

**Student Athlete Academic Support Services (SAASS)
2021-22 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 2021-2022 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.

Exactly 40 years ago, I was starting my journey at Georgia Tech as a student-athlete and it eventually culminated with me returning home to become Tech's director of athletics. I am living proof that you are embarking on a life-changing experience that prepare you to achieve more than you can imagine.

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 every opportunity. The people you meet here will be your biggest supporters and help you the rest of your life. Forty years ago, I made some of the best friends I will ever have and those relationships continue today. Use your resources, reach out and seek support. We are here to help you succeed.

I also urge you to take time to learn our policies and expectations for student-athletes and ask your coach or an athletics staff member if you have any questions. Don't be afraid to ask for assistance. Our entire department is here to help you in the transition and during your time as a Yellow Jacket.

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,

I welcome you to Georgia Tech by recognizing that you are more than an athlete, and that the skills and experiences that you have developed in your sport, with your teams, have many valuable uses outside of sports. At this stage of your young life, you may or may not see how transferable your skills are into many productive areas of life and this is one area of personal development where I especially look forward to working with you to help.

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 so please do not hesitate to reach out to me.

As a student myself, I walked on to the football team at Vanderbilt, tore my ACL the spring of my freshman year, worked as a student equipment manager my sophomore year to pay for school, came back to football my junior year and re-tore my ACL, served as the head student equipment manager my senior year, and scored two touchdowns as a scholarship starting fullback in my fifth year. During recovery from ACL injuries I discovered research for pay as an undergrad, which set me on a path to the Ph.D. and becoming a successful professor and deep-tech entrepreneur. My personal experiences with challenges and successes on the student-athlete journey make it easier for me to relate to you so please reach out.

You hold a special honor as one of our student athletes. 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 (including you and your teammates).

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.

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

Welcome to our family. Go Jackets!

Sincerely,



Dr. Baratunde Cola
Faculty Athletic Representative
Professor of Mechanical Engineering and Materials Science (courtesy)
Atlanta, GA 30332-0355
Email: cola@gatech.edu
Web: www.baratundecola.com

VISION

We **DEVELOP** the young people who will **CHANGE** the world.

MISSION

Georgia Tech athletics inspires and empowers student-athletes to be **Everyday Champions** in academics, competition and life.

FORMULA

WINNING + THE INSTITUTE + TOTAL PERSON PROGRAM = EVERYDAY CHAMPIONS

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.

COVID-19 Change in Practice Statement

Due to COVID-19, the Georgia Tech community moved to all remote instruction and majority of services to a distance format March 23, 2020 and remained as such through Spring 20 and Summer 20 semesters. The Georgia Tech community has planned to return to in-person teaching, learning, and working in the Fall 20. As part of the fall plan, each course and section will be designated as residential (in-person with physical distancing), hybrid with limited in-person attendance, or remote. The majority of courses will have some in-person attendance. The health and safety of our students and faculty are our top priority in setting all class modes. An important part of that is allowing for safe physical distancing in the classrooms where these courses are held. Our student-athletes will return to campus for the Fall 20 and will be required to wear face coverings, comply with physical distancing, and personal hygiene that we will practice as individuals, and you will also see necessary changes around campus. Hundreds of individuals across departments and units at Georgia Tech and the GTAA are implementing enhanced cleaning and disinfection measures; new configurations and seating in classrooms, labs, and office spaces; new expectations for campus, housing, and dining services; ongoing risk assessments and analyses; and detailed testing, contact tracing, and quarantine protocols.

We are still working through some final details with our support, however, whether virtual/remote on in-person, this staff will provide you the support and guidance heralded as one of the best for student-athletes.

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.

Diversity is a Community Value at Georgia Tech

Diversity, equity and inclusion are central tenets of the Georgia Tech Strategic Plan as stated below:

"Tech aspires to be an Institute that pursues excellence and embraces and leverages diversity in all of its forms. We will recruit, develop, retain, and engage a heterogeneous cadre of students, faculty, and staff with a wide variety of backgrounds, perspectives, interests, and talents, creating a campus community that exemplifies the best in all of us—in our intellectual pursuits, our diversity of thought, our personal integrity, and, our inclusive excellence."

Our students and faculty will collaborate not only with each other, but also with learners across the globe, addressing problems of regional, national, and global significance. Inclusive excellence includes all features, ideas, processes and challenges connected to diversity or individual differences and pushes the discussion and call to action further to include making institutional change.

Inclusive excellence is a strategic framework, encouraging active examination and evaluation of Tech’s practices and policies. This tactical assessment will allow the Institution to set goals with measurable outcomes. Our success is dependent on how well we value, engage and include the rich diversity of students, staff, faculty, administrators, and alumni constituents, and all the valuable social dimensions that they bring to the campus.

More than a short-term project or single office initiative, inclusive excellence is a comprehensive approach that requires a fundamental transformation of the institution by embedding and practicing inclusive excellence in every effort, aspect, and level of our Institution. The goal is to make inclusive excellence a habit that is implemented and practiced consistently. To practice inclusiveness is excellence.

Archie W. Ervin, Ph.D. Chief Diversity Officer and Vice President for Institute Diversity, Equity, and Inclusion

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, completed the reading and have textbooks 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.

