



2008-2009 Undergraduate Handbook

THE BUSINESS SCHOOL AT GEORGIA TECH



**Georgia
Tech**



**College of
Management**

College of Management
2008-2009 Undergraduate Handbook
Bachelor of Science in Management (BSM) Degree

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College of Management – Undergraduate Handbook 2008-09

The purpose of this handbook is to provide information concerning the curriculum of the College of Management (COM) and the policies and procedures of the COM and Georgia Tech. This information is supplementary to the Georgia Tech General Catalog online at www.catalog.gatech.edu, which is the official document of Georgia Tech regarding course and graduation requirements. A student may, with the approval of the COM, graduate under any catalog that is current during any semester of his/her enrollment at Georgia Tech. This handbook is prepared and distributed by the Undergraduate Programs Office, Suite 322, College of Management at Technology Square.

I. FACULTY OF THE COLLEGE OF MANAGEMENT

Faculty members of the College of Management are drawn from the leading universities of the country. Collectively, they possess expertise to teach and conduct research in virtually every subject area related to business. The college administration actively encourages the faculty to participate in research and other scholarly activities that serve to keep faculty members abreast of the fields in which they teach.

The College encourages student-faculty interaction. Each faculty member with teaching responsibility is expected to post and maintain office hours for student consultation. Faculty members are also encouraged to include students to the maximum extent possible in research and in mutual learning opportunities of all varieties. If you desire to study a particular topic in more detail than is provided by normal course work, you are encouraged to ask faculty members with appropriate interests to assist you with individualized programs of instruction. (see Section VII Special Problems/Independent Research)

II. UNDERGRADUATE PROGRAMS STAFF

Ms. Nancy Gimbel is the Director of Undergraduate Programs in the College of Management. Professor Charles Parsons is the Associate Dean of Undergraduate Programs and the contact for the college's International Plan and undergraduate research. The Undergraduate staff also includes:

Raziya Chapman, Academic Advisor
Judy Reese, Academic Advisor
Lauren McDow, Professional Development Program Manager
Stan Broome, Corporate Relations Manager
Valerie Mastrangelo, Administrative Coordinator
Denise Sharif, Administrative Assistant
Anne-Marie DeBacker, Events Coordinator

III. UNDERGRADUATE ADVISEMENT

The advisement program is administered by the Program Director, Nancy Gimbel. It is strongly recommended that students come in for advisement at least once a year. Students are advised in the Undergraduate Programs Office located in the College of Management building at Tech Square, Suite 322. Current Management students may schedule an appointment with an advisor online at:

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

Student advisement takes one of two forms. First, students need to know where they stand with regard to meeting the graduation requirements of the COM and Georgia Tech. Second, students may desire advice concerning their career goals and the choice of individual courses which might help in the attainment of those goals. The commitment of the College of Management to each of these forms of advisement is described below.

A. Meeting Georgia Tech's Graduation Requirements/Academic Advisement

1. Incoming freshmen are advised via a comprehensive orientation program, *FASET*. Each student is provided a copy of the Management Undergraduate Handbook and given advice on courses required during freshmen year. Students have access to the handbook online at: <http://mgt.gatech.edu/audiences/undergrads/index.html>
2. Students transferring from another college or university are also advised as part of the *FASET* program. Each student is provided a copy of the undergraduate handbook for Management majors. To the extent that information is available, a schedule of courses for the upcoming semester will be developed for each individual student.
3. Students desiring to change their major to Management must attend a Change of Major meeting in the College of Management. These meetings are scheduled throughout each term to provide students with information about the Management curriculum, determine how their classes fit into the Management degree program, the expectations of Management students and how advising works in the COM. Students who want to add Management as a second undergraduate degree should also attend one of these information sessions. After attending a Change of Major meeting, students may schedule an individual appointment with their assigned advisor online at: <http://www.advising.gatech.edu/scheduler/>
4. Management advisors give basic advice regarding courses in pre-health and pre-law preparation. However, students should contact the following advisors for more in-depth information:

Pre-Health Profession Information: www.cos.gatech.edu/prehealth.htm

Jennifer S. Kimble
Director of Pre-Health Advising
A. French Bldg., Room 202
jennifer.kimble@carnegie.gatech.edu
404-385-2471

Pre-Professional tracks in Pre-Law: http://www.prelaw.gatech.edu/law_curriculum.php

Prof. Robert Pikowsky
Director, Pre-Law Program
Adjunct Profession of Public Policy
D.M. Smith Bldg. Room 210
robert.pikowsky@pubpolicy.gatech.edu
404-385-7222

5. Students who need additional information about specializing in a particular area of study may also consult with individual faculty members in the College of Management.

