CoC-IC, RCR Committee	No
Kohl, Paul	CoE	No
Nie, Shuyi	CoS-BIOS	Yes
Pishad-Bozorgi, Pardis	CoD	Yes
Ramachandran, Umakishore	CoC	Yes
Stone, Brian	CoD-CRP	Yes
Sun, Wenting	CoE-AE	Yes
Taylor, John	CoE	No
Thayer, Jane	COB, RCR Committee	No
Weiss, Amanda	IAC-ML, Vice Chair	Yes
Wu, Dongjun	COB	No
Ex-Officio/Nonvoting members	Affiliation	
Ferri, Bonnie	Vice Provost-Grad Ed	Yes
Phillips, Loraine	Office of Academic Effectiveness	No
Pikowsky, Reta	Registrar, Secretary	Yes
Wipperfurth, Spenser	GCC Student Representative	Yes
Standing Guests	Affiliation	
Bruner, Marla	Graduate Studies	Yes
Black, James	Graduate Studies	No
Hodges, Amy	Registrar's Office	Yes
Ross, Kyla	Faculty Dev.	No
Stone, Jana	Faculty Dev.	No
Kelly, Christa	Registrar's Office	Yes
Visiting Presenters	Affiliation	
Christopher Heil	Mathematics	Yes

Shahaf Nitzan	Mathematics	Yes
Yu Xingxing	Mathematics	Yes
Jason Borenstein	Director, Graduate Research Ethics Programs	Yes

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Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

There was not a quorum for this meeting.

Academic Matters

1. A motion was made to approve a request from the participating Schools/Departments in the Doctor of Philosophy with a major in Machine Learning for a program modification. The motion was seconded and approved.

PROGRAM MODIFICATION – APPROVED

Doctor of Philosophy with a major in Machine Learning

Overview of changes:

- The School of Chemical and Biomolecular Engineering will be joining program as a participating unit
- Hours required for the doctoral minor field of study will be reduced from 9 to 6 to align with Institute guidelines
- The following changes to elective options
 - ML electives: Advanced Theory
 - Remove
 - CS 7545 Machine Learning Theory
 - MATH 88XX Mathematical Foundations of Learning Theory
 - ADD
 - CS 6471 Computational Social Science
 - CS 7632 Game AI

- ML electives: Computing and Optimization
 - Remove
 - CS 6505 Computability and Algorithms
 - ADD
 - CS 6515 Introduction to Graduate Algorithms
2. A motion was made to approve a request from the School of Mathematics for new courses. The motion was seconded and approved.

New Courses – APPROVED

MATH 6579 Measure Theory for Scientists and Engineers

MATH 7339 Advanced Analysis

Note: MATH 7339 will be repeatable for Mathematics majors. Five topics will rotate, and each topic is planned to be taught every 5 years. The unit was notified that advisors will need to monitor the topics students complete if they repeat the same course. The unit will need to identify the topics using long titles in BANNER. The Committee posed several questions regarding how the repeatable component will operate and why individual courses were not being proposed. Special Topics are meant to be offered for a limited time while piloting courses.

Note: Regarding MATH 6579, there was concern that students will be confused on which course to take. Students will need to consider their background and should discuss with their academic advisor since MATH 6337 is somewhat equivalent, but could diverge in some key ways.

A motion was made to approve a request from the School of Mathematics for a course deactivation. The motion was seconded and approved.

Course Deactivation – APPROVED

MATH 7334

Course content is being distributed into other courses and is no longer needed

Subcommittee Item

1. Jason Borenstein, Director of Graduate Research Ethics Programs, brought forth for the Committee’s approval a few changes to the RCR policy. The Masters RCR policy changes include updated language to align with Catalog language and clean up outdated links. The RCR policy for Doctoral students changes include the requirement new DR students to complete online training component within 60 days versus 90 days.

RCR Updates - APPROVED

Information Item

1. The Office of Academic Effectiveness shared for the Committee’s information a memorandum regarding a campus name change from GT-Lorraine to GT-Europe.

There is no location change but only a name change for the campus. In recent years, the campus has expanded outside of France so updating the campus name is appropriate to reflect other areas. For reference, dual awards material (mostly submitted to IGCC) reflects that GT-Lorraine has expanded out from France.

No concern was expressed about the change and the Registrar noted that it will become effective in the 23-24 Catalog.

Petitions

1. A motion was made to approve actions on petitions in areas indicated below. The motion was seconded and approved.

Graduate Petition Summary 10/06/22

The following petitions were reviewed administratively by the Registrar's office. (All approved except where noted.) Petitions reviewed from 09/14/2022-10/05/2022.

- 5- Readmission after 1st drop with recommendation from School (Program)
- 4- Six-year rule waiver
- 1- Term withdrawal
- 13- Late registration for the current term **(2 Denied)**
- 3- Adjust course registration to correct CRN for current term
- 3- Change grade mode **(2 Denied)**
- 2- Cancel registration for current term **(2 Denied)**
- 2- Adjust variable research hours for current term
- 1-Count course toward degree
- 1-Course substitution as recommended by the School (Program)
- 1-Full graduate standing

Adjourned,

Reta Pikowsky
AVP of Enrollment Services/Registrar
Secretary, IGCC

Institute Undergraduate Curriculum Committee
Minutes
Tuesday, May 10, 2022
Conducted via Teams

Members	Affiliation and Role	Present at Meeting
Berry, Roberta	OUE-Honors Program (backup to Steven Girardot)	No
Bonetto, Federico	CoS-MATH	No
Breedveld, Victor	CoE-CHBE	Yes
Ferri, Al	CoE-ME	Yes
Girardot, Steven	Vice Provost-Undergraduate Education	Yes
Haas, Kevin	CoE-CEE, Syllabus Working Group	Yes
Hammer, Brian	CoS-BIOS	Yes
Hu, David	CoE-ME	No
Ippolito, Chris	IAC-ML	No
Irizarry, Javier	CoD, Study Abroad Committee	Yes
Kim, Hyesoon	CoC-CS	No
LeBlanc, Jude	CoD-ARCH, Study Abroad Committee	Yes
Moon, Robbie	COB	No
O'Mahony, Christy	Faculty Exec Board Liaison-no vote	Yes
Oyelere, Adegboyega	CoS-CHEM & Biochem	Yes
Parker, Andrea	CoC-IC	Yes
Phillips, Loraine	Office of Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	No
Saldana, Christopher	CoE-ME	Yes
Short, Martin	CoS-MATH	Yes
Singh, Jennifer	IAC-HSOC	Yes
Sohani, Rohan	Student Representative	No
Sokol, Joel	CoE-ISYE, Chair	Yes
Steinberg, Adam	CoE-AE, Vice Chair and Chair Gen Ed/Policy Subcommittee	Yes
Subramanian, Ravi	CoB	Yes
Xu, Jun	CoC-CS	No
Standing Guests	Affiliation	Present at Meeting
Hodges, Amy	Registrar's Office	Yes
Womack, Christa	Registrar's Office	Yes
Stein, John	Student Life/Dean of Students	No
Visiting Presenters	Affiliation	Present at Meeting
Robin Tucker	College of Design	Yes
Julie Kim	Architecture	Yes

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Academic Matters

1. A motion was made to approve a request from the Office of International Education to add new course options to the International Plan. The motion was seconded and approved.

Add new course options to International Plan – APPROVED

The International Plan (IP) degree designation program includes a requirement that participants must complete three globally focused courses during their undergraduate studies. One course is required from the International Relations category; one course from the Global Economics category; and one course focusing on the country or region where a student studied or interned as part of the International Plan. The International Plan Committee (IPC) notes that new courses have been added to the Institute's catalog since the inception of the International Plan, and some of these courses are appropriate for the country/region course category. The courses are existing Georgia Tech courses. The course list is below and the syllabi have been included under Proposal 6906 on the ICC site.

Proposed Courses to Add to List of Globally Focused Coursework for IP
Country/Region Category –

JAPN 3401 - Popular Culture in Japan
JAPN 3700 – Reading on Sustainability Issues and Societal Change in Japan
JAPN 4173 – Anime: Culture & Society
JAPN 4193 – Japanese Culture and Society through Documentaries
JAPN 4750/6750 – Japanese Discourse and Grammar
JAPN 4780/6080 – Japanese Applied Linguistics

2. A motion was made to approve a request from the School of Architecture for new courses. The motion was seconded and approved.

New Courses – APPROVED

ARCH 3000: REVIT (3-0-0-3)

ARCH 3116: Constructing the Visual (3-0-0-3)

ARCH 3200: Portfolio Design (3-0-0-3)

ARCH 4410: Collage Making (3-0-0-3)

ARCH 4510: Advanced Productions (3-0-0-3)

A motion was made to approve a request from the School of Architecture to deactivate courses. The motion was seconded and approved.

Deactivate courses – APPROVED

ARCH 3011

ARCH 3012

ARCH 3241

ARCH 4011

ARCH 4012

ARCH 4025

ARCH 4113

ARCH 4114

ARCH 4115

ARCH 4116

ARCH 4117

ARCH 4119

ARCH 4125

ARCH 4126

ARCH 4220

ARCH 4231

ARCH 4252

ARCH 4330

Note: Most of the changes requested by Architecture have resulted in significant changes on instructional types being created/redefined within the last couple of years.

Petitions

1. A motion was made to approve actions on petitions as indicated below. The motion was seconded and approved.

The following petitions met the guidelines for “Administrative Action,” and were decided by the Registrar under the authority granted to her by the Committee between the dates 04/11/22-5/09/2022. Consultations were conducted with Committee leadership in cases where the documentation needed additional review.

All were approved except as noted:

- 12- Term withdrawal
- 17- Selective withdrawal, with recommendation of the major School and proper documentation **(2 Denied)**
- 2-10-year rule waiver, with School recommendation
- 3- Count course toward degree
- 2- Adjust course registration for current term
- 1- Cancel registration for current term **(1 Denied)**
- 1- Late registration for current term
- 1- Readmission after first dismissal for Summer 2022
- 8- 36-hour rule waiver for Summer 2022 semester **(2 Denied)**
- 2- Change grade mode **(1 Denied)**
- 3- 39-hour rule waiver
- 6- Hour overload request for Summer 2022
- 2- Adjust course hours for research courses in current term
- 1- Course substitution
- 2- Level permit for current term
- 1- Waive transfer credit policy **(1 Denied)**
- 3- Concurrent enrollment **(1 Denied)**

Note: The Committee approved of the actions taken by the Registrar, but would like to discuss the factors behind the increase in numbers of selective withdrawals. This will be added as a discussion item for the next meeting. The Registrar's Office will provide some examples of the types of cases that we are seeing.

Administrative Item(s):

The following items were submitted to the Registrar's Office as administrative updates to the Catalog:

- a. Minor in Music
 - i. Edits to the requirements since all Applied Instruction courses have been deactivated. Total program hours for minor still intact. Details under Proposal 6909 on ICC site.
- b. Bachelor of Science in Industrial Engineering
 - i. Edits to concentrations to add Depth electives as Breadth elective options and an edit to a footnote for one concentration. Details under Proposal 6910 on the ICC site.

Adjourned,

Reta Pikowsky
Associate Vice Provost, Enrollment Management and Registrar
Secretary, IUCC

Institute Undergraduate Curriculum Committee
Minutes
Tuesday, August 23, 2022
Conducted via Teams

Members	Affiliation and Role	Present at Meeting
Berry, Roberta	OUE-Honors Program (backup to Steven Girardot)	Yes
Breedveld, Victor	CoE-CHBE	Yes
Ferri, Al	CoE-ME	Yes
Gerhardt, Rosario	CoE-ME	No
Girardot, Steven	Vice Provost-Undergraduate Education	Yes
Gombolay, Matthew	CoC	Yes
Haas, Kevin	CoE-CEE, Syllabus Working Group	Yes
Hammer, Brian	CoS-BIOS	No
Hu, David	CoE-ME	No
Ippolito, Chris	IAC-ML	Yes
Irizarry, Javier	CoD, Study Abroad Committee	Yes
Kim, Hyesoon	CoC-CS	No
Kleywegt, Anton	CoE	Yes
LeBlanc, Jude	CoD-ARCH, Study Abroad Committee	Yes
Moon, Robbie	COB	Yes
Oyelere, Adegboyega	CoS-CHEM & Biochem	Yes
Parker, Andrea	CoC-IC	No
Phillips, Loraine	Office of Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	Yes
Short, Martin	CoS-MATH	Yes
Singh, Jennifer	IAC-HSOC	Yes
Sokol, Joel	CoE-ISYE, Chair	Yes
Steinberg, Adam	CoE-AE, Vice Chair and Chair Gen Ed/Policy Subcommittee	Yes
Subramanian, Ravi	CoB	No
Yu, Josephine	CoS-Math	Yes
Standing Guests	Affiliation	Present at Meeting
Hodges, Amy	Registrar's Office	Yes
Womack, Christa	Registrar's Office	Yes
Stein, John	Student Life/Dean of Students	Yes
Visitors	Affiliation	Present at Meeting
Federico Bonetto	CoS-MATH	Yes