Academic Misconduct Process

Any person may file a complaint against a student for violation of the Student Code of Conduct. The complaint should be sent to OSI using the incident referral form. An OSI staff member may contact you during the investigation of the case for more information and to keep updated on the status of the process. Alternatively, the instructor of record for the course may hold a Faculty Conference (refer to Faculty Conference page for more information). The complaint should be submitted as soon as possible after the event takes place or when it is reasonably discovered, no later than thirty (30) business days following the discovery of the incident. In extraordinary circumstances, OSI may waive this timeline.

Students who wish to report an alleged violation of the Student Code of Conduct should notify their instructor. Students may also speak to a member of the Honor Advisory Council or direct questions to staff members in the Office of Student Integrity. Academic Integrity

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:

<https://osi.gatech.edu/content/academic-misconduct-process>

Academic Misconduct Sanctioning Guidelines:

<https://osi.gatech.edu/content/sanctions>

Academic Misconduct Appeal Process

<https://osi.gatech.edu/content/appeal-process-1>

Academic Misconduct HAC Ethics Seminars

<https://osi.gatech.edu/content/hac-ethics-seminars>

Academic Integrity Resources

<https://osi.gatech.edu/content/resources>



Meeting NCAA Progress-Toward-Degree & Credit Hour Requirements

Academic Requirements	Entering 2 nd Year (3 rd fulltime semester)	Entering 3 rd Year (5 th fulltime semester)	Entering 4 th Year (7 th fulltime semester)	Entering 5 th Year (9 th fulltime semester)
Regular Academic Term	6 semester hours of degree applicable credit	6 semester hours of degree applicable credit	6 semester hours of degree applicable credit	6 semester hours of degree applicable 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

Bylaw 14.4.3.1.6 Additional Requirements for Football - Football student-athletes must successfully complete at least nine semester hours during the fall term and earn the APR “E” point shall not be eligible to compete in the first four contests against outside competition in the following playing season. To regain eligibility, see *Bylaw 14.4.3.1.6.1.* & *Bylaw 14.4.3.1.6.2*

Bylaw 14.4.3.1.5 Additional Application – Baseball - 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

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.

Effective August 1, 2020

Academic Eligibility -- Graduate Student/Postbaccalaureate Participation -- One-Time Transfer Exception
Uniform Academic Enrollment permits a student-athlete who is enrolled in an institution other than the institution from which he or she previously received a baccalaureate degree to be eligible for competition while enrolled in a second baccalaureate or equivalent degree, or as a full-time student while taking course work that would lead to the equivalent of a major or degree if he or she fulfills the conditions of the one-time transfer exception, as specified.

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:

- Sr. Associate Athletic Director
- Assistant Athletic Director
- Director of Football
- Associate Director
- Assistant Director
- Academic Support Coordinator
- Peer and Lead Tutors
- Cross Curriculum Tutors

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

1. Director of Football/Assistant Director(s) MFB – Three Academic Support Coordinators
2. Associate 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

COVID-19 Change in Practice will require all entry to the Hearn Academic Center and Technology Center to be by appointment only for Fall 20.

Hours of Operation Fall & Spring

Hearn Academic Center: 3rd 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

CO-VID 19 Expectations of Staff

Academic Meeting Expectations

- SA's must download Microsoft teams (with GT email) on computer AND phone
- All virtual meetings will exist through Microsoft Teams
- Virtual meetings are to take place in a quiet area with limited distractions
- SA's must have computer and charger accessible during each virtual meeting
- Each SA will have 1:1 appointment at assigned times (30 min to 1 hour)
- Consistent communication is expected throughout this time
- SA's will review each course in detail with their Academic Coordinator; Review announcements, assignments, grades, syllabus changes, etc.
- Meetings should focus on priority assignments; SA's should review instructions and show progress and completion to AC's
- Weekly (beginning or end) the SA is required to print grades, save as pdf and send to AC
- SA's should be communicating through their GT email only; no personal emails
- SAs are NOT to share anything via google docs w/ AC; Microsoft/pdf docs only
- SA's are to treat virtual appointments just as they would meetings in office hours
- All SA meetings with AC's or tutoring will be on Teamworks
- All syllabus/course changes will be documented and shared by ACs to the full staff

Study Hall Format

- AC staff will host a virtual freshmen study hall with their specific cohort of students
- AC staff will create a new meeting and invite their freshmen to attend
- Professionalism is expected from all SA's and the AC; expectations listed above must be met
- Meetings should be structured in 90-minute formats, during evenings; as similar to the traditional study hall format as possible.

Coach Communication

- Head Coach academic update meetings will be scheduled weekly through Microsoft Teams
- Every Sunday a detailed academic summary will be sent to the full coaching staff
- Included in the academic summary will be continuing eligibility statements, current grades, course material remaining, recent grades, and qualitative feedback about the individual SA
- Feedback will be directly from the SA's AC, and will summarize the last weeks appointments
- Coaches are expected to utilize Teamworks
- Each SA academic appointment will be documented on Teamworks
- Each SA academic appointment will also be listed on the position coaches Teamworks
- Position coaches will ensure SA's are available and prepared for their 1:1 appointment
- If an SA is unavailable, not communicating, or not meeting expectations, coaches will be notified in real time.

