VI. SCHOLASTIC REGULATIONS

A. Classification of Students

1. Undergraduate students, with the exception of non-degree-seeking students, shall be classified at the end of each academic term by the Office of the Registrar on the basis of the total number of attempted credit hours for which they have successfully earned credit in accordance with the following:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
</tr>
</tbody>
</table>

2. Graduate and special students who have completed all requirements for a particular classification, as defined by their major department, may request reclassification through their major department.

3. Students scheduled for at least twelve (12) credit hours in a semester are classified as full-time students; those scheduled for six to eleven (6-11) hours are classified as part-time students; and those scheduled for one to five (1-5) hours are classified as less-than-part-time students.

B. Eligibility for Class Rings

A student may purchase a class ring any time after successfully earning credit for 70 attempted credit hours.

C. Academic Standing

1. The assignment of academic standing is based on both the student's most recent academic term and her/his cumulative grade-point average.

2. The minimum satisfactory grade-point average (GPA) is 1.70 for freshmen and joint-enrolled high school students; 1.80 for sophomores; 1.95 for juniors; 2.00 for seniors and special undergraduates; 2.70 for master's and special graduate students; and, 3.00 for doctoral students.

3. Students not on academic probation are in good academic standing.

4. Academic warning
   a. Academic warning is a subcategory of good academic standing, differing only in the maximum allowable schedule load.
   b. A student who has a cumulative grade-point average below the minimum satisfactory scholarship requirement, or whose cumulative grade-point average for work taken during any term is below this requirement, shall be placed on academic warning.
   c. A student on academic warning whose grade-point average for the academic term is above the minimum satisfactory scholarship requirement and cumulative grade-point average is below the minimum satisfactory scholarship requirement shall remain on academic warning.

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

6. Dismissal for unsatisfactory scholarship
   a. The Institute may drop from the rolls at any time a student whose record in scholarship is unsatisfactory.
   b. A graduate student whose grade-point average for any term is 2.00 or below may be placed on academic probation or dropped, regardless of the student's previous record.
   c. A student on academic probation whose grade-point average for the academic term of probation is below the minimum satisfactory scholarship requirement and whose cumulative grade-point average is below the minimum satisfactory scholarship requirement shall be dropped from the rolls for unsatisfactory scholarship.
   d. An undergraduate student on academic warning whose grade-point average for any term is below 1.00, based on at least six graded hours, and cumulative grade-point average is below the minimum satisfactory scholarship requirement shall be dropped from the rolls for unsatisfactory scholarship.
   e. The record of a student on academic probation whose grade-point average for the academic term in unsatisfactory, but whose overall academic record is satisfactory, may be reviewed by the Institute Undergraduate Curriculum Committee or the Institute Graduate Curriculum Committee, as appropriate. The student may be dropped or may be continued on academic probation.

7. Academic review
   A student who normally would be dropped from the rolls for academic deficiencies, but appears from the record not to have completed the academic term, may be placed on academic review. This is a temporary standing that makes the student ineligible for registration. If no acceptable explanation is given within a reasonable time, the standing is changed to drop.

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

D. Satisfactory Academic Progress Toward Degree Completion

1. Satisfactory academic progress toward degree completion means that for each term of enrollment, the student completes a course or courses with the minimum necessary grades that are either prerequisites for courses required in the major or that are degree applicable to stay on track towards graduation. It is noted that some majors may require a minimum grade that is higher than “D.”

2. If a student withdraws from all courses in a term, there will be no change in status. However, if a student withdraws from all courses in a second term of enrollment, they will be placed on warning for lack of satisfactory academic progress towards degree completion. If withdrawal occurs in a third term of enrollment, the status will be revised to probation. If withdrawal occurs in a fourth term of enrollment, the student will be placed on academic dismissal for lack of satisfactory progress towards degree completion. The number of withdrawal terms is cumulative and irrespective of whether or not they occur consecutively.

3. Students applying for readmission may be denied based on prior terms of withdrawals.
4. Eligibility for financial aid, NCAA Division I sports, etc. may be
predicated on different satisfactory progress requirements.
Information on those requirements should be directed to the
appropriate office on campus and should not be confused with this
academic policy.

E. Maximum Schedule Load
1. The maximum number of credit hours for which an undergraduate
student may register in a Fall Semester or Spring Semester, based on
her/his academic standing, is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>21 credit hours</td>
</tr>
<tr>
<td>Warning</td>
<td>16 credit hours</td>
</tr>
<tr>
<td>Probation</td>
<td>14 credit hours</td>
</tr>
</tbody>
</table>

2. The maximum number of credit hours for which an undergraduate
student may register in a regular Summer Session, based on her/his
academic standing, is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Maximum Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>16 credit hours</td>
</tr>
<tr>
<td>Warning</td>
<td>14 credit hours</td>
</tr>
<tr>
<td>Probation</td>
<td>12 credit hours</td>
</tr>
</tbody>
</table>

3. Students who are on probation or probation from dismissal may
choose or be required to enroll in GT 2100 This course does not
count toward graduation requirements nor would it count against the
maximum course loads listed above.