FACULTY AREA COORDINATORS

| | | |
|-----------------------------|-------------------------|--------------|
| Accounting | Dr. Arnold Schneider | 404-894-4907 |
| Finance | Dr. Narayanan Jayaraman | 404-894-4389 |
| Information Technology Mgt. | Dr. Saby Mitra | 404-894-4365 |
| International Management | Dr. John McIntyre | 404-894-1463 |
| Marketing | Dr. Goutam Challagalla | 404-894-4362 |
| Operations Management | Dr. Vinod Singhal | 404-894-4908 |
| Organizational Behavior | Dr. Luis Martins | 404-894-4366 |
| Strategic Management | Dr. Marie Thursby | 404-894-6249 |

B. Advisement for Career Selection

1. Management advisors are available to respond to questions about different types of careers. Students should also feel free to consult with individual faculty members concerning career selection decisions.
2. Students should also sign up for an appointment with Mr. Ernest Walker, Assistant Director, Georgia Tech Career Services. Mr. Walker is the Career Advisor for Management students. He has a satellite office (only for management students) in the COM Undergraduate Programs Office, Suite 322 and is available to assist students in career planning.
3. Students will receive weekly email announcements for career and internship opportunities from Management career advisors. They will also forward information on career fairs and workshops. Students should regularly check the following websites for career information and services:

t-square.gatech.edu

(MGT Careers tab-only for Management students)

www.career.gatech.edu

4. Student organizations such as Alpha Kappa Psi, the Financial Management Association, the Pre-Law Society, the Pre-Med Society and the Honorary Accounting Organization frequently arrange information sessions for speakers to discuss different career fields. Students are encouraged to attend those of interest.
5. Students who wish to examine their aptitudes and interests should contact the Institute's Counseling and Career Planning Center in the Division of Student Affairs for specialized professional assistance.

C. Academic Advisement for Athletes

Although athletic advisors of the Georgia Tech Athletic Association work closely with the College of Management advisors, student athletes are required to be advised by a College of Management advisor at least once a year. Students may contact the Undergraduate Programs Office at 404-894-2605. Advising appointments should be scheduled online at: <http://www.advising.gatech.edu/scheduler/>

IV. Curriculum Advising and Program Planning (CAPP)

CAPP is an on-line advisement system for undergraduate students. Students can use this system to track progress toward a degree or perform a "what-if" scenario prior to making a change in major.

WARNING: CAPP IS A BETA TEST SYSTEM. Any questions that you have regarding your individual record should be discussed with your major school advisor.

More information and instructions on how to use CAPP are online @ www.registrar.gatech.edu/students/cappinstructions.php

V. BSM CREDIT SHEET AND COURSE REQUIREMENTS

The BSM credit sheet is a detailed listing of the course requirements to obtain a Bachelor of Science in Management degree. (See page 23 for the BSM Credit Sheet which is also available online at: www.mgt.gatech.edu/undergrads).

You should update your credit sheet each semester by checking off or recording the courses you have successfully completed. When elective work is completed, you should record the course that was taken to satisfy the elective requirement. Curriculum planning is always available with your advisor. However, it is your responsibility to monitor your progress toward degree completion.

A. Science Requirement (Core Area D) - 8 hours

Students may satisfy this requirement by completion of 8 semester hours from the list of Institute approved laboratory sciences. However, you do not have to complete one sequence of the same lab science to fulfill the 8 hours. You may choose to take one course in two different sciences. Below is the list of Institute approved lab sciences:

Chem 1310 General Chemistry (4 hours);

Chem 1311 Inorganic Chem I and Chem 1312 Inorganic Chem Lab (both these courses are to be taken together for science credit {3+1 = 4 hours});

Biol 1510 Biological Principles (4 hours);

Biol 1511 (Honors Biological Principles) (4 hours);

Biol 1520 Intro to Organismal Biology (4 hours);

Biol 1521 Honors Intro to Organismal Biology (4 hours);

EAS 1600 Intro to Environmental Field Science (4 hours);

EAS 1601 Habitable Planet (4 hours);

EAS 2600 Earth Processes (4 hours);

PHYS 2211 Intro Physics I (4 hours) **prerequisites required;

PHYS 2212 Intro Physics II (4 hours) **prerequisites required;

B. Humanities Requirement (Core Area A & C) - 12 hours

Students are required to complete English 1101 and 1102. These courses count toward the Institute's 12 hours of humanities requirement. These two courses should be taken during your freshman year. For the additional 6 hours, refer to the list of Institute approved humanities online via the Registrar's home page at <http://www.catalog.gatech.edu/students/ugrad/core/corec.php>

C. Mathematics Requirement (Core Area A) - 8 hours

Students pursuing the Bachelor of Science in Management degree must complete eight hours of mathematics from one of the following sequences:

Math 1711 and 1712 or

Math 1501 and 1502 or

Math 1501 and 1711

Students who are considering an engineering track of electives will need to have a strong mathematical background including both Math 1501 and 1502. Students will not receive credit for both Math 1501 and 1712. Eight hours of mathematics should be taken during the freshman year.

NOTE: Some course requirements for transfer admission may or may not satisfy degree requirements. This will be determined by the student's major.