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

Directory –

Staff Member	Division	Email	Phone
Phyllis LaBaw Sr. Associate Athletic Director	Student Athlete Academic Support Services	plabaw@athletics.gatech.edu	404-803-8950
Christopher Breen Assistant Athletic Director	Student Athlete Academic Support Services	cbreen@athletics.gatech.edu	646-879-4487
Tiffany Johnson Assistant Director	Student Athlete Academic Support Services	tjohnson@athletics.gatech.edu	404-432-1471
Amanda Brown Associate Director	Men's Basketball, Women's Volleyball, Men's Golf	abrown@athletics.gatech.edu	214-709-6958
Shelby Varner Academic Support Coordinator	Men's Basketball, Women's Volleyball, Men's Golf	svarner@athletics.gatech.edu	352-443-9026
Kristen Wingate Assistant Director	Women's Basketball, Women's Tennis, Softball	kwingate@athletics.gatech.edu	843-307-8030
Keturah Cox Academic Support Coordinator	Women's Basketball, Women's Tennis, Softball	kcox@athletics.gatech.edu	678-200-9137
Ashby Sadowski Assistant Director	Men's/Women's Track and Cross Country, Men's/Women's Swimming and Diving, Baseball, Men's Tennis	asadowski@athletics.gatech.edu	770-547-0666
Christina Jones Academic Support Coordinator	Men's Track & Cross Country, Men's/Women's Swimming & Diving	cjones@athletics.gatech.edu	404-281-9218
Amanda Guerry Academic Support Coordinator	Baseball, Women's Track & Cross Country, Men's Tennis	Aguerry@athletics.gatech.edu	404-906-5728
Brandon Pottebaum Director of Football	Football	bpottebaum@athletics.gatech.edu	404-358-1552
Joe Miller Assistant Director	Football	jmiller@athletics.gatech.edu	404-769-8586
Lorenda Holston Academic Support Coordinator	Football	lholsen@athletics.gatech.edu	404-825-8206
Jaye Rochell Academic Support Coordinator	Football	jrochell@athletics.gatech.edu	678-495-7891
Dartez Jacobs Academic Support Coordinator	Football	djacobs@athletics.gatech.edu	404-536-6527

updated 6.26.20

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.

COVID-19 Change in Practice will require all tutoring to be requested and offered via virtual/remote utilizing Microsoft Teams and Teamworks

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:

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

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

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 Georgia Tech 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.

Office of Undergraduate Education – Tutoring & Academic Support

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://cas.gatech.edu/>

Tutoring & Support is located on the second floor of the G. Wayne Clough Undergraduate Learning Commons (Clough Commons). For a list of tutoring, see the links below;

- 1-to-1 Tutoring: appointment based tutoring offered by Tutoring & Support.
<http://success.gatech.edu/tutoring-0>
- Online Tutoring: Online tutoring sessions are designed to be student led and it is important that you are prepared to actively solve problems and articulate your own thought process.
<http://www.success.gatech.edu/online-tutoring>
- Drop-In Tutoring: The second floor of Clough Commons is your destination for a number of drop-in tutoring services. **No appointments are necessary**-- includes the Math Lab, Chemistry, Physics, and CS 1371 Help Desk.
<http://www.success.gatech.edu/drop-tutoring-help-desks>
- **Peer-Led Undergraduate Study (PLUS)** sessions provide opportunities for students enrolled in traditionally challenging courses to work together to review course content, develop learning and study strategies, and prepare for exams. These voluntary sessions are offered several times each week and are facilitated by peer leaders (PLUS leaders) who have already successfully completed the course. PLUS leaders meet with Center staff and the instructor and attend the course each day with the students.
<http://success.gatech.edu/plus-sessions>
- Population Specific Programming – BME & LLC provides subject specific tutoring.
<http://www.success.gatech.edu/cohort-specific-tutoring>

Additional Tutoring Resources;

- Communication Center: Located in **Clough Undergraduate Learning Commons 447**, the Communication Center (comprised of the Naugle CommLab and the Rehearsal Rooms) aids student-clients from the Georgia Tech community with communication skills and projects related to their classes, careers, and civic and community lives. As an inclusive resource, the center welcomes students of all identities, languages, and ability levels.
<http://www.communicationcenter.gatech.edu/>
- Academic Coaching - provides students with the chance to work individually with professional staff members to enhance their academic skills, gain confidence, discover motivation, and improve performance. Students usually schedule a 45-60 minute meeting every two weeks or once a month, depending on their individual need. Academic Coaching is available year round so schedule your appointment now.
<https://advising.gatech.edu/academic-coaching>
- **OMED** - Drop-in tutoring services are offered via BlueJeans, <https://bluejeans.com/954894509>, on Tuesdays and Wednesdays, from 2 PM- 7 PM. All other tutoring will be available by appointment or within designated time-blocks through virtual service platforms with each tutor. This page will be updated weekly with links, tutoring contacts, and schedules. Tutor.com - In addition to tutoring services offered by OMED, we have partnered with USG and Tutor.com to provide additional support to our

students taking history, business, and social-science courses. Tutor.com offers one-to-one learning solutions for students and professionals. All their services are live, on-demand and online.

<https://omed.gatech.edu/academic-support>

- Shell Mechanical Engineering (ME) Tutoring Program is offered by the School of Mechanical Engineering and provides tutoring for a variety of ME courses.

Due to COVID-19, in person tutoring is not available via OUE Tutoring & Support

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 4th 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 1st year in residence while balancing athletics and academics. This program will utilize lectures, workshops, hands on activities and opportunities to fully acclimate to GT. Summer 20 and Fall 20 Jumpstart Jackets converted to a virtual transition program providing our 1st year student-athletes with an all-inclusive presentation of academic strategies for success, campus partners, and our Total Person Program.