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the

University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Startup Matters

1. Dr. Joel Sokol (2021-22 IUCC Chair) opened the meeting and called for other nominations to serve in the Chair role for 2022-2023. Dr. Sokol was nominated via email and is willing to serve as Chair.
 - a. A motion was made to elect Dr. Joel Sokol as the Chair for the 2022-2023 year. The motion was seconded and approved.
2. Dr. Adam Steinberg (2021-22 IUCC Vice Chair) was nominated via email to serve as Vice Chair for the 2022-2023 year. This role also serves as Chair to the GenEd/Policy Subcommittee. No other nominations were made.
 - a. A motion was made to elect Dr. Adam Steinberg as Vice Chair for the 2022-2023 year. The motion was seconded and approved.
 - b. The Vice Chair also serves as the Chair of the General Education/Policy Subcommittee. The Registrar will conduct a Doodle poll to set meeting dates for the Fall term.
3. New members were welcomed and introduced.
4. A motion was made to confirm Reta Pikowsky, Registrar, as the IUCC Secretary. The motion was seconded and approved.
5. The Committee delegated authority to Registrar (Reta Pikowsky) to act on certain petitions. The Registrar is hereby authorized to act on behalf of the Committee regarding petitions such as:
 - a. Waive of the ten-year rule
 - b. Academic Renewal
 - c. Late term withdrawals (where the documentation is clear)
 - d. Late selective withdrawals (where the documentation is clear)
 - e. Changes in registration

- f. Using a prior grade of D to complete degree requirements when a grade of F was earned in the second attempt of the course
- g. 36-hour rule waivers (where there is documentation and a demonstrated need for it along with other criteria such as the nature of the course and the pre-existing amount of transfer credit being met)
- h. 39-hour rule waivers
- i. Readmission after a first drop when a major School supports it
- j. Other types of petitions when the documentation is clear and complete and the major School is in support

A summary of petition items and how many were reviewed will be provided to the Committee at each meeting. These petitions are routine and are well-documented. Anything outside of this or any petition which may be complicated is brought forth to the Chair/Vice Chair for recommendations on how to proceed.

- 6. Meeting dates and the meeting venue were discussed. There was a request to look prior to the COVID pandemic to determine if attendance has improved with the meetings now online. Particularly when discussing petitions, the in-person format seems to allow for more in-depth discussion. The Registrar's Office will look at past Minutes, prior to 2019, to determine if the number of times quorum was not met increased or decreased, or stayed the same, since the meetings have gone online. Until the information is gathered for the Committee to consider, the meetings will remain online via Teams.
 - a. A motion was made to approve all proposed meeting dates for the 2022-2023 year. These dates were distributed prior to the meeting via email. Meeting invitations will be added to all the members' calendars in the next few days.
 - b. It was noted that the meeting dates of the Faculty Executive Board and the Academic Faculty Senate are considered when setting the IUCC meeting schedule for the year.
- 7. The Study Abroad Committee (a joint subcommittee of the IUCC and the IGCC) confirmed new members for 2022-2023 via email. The IUCC representatives for 2022-2023 are Jude LeBlanc (CoD) and Javier Irizarry (CoD). The members from the IGCC have also been selected.
- 8. Dr. Steven Girardot, Vice Provost for Undergraduate Education, addressed the Committee regarding efforts to reorganize the Provost Curriculum Committee (PCC). The PCC functions as the oversight committee for 'central administrative courses' (examples are GT and CETL) since they are not housed under an academic unit. Of particular concern are the Special Topics courses. In academic units, Special Topics courses must obtain approval through the unit's governance process before being scheduled. However, it was noted that some Special Topics courses offered in non-academic units are not receiving the oversight needed and it is hoped that a process will can be put into place that would require any non-academic unit Special Topics offering, under any of the prefixes, to be approved by

the PCC, in some manner.

The issues involve the monitoring of these Special Topics to ensure that they move forward to be assigned permanent numbers as appropriate and that all instructors assigned to them are vetted properly. Since these courses carry academic credit, oversight is necessary to ensure consistent quality of content and consistent vetting of those assigned to teach the sections.

Dr. Girardot and the Registrar will confirm with the Secretary to the Faculty and current Chair of the PCC that the Faculty Executive Board voted in favor of PCC becoming a Subcommittee to IUCC/IGCC. The Office of Undergraduate Education and the Registrar will discuss next steps in creating the charge and processes for the Subcommittee. It was noted that volunteers from IUCC/IGCC may be asked to help with creating the structure.

Discussion

1. Dr. Girardot informed the Committee that discussions were taking place with Career Center regarding High Impact Practices and Experiential Learning to align efforts with the new strategic plan. Topics which are being covered include:
 - a. Internships: Internships are less structured in what is awarded credit than co-ops which are very structured. The question is how to codify internships and how to have them follow a clearer and better structure with how credit is awarded.
 - b. Co-ops: Co-ops are very important and very much part of Tech's tradition, but numbers haven't been very high. There is an observation that the academic connection is not as strong as it could be. A task at hand will be to look at policies and procedures around co-op to see what might need to be updated to answer the following questions:
 - Are there outdated practices in place?
 - How to engage faculty involvement with the policies in place?
 - Do we need to gather feedback from employers on how they see co-ops (are they beneficial, are changes needed to how they operate and are evaluated)?
 - How can we better connect the co-op assignment to the student's curriculum?

Petitions

The following petitions met the guidelines for "Administrative Action," and were decided by the Registrar under the authority granted to her by the Committee between the dates 06/23/22-8/22/2022. Consultations were conducted with Committee leadership in cases where the documentation needed additional review.

The full committee reviewed the following petitions. All were approved except as noted:

3- Selective withdrawal (**2 Denied**)

All were approved except as noted:

Number of Petitions	Request	Decision
17	Term Withdrawal	1 Denied
16	Selective Withdrawal	9 Denied
5	10-Year Rule Waiver	
3	Count Course Toward Degree	
1	Adjust Registration to Correct Course Number	
7	Cancel Registration Late Short Summer Session	2 Denied
1	Late Registration for the Current Term	
6	Readmission after 1 st Dismissal	
3	Level Permit for Fall 2022	
2	36-Hour Rule Waiver	
1	Academic Renewal	
2	Change Grade Mode of Course	
5	Registration Hours Overload	
5	Return after Withdrawing	
4	39-Hour Rule Waiver	
1	Course Substitution	1 Denied
TOTAL: 79		

All of this assumes that the major School has made a recommendation and that all paperwork supporting the request is included with the petition and is clear.

The Registrar's Office noted that there are already proposals and discussion items in the queue for the next meeting.

Adjourned,

Reta Pikowsky
Associate Vice Provost, Enrollment Management and Registrar
Secretary, IUCC

Institute Undergraduate Curriculum Committee
Minutes
Tuesday, September 13, 2022
Conducted via Teams

Members	Affiliation and Role	Present at Meeting
Berry, Roberta	OUE-Honors Program (backup to Steven Girardot)	Yes
Breedveld, Victor	CoE-CHBE	Yes
Ferri, Al	CoE-ME	Yes
Gerhardt, Rosario	CoE-MSE	Yes
Girardot, Steven	Vice Provost-Undergraduate Education	Yes
Gombolay, Matthew	CoC	No
Haas, Kevin	CoE-CEE, Syllabus Working Group	Yes
Hammer, Brian	CoS-BIOS	Yes
Hu, David	CoE-ME	No
Ippolito, Chris	IAC-ML	Yes
Irizarry, Javier	CoD, Study Abroad Committee	Yes
Kim, Hyesoon	CoC-CS	No
Kleywegt, Anton	CoE	Yes
LeBlanc, Jude	CoD-ARCH, Study Abroad Committee	Yes
Moon, Robbie	COB	Yes
Oyelere, Adegboyega	CoS-CHEM & Biochem	Yes
Parker, Andrea	CoC-IC	No
Phillips, Loraine	Office of Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	Yes
Short, Martin	CoS-MATH	Yes
Sikal, Aanjan	Student Representative	Yes
Singh, Jennifer	IAC-HSOC	Yes
Sokol, Joel	CoE-ISYE, Chair	Yes
Steinberg, Adam	CoE-AE, Vice Chair and Chair Gen Ed/Policy Subcommittee	Yes
Subramanian, Ravi	CoB	No
Yu, Josephine	CoS-Math	Yes
Standing Guests	Affiliation	Present at Meeting
Hodges, Amy	Registrar's Office	Yes
Kelly, Christa	Registrar's Office	No
Stein, John	Student Life/Dean of Students	No
Visiting Presenters	Affiliation	Present at Meeting
Carol Senf	LMC	Yes
Lawrence Rubin	International Affairs	Yes
Mark Taylor	Public Policy	Yes

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Academic Matters

1. A motion was made to approve a request from the School of Literature, Media and Communication for a new course. The motion was seconded and approved.

NEW COURSE – APPROVED with edits

LMC 4407: Film Editing and Postproduction (3-0-0-3)

Note: The Committee had several questions about the grading scale on the syllabus as Tech does not issue '+,-' grades. A grade cannot go down by $\frac{1}{2}$, for example, as stated. There was also a question about the points totaled for the final grade that do not seem correct. The course absence policies also did not seem to clearly align with Institute policy. There was an observation about the activities in film content section around whether it was appropriate to include those specific details. It was noted that the specific details referred to the film content and should not be interpreted as students partaking in any of the listed activities.

The Registrar's Office will work with the proposer to clean up the items the Committee noted, providing a list of the concerns and making suggestions about the format. The Registrar's Office will review the revised syllabus prior to adding it to the ICC website.

2. A motion was made to table a request from the Air Force ROTC unit for a new minor. The motion was seconded and approved.

There was no representative to address the proposal. Therefore, the request was tabled and will be added to a future agenda.

NEW MINOR – TABLED *proposer not in attendance
Minor in Air Force Leadership Studies

Overview

The minor will familiarize the student with entry level concepts of military leadership with an emphasis on Air Force & Space Force history, technology, and organization. Georgia Tech’s motto is “Progress and Service” and this is embodied in military service. This minor will support students who plan to serve their country by recognizing their academic achievement outside of their major course work. The minor will also give students who do not pursue military service a basic working knowledge of the Air Force & Space Force. Leadership concepts learned complement any career path regardless of military service or not.

Curriculum

All AS courses must be completed with a C letter grade or greater. Cumulative GPA in the AS Courses must be a 2.0 or greater.

A minimum of 9 credit hours of upper-division coursework must constitute the required 16 credit hours of minor course work. Students may not repeat any course for double credit. Courses may be taken in any order and either program. Students pursuing military service must take the courses in a specific order in accordance with their program. Courses listed in the 3000 and 4000 level are upper division.

AS 1110	Foundations of the Air Force	1
AS 1120	Foundations of the Air Force II	1
AS 2210	Evolution of US Air and Space Power	1
AS 2220	Evolution of US Air and Space Power	1
AS 3310	Leadership Studies I	3
AS 3320	Air Force Ethics and Core Values	3
AS 4410	National Security Affairs	3
AS 4420	Preparation for Active Duty	3

Subcommittee Items

1. The Chair of the IUCC GenEd/Policy Subcommittee presented the meeting minutes from May 5, 2022. A motion was made to approve the minutes.

MEETING MINUTES – APPROVED

There were no action items from this meeting.

There are no updates from USG GenEd Council on Core Curriculum reorganization at this time. The Subcommittee Chair will keep the IUCC updated as needed.

Discussion Items

1. The Schools of Public Policy and International Affairs addressed the Committee with a forthcoming proposal to establish an option for undergraduate students to participate in an experiential learning experience while earning course credit in Washington DC. Students would have the option to enroll in existing Tech courses (one International Affairs and one Public Policy) and participate in an internship/coop for up to 6 hours of credit (if unpaid).

The courses that will be offered are as follows:

INTA 3050 Global Citizenship
INTA 3110 US Foreign Policy
INTA 2040 Science, Tech, and International Affairs
POL 1101 Government of the US
PUBP 2010 Political Processes
PUBP 4140 Foundations of Leadership

If this course list is to change, then a notice will need to be forwarded to the IUCC.

Questions the Committee raised were:

- How much in the classroom/how much out of the classroom? How much is experiential?
- How can students get to experience this type of program if their curriculum is rigid? For example, the Engineering programs do not include a lot of flexibility in the curriculum. The proposers noted most of the courses could be used to fulfill Social Science requirements/electives and/or minors.

Comments from the Committee were:

- The proposers were reminded to be careful with advertising POL 1101 as fulfilling GLR requirement. It will only count for US component of Georgia Legislative Requirements.
- Office of Academic Effectiveness: if any student acquires 40 hours/25% of undergraduate of degree from this experience, OAE would need to be notified. If moving to graduate level, there must be a conversation with OAE.
- Registrar's Office: The proposers will need follow up with the Office of Scholarships and Financial Aid and Bursar to ensure that they are aware of the proposal and to ensure that any concerns or questions they have about billing or eligibility for financial aid are addressed.

If the program is to carry in-state tuition in the way that study abroad programs do, then it is important for them to be aware to ensure that the waiver in Banner is handled correctly for students during that term.