Example: Mathematics courses transferred to Georgia Tech as Math 15X2 do not satisfy the Math requirement of the College of Management.

D. Social Science Requirement (Core Area E) - 12 hours

Students must satisfy U.S./Georgia History and Constitution Legislative requirements by completing one of the following course options of 3 semester hours: HIST 2111, 2112; POL 1101; INTA 1200; PUBP 3000 . This will satisfy 3 of the 12 hours of Social Science electives required by the Institute. Beginning Spring 2004, credit not allowed for both INTA 1200 and POL 1101.

Management students must also schedule both ECON 2105 and ECON 2106 which fulfills 6 hours of the Social Science requirement.

The additional 3 hours of required Social Science may be selected from Institute's list of approved Social Science electives at: <http://www.catalog.gatech.edu/students/ugrad/core/coree.php>

E. Health and Performance Science Requirement (Wellness) - 2 hours

You must take HPS 1040-Health Concepts & Strategies to satisfy this requirement. This course should be taken during the freshman year. Students may use other Health and Performance Science (HPS) courses as Free Electives.

F. Computer Science Requirement – 3 hours

Students must complete CS 1315 or CS 1301 or a computer programming course approved as satisfying the general education requirements in computer literacy.

G. College of Management Required Courses (Core Area F) - 39 hours

The following courses are the management core courses required to earn the BSM degree: ACCT 2101 and 2102; MGT 2106, 2200, 2250, 2251, 3062, 3101, 3102, 3300, 3501, 3660, and 4195.

H. College of Management Electives (Core Area F) – 18 hours

College of Management (COM) electives may be satisfied by taking any course with a MGT prefix that is not a MGT required course listed in G. The course must be 3000 level or higher. Courses selected as management electives may not be taken on a Pass/Fail basis.

A maximum of three credit hours of MGT 2910, 2911, 2912-(for freshmen and sophomores) or MGT 4910, 4911, 4912-(for juniors and seniors) may be used to fulfill COM electives for the BSM degree. To be eligible to take a Special Problems/Independent Study course, the student must have an overall grade point average of at least 2.7.

I. Certificates <http://mgt.gatech.edu/programs/under/con/index.html>

The College of Management offers certificates in:

- Accounting
- Entrepreneurship
- Finance
- Marketing
- Information Technology Management
- International Management
- Technology & Operations Management

Each certificate validates a student's successful completion of a prescribed number of advanced courses in that area of study, usually a minimum of 12 semester hours. Students pursuing certificates in management areas fulfill COM electives and often some free electives with certificate courses. If certificate courses are wisely scheduled, it is possible to earn more than one certificate. To request the award of a certificate, a student must complete the Certificate Application and submit it to the COM Undergraduate Programs Office during the student's final semester. Certificate information and application are available via the COM website and in the COM Undergraduate Programs Office (Suite 322). Students may email the Faculty Area Coordinator of each certificate for additional information.

Information on certificates and minors in other academic units at Tech is available via the online Georgia Tech General Catalog at: <http://www.catalog.gatech.edu>.

J. LCC 3401-Technical Communication Practices – 2 hours

Effective fall 2007, Management students must complete LCC 3401-Technical Communication Practices. This two-hour course focuses on an understanding of both visual and verbal rhetoric in application to technical documents.

K. Non-College of Management Electives – 6 hours

A student must also complete 6 hours of electives from courses outside the management major. These courses may be selected from any course areas other than Management and Accounting. These 6 hours must be taken on a letter grade basis.

L. Free Electives (12 hours)

A student must earn 12 hours of free elective credit. This requirement may be satisfied by using any course in the Georgia Tech General Catalog. No more than 3 hours of Physical Education courses (no longer offered at Georgia Tech) may be used. Free elective hours may be taken on a pass/fail basis with limitation. The maximum allowed depends upon the number of semester credit hours that will be completed at Georgia Tech, as follows:

| <u>Hours included in program of study</u> (hours completed at GT at time of graduation) | <u>Hours allowed on pass/fail basis</u> |
|--|---|
| 45 to 70 credit hours = | 3 credit hours |
| 71 to 90 credit hours = | 6 credit hours |
| 91 or more hours = | 9 credit hours |

Refer to the *Rules and Regulations* section of the Georgia Tech Catalog for current information on the allowance of pass/fail hours permitted in an undergraduate program of study.

M. Management Special Problems/Independent Study, Internships & Undergraduate Research

Students should contact the COM Office of Undergraduate Programs for details regarding the following courses and to obtain a permit to register.

