

**Student Athlete Academic Support Services (SAASS)**  
**2017-18 Handbook**



**Georgia Tech Athletic Association**  
**150 Bobby Dodd Way NW Atlanta, GA 30332-045**

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## **Welcome Letter (Director of Athletics)**

Dear Student-Athlete,

Welcome to the 2017-18 academic and athletic year at Georgia Tech. On behalf of our entire athletics department staff, I want to tell you how proud we are to have you represent our incredible Institute on and off the fields, courts, courses and pool decks.

Georgia Tech student-athletes are unlike any other student-athletes because no other institution like ours competes at the highest level of intercollegiate athletics. You didn't choose the easiest path but I promise you that you chose the one that will best prepare you for success, not just athletically here on The Flats, but in whatever you choose to do in life after graduation.

As a Georgia Tech student-athlete, you have many resources at your disposal to assist with your preparation for success in academics, athletics and life. I urge you to become familiar with them and take advantage of them.

I also urge you to take time to learn our policies for student-athletes and ask your coach or an athletics staff member if you have any questions.

Thank you again for choosing to represent our athletics department and our Institute. I look forward to seeing you achieve great things in all that you do. GO JACKETS!

Together We Swarm,

Todd Stansbury

Georgia Tech Director of Athletics

## Welcome Letter (FAR)

Dear Student Athlete,

Welcome to Georgia Tech! As one of our student-athletes, you hold a special honor. As an athlete you will compete at the highest levels in your chosen sport alongside a cadre of dedicated athletes. As a student, you will pursue an education at one of the finest universities in the world, sharing classrooms and labs with the best and the brightest students you will find anywhere.

This time is a special one in your life, and Georgia Tech is a special place to pursue your future. I encourage you to take advantage of all that this campus has to offer. You will have opportunities for undergraduate research experiences, study abroad opportunities, community organizations, and so much more.

As the Faculty Athletic Representative for Georgia Tech, it is my distinct privilege to represent this Institution to the ACC and the NCAA and to work with the GT Athletic Association to formulate policies and procedures that ensure you are successful in competition, in the classroom, and in life. But more importantly, it is my honor to represent *you*. I am available as a resource to you should you need me. Do not hesitate to reach out to me.

Best of luck in your academic and athletic efforts this year. I look forward to following your successes.

Welcome to our family. Go Jackets!

Sincerely,

Dr. Charles Isbell  
Faculty Athletic Representative  
Professor and Executive Associate Dean College of Computing  
Atlanta, GA 30332-0355  
Phone: 404 385-6491  
Email: [isbell@cc.gatech.edu](mailto:isbell@cc.gatech.edu)  
Web: <http://www.cc.gatech.edu/~isbell/>

## **Mission Statement (SAASS)**

The SAASS staff will provide an open and positive learning environment, while upholding the rules and regulations of the Institute, NCAA, ACC and the Georgia Tech Athletic Association. Our priority is to develop and advise student-athletes, by teaching skills necessary for academics and for life. Our interaction and outreach to the student-athletes, faculty, and staff will be fair, ethical, and extended with utmost respect. This staff will be positive role models, providing all student-athletes a holistic, goal-centered programming approach to college life and their student-athlete experience.

## **Student Athlete Standards of Conduct**

This student-athlete experience will provide an opportunity to develop your potential as a NCAA Division I athlete, at a highly respected Georgia Institute of Technology, and ACC Conference. You will garner exposure in the competitive arena, in the media, in the classroom, in the Atlanta and Georgia Tech community, in the state of Georgia, and nationally. It is imperative that what you do, and the way in which you do it, is done with exemplary behavior. As a Georgia Tech student-athlete you will be responsible for adhering to and obeying the rules, regulations, codes of conduct, and laws of our communities. It is your responsibility to take the time to read, ask questions if you do not understand the rules, codes, and/or expectations provided in this handbook. You will be accountable to comply with all academic policies that Georgia Tech has for all its student.

## **Georgia Tech Athletic Association Student-Athlete Code of Conduct**

### **1. Introduction**

The following policy statement has been adopted and shall be administered by the Georgia Tech Athletic Association (GTAA). GTAA reserves the right to make changes to this policy as needed, and this Policy should not be construed to create a contract between student-athlete and GTAA. The intent of this Code of Conduct is not to supersede any NCAA or Institute policy; nor is it to judge guilt or innocence. It is designed to set standards relating to the athletic association's expectations of how student athletes represent Georgia Tech and outline potential consequences for those who choose not to adhere to these expectations.

Participation in intercollegiate athletics at Georgia Tech is a privilege extended to a gifted few. As the Institute's most visible ambassadors, student-athletes at Georgia Tech are expected to uphold, at all times, high standards of integrity and behavior which reflects well upon them, their families, coaches, teammates, GTAA and Georgia Tech. For the purposes of this policy, "student-athlete" shall mean any student at Georgia Tech who has been declared eligible for practice and/or competition by NCAA standards.

### **2. Student-Athlete Misconduct**

The Georgia Tech Athletic Association (GTAA) has developed the following as a department-wide policy for student-athlete misconduct.

- It is the responsibility of every student-athlete to report to their head coach within twenty-four (24) hours any detainment by a law enforcement agency or criminal charges filed by any agency.
- It is the responsibility of the head coach to report this information to their sport administrator and athletic director within twelve (12) hours of their becoming aware of such legal issues.
- Any student-athlete arrested or charged with a Felony Offense shall be immediately suspended from all athletic related activity until those charges are resolved.
- Any student-athlete arrested or charged with sports wagering, illegal possession of a weapon, or sexual assault shall also be immediately suspended from all athletic related activity until those charges are resolved.

- Any student-athlete arrested or charged with a Misdemeanor Offense shall be referred to the GTAA Conduct Review Panel. The membership and role of this panel is addressed elsewhere in this document.
- Any student-athlete arrested or charged with DUI shall be referred to the GTAA Conduct Review Panel and withheld from not less than the next 10% of scheduled competition.
- Student-athletes facing review exclusively by campus review panels shall not be subject to the above unless those allegations rise to the level of criminal charges of off-campus legal authorities. The GTAA Conduct Review Panel shall monitor the progress of these campus based proceedings.
- None of the above sanctions are meant to supersede the authority or proceedings assigned to other on-campus or off-campus entities.

### 3. Georgia Tech Athletic Association (GTAA) Conduct Review Panel

A review panel established by the Athletic Director will be utilized to monitor the implementation of the conduct policies, identify trends, and serve as a judicial committee under specifically defined circumstances. The panel will include, but not be limited to sport administrators, deputy athletic director, associate athletic director for compliance and the Faculty Athletic Representative (FAR). The panel would meet throughout the school year as well as when a special case warrants their deliberation.

Specifically, the Conduct Review Panel will convene and impart their rulings when:

- A student-athlete is subject to a “second step” sanction, DUI, & misdemeanor charges. The panel will review the full scope of the student-athlete’s performance at Georgia Tech with the purpose of considering the appropriateness of expanding the scope of policy sanctions.
- A student-athlete is eligible to return to competition following sanctions to insure that full compliance has been achieved.
- The GTAA Conduct Review Panel will prepare an annual report on all aspects and activity associated with these conduct policies and the educational programs designed to support positive student-athlete behavior. This report will be submitted to the Athletic Director and President.

### 4. Appeals

Student-athletes subject to sanctions that result from violations of the student-athlete code of conduct may appeal such sanctions to the Director of Athletics. The request for such an appeal must be made in writing within three business days following the ruling.

The student-athlete may have an advisor, or any representative other than an attorney, if the student so desires. However, the student-athlete must present their own case. The foundation of the appeal shall be based on new evidence, misapplication of policies, or extraordinary deviation from sanction precedent. The ruling by the Director of Athletics shall be final. Sanctions being appealed shall remain enforced while the appeal is considered.

## Academic Integrity

Academic Integrity is defined as earning credit honestly through your own efforts. Academic Integrity should be the number one priority for student-athletes, as the sanctions for violating, and for all students, are punitive and may result in Suspension from the Institute.

The most common forms of academic dishonesty are the following:

**Plagiarism.** Plagiarism is the act of taking ideas, writings, or visual art of another person, including a tutor, and presenting them as your own. In writing, this could take the form of word-for-word copying, paraphrasing, or even taking the structure of someone else's work and presenting it as your own. In visual arts, this could take the form of copying ideas, actual structures, or entire works and presenting them as your own. If unsure, present your work to your Professor or a tutor in the Communications Lab and ask for help.

**Cheating on exams.** This could take the form of having someone else take the exam for you, looking on someone else's exam or allowing someone access to yours, using electronic devices, and taking crib notes into the exam.

**Cheating on Assignments and Unauthorized Collaboration.** Copying another person's work, working too closely with a tutor or another student, giving your work to another student, splitting tasks on an assignment that is clearly NOT designed as a collaborative one, turning in the same work for two different classes, and buying or borrowing papers. Pitfalls can happen, especially in the computer lab. Do not leave work saved in the lab.

## Use Tutors and Computer Lab Responsibly

Your tutor will ask what your concerns are, and what you do not understand, and then you will be working together to pinpoint and solve the problem or gain further clarity with the course material. You will need to have gone to class, done the reading and have texts and course materials with you to have a productive and efficient session. Tutors will not be doing the work for you but will be helping you with strategies for more efficient learning. Think of the tutor as a facilitator for your active learning, never as someone who will give you answers while you sit passively. Please let us know if someone other than our staff tutors is tutoring you. For you and our protection, we need to make sure that they are following our guidelines to protect the integrity of all participants.

## ACADEMIC FRAUD

The NCAA has defined academic fraud as knowledge of involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, fraudulence in connection with entrance or placement examinations or any special arrangement regarding academics by an institutional employee. Examples of academic fraud include, but are not limited to:

- A professor giving a student-athlete a grade he or she did not earn.
- A tutor or other athletics department representative completing work the student-athlete is responsible for completing.
- Someone completing correspondence coursework for a student-athlete.
- Someone taking a placement exam for a prospective or enrolled student-athlete.

## **Georgia Tech Honor Code and Student Code of Conduct**

**Academic Honor Code:**

<http://www.policylibrary.gatech.edu/student-affairs/academic-honor-code>

**Academic Misconduct Processes:**

<http://osi.gatech.edu/content/15/academic-misconduct>

**Alleged Academic Misconduct Video:**

<http://osi.gatech.edu/content/99/academic-misconduct-video>

**Academic Misconduct Sanctioning Guidelines:**

[http://osi.gatech.edu/uploads/files/Academic\\_Sanction\\_Guidelines.pdf](http://osi.gatech.edu/uploads/files/Academic_Sanction_Guidelines.pdf)

## **GEORGIA TECH HONOR CHALLENGE STATEMENT**

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.

### **ARTICLE I: HONOR AGREEMENT**

Having read the Georgia Institute of Technology Academic Honor code, I understand and accept my responsibility as a member of the Georgia Tech community to uphold the Honor Code at all times. In addition, I understand my options for reporting honor violations as detailed in the code.

### **ARTICLE II: HONOR CODE**

#### **Section 1. Statement of Purpose**

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide the students with a high-quality education while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a student Honor Code at Georgia Tech.

#### **Section 2. Objectives**

An Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at Georgia Tech lies with them.
- Prevent any students from gaining an unfair advantage over other students through academic misconduct.
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community.
- Clarify what constitutes academic misconduct among students at Georgia Tech and what is expected of them by the Institute, the faculty, and their peers.
- Cultivate an environment at Georgia Tech where academic dishonesty is not tolerated among the students.
- Secure a centralized system of education and awareness of the Honor Code.



### Section 3. Student Responsibilities

Students are expected to act according to the highest ethical standards. The immediate objective of an Honor Code is to prevent any students from gaining an unfair advantage over other students through academic misconduct. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

- Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
  - Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);
  - False claims of performance or work that has been submitted by the claimant;
  - Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;
  - Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
  - Forgery, alteration, or misuse of any Institute document relating to the academic status of the student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor.