- The degree applicability of the courses offered could be a concern, so everyone should remain mindful of those possible implications.
- Next steps: The proposers should meet with Scholarships and Financial Aid, the Bursar's Office (including the Registrar on the invite), Legal Counsel, Dean of Students, Office of International Education, and any others that might need to have input and that might need to be aware. A formal proposal will need to be approved by the IUCC and Academic Senate.

2. The Registrar's Office initiated discussion regarding BS/MS options. The question has arisen as to whether the BS/MS proposal form is asking all the right questions, part of which has been informed by recent Curriculum Committee discussions that relate to the following regulations. These are questions that the Registrar's Office and the Office of Academic Effectiveness feel might need to be discussed at the curriculum committee meetings. This is both from a point of view of considering all the related policies and making sure that rationale for these program requirements makes sense.

The Registrar noted that there is no suggestion of a problem existing, it is just that during some recent discussions it seemed a good idea for a reality check on some aspects of these programs and to determine if we need to add a question to the proposal form to address the accreditation question around 150 hours expected for a BS/MS degree.

The following points are in question:

- a. Undergraduates taking graduate level courses, GPA requirements and using courses toward an MS degree: Does the GPA requirement make sense given the other GPA requirements such as the Institute GPA of 2.7 required to graduate with an MS?
- b. BS/MS programs that don't reach 150 hours with the double-counting of 6 hours (SACSCOC policy question): If a BS/MS program involves 122 hours for the BS and 30 hours for the MS, the total hours are actually 146 since 6 hours are double-counted. This could be a red flag and perhaps the BS/MS proposal form should also include a question explaining why it makes sense for the total hours to be 146, below the 150 expectation. If we include the question on the proposal form going forward, and there are questions, we will have the rationale on file that we can refer to in responding.
- c. Course number system with 4000 and 6000-level courses: This came up recently because one proposal was asking to double-count 4000-level courses. Is this of concern?
- d. BS/MS options with varying GPA and hours requirements: Is this a concern? They were all approved this way, but we were asking for a reality check on whether there needs to be more consistency.

Full details on the policies and questions may be found under Proposal 6970.

Comments from the Committee

- This is not too different than what *non-BS/MS* students experience when applying to graduate programs. Students applying for admission to MS programs typically know that graduate schools require a higher GPA than admission to an undergraduate program. Therefore, they should not be a concern about differences in the related policies around GPA requirements. The policies are addressing different things around use of courses taken in UG status and admission to the MS part of the program. Admission to an MS program requires a set GPA determined by the program, there is a 2.7 Institute minimum to graduate with an MS, and some of the MS programs have a higher GPA than the 2.7 minimum and that is allowed.
- The Office of Academic Effectiveness suggested that the BS/MS option proposal form should include a line that for proposer to provide justification if program option is under 150 hours (BS + MS). *The RO agreed to add this to the form as soon as possible.*

Overall, the IUCC did not have concerns with current operations for BS/MS programs, but did agree that adding the notation on the form to the BS/MS proposal makes sense.

3. The RO reviewed IUCC attendance records from Fall 2018 until present to gauge if meeting attendance was higher, lower, or remained constant before COVID until today. A table of the numbers is under Proposal 6971 for the Committee to review. The review revealed that attendance has been better with the online format. The meetings will continue online via Teams going forward. In the future, we will continue to check in with the Committee to determine if any changes are needed or desired in regard to the format of the meetings.

Information Items

Updates from the Office of Academic Effectiveness:

The University System of Georgia is in the process of cleaning up the DMA (Degrees and Majors Authorized) table which lists all programs offered by Tech. If a program status changes from active to deactivated (students are no longer being accepted), then the program has two years to decide if the program will be reinstated or terminated. **Two programs (BS in Discrete Mathematics and BS in Polymer and Fiber Engineering)** were submitted for termination and this notification was acknowledged by USG in January 2021, but the DMA table had not been updated to reflect the changes. A reply from OAE was sent confirming that the two programs were already terminated from the Tech and now the DMA table should be updated.

Administrative Items

The following updates are items have been handled administratively by the Registrar's Office. These require no action by the IUCC, but questions are welcome.

The following is a list of program/course administrative updates. These updates consist of cleaning up errors, course credit structure updates, updating course information for clarity and documenting a CIP Code change from 2018:

- a. Minor in Architecture and Society cleaned up to remove courses no longer offered from the program of study.
- b. BS in Music Technology processed a CIP Code change for the program in 2018. This is to document this change happened since it had not been on the ICC site at the time.
- c. ECE 4804, MUSI 4705, MUSI 4706 requested credit structure updates to better align course pedagogy.
- d. CHBE 4535 and PHYS 2211 required corrections to pre-requisites.
- e. FREN 4011, FREN 4105 had course title/description updates to match the graduate versions of these courses (they have been cross-listed so course information should match).

Petitions

1. A motion was made to deny a petition for selective withdrawals. The motion was seconded and approved.

The Registrar's Office will inform the student of the rationale of the decision and will suggest that if the student wishes to petition for a full withdrawal from that term, that request would be considered as a separate matter.

2. The following petitions met the guidelines for "Administrative Action," and were decided by the Registrar under the authority granted to her by the Committee between the dates 08/22/22-9/13/2022. Consultations were conducted with Committee leadership in cases where the documentation needed additional review.

All were approved except as noted:

- 4- Term withdrawal
- 4- Selective withdrawal, with recommendation of the major School and proper documentation **(1 Denied)**
- 1- Change grade mode **(1 Denied)**
- 2-10-year rule waiver, with School recommendation
- 1- Count course toward degree **(1 Denied)**
- 1- 39-hour rule waiver **(1 Denied)**
- 6- Adjust course registration to correct course number
- 3- Adjust course hours
- 3- Cancel registration **(1 Denied)**

- 13- Late course registration
- 1- Readmission after first dismissal for Spring 2023
- 14- Registration max hour overload request for Fall 2022 **(5 Denied)**

Adjourned,

Reta Pikowsky
Associate Vice Provost, Enrollment Management and Registrar
Secretary, IUCC

Institute Undergraduate Curriculum Committee
Revised Minutes
Tuesday, October 4, 2022
Conducted via Teams

Voting Members	Affiliation and Role	Present at Meeting
Breedveld, Victor	CoE-CHBE	Yes
Ferri, Al	CoE-ME	Yes
Gerhardt, Rosario	CoE-MSE	No
Gombolay, Matthew	CoC	No
Haas, Kevin	CoE-CEE, Syllabus Working Group	Yes
Hammer, Brian	CoS-BIOS	Yes
Hu, David	CoE-ME	Yes
Ippolito, Chris	IAC-ML	Yes
Irizarry, Javier	CoD, Study Abroad Committee	Yes
Kim, Hyesoon	CoC-CS	No
Kleywegt, Anton	CoE	Yes
LeBlanc, Jude	CoD-ARCH, Study Abroad Committee	Yes
Moon, Robbie	COB	No
Oyelere, Adegboyega	CoS-CHEM & Biochem	Yes
Parker, Andrea	CoC-IC	Yes
Short, Martin	CoS-MATH	Yes
Singh, Jennifer	IAC-HSOC	Yes
Sokol, Joel	CoE-ISYE, Chair	Yes
Steinberg, Adam	CoE-AE, Vice Chair and Chair Gen Ed/Policy Subcommittee	Yes
Yu, Josephine	CoS-Math	Yes
Ex-Officio/Nonvoting members	Affiliation	
Berry, Roberta	OUE-Honors Program (backup to Steven Girardot)	Yes
Girardot, Steven	Vice Provost-Undergraduate Education	Yes
Phillips, Loraine	Office of Academic Effectiveness	Yes
Pikowsky, Reta	Registrar, Secretary	Yes
Sikal, Aanjan	Student Representative	No
Stein, John	Student Life/Dean of Students	No
Standing Guests	Affiliation	
Hodges, Amy	Registrar's Office	Yes
Kelly, Christa	Registrar's Office	Yes
Visiting Presenters	Affiliation	
John Wallner		Yes
Chad Slieper		Yes

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Academic Matters

1. A motion was made to approve a request from the Air Force ROTC unit for a new minor. The motion was seconded and approved.

New Minor – APPROVED with edits

This vote was not unanimous. There was 1 abstention.

Minor in Air Force Leadership Studies

Notes for edits:

- AS 1000 (Air Force Leadership Lab) should be deleted from proposal since it is not part of the minor and is not a course that students would take if they are not in the ROTC program and working toward being commissioned. This minor is serving two populations, those in the ROTC program and those who are not in the ROTC program. *In a follow-up action, this was removed from the proposal.*
- Reference to Air Force Aerospace Studies should be switched to Air Force Leadership Studies.

Notes:

- There was a suggestion to be careful with advisement if these courses are used to meet degree requirements. No AS courses are used to meet Area A-E requirements, which is prohibited, but some majors allow double counting within some areas and some do not.
- The current AS courses are offered at GT only right now. This question was raised since another ROTC minor (Naval Studies) is a partner-effort with Kennesaw State University which required different approvals.

- Since the program is a minor not embedded within a major, Office of Academic Effectiveness will reach out regarding the annual assessment of student learning outcomes. In other words, since we do not offer a BS in AF Leadership Studies, this minor has to be considered in a slightly different manner.
- The new minor is intended for ROTC students who are going to be commissioned into the military and will also be available to those students not enrolled in the ROTC program. Currently, students in the ROTC do not have any designation on a transcript that reflect academic achievement by completing AS courses. ROTC students are able to commission as an officer when they graduate from Tech. The minor is intended to be available to all Tech students and would recognize anyone who completes the requirements for it.

Overview

Students training to become officers in the military are required by their AFROTC program to complete a minimum of 16 credits in order to earn a commission into military service. The Air Force and Space Force commissions officers through the AFROTC program. All students who successfully complete all the required credit hours of Air Force Leadership Studies will be eligible for the minor, if the student so desires. Declaration of the Air Force Leadership Studies minor will occur with the assistance of the students' AFROTC academic advisors. Consummate with requirements for other minors, 16 credits of AFROTC required credit hours will count towards the minor with the correct requisite number of upper and lower division credits completed. This minimum number of credit hours facilitates the completion of the minor by students who do not participate in the AFROTC program.

Curriculum

- All AS courses must be completed with a C letter grade or greater. Cumulative GPA in the AS Courses must be a 2.0 or greater.
- All courses will count towards the minor with no overlap.
- Curriculum for all AS courses will be delivered in classrooms in the O'Keefe building through lecture and discussion forum.
- Course offerings for all students
 - a. A minimum of 9 credit hours of upper-division coursework must constitute the required 16 credit hours of minor course work. Students may not repeat any course for double credit. Courses may be taken in any order and either program. Students pursuing military service must take the courses in a specific order in accordance with their program. Courses listed (see next page) in the 3000 and 4000 level are upper-division.

AS 1110	Foundations of the Air Force	1
AS 1120	Foundations of the Air Force II	1
AS 2210	Evolution of US Air and Space Power	1
AS 2220	Evolution of US Air and Space Power	1
AS 3310	Leadership Studies I	3
AS 3320	Air Force Ethics and Core Values	3
AS 4410	National Security Affairs	3
AS 4420	Preparation for Active Duty	3

2. A motion was made to approve a request from the School of Mathematics for a new course. The motion was seconded and approved.

New Course – APPROVED with edits

MATH 4210 Mathematical Foundations of Data Science (3-0-0-3)

Notes for edits:

- Edit learning outcomes so those are defined by Bloom’s Taxonomy
- Syllabus should reflect Institute Absence Policy – students should not contact instructor for an excused absence but should follow Institute policy.
- Generalize syllabus to remove COVID language so it makes sense in future years

Note: There were question about pre-requisites on syllabus. The pre-requisites on the syllabus are overstated for emphasis, but pre-requisites on NCP are what will be included in BANNER. Those pre-requisites are listed on the syllabus.

3. A motion was made to approve a request from the School of Public Policy for a new course. The motion was seconded and approved.

New Course – APPROVED

PUBP 4630 Law, Medicine, and Ethics (3-0-0-3)

Notes:

- The proposers will be interested in submitting a request for this course to be added as an option the Institute Ethics list. The GenEd and Policy Subcommittee are having discussions about establishing learning outcomes for the Institute Ethics courses and are reviewing the current list before accepting any new requests. The process for adding courses to the Ethics list will be outlined as soon as the Subcommittee completes its work.
- The unit will submit minor modifications when this course is accepted as an option. It is currently listed as Special Topics.

Notes for suggested edits:

- There was a suggestion that it should be made clear to Students that they should expect feedback on midterm exam prior to withdraw date if a large percentage of final grade comes from this component.

- There was a suggestion to update learning outcomes in syllabus – switch language so it reads ‘theories of ethics’ instead of ‘ethical theories’
4. A motion was made to approve a request from the School of Civil and Environmental Engineering for a new course. The motion was seconded and approved.

New Course – APPROVED

CEE 4552 Introduction to Finite Element Methods (3-0-0-3)

Note: There was discussion regarding other courses that may duplicate this content. If the content does overlap with existing courses, offered under different subject codes, should this course should be listed as equivalent to those courses? It was decided that this course includes enough different content to stand alone without an equivalency or equivalencies being listed. It was noted that depending on the subject code, the content really could vary significantly and the Committee did not feel, in the end, that establishing an equivalency was necessary. The Registrar noted that there is no rule, or percentage, that dictates how much content can overlap before a course is considered equivalent to another course. This is a matter of judgement each time a course is proposed.