Special Problems—*Independent study conducted for one student under the guidance of a faculty member. A maximum of three credit hours allowed toward BSM degree.*

| | |
|----------------------|---|
| MGT 2910, 2911, 2912 | (Freshman & Sophomore) |
| MGT 4910, 4911, 4912 | (Junior & Senior)—replaces MGT 4901, 4902, 4903 |

Management Internship--*Audit hour recognition for a paid, full or part-time employment experience relevant to a student's Management education.*

| | |
|----------|------------------------|
| MGT 2598 | (Freshman & Sophomore) |
| MGT 4598 | (Junior & Senior) |

Management Internship & Independent Study—*Free elective credit only allowed for BSM degree for a maximum of three credit hours, no pay.*

| | |
|----------|------------------------|
| MGT 2599 | (Freshman & Sophomore) |
| MGT 4599 | (Junior & Senior) |

Undergraduate Research Assistantship—*Research Assistantship with Compensation, no credit toward BSM degree.*

MGT 2698 (Freshmen & Sophomores)
MGT 4698 ((Juniors & Seniors)

Undergraduate Research---*Research conducted under the guidance of a faculty member. Student receives free elective credit only for BSM degree.*

MGT 2699 (Freshmen & Sophomores)
MGT 4699 (Juniors & Seniors)

N. Calculation for Conversion of Quarter Credit Hours to Semester Credit Hours

For students who entered Georgia Tech prior to Fall 1999, the date of Semester Conversion, the following equation may be helpful: `

$$\text{Quarter hours multiplied by 2 then divided by 3} = \text{semester hours}$$

VI. SCHEDULING ROTC COURSES

Not more than 4 hours of basic (1000-2000 level courses) and 6 hours of advanced (3000-4000 level courses) ROTC courses may be counted toward the degree. These hours may be used as Non-College of Management Electives or Free Electives.

VII. SCHEDULING OF GRADUATE COURSES

A student may schedule graduate courses only as a senior with an overall G.P.A. of at least 2.7 and written permission of the instructor as well as the Director for Undergraduate Programs. The application for approval may be obtained in COM Suite 322.

VIII. SPECIAL PROBLEMS (INDEPENDENT STUDY)

Management 2910, 2911, 2912-(for freshmen and sophomores) and Management 4910, 4911, 4912-(for juniors and seniors) are Special Problems courses respectively. Credit hours are to be arranged, although three credit hours is usually the amount approved. These specific courses are designed to allow a student to study with a faculty member a topic of mutual interest and not taught as a formal course. Only three credit hours of Special Problems courses are allowed to count toward the student's degree.

In order to register for a Special Problems course, the student must have a minimum 2.7 overall grade point average. Prior to registering for the course, the student must complete the appropriate form to include details regarding the project and signature of the faculty sponsor. The project must receive the approval of the Director of Undergraduate Programs. The Special Problems form is available in the COM Undergraduate Office, Suite 322. Upon approval, a permit will be issued to allow the student to register the course. During registration, credit hours for these courses must be changed by the student if the credit hours to be received are 2 or 3 hours. The computer automatically defaults as 1 hour credit. The student should note that a written report signed by the faculty sponsor must be submitted in COM Suite 322 by the deadline indicated on the form originally completed by the student. Failure to comply will result in an "F" grade.

IX. Technology & Management Program

Beginning fall semester 2008, The Colleges of Management and Engineering will offer a joint certificate program for engineering and management majors. This interdisciplinary program will enable undergraduate engineering and business majors to learn together in an integrated program. Students, through this challenging educational experience, will graduate with both business and technological know-how. Detailed information and application for the T&M Program is available at: mgt.gatech.edu/programs/under/tm/index.html

X. GRADES

A. Assigned Grades

Grades are determined by the instructor. Therefore, the entire matter of evaluation and grading is strictly between the student and the instructor. Grades which are used in the calculation of your grade point average are:

| | | |
|---|--------------|------------------|
| A | Excellent | 4 quality points |
| B | Good | 3 quality points |
| C | Satisfactory | 2 quality points |
| D | Passing | 1 quality point |
| F | Failure | 0 quality points |

Grades which are not included in the calculation of your grade point average are:

| | |
|---|---|
| S | Satisfactory completion of a course taken on a pass/fail basis |
| V | Registration for a course as an auditor |
| W | Withdrawal from a course by registrar's approved published deadline for dropping courses. |
| I | Incomplete work in some part of a course for non-academic reasons and reasons deemed necessary by the instructor. |

B. Pass/Fail Grades

You may apply a maximum of 9 hours of pass/fail credit toward your degree. The maximum number of pass/fail hours permitted in an undergraduate program of study depends upon the number of credit hours that will be completed at Georgia Tech, as follows:

| Credit hours completed at Tech (at time of Graduation) | Maximum Credit Hours allowed on P/F basis |
|---|--|
| 45 to 70 credit hours = | 3 credit hours |
| 71 to 90 credit hours = | 6 credit hours |
| 91 or more credit hours = | 9 credit hours |

No credit is granted for courses in which the grade of “U” is assigned. Only courses used as Free Electives may be taken on a Pass/Fail basis.