## NCAA Progress-Toward-Degree & Credit Hour Requirements

### Progress-Toward-Degree Requirements

Academic Requirements	Entering 2 <sup>nd</sup> Year (3 <sup>rd</sup> fulltime semester)	Entering 3 <sup>rd</sup> Year (5 <sup>th</sup> fulltime semester)	Entering 4 <sup>th</sup> Year (7 <sup>th</sup> fulltime semester)	Entering 5 <sup>th</sup> Year (9 <sup>th</sup> fulltime semester)
Regular Academic Term	6 semester hours of credit	6 semester hours of credit	6 semester hours of credit	6 semester hours of credit
Regular Academic Year	18 semester hours of credit	18 semester hours of credit	18 semester hours of credit	18 semester hours of credit
Degree Credit	Credits accepted toward any degree offered at the institution	Credits used must go toward the designated degree	Credits used must go toward the designated degree	Credits used must go toward the designated degree
Percentage of Degree	24 hours of credit	40%	60%	80%
Grade Point Average	90% of minimum GPA for graduation - 1.8	95% of minimum GPA for graduation- 1.9	100% of minimum GPA for graduation- 2.0	100% of minimum GPA for graduation- 2.0

\*Football student-athletes must successfully complete at least nine semester hours during the fall term shall not be eligible to compete in the first four contests against outside competition in the following playing season.

\*Baseball student-athletes who are academically ineligible at the beginning of fall term and fail to meet the requirement based on the student-athlete's academic record in existence at that time shall not be eligible during the remainder of the academic year.

## Highlights of New Legislation Effective August 1<sup>st</sup>, 2017

**Minor/Certificate (2016-66):** To specify that credit hours earned or accepted toward a minor may be used to satisfy credit-hour requirements after the first two years of enrollment, provided the minor is officially designated by the student-athlete by the beginning of the applicable term.

Further, to specify that credit hours earned or accepted toward an undergraduate certificate program may be used to satisfy credit-hour requirements after the first two years of enrollment, provided the program requires a minimum of nine credit hours to complete, is only available to regular, degree-seeking undergraduate students and SA officially designates the program by the beginning of the applicable term.

**Internship/Co-op (2016-69):** To specify that the 18 semester hour requirement may be prorated at nine hours for each term the student-athlete is enrolled in a cooperative educational work experience (e.g., co-op, internship, practicum, student teaching) or institutionally approved study-abroad program, as specified.

**Graduate Student/Post-Baccalaureate (2016-67)** - To specify that, in order to maintain eligibility, a graduate student-athlete must successfully complete a minimum of six semester or quarter hours of academic credit from course work that meets graduate program requirements during each regular academic term in which he or she is enrolled full time as a graduate student; further, to specify that a graduate student-athlete or a post-baccalaureate student-athlete who is enrolled in a specific degree program must earn six hours of academic credit applicable toward his or her designated degree program.

## II. Student Athlete Academic Support Services Overview and Structure Staff (SAASS)

The SAASS staff brings strong educational and counseling backgrounds to a program that is regarded as an important complement to the various Institute advising, counseling, and academic resources. The SAASS staff include the following:

Associate Athletic Director  
Assistant Athletic Director  
Assistant Director  
Academic Support Coordinator  
Peer and Lead Tutors  
Learning Skills Tutors

Five delineated “communities” of academic structure. Each community supervised by an Assistant Director with a staff of Academic Support Coordinators:

1. Two Assistant Director(s) MFB – Three Academic Support Coordinators
2. Assistant Director MBB, MGO, WVB – One Academic Support Coordinator
3. Assistant Director WBB, WTE, WSB – One Academic Support Coordinator
4. Assistant Director MBA, MGO, MTC, WTC, WSW, MSW, MTE - Two Academic Support Coordinators
5. Assistant Director – Academic Programs – One Tutoring Assistant

The SAASS staff work closely with Institute faculty, advisors, and academic support administrators in providing additional assistance in addressing the distinctive challenges encountered by student-athletes. The SAASS staff offers valuable assistance in a variety of areas including:

- Georgia Tech academic policies and procedures
- Educational and career goals clarification
- Academic and graduation (and post-graduation) planning
- Declaration of majors
- Skills development and learning support
- Time management and academic support structure for success
- Referrals to Institute resources
- General strategies for succeeding at Georgia Tech

## **Facilities**

The Georgia Tech Athletic Association's Edge Building houses the SAASS staff and provides resources in the Hearn Academic and Technology (Tech) Centers. The Centers are open daily from the first day of classes through the last day of final exams. The Hearn Center, located on the third floor of the Edge Athletics Center, houses the SAASS staff and tutoring rooms. The academic support staff includes 15 full time staff members, approximately 75 tutors, cross-curriculum (Lead) tutors, transition/learning tutors, and Tech Center monitors. The Tech Center, approximately 46,000 square feet of academic support space, is used by student-athletes for quiet and personal study, group tutoring, Academic Support Coordinator sessions, and team study-hall. A computer lab equipped with docking stations, desktop computers, and printers with full Wi-Fi access is designed to promote collaborative activities in a flexible, user-centered environment. The Tech Center boasts a quiet reading room, individual study kiosks, a retractable screen for presentation facilitation, whiteboards, and user friendly furniture.

## **Hours of Operation Fall & Spring**

### **Hearn Academic Center: 3<sup>rd</sup> Floor of Edge Building**

Monday – Thursday	8:00 AM – 9:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	Closed
Sunday	5:00 PM – 9:00 PM

### **Technology Center: Ground Floor of Edge Building**

Monday – Thursday	8:00 AM – 9:00 PM
Friday	8:00 AM – 2:00 PM
Saturday	Closed
Sunday	5:00 PM – 9:00 PM

## **EXCEL @ TECH**

This is the core academic support program for our Georgia Tech student-athletes. All new student-athletes will participate in this transition support program as well as student-athletes needing this structure throughout their academic career. Excel @ Tech emphasizes individualized learning and support structures for our student-athletes. It incorporates an intensive Assistant Director and Academic Support Coordinator mentorship, monitoring of academic progress in courses, faculty communication, emphasis on progress towards degree, communication, and tutorial

assistance. These collective elements provide our student-athletes with the tools and resources for academic success, persistence, and graduation from Georgia Tech.

Core components of the EXCEL @ TECH Program:

- A program that provides academic support, mentoring, and guidance
- Student-athlete is assigned a GTAA Academic Support Coordinator and Assistant Director.
- Program includes individualized academic study plans and structure of support which may include tutorial services, Academic Support Coordinator sessions, study hall, and campus resource referrals.
- Student-athletes are provided time management schedule which incorporate all athletic/academic requirements.
- Academic staff maintains continuous contact and communication with student-athlete, Head Coach, and professors.
- Includes intervention plans as needed.
- Monitors and assists with compliance/completion of course requirements.
- Monitors travel/competition conflicts and excused class misses.
- Campus resource referrals and Total Person Program developmental resources.
- Weekly meetings with Head Coach (or Academic designee).
- Tutorial assistance available for individuals, small groups, and large groups

## **Teamworks**

The GTAA has contracted to work with Teamworks for the upcoming academic year. Teamworks is a leading provider of collaboration software for athletic organizations based in Durham, NC. Founded in 2004 by former Duke Football player Zach Maurides, Teamworks has helped athletic teams, departments, and organizations across the country improve the way they share information and communicate.

**TEAMWORKS**

## Staff Directory

Staff Member	Division	Email	Phone
Phyllis LaBaw	Student Athlete Academic Support Services	<a href="mailto:plabaw@athletics.gatech.edu">plabaw@athletics.gatech.edu</a>	404-803-8950
Associate Athletic Director			
Christopher Breen	Student Athlete Academic Support Services	<a href="mailto:cbreen@athletics.gatech.edu">cbreen@athletics.gatech.edu</a>	646-879-4487
Assistant Athletic Director			
Michael Woo	Tutoring & Football	<a href="mailto:mwoo@athletics.gatech.edu">mwoo@athletics.gatech.edu</a>	404-213-7083
Assistant Director			
Whitney Burton	Men's Basketball, Women's Volleyball, Men's Golf	<a href="mailto:wburton@athletics.gatech.edu">wburton@athletics.gatech.edu</a>	404-368-8230
Assistant Director			
Mary Olszewski	Men's Basketball, Women's Volleyball, Men's Golf	<a href="mailto:molszewski@athletics.gatech.edu">molszewski@athletics.gatech.edu</a>	330-646-5615
Academic Support Coordinator			
Amanda Brown	Women's Basketball, Women's Tennis, Softball	<a href="mailto:abrown@athletics.gatech.edu">abrown@athletics.gatech.edu</a>	214-709-6958
Assistant Director			
Sunsea Williams	Women's Basketball, Women's Tennis, Softball	<a href="mailto:swilliams@athletics.gatech.edu">swilliams@athletics.gatech.edu</a>	574-387-8562
Academic Support Coordinator			
LaToya Ballard	Men's/Women's Track and Cross Country, Men's/Women's Swimming and Diving, Baseball, Men's Tennis	<a href="mailto:lbballard@athletics.gatech.edu">lbballard@athletics.gatech.edu</a>	470-298-6045
Assistant Director			
Cameron Allen	Men's Track & Cross Country, Men's/Women's Swimming & Diving	<a href="mailto:callen@athletics.gatech.edu">callen@athletics.gatech.edu</a>	662-380-6979
Academic Support Coordinator			
Reid Ferrin	Baseball, Women's Track & Cross Country, Men's Tennis	<a href="mailto:rferrin@athletics.gatech.edu">rferrin@athletics.gatech.edu</a>	816-695-4651
Academic Support Coordinator			
Brandon Pottebaum	Football	<a href="mailto:bpottebaum@athletics.gatech.edu">bpottebaum@athletics.gatech.edu</a>	712-348-0651
Assistant Director			
Rudy Wilson	Football	<a href="mailto:rwilson@athletics.gatech.edu">rwilson@athletics.gatech.edu</a>	386-589-4073
Senior Academic Coordinator			
Kiara Collins	Football	<a href="mailto:kcollins@athletics.gatech.edu">kcollins@athletics.gatech.edu</a>	770-547-8032
Academic Support Coordinator			
Joe Miller	Football	<a href="mailto:jmiller@athletics.gatech.edu">jmiller@athletics.gatech.edu</a>	404-769-8586
Academic Support Coordinator			

## **Academic Support Coordinators**

**The Academic Support Coordinator's Role:** All student-athletes will have a dedicated Academic Support Coordinator or Assistant Director whom will provide an additional layer of educational support to assist with techniques for managing their studies and facilitate a positive transition from high school to college. Priority is to lead the student-athlete to independent learning with clear understanding this is key for academic success.

The Academic Support Coordinator will:

- Recognize and values each student-athlete as an individual with unique skills, talents, strengths, and weaknesses.
- Identify areas in need of development while encouraging the continued growth of established skills.
- Maintains an intensive, goal and task oriented relationship with the student-athlete.
- Creates a safe, positive learning environment whereby the student athlete is free to express opinions and ask questions.
- Uses positive reinforcement and constructive criticism to shape academic growth.
- Promotes independence by imparting relevant skills and information and developing self-confidence.
- Empowers the student-athlete to make appropriate decisions.
- Measures success by the academic and personal progress of each student-athlete.
- Refer, as necessary, to additional support services and professionals on campus.

## **Tutoring**

Peer tutoring is available to all student-athletes. Tutoring should be viewed as a supplement to the instructors' lessons and the student's own hard work. Currently, subject tutoring is offered in the majority of undergraduate courses with exception of English and Computer Science programming courses. Tutoring is available six days per week and through final exams. Peer tutoring is offered in either one-on-one or in a small group tutorial setting.

Peer tutors are Georgia Tech students who have been recommended (often by our GT faculty), selected, trained, and designated to offer educational services to their peers (student-athletes), as well as working professionals with tutoring or education backgrounds. New tutors are certified through the College Reading & Learning Association (CRLA). Tutoring Certification requires all new tutors to satisfy the following:

Peer tutors enroll in a specific course (CETL 2001) designed to include all topics necessary to achieve CRLA Level 1 Certification. Through this training, tutors become adept at effectively assisting students, while building their own workplace competencies.

Requirements for CRLA certification include:

- A minimum of 10 hours of tutor training per semester for each tutoring level
- 25 hours of actual tutoring per level

Athletics tutoring is not focused on a student-athlete's eligibility; rather key priority is providing student-athletes with resources to succeed in their courses and at the Institute.