Information Item

1. The Office of Academic Effectiveness shared for the Committee’s information a memorandum regarding a campus name change from GT-Lorraine to GT-Europe. There is no location change but only a name change for the campus. In recent years, the campus has expanded outside of France so updating the campus name is appropriate to reflect other areas. For reference, dual awards material (mostly submitted to IGCC) reflects that GT-Lorraine has expanded out from France.

There were no concerns expressed about this and the Registrar noted that it will take effect in the 23-24 Catalog.

Petition Summary

1. A motion was made to approve administrative actions on petitions in the following areas. The motion was seconded and approved.

The following petitions met the guidelines for “Administrative Action,” and were decided by the Registrar under the authority granted to her by the Committee between the dates 09/13/22-10/04/2022. Consultations were conducted with Committee leadership in cases where the documentation needed additional review.

All were approved except as noted:

2- Term withdrawal

3- Adjust course registration to correct course number

- 2- Adjust course hours for current term **(2 Denied)**
- 1- Cancel registration for current term **(1 Denied)**
- 7- Late course registration for current term **(2 Denied)**
- 2- Cancel course registration and enroll in new course for current term **(2 Denied)**

Adjourned,

Reta Pikowsky
Associate Vice Provost, Enrollment Management and Registrar
Secretary, IUCC

Student Regulations Committee
Minutes
Monday, August 29, 2022
Meeting Held via Teams

Voting Members	Affiliation and Role	Present at Meeting
Tibor Besedes	ECON	Yes
Boris Prilutsky	BIOS	Yes
Angus Wilkinson	CHEM	Yes
Beth Spencer	UG EDU, ADV	Yes
Dawn Strickland	ISyE	Yes
Jerry Seitzman	AE	Yes
Michael Goodisman	BIOS	Yes
Usha Nair-Reichert	ECON	Yes
Aanjan Sikal	UG STU REP	Yes
Hunter Richardson	UG STU REP	Yes
Emmett Miskell	GRAD STU REP	No
Non-Voting/<i>Ex Officio</i> Members	Affiliation	
Reta Pikowsky	Assoc. Vice Provost/Registrar, Secretary	Yes
John Stein	Assoc. Vice Pres./Dean of Students	Yes
Bonnie Ferri	Vice Provost, Graduate Education	Yes
Steven Girardot	Vice Provost, Undergraduate Education	No
Christine Conwell	Fac. Exec. Board Liaison	Yes
Standing Guests	Affiliation	
Amy Hodges	Registrar	Yes
James Black	Graduate Studies	Yes
Jeremy Gray	Registrar	Yes
Ansley Sharp	Registrar	No
Paul Kohn	Enrollment Management	Yes

There are 11 voting members. There are 6 needed to reach a quorum. All votes are unanimous unless otherwise noted in the Minutes.

1. New members were recognized and welcomed to the Committee.
2. Dr. Strickland accepted a nomination to serve as Chair. The floor was opened to additional nominations or self-nominations. There were none.
 - a. A motion was made to approve the election of Dr. Strickland as Chair for AY 22-23. The motion was seconded and approved.
 - b. The Committee thanks Dr. Strickland for continuing in this role and for her excellent leadership last year.
3. Aanjan Sikal, UG Student Representative, accepted a nomination to serve as Vice Chair. The floor was opened to additional nominations or self-nominations. There were none.
 - a. A motion was made to approve the election of Aanjan Sikal as the Vice Chair for the 22-23 year. The motion was seconded and approved.
 - b. The Registrar reminded the Committee that the Vice Chair sits in for the Chair during meets of the Committee and Senate meetings as needed.
 - c. The Chair does have a teaching schedule for Fall that conflicts with the Senate meeting dates, so the Vice-Chair will stand in on those dates in October and November.
4. The Registrar was confirmed as Secretary for AY 22-23. In the past, this role was covered by statute, but that is no longer the case. As each new year starts, the Committee will need to confirm, reappoint, the Registrar to serve as Secretary. The Registrar's Office provides administrative report for the Committee and serves as subject matter experts during discussions.
5. Meetings will continue being held virtually, via Teams. Meeting dates for Spring 2023 will be set in December 2022.
 - a. Wednesday, September 21, 2022, 3:00-4:30 PM
 - b. Monday, October 24, 2022, 3:00-4:30 PM
 - c. Wednesday, November 30, 2022, 3:00-4:30 PM
 - d. Wednesday, December 14, 2022, 3:00-4:30 PM
6. Committee members were encouraged to review the official charge of the Committee on their own prior to our work starting at the September meeting.

<https://policylibrary.gatech.edu/faculty-handbook/2.6.9-student-regulations-committee>

Members

The Student Regulations Committee shall consist of:

- Eight (8) members of the Academic Faculty, including at least four (4) tenured or tenure-track members;

- Two (2) Undergraduate Students with at least junior standing selected by the Undergraduate Student Government Association;
- One (1) Graduate Student selected by the Graduate Student Government Association;
- Four (4) ex-officio members, without a vote: the Vice Provost for Undergraduate Education, the Vice Provost for Graduate Education and Faculty Development, the Dean of Students, and the Registrar, or their designees.

The Chair shall be elected annually by the Committee from among the elected Faculty members. The Chair shall appoint the Secretary from among the remaining members of the Committee.

Duties

The Committee shall:

- Conduct a comprehensive review, at least once every five years, of the Rules and Regulations section of the Georgia Tech Catalog for consistency and relevance of its provisions, making recommendations of any proposed changes to the Academic Faculty.
 - Originate or receive all proposed changes in or amendments to Institute policies and regulations pertaining to the student body, both graduate and undergraduate.
 - Review any proposed changes to determine whether they are in accord with this *Handbook* and make recommendations concerning proposed changes to the Academic Faculty.
 - Define and publish, with the approval of the Academic Faculty and the President, the official policy of the Institute concerning acceptable student conduct and academic integrity. This policy shall define categories of offenses and penalties.
7. Committee members were briefed on how the Committee operates regarding setting of the agenda, preparation of the Minutes, work outside official meetings, working groups assigned to specific tasks as needed, and the possibility, however unlikely, that we might have to add an extra meeting or shift dates particularly if there is a topic that needs action before the end of the academic to be heard at the last Senate meeting in April. This is unusual, but things can emerge that require urgent attention.
 8. The Registrar noted the reason for and the content of the Annual Report. The 2021-2022 Annual Report was provided to the Committee and has been submitted to the Faculty Secretary.
 9. Possible future agenda items:
 - a. Dean's List and Faculty Honors for part-time students (The Committee decided last year that honors at graduation is a complex topic and put the discussion on hold.)

https://bulletin.uga.edu/bulletin_files/acad/Honors.html

From UGA: *Students who are approved for the Reduced Full Course Load accommodation through the Disability Resource Center, due to the impact of a documented disability, are eligible for the Presidential Scholar and Dean's List designations provided they have met the other criteria for eligibility and have completed their approved Reduced Full Course Load during the semester.*

- b. Final exam policy guidelines. The following statement is present in the guidelines and not in the policy: "Students will have the full two hours and fifty minutes to complete the final, unless otherwise stated on the syllabus. Students must be notified of any changes to the duration of the final exam at least two weeks before the first day of Finals Week." Should this be made consistent so that it can be enforced?
(<https://catalog.gatech.edu/policies/grading-gpa/examination-term-grades/>)
(<https://registrar.gatech.edu/registration/exams>).
- c. Grievance procedures – questions remaining from Catalog review last year.
- d. Review and discuss with SAFAC the Excused Absence Procedures specifically in regard to the percentage of the classes missed and whether there should be a limit on the number of days or percentage of classes missed in total for a given term regardless of the reason for the absence.

10. Agenda items for the Wednesday, September 21, 2022, 3:00-4:30 PM Teams meeting.

- a. Revised draft of the Q & A for the new Graduate Grade Substitution Policy. In order for this to be put into place on the Registrar's Office website as soon as possible, the revised draft was circulated via email for comment. It will be finalized at this meeting.
- b. Undergraduate and Graduate Grade Substitution questions.
 - i. Can a Special Topics course be used? It has been the interpretation that they cannot, because the content might not be the same.
 - ii. Can a student repeat the course and apply for grade substitution in their last term?
 - iii. Form is needed for graduate students – Registrar's Office is working on the new form for Graduate Grade Substitution.
- c. Suggested additional wording for the Satisfactory Academic Progress policy to address graduate programs. Specific concerns were raised by the OMS-CS program.
- d. Religious observances.
 - i. <https://registrar.richmond.edu/planning/religious-observance.html>
- e. Institute Excused Absences for job interviews.

11. Submitted by,

Reta Pikowsky, Assoc. Vice Provost and Registrar
Secretary, Student Regulations Committee

Student Academic and Financial Affairs Committee
Minutes
Friday, May 6, 2022
Meeting via Teams

Voting Members	Affiliation and Role	Present at Meeting
Hamid Garmestani	MSE	Yes
Kate Williams	CTL, Chair	Yes
Guangui Lan	ISyE	Yes
Josephine Yu	MATH, Vice Chair	No
Srjia Somaka	UG STU Rep	No
Mihir Kandarpa	UG STU Rep	No
Adam Decker	BIOS	Yes
Nettie Brown	GRAD-STU Rep	Yes
Non-Voting Members	Affiliation and Role	Present at Meeting
Calton Pu	Faculty Executive Board, non-voting	No
Carla Bradley	Counseling Center, non-voting	No
Reta Pikowsky	Assoc. Vice Provost/Registrar, Secretary, non-voting	No
Standing Guests	Affiliation and Role	Present at Meeting
Bonnie Ferri	Vice Provost, Graduate Studies and Faculty Dev.	Yes
Steven Girardot	Vice Provost, UG EDU	No
Paul Kohn	Vice Provost, Enrollment Mgt.	Yes
Cynthia Martin	Institute Finance Support	Yes
James Black	Graduate Studies	No
Administrative Support	Affiliation and Role	
Ansley Sharp	Registrar	No
Guests	Affiliation and Role	

There are 8 voting members. There are 5 needed to reach a quorum. All votes are unanimous unless otherwise indicated.

1. The April 15 Minutes were approved via an email vote.
2. Updates from the April 26 Senate meeting.
 - a. Status of the Resolution to establish an academic and employment accommodation policy and funding for a ‘safety net’
 - Kate reported that there were two questions/recommendations from the faculty discussion:
 - i. Including the need to care for additional family members beyond

- the welcoming of a new child
 - ii. Clarifying the time away for summer term vs fall/spring terms
 - There was a suggestion from Karie Davis-Novak during the discussion to strengthen the resolution by “ask for a policy to be written”
 - The resolution appeared to have passed. Kate requested clarification from K. Davis-Novak and R. Mayer about the outcome of the vote, but did not receive additional information prior to today’s SAFAC meeting
 - b. Follow-up items: 3 items from the Graduate Student Employment Working Group did not receive discussion or vote. The items are:
 - i. Establish a third type of assistantship (possibly using the existing state job code GLA – Graduate Lab Assistant) to accommodate schools that offer academic/professional training that are not research or teaching oriented
 - ii. Establish levels within job codes to allow greater transparency about training, stipends, and opportunities for advancement. For example, a GSI would be a level 3 GTA and this data could be tracked in the employment system.
 - iii. Training to ensure more accurate data entry for employment data (1/3 time vs 1/2 time, hourly rate, etc)
 - The working group will make a report directly to Bonnie Ferri who convened the group.
 - If graduate student employment decisions are still under consideration in August and need faculty input, the SAFAC chair can present the topics for discussion at the August senate meeting.
3. Graduate student stipend policy for comment. This is for the Committee’s information. See Appendix A.
 - a. The policy to establish a minimum percentage increase has been heard by the policy steering committee and is currently open for public comment. Next, the policy goes to the president’s office for approval.
4. International student fee:
 - a. A faculty member reached out to the SAFAC chair with questions about the \$100 international student fee charged every semester. Kate Williams talked with Amy Henry, executive director of Office of International Education.
 - b. A portion of the fees collected (\$54,000) goes to OIE:
 - OIE has 12 staff who are designated school officials (DSOs) who manage the visa process. GT is required by law to have these DSOs. Salaries are state funded.
 - Fees support the programming that the staff provide to students (State money supports some programming, but with restrictions)
 - Non-salary expenses related to hosting international students: GT pays fees for licensures to allow GT to host international students: Required professional memberships to be compliant DSOs -- \$250/year per person for membership plus \$200 manual subscription
 - c. The portion of the fees that does not go to OIT goes to the central budget to support international students through other offices:
 - Career center expertise in supporting international students