C. Incompletes

The “I” (Incomplete) grade is 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”. Legitimate bases for an “I” include missing an exam because of illness, injury, family death, jury duty, or other uncontrolled events. In every such case, the student has the responsibility to notify the instructor as soon as the event is known. Students will not be given an “I” due to a heavy work load, being away from school for personal reasons, work schedules, or other events known and controlled by the student. The student must satisfy the instructor as to the student’s reasons for deserving an “I”.

It is the responsibility of the student and professor of the course to agree upon the work necessary for removal of the incomplete. Preferably, the terms of the agreement should be documented with each party retaining a copy as well as a copy being provided for the student’s file. There are no Institute guidelines for what constitutes appropriate required make up work. In general, students with “I”’s should complete the same requirements as those who complete the course during the normal semester’s time.

It is the responsibility of the professor of the course in which the “I” was originally incurred to submit a change of grade form to remove the incomplete. “Registering and repeating a course in which an “I” grade was previously assigned will not remove the outstanding “I” grade.” Doing so will result in the change of the original “I” grade to an “F”.

D. Grade Point Average (GPA)

The single most important indicator of your academic achievement is your cumulative grade point average. This average is calculated as follows:

$$\frac{\text{Number of quality points earned}}{\text{Number of hours scheduled}} = \text{Grade Point Average}$$

For example: Suppose you took four three hour courses, earning one “A”, one “B”, one “C”, and one “D”. Your grade point average would be calculated as follows:

$$\begin{array}{l} \text{Course 1, A} = 4 \text{ quality points/hour} \times 3 \text{ hours credit} = 12 \text{ quality points} \\ \text{Course 2, B} = 3 \text{ quality points/hour} \times 3 \text{ hours credit} = 9 \text{ quality points} \\ \text{Course 3, C} = 2 \text{ quality points/hour} \times 3 \text{ hours credit} = 6 \text{ quality points} \\ \text{Course 4, D} = 1 \text{ quality point/hour} \times 3 \text{ hours credit} = 3 \text{ quality points} \\ \hline 12 \text{ hours credit} = 30 \text{ quality points} \end{array}$$

$$\frac{\text{Number of Quality points earned} = 30}{\text{Number of hours scheduled} = 12} = 2.5 \text{ GPA}$$

Cumulative grade reports are available via the web at the end of each semester. These reports should be printed and kept for personal reference.

E. Progress Report Grading and Advisement

Progress Report grading is a policy that provides evaluation of the progress of freshmen at mid-semester in 1000 and 2000 level courses.

Freshmen are assigned only “S” (satisfactory) or “U” (unsatisfactory) grades in those courses. Students who receive any “U” grades are required to see their management academic advisor during a designated time prior to phase I registration. The advisement session is a time to assist the student in determining the cause of the problem grade and discuss the appropriate action the student should take to rectify the cause. Students who have a “U” at mid point are not allowed to register for the next term until they have participated in this advisement session. “Help” for the student may include something as simple as additional instruction from the professor or teaching assistant of the course to taking part in a workshop on study skills and motivation, obtaining a tutor or utilizing other campus resources.

F. Grade Substitution

First-time freshman students who receive a grade of D or F in a course within their first two terms in residence are eligible to repeat the course and have the original grade excluded from the computation of academic average. Grade substitution may be used only once per course, with a maximum of two courses total. For more details, see *Grade Substitution* in the Rules and Regulations section of the Georgia Tech General Catalog.

XI REGISTRATION

There are two phases of registration for students. Phase I begins in the middle of the current semester for students registering for next term. Phase II begins a few days prior to the new semester. Registration dates are published in the Institute Official School Calendar.

A. Major Course Restrictions

The COM restricts all undergraduate management and accounting courses to allow all management majors first priority in registering for those courses. Once management undergraduates have had the opportunity to register, the major restriction is removed and non management majors are allowed to register for any remaining seats in management and accounting courses.

B. Class Overloads

Overloads are not given for classes in which the seating is full. COM allows classes to fill to the seating limit of the rooms assigned to classes or to the appropriate class size that promotes optimum teaching capabilities. In some few instances very late in registration it might be possible for the deans to add seats in a section of a class, but this is dependent upon space availability across campus. In even more rare instances another section of an existing course or an additional course may be added.

Individual faculty members do not have authority to give a student permission to be added to an already full class in any circumstance; nor does any staff in the Undergraduate Programs Office have that authority. The best way to determine if there are seats available in a section of a class and to register an available seat is to monitor the “on-line” OSCAR.

C. Schedule Verification

When you complete registering, you should print your schedule to verify the course numbers, sections, computer reference numbers, times, credit hours to be received, and grade mode of your registered courses. Use the student computer access system to insure that your official class schedule for the semester is the same as the set of classes in which you think you are enrolled. Should there be any error, take steps immediately to resolve the differences. Having a class on your official schedule that you do not attend will result in a grade of “F” unless the course is removed from your schedule by the course drop deadline. It is the student’s responsibility to make sure his/her schedule is completely accurate.

