### A. Grades

- The letter grades used in the calculation of grade-point average (GPA) are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>Four</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>Three</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>Two</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>One</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Zero</td>
</tr>
</tbody>
</table>

- The following grades are used under special conditions and are not included in the calculation of grade-point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>V</td>
<td>No credit earned. The &quot;V&quot; grade is used when a student audits a course.</td>
</tr>
</tbody>
</table>

- The following grades are used in the cases indicated and are not included in the calculation of grade-point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete. The &quot;I&quot; grade is used when, for reasons beyond her/his control and deemed acceptable by the instructor, a student whose academic performance had been satisfactory becomes unable to fulfill a course's requirements. If the student's academic performance had been so poor as to preclude her/his passing, the instructor shall assign the grade of &quot;F&quot;. Regulation VII., &quot;Deficiencies,&quot; outlines the removal of the &quot;I&quot; grade. See the Registrar's Office website for more guidance on the use of the Incomplete grade under Incomplete grade page under the Faculty section.</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported. The &quot;NR&quot; grade is used when, by no fault of the student, the instructors fails to submit grades before the deadline.</td>
</tr>
<tr>
<td>IJ</td>
<td>Incomplete Judicial. The &quot;IJ&quot; is used when academic misconduct has been reported in a class and the investigation is being conducted. It is a placeholder grade that is changed to a permanent grade as determined by the outcome of the investigation. It remains in place until the charges are adjudicated and a proper final grade is determined and assigned.</td>
</tr>
</tbody>
</table>

- Final grades are reported to the Office of the Registrar at the end of each academic term.

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

• If a final course grade is believed to be erroneous, the student should
contact the professor as soon as possible. In general, no change of
grade will be made after the end of the student's next academic term
in residence.

B. Academic Average

The "academic average," or grade-point average (GPA), is the ratio of total
quality points earned to total credit hours attempted.

When a student passes a course, she/he receives the designated number
of credit hours; at the same time, she/he receives a certain number of
quality points, based on the letter grade earned. Multiply the number of
credit hours designated to the specific course by the numerical value of
the letter grade earned to determine the number of quality points earned.
Letter grades carry the following numerical values:

- "A" = 4
- "B" = 3
- "C" = 2
- "D" = 1

For example, when a student earns a letter grade of "C" in a 3-credit-hour
course, she/he receives 6 quality points.

Grade-point averages are truncated after two decimal places.

A student who repeats a course for which the student has previously
received credit (either by class work at the Institute, through AP/IB credit,
or credit transferred from another school) forfeits the original credit in
the event the student should fail the course on a subsequent attempt.
Where a course has been repeated, both the original and subsequent
grades are included in the average, but the credit is counted only once.
The academic average includes all subsequent attempts, unless a grade
substitution request has been approved and processed.

If a student takes the same course more than once, any later grade
does not replace any earlier one. The academic average includes both
attempts, unless a grade substitution has been approved and processed.

If a student takes a course on a Pass/Fail basis, the course is not
included in their academic average.

For undergraduate students, the academic average is calculated by
summing the number of quality points earned by the student for all
courses in which they have enrolled as an undergraduate and dividing
this sum by the number of credit hours designated to all courses in which
they have enrolled as an undergraduate.

For graduate students, the academic average includes only the courses
in which the student has enrolled after her/his entrance into the graduate
division.

C. Grade Substitution

Undergraduate students may repeat courses for grade substitution
according to the following set of criteria. If these conditions are not met,
the general policy governing repeated courses applies.

a. Undergraduate students may repeat for grade substitution up to two
GT courses with posted letter grades of D or F. These courses will be
excluded from calculation of their cumulative grade point average.

b. A course can be taken for grade substitution only once and must
be repeated within one calendar year. Students who completed the
Georgia Tech course prior to matriculating as first-year, degree-
seeking undergraduates (e.g., joint/dual enrollment or in a non-degree
seeking status) have one calendar year from their matriculation date
to repeat the course.

c. A course is not eligible for grade substitution if the student was found
responsible for any academic misconduct in that course regardless of
how many times it is repeated.

d. Grades excluded under previous Institute rules (such as the Grade
Substitution policy that was in effect up until 2019) count toward the
maximum two courses allowed for substitution.

e. Once a grade substitution is posted, the student cannot remove the
exclusion or change it to another course at a later date. A student
cannot request a grade substitution after they have graduated.

f. The application for grade substitution must be filed with the
Registrar’s Office no later than the deadline for withdrawing from a
course during the student’s next term of enrollment after the course
is repeated.

h. Students should not submit the form during the term they are
repeating the course.

The original grade and the repeated grades will all appear on the official
transcript. Once a grade substitution is applied to a course, the credit
hours attempted and earned on the course will be removed from the
calculation of the cumulative grade point. Excluded courses and hours
will continue to be counted in calculations of satisfactory progress, for
financial aid eligibility, and for tuition.

Students should be aware that many graduate and professional schools
recalculate grade point averages in the process of considering an
applicant for admission to such programs. This recalculation may include
restoring the grades of the repeated classes and their effects on the
cumulative grade point average.

The grade substitution policy (including, but not limited to, course
eligibility, number of courses, time limits, and deadlines) is not subject
to exceptions and may not be petitioned to the Undergraduate Institute
Curriculum Committee.

Download Form

Frequently Asked Questions about the Grade Substitution Policy