**Requesting Tutoring:**

All student-athletes must fill out a tutor request form for any course they wish to receive peer tutoring. The request form can be completed on-line at <http://www.ramblinwreck.com/ot/saass-tutoring.html> or with their Academic Support Coordinator or Assistant Director. Sessions are scheduled after the first week of classes and continue through the final exams. Tutorial assignments are arranged on an appointment basis and will be conducted in the Hearn Academic Center's tutorial facilities or in our designated study hall areas. Once a tutor is requested, the student-athlete should check his/her Institute email account regularly. Tutor sessions will not be conducted outside of the Hearn Academic Center premises.

If a tutor fails to maintain the following level of responsibility please report your concerns to our Assistant Director for Tutoring, the Associate AD of SAASS, or our Compliance staff.

**Role & Responsibilities of the Tutors:**

- Major responsibility of peer tutors is to assist students with *how to learn* college-level content.
- Assist student-athletes in developing intellectual competence through subject-centered tutoring.
- Help the student create realistic and content driven academic goals.
- Promote active learning through methods that help student-athletes understand and remember difficult content.
- Demonstrate knowledge of subject area.
- Encourage reading and study strategies student-athletes may implement in their learning process.
- Report the student-athletes preparation for sessions whether positive or negative.
- Participate in training sessions.

All tutoring sessions will be followed-up with a written report by the tutor and will record if any one of the expectations is not met. It is your responsibility to be accountable for and with this level of support:

**Expectation of Student-Athletes in Tutoring:**

- Tutoring is a privilege, not a right.
- Tutor sessions are not a substitution for class attendance. If a student-athlete does not attend class, he/she will not receive tutoring.
- Show respect for the tutor and expect the same in return.
- Student-athletes should not communicate directly with a tutor reschedule or change sessions – all scheduling must go through your Academic Support Coordinator or Assistant Director who will work closely with the Assistant Director Academic Programs.
- Socializing with tutors outside of the office (e.g., attendance at private parties or social events) is not allowed as is dating or fraternizing with tutors.
- Student-athletes should come prepared for all tutoring sessions by bringing all books, course materials, and homework needed for the session. If a student-athlete does not come prepared, it will be considered a no show. This information is sent to the Assistant Director and Academic Support Coordinator and forwarded to the Head Coach.
- Student-athletes must wait 15 minutes for each scheduled appointment with a tutor. If the tutor is late or fails to show up, the student-athlete should inform the Assistant Director for Tutoring, or SAASS staff covering tutoring, and your Assistant Director or Academic Support Coordinator immediately.
- Assistant Director for Tutoring tracks attendance daily.



- If a student-athlete fails to show up for scheduled tutoring session within 15 minutes of scheduled start time, it is documented as an unexcused absence.
- If a student-athlete is assigned to a study group, he/she is required to attend all weekly appointments. Failure to consistently attend a scheduled study group will result in a no show.
- More than two no shows and/or unexcused absences excuse SA from tutoring. See Cancellation Policy below.
- Coaches will be informed of all no-shows and late cancellations and will administer the consequences.
- If a student-athlete needs to cancel an appointment due to an emergency, he/she should contact the Assistant Director for Tutoring, in addition to the Academic Support Coordinator or Assistant Director.
- Total Person Program conflicts should be addressed, first, with your Academic Support Coordinator or Assistant Director.
- Cancel tutoring for a course that has been dropped immediately after the process has been completed.

### **Tutor Cancellation Policy:**

For sessions that begin between 8:00am-5:00pm, a student-athlete can cancel up to 5:00pm the previous day of the session.

For sessions that begin at 6:00pm or later, a student-athlete can cancel up to 12:00pm on the same day of the session.

For Sunday sessions, a student-athlete can cancel up to 5pm on the Friday leading up to the weekend. Anything after that time will need to be communicated directly with their Assistant Director and handled on a case-by-case basis.

### **No-Show and Tardy Policy**

Student-athletes are considered “tardy” if they are more than five minutes late to their session. Two “tardies”= one “no-show”. In addition, a student-athlete is considered a “no-show” if they are more than 15 minutes late to their session. After two-shows, a student-athlete will be removed from their session for the remainder of the semester.

### **Appeal process**

After a student is removed from tutoring due to the no-show policy, they can appeal by writing a letter explaining why they want to be reinstated into tutoring. They will also have to meet with their coach and academic staff member before reinstatement is considered.

### **Lead Tutors:**

Study Hall Leaders, aka “Lead Tutors” promote a collaborative learning environment for student-athletes in a required study hall time period. Student-athletes are assigned to study groups monitored by Lead Tutors. Study groups are small with six to eight student athletes in each group. Lead Tutors maintain each study group and serve as academic specialists and content tutors. Often serve as a general tutor in history, natural/physical sciences, social sciences, humanities, or math.

### **Tech Center Monitors:**

Tech Center Monitors oversee usage and productivity of the center, while ensuring that proper protocol is followed and an environment of conducive academic support is maintained.

Student-Athlete Expectations:

- Must have Buzz Card to check-in to document time in GradesFirst. Entry and use is prohibited without Buzz Card.
- No food or drink allowed! (Secured-top water bottles acceptable).
- Respect of each other with music (even with headphones) kept at level in which only listener can hear.
- Inappropriate web searches, downloads, gaming, Facebook, and Twitter are prohibited.
- Cell phone use and conversations not allowed in Tech Center.
- Report to Tech Center Monitor computer issues, printer errors, software updates, and internet access.
- At the end of your session, please check your station for cleanliness, delete all saved work and log out completely of LAWN.

### **Additional Layer of Support:**

The GTAA has contracted with GT Language Institute to provide Advanced Reading and Transition Support skills for an identified cohort of student-athletes.

### **Keeping Pace Academically – use all GT Support:**

Keeping pace academically will require utilizing ALL of the resources at your avail. Current student-athletes consistently seek assistance from a variety of campus tutoring programs. These programs, free and open to all enrolled GT students, specifically focus on freshman and sophomore core classes.

## **Center for Academic Success**

**Our vision** is to provide exemplary academic support programs and services that enrich the learning experience of undergraduates within an engaging and welcoming environment.

**Our mission** is to support undergraduate students in their efforts to achieve their academic goals, develop into self-regulated learners, and thrive within Georgia Tech's rigorous and academically challenging environment. To accomplish this mission, we:

- Implement diverse types of course-related academic support, such as peer tutoring, supplemental instruction, and collaborative study groups.
- Assist students in the transition to college-level work and the academic environment of Georgia Tech.
- Identify and support students who are in academic distress or who are not meeting their own academic expectations.
- Collaborate and partner with faculty, advisors, and administrators to coordinate a campus-wide network of academic support.
- Support the operation and vision of Clough Commons to enhance undergraduate teaching and learning.
- Foster a sense of community among students through shared learning experiences.
- Provide leadership, professional development, and mentoring opportunities for undergraduates interested in helping their fellow students.

Additional information can be found at the Center for Academic Success website:

<http://www.success.gatech.edu/tutoring>.

Check out the G. Wayne Clough Undergraduate Learning Commons, and the Center for Academic Success Suite 283 however, list of tutoring includes:

- 1-to-1 Tutoring: appointment based tutoring offered by the Center for Academic Success.
- Commons Tutoring: Help Desk is drop-in tutoring that occurs on the 2nd floor of the Clough Commons and includes the Math Lab, Chemistry, Physics, and CS 1371 Help Desk.
- Communication Center (CommLab) is located on the 4th floor of the Clough Commons and provides tutoring in communication-related assignments or projects regardless of discipline.
- Learning Assistance Program (LAP) is drop-in tutoring for freshman and sophomore courses that is offered by Residence Life and occurs during evenings in several of the freshman residence halls.
- OMED offers tutoring and a variety of academic support services, including Concept Classes.
- Shell Mechanical Engineering (ME) Tutoring Program is offered by the School of Mechanical Engineering and provides tutoring for a variety of ME courses.

### **English & Writing Help**

Peer tutors are **not** permitted to provide writing or English support for student-athletes. All student-athletes will be referred to the Communication Center (<http://www.communicationcenter.gatech.edu/>) located on the 4<sup>th</sup> floor of the Clough Commons. While students must conduct research on their own, teaching students how to develop their research, find sources, and evaluate what is found is permitted.

### **Textbooks and Course Materials Policy:**

#### **Textbook Policy:**

The following pertains to student-athletes identified as on scholarship to receive books.

- Student-Athletes on book scholarship will pick up all textbooks and required course materials from the Academic Support Services office during the first week of classes.
- The deadline to pick up all textbooks and course materials will be advertised via T-Square, with Coaches, and in the Academic Center during each term.
- If you drop a course at any time, it is an NCAA requirement that you immediately return all required course materials and textbooks directly to the Academic Support Services staff.
- If your textbooks are stolen, you will need to report the theft to the police, present a police report to the Compliance Office, and notify the Academic Support Services staff.

### **Academic Resources:**

The NCAA allows for course supplies to be provided to all student-athletes provided such supplies are required of all students in the course and is specified by the course instructor in writing (syllabus, course catalog, etc.) The following items are checked out on a loan-retrieval basis to scholarship student athletes: graphing & scientific calculators, audio/voice recorders (with professor permission), and rulers.

### **Jumpstart Jackets – Summer & Fall incoming student athletes**

Jump Start Jackets is designed to assist freshmen in making an effective transition to Georgia Tech. The program is designed to equip students with the tools to be successful during their 1<sup>st</sup> year in residence while balancing athletics and academics. This program will utilize lectures, workshops, hands on activities and opportunities to fully acclimate to GT.

## **Freshmen Readiness Packs**

The GTAA provides readiness packs for all incoming student athletes to assist in their transition to Georgia Tech.

## **Coach Communication with Faculty**

All communication from faculty must go through the Student Athlete Academic Support Services team. Coaches are strictly prohibited from communicating directly with faculty. If there is an inquiry from a faculty member to a coach directly, the coach should refer the faculty member to the SAASS team and they will respond appropriately.

## **Coach Proctoring of Exams**

All coaches are not allowed to proctor examinations. If an exam must be proctored, the student athlete must work with the SAASS team to find a proctor on site at the visiting institution. At no time should a coach proctor an examination whatsoever.

## **III. Georgia Tech Rules & Regulations**

### **Academic Calendar**

Registrar Calendar is available at: <http://www.registrar.gatech.edu/calendar/index.php> Student-athletes should view this calendar often for critical academic deadlines, school holiday's, final exam schedules, application for graduation, etc.

### **GT Catalog**

The Georgia Tech Catalog at <http://www.catalog.gatech.edu> contains information on the following topics:

- General Information
- Academics
- Admissions
- Archived Catalogs
- Financial
- Regulations

### **GT Academic Standing and Grading**

It is important to persist as a student at GT and understanding the requirements to do so are listed below.

#### **Academic Standing**

The assignment of academic standing is based on both the student's most recent term and overall grade point average.

The minimum satisfactory academic average is 1.70 for freshmen and joint-enrolled high school students; 1.80 for sophomores; 1.95 for juniors; 2.00 for seniors, and special undergraduates; 2.70 for master's and special graduate students; and 3.00 for doctoral students.

## **Academic Warning**

- Academic warning is a subcategory of good academic standing, differing only in the maximum allowable schedule load.
- A student who has an overall academic average below the minimum satisfactory scholarship requirement, or whose academic average for work taken during any term is below this requirement, shall be placed on academic warning.
- A student on academic warning whose academic average for the term is above the minimum satisfactory scholarship requirement and overall academic average is below the minimum satisfactory scholarship requirement shall remain on academic warning.

## **Academic Probation**

- A student on academic warning whose academic average is below the minimum satisfactory scholarship requirement for any term shall be placed on academic probation.
- An undergraduate student in good academic standing whose academic average for any term is 1.00 or below, based on at least six credit hours, shall be placed on academic probation.

## **Academic Dismissal**

- An undergraduate student on academic warning whose academic average for any term is 1.00 or below, based on at least six credit hours, shall be dropped from the rolls for unsatisfactory scholarship.
- A student on academic probation whose scholastic average for the term of probation is below the minimum satisfactory scholarship requirement and whose overall academic average is below the minimum satisfactory scholarship requirement shall be dropped from the rolls for unsatisfactory scholarship.