D. Dropping Courses

During registration courses may be “dropped” (removed from a student’s schedule) by the regular registration procedure. A “W” will not appear on the student’s record if course is removed during registration. It is the responsibility of the student to print his/her schedule following the removal of the course to confirm that it has been successfully removed. Otherwise, an “F” grade will be received in the course.

After registration has ended, individual courses may be “dropped” by students (see XVIII for exception) until the Institute’s deadline for dropping courses. This is also a computer process and will result in a “W” on the student’s transcript for each dropped course. It is the student’s responsibility to verify that the course has been successfully dropped. This can be accomplished by printing his/her schedule after the computer procedure is complete, thus avoiding an “F” grade in the unattended course. The student should keep this record (documentation) of the successful withdrawal from each course. If a student does not successfully withdraw from a course, at the end of the semester an “F” grade will be received in the course.

Note: Management majors who are placed on academic contract are not allowed to drop classes. Special permission must be obtained to exempt this rule.

XII. UNDERGRADUATE RESEARCH

Research opportunities are available for undergraduate management students. Individual Research Courses, MGT 2910, 2911, 2912 and MGT 4910, 4911, 4912, are examples (see VIII). The President of the Institute also encourages research outside of the traditional class setting. For more information on research opportunities, students should visit the Undergraduate Research website at: <http://www.undergradstudies.gatech.edu/>.

XIII. ON THE JOB EXPERIENCE

Career Services and the Division of Professional Practice (formerly Co-op Division) provide assistance to students in locating on-the-job work experiences. For more information contact:

www.career.gatech.edu
www.profpractice.gatech.edu

XIV. ACADEMIC CONTRACTS

Students who are requesting readmission to the Institute after having been dismissed from Georgia Tech one time for poor academic performance, may be allowed admission to the COM on the basis of an academic “contract”. The contract will stipulate specific guidelines of course work and grade point average that the student must adhere to while under contract. Students on contract are not allowed to remove courses from their schedules for the duration of the contract. (Instructions and application for readmission are available online:

<http://www.registrar.gatech.edu/students/readmission.php>

Students applying for readmission to the College of Management must schedule an appointment with the Director of Undergraduate Programs (call 404-894-2605).

XV. INSTITUTE GENERAL CATALOG AND INSTITUTE CALENDAR

Students are responsible for the information in the online *General Catalog* of the Institute. Students are also responsible for dates of events/deadlines printed on the official Georgia Tech academic calendar found at: www.registrar.gatech.edu.

XVI. STUDENT CLASSIFICATION BASED ON CREDIT HOURS PASSED

The Registrar's Office will classify a student at the end of each semester on the basis of the number of credit hours of course work passed, as follows:

| | |
|-----------|----------------------|
| Freshman | 0 – 29 Credit Hours |
| Sophomore | 30 – 59 Credit Hours |
| Junior | 60 - 89 Credit Hours |
| Senior | 90+ Credit Hours |

Definition of Full-Time Student - Any student taking 12 or more hours including summer semester.

XVII. SCHOLASTIC STANDING

Scholastic standing is determined by the semester and cumulative grade point averages. Six categories of standings are defined, as follows:

Dean's List – a degree seeking undergraduate student earning a semester grade point average of 3.0 or better while carrying 12 or more hours of course work on letter-grade basis and not on academic probation or warning or subject to disciplinary action. (All grades must be reported.)

Faculty Honors – a degree seeking undergraduate student who during the preceding semester made an academic average of 4.0, completed a schedule of at least 12 hours of course work on a letter grade basis, with no W grades, and not on academic warning or probation or subject to any disciplinary action. (All grades must be reported.)

Good Standing - students whose cumulative grade point average is the following:

| | | | |
|-----------|-----|--------|------|
| Freshmen | 1.7 | Junior | 1.95 |
| Sophomore | 1.8 | Senior | 2.0 |

Warning - students whose cumulative grade point average or semester grade point average is below the minimum requirement for good standing.

Probation - students whose standing is warning and whose semester grade point average is below the minimum requirement for good standing.

Drop – undergraduate students whose standing is probation and whose current semester and overall grade point average is below the minimum requirement for good standing.

(See the *Rules and Regulations* section of the General Catalog, for further information <http://www.catalog.gatech.edu/genregulations/>).

XVIII. MAXIMUM COURSE LOADS

The following maximum course loads have been set by the Institute and are unalterable by the College of Management.

| <u>Fall and Spring Semesters</u> | | <u>Summer Semester</u> | |
|----------------------------------|----------------------|---------------------------|----------------------|
| <u>Student's Standing</u> | <u>Maximum Hours</u> | <u>Student's Standing</u> | <u>Maximum Hours</u> |
| Good Standing | 21 | Good Standing | 16 |
| Warning | 16 | Warning | 14 |
| Probation | 14 | Probation | 12 |

XIX. EXAMINATIONS

Final Examinations are to be taken by all students. They are to be administered at the time designated by the Institute Final Examination Schedule. “Dead Week” has been established as the week preceding Final Exam Week wherein no quizzes and tests are given.

