

# Georgia Tech Grading Policies

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Learning

The Office of the Registrar  
<http://www.registrar.gatech.edu>



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## Who can assign grades?

- Only the official instructor of record
- TAs often grade homework, exams, labs, etc., but they **cannot** assign official course grades
- Use of computer grade book or spreadsheet is encouraged



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## What is the grade mode?

- GT has three grade modes: letter grade, pass/fail, and audit
- Letter grade: A, B, C, D, F, I (incomplete)
- Criteria for each grade must be stated on syllabus



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## When is it appropriate to assign an incomplete?

- An Incomplete ("I") can only be assigned when a student was doing **satisfactory** work, but for **non-academic** reasons was unable to meet the full requirements of the course
- Examples of non-academic reasons are: illness, death in the family, personal emergency that requires a student to be out of town, etc.
- Incomplete grades must be resolved before the end of the next semester in residence



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## What are other common grade modes?

- Pass/fail basis: "S" for satisfactory or "U" for unsatisfactory
- Audit: "V" for successful audit or a "W." Instructor must make a special request to the Registrar for an unsuccessful audit
- If a student withdraws from a course, the Registrar's Office will automatically enter a "W"



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## How do instructors report grades for the term ?

- All grades are reported via OSCAR web at [www.oscar.gatech.edu](http://www.oscar.gatech.edu)
- Only the instructor of record can record grades for the course





## Are midterm grades required?

- All 1000- and 2000-level course instructors must submit a midterm grade for each student
- Grades are either “S” for satisfactory or “U” for unsatisfactory
- Date for midterm grade submission is listed in official term calendar online



## When are final grades due?

- The date for grade submission is listed in the official term calendar in OSCAR ([www.oscarweb.gatech.edu](http://www.oscarweb.gatech.edu))
- It is critical that grades be submitted by the deadline. Until grades are processed, degree candidates for the term cannot be audited, financial aid for the next term cannot be awarded, transcripts cannot be generated, etc.



## How are grades made available to students?

- Students can view their grades on the web as soon as all processing is complete



## How can instructors change a grade?

- Instructors have one term in which to change a grade
- Grades can be changed by completing a “Change of Grade” form. Once the instructor completes the form, the Chair of the department will sign the form and forward it to the Registrar’s Office for processing



## Where to find answers...

- Details regarding grading can be found in the GT General Catalog (see “Student Rules and Regulations”)
- Questions can be e-mailed to [comments@registrar.gatech.edu](mailto:comments@registrar.gatech.edu)