## **Academically Dismissed:**

A student who has been academically dismissed once for unsatisfactory grades **must** remain out of school for at least one term. The student must also submit a completed readmission application, petition to the faculty, and readmission contract. Students should contact an advisor in the major to which they want to apply to create the readmission contact before submitting the contract to the Registrar's Office. If a student is required to attend another school as a condition of readmission to Georgia Tech, he/she should be aware that in no case will credit be allowed (except by examination) for courses repeated at another institution that have previously been taken at Georgia Tech. A student who has been academically dismissed for a second time for unsatisfactory grades will not be readmitted to GT (See Rules and Regulations VIIIB6). Individual academic departments may have more restrictive rules. Students should contact their major school.

## Grading

1. The letter grades for completed courses used in the calculation of scholastic average are the following:

A-excellent (four quality points)

B-good (three quality points)

C-satisfactory (two quality points)

D-passing (one quality point)

F-failure, must be repeated if in a required course (no quality points)

2. The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:

S-satisfactory performance in a course

U-unsatisfactory performance in a course

V-assigned when the course has been audited; not credit given; and implies no academic achievement on the part of the student

3. The following grades will be used in the cases indicated and will not be included in the calculation of scholastic average:

I-incomplete. Assigned when a student was doing satisfactory work, but for nonacademic reasons beyond his/her control and deemed acceptable by the instructor, was unable to meet the full requirements of the course. If the student's performance was so poor as to preclude his/her passing, the instructor shall assign the grade of F. Refer to section VII. B for regulations regarding removal of the I grade.

IJ - Incomplete Judicial. The IJ will be used when academic misconduct has been reported and the investigation is being conducted. Once the investigation reaches an outcome, this placeholder grade will be changed to a permanent grade. It is a placeholder that remains in place only until the charges are adjudicated and a proper final grade is assigned. This is for internal use, so advisors will see the IJ on the unofficial transcripts pulled from GTAAD.

W- Withdrawal without penalty. Withdrawals from individual courses without penalty will not be permitted after 60 percent of the term has been completed, as specified by the official calendar, except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. Withdrawal from school will not be permitted after 60 percent of the term except in cases of hardship as determined by the Institute Undergraduate Curriculum Committee or Graduate Committee, as appropriate. With the exception of part-time graduate students, students who withdraw from school and receive all grades of W will not ordinarily be permitted to re-enroll the next succeeding term. Refer to section VIII .B for regulations regarding readmission. See Catalog regulation II. Academic Calendar, A. Standard Calendar for more information.

NR- not reported. Assigned when an instructor fails to submit grades by the published deadline, through no fault of the student.

4. Final grades are reported to the registrar at the end of each term.

5. Progress report grades will be submitted to the Registrar on all classes numbered 1000 and 2000 each term. These grades will be used for the advisement of students, not for the calculation of any GPA at Georgia Tech. Progress report grades will be S or U (a grade of U indicates that based on work completed to that point the student's standing is in the D or lower range). They will be submitted after 40 percent of the term has been completed, as specified by the official calendar, and be available to students no later than the following Monday.

6. If a final course grade is believed to be in error, 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 term in residence.

#### **Academic Honors:**

The Institute encourages excellence in scholarship and gives official recognition to undergraduate students whose work is superior by publishing the Dean's List at the end of each semester.

#### **Dean's List**

Includes all undergraduates who have, during the preceding semester, made an academic average of 3.0 or higher, carried a load of at least twelve hours of course work on a credit basis, and are not on academic warning, probation, or subject to any discipline action.

#### **Faculty Honors**

Includes all degree seeking undergraduates who during the preceding term made an academic average of 4.0, completed a schedule of at least twelve hours of course work on a letter-grade basis with no W grades, and are not on academic warning or probation or subject to any disciplinary action.

#### **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. <http://www.catalog.gatech.edu/policies/grading-gpa/grade-substitution/>

## **Pass/Fail Grading**

### **A. General**

1. At the option of the student's major school, credit toward a bachelor's degree may be allowed for courses taken under the pass/fail system and completed with a grade of "Pass."
2. The major school must approve all pass/fail courses included in the final program of study, and students should be aware of school requirements.
3. In graduate programs, thesis research hours will be evaluated on a pass/fail basis.
4. Pass/fail enrollment in any course may be restricted by the school or department offering the course.
5. Students who are permitted to register under the pass/fail system will be so designated on the official class rolls. The grades recorded will be "S" for "Satisfactory" or "U" for "Unsatisfactory." These grades will not be included in the calculation of the grade-point average and cannot be changed to a grade that will count in the average.
6. Withdrawals from courses taken on a pass/fail basis will follow the same rules that govern withdrawals from courses included in the grade-point average.
7. The deadline to change the grade mode from letter grade to pass/fail (and vice versa) is the same day as the Last Day to Withdraw from Individual Courses without a Penalty.

Grade mode changes are allowed online during the Registration Period. After the Registration Period ends, the following form must be completed and submitted to the Office of the Registrar.

### **B. Credit Hours Permitted**

1. The maximum number of credit hours that a student may earn on a pass/fail basis is related to the number of credit hours required for the program of study in which the student is enrolled.

<b>Hours included in program of study</b>	<b>Hours allowed on pass/fail basis</b>
45 to 70 credit hours	3 credit hours
71 to 90 credit hours	6 credit hours
91 or more credit hours	9 credit hours

2. For a second undergraduate degree, these limits apply to the credit hours included in the program of study for that second degree.
3. A master's degree program of study may include up to three semester credit hours on a pass/fail basis.

### **Progress Reports**

Progress Report grades of "S" or "U" are issued for all students enrolled in 1000 and 2000 level courses in the Fall Semester and Spring Semester prior to midterm, a Progress Report grade of "U" indicates a performance level of "D" or lower. These are not permanent grades and never appear on a transcript, but are issued to help students assess where they stand in the class and obtain academic help from the faculty and the many academic resource services available on campus.

For more information, see <http://www.catalog.gatech.edu/policies/grading-gpa/progress-reports/>



## Major & College Advisors Advising Welcome



**WELCOME TO UNDERGRADUATE ADVISING AT GEORGIA TECH, WHERE OUR PRIMARY RESPONSIBILITY IS STUDENTS' ACADEMIC WELL-BEING.**

**Vision:** Undergraduate academic advising at Georgia Tech will help students to become successful and responsible global citizens who make meaningful contributions in their communities.

**Mission:** Undergraduate academic advising at Georgia Tech provides respectful, responsive, informed support for students to identify and achieve their academic and professional goals. Advisors will clearly communicate and collaborate with students to navigate institutional structures and connect with resources on campus.

<http://www.advising.gatech.edu/>

### **Degree Information/Audit (DegreeWorks):**

DegreeWorks <http://www.degreeworks.gatech.edu/general/description.php> is a web-based product that enables students to review past, present, and future academic coursework to evaluate which degree requirements are complete and which degree requirements are remaining.

Student-athletes should continuously meet with their major/college advisor and access their DegreeWorks audit.

DegreeWorks provides:

- Real time delivery of degree completion information.
- Allows your advisor to make degree requirement substitutions electronically
- Reduces paperwork and manual degree checklists
- A *What If* feature which shows students how progress towards degree completion changes if they add a minor or change majors
- Opportunity to look ahead - dynamically shows how degree progress is affected by future planned courses

## Change of Major

1. Any undergraduate student, by submitting the required form, will be permitted one unrestricted change of major (including the "Undecided" major) until she/he has earned 60 credit hours. After earning 60 credit hours, any request for a change of major will be permitted at the discretion of the school that the student is seeking to enter. A student who transferred from another institution to pursue a degree at Georgia Tech will be permitted to change her/his major only at the discretion of the school that the student is seeking to enter. Transfer students are not eligible for the one unrestricted change of major. Certain majors, because of high enrollment, have been granted a waiver of the one unrestricted transfer regulation. Students should consult with the individual school concerning its current transfer policy.)  
Schools with Change-of-Major restrictions:  
[Industrial and Systems Engineering](#)  
[Mechanical Engineering](#)
2. Graduate students, by filing the required form, may transfer with the concurrence of the schools involved and the graduate dean.
3. A student who changes her/his major must complete the degree requirements in the edition of Catalog that corresponds to the academic term in which the change of major went into effect or the degree requirements in any subsequent edition of the Catalog.

## Admitted Freshmen

Admitted freshmen will not be allowed to submit a request for a change of major until after the deadline for withdrawal from classes with a W grade in the first term of their enrollment. The change would be effective for the second term of enrollment. This includes a change of major within the student's current College. For freshmen admitted for Summer, the restriction is lifted after the withdraw deadline of their second semester of enrollment. All other restrictions also apply.

## Transfer Students

Catalog policy describes the one unrestricted major change available to students admitted as freshmen. The information in the section above references when the one unrestricted change of major for freshmen is allowed to occur. It is important to note that transfer students are not allowed an unrestricted change of major.

See the Catalog policy at <http://catalog.gatech.edu/rules/6/>.

## Restrictions on Some Programs

It is also important to note that some programs, such as ME and ISyE have additional conditions that must be met for a change of major.

## **Primary Major**

In order for a "Change of Major" form to be processed, students are encouraged to first contact the NEW Primary major, the form must be completed by the student, signed by all appropriate offices, and submitted to the Registrar's Office in room 104 of the Tech Tower (Administration Building), or faxed to 404-894-0167.

Changes are generally made within 5 business days of submission.

If Phase 2 Registration for the term has ended, changes are not made for the current term but are effective for the next term.

## **Secondary Major**

In addition to changing a primary major, the "Change of Major" form can be used to enter or change a secondary major.

Students who have completed an undergraduate degree and wish to pursue a second undergraduate degree should declare their new primary major by completing the "Change Primary Major" section of this form.

Changes are generally made within 5 business days of submission.

If Phase 2 Registration for the term has ended, changes are not made for the current term but are effective for the next term.

## **Minor/Certificate Declaration**

### **Priority Registration**

You MUST follow these procedures for registration.

- Immediately schedule an appointment with your major advisor. Find your advisor at: <https://schedule.advising.gatech.edu/appointments/>
- Access BuzzPort for the OSCAR Registrations System as well as schedule of classes online.
- Bring the GTAA Advising Form to your major advisor appointment for completion. Make sure you know your team's practice schedule so you do not have class conflicts with practice. Consult with your athletic Assistant Director or Academic Support Coordinator about possible conflicts.
- All student-athletes must also meet with your athletic Assistant Director or Academic Support Coordinator AND return your advisement forms.
- All holds on your record must be cleared before your time ticket date/time. DO NOT MISS YOUR TIME TICKET ACCESS – THIS IS YOUR STUDENT-ATHLETE PRIORITY REGISTRATION.
- REGISTER for at least a full-time schedule of classes – 12 semester hours!

## **CHECK FOR CONFLICTS DURING THE FIRST WEEK OF THE SEMESTER**

## **Withdrawing from a Course (Drop & Add Procedures)**

To be eligible to participate in organized practice sessions and competition, a student-athlete must be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. At GT, full-time enrollment for undergraduate and graduate level is 12 semester hours. If a student-athlete were to drop below 12 semester hours in an academic term, they will be deemed immediately ineligible to practice and compete.

Drop/Add is a way of adjusting your schedule during the first week of class each semester. Drop/Add ends as published by the Registrar's Office (during the Fall and Spring on the Friday of the first week of classes).

The SAASS staff in collaboration with the Registrar will place a Registration HOLD on all student-athletes during the first week of classes preventing access without permission from your Assistant Director or Academic Support Coordinator. This HOLD will remain on your account through the final withdraw date for the semester. This is for your protection. As a student-athlete, if you drop below 12 hours, you will immediately lose eligibility to practice and compete, therefore, it is required that you meet with your Assistant Director or Academic Support Coordinator for approval to drop a course beyond the first week of the term.

## **Cross and Concurrent Registration**

<http://www.catalog.gatech.edu/rules/11a.php>

Student-athletes should consult with SAASS staff and college/major advisor and review policies at the following:

### **A. General Policy:**

1. Students who are enrolled at Georgia Tech may not receive credit for courses completed at another institution during the same academic term, unless prior permission has been obtained for cross enrollment or concurrent registration, as described in this section.
2. With the approval of the student's major school, a student may schedule courses at any one of the colleges or universities comprising the Atlanta Regional Consortium for Higher Education (ARCHE), if such courses are not available in a particular term at Georgia Tech. A list of participating institutions is available from the Office of the Registrar.
3. Cross enrollment also is permitted among institutions participating in the Georgia Tech Regional Engineering Program (GTREP) and selected institutions in the Regents' Engineering Transfer Program (RETP).
4. All cross enrollment registration activities are performed at the student's home institution.
5. For institutions not participating in cross enrollment, a student must apply in advance for permission to be concurrently registered at both Georgia Tech and the other institution, except during the summer.