- Admissions and registrars office, etc support things that international students need that other students don't have (and therefore don't pay for).
- d. When fee was created in 2012 -- OIE initiated the request for a fee (was \$25). Showed budget office the revenue and the expense. About 4 years ago, the fee increased to \$100. OIE was informed of the increase (did not request or decide the increase) and supported the communication about the fee to students.
 - e. The fee is the same for undergrad and grad J1 and F1 visas and exchange students
 - f. IR benchmarked against other schools and we are well below other school's fees. Peer institutions charge considerably higher fees. Purdue charges \$400 per semester and another institution charges \$1000 (unclear which school). Some institutions have variable fees by discipline.
 - g. Cynthia Martin also inquired with the budget office about how this fee is distributed. She reported:
 - The purpose of the fee is: Services specific to F-1 and J-1 international students are provided by the Office of International Education. Some of the revenue from this fee is allocated to OIE to support those students.
 - The rest of the revenue stays in the General Fund to support the range of services provided to international students by different units. This fee helps ensure that Tech meets compliance requirements for F-1 and J-1 student visa holders.
 - Some of the other units that provide services to support international students besides OIE are:
 - i. HR as they are involved in visa processing and tax compliance
 - ii. Office of the General Counsel provides legal advising and compliance (note the export control unit is now under here but previously was part of the Office of Research Integrity Assurance).
 - a. Includes export control in the research office; visiting scholars on J-1s, foreign nationals doing research
 - iii. Office of Scholarship & Financial Aid provides financial assistance
 - iv. Bursar's Office tax compliance (tax treaty confirmation)
5. Review of Excused Absences Procedures document. See Appendix B.
 - a. Revising the SAFAC excused absence procedures document carry forward to the SAFAC agenda for fall 2022.
 6. Looking ahead to next year.
 - Recommendation to invite additional graduate students to sit in on SAFAC meetings
 - Some members rolling off SAFAC (Josephine Yu (19-22) and Nettie Brown (21-22), possibly Hamid Garmestani (17-23) depending on the outcome of the spring 2022 elections.
 7. Other business:
 - Bonnie met with a group of students expressing concern about TA positions: students not getting paid for GTA work as part of their academic program.
 - Even within the same college, there is some inconsistency in requirements for paid vs unpaid TA service.
 - Students want greater transparency over how things are funded
 - Bonnie reported that the IGCC will take up the question guidelines for requirements for TA as degree requirement. If it is a degree requirement, it is in the jurisdiction of the IGCC.

- If the TA is not part of degree requirement, they must be paid (ex: masters students without TA requirement in degree must be paid). If the home school requires it, but the student is in an interdisciplinary program and the program does not require it, the student cannot be required. Ex: TA requirement is not part of machine learning program, so BME or ME can't require it.
 - Will be working to identify guidelines: good practices for fairness.
 - Hamid reported: MSE has requirements for 10 points (typically takes 5 hours per week for 3 semesters). Some faculty are expecting more hours, a lot of non-uniformity exists, though the department continues to work on improving this.
8. There are no more meetings scheduled for this year. The Committee will reconvene in August. The Registrar's Office will make contact in early August with the new Committee to decide on the first Fall meeting date and agenda items.
 9. Many thanks to our leadership team, Dr. Williams and Dr. Yu, and to the Committee for all its work this year.

Submitted by,

Reta Pikowsky, Associate Vice Provost and Registrar
SAFAC Secretary

Appendix A

Stipends for Graduate Assistantships

Policy No.

Type of Policy: Administrative

Effective Date: August 2015

Last Revised: February 2022

Policy Owner: Graduate Studies

Policy Contact: Bonnie Ferri, Vice Provost for Graduate and Postdoctoral Education
bonnie.ferri@gatech.edu

1. Reason for Policy

Set a minimum stipend for graduate research and teaching assistants across the Institute and describe processes and responsibilities for setting stipends at or above the minimum.

2. Policy Statement

For the 2022-2023 academic year, the minimum stipend level for each doctoral graduate research or teaching assistant shall be \$2,170 per month, regardless of whether the student is working one-third or one-half time. The minimum stipend level for each master's student who is a graduate research or teaching assistant shall be \$1,120 per month, regardless of whether the student is working one-third or one-half time. Any exceptions to the application of this policy must be approved by the Vice Provost for Graduate and Postdoctoral Education.

3. Scope

The policy applies to all graduate students enrolled in all degree-seeking programs.

4. Definitions

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Stipend The salary paid **Compensation** to the graduate student employee for teaching or research services provided.

Graduate Research

Assistantship (GRA)

Part time research job held by a graduate student.

Graduate Teaching

Assistantship

Part time teaching job held by a graduate student.

5. Procedures

Setting the Institute

Minimum

The Office of the Provost will determine a new minimum stipend level by January 1st of each year to apply to the following academic year. The revised minimum will take into account: (1) Georgia Tech's projected mandatory and elective fees for the next year; (2) projected graduate student health

Student Academic and Financial Affairs Committee Agenda

Friday, May 6, 2022

10/24/2022 2:20 PM

insurance premium level; (3) current level of stipends on NSF fellowships; (4) state employee pay increase percentage; (5) other costs factors affecting graduate students; (6) available funding. This policy will be updated annually based on the Provost's determination.

Reviewing Stipends Annually and Setting Minimum Stipend Increase Percentage

The Student Academic and Financial Affairs Committee (SAFAC) will serve an advisory role in reviewing graduate student stipend levels annually and making recommendations to set a minimum stipend increase percentage taking into account the factors considered in setting the Institute minimum stipend level. Considering the recommendations of SAFAC, the Office of the Provost will set a minimum stipend percentage increase, if any, by August 1st of each year to become effective August 15 of the following year not to exceed the Office of Sponsored Programs' recommended grant escalation factor. The Institute will be responsible for funding this increase for GTAs. The funding units and Principal Investigators will be responsible for the budget to support the increase for GRAs.

Setting and Reviewing Unit or Program Stipend Levels

Each academic unit or inter-school degree program shall determine the stipend levels for its students. The stipend levels shall be determined by the following factors: (1) meeting or

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exceeding the Institute-level actions on minimum stipend levels and minimum stipend increase percentages (or equivalent stipend increase such as based on a two-year average); (21) peer institution stipend levels for individual disciplines, taking into consideration the tuition waiver policies and cost factors for peer institutions for comparability (peer reviews to be conducted by academic units); (32) the student's progress toward his/her their degree, including whether the student is a masters or doctoral student; (43) whether the student is asked to work one-third time or half-time, as determined by each department; (54) level of teaching or research work conducted by the student; (56) past experience and performance of the student in research or teaching; (76) for an international student, the estimated cost of living as determined by the Office of International Education through the I-20 form (<http://www.oie.gatech.edu/>); (87) available funding.

Reviewing Stipends Annually and Anticipating the Need

Student Academic and Financial Affairs Committee Agenda
Friday, May 6, 2022
10/24/2022 2:20 PM

for Raises

Each academic unit shall annually review the overall stipend levels for its students based on the factors [considered when setting the Institute minimum and unit or program stipend levels. noted in 5.2.](#) If Georgia Tech is authorized to provide annual salary increases to permanent employees, comparable increases for graduate assistants funded through nonsponsored funds shall be considered. Raises for graduate assistants funded through sponsored funds should be anticipated through escalation factors in grant budgets.

Publishing Stipend Levels; Maintaining Equity

In order to maintain equity and transparency in stipend levels, each unit should publish its stipend levels in a [location publicly accessible location. to both students and faculty in that unit.](#) Unit heads are responsible for maintaining equitable stipends in their units through regular review of the stipends being paid and supporting the rationale for any differences.

6. Responsibilities

Provost

Sets Institute-level minimum stipends; [determines the minimum stipend increase percentage; and provides funding for the minimum stipend increase percentage for Graduate Teaching Assistants.](#)

SAFAC

[Provides an advisory review of stipends annually and makes recommendations on the minimum stipend and minimum stipend percentage increase.](#)

Page 4 of 4

Units and Programs

Set unit or program stipend levels; review them annually and raise them as appropriate; anticipate the need for increased stipend amounts and include them in unit and grant budgets; maintain equity in pay through regular review; [publish stipend levels publicly.](#)

Vice Provost for Graduate and Postdoctoral Education

[Reviews requests for exceptions to this policy. These requests should be approved by the hiring unit and the college.](#)

7. Enforcement

The Institute reserves the right to address violations by raising the stipends of individual students to the minimum using the budget of the hiring unit.

To report suspected instances of ethical violations, please visit Georgia Tech's Ethics Hotline, a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

8. Related Information

Graduate Assistantships

<http://www.policylibrary.gatech.edu/academicaffairs/graduate-student-enrollment-and-employment>

Graduate Assistant
Schedule Flexibility

<http://www.policylibrary.gatech.edu/student-life/graduateassistantship-schedule-and-flexibility-policy>

9. Policy History

TBD Provost Office TBD

February 2022 Provost Office Editorial Update

June 2021 Provost Office Updated Stipend Information

May 2019 Provost Office Updated Stipend Information

March 2017 Provost Office Updated Stipend Information

May 2016 Provost Office Updated Stipend Information

May 2015 Provost Office Updated Stipend Information

June 2008 Provost Office The policy set the minimum

Appendix B

**Georgia Institute of Technology
Office of the Registrar
Procedures for Excused Absences
for the Student Academic and Financial Affairs Committee
May 2022**

Applicable Regulations

The following regulations apply in determining whether a request for an excused absence from class may be approved.

<http://www.catalog.gatech.edu/rules/4/>

IV. Attendance

A. General

1. Each term, a course listing is published showing the time period for each class.
2. If an instructor should be late in meeting the class, the students shall wait twenty minutes after the published starting time. If the instructor has not arrived by that time, the students may leave unless specifically notified to await the instructor's arrival.

B. Class Attendance

1. There are no formal institutional requirements regarding class attendance at Georgia Tech. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to facilitate an orderly arrangement of the program of instruction.

The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.

2. All students are responsible for obtaining an understanding of each instructor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, students are responsible for all material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.
3. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Office of

4. the Dean of Students and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Dean of Students to excuse a medical emergency or illness and allow make-up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments.
5. Students who are absent because of participation in approved Institute activities (such as field trips, professional conferences, and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar. Course instructors are responsible for establishing reasonable deadlines and/or make-up materials for the missed work, and for clearly communicating this information to the relevant student(s), when absences for Institute activities are approved.
 - a. Student Responsibilities
 - i. Individual students requesting approval from the Student Academic and Financial Affairs Committee are expected to do so at least two weeks before their requested absences;
 - ii. Students are expected to inform their instructors about their approved absence by the end of the class meeting immediately following receipt of their approval notice.
 - b. Course Instructor Responsibilities
 - i. Course instructors receiving timely notification of student absence (as outlined above) are expected to establish reasonable deadlines and/or make-up materials for missed work, and for clearly communicating this information to the relevant student(s).
 - c. Faculty/Staff Sponsor Responsibilities
 - i. Faculty/staff sponsors of student organizations are expected to submit requests for absence approval, to the Office of the Registrar, at least one week before the date of the expected absence(s);
 - ii. Faculty/staff sponsors are expected to provide the Office of the Registrar with roster changes in as timely a fashion as possible, to reduce negative impact on the ability of students and instructors to coordinate their plans;

- iii. Faculty/staff sponsors are expected to notify students of approved absences, along with instructions for notifying their instructors, within two business days of receipt of approval from the Office of the Registrar.
6. Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence with no late penalty, provided the student informs the course instructor of the upcoming absence, in writing, within the first two weeks of class, and provided the student makes up the missed material within the time frame established by the course instructor. Exercising one's rights under this policy is subject to the Georgia Tech Honor Code. The course instructor is responsible for establishing reasonable deadlines and/or make-up material for the missed work, and for clearly communicating this information to the student. Students may choose to appeal to the Student Academic and Financial Affairs Committee of the Academic Senate for formal approval of this type of absence.
7. In alignment with **section 4.1.3** of the **University System of Georgia (USG)'s general Student Affairs policy**, students are encouraged to vote in all federal, state, and local elections. Students are encouraged to plan their voting to avoid missing classes. Students are also encouraged to participate in early voting whenever possible or to vote before, in between, or after classes on election day. For students who are registered elsewhere, they are encouraged to request absentee ballots by the appropriate deadlines. However, faculty should not penalize students for missing a class to vote on election day. In this case, a student should inform the course instructor at least 5 business days before election day about the absence for voting in writing. The course instructor is expected to treat the absence as an officially excused absence if a student chooses to vote in person on election day.
8. Faculty members must provide students with reasonable accommodations for making up graded work missed while on jury duty.

<http://www.catalog.gatech.edu/rules/17/>

XVII. Extracurricular Activities

A. Participation

1. In order to be eligible to participate in extracurricular activities, a student must satisfy the following requirements:
 - a. be enrolled in a degree program (including students in official exchange programs as determined by the Office of International Education and as reported to the Registrar) and be registered;
 - b. for Fall and Spring semesters, maintain a schedule with at least six credit hours on a for-credit basis or be a student registered with the Center for Career Discovery and Development on a work term
 - c. all student organization officers must be enrolled in Georgia Tech classes with at least six credit hours on a for-credit basis or be a student registered with the Center for Career Discovery and Development on a work term in Atlanta
2. Changes in academic standing that affect eligibility become effective at the end of each academic term, usually the Tuesday following Final Examination Period.