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 contract 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

Undergraduate students may repeat courses for grade substitution according to the following set of criteria. If these conditions are not met, the general policy governing repeated courses applies.

- a. Undergraduate students may repeat for grade substitution up to two GT courses with posted letter grades of D or F. These courses will be excluded from calculation of their cumulative grade point average.
- b. A course can be taken for grade substitution only once and must be repeated within one calendar year.
- c. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course regardless of how many times it is repeated.

- d. Grades excluded under previous Institute rules (such as the Grade Substitution policy that was in effect up until 2019) count toward the maximum two courses allowed for substitution.
- e. Once a grade substitution is posted, the student cannot remove the exclusion or change it to another course at a later date. A student cannot request a grade substitution after they have graduated.
- f. The application for grade substitution must be filed with the Registrar's Office no later than the deadline for withdrawing from a course during the student's next term of enrollment after the course is repeated.

The original grade and the repeated grades will all appear on the official transcript. Once a grade substitution is applied to a course, the credit hours attempted and earned on the course will be removed from the calculation of the cumulative grade point. Excluded courses and hours will continue to be counted in calculations of satisfactory progress, for financial aid eligibility, and for tuition.

Students should be aware that many graduate and professional schools recalculate grade point averages in the process of considering an applicant for admission to such programs. This recalculation may include restoring the grades of the repeated classes and their effects on the cumulative grade point average.

The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject to exceptions and may not be petitioned to the Undergraduate Institute Curriculum Committee (updated 7/1/20).

<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.

Hours included in program of study

45 to 70 credit hours

71 to 90 credit hours

91 or more credit hours

Hours allowed on pass/fail basis

3 credit hours

6 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

How Advising Works

Academic advising at Georgia Tech is "decentralized", meaning all students work with advisors in their majors, rather than in a central advising office. Advisors know their major's curriculum, and are the experts to help students navigate their academic path at Tech. Here are some quick tips on working with your advisor:

How to make an appointment: Most advisors use GradesFirst, an online tool for scheduling advising appointments, but some advisors prefer that you email or just stop by during their advising hours. To find out how to meet with your advisor, use the "find your advisor" button on the home page, and then click your major. During busy times, such as registration, most advisors offer walk-in hours. These are for quick question, while appointments are for exploration, longer-term planning, and discussing academic challenges or concerns.

Is advising required? That depends on your major: some majors require advising each semester, annually, or as you reach certain academic milestones. But even if you are not required to meet with your advisor, you will benefit by working with your advisor at least once a year so that you can review your progress, update your goals, plan for co-curricular opportunities, ask questions, or just get some encouragement. If you encounter academic difficulties, your advisor is likely to invite or even require you to meet so that you can work collaboratively on getting back on track.

What if I want to discuss changing my major? Meet with an advisor! Your advisor can help you determine whether your current major is a good fit for your goals and interests, and may be able to also help you explore other options. You will also want to meet with the advisor in major(s) you're considering. Some advisors have appointments especially for students thinking about changing their major, while others require students to first attend a Change-of-Major meeting or Info Session.

How Advisors Help

Your academic advisor can help you plan to make the most of your college experience. Yes, your advisor is a great resource for course scheduling and questions about registration, but can assist you with so much more, including

- Setting and reflecting on your academic, career, and life goals
- Understanding degree requirements and your academic program options
- Exploring opportunities such as study abroad, undergrad research, co-ops & internships
- Thinking about adding minors and certificates
- Developing academic/learning strategies, and connecting you with academic support resources, such as tutoring
- Explaining Georgia Tech policies on topics like transfer credit, leaves of absence, academic standing, and readmission
- Deciding if your major is the right fit
- Providing information and tips for registration
- Understanding university policies, rules, and regulations
- Connecting with campus resources

Your advisor is also your resource for discussions about any academic difficulties or challenges you encounter, and should always be consulted if you're considering withdrawing from a course. Some academic advisors may also offer help with resumes and cover letters (but if they don't, they can help you make an appointment with a campus expert).

All entering students are assigned an academic advisor in their declared major at Georgia Tech. In addition to working with the advisor in their major, students should also consult advisors for minors, certificates, and pre-professional planning.

Undergraduates meet their assigned advisor at orientation (FASET) and at regular intervals during their college career. Not sure who your advisor is, or looking to meet with one outside your major? Just click the "find your advisor" on the [home page](#).

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

Degree Information/Audit (DegreeWorks):

DegreeWorks provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and advisors negotiate curriculum requirements.

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 Overview and Resources

Students admitted as Freshmen (First Years) in Summer or Fall 2018 may not change majors until after the deadline for withdrawal from classes (W deadline) in Fall semester. Undergraduates admitted as Freshmen (non-transfers) are allowed one unrestricted change of major prior to earning 60 hours. There are a few majors that have been granted exceptions to this rule (ME, ISYE, Music Technology). After earning 60 hours, students are only allowed to change majors at the discretion of the new major. Transfers are only granted changes at the discretion of the new major.