# Course Capacity Policy

## Athletics Academic Steering Committee Procedures for Reviewing Clustering of Classes, Grading Patterns, and Participation in Minors by Student-athletes Fall and Spring Terms

### Background

In its May 21, 2014 meeting, the Athletics Academic Steering Committee determined that a procedure is needed to ensure effective review of two important areas related to student-athletes.

The first is whether there is an unnecessary clustering of student-athletes in a given course in a given term. The goal is to have no more than 20% of the students in a given course be student-athletes. However, there are circumstances when this might not be of concern or might be unavoidable, and for valid reasons. So, the 20% should serve as a general guideline, not a fixed number.

The second is whether grading patterns in courses taken by student-athletes indicate any preferential or punitive treatment. The grades of student-athletes in classes should reflect the same kind of distribution that one would expect for non-student-athletes.

Following are the procedures that will be in place for the Fall 2014 term to guide the review done by the Registrar's Office and the GT Athletic Association. A report will be given once a year to the Athletics Academic Steering Committee on the findings of the reviews. Reporting will be done more frequently as needed, should concerns arise.

Procedures for Summer Session will be addressed in a different document.

### Clustering of Student-athletes in Courses

In order to support the integration of student-athletes into the general student population it is important that they not register in larger numbers (over 20% of the entire class enrollment) for any given section of a class.

In order to determine whether this undesirable "clustering" is occurring in a given term, the following actions will be taken at the close of Phase I registration for each term.

1. GTAA Academic Staff will run a report during Phase I registration for all courses (CRNs) in which student-athletes are enrolled and monitor the "real time" status of the %. Advantage being that SA's are still in Phase I registration with priority to courses if changes warranted. Opportunity to make changes or highlight potential exceptions and receive approval to remain at % will come forward during this time period. Requests to Registrar Office.
2. The Registrar's Office will run reports (class rosters) for all courses (CRNs) in which student-athletes are enrolled.
3. The report will be run immediately after the close of Phase I registration.
4. Each class roster will be reviewed to determine the percentage of student-athletes in that class (CRN).
5. If the percentage of student-athletes in any given class (CRN), is over 20% additional analysis will occur. Again, for some classes the percentage may be over 20% that this may not be a concern and it may be unavoidable.
6. GTAA Academic Staff will be forwarded (see #3) the report. They will review, validate, and comment on the reported percentage.
7. The class rosters will then be reviewed with the GT Athletic Association with special attention to those that have over 20% of student-athletes enrolled.
8. To determine whether the percentage over 20% is of concern and should be acted on, the following factors will be considered.
  - a. The schedule of the class: if the other sections of it are at times that conflict with practice, for example, the clustering may be unavoidable.
  - b. The nature of the class: if it is a required course in a certain major that is offered only at that time, and needed by all the student-athletes enrolled, the clustering may be unavoidable.
  - c. The topic of the class: some courses such as ENGL 1101 are topic-driven. Student-athletes should not be forced to make a selection of topic to avoid being in the class with other student-athletes. This would deny them the same rights and options as other students.
  - d. The format of the class: if the class is a Special Problems or Special Topics class it will be reviewed to ensure that it is not being offered for student-athlete enrollment solely or primarily.
  - e. The attribute of the class: if the class meets a Core Curriculum requirement and other options are offered at times that conflict with practice, the clustering might be unavoidable.
  - f. The student has chosen the section based on database research in Course Critique, CourseOff, CourseShark, RateMyProfessors, or some other tool that the general student population tends to use in making course selections.

9. Should concerns emerge out of the review; the following actions will be taken.
  - a. GT Athletics advising staff will work with the student-athletes to make changes to their schedules. We will run a report (course capacity report) prior to the end of Phase I registration. This will enable immediate action at the start of Phase II registration.
  - b. If the student chooses to not change the course or section, based on a reasonable argument for having chosen it, the situation will be discussed with the Faculty Athletics Representative for resolution. If the student is allowed to remain in the course or section, a notation will be made that the issue was examined.
  - c. If the course is a Special Topics or Special Problems course, the Registrar's Office will contact the School Chair to discuss the nature of the course, who is teaching it, content, etc. The results of that conversation will be shared with the Faculty Athletic Representative who will then provide a report to the Athletics Academic Steering Committee to discuss appropriate possible action.
  - d. Prior to the end of Phase II registration, the same report (course capacity report) will be reviewed again to determine if there are any concerns. The Registrar, Associate Athletic Director, Student Services, and the Faculty Athletic Representative will review. If there are concerns there will be time to act and action will be taken.
  - e. If there are classes with higher percentages of SAs and we determine that those percentages are allowable, under those specific circumstances for that term, grades in those courses will be specifically and closely reviewed at the end of the term.
10. A report will be sent to the Chair of the steering committee at the end of Phase II registration detailing the final status of student-athlete enrollment for that term. The report will be approved as such and the action will be noted in the next available set of meeting notes. In addition, a report will be provided to the Athletics Academic Steering Committee, once a year, in June. If there are concerns in a given term, those will be acted on immediately as indicated above and outlined in the annual report.

#### Grading Patterns

In order to ensure that student-athletes are receiving neither preferential nor punitive grading actions by instructors, the grade rosters will be reviewed on a term-by-term basis. It is assumed that grading patterns for student-athletes would be no different than that for students in the general population.

After grades are processed for each term, the Registrar's Office will run a report to capture all classes (CRNs) that enrolled student-athletes for that term and review the grading patterns. The review will focus on the following details.

1. Of the A, B, C, etc. grades given in a specific class (CRN), student-athletes would be expected to appear, generally, in the distribution as evenly as other students.
2. If the pattern appears lop-sided for student-athletes (most of them received A or B grades, for example), a further look at the individual student's records will be completed.
3. If the student-athletes in the class received high grades, and are all high-achieving students, for example, there might not be any reason to be concerned. This will be noted.
4. If the pattern appears lop-sided on the other end of the spectrum with student-athletes being graded generally lower than other students, a review of their individual records will be completed and any concerns noted, and reported back to the Athletics Academics Steering Committee for possible further action.
5. The report will be submitted to the Chair of the steering committee. It will be reviewed by the committee and distributed at the Chair's discretion to other members of the administration, including the GTAA.
6. Since grades for one term may not be revealing of a problem one way or the other, and there are no other reasons for concern, the annual report in June of each year will inform future reviews.
7. The Registrar's Office will share its findings with the GT Athletics staff immediately after the review each term to ensure that all information that might impact the evaluation is shared among the two offices.
8. If grading patterns are of concern for any course or courses, the Athletics Academic Steering Committee will determine what actions need to be taken and handle through the School Chair where the course is taught.

#### Participation in Minors

The new Sports and Technology minor, as an example, may be attractive to student-athletes. The Registrar's Office will review, for each degree list, how many students are awarded the minor and how many were student-athletes. The proportion of student-athletes to



students from the general population in any minor will be monitored. As of the current date, there is no evidence of student-athletes clustering in any minor.

### **Non-traditional courses**

Enrolling in the Summer Online Undergraduate Program course(s) fulfills your enrollment status for summer term. If students enroll in one or more summer online courses, it will count as an “enrolled term” and will meet the conditions to avoid readmission. The registration process is the same as with any other courses; the only difference is that students will select the section of the course designated as “QUP.”

These online courses are semester-based and operate much like Tech courses taught on campus. The online format is perfect for Georgia Tech students who are working or unable to be on campus this summer.

### **Distance Learning and International Sites**

Academic content delivered through distance learning is in accordance with the course descriptions as approved by the Institute Curriculum Committee. All courses require approval by the Institute Curriculum Committee and the Academic Senate. All offerings for academic credit delivered through the Division of Professional Education have been approved in this manner.

Academic content delivered at our international sites, such as GT-Lorraine and GT-Shenzhen, is in accordance with the course descriptions as approved by the Institute Curriculum Committee. All courses require approval by the Institute Curriculum Committee and the Academic Senate regardless of where they are delivered. All Study Abroad Programs are approved on a yearly basis by the Institute Undergraduate Curriculum Committee as recommended by the Study Abroad Subcommittee.

### **Transfer Credit**

The basic policy regarding the acceptance of courses by transfer is to allow credit for courses completed with satisfactory grades ("C" or better) at other accredited colleges and universities in the United States and Canada, provided the courses correspond in time and content to courses offered at Georgia Tech. The Institute will not accept credit for courses successfully completed at another institution but previously taken at Georgia Tech unless the final grade received at Georgia Tech is a "W." The student must request and file an official transcript of transfer courses before the Institute can award credit. Coursework completed at colleges and universities outside the United States and Canada will be evaluated on a case-by-case basis. Transfer credit is not calculated in the Georgia Tech grade-point average.

Students may attend another institution as a transient student during terms when not enrolled at Georgia Tech. Students should discuss their course selection with their academic advisor to ensure transferability and applicability toward their degree programs. With the exception of officially sanctioned cross-enrolled programs, students are not to be enrolled at Georgia Tech and another institution during the same term without the specific approval the Institute Undergraduate Curriculum Committee or Institute Graduate Curriculum Committee, as appropriate.

## Transfer Credit Policy

### Policy on Transfer Credit

- A. Only official transcripts from other schools may be used to evaluate and/or award credit.
  - o **New students** must request that an official transcript from all previously attended colleges and universities be mailed to the Admissions Office.
  - o Georgia Institute of Technology  
Undergraduate Admissions Office  
Atlanta, GA 30332-0320
  - o **Current or previously enrolled Georgia Tech students** must have an official transcript from all other colleges and universities mailed to:
    - o Georgia Institute of Technology  
Office of the Registrar  
Transfer Credit  
Atlanta, GA 30332-0320
- B. The basic policy regarding the acceptance of the courses by transfer is to allow credit for courses completed with satisfactory grades (C or better) in other accredited colleges provided the courses correspond in time and content to courses offered at the Georgia Institute of Technology. Georgia Tech assumes responsibility for the academic quality of any work or credit recorded on the institution's transcript. Transfer credits will be accepted from newly-formed institutions of the University System of Georgia prior to accreditation.
- C. Georgia Tech will not award credit for courses successfully completed at another institution which were previously taken at Georgia Tech.
- D. A petition to the faculty must be approved to use course work more than ten years old.
- E. Georgia Tech reserves the right to test the proficiency of any student in course work transferred from other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable proficiency.

### Transfer Credit for Online Courses

- A. Currently, online versions of all Lab Science courses, International Affairs, Psychology, Economics and courses equivalent to HIST 2111 and HIST 2112 are not eligible for transfer credit consideration. In most cases Mathematics courses are not eligible for consideration unless sufficient documentation is provided to show the course exams are proctored. Students interested in taking the online versions of any Mathematics courses that meet this requirement, or have questions regarding this policy, the Office of the Registrar via email: [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu).

### Requesting Transfer Credit for Courses Not Previously Evaluated

- A. Check the [online equivalency database](#) for updates. New evaluations are posted daily.
- B. Notify the Office of the Registrar's Transfer Credit Department of any not-awarded credit. Send an email to [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)
- C. Using the [Transfer Credit web site](#), submit courses for evaluation.

### About Transfer Credit

- A. Georgia Tech does not offer correspondence courses and does not grant credit for correspondence courses taken at other institutions. Academic units reserve the right to take such things as delivery



method into consideration. For example, on-line courses and computer-instructed courses may not be accepted by some academic units for credit.

- B. Georgia Tech does not grant credit for the College Level General Educational Development Tests, CLEP, USAFI courses, or courses completed at any United States armed services, with the exception of the military academies and schools with full accreditation by a regional accrediting body.
- C. Georgia Tech does not grant credit for professional certificate programs.
- D. The following items are among other circumstances in which non-resident credit is not granted:
  - Courses previously completed at Georgia Tech.
  - College courses taken to meet freshman admissions requirements.
  - Remedial courses.
  - Courses basically secondary school or pre-college level.
  - Courses with essentially non-academic content.
  - Vocational courses.
  - Learning support courses.
- E. Non-resident credit is not computed as a part of the student's grade point average at Georgia Tech.

