



Policies Essentials

2023-2024

Academic Misconduct

Academic misconduct is described fully in two documents: the Student Code of Conduct and the Academic Honor Code. The Student Code of Conduct outlines the Institute's expectations for academic and nonacademic conduct as well as students' rights and seeks to foster an environment conducive to academic excellence. The Code outlines nine charges that apply to academic misconduct.

The Georgia Tech Academic Honor Code is a guide that articulates student and faculty expectations; it is designed to strengthen the level of academic integrity and trust within the Tech community. As described in the Academic Honor Code, faculty members are expected to create an environment where honesty flourishes.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that affords students certain rights with respect to their education records:

- The right to inspect and review their own records
- The right to request amendments to their records
- The right to have some control over the release of personally identifiable information from their records.

Generally speaking, all Institute employees who have access to student records are responsible for guarding the confidentiality of those records.

Office Hours

Office hours should be held at times that are convenient for students. Faculty, instructors, and TAs should be willing to let students schedule appointments as needed. Because peak course times are Monday through Thursday from 9 a.m.-1 p.m., the best time for students is often in the late afternoons Monday through Thursday.

Student Attendance and Absences

There are no formal institutional regulations regarding class attendance. All students are responsible for understanding each instructor's or department's policies regarding absences, and all students are expected to attend announced quizzes, laboratory periods, and final examinations. Faculty and instructors should clearly state their policy for attendance and procedures for absences on their syllabus.

Access for Students with Disabilities

To comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Tech faculty, instructors, and TAs must provide reasonable accommodations for students with documented disabilities. "Students with disabilities" includes any person who has a documented physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Diversity and Teaching

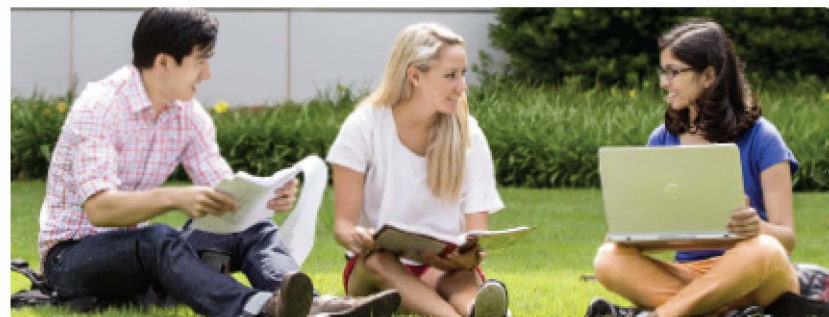
Tech is committed to equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other Institute governed programs and activities.

Discrimination, Harassment, and Sexual Misconduct

To maintain a safe learning environment that fosters the dignity, respect, and success of students, faculty, and staff, Tech prohibits discriminatory harassment, which is unwelcome verbal, nonverbal, or physical conduct directed at any person or group based upon race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status that has the purpose or effect of creating an objectively hostile working or academic environment.

Faculty Responsibilities for Reporting Sexual Misconduct

"Responsible Employees," which includes faculty, instructors, TAs, administrators, and other persons in positions of authority, must report sexual misconduct. As a Responsible Employee, if you are aware of or told about alleged sexual harassment, sexual violence, or other discrimination, including sexual, regarding a student or another employee, you MUST report these claims to the Title IX Coordinator or one of the designated Deputy Title IX Coordinators.





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Incompletes

Students may be assigned an “incomplete” (grade of “I”) when they were doing satisfactory work, but for nonacademic reasons beyond their control and deemed acceptable by the instructor, the student was unable to meet the full requirements of the course.

Withdrawals

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.

Final Instructional Class Days

Final Instructional Class Days are the last two instructional days of the term immediately preceding the first reading period. No tests or quizzes are to be administered on these days. Lab quizzes and/or practicums may be given in courses comprised of both a lecture and a scheduled lab, wherein the lecture carries at least two credits.

Reading Periods

Reading Periods will be designated to provide time for students to prepare for final examinations. No classes meet. This includes labs, recitations, projects, design/capstone courses, and studios. No assignments, projects, presentations, or other graded activities are allowed.

Final Exam Guidelines

In courses with final exams, the final exams must be administered at the time specified on the Final Exam Schedule. Instructors must inform students about the time and place of their final examination. All students, including degree candidates, will take final examinations in all courses in which they are registered on the days specified on the Final Exam Schedule.

Submitting Final Grades

Information and instructions about grade entry (including progress report entry) are available at the Registrar’s website. Faculty and instructors who need to access the progress report and/or final grade entry page will enter directly at the OSCAR system or through BuzzPort. It is essential that grades be reported by the deadline (noon on Monday after finals week).

Grading System		
GRADE	DESCRIPTION	QUALITY POINTS PER CREDIT HOUR
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Fail	0
S	Satisfactory completion of a course taken under pass/fail, or of a course in which no other letter grade may be assigned.	0
U	Unsatisfactory completion of a course taken under pass/fail, or of a course in which no other letter grade may be assigned.	0
V	Audit (no academic achievement implied). An unsuccessful audit will receive a W.	0
I	Incomplete (See relevant section for complete description.)	0
W	Withdrawn (See relevant section for complete description.)	0



Center for Teaching and Learning

The Center for Teaching and Learning promotes and supports an on-campus and online instructional community where excellence in teaching and learning is valued and where educators engage in evidence-based state-of-the-art practices that foster opportunities in which diverse students and instructors can thrive.

For additional details on each policy listed here, please visit the 2022-2023 *Teaching at Georgia Tech* guidebook on the CTL website, ctl.gatech.edu, where you will also find information on CTL programming, resources, and consultations.