4. A graduate student may register for a maximum of 21 credit hours
in a Fall Semester or Spring Semester and a maximum of 16 credit
hours during a regular Summer Session.

5. Requests for schedule overloads must be recommended by the
student’s major school and approved by the Institute Undergraduate
Curriculum Committee or Institute Graduate Curriculum Committee,
as appropriate.

6. During Phase 1 Registration, the Institute reserves the right to limit
undergraduate students to 18 credits maximum for the Fall Semester
and Spring Semester and to limit graduate students to less than 21
credit hours depending upon the needs of the program or school.

F. Academic Honors
The Institute encourages excellence in scholarship and gives official
recognition to undergraduate students whose work is superior in any
given academic term.

1. Dean’s List
   a. The Dean’s List includes all degree-seeking undergraduates
      who, during the preceding academic term, earned a grade-point
      average (GPA) of 3.00 or higher, completed a schedule of at
      least twelve credit hours of coursework on a letter-grade basis,
      and are not on academic warning or probation or subject to any
disciplinary action. All grades must be reported.

2. Faculty Honors
   a. Faculty Honors includes all degree-seeking undergraduates
      who, during the preceding academic term, earned a grade-point
      average (GPA) of 4.00, completed a schedule of at least twelve
      credit hours of coursework on a letter-grade basis with no “W”
      grades, and are not on academic warning or probation or subject
to any disciplinary action. All grades must be reported.

G. Change of Major
1. Undergraduate students, with the exception of entering freshmen, by
filing the required form, will be permitted one unrestricted transfer
between majors (including undecided) until they have accumulated
credit for sixty hours. After sixty hours or upon subsequent request
for transfer, the transfer will be allowed at the discretion of the school
that the student is seeking to enter. Students who transfer
from another institution to pursue a degree at Georgia Tech will be
permitted to change their major only at the discretion of the school
that the student is seeking to enter. Transfer students are not eligible
for the one unrestricted change of major. (Note: Certain majors,
because of high enrollment, have been granted a waiver of the one
unrestricted transfer regulation. Students should consult with the
individual school concerning its current transfer policy.)

   • Programs with Change-of-Major restrictions:
     • Industrial and Systems Engineering (https://
       www.isye.gatech.edu/academics/bachelors/current-
       students/change-major)
     • Mechanical Engineering (http://www.me.gatech.edu/
       undergraduate/ug-curr/change_major/#me)
     • Music Technology (https://music.gatech.edu/about)

2. Graduate students, by filing the required form, may transfer with the
concurrence of the schools involved and the graduate dean.

3. Students who change their majors must complete the degree
requirements in the catalog that was effective for the term in which
the change of major became official, or any subsequent catalog.

4. Admitted freshmen will not be allowed to submit a request for a
change of major until after the deadline for withdrawal from classes
with a W grade in the first term of their enrollment. The change
would be effective for the second term of enrollment. This includes
a change of major within the student’s current College. For freshmen
admitted for Summer, the restriction is lifted after the withdraw
deadline of their second semester of enrollment. All other restrictions
also apply.

H. Exceptions
Exceptions to these scholastic regulations may be made by the
Institute Undergraduate Curriculum Committee or the Institute Graduate
Curriculum Committee, as appropriate, whenever a consideration of the
student’s complete record indicates that the application of a specific
regulation will result in injustice.

I. Course Requirements
1. Each course shall have a syllabus and course policies provided
to students before the first class meeting. Each syllabus shall
include an outline of the course objectives (learning outcomes),
required materials, criteria used in determining the course grade, any
other requirements for successful completion of the course, and a
statement about services available through the Office of Disability
Services. Each syllabus shall refer to acceptable student conduct
as it relates to the Georgia Tech Honor Code and Student-Faculty
Expectations Agreement in the Rules and Regulations section of
the Catalog. Students shall be informed of any changes made to the
syllabus and course policies with reasonable time to adjust to these
changes. Any changes to the syllabus after the first week of the term
should be done prior to the last day to withdraw from the course
with a W grade. Instructors should refer to the resources on the CTL
website for developing their syllabi.
2. In all courses, faculty are expected to return to students a graded assignment or other meaningful performance feedback prior to the deadline for withdrawing from classes so that students can make an informed decision about withdrawing or changing the grade mode.

3. Progress Report grades of "S" or "U" will be submitted to the Office of the Registrar for all classes numbered in 1000 and 2000 ranges each semester prior to Mid-term, which is typically on the sixth week of Fall Semester and Spring Semester and on the fifth week of the Summer Session. A Progress Report grade of "U" indicates a performance level of "D" or lower. These grades are not permanent and never appear on a transcript, but they are issued to help students understand their academic performance in each of their courses and obtain academic help from the faculty and the many academic support services available on campus.

4. Students shall not be penalized if they cannot attend instructional, lab, or examination sessions that are not institutionally scheduled in accordance with the standard protocols.

5. Students shall have the opportunity to review graded material in a timely fashion and with reasonable access to grading instruments and/or grading criteria for individual assignments, projects, or exams.