

IX. SCHEDULING

A. General

1. All previously scheduled coursework takes precedence over newly scheduled material. Therefore, all work that is incomplete from a previous term should be completed, or arrangements to complete it should be made prior to placing emphasis on new coursework.
2. Students must follow the approved curriculum of the academic school in which they are registered. Students who do not follow the approved curriculum may be denied registration privileges.
3. Each student is strongly advised each term to schedule all prerequisite courses. A student who has not completed the stated prerequisites for a course but believes she/he has the necessary knowledge to fulfill prerequisite requirements should contact the department of instruction.
4. The completion of incomplete work from a previous term and the scheduling of out-of-sequence courses are the responsibility of the student, and, consequently, she/he will be held accountable. The number of scheduled credit hours allowed for an academic term may be adjusted to take into consideration the amount of incomplete work remaining regardless of the student's academic standing.
5. Students may not repeat courses on a letter-grade basis in which the grade of "B" or higher has been earned previously.
6. Subject to approval by a faculty advisor, a course may be taken more than once for academic credit. All grades and hours will count in determining the student's grade-point average (GPA), but the course will be counted only once for credit toward a degree.
7. See Regulation X, "Pass/Fail Grading," (<http://catalog.gatech.edu/rules/10>) for the Institute's rules regarding courses taken on a Pass/Fail basis.

B. Academic Load

1. Maximum credit hour loads are explained in Regulation VI, "Scholastic Regulations," Section D, "Maximum Schedule Load." (<http://www.catalog.gatech.edu/rules/6/#D>) Any hours above these limits must obtain prior approval from the Undergraduate Institute Curriculum Committee or the Graduate Institute Curriculum Committee, as appropriate.
2. Graduate students must maintain a minimum of three credit hours each academic term. Exceptions to this regulation may be made during the term in which the student graduates.

C. Auditing of Courses

1. The auditing of a course will be permitted for a regularly enrolled student who has obtained the approval of her/his advisor and the departments concerned. Such a course counts at full value in computing the student's course load for an academic term.
2. The grade of "V" (i.e., "Visitor") is earned when a student audits a course. The "V" grade has no effect on a student's grade-point average (GPA).
3. No academic credit is granted for auditing a course.
4. Students are not permitted to change to or from an auditing status except through the regular procedures for schedule change or withdrawal. Any student who does not meet the instructor's requirements for a successful audit will be withdrawn with a grade of "W" assigned at the end of the academic term.

5. Members of the faculty or staff of the Georgia Institute of Technology may sit in on, rather than audit, a course with the permission of the instructor. The permission is granted on a space-available basis in the class.

D. Attending Classes

1. Students may attend only those particular classes for which they are registered and paid.

E. Undergraduate Students Taking Graduate Courses

A senior with a grade-point average (GPA) of at least 2.7 may enroll in a graduate course if she/he obtains permission from the school or department offering the course.

1. Up to twelve credit hours earned as an undergraduate student may count toward earning a master's degree if the following conditions are satisfied.
 - a. The student was in residence at Georgia Tech for at least two semesters before registering for the course(s).
 - b. The student did not apply credit for the course toward a bachelor's degree. Special exceptions may apply in certain schools, as described below.
 - i. If student pursues both a bachelor's and master's at Georgia Tech, and if both degrees are in the same discipline, she/he may apply up to six credit hours of graduate-level credit in the major discipline to satisfying the requirements for both degrees. Because some master's degree programs do not have any unique undergraduate counterpart program, and because some master's programs are offered by several schools, the definition of "discipline" will be broadly interpreted in such cases. To qualify for this option, a student must complete the bachelor's degree with a cumulative grade-point average (GPA) of 3.5 or higher, and she/he must complete the master's degree within a two-year period following the award date of the bachelor's degree.

F. Graduate Students Taking Undergraduate Courses

Graduate students who wish to take a 1000- or 2000-level course must obtain a permit from the department teaching the course. The student must have the department of instruction enter a permit on her/his account, and then come in-person to the Office of the Registrar to have the course added to her/his schedule. Institute policy allows a graduate student to take a 1000- or 2000- level course on a Pass/Fail or audit basis only.