GRADUATE POLICIES AND
REGULATIONS

The Institute Graduate Curriculum Committee, with the approval of the
Academic Faculty Senate, is responsible for establishing academic policy
for the graduate programs; however, final authority rests with the Senate.
This committee reserves the right to change requirements for degrees as
may be appropriate. Students enrolled at the time such changes appear
in the Catalog have the privilege of following either the requirements
stated in the Catalog effective the semester in which they enrolled or the
requirements in the Catalog that records the change.

This catalog records the institute-wide policies and regulations that
govern the graduate programs. Schools may make additional rules
concerning their programs and the pursuit of their degrees, but such rules
may not contradict Institute policies and regulations.

Transfer Credit

A student may not apply for transfer credit until after matriculation at
Georgia Tech. The courses to be transferred would typically be those
appearing on the approved program of study form for the masters degree.
A doctoral student normally does not request transfer credit. The rules
relative to and the process for obtaining transfer of credit for graduate-
level courses are as follows:

1. Student’s in a master’s degree program requiring fewer than 33
semester credit hours may receive up to six hours of transfer credit
for graduate-level courses taken at an institution accredited by a
Canadian or U.S. regional accrediting board, or at a foreign school
or university that has a signed partner agreement with Georgia
Tech, and not used for credit toward another degree. This ensures
completion of at least one-third of the courses for a degree in
residence at Georgia Tech (applies to programs that are face-to-face
and online format). A student in a master’s degree program requiring
33 semester credit hours or more may receive up to nine hours of
transfer credit for graduate-level courses taken at an institution
accredited by a Canadian or U.S. regional accrediting board, or at a
foreign school or university that has a signed partner agreement with
Georgia Tech, and not used for credit toward another degree. This
ensures completion of at least one-third of the courses for a degree in
residence at Georgia Tech (applies to programs that are face-to-face
and online format). The student must supply a current transcript for
this evaluation.

2. To obtain transfer of credit, the student must complete the following
procedure:
   a. The student will confer with the graduate advisor to ascertain
      whether the courses to be transferred are a logical part of the
      student’s graduate program;
   b. If the courses are appropriate, the student will deliver to the
      school that teaches such courses a copy of the current transcript,
      necessary descriptive materials including catalog descriptions,
      and textbooks used for evaluation. The faculty of the appropriate
      school will determine the equivalent Georgia Tech course and
      the number of credit hours accepted. The faculty member who
      prepares the transfer credit form should have the school chair
      cosign it. The school should then send the form directly to the
      registrar with a copy of the student’s Approved Program of Study
      attached;
   c. If the student wishes to transfer more than the number of hours
      permitted in item one listed above, a petition must be submitted
to the Institute Graduate Curriculum Committee that includes
statements of possible justification for the granting of such a
petition, transfer credit forms, and the recommendation of the
student’s school chair.

3. A joint enrollment student may receive graduate credit for up to one-
third of the hours required for the degree for graduate courses taken
at Emory University or Georgia State University provided that the
following is true:
   a. Georgia Tech does not offer such courses;
   b. The student’s advisor and school chair approve the courses in
      advance and in writing;
   c. The student passes the courses with a C or better. Advance
      approval is satisfied when the courses appear on the student’s
      proposed Program of Study.

4. A student may not receive transfer credit from universities outside
the United States and Canada unless the courses were taken at a
foreign institution or university that is accredited by a Canadian or
U.S. regional accrediting board or has a signed partner agreement
with Georgia Tech. In any other case, an international student can
obtain credit for courses previously taken but not applied toward
another degree by filling out an Examination for Advanced Standing
Authorization Request Form, paying the appropriate fee at the
Bursar’s Office, and passing the examination for advanced standing.
The school or college that normally teaches the equivalent course will
administer any necessary examinations.

Staff Members

No staff member beyond the rank of instructor in a school may work for
a master’s degree in that school. No new staff member with the rank of
assistant professor in a school may work for a doctoral degree in that
school.

General

A student who wishes to withdraw her/his name from the rolls of degree
candidates must formally withdraw the Online Application for Graduation
before the end of the seventh week of the semester (or fourth week of the
summer term). This privilege will be extended to a degree candidate only
once.