## Residency Rule

An undergraduate student who is within [36 hours](#) (residency rule) of graduation from Georgia Tech cannot take courses elsewhere and apply the credit toward his/her degree without prior approval. To obtain permission, the student must successfully [petition](#) the Undergraduate Curriculum Committee.

## Advanced Placement (AP) and International Baccalaureate (IB)

- A. Follow the steps below to view AP or IB equivalencies.
  - 1. Go to <https://oscar.gatech.edu>
  - 2. Select the "Transfer Equivalencies" icon
  - 3. Select the asterisk (\*) from the pull down menu
  - 4. Click "Continue" button
  - 5. Select your option from the pull down menu
  - 6. Click "Get Courses" button
- B. Once enrolled at Georgia Tech, students are not allowed to take College Board (Advanced Placement and SAT II), International Baccalaureate or A-Level Examinations for credit. All examinations must be completed prior the student's enrollment date. Students who offer satisfactory evidence that they are qualified to do so may receive credit for a course by examination at Georgia Tech. Such an examination is called an "[Examination for Advanced Standing](#)."

## Advanced Standing

- 1. Students who offer satisfactory evidence that they are qualified to do so may receive credit for a course by examination. Such an examination is called an examination for advanced standing.
- 2. Examinations for advanced standing require the recommendation of the department of instruction in which the course is offered, payment of the appropriate fee to the [Bursar's](#) office, and authorization by the registrar.

## Learning Support:

The Office of the Vice Provost for Undergraduate Education (OUE) administers the Learning Support (LS) Program. College preparatory courses (for non-academic credit) are offered in mathematics and English for students who need further preparation to be successful in English, mathematics, and related courses.

The College Board released the redesigned SAT in March of 2016, which has a different set of scores from the previous version. This change requires institutions to use a new set of scores in determining placement of students in learning support or college level classes. Guidance on how to implement the scores from the new SAT for placement of students into foundation English and math courses has been received from the University System of Georgia (USG) in a memo dated August 18, 2016. This memo recommends that USG institutions follow College Board guidelines for equating scores from the new exam to the previous version of the SAT scores and use these to determine placement of students into foundations courses.

Following the USG's guidance, Georgia Tech will use the College Board's concordance table to set the learning support placement scores for the new exam. The scores on the new exam which will place students in either learning support English or math are shown below.

Georgia Tech requirement to place into ENGL 1101:

Pre-March 2016 SAT Critical Reading section score of 430 or higher

March 2016 and forward SAT Reading Test of 24 or higher

ACT English section score of 17 or higher

**March 2016 and forward, an SAT score below 24 will require a student to take ENGL 0989 English Skills**

Georgia Tech Test requirement to place into MATH 1113 or higher:

Pre-March 2016 SAT Math section score of 500

March 2016 and forward SAT Math Test score of 26.5 or higher

ACT Math section score of 21 or higher

**March 2016 and forward, an SAT score below 26.5 will require a student to take LS 0398 Math Skills**

Students who are required by the Institute to take courses in the Learning Support Program will be notified in writing. They must then register for a two-semester sequence of classes.

The first foundation LS courses, offered in the summer semester, are designated with the Learning Support (LS) prefix. These three-hour (non-academic credit) courses provide a foundation of knowledge in English Skills (LS 0298) or Mathematical Skills (LS 0398). These courses are offered only pass/fail and cannot be applied to degree requirements, including free electives. Students who do not pass ENGL 0989 or LS 0398 after two attempts will be suspended from Georgia Tech for one year. During this year, they may register for LS courses at schools in the Technical College System of Georgia.

Students who satisfy the LS requirement in the summer or fall or who matriculate to Georgia Tech in a semester in which LS courses are not available will proceed to the second semester requirements of the LS program: Gateway courses are required and include a two-hour co-requisite (also non-academic credit) designed to help students succeed in the Gateway class.

At Georgia Tech, the math Gateway course is MATH 1113, Pre-calculus (4 hours of academic credit). Students in the Learning Support program will take this course concurrently with MATH 0399, a two-hour (non-academic credit), pass/fail course that will reinforce pre-calculus concepts through practice exercises and directed group study.

Georgia Tech's English Gateway course is ENGL 1101, English Composition I (3 hours of academic credit). Students in the Learning Support program will take this course concurrently with ENGL 0199, a two-hour (non-academic credit), pass/fail course designed to reinforce critical reading and communications concepts.

MATH 0399 and ENGL 0999 are offered only on a pass/fail basis and cannot be applied to degree requirements, including free electives.

Students will have completed their LS requirement when they have passed the Gateway courses (ENGL 1101 and MATH 1113) with a grade of D or better. Students who do not pass a Gateway course in their first attempt must retake both the Gateway course and its co-requisite until they have passed the Gateway course. The grades for the Gateway class and the co-requisite need not agree. There is no limit to the number of times the Gateway and co-requisite may be attempted. The LS program should be completed as soon as possible after matriculation to Georgia Tech. Students should work with advisors to determine the best timing for these requirements.

### **Class Attendance:**

Consistent class attendance is essential to academic success. It is the student-athlete's responsibility to attend every class session of each course for which he/she is registered. Student-athletes should be prepared and on time for each class.

Excused Absences: Student-athletes may be excused from class for the following reasons:

- Athletic Participation: Student-athletes will be provided with a travel/competition letter outlining the Institution's approved excuses.
- Illness or Injury: Student-athlete must contact the athletic trainer assigned to their team; Assistant Director or Academic Support Coordinator and Professor. Sports Medicine should provide a medical excuse form for the absence. It is the responsibility of the student-athlete to take this form to his/her faculty.
- Emergencies: Student-athletes should notify their Head Coach and their Assistant Director or Academic Support Coordinator if they must leave campus for any extended period of time because of hospitalization, injury, or personal problems. The academic staff will communicate at notification of the emergency, however, it is the responsibility of the student-athlete to follow-up with all faculty.

### **Missed Class Time and Excused Absences for Travel & Competition:**

Georgia Institute of Technology: Procedures for Excused Absences

#### **IV. Attendance**

##### **B. Class Attendance - <http://www.catalog.gatech.edu/rules/4b.php>**

1. There are no formal institutional regulations regarding class attendance at the Georgia Institute of Technology. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to

facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.

2. All students are responsible for obtaining an understanding of each instructor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, including major religious observances, students are responsible for all material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.
3. **Students who are absent because of participation in approved Institute activities (such as field trips and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar.**

**\*Non-compliance with the excused absences policy should be reported to your sport assigned Assistant Director.**

### **Travel/Competition Letter for Excused Absences:**

The Head Coach will complete a Schedule of Declaration for Team Competition form. This form delineates missed class dates for excused travel and competition. This declaration is reviewed by Compliance, Associate AD, SAASS, Facilities, and the Sport Administrator. The request for excused absences from class is submitted to the Registrar's Office for review and approval by the Student Academic and Financial Affairs Committee. Once approved, the Assistant Director for each sport will prepare the Travel/Competition excused absence letter for the student-athletes. The Travel/Competition Letter is disseminated to student-athletes during first week of classes for each academic term.

Expectations are that student-athletes will personally introduce themselves to professors, submit letter, and consistently follow-up with faculty prior to and upon return from excused class days.

Student-athletes must bear the responsibility for informing their professors of impending class absences due to competition. Student-athletes must be accountable for making arrangements to complete all missed assignments. Problems in completing missed assignments due to athletic competition are to be reported to your Assistant Director or Academic Support Coordinator. Student-athletes are not permitted, under any circumstance, to miss class to attend practice.

Because it is an expectation, with the exception of excused absences for travel and competition, that all student-athletes attend class, all student-athletes will be subject to the class checking regardless of grade point average.

The SAASS area will facilitate monitoring of class attendance by the following means:

- Class Checks
- Direct email requests
- Personal meetings with professors
- Telephone calls to professors

## **Responsibilities Policy Statement added to Class Attendance:**

Students who are absent due to participation in approved Institute activities (such as professional conferences, field trips, and athletic events) will be permitted to make up work missed during their absences. The new catalog now includes information on student responsibilities, course instructor responsibilities, and faculty/staff sponsor responsibilities. Students are expected to request approval from the Student Academic and Financial Affairs Committee at least two weeks prior to their requested absence. They are also expected to inform their instructors about the approved absence by the end of the class meeting immediately following receipt of their approval notice.

For full details, see #4 in the catalog ( <http://www.catalog.gatech.edu/rules/4/> )

## **Student-Athlete/Professor Communication:**

Communicating with your professors will give you an edge, not only in your education, but in your future career.

**Preparing to Meet with Your Professor:** Decide the best venue to introduce yourself. Check your syllabus for office hours and location when your professors are available. It is sometimes best to set up an appointment that accommodates your professor's time and your schedule. Plan what you are going to say before your meeting. Make sure you are prepared with papers, research, notes or questions. Your professor will appreciate your organization.

**Talking With Your Professor:** Be polite: Always say PLEASE and THANK YOU and SMILE. Adjust your tone to the situation. Remember that your professor is a highly trained professional whose job is to teach and assess your academic performance. Express yourself clearly and avoid slang or cursing. If you are angry, take time to cool off before you meet. Most students develop good communication skills with professors the longer they are in college. Developing professional relationships with your professors can also provide an opportunity for career advice, letters of recommendation or contacts for the future.

## **Leave of Absence**

Students in *good academic standing* may be eligible for an approved leave of absence. If you are working with students who, for reasons beyond their control, need to interrupt their enrollment for at least two (but no more than seven) semesters, it may be appropriate for them to apply for a Leave of Absence. Reasons for approval include required military service, for example. Students on approved Leave of Absence will not have to apply for re-admission, and can retain their GT email account during the approved absence. The Leave of Absence cannot be approved retroactively, so students must plan to apply for Leave to be in effect for a future term. Students must also file a Return from Leave of Absence form in order to notify the Registrar's Office to reactive the student record for re-entry. Students on academic drop, suspension, or who have been expelled for disciplinary reasons are not eligible to apply for the Leave.

**For full details, see the 2017-18 catalog** (B. Readmission, #13, available here:

<http://www.catalog.gatech.edu/rules/8/>)

The forms—both the application to request a Leave of Absence, and to apply to Return from Leave—are now available on the Registrar's site: [http://www.registrar.gatech.edu/students/formlanding/forms\\_records.php](http://www.registrar.gatech.edu/students/formlanding/forms_records.php).

*Note that applications requesting leave will be reviewed by the Dean of Students, the student's academic advisor, and, when appropriate, other offices, such as OIE and Financial Aid.*

## **Satisfactory Academic Progress Toward Degree Completion**

*(This is not to be confused with the Financial Aid SAP)*

In order to make satisfactory progress toward degree completion, for each term of enrollment, a student completes a course or courses (with the minimum necessary grade required in the student's major\*) that are either prerequisites for courses in the major OR that are degree applicable in order to stay on track for graduation. If a student withdraws from ALL courses in a term (and therefore doesn't complete *any* courses that "count" toward the student's degree\*\*), there will be no change in academic standing. *Students who withdraw from ALL courses more than once will be impacted by this regulation:* students withdrawing from all courses in a second term will be placed on warning for lack of satisfactory progress toward a degree; a third complete withdrawal puts a student on probation, and a fourth term of withdrawal places a student on academic dismissal for lack of satisfactory academic progress. Note that the number of withdrawal terms is cumulative—it doesn't matter whether the terms of withdrawal are consecutive or separated by completed terms.

For full details, see the catalog

(<http://www.catalog.gatech.edu/rules/6/#d.satisfactoryacademicprogress toward degree completion>), scrolling to section D. under Academic Standing.

## **FERPA/Buckley Amendment:**

The SAASS staff maintains records of academic progress for all student-athletes. The Family Educational Rights and Privacy Act (FERPA): Under FERPA (also referred to as the Buckley Amendment), students who have matriculated have the right to inspect and review most education records maintained about them by GT and, in many cases, decide whether or not a third party may obtain information from them.