It's important to learn about your options and be sure you understand what each major expects of you, and can offer you, as well as the academic program and course requirements. Some majors offer “info” sessions to help you get all these basics—and some require that you register for and attend these. Others offer appointment times for you to meet with an advisor to discuss your options and ask questions. Tech is a big place, and each major handles the change-of-major process a little differently. The information on this site is designed to give you the basics. Please follow the links below for additional details and clarification. All students with general questions related to changing or exploring majors are welcome to meet with or contact Ms. Stephanie Aluko, Exploratory Advisor, at stephanie.aluko@gatech.edu or through GradesFirst. Please note that Ms. Aluko cannot take the place of major-specific information sessions, nor can she sign change-of-major forms, but can guide you through the exploration process and connect you with the right resources at Tech.

Also remember that the [Center for Career Discovery and Development](#) offers a variety of resources that can help you think about your major and your future professional life. These range from assessments to career counseling, for example, as well as some great online resources related to thinking about majors.

The GT [Change-of-Major](#) form is available from the Registrar’s website, as is information about general change-of-major policy.

<https://advising.gatech.edu/change-major-glance>

Minor/Certificate Declaration

Adding a minor or certificate to your academic plan can allow you to compliment your major and pursue interests. To officially declare or change your minor, complete the Undergraduate [Change of Minor Form](#) and submit it to the Registrar. Certificates do not require special paperwork. Students should share plans for completing minors and certificates with their major academic advisor.

<https://www.advising.gatech.edu/certificates-minors>

Applying to Graduate

Students are expected to apply to graduate the semester before they wish to graduate. Georgia Tech now employs the Online Application for Graduation (OAG) for all its students, both undergraduate and graduate, and students can login to OSCAR to submit their application. Restrictions do apply, and students are advised to read the following information carefully before applying.

<https://registrar.gatech.edu/info/degree-certification-process>

Registering for Classes

- Once the student's time ticket has opened, they may access the "Add/Drop Classes" option on the Registration Menu (see instructions below). This option is used to add or remove classes for the selected term. If the student has already registered for the term, those classes will appear in the "Class Registered Successfully" section. Additional classes may be added by entering the Course Reference Number (CRN) in the "Add Class" table. Classes may be removed by using the pull down box next to the desired course. When add/removes are complete, press the *Submit Changes* button.
- Students may view a list of available courses by pressing the *Class Search* button to review the class schedule. *Class Search* will return sections that meet the student's specified criteria. If the student wishes to register for a section, they should click the box next to the desired course. . If the section is closed a "C" will appear to the left of the CRN instead of a box. After the desired course(s) have been selected, they may either be added to the worksheet or submitted for registration.
- Once the student has registered for one or more classes, their current schedule will appear. Any courses that were requested, but not successfully registered, will be listed below with an error message. Registration error messages are clearly marked with a stop sign. The status indicates the reason the class was not scheduled.
- After registration is completed, students may view their schedule by using the *Student Schedule by Day and Time* option (viewed in matrix format), or the *Student Detail Schedule* option (shows day, time, location, instructor, credit, etc.) on the Registration Menu.
- It is the student's responsibility to print a copy of their schedule and ensure that they are properly registered by the end of the registration period.

For Registration FAQ's - <https://registrar.gatech.edu/registration/registration-faqs>

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

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.

<https://registrar.gatech.edu/registration/cross-registration>

Transient Students

Students may choose to be a transient student if the school is not an ARCHE participating institution, or if they only wish to be registered at the visiting institution. ARCHE cross-registration is not the same process for cross-enrollment as being a regular transient student. Credit earned as a transient student is not considered resident credit, and all tuition and fees are paid directly to the visiting institution.

<https://registrar.gatech.edu/info/transient-students>

Course Capacity Policy

Chaired by the Vice Provost of Undergraduate Education, the Athletics Academic Steering Committee, has put in place clear procedures in place to review 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. Processes for compliance include the GTAA SAASS working with the student-athletes to make changes to their schedules. A course capacity report will be run prior to the end of Phase I registration. This will enable immediate action at the start of Phase II registration. In addition, the Registrar will review grading patterns in courses 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.

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.

Remote Learning due to CO-VID 19

To ensure the continued health and safety of our community during the COVID-19 pandemic, Georgia Tech offers remote learning through Summer 2020. The summer remote learning program enables you to earn credits this summer even though on-campus, face-to-face classes are still not possible. We have adapted courses for remote learning in Summer 2020 based on the best practices learned from the adaptation of remote instruction during Spring 2020.

Prior to Summer 2020, online undergraduate courses were offered in summer through the SOUP program. SOUP was coordinated by Georgia Tech Professional Education (GTPE). In Summer 2020, now that all classes (undergraduate and graduate) will be delivered remotely, there is no SOUP program. All students taking summer classes will be taking summer remote learning courses, so it makes no difference if you take a Q-section or an A-section course. Your student experience will be the same.

Because there is no on-campus instruction, faculty will not be recorded delivering their lectures to students in the classroom. Instead, they will be delivering their lectures virtually from their homes directly to students in video conferences in synchronous classes or directly to the camera in asynchronous classes. The other difference this summer is that in-person proctoring will not be an option.

Remote delivery of courses entails live lectures via video conference or pre-recorded lectures that are posted for you to view in your own time. Faculty can choose to deliver their courses synchronously or asynchronously. Synchronous delivery requires all students in the course to attend lectures at the same time.