3. Any student placed on Academic Drop/Dismissal or Review or subject to finalized sanction(s) which include 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.

B. Scheduling of Events

In each term, no student-sponsored extracurricular events can occur between the last day of classes and the end of the final exam period.

C. Student Organizations

1. All student organizations must adhere to the Student Organization Code of Conduct, the Student/Student Organization Alcohol Policy, and other policies set forth by the Division of Student Life.
2. Every organization must renew its charter every year or when changing officers by submitting an Officer Update Form and by signing the Alcohol Policy Acknowledgement Form.
3. Requirements and standards for chartering a student organization are established by the Student Activities Committee of the Academic Senate and are available from the Division of Student Life.

D. Fraternity and Sorority Regulations

1. To be eligible for initiation, a student must be a full-time student not on academic or disciplinary probation.
2. The initiation of any individual must be registered with and approved by the Division of Student Life prior to the initiation.
3. The individual must meet all Georgia Tech Interfraternity Council (IFC) or Panhellenic requirements concerning initiation.
4. All fraternities and sororities are subject to the rules established by the Georgia Tech IFC/Panhellenic/National Pan-Hellenic and all Georgia Tech policies, rules, and regulations.

E. Intercollegiate Athletics Regulations

1. To be eligible for intercollegiate athletic competition, a student must satisfy the following requirements:
 - a. be eligible to participate in extracurricular activities, as defined in [Regulation XVII, "Extracurricular Activities," Section A, "Participation"](#);
 - b. be carrying a full-time workload as defined in [Regulation VI, "Scholastic Regulations," Section A, "Classification of Students," Item 3](#);

- c. for Summer semesters, be carrying an appropriate workload (3-16 hours) with the provision that the definition of full-time in Regulation VI, "Scholastic Regulations," Section A, "Classification of Students," Item 3 remains applicable;
 - d. be making satisfactory progress toward a degree; and
 - e. meet any further requirements of the NCAA or other governing organization; see the Athletic Director for details.
2. No student may be excused from regularly scheduled classes for athletic practice.
3. Special accommodations may be made (or coordinated) for intercollegiate student-athletes whose competition schedules conflict with the first week of reading periods and final exams.
4. No student may participate in more than two sports in intercollegiate competition in any school year, except by permission of the Division of Student Life. Being a manager or assistant manager is counted as participation within the meaning of this rule.

Reasons for Excused Absences

Students may request an excused absence for the following types of events:

- A recognized student organization is holding an event which requires the student to miss class
- The student is a student-athlete and will miss class as a result of traveling for competition
- A class the student is taking requires him/her to be absent from class and other classes as part of a class-related field trip or special event on campus
- Events as described under the heading "individual students, not part of a recognized student group"
- An interview for an internship related to the student's academic pursuits

Note: The committee will not consider excused absence requests for students who are traveling or need to miss class for job interviews. It is not this Committee's role to approve absences due to job interviews. It is the Committee's view that these requests need to be negotiated with individual instructors. It is up to the student to work with his/her instructors to address this need.

Timeframe and Related Issues for Making Request

The request is to be submitted to the Registrar in the prior semester, if possible, since the student organizations often know well in advance when the events will occur. Requesting the approval as soon as the date is known, even if that occurs in the prior semester, better ensures that the request will be processed in advance of the event. In some cases, the names of the student participants in the event will know be known immediately. As soon as both the dates of the event and the names of the participants are known, the Student Academic and Financial Affairs Committee would expect a request to be submitted through the Registrar's Office website.

A minimum of 10 days' (10 class days) notice is required for approval of the request assuming that the prior term approval is not possible. The faculty advisor for the student organization will be notified when the request is approved by the Registrar's Office and the letters are ready to be picked up.

The academic unit that is sponsoring the event, if that is the case, might consider offering a Special Topics course that the students could take, especially in the Summer. When the event, project, field trip, or activity requires the student to be away from class for several days, especially in the Summer, having them register for Special Topics course might be a way to better manage the course activity with the time away.

Any request for an excused absence of more than 10 (days) class sessions will be scrutinized very carefully by the Student Academic and Financial Affairs Committee. No more than five consecutive absences are allowed. *In general, excused absences will not be approved for the final exam period, but SAFAC may be petitioned to grant exceptions.*

Information Required

The faculty advisor who makes the request through the Institute Approved Absence website under the Faculty/Staff tab on the Registrar's Office website should gather the information on the students prior to logging in to make the request.

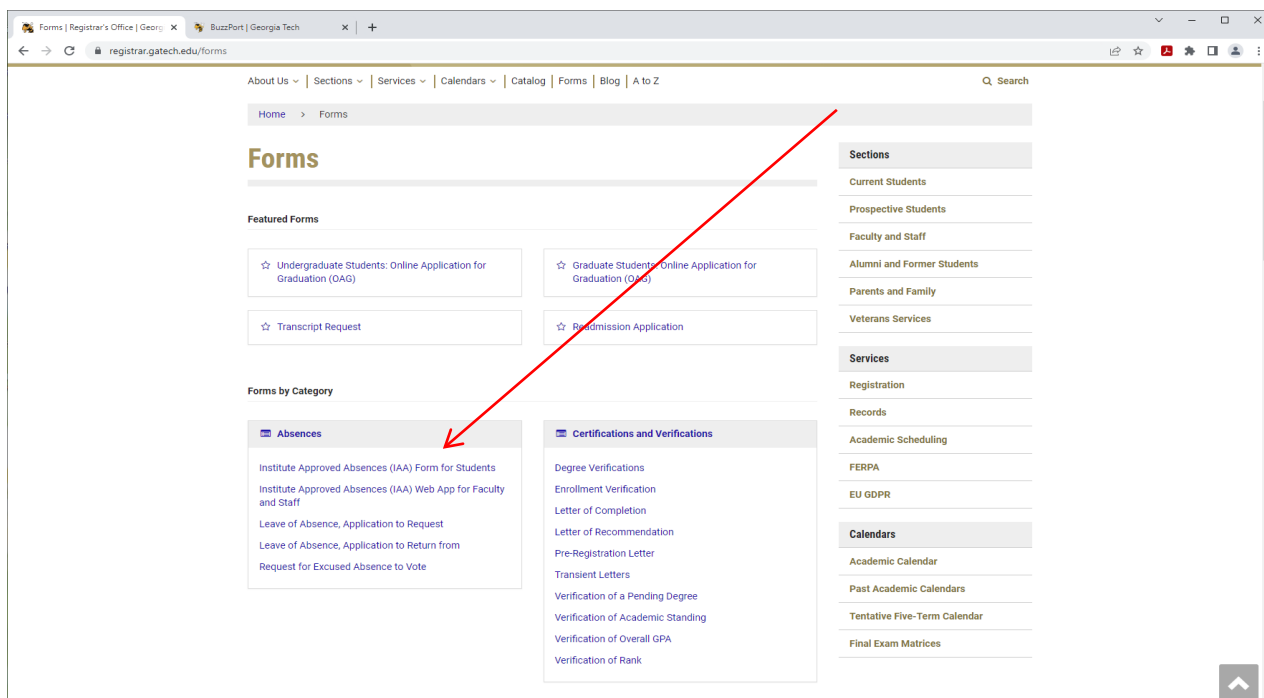
- Student's name and GT IT
- Emergency contact information
- Name of the event
- Location of the event
- Dates of the event
- Dates of requested absences

Procedure

Effective July 1, 2008, the faculty advisor of the student group will request the approved absence through the web site maintained by the Registrar's Office.

Recognized Student Groups with a Faculty Advisor

The request form is online at: <https://registrar.gatech.edu/forms>



Prior to 2008, this process was managed in the Office of the Dean of Students who consulted with the Registrar's Office to determine the students' eligibility to participate.

Once the faculty member enters all of the pertinent information, the Registrar's Office evaluates the request, reviews the students' records and then prepares the approved list and the letters. The faculty advisor is notified when the approved list and the letters are available.

Individual Students, Not Part of a Recognized Student Group

The request form is online at: <https://registrar.gatech.edu/forms>

Individual students may make requests for Institute Approved Absences. The following guidelines and deadlines apply. Recognized student groups who need to request excused absences do so through their faculty advisor who enters the information on the Registrar's Office website under the Faculty/Staff tab.

The Student Academic and Financial Affairs Committee has jurisdiction over these requests. The request is made through the Registrar's Office which then submits it to the Student Academic and Financial Affairs Committee. Students should submit the request to comments@registrar.gatech.edu. It will be routed to the appropriate staff members to prepare it for the Committee. If approved, the letters are issued by the Registrar's Office. The student is notified by email of the decision.

The types of requests may include students missing class to deliver a paper at a conference, students attending a seminar or conference related to their studies, students attending a conference related to a leadership group of which they are members and officers, or students attending a meeting or conference as Georgia Tech representatives. These requests are evaluated on their individual merits.

Information Required

Students are expected to provide the following types of information, along with their GT ID, name, and email address:

- Name of the event and a description of it
- Their role in the event (attendee, presenting a paper, etc.)
- Location of the event
- Dates and times of the event
- Dates of requested absences
- An agenda or program that shows what events occur on what dates
- Their class schedule for those dates
- A list of any exams, tests, or presentations they will miss on those dates

Deadline for Submission of Request

The requests are expected to be filed in the Registrar's Office as soon as the student receives the information and wishes to attend the event. At least two weeks (10 class days) in advance of the scheduled event is the time needed for the Committee to review the request and to take the follow-up action. The Committee typically cannot address the request if it does not arrive within this two-week (10 class days) timeframe.

If this deadline is not met, it may not be possible for the request to be processed. In this event, the student should work with his/her professors individually to determine if missed work can be made up. It is up to the instructor of each class to make this decision if an excused absence is not approved.

Further, when the activity involves some kind of competition that may result in the student being selected for the next round, he/she needs to notify the Committee within 24-hours to ask for the excused absence for that event.

Schedules of Athletic Teams

The Georgia Tech Athletic Association prepares the travel schedules for the teams and submits them to the Registrar. The Registrar sends them to the Committee via email for a vote. If there are questions or concerns, contact is made with the GTAA and a revised schedule is requested if the Committee cannot approve the request as originally presented.

General Guidance on all types of requests (Student Organizations, Individual Student Requests, GTAA (Athletic) Teams

See highlights in yellow below for additional language that might help clarify what we mean by this statement.

The maximum number of days that can be missed in any term has been, in the past, the focal point of the review. The operating procedure in the past was to view 10 days as the maximum number of days that could be missed.

However, recent discussions with GTAA coaches and reviews of individual student requests lead us to believe that the information needed to make an informed decision has to be more inclusive than in the past.

No single factor would necessarily result in a denial of a request, but any of these factors could result in more scrutiny by the Committee. Data points that are now needed to evaluate a request include:

- Number of days missed
- Combination of days missed (Monday, Tuesday, etc.)
- Class hours missed
- Fraction of the total meeting hours in a given term being missed (not needed for all the classes registered, just the one that has the largest fraction being missed)
- **The percentage of class meeting times missed in a given term that is 20-25% will result in more scrutiny by the Committee.**
 - **For example:**
 - **If a class meets three times a week for 15 weeks, 45 class meetings, 25% would represent 11.25 class meetings.**
 - **If a class meets once a week a week for 15 weeks, 15 class meetings, 25% would represent 3.75 class meetings.**
- Type of class(es) involved (seminar, lab, lecture, etc.)

Under this new process, the decision on any request for an Institute Excused Absence would not hinge solely on the class days missed, but more on an overall assessment of the likely impact on the student's academic activities.

Revised:

February 2008
January 2012
December 2012
October 2013
January 2015
April 2017
May 2022

Student Academic and Financial Affairs Committee
Minutes
Friday, September 2, 2022
Meeting via Teams

Voting Members	Affiliation and Role	Present at Meeting
Hamid Garmestani	MSE	Yes
Kate Williams	CTL, Chair	Yes
Guangui Lan	ISyE	No
Katarzyna Wang	Scheller COB	Yes
Max Oglesby	UG STU Rep	Yes
Grace Swift	UG STU Rep	No
Adam Decker	BIOS	Yes
Nettie Brown	GRAD-STU Rep	Yes
Non-Voting Members	Affiliation and Role	Present at Meeting
TBD	Faculty Executive Board, non-voting	No
Carla Bradley	Counseling Center, non-voting	Yes
Reta Pikowsky	Assoc. Vice Provost/Registrar, Secretary, non-voting	Yes
Standing Guests	Affiliation and Role	Present at Meeting
Cynthia Martin	Institute Finance Support	Yes
James Black	Graduate Studies	Yes
Administrative Support	Affiliation and Role	
Ansley Sharp	Registrar	Yes
Guests	Affiliation and Role	
		None

There are 5 voting members. There are 3 needed to reach a quorum. All votes are unanimous unless otherwise indicated.

1. The May 6, 2022 Minutes were approved via an email vote. There are no Minutes pending approval. The May 6 Minutes will be included in the presentation at the October 2022 Senate meeting.
2. Committee members introduced themselves and new members were welcomed.
3. Election of Chair.

Kate Williams, Chair from last year, and Vice Chair in prior years, opened discussion of the chair's responsibility and called for nominations.