Directory information is considered public unless a student asks that some or all of that information be withheld. No one will have access to a student's education records, nor will their contents be disclosed, without the written consent of the student, except as provided by the Act.

## **BUCKLEY AMENDMENT**

Under federal privacy laws, students' educational records can only be released to third parties with the written consent of the student. Per NCAA requirement, all student-athletes will be required to sign a Buckley Amendment waiver giving permission for institutional staff members (i.e. academic counselors and coaches) to have access to their records for eligibility purposes. This includes contacting professors for information on class attendance and performance. The waiver is a part of the NCAA Student-Athlete Statement each student must sign on a yearly basis with the compliance office before he or she is allowed to participate on an athletic team. In addition, the SAASS, in consult with the Registrar have waivers whereby the student-athlete grants permission to a Coach or Academic staff person permission to release information to parents or guardians.

## **GT Policy on Required Student Computer Ownership:**

Georgia Tech requires all entering undergraduate students to own a laptop computer that meets the minimum stated hardware and software standards.



## **Student-Athlete Laptop Responsibility and Liability Agreement:**

Applicable to incoming (new) full-scholarship student-athletes whom will be provided a computer system loaded with GT software. The laptop computer is provided to student-athlete as a tool for academic and athletic learning.

Agreement attached below:

### **GTAA STUDENT-ATHLETE LAPTOP RESPONSIBILITY AND LIABILITY AGREEMENT**

I understand that I have been assigned Georgia Tech Athletic Association (GTAA)-owned equipment (listed below), which is being made available to me as a tool for academic and athletic learning and accordingly, I am assuming responsibility for the item(s) until it is returned to the GTAA as specified in this agreement.

#### Sole Use of Equipment:

I understand that I am receiving a laptop from the GTAA in order to fulfill the computer ownership requirement set forth by the Georgia Institute of Technology (GIT). I also understand that I must take every precaution to protect the equipment. I agree to be solely responsible/liable for any third-party usage of the equipment. At the conclusion of my eligibility or departure from the GTAA, I understand that I will have the opportunity to purchase this laptop from the GTAA (price will be based on market value).

#### Returning the Equipment:

I understand that I must check-in the equipment and any related chargers or other equipment upon graduation from the GTAA, or if I withdraw or transfer from the GIT I must immediately return the laptop. If I fail to do so, I understand that I will be held financially liable/responsible for the cost of the laptop (based on market value), and such charges will be applied to my GIT student account. I understand that the laptop and accessories shall not be customized with stickers, engravings or any other markings, and recognize that it must remain in its original condition.

#### What to do if Lost, Stolen, or Broken:

In the case of loss of a laptop or its components due to neglect, I understand that I will be held financially liable/responsible for the replacement cost of the laptop (based on market value), and such charges may be applied to my GIT student account. [ Examples of neglect include leaving the laptop unattended, failing to secure it, leaving it in an unlocked car, leaving it in a classroom, etc. and will not qualify as a legitimate claim for theft.] In the event of loss, I agree to immediately contact the GTAA IT Department. In the case of theft, I agree to immediately report the incident to the GTPD and/or local police and provide a copy of the police report(s) to the oversight administrator for my sport, the Compliance, and the IT departments. If an equipment breakage or malfunction occurs, I will immediately notify the IT department. The GTAA IT staff will only assist with resolving normal wear and tear technical issues with the laptop. I recognize that I will not be held responsible for equipment breakage or malfunction that occurs during normal use as long as I report it promptly during the warranty period. I understand and agree that if damage is caused by my negligence, which shall be determined at the sole discretion of the GTAA, I may be held financially responsible for the repair or replacement of the laptop (based on market value).

#### Use of Department-Provided Laptop and Applications:

I understand it is illegal to copy or distribute any software loaned through the GTAA. I agree to comply with all federal, Georgia and other applicable laws, GIT rules, regulations and policies (including but not limited to the Responsible Use of GIT Computing and Network Resources) and all applicable contracts and licenses for all personal apps/content I download to the laptop (apps, music, videos, pictures, etc.).



[ Examples of such laws include the libel, privacy, copyright, trademark, obscenity and child pornography, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act.] I will not use the laptop for any illegal or unlawful purposes. I understand that the laptop includes a warranty that covers all normal wear and tear, and even accidental

### **GT Printing Policy:**

Black-and-white and color printing is available in the computer clusters located in the Library Commons, Multimedia Studio, Clough Commons, and the second floor of the Student Center. Printing in these areas is associated with the Buzzcard system. This means you'll need your Buzzcard when releasing print jobs.

Print jobs can also be submitted from user's personal computer by downloading the OIT Laptop Print Package available on the OIT Software Distribution website. Jobs sent for printing in the computer clusters still need to be released and will be held in the queue for 90 minutes after job is submitted.

Every student is allocated \$2.20 each week on the Buzzcard for printing at any Pharos Station on campus. Students can also add funds to their Buzzcard to purchase additional prints after the allocation is spent.

**\*It is strongly advised that student-athletes take advantage of this weekly printing allowance.**

<http://www.library.gatech.edu/services/printing.php>

### **Password Policy**

#### **Reason for Policy:**

This policy establishes the minimum requirements for generating and managing Georgia Tech user passwords, or other authentication factors, used by operating systems, applications, databases, and network devices owned by or managed by Georgia Tech. The intent of this policy is to protect access to Sensitive Data, and Georgia Tech systems and networks.

#### **Policy Statement:**

Single factor authentication (i.e. password authentication) or multifactor authentication (i.e. password and token) must be used to authenticate to any system or application which requires unique logon as defined by the Data Access Policy and Data Protection Safeguards Standard. The standards for single factor password authentication and multifactor authentication are defined in the standards section below.

Georgia Tech account users must take all reasonable measures to protect their passwords and accounts. Georgia Tech users must never share their account passwords with anyone, including third party service providers (e.g. Google). Each user is accountable and responsible for any action taken with that user's account and password. If there is a business need to share access to an account, such sharing should be accomplished through system permission delegation.

Exceptions to the requirements of this policy may be requested per the Policy Exceptions policy.

### **General Standards**

Georgia Tech user account passwords must never be transmitted over the network in a clear text format. Passwords must be protected at all times, and measures must be taken to prevent disclosure to any unauthorized person or entity.

Passwords must be protected during distribution to the end user  
Temporary passwords must be changed within 24 hours of creation  
Default passwords for new servers, endpoints, and applications must be changed

## **Data Privacy Policy**

The Georgia Institute of Technology Data Privacy Policy provides the standards the Institute follows when accessing the files and communications of its students and employees. In the interest of promoting academic freedom and the mission of the Institute, the Georgia Institute of Technology (Georgia Tech) recognizes its obligation not to infringe upon the reasonable privacy expectations of its employees and students in their electronic communications and data.

### **Policy Statement:**

Georgia Tech provides information technology resources to faculty members, staff and students for the purpose of furthering Georgia Tech's mission and conducting Georgia Tech business. While personal use of such systems is permitted, as per the

Georgia Tech Acceptable Use policy, personal communications and files transmitted over or stored on Georgia Tech systems are subject to the same regulations as business communications.

## **IV. Strategic Campus Partnerships**

### **The Office of Disability Services:**

Disability Services, a department in the Office of the Dean of Students, provides support and resource information for students with disabilities at GT. Students must demonstrate through documentation that the disorder/impairment meets the definition of a disability under Title II of the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. The Office of Disability Services, along with the Board of Regents, has established guidelines for documenting conditions that qualify for accommodations. These guidelines help provide comprehensive and current information regarding the functional limitations caused by the condition as well as any appropriate and reasonable modifications in an academic setting.

In collaboration with the Office of Disability Services, GTAA has a designated liaison, Assistant AD for Special Projects, to assist student-athletes with the processes, testing procedures, and registration. Student-athletes should access the website at <http://disabilityservices.gatech.edu/content/73/about-us> and meet with their Assistant Director for GTAA staff contact.

### **Student Diversity Programs:**

Diversity is one of Georgia Tech's greatest strengths. GT is one of the most diverse universities in the world. We have students who represent every state in the nation and more than 100 countries of the world. Our student-athletes reflect similar diversity and therefore important that all students should graduate knowing how to learn, live, work, and lead in a global world. Student Diversity Programs provides an institutionalized approach for meeting the co-curricular needs of students by coordinating and planning educational opportunities that enhance interaction and learning across groups. Through intentional programs like Diversity Week, the MLK Student Celebration, the Power over Prejudice Summit, and Diversity through the Arts, the Office assists the campus in understanding, appreciating, and celebrating Tech's rich cultural diversity. Refer to <http://www.diversityprograms.gatech.edu/content/8/about-the-diversity-programs> for additional information on getting involved with our diversity programming.

### **Women's Resource Center:**

The GTAA works closely with the Women's Resource Center. The Center offers a wide range of programming on women's interests. In addition, students can participate in leadership opportunities such as the Women's Leadership Conference and Women's Awareness Month. The Georgia Tech Student Policy on Sexual Harassment and Sexual Misconduct states that the Institute prohibits sexual harassment and sexual misconduct. Actions, which result in charges of sexual harassment or sexual misconduct under this policy, do not preclude civil and/or criminal liability under state law. The full policy may be found in the general catalog or linked to the Georgia Tech Policy Library. The Women's Resource Center can provide confidential assistance to help address these situations and serve as an advocate if you choose to report the harassment.

Several colleges and departments offer academic programs to support their women students and include:

Welcome for Incoming Women Students - program welcoming first-year female students to campus, providing tips for success and an opportunity to meet other women students.

Women's Awareness Month - Each year a student committee coordinates a month of events celebrating women's accomplishments and raising awareness of women's issues. Annual events include a keynote speaker and Take Back the Night. The celebration began as a week of programming in 1997 and became a month in 2000.

Women's Leadership Conference - Since 1998, a student committee of the WRC has organized a two-day conference to celebrate, recognize, and learn more about the strong leadership exhibited by women of the Georgia Tech community. The Fall 2004 conference featured Cathy O'Dowd who has climbed Mt. Everest - twice.

Other Academic Programs:

ADVANCE

Society of Women Engineers

Women @ CC

Women in ECE

Women in Engineering

Women, Science & Technology (WST) Programs

<http://www.womenscenter.gatech.edu/content/9/crisis-information>

### **Office of the Dean of Students:**

The Office of the Dean of Students provides a number of services to assist students with medical and personal emergencies. To access these services during regular business hours, students and/or their families may notify the office at (404) 894-6367. In the event of an after-hours emergency, individuals should contact the Georgia Tech Police Department at (404) 894-2500 and request that the "Dean on Call" be contacted. There is an emergency "Dean on Call" at all times to assist students in need.

<http://www.deanofstudents.gatech.edu/content/4/contact-directions>

### **Personal Referrals**

The Office of the Dean of Students can contact the many campus resources such as the Counseling Center, Women's Resource Center, Health Center, and other community services for assistance in arranging emotional or personal support for students.

### **Academic Referrals**

Students often need assistance in making decisions about academic matters. Our office can assist students with contacting their faculty and/or major department to resolve questions or concerns.

A student-athlete should contact this office if he/she does not know where to go on campus to get a question answered, has experienced any type of crisis that will impact his/her success as a student, believes his/her rights have been violated, or is experiencing a distressing situation.

### **Contact information:**

Office of the Dean of Students  
Georgia Institute of Technology  
Charles A. Smithgall Jr Student Services Building, Suite 210  
353 Ferst Drive  
Atlanta, GA 30332-0285  
Phone: (404) 894-6367  
Fax: (404) 894-9928

**GT Counseling Center:** <http://counseling.gatech.edu/content/428/about>

The GT Counseling Center offers services that facilitate students' personal development, assist in the alleviation, remediation, and prevention of distress, as well as services that educate students in ways that develop self-awareness, self-reliance, and self-confidence. The Center is staffed by licensed psychologists, counselors, and marriage and family therapists, as well as pre-doctoral interns and graduate practicum students. GT Athletics now has exclusive limited access to a GT Counselor for our Student-Athletes. To make an "official" Athletic appointment, all request need to be directed to Leah Thomas, not the Counseling Center. Leah: 404-759-0626 / LThomas@gtaa.gatech.edu

Students in crisis can always speak with directly a counselor at any time 24 hours a day, 7 days a week. During 'regular' business hours (Monday-Friday 8-5), students may call 404-894-2575 or drop by the Counseling Center. After hours, students may access the Counselor On-Call by calling 404-894-2575. Students who are experiencing an immediate life threatening emergency should call 911 or, if on campus, call the Georgia Tech Campus Police at 404-894-2500.