Asynchronous delivery allows students greater flexibility. Faculty who decide to deliver their instructional content synchronously follow a specific class schedule. Students taking asynchronous courses can view their lectures and work on their courses in their own time provided they meet deadlines set by faculty. To find out how your courses are delivered, contact your course faculty.

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.

COVID-19 Policy Update

During the Spring and Summer 2020 terms, institutions around the country continued their course offerings in online format out of necessity. Therefore, we will accept courses for transfer credit that were completed in online format taken in the Spring 2020 or Summer 2020 term. The actual dates may vary since some institutions are on semesters and some on quarters, and their calendars vary in other ways. If the course is not listed on the transfer equivalency site, the course must be submitted for review to Transfer Credit site. This is a temporary suspension of our policy that places some restrictions around online courses and transfer credit. We expect that instruction will return to normal in the Fall 2020 terms and all existing policies will remain in effect.

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
- 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 Policies (AY 2020-2021)

<http://catalog.gatech.edu/academics/special-academic-programs/learning-support-policies/>

The Office of the Vice Provost for Undergraduate Education (OUE) administers the Learning Support Program. Co-requisite support courses (for non-academic credit) are offered for College Algebra, MATH 1111, and English Composition I, ENGL 1101, for students who need additional preparation to be successful in these and related courses.

Georgia Tech uses benchmark scores earned via the SAT (Evidence-Based Reading and Writing and Math) or ACT (English and Math) to determine placement in Learning Support. Students who score below 480 on the SAT Evidence-Based Reading and Writing Section (or 17 on the ACT English) will be required to complete the learning support program for English. Students who score below 530 on the SAT Math Section (or 21 on the ACT Math) will be required to complete the learning support program for math. Students may be required to complete the learning support program for both English and math. Georgia Tech will consider the higher of the SAT and ACT scores when determining learning support placement.

Students who are required by the Institute to take courses in the Learning Support Program will be notified in writing.

Students placing into learning support for English will be required to take ENGL 0999, a three-hour (non-academic credit) course designed to reinforce critical reading and communications concepts, concurrently with ENGL 1101, a three-hour course.

Students placing into learning support for math will be required to take MATH 0999, a two-hour (non-academic credit) course designed to reinforce basic mathematical concepts, concurrently with MATH 1111, College Algebra, a four-hour course. MATH 1111 at GT is a non-academic course.

MATH 0999 and ENGL 0999 are not college-level classes and cannot be applied to degree requirements, including free electives.

Students complete their learning support requirements when they pass the required college level course, ENGL 1101 or MATH 1111, with a grade of D or better.

Students who do not pass ENGL 1101 or MATH 1111 with a grade of D or better will be required to take both the co-requisite course and the college level course (ENGL 0999 and ENGL 1101 or MATH 0999 and MATH 1111) regardless of the grade they received in co-requisite course. Students will continue to take the combination of courses until they have passed the college level course, ENGL 1101 or MATH 1111, with grade of D or better. There is no limit to the number of times these classes and their corresponding co-requisites may be attempted.

The Learning Support Program requirements 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. Contact your advisor for further information and assistance.

Class Attendance @ Georgia Tech

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

<http://www.catalog.gatech.edu/rules/4/>

A. General

1. Each term, a course listing is published showing the time period for each class.
2. If an instructor should be late in meeting the class, the students shall wait twenty minutes after the published starting time. If the instructor has not arrived by that time, the students may leave unless specifically notified to await the instructor's arrival.

B. Class Attendance

1. There are no formal institutional regulations regarding class attendance at Georgia Tech. 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, 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. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Vice President for Student Life and Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Office of the Vice President for Student Life and Dean of Students and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Vice President for Student Life and Dean of Students to excuse a medical emergency or illness and allow make-up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments.
4. Students who are absent because of participation in approved Institute activities (such as field trips, professional conferences, 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. Course instructors are responsible for establishing reasonable deadlines and/or make-up materials for the missed work, and for clearly communicating this information to the relevant student(s), when absences for Institute activities are approved.
 1. Student Responsibilities
 1. Individual students requesting approval from the Student Academic and Financial Affairs Committee are expected to do so at least two weeks before their requested absences;
 2. Students are expected to inform their instructors about their approved absence by the end of the class meeting immediately following receipt of their approval notice.
 2. Course Instructor Responsibilities
 1. Course instructors receiving timely notification of student absence (as outlined above) are expected to establish reasonable deadlines and/or make-up materials for missed work, and for clearly communicating this information to the relevant student(s).
 3. Faculty/Staff Sponsor Responsibilities
 1. Faculty/staff sponsors of student organizations are expected to submit requests for absence approval, to the Office of the Registrar, at least one week before the date of the expected absence(s);
 2. Faculty/staff sponsors are expected to provide the Office of the Registrar with roster changes in as timely a fashion as possible, to reduce negative impact on the ability of students and instructors to coordinate their plans;
 3. Faculty/staff sponsors are expected to notify students of approved absences, along with instructions for notifying their instructors, within two business days of receipt of approval from the Office of the Registrar.
5. Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence with no late penalty, provided the student informs the course instructor of the upcoming absence, in writing, within the first two weeks of class, and provided

the student makes up the missed material within the time frame established by the course instructor. Exercising one's rights under this policy is subject to the Georgia Tech Honor Code. The course instructor is responsible for establishing reasonable deadlines and/or make-up material for the missed work, and for clearly communicating this information to the student. Students may choose to appeal to the Student Academic and Financial Affairs Committee of the Academic Senate for formal approval of this type of absence.