Georgia Tech incorporated a new teaching policy into the 2002 GT Faculty Handbook. The following excerpt is from the handbook and may warrant changes to course schedules and syllabi. “5.10.3.1(b) The following policy applies only to Standard Terms. Quizzes and tests may not be given during the week preceding final exams. No final exam will be given earlier than final exam week under any circumstances. All quizzes and tests must be graded and returned on or before the

last day of class preceding final exam week.” A complete version of the handbook is available at www.academic.gatech.edu/handbook/.

Regents' Test. The Board of Regents of the University System of Georgia requires all students to take and pass the Regents' Test. The Regents' Test is a test of reading proficiency and English composition skill. All students enrolled in degree programs are required to take and pass the Regents' Test. Passing the test is a requirement for graduation. Students will be required to take the test after earning 10 credit hours. Students who earn 45 credit hours before passing the Regents' Test are required to schedule remedial English with other course work the next semester in residence. The courses, RGTR 0198 Regents' Reading Skills and RGTE 0199 Regents' Writing Skills, are offered for students needing help in reading and writing. No credit is allowed toward graduation for these courses.

XX. TRANSFER CREDIT

The transfer of credit from another institution is evaluated by the Registrar's Office. Evaluation of courses is based on course content. Only courses with equivalent content to Georgia Tech courses will be transferred. The department of instruction will determine applicability of these courses to degree program and major.

Some course requirements for transfer admission may or may not satisfy degree requirements. This will be determined by the student's major.

Example: Mathematics courses transferred to Georgia Tech as Math 15X2 do not satisfy the Math requirement of the College of Management.

Courses taken at accredited institutions, passed with a "C or better grade", may be transferred for courses in the College of Management only if the content of such courses is deemed equivalent by the academic coordinator (or his/her designee) of the content area for which transfer credit is being requested. Courses that carry the equivalent of three semester hour's credit or greater and corresponding to a course taught in the College of Management at Georgia Tech will transfer the same number of semester credit hours as the specific course taught in the College of Management at Georgia Tech.

For institutions within the University System of Georgia, the total number of credit hours transferred for courses within the "Core Curriculum" will match the number of credit hours granted by the originating institution. However, the hours of credit in excess of the corresponding course taught at Georgia Tech may only be transferred as "Free Electives".

Junior or senior level courses taken at any accredited institution which carry the equivalent of three semester hours of credit or greater but have no corresponding College of Management courses may transfer as three semester hours of credit to be counted as College of Management Electives if the appropriate academic coordinator recommends it and the College of Management Undergraduate Committee approves the action.

Freshman or sophomore level courses taken at other institutions may only be transferred for equivalent freshman or sophomore level courses offered at Georgia Tech. Freshman or sophomore level courses taken at other institutions may not be transferred to Georgia Tech as junior or senior level courses

Students enrolled at Georgia Tech are required to obtain prior approval from the student's major school and the registrar before scheduling courses at other institutions.

For more information on Transfer Credit, see the *Rules and Regulations* section of the General Catalog. (<http://www.catalog.gatech.edu/genregulations/>)

XXI. COLLEGE OF MANAGEMENT STUDENT HONOR AWARDS

Academic excellence is encouraged and recognized by the College of Management and by the Institute. Each year the College of Management solicits candidates for its student honor awards. The scholarship awards are funded by the COM and corporate donors. The criterion for awards is primarily outstanding academic achievement. Consideration is also given to distinguished service, leadership and participation in civic, professional and humanitarian activities on and off campus. In order to be considered for a COM undergraduate award, students submit a student profile for review by the College's Honors Committee. The selection process by the Committee takes place at the beginning of the spring semester.

In addition to College of Management awards, students may also compete for Institute awards for outstanding achievement sponsored by Georgia Tech and corporate donors.

In recognition of academic excellence, student honor awards are bestowed at the annual Student Honors Day Program in April. The Honors Program is a special event and celebration on the Georgia Tech campus and is well attended by student honorees, parents, faculty and staff.

XXII. FACULTY PETITIONS AND DEGREE PETITIONS

Faculty Petitions. Students may request special permission to waive a given regulation via a "Petition to the Faculty" or a "Petition to the Curriculum Committee." The petition is available in the Undergraduate Programs Office (COM Suite 322) and online via the Registrar's website (www.registrar.gatech.edu). The student must complete the form and submit it to COM Suite 322. The student will be notified by email if he or she needs to return to that office to pick up the form and submit it to the Registrar's Office.

Degree Petitions. Seniors must complete and submit a Degree Petition in order to be classified as a degree candidate. The petition is available in COM Suite 322 and must be submitted early in the semester preceding the semester of graduation. Degree petitions submitted late may not be processed in time for the student to graduate in the requested semester. Students should verify the exact due date for degree petitions in COM Suite 322. Degree petitions are online via the Registrar's website at www.registrar.gatech.edu.

