V. GRADES / AVERAGE

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>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent. Four quality points.</td>
</tr>
<tr>
<td>B</td>
<td>Good. Three quality points.</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory. Two quality points.</td>
</tr>
<tr>
<td>D</td>
<td>Passing. One quality point.</td>
</tr>
<tr>
<td>F</td>
<td>Failure. No quality points. If the course is required, the student must repeat it.</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>
</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 reported to the Office of the Registrar at the end of each academic term.
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 once only. 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.

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.

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.

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.

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 (https://registrar.gatech.edu/info/grade-substitution-form)

Frequently Asked Questions about the Grade Substitution Policy (https://registrar.gatech.edu/faq-about-grade-substitution-policy)