Excused Absences for GT Athletic Travel/Competition:

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 Absence from Class Due to Illness or Personal Emergencies

Expectations, Rights, and Responsibilities

- A. A student may miss class on occasion due to medical issues. The following statement intends to describe the expectations, rights, and responsibilities of all involved including students, Office of Student Life, instructors, and health care providers. The information is intended to give students better direction as to how they should proceed to notify instructors when they are ill and need to miss class and what kind of documentation they should provide and to whom. The information is intended to provide faculty, instructors, information that will be more useful to them in determining the student's options for making up the work, or understanding the implications on their grade in the class. The information is intended to provide some guidance to the on-campus health services staff and off-campus health care providers in terms of what kinds of documentation is needed and how it will be handled once provided.

<http://catalog.gatech.edu/policies/student-absence-regulations/>

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

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.

Student Absence from Class Due to Illness or Personal Emergencies

Expectations, Rights, and Responsibilities

- B. A student may miss class on occasion due to medical issues. The following statement intends to describe the expectations, rights, and responsibilities of all involved including students, Office of Student Life, instructors, and health care providers. The information is intended to give students better direction as to how they should proceed to notify instructors when they are ill and need to miss class and what kind of documentation they should provide and to whom. The information is intended to provide faculty, instructors, information that will be more useful to them in determining the student's options for making up the work, or understanding the implications on their grade in the class. The information is intended to provide some guidance to the on-campus health services staff and off-campus health care providers in terms of what kinds of documentation is needed and how it will be handled once provided.

<http://catalog.gatech.edu/policies/student-absence-regulations/>

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.

All FERPA forms are distributed via Teamworks and stored in a student's forms on Teamworks.

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.

<https://policylibrary.gatech.edu/information-technology/password-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

Division of Student Life

<https://studentlife.gatech.edu/>

Welcome to the Division of Student Life at Georgia Tech! Student Life has a rich and strong history of providing student support services and co-curricular learning opportunities that help our diverse student community acquire and apply life-learning skills. The Division supports the mission of Georgia Tech by enhancing the student experience through programs and services that focus on student transition, learning, leadership, wellness and success, as well as student and parent engagement.

Student Resources - <https://studentlife.gatech.edu/content/get-help-now>

Currently the Division of Student Life staff are working remotely due to COVID-19 guidance. The Division of Student Life and the Office of the Vice President and Dean of Students remains available to help you while Georgia Tech is teaching at a distance for the remainder of the Spring semester. Georgia Tech remains open with modified operations, but you can easily connect with us at studentlife.gatech.edu/student-life-directory or call 404-894-2565 during business hours. You can also complete many functions online right here through our website, including [request assistance](#), [referral form](#), or [student emergency fund](#).

Academic Grievance Policy – <https://provost.gatech.edu/academic-grievance-policy>

Academic Honor Code - <http://policylibrary.gatech.edu/student-affairs/academic-honor-code>

Sexual Misconduct Policy - <http://policylibrary.gatech.edu/student-life/sexual-misconduct>

Student Code of Conduct - <http://policylibrary.gatech.edu/student-life/student-conduct>

Student Handbook - <https://studentlife.gatech.edu/content/student-handbook>

Student Alcohol Policy - <http://policylibrary.gatech.edu/student-affairs/studentstudent-organization-alcohol-policy>

The Office of Disability Services

<https://disabilityservices.gatech.edu/>

The Office of Disability Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the Georgia Tech community. Disability as an aspect of diversity that is integral to society and Georgia Tech. If students encounter academic, physical, technological, or other barriers on campus, the Disability Services team is available to collaboratively find creative solutions and implement reasonable accommodations.

The purpose of the Office of Disability Services is to improve the education experience of students with disabilities and to enhance the understanding and support within the Institute through equitable access, accommodations, and the provision of programs and services.

The Office of Disability Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive of all members of the Georgia Tech community. ODS views disability as an aspect of diversity that is integral to society and Georgia Tech. If students encounter academic, physical, technological, or other barriers on campus, the ODS team works collaboratively to find creative solutions and implement reasonable accommodations.

The core responsibility of the Office is to ensure that the Institute maintains its compliance with the federal regulations that protect the rights of individuals with disabilities in the educational environment. The Office determines and coordinates reasonable accommodations for students with disabilities through their educational career at Georgia Tech.

CO-VID 19 Statement on Practices

The Office of Disability Services is committed to providing guidance and resources for students with disabilities during this time. If you have a question about your accommodations or other accessibility matters, the office will be operating normal business hours in a virtual format.

Appointments are available via phone or teleconference. To schedule an appointment, please contact the office at dsinfo@gatech.edu or via phone at 404-894-2563 and you will be contacted by a staff member.

For those who take exams through Disability Services, your professors are adjusting coursework and will be providing revised syllabi. If they are still choosing to have exams and you have questions about how your accommodations will be implemented, please contact the main office or the Disability Services Test Center at dstesting@gatech.edu.

Creating a Culture of Academic and Inclusive Excellence

<https://www.csdi.gatech.edu/>

Embracing student diversity and multiple perspectives is critical to the success of the campus community. As part of [Institute Diversity, Equity, and Inclusion](#), the Center for Student Diversity and Inclusion encourages students to excel academically, interact across cultures and perspectives, and value inclusion.