XXIII. 36 HOUR RULE

The Institute requires that the student's last 36 credit hours be earned in residence at Georgia Tech in order to be awarded a degree from Georgia Tech. The only exception to this is cross enrollment at approved institutions for courses not available at Georgia Tech. The student who cross-enrolls during the last semester of enrollment for a degree should make the professor aware that the grade for the course must be reported at Georgia Tech possibly earlier than the regular reporting of grades at the other institution. (See *Rules and Regulations* section of the General Catalog)

XXIV. SIMULTANEOUS ENROLLMENT AT TWO INSTITUTIONS

Georgia Tech prohibits the simultaneous enrollment of a student at Georgia Tech and another educational institution with the exception of cross-enrollment or special approval of the Registrar in extenuating circumstances.

XXV. CROSS ENROLLMENT & CONCURRENT REGISTRATION

"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 ... " (see *Rules and Regulations* section of General Catalog).

"Cross enrollment is available only to degree seeking juniors, seniors and graduate students." See *Rules and Regulations* section of the General Catalog, for further important details.

XXVI. GRADUATE PROGRAMS

The Georgia Tech MBA Program. The MBA is an innovative and rigorous two-year, full-time program with a technical and quantitative instructional focus. Highly qualified candidates from all academic backgrounds enter the program, which is designed to foster teamwork and a closely knit class. For more information visit the MBA program online at: <http://www.mgt.gatech.edu>.

Doctor of Philosophy in Management. The doctoral program in the College of Management is intended for full-time students who will complete their entire doctoral program prior to leaving the campus. Full-time residence in or near Atlanta is expected. The doctoral program is strongly research oriented and emphasizes early and effective involvement in research, with students experiencing considerable personal attention and close interaction with faculty. The Ph.D. program complements and reflects the technological emphasis of the Institute and places considerable weight on learning outside the classroom. The tutorial model is the basic educational model employed throughout the program. More information may be obtained at the website at: <http://www.mgt.gatech.edu>.

XXVII. SCHEDULE VERIFICATION

Use the student computer (Banner) access system to insure that your official class schedule for each semester is the same as the set of classes in which you think you are enrolled. On the computer registration drop/add section, it reminds you to print out your schedule. It is the student's responsibility to ensure that what he/she is registered for in the current term is accurate. A student should make sure he or she is in the correct courses (e.g. MGT 2250), and registered for the proper amount of hours per course (3 hours), and the correct section (TS1), and the proper grade mode (L=letter grade). Please take the time to check your schedule and make sure you are attending the correct set of classes. Should there be any course on your schedule that you are not currently attending, take steps immediately to resolve any difference. Having a class on your official schedule, which you did not attend, will result in an "F" in that course unless the course is removed from your schedule by the Registrar's posted drop deadline.

XXVIII. ACADEMIC HONOR CODE/ACADEMIC DISHONESTY

Georgia Tech maintains an academic honor code. Students are to uphold the Honor Code at all times. It is believed that any acts of academic dishonesty hurt the entire Georgia Tech community. The Honor Code aims to prevent any student from gaining unfair advantage over other students through academic misconduct. Cases of alleged academic misconduct will be handled by the Office of the Dean of Students. For details, see *Academic Honor Code* in the Rules and Regulations section of the Georgia Tech General Catalog. (<http://www.catalog.gatech.edu/genregulations/>)

XXIX. STUDENT RESPONSIBILITY

Satisfactory completion of a college degree is the responsibility of the student. This responsibility includes but is not limited to:

- Schedule an appointment for academic advisement at least once each semester, year or whenever you have questions.
- Establish and follow academic plans leading to graduation.
- Attend and participate in class.

- See the Management career advisor long before senior year.
- Take full advantage of Tech Career Services and other major school and institute resources.
- Read the College of Management literature provided to you at orientation.
- Print your course schedule before the close of the registration period for each semester to ensure the grade mode, hours, courses and course numbers are correct.
- Dropping courses – once you have dropped a course online by the Institute deadline, print a copy of your schedule to confirm that the course has been successfully removed. A “W” should be seen on the schedule next to the course you dropped.
- Students must be informed of all important dates and deadlines published in the institute and major school calendars.

XXX. SEXUAL HARASSMENT

The College of Management fully supports the Institute’s policy regarding sexual harassment as described in the General Catalog (see <http://www.catalog.gatech.edu/genregulations/sexharrass.php>).

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature can constitute sexual harassment. For more information, contact the Dean of Students Office at 404-894-6367 or the Employee Relations Services at 404-894-9410.

A Word to the Wise

Any student seeking official advice regarding his/her individual academic situation/curriculum, especially involving any type of allowance from a standard procedure or rule, should obtain the information in writing, signed and dated by the person granting the allowance. Otherwise, the allowance will not be considered official for the benefit of the student at a future time/situation.



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