Adam Decker was nominated for the Chair role.

A motion was made to elect Adam Decker as Chair. The motion was seconded and approved.

4. Election of Vice Chair.

Katarzyna (Kathy) Wang was nominated as Vice Chair.

A motion was made to elect Kathy Wang as Vice Chair. The motion was seconded and approved.

5. Confirmation of Registrar as Secretary.

a. The Committee confirmed Reta Pikowsky, Associate Vice Provost and Registrar, as the SAFAC Secretary.

b. In the past, this role was listed by statute, but now is an appointed role.

6. The Registrar reported that the Annual Report for 2021-2022 was submitted to the Faculty Secretary and noted that its purpose is to outline briefly the meeting dates, members, and actions of the Committee in the past year. The faculty governance website is under construction at this time. A link will be provided later to indicate where the annual report and minutes may be found.

7. It was suggested that the Committee members review on their own time the Committee charge and suggest possible topics for research and discussion.

<https://policylibrary.gatech.edu/faculty-handbook/2.6.10-student-academic-and-financial-affairs-committee>

Members

The Student Academic and Financial Affairs Committee shall consist of

- Five (5) members of the Academic Faculty, including at least three (3) tenured or tenure-track;
- The Registrar, who shall be the Secretary;
- One (1) graduate Student selected by the Graduate Student Government Association;
- Two (2) undergraduate Students with at least junior standing selected by the Undergraduate Student Government Association; and
- The Administrator in charge of the Georgia Tech Counseling Center who shall be an ex officio member without voting rights.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members.

Duties

The Committee shall annually review and make appropriate recommendations to the Academic Faculty concerning:

- The system for academic advising;
- Policy governing the academic standing and classification of Students;
- Both graduate and undergraduate financial aid programs;
- The counseling and career planning program; and
- The orientation program for new Students.

In addition, the Committee shall:

- Establish and periodically review the qualifications for a Student to receive academic honors and prizes and advise the office or the individual responsible for the formal programs at which such awards are presented.
- Originate or receive and make recommendations regarding all changes in policy, criteria, or procedures regarding Student admission and readmission to the undergraduate programs of the Institute. Originate or receive and make recommendations regarding all changes in policy, criteria, or procedures regarding Student admission and readmission to the undergraduate programs of the Institute.
- Approve all intercollegiate schedules of extracurricular activities, such as athletics and debate, including post season athletic events.
- Approve all institutional functions for which excused absences from classes for the Students involved are to be granted.

8. Possible topics for discussion or research for the AY 22-23.

- a. Review of Excused Absence procedures.
- b. Update on graduate student stipends.
 - Committee will invite Dr. Bonnie Ferri to attend meeting for an update on this issue from past year.
- c. Update from graduate student employment working group.
- d. Update from Graduate Tuition Remission task force:
 - This Task Force was formed to examine tuition which may be recoverable from grants.
 - Examine different financial models on sponsored projects.
- e. Invite Director of Career Center to discuss new initiatives.
- f. Budget restructuring to cover inflation for graduate housing and stipends:
 - Invite Emily Howell to attend a meeting.
 - Emily is transitioning to a new role as Senior Director of Budget reform from Provost's Office and could offer some insights into this area for the Committee.
- g. Additional graduate-student representation on SAFAC – given the importance of recent discussions, this could be very beneficial.

- h. Invite representatives from UG and GRAD admission offices to discuss growth trajectory.
 - What are the long term growth plans?
 - Is the long-term campus plan taking this into effect?
 - What are the broader campus impacts of enrollment growth?
 - Are there any short-term concerns about our capacity to handle the growth.
 - Are there impacts on areas such as FASET and academic advising that need to be explored. The Committee may wish to invite Beth Spencer and Cynthia Jennings to a meeting.
9. Fall 2022 Meeting Dates:
 - a. Friday, Sept. 30, 2-3 PM
 - b. Friday, Oct. 21, 10-11 AM
 - c. Monday, Nov. 21, 3-4 PM
 - d. Friday, Dec. 2, 3-4 PM
10. The meeting was adjourned.

Submitted by,

Reta Pikowsky, Associate Vice Provost and Registrar
SAFAC Secretary

Student Academic and Financial Affairs Committee
Minutes
Friday, September 30, 2022
2:00-3:00 PM
Meeting via Teams

Voting Members	Affiliation and Role	Present at Meeting
Hamid Garmestani	MSE	Yes
Kate Williams	CTL	Yes
Guanggui Lan	ISyE	
Katarzyna Wang	Scheller COB, Vice Chair	
Max Oglesby	UG STU Rep	
Grace Swift	UG STU Rep	Yes
Adam Decker	BIOS, Chair	Yes
Spenser Wipperfurth	GRAD-STU Rep	Yes
Non-Voting Members	Affiliation and Role	Present at Meeting
TBD	Faculty Executive Board, non-voting	
Carla Bradley	Counseling Center, non-voting	
Reta Pikowsky	Assoc. Vice Provost/Registrar, Secretary, non-voting	Yes
Standing Guests	Affiliation and Role	Present at Meeting
Cynthia Martin	Institute Finance Support	Yes
James Black	Graduate Studies	Yes
Administrative Support	Affiliation and Role	
Ansley Sharp	Registrar	Yes
Guests	Affiliation and Role	

There are 5 voting members. There are 3 needed to reach a quorum. All votes are unanimous unless otherwise indicated.

1. Members present: Garmestani (MSE), Williams (CETL), Swift (UG STU), Decker (BIOS), Pikowsky (REG), Martin (IFS), Black (GRAD-STU), Sharp (REG), Wipperfurth (GRAD-STU)
2. Approval of the Sept. 2, 2022, Minutes.
 - a. A motion was made to approve the September meeting minutes. The

motion was seconded and approved.

3. Discussion on recommendation for the increase in minimum graduate stipend percentage:
 - a. Per Cynthia Martin - Intent is that budget funds set aside are for an increase to current year's stipends. The funds will increase stipend amount for Graduate Teaching Assistants (GTAs) currently under the required minimum amount (1/3 time or higher). Colleges would need to fund increase in Graduate Research Assistants (GRAs). This not an across-the-board increase.
 - b. Any SAFAC recommendation made today would go into effective August 2023.
 - This should be an annual review process.
 - c. A motion was made to recommend a three (3) percent increase for Fall 2023 graduate stipends for GRAs and GTAs.
 - Need to remain mindful that there is a cap of a three (3) percent increase (Office of Sponsored Research escalation factor).
 - The motion was unanimously approved.
 - d. SAFAC annual review for 2024 year should take place by April 2023 to allow appropriate time for review by Budget Office.
 - e. Reta Pikowsky asked for volunteers to work on a procedural document detailing SAFAC's annual review process to determine a recommendation for an increase to graduate stipends.
 - James Black and Spenser Wipperfurth volunteered to meet with Reta to discuss this further.
4. Spenser Wipperfurth requested a review of policy dictating which Georgia Tech office will ensure department compliance with stipend requirements.
 - Spenser also recommend the publication of an annual timeline on increase in stipend amounts. This will allow students to make an informed decision each year on employment prospects.

See Appendix A for more information.

5. The Student Regulations Committee is discussing Institute Approved Absences. The main focus was on job interviews, as it has been before, but other issues came up. Following that conversation, they wondered if some additional language in Student-Faculty Expectations might help better inform faculty and students as to what to expect.
 - a. Student Regulations Committee is asking for SAFAC's input on the language below:

For faculty:

“Be understanding that important events outside the university do not always merit an Institute-approved absence (interviews, weddings, etc.), and, when addressed in an appropriate and timely manner, attempt to work with students on case by case basis to minimize loss of information and grade penalty.”

And for the students:

“Remember that, as a student, attendance in class is a very high priority, and should an event not qualify for an Institute-approved absence, consider weighing a slight to moderate grade penalty against attendance at the event. Additionally, address any potential conflicts in an appropriate and timely manner.”

The Student Regulations Committee also wonders if adding some additional language to the procedures would help everyone understand the amount of time that is reasonable to be excused. They wonder further if there needs to be a maximum time out on an excused absence per term regardless of the reasons for being out.

See Appendix B for more information.

- b. SAFAC will table Institute Approved Absence discussion until October meeting.
6. Fall 2022 Meeting Dates:
- a. Friday, Oct. 21, 10-11 AM
 - Budget update from Jamie Fernandes
 - b. Monday, Nov. 21, 3-4 PM
 - c. Friday, Dec. 2, 3-4 PM

Submitted by,

Reta Pikowsky, Associate Vice Provost and Registrar
SAFAC Secretary

Appendix A

Policy Name: Stipends for Graduate Assistantships

Policy Owner: Graduate Education

Policy Contact: Bonnie Ferri, Vice Provost for Graduate and Postdoctoral, bonnie.ferri@gatech.edu

Reviewed By: Student Academic Financial Affairs Committee; Office of Institute Budget Planning & Administration; School Chairs; Associate Deans for Academics; Deans; Provost; Faculty Executive Board; Graduate Student Employment Working Group.

Policy Steering Committee Approval: April 2022

Policy Purpose: This policy sets a minimum stipend for graduate research and teaching assistants across the Institute and describes processes and responsibilities for setting stipends at or above the minimum.

Summary of Substantive Policy Changes:

Page 2, Institute Level Procedures:

- A new section was added to review stipends annually and set minimum stipend increase percentages based on fees and health insurance premiums, pay raises for state employees, other costs impacting graduate students, and available funding. The Institute will cover any increases in stipends to GTAs and departments and PIs will cover the increase for GRAs.

Page 2-3, Unit and Program level:

- The section on setting and reviewing unit or program level stipends added an explicitly stated condition that their stipends meet the Institute set minimum stipends and the minimum stipend increase percentage.

Page 3, Added the role of the Student Academic and Financial Affairs Committee, which will provide an advisory review of stipend increases.



**Georgia Institute
of Technology**

Stipends for Graduate Assistantships

Type of Policy: Administrative

Effective Date: August 2015

Last Revised: February 2022

Policy Owner: Graduate Studies

Policy Contact: Bonnie Ferri, Vice Provost for Graduate and Postdoctoral Education bonnie.ferri@gatech.edu

1. Reason for Policy

Set a minimum stipend for graduate research and teaching assistants across the Institute and describe processes and responsibilities for setting stipends at or above the minimum.

2. Policy Statement

For the 2022-2023 academic year, the minimum stipend level for each doctoral graduate research or teaching assistant shall be \$2,170 per month, for any position one-third time or greater. The minimum Student Academic and Financial Affairs Committee Minutes
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10/24/2022 2:21 PM

stipend level for each master’s student who is a graduate research or teaching assistant shall be \$1,120 per month, for any position one-third time or greater. Any exceptions to the application of this policy must be approved by the Vice Provost for Graduate and Postdoctoral Education.

3. Scope

The policy applies to all graduate students enrolled in all degree-seeking programs.

4. Definitions

Stipend	Compensation to the graduate student employee for teaching or research services provided.
Graduate Research Assistantship (GRA)	Part time research job held by a graduate student.
Graduate Teaching Assistantship (GTA)	Part time teaching job held by a graduate student.

5. Procedures

Institute Level	
Setting the Institute Minimum Stipend	The Office of the Provost will determine a new minimum stipend level by January 1st of each year to apply to the following academic year. The revised minimum will take into account: (1) Georgia Tech’s projected mandatory and elective fees for the next year; (2) projected graduate student health insurance premium level; (3) current level of stipends on NSF fellowships; (4) state employee pay increase percentage; (5) other cost factors affecting graduate students; (6) available funding. This policy will be updated annually based on the Provost’s determination.
Reviewing Stipends Annually and Setting Minimum Stipend Increase Percentage	<p>The Office of the Provost will set a minimum stipend increase percentage, if any, by August 1st of each year to become effective August 15 of the following year not to exceed the Office of Sponsored Programs’ recommended grant escalation factor. The Student Academic and Financial Affairs Committee (SAFAC) will serve an advisory role in reviewing graduate student stipend levels annually and making recommendations to the Provost’s Office for a minimum stipend increase percentage taking into account the factors considered in setting the Institute minimum stipend level. The minimum stipend increase percentage will apply to all GTAs and GRAs.</p> <p>The Institute will be responsible for funding this increase for GTAs. The funding units and Principal Investigators will be responsible for the budget to support the increase for GRAs.</p>

Unit and Program Level	
Setting and Reviewing Unit or Program Stipend Levels	Each academic unit or inter-school degree program shall determine the stipend levels for its students. The stipend levels shall be determined by the following factors: (1) meeting or exceeding the Institute-level actions on minimum stipend levels and minimum stipend increase percentages (or equivalent stipend increase such as based on a two-year average); (2) peer institution stipend levels for individual disciplines, taking into consideration the tuition waiver policies and cost factors for peer institutions for comparability (peer reviews to be conducted by academic units); (3) the student's progress toward their degree, including whether the student is a masters or doctoral student; (4) whether the student is asked to work one-third time or half-time, as determined by each department; (5) level of teaching or research work conducted by the student; (6) past experience and performance of the student in research or teaching; (7) for an international student, the estimated cost of living as determined by the Office of International Education through the I-20 form (http://www.oie.gatech.edu/); (8) available funding.
Reviewing Stipends Annually and Anticipating the Need for Raises	Each academic unit shall annually review the overall stipend levels for its students based on the factors considered when setting the Institute minimum and unit or program stipend levels. . Raises for graduate assistants funded through sponsored funds should be anticipated through escalation factors in grant budgets.
Publishing Stipend Levels; Maintaining Equity	In order to maintain equity and transparency in stipend levels, each unit should publish its stipend levels in a publicly accessible location. Unit heads are responsible for maintaining equitable stipends in their units through regular review of the stipends being paid and supporting the rationale for any differences.