The Center for Student Diversity and Inclusion also strives to be a positive, enriching environment to connect diverse students, faculty, staff, alumni, and community stakeholders through effective programs, projects, networks, and research.

Focusing on the recruitment, retention, and advancement of underrepresented minority and women students, the Center for Student Diversity and Inclusion will house a forthcoming **Outreach Initiative** and currently houses the following units: the **Office of Hispanic Initiatives (OHI)**, **OMED: Educational Services**, the **Impact Learning Community**, and **Center for the Study of Women, Science, and Technology (WST)**.

Women's Resource Center

<https://womenscenter.gatech.edu/>

The Georgia Tech Women's Resource Center advances gender equity across identities by cultivating opportunities for community building, transformative learning, collaborative leadership, and identity development for graduate and undergraduate women.

CO-VID 19 Statement on Practices

As Georgia Tech takes measures to reduce the spread of COVID-19, the Women's Resource Center will be closed and staff will be working remotely starting March 16, 2020. Melanie DeMaeyer and Dani Lechner are available to meet remotely via phone or Bluejeans.

To schedule an appointment send us an email at the contact information listed below. Additionally, we have made the difficult decision to cancel or postpone all programming until the end of the semester.

Whether you are on or off campus, VOICE will continue providing confidential services to those impacted by sexual harassment, sexual assault, intimate partner violence, and/or stalking. If you need immediate support call GTPD at 404-894-2500 and ask for the on-call VOICE Advocate. You do not need to make a police report and you only need to provide a phone number in order to reach an Advocate. VOICE Advocates will be available for phone, Skype, or face-to-face meetings and emergency accompaniments. To schedule an appointment, call Amanda Planchard at 404-385-4451 or Jennifer Gagen 404-385-4464. Leave a message and the Advocate will call you back promptly during business hours.

For the most up to date information from the Institute visit, <http://health.gatech.edu/coronavirus>.

Contact Information for Women's Resource Center Staff:

Melanie DeMaeyer (melanie.demaeyer@studentlife.gatech.edu)

Dani Lechner (danielle.lechner@studentlife.gatech.edu)

GT Counseling Center

<https://counseling.gatech.edu/>

The Counseling Center remains committed to supporting student wellbeing and resilience. Based on CDC and Department of Public Health recommendations to limit personal contact to reduce the risk of infection, GTCC is continuing to implement the following temporary service changes. These changes are in effect until on-campus classes resume:

GTCC is offering telebehavioral health individual counseling sessions to in-state students who are currently enrolled. Group counseling services will resume in the Fall 2020 semester and will also be offered in an on-line format. Students interested in these services should reach out to CARE at (404) 894-3498 in order to schedule an initial CARE assessment and to be connected to services.

Workshops on various topics are currently being offered on-line. Students can access the schedule and register for these workshops at the "Workshops for Students" link below.

Clients can continue to reach their counselor via email. If clients call our main number (404-894-2575) during business hours, please include your full name, phone number and GTID so that we can return your call in a timely manner.

If you are experiencing a life-threatening emergency, call 911.

To reach the GTCC after-hours counselor, call the main number (404-894-2575) and select option 1. The following are other emergency resources

Campus Police: 404-894-2500

Georgia Crisis and Access Line: 1-800-715-4225

Office of the Vice President and Dean of Students: 404-894-6367

Trevor Lifeline: 866-488-7386

Victim-Survivor Advocate: 404-385-4464/4451

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

GA COVID-19 Emotional Support 866-399-8938

Center for Career Discovery and Development (C2D2)

<https://career.gatech.edu/>

The Georgia Tech Career Center is a part of the Georgia Tech Office of Undergraduate Education, created by the integration of the Division of Professional Practice (DoPP) and Career Services.

DoPP includes the cooperative education (Co-op) and internship programs in which students can participate while attending Georgia Tech, and Career Services gives them the resources they need to support their searches for full-time employment after graduation, such as help with the exploration, selection, and pursuit of meaningful careers; career counseling; career fairs; seminars; resume writing; interview tips, and more.

Programs

- [Undergraduate Internships](#)
- [Undergraduate Co-Ops](#)
- [Graduate Co-Ops/Internships](#)
- [Career Services](#)

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. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- c. 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
- d. 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

14.1.2.1 Pre-Enrollment Academic Misconduct. A prospective student-athlete, student-athlete, representative of athletics interests or a current or former institutional staff member shall not:

- (a) Arrange for a false or inaccurate academic record (e.g., courses, grades, credits, transcripts, test scores) for a prospective student-athlete; or
- (b) Provide false, inaccurate or incomplete information to the NCAA or an institution regarding a prospective student-athlete's academic record.

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 the Compliance Staff:

Shoshanna Engel Senior Associate AD for Compliance	Compliance	sengel@athletics.gatech.edu	404-894-8792
Lance Markos Assistant AD for Compliance	Compliance	lmarkos@athletics.gatech.edu	
Shardonay Blueford Director of Compliance	Compliance	sblueford@athletics.gatech.edu	404-894-0416
Tatiana Cummings Asst. Director of Compliance	Compliance	tcummings@athletics.gatech.edu	404-385-0611
Brittany Watts Compliance Assistant	Compliance	bwatts@athletics.gatech.edu	404-894-5055

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

We develop
the young people
who will change the world.