**Get Help Now**

The Counseling Center has an after-hours counselor who is on-call after regular business hours. To request to speak to the counselor on-call, contact GTPD at (404) 894-2500.

For non-urgent matters, please call (404) 894-2575 during our regular business hours (M-F 8 am-5 pm).

In the event of a life threatening emergency, call 911.

**Center for Career Discovery and Development (C2D2)**

<http://www.career.gatech.edu/plugins/content/index.php?id=418>

The Georgia Institute of Technology Internship Program is an academic program designed to complement a student's formal education with practical work experience. The internships are single-semester, major related full-time or part-time work experiences that help students better understand the "real world" applications of their academic studies. Involvement in the GT Internship program requires a commitment of full-time or part-time employment for a minimum of sixteen weeks for the fall or spring semesters, or twelve weeks for the summer term. Interns typically work for one semester, with the flexibility of participating in multiple internships, and in some cases, have the option working for two consecutive

terms (e.g. spring and summer or summer and fall). Full time work assignments are for a minimum of thirty five hours per week, and part time assignments require at least twenty hours of work per week.

## **I. To Apply**

Go to the [CareerBuzz](#) Homepage to create a new student intern account. This will allow you to use CareerBuzz to schedule meetings with your advisor and view jobs. However, you will not have access to apply for jobs until you've completed an internship orientation.

**NOTE:** If you already have a CareerBuzz account for the co-op program, contact your co-op advisor to transfer to the internship program.

## **II. To Look For An Internship:**

- a.) Complete Orientation: It is mandatory you attend a one-hour internship orientation. This can be online or in-person.
- b.) Meet with Intern Advisor (after attending orientation): Use [CareerBuzz](#) to schedule a meeting ([MS Word](#) | [Adobe PDF](#)) with an internship advisor. Be sure to bring a copy of your resume to the meeting as well as any questions you may have about the job search process. Click here for sample resumes ([MS Word](#) | [Adobe PDF](#)) as well as resume tips.
- c.) Conduct your Job Search: Click here for resources that can be used to find an internship. We recommend checking CareerBuzz regularly for new jobs postings.

## **III. To Register an Internship:**

Once you accept an internship, registering your internship through the Center for Career Discovery and Development is easy and has many benefits!

## **Office of International Education:**

<http://oie.gatech.edu/content/international-student-scholar-services>

Office of International Education is available to help GT students achieve your goals whether that means successful integration into Atlanta and life in the U.S. or having a life-changing experience overseas. The International Students & Scholars department will serve as a key resource for our F-1 student-athletes. Offering support and instructions for Pre-Arrival, Check-In, maintaining status, and transitioning to the USA and GT, this support is a critical liaison for the GTAA. OIE sessions include the following:

How to Succeed as an F-1 Student (Mandatory)

How to Succeed as a J-1 Student (Mandatory)

Academic Transitions: Online Session

Staying Safe and Healthy in the U.S.

Cultural Transitions Video and Student Panel

OIE Welcome Party

USA/Georgia Tech 101

Spouse Orientation

GT International Ambassador's International Karaoke Night

International Coffee Hour/Tech Rec Night

## **V. NCAA Rules & Regulations**

**Institutional Staff Members** - Coaches, Athletics Staff Members, Faculty, Student Managers, Volunteer Coaches, Student Trainers, Graduate Coaches, Undergraduate Coaches, and Tutors, regardless if they are employed on a volunteer basis, are considered to be institutional staff members. Tutors are held responsible for knowing and understanding NCAA, ACC and GT rules and regulations regarding permissible/non-permissible activities for institutional staff members.

It is Georgia Tech's responsibility to educate all institutional staff members of applicable NCAA and institutional rules and the consequences of violating such rules.

**NCAA Bylaw 10.1- Unethical Conduct** - Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:

- a. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when required to do so by the NCAA or the individual's institution;
- b. ;
- c. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- d. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; or
- e. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner")

### **Post-Enrollment Academic Misconduct**

**Academic Misconduct -- Post-Enrollment - 14.02.1.** All institutional staff members and student-athletes are expected to act with honesty and integrity in all academic matters. Post-enrollment academic misconduct includes any violation or breach of an institutional policy regarding academic honesty or integrity (e.g., academic offense, academic honor code violation, plagiarism, academic fraud).

**Impermissible Academic Assistance -- Institutional Staff Member or Representative of Athletics Interests - 14.02.10.** Impermissible academic assistance by a current or former institutional staff member or a representative of an institution's athletics interests includes, but is not limited to, the provision of or arrangement of:

- (a) Substantial assistance that is not generally available to an institution's students and is not otherwise expressly authorized in Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point; or
- (b) An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point.



**Institutional Staff Member - 14.02.11.** An institutional staff member is any individual, excluding a student employee, who performs work for the institution or the athletics department, regardless of whether he or she receives compensation for such work.

**Student Employee - 14.02.11.1.** A student employee is an institutional staff member if:

- (a) He or she has institutional responsibilities to provide academic services to student-athletes; or
- (b) He or she engages in academic misconduct or provides impermissible academic assistance at the direction of a nonstudent employee, an institutional staff member per 14.02.11.1-(a) or a representative of the institution's athletics interests.

**Institutional Staff Member or Representative of Athletics Interests - 14.9.2.2.** A current or former institutional staff member or a representative of an institution's athletics interests shall not be involved (with or without the knowledge of the student-athlete) in:

- (a) Academic misconduct related to a student-athlete; or
- (b) The alteration or falsification of a student-athlete's transcript or academic record.

### **Pre-Enrollment Academic Misconduct**

**Pre-Enrollment Academic Misconduct - 14.1.2.1.** A prospective student-athlete, student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, shall not engage in the following conduct:

- (a) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective student-athlete;
- (b) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores); or
- (c) Fraudulence or misconduct in connection with entrance or placement examinations.

#### **Examples of academic misconduct:**

1. Arranging for a prospective student-athlete to have someone take the SAT/ACT for them.
2. Assisting prospective enrolled or transfer student-athletes in correspondence courses via writing papers, taking finals, etc.
3. Signing a student-athlete's name on an attendance sheet in a course where participation/attendance is part of the final grade.
4. Preparing and typing papers for a student-athlete.
5. Assisting student-athletes in obtaining grade changes for course work (especially if the grade change was unearned).

6. Obtaining a fraudulent medical excuse on behalf of student-athletes for the purpose of obtaining extensions to take exams and contacting faculty members in connection therewith.

Georgia Tech would be required to report a violation of **academic fraud** to the NCAA if:

1. Any time an institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) knowingly is involved in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.
2. Any time a student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in erroneous declaration of eligibility.
3. Any time a student-athlete commits an academic offense (e.g., cheating on a test, plagiarism on a term paper), and the offense results in an erroneous declaration of eligibility and the student-athlete subsequently competes for Georgia Tech.

Most academic fraud violations include an “institutional control” citation. If this occurs, then a violation will more than likely be considered major in nature.

**Extra Benefits - 16.02.3** - Any special arrangement by a Georgia Tech employee or representative of Georgia Tech’s athletics interest to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athlete or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to Georgia Tech’s students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability

Examples:

1. Typing reports, papers, or letters.
2. Professor offering special treatment to student-athletes and providing grade for eligibility purposes.
3. Professor providing special study materials only to student-athletes.
4. Student-Athlete advisor provided course instructor with tickets for football games and provided her with \$50 per hour to tutor student-athletes.
5. Tutor pays for a student-athlete’s meal without obtaining prior approval from the Compliance Office. (See occasional meal section)
6. Tutor edits a student-athlete’s paper- without the knowledge of student-athlete.

***When in doubt...”Editing becomes a violation when the thoughts on paper are no longer those of the student-athlete.”***

When helping a student-athlete with a paper, a tutor can only offer guidance in the fundamentals of writing (e.g., where to place a thesis statement, conclusion).

All conversations regarding a student-athlete’s grade/performance in a class should strictly be between the student-athlete and professor.

### **Occasional Meals**

The NCAA allows an institutional staff member to provide an occasional meal to a student-athlete/team at an establishment in the locale of Georgia Tech’s campus or at the staff member’s home. Georgia Tech has defined occasional to be four meals during the fall semester, four meals during the spring semester and two meals during the summer terms. Any staff member wanting to provide a student-athlete with a meal MUST

RECEIVE PRIOR APPROVAL FROM THE COMPLIANCE OFFICE. Any meal provided without prior approval would be considered a violation and could jeopardize the student-athlete's eligibility.

Any impermissible benefits provided to a student-athlete must be paid back by the student-athlete in the amount of the benefit to a charity of the student-athlete's choice.

NCAA Rules and Regulations information is supplied by the GTAA Office of Compliance

For questions regarding NCAA Rules and Regulations please contact Compliance:

Shoshanna Engel Associate AD for Compliance	Compliance	<a href="mailto:sengel@athletics.gatech.edu">sengel@athletics.gatech.edu</a>	404-894-8792
Lance Markos Assistant AD for Compliance	Compliance	<a href="mailto:lmarkos@athletics.gatech.edu">lmarkos@athletics.gatech.edu</a>	404-894-5507
Bret Cowley Director of Compliance	Compliance	<a href="mailto:bcowley@athletics.gatech.edu">bcowley@athletics.gatech.edu</a>	404-385-0611
Shardonay Blueford Assoc. Director of Compliance	Compliance	<a href="mailto:sblueford@athletics.gatech.edu">sblueford@athletics.gatech.edu</a>	404-894-0416

## **VI. Awards & Recognition**

Each academic year, eligible student-athletes can be nominated and receive GT, ACC, NCAA and other national awards, scholarships, and internships. The GT Awards Committee reviews all information on these awards, scholarships, and internships and works with the athletics department to nominate student-athletes. For more information about how to receive these and other awards, student-athletes should see their athletic Academic Support Coordinator.

### **GT**

Total Person Awards  
Bobby Dodd Scholarships  
Robert Cup Awards  
Leadership Award  
Athletes of the Year  
Rookies of the Year  
Best All-Around Team  
Best Record Breaking Performances  
Spotlight Awards

### **ACC**

Jim Tatum Award – Football Scholar Athlete of the Year  
Futures Internship Program  
Weaver-James Corrigan Honorary Award  
Weaver-James Corrigan Postgraduate Scholarship  
All-Academic Team  
Scholar-Athlete of the Year Award  
Top Male & Female Student-Athlete of the Year  
Top Six for Service Award  
SAAC Sportsmanship Award  
Academic Honor Roll

### **NCAA**

Postgraduate Internship Program  
Degree Completion Award  
Freedom Forum Sports Journalism Scholarship Program  
Postgraduate Scholarships  
Walter Byers Postgraduate Scholarship  
Jim McKay Scholarship Program  
Ethnic Minority and Women's Enhancement Postgraduate Scholarships

Award of Valor  
Theodore Roosevelt Award  
Inspiration Award  
Silver Anniversary Awards  
Woman of the Year  
Sportsmanship Award

**National**

CoSIDA Academic All-America Team  
Lowe's Senior CLASS  
NCAA Today's Top 10 Award  
National Football Foundation Scholar Athlete Awards  
1A FAR Academic Excellence Award  
Disney Sports Spirit Award  
Peach of an Athlete Award  
Wuerffel Trophy  
Arthur Ashe Jr. Sports Scholars Award  
Athletes for a Better World – Coach Wooden Citizenship Cup  
Atlanta Sports Award  
WBCA Broadcasting Scholarship  
Charles T. Stoner Law Scholarship Award  
Dorothy Harris Endowed Scholarship  
Frances Pomeroy Naismith Award  
Giant Steps Award  
WBCA Coaches' All America Team  
N4A Wilma Rudolph Student-Athlete Achievement Award  
Honda Inspiration Award  
Allstate AFCA Good Works Team  
National ITA Scholar Athlete Award  
WBCA Academic Top 25 Team Honor Roll  
AVCA Team Academic Award  
ITA National Academic Awards  
Farmers Insurance Team Academic Award