

V. GRADES / AVERAGE

A. Grades

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

Letter Grade	Explanation
A	Excellent. Four quality points.
B	Good. Three quality points.
C	Satisfactory. Two quality points.
D	Passing. One quality point.
F	Failure. No quality points. If the course is required, the student must repeat it.

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

Letter Grade	Explanation
S	Satisfactory
U	Unsatisfactory
V	No credit earned. The "V" grade is used when a student audits a course.

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

Letter Grade	Explanation
I	Incomplete. The "I" 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 "F." Regulation VII., "Deficiencies," outlines the removal of the "I" 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.

W	Withdrawal without Penalty. Withdrawals from individual courses without penalty are not permitted after 60 percent of the academic term has passed, as specified by the official Academic Calendar, except in cases of hardship, as determined by the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate. Withdrawal from the Institute is not permitted after 60 percent of the academic term has passed, except in cases of hardship, as determined by the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate. With the exception of part-time graduate students, those who withdraw from the Institute and receive all grades of "W" customarily will not be permitted to enroll in courses in the next succeeding academic term. Regulation VII., "Withdrawal and Readmission," outlines the Institute's policies on readmission. 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 informed decisions about withdrawing.
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NR	Not Reported. The "NR" grade is used when, by no fault of the student, the instructors fails to submit grades before the deadline.
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IJ	Incomplete Judicial. The "IJ" 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.
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- 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.

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 her/his 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 she/he has enrolled as an undergraduate and dividing this sum by the number of credit hours designated to all courses in which she/he has 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

This policy is known as "freshman forgiveness" or "academic forgiveness" at some institutions. No assumptions based on experiences at other institutions should be made about the grade substitution policy at Georgia Tech. Students requesting grade substitutions must follow all steps outlined below.

1. First-time freshman students who receive a grade of "D" or "F" in a course within their first two academic terms in residence (first three academic terms for those who begin in the Summer Session for Freshmen) are eligible to repeat the course and have the original grade excluded from the calculation of the academic average. Grade

substitution may be used only once per course, with a maximum of two courses in total.

2. The course must be repeated at Georgia Tech within the student's first four academic terms in residence (first five academic terms for those who begin in the Freshman Summer Session). The Application for Grade Substitution must be filed with the Office of the Registrar no later than the Withdrawal Deadline of the student's next term in residence after the course is repeated.
3. The first attempt of the course and its final grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in calculation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. 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.
6. 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 (http://registrar.gatech.edu/docs/catalog/GRADE_SUBSTITUTION_FORM.pdf)