6. Responsibilities

Provost

Sets Institute-level minimum stipends; determines the minimum stipend increase percentage; and provides funding for the minimum stipend increase percentage for Graduate Teaching Assistants.

SAFAC

Provides an advisory review of stipends annually and makes recommendations on the minimum stipend and minimum stipend percentage increase.

Units and Programs

Set unit or program stipend levels; review them annually and raise them as appropriate; anticipate the need for increased stipend amounts and include them in unit and grant budgets; maintain equity in pay through regular review; publish stipend levels publicly.

Vice Provost for Graduate and Postdoctoral Education

7. Reviews requests for exceptions to this policy. These requests should be approved by the hiring unit and the college.

Enforcement

The Institute reserves the right to address violations by raising the stipends of individual students to the minimum using the budget of the hiring unit.

To report suspected instances of ethical violations, please visit Georgia Tech's Ethics Hotline, a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

8. Related Information

Resource	Link
Graduate Assistantships	http://www.policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment
Graduate Assistant Schedule Flexibility	http://www.policylibrary.gatech.edu/student-life/graduate-assistantship-schedule-and-flexibility-policy

9. Policy History

Revision Date	Author	Description
TBD	Provost Office	TBD
February 2022	Provost Office	Editorial Update
June 2021	Provost Office	Updated Stipend Information
May 2019	Provost Office	Updated Stipend Information
March 2017	Provost Office	Updated Stipend Information
May 2016	Provost Office	Updated Stipend Information
May 2015	Provost Office	Updated Stipend Information
June 2008	Provost Office	The policy set the minimum stipend effective August, 2008.

Appendix B

**Georgia Institute of Technology
Office of the Registrar
Procedures for Excused Absences
for the Student Academic and Financial Affairs Committee
September 27, 2022**

Applicable Regulations

The following regulations apply in determining whether a request for an excused absence from class may be approved.

<http://www.catalog.gatech.edu/rules/4/>

IV. Attendance

A. General

1. Each term, a course listing is published showing the time period for each class.
2. If an instructor should be late in meeting the class, the students shall wait twenty minutes after the published starting time. If the instructor has not arrived by that time, the students may leave unless specifically notified to await the instructor's arrival.

B. Class Attendance

1. There are no formal institutional regulations regarding class attendance at Georgia Tech. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.
2. All students are responsible for obtaining an understanding of each instructor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, students are responsible for all
3. material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.
4. Students who are absent because of participation in approved Institute activities (such as field trips and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar. Course instructors are responsible for establishing reasonable deadlines and/or make-up materials for the missed work, and for clearly communicating this information to the relevant student(s), when absences for Institute activities are approved.
5. Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence with no late penalty, provided the student informs the course instructor of the upcoming absence, in writing, within the first two weeks of class, and provided the student makes up the missed material within the timeframe established by the course instructor. Exercising one's rights under this policy is subject to the Georgia Tech Honor Code. The course instructor is

responsible for establishing reasonable deadlines and/or make-up material for the missed work, and for clearly communicating this information to the student. Students may choose to appeal to the Student Academic and Financial Affairs Committee of the Academic Senate for formal approval of this type of absence.

<http://www.catalog.gatech.edu/rules/17/>

XVII. Extracurricular Activities

A. Participation

1. In order to be eligible to participate in extracurricular activities, a student must satisfy the following requirements:
 - a. be enrolled in a degree program
 - b. maintain a schedule with at least six credit hours on a for-credit basis or be a student in the Center for Career Discovery and Development on a work term
 - c. all student organization officers must be enrolled in Georgia Tech classes with at least six credit hours on a for-credit basis or be a student in the Center for Career Discovery and Development on a work term in Atlanta
2. Changes in academic standing that affect eligibility become effective at the end of each academic term, usually the Tuesday following Final Examination Period.
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.

B. Scheduling of Events

1. All student organizations must make written application to, and receive permission from, the Division of Student Life to hold a social function.
2. In each term, the weekend before the Final Examination Period is closed to student-sponsored extracurricular events.

C. Student Organizations

1. Student organizations must adhere to the Student Organization Code of Conduct, the Student/Student Organization Alcohol Policy, and other policies set forth by the Division of Student Life.
2. Every organization must renew its charter every year or when changing officers by submitting an Officer Update Form and by signing the Alcohol Policy Acknowledgement Form.
3. Requirements and standards for chartering a student organization are established by the Student Activities Committee of the Academic Senate and are available from the Division of Student Life.

D. Fraternity and Sorority Regulations

1. To be eligible for initiation, a student must be a full-time student not on academic or disciplinary probation.
2. The initiation of any individual must be registered with and approved by the Division of Student Life prior to the initiation.
3. The individual must meet all Georgia Tech Interfraternity Council (IFC) or Panhellenic requirements concerning initiation.
4. All fraternities and sororities are subject to the rules established by the Georgia Tech IFC/Panhellenic/National Pan-Hellenic and all Georgia Tech policies, rules, and regulations.

E. Intercollegiate Athletics Regulations

1. To be eligible for intercollegiate athletic competition, a student must satisfy the following requirements:
 - a. be eligible to participate in extracurricular activities, as defined in [Regulation XVII, "Extracurricular Activities," Section A, "Participation"](#);
 - b. be carrying a full-time workload as defined in [Regulation VI, "Scholastic Regulations," Section A, "Classification of Students," Item 3](#);
 - c. be making satisfactory progress toward a degree; and
 - d. meet any further requirements of the NCAA or other governing organization; see the Athletic Director for details.
2. No student may be excused from regularly scheduled classes for athletic practice.
3. Special accommodations may be made (or coordinated) for intercollegiate student-athletes whose competition schedules conflict with the first week of reading periods and final exams.
4. No student may participate in more than two sports in intercollegiate competition in any school year, except by permission of the Division of Student Life. Being a manager or assistant manager is counted as participation within the meaning of this rule.

Reasons for Excused Absences

Students may request an excused absence for the following types of events:

- A recognized student organization is holding an event which requires the student to miss class
- The student is a student-athlete and will miss class as a result of traveling for competition
- A class the student is taking requires him/her to be absent from class and other classes as part of a class-related field trip or special event on campus
- Events as described under the heading "individual students, not part of a recognized student group"
- An interview for an internship related to the student's academic pursuits

Note: The committee will not consider excused absence requests for students who are traveling or need to miss class for job interviews. It is not this Committee's role to approve absences due to job interviews. It is the Committee's view that these requests need to be negotiated with individual instructors. It is up to the student to work with his/her instructors to address this need.

Timeframe and Related Issues for Making Request

The request is to be submitted to the Registrar in the prior semester, if possible, since the student organizations often know well in advance when the events will occur. Requesting the approval as soon as the date is known, even if that occurs in the prior semester, better ensures that the request will be processed in advance of the event. In some cases, the names of the student participants in the event will know be known immediately. As soon as both the dates of the event and the names of the participants are known, the Student Academic and Financial Affairs Committee would expect a request to be submitted through the Registrar's Office website.

A minimum of 10 days' (10 class days) notice is required for approval of the request assuming that the prior term approval is not possible. The faculty advisor for the student organization will be notified when the request is approved by the Registrar's Office and the letters are ready to be picked up.

The academic unit that is sponsoring the event, if that is the case, might consider offering a Special Topics course that the students could take, especially in the Summer. When the event, project, field trip, or activity requires the student to be away from class for several days, especially in the Summer, having them register for Special Topics course might be a way to better manage the course activity with the time away.

Any request for an excused absence of more than 10 (days) class sessions will be scrutinized very carefully by the Student Academic and Financial Affairs Committee. No more than five consecutive absences are allowed. **In general, excused absences will not be approved for the final exam period, but SAFAC may be petitioned to grant exceptions.**

The current procedures that are in place were developed in 2008. Prior to that time, the requests were submitted to the Dean of Students Office. Since information was needed from the Registrar's Office to approve the requests, it was determined that the requests needed to originate in the Registrar's Office.

Faculty/Staff Advisor Requests

The current procedures that are in place were developed in 2008. Prior to that time, the requests were submitted to the Dean of Students Office. Since information was needed from the Registrar's Office to approve the requests, it was determined that the requests needed to originate in the Registrar's Office.

The faculty advisor who makes the request through the Institute Approved Absence website under the Faculty/Staff tab on the Registrar's Office website should gather the information on the students prior to logging in to make the request.

- Student's name and GT IT

- Emergency contact information
- Name of the event
- Location of the event
- Dates of the event
- Dates of requested absences

The form for faculty/staff advisors to request an Institute Approved Excused Absence can find the form here:

<https://registrar.gatech.edu/info/institute-approved-absences-iaa-web-app-faculty-and-staff>

Individual Students, Not Part of a Recognized Student Group

Individual students may make requests for Institute Approved Absences. The following guidelines and deadlines apply. Recognized student groups who need to request excused absences do so through their faculty advisor who enters the information on the Registrar's Office website under the Faculty/Staff tab.

Individual students who wish to request an Institute Approved Absence can find the form here:

<https://registrar.gatech.edu/info/institute-approved-absence-form-for-students>

The Student Academic and Financial Affairs Committee has jurisdiction over these requests. The request is made through the Registrar's Office which then submits it to the Student Academic and Financial Affairs Committee. Students should submit the request to comments@registrar.gatech.edu. It will be routed to the appropriate staff members to prepare it for the Committee. If approved, the letters are issued by the Registrar's Office. The student is notified by email of the decision.

The types of requests may include students missing class to deliver a paper at a conference, students attending a seminar or conference related to their studies, students attending a conference related to a leadership group of which they are members and officers, or students attending a meeting or conference as Georgia Tech representatives. These requests are evaluated on their individual merits.

Information Required

Students are expected to provide the following types of information, along with their GT ID, name, and email address:

- Name of the event and a description of it
- Their role in the event (attendee, presenting a paper, etc.)
- Location of the event
- Dates and times of the event
- Dates of requested absences
- An agenda or program that shows what events occur on what dates

- Their class schedule for those dates
- A list of any exams, tests, or presentations they will miss on those dates

Deadline for Submission of Request

The requests are expected to be filed in the Registrar's Office as soon as the student receives the information and wishes to attend the event. At least two weeks (10 class days) in advance of the scheduled event is the time needed for the Committee to review the request and to take the follow-up action. The Committee typically cannot address the request if it does not arrive within this two-week (10 class days) timeframe.

If this deadline is not met, it may not be possible for the request to be processed. In this event, the student should work with his/her professors individually to determine if missed work can be made up. It is up to the instructor of each class to make this decision if an excused absence is not approved.

Further, when the activity involves some kind of competition that may result in the student being selected for the next round, he/she needs to notify the Committee within 24-hours to ask for the excused absence for that event.

Schedules of Athletic Teams

The Georgia Tech Athletic Association prepares the travel schedules for the teams and submits them to the Registrar. The Registrar sends them to the Committee via email for a vote. If there are questions or concerns, contact is made with the GTAA and a revised schedule is requested if the Committee cannot approve the request as originally presented.

General Guidance on all types of requests (Student Organizations, Individual Student Requests, GTAA (Athletic) Teams

The maximum number of days that can be missed in any term has been, in the past, the focal point of the review. The operating procedure in the past was to view 10 days as the maximum number of days that could be missed.

However, recent discussions with GTAA coaches and reviews of individual student requests lead us to believe that the information needed to make an informed decision has to be more inclusive than in the past.

No single factor would necessarily result in a denial of a request, but any of these factors could result in more scrutiny by the Committee. Data points that are now needed to evaluate a request include:

- Number of days missed
- Combination of days missed (Monday, Tuesday, etc.)
- Class hours missed
- Fraction of the total meeting hours in a given term being missed (not needed for all the classes registered, just the one that has the largest fraction being missed)
- The percentage of classes missed in a given term that is 20-25% will result in more scrutiny by the Committee
 - For example:
 - If a class meets three times a week for 15 weeks, 45 class meetings, 25% would represent 11.25 class meetings.

- If a class meets once a week a week for 15 weeks, 15 class meetings, 25% would represent 3.75 class meetings.
- Type of class(es) involved (seminar, lab, lecture, etc.)

Maximum Percentage of Classes Excused Per Term

There is concern about students being excused for classes for more than one event per term. The percentage above addresses a specific excused absence, one at a time. Students will not be approved for multiple excused absences in a given term, particularly if the one approved absence amounts to 20% or more of class meeting times in a given period.

Revised:

February 2008
January 2012
December 2012
October 2013
January 2015
April 2017
January 2022
September 2022