



**SCHOOL OF ECONOMICS**

**UNDERGRADUATE  
STUDENT**

**HANDBOOK**

## ***Mission Statement***

**The School of Economics' mission is to provide our students with economic and quantitative skills that will enable them to develop economic insights on phenomena in technologically complex environments, to contribute to the body of economic knowledge, and to inform, educate, and generally interact with the community at large.**

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## PURPOSE OF THIS HANDBOOK

This handbook explains the curriculum of the School of Economics (SOE) and outlines the policies and procedures governing the relationships between students and the School of Economics. It is an informal supplement to the General Catalog, which is the official document of the Institute pertaining to course and graduation requirements. In particular, it treats the curriculum presented in the 2007-2008 Catalog. **You may graduate under the catalog which was in effect at the time of your first semester at Tech.**

This handbook is designed to provide you with sufficiently detailed information to manage your program of study effectively. Your suggestions for improving this guide are most welcome. This handbook is prepared by the School of Economics, Room 203 HB (the Habersham Building, 781 Marietta St.)

## UNDERGRADUATE ADVISING

The School of Economics is a unit of the Ivan Allen College with offices located on the second floor (Room 203) in the Habersham Building, 781 Marietta St. Dr. Usha Nair-Reichert is the Director of Undergraduate Programs in the SOE, and Ms. Beverly Paul is the school's Program Coordinator. While economics students can seek advice from either Ms. Paul or Dr. Nair-Reichert on all curriculum matters, other faculty members are also available to offer guidance, especially in their fields of expertise. Potential economics students should see Ms. Paul or Dr. Nair-Reichert. The School administrative office is Room 203 HB and you may make an appointment there or by calling 404-894-4917 or sending an e-mail to [admin@econ.gatech.edu](mailto:admin@econ.gatech.edu).

As an Econ student, you are required to develop an academic plan that will facilitate your success during your time at Tech. Academic advising is an integral part of creating your academic plan and understanding the numerous options and resources available in the School of Economics and at Georgia Tech. Your advisor will work with you to strategize and optimize your experience in the Economics program. To set up an appointment, please call Ms. Paul at 404-894-4917 or via email at [beverly.paul@econ.gatech.edu](mailto:beverly.paul@econ.gatech.edu). Ms. Paul is in room 203 of the Habersham/IAC Building. You are encouraged to set an appointment as soon as possible after your arrival at Georgia Tech.

Advice on academic matters may take three forms. First, you need to know how you stand with regard to meeting the College's and the Institute's degree requirements. This calls for advice of a very technical and precise nature for which the Academic Advisor is the appropriate source. Second, you may desire help in selecting career goals, forming clear, manageable strategies and choosing individual courses that lead to the realization of those goals. The School Administration/Communication Coordinator, the entire SOE faculty, SOE alumni, Career Services, classmates and friends are appropriate here. Third, you may need help in just surviving at Tech, a skill that fellow students can help you develop. **You are encouraged to enroll in GT1000, which is designed to help you make a successful transition by becoming better acquainted with the academic and social environments at Tech and learning strategies that promote academic, social and professional success.**

### Advising Expectations:

Here's what you can expect from your advisor:

- \* Individual attention
- \* Accurate knowledge of the different Econ Programs and all requirements for each program (including the International Plan)
- \* Suggestions for class selection and your academic plan
- \* Assistance in exploring career options
- \* Information about campus and Economics resources
- \* Response to your emails within 48 hours
- \* Encouragement and mentoring during your time as an Econ student.

Similarly, here's what your advisor expects of you:

- \* Introduce yourself as soon as possible.
- \* Make an appointment at least once each semester, year or whenever you have questions.
- \* Prepare for, and keep/be on time for appointments.

- \* Establish and follow academic plans.
- \* Check-in before you change your academic plan.
- \* Respect your advisor's availability and time limitations.
- \* Follow-up on connections and appointments the administration or advisor helps you establish.
- \* Attend and participate in class.
- \* Be patient and do not send your request for information emails to several different administrators or faculty members. Your Advisor will answer emails as soon as the information you requested is found.
- \* Take advantage of campus and Econ resources, including student clubs and events.
- \* Read the Economics Student Handbook, IAC literature, and the Catalog.

### **Advising Syllabus:**

You will be provided with an academic advising syllabus at your first appointment

### **Meeting degree requirements:**

1. Incoming freshmen will be advised as part of the FASET Program and are provided guidance with respect to the courses required during the freshman year, including options as to the selection of laboratory science courses, mathematics courses, and modern language or social science courses. These options are also outlined in this Handbook.
2. Students transferring from another institution should see Ms. Paul during their first week at Georgia Tech. They will help you in getting started. To the extent that information is available, a credit sheet will be prepared at that meeting to reflect transfer credit granted by the Office of Admissions and any other credit already granted by other Georgia Tech schools and departments. For each student, a proposed Program of Study for two semesters will be developed, providing sufficient information on credits already earned is available.
3. If you are changing your major to economics, you should see the Advisor during office hours or by appointment as needed. Using your current transcript and this Handbook, you will prepare a credit sheet and a program of study for the next two semesters. Students not on good standing may be selectively admitted and should expect to enter into a contract with the School regarding scheduling and performance.
4. Students already enrolled in the School of Economics may seek advice at any time. You are encouraged to meet with the undergraduate coordinator in the fall of each year to assure that your study plan is on track. Note that you are wholly responsible for understanding and meeting requirements for your degree at Georgia Tech. You should become aware of course offerings and make certain that you will be able to schedule these courses when they are available.

### **Career selection and counseling**

As you advance in the program at the School of Economics, you will most likely develop specific areas of interest that in turn influence your career choices. You can get career counseling help at Georgia Tech in several ways:

1. Faculty members in the School of Economics are available to discuss careers related to economics as an academic discipline. An Economics curriculum provides excellent preparation for many career paths in private business or the government. In addition, Economics majors often pursue graduate degrees in Economics, Management, Consulting, Financial Services, Law, and Public Policy. If you have questions about employment or post-graduate opportunities associated with an Economics major, all members of the Economics faculty in the Ivan Allen College are available to meet with you and discuss career options. Also, as you choose your non-major cluster of electives, you should have your career goals in mind.
2. The Ivan Allen College and its units occasionally schedule seminars with employers and corporate representatives to help both graduate and undergraduate students learn about different career fields. Please watch the bulletin boards for announcements regarding these seminars and attend those that appear to be of interest to you.
3. Student organizations such as the Economics Club occasionally arrange for speakers to discuss different career fields. Again, you should be alert to announcements about such speakers.
4. In addition, you can go to the Counseling and Career Planning Center in the Division of Student Affairs. Specialized professionals are available there to help you evaluate your aptitude and interests.

## **Classes and Survival at Georgia Tech**

You can also seek advice from members of the economics faculty regarding survival strategies at Georgia Tech. To supplement the advice of the faculty on academic matters and the Dean of Students on personal and social issues, and to create networking opportunities, the School has formed an Economics Club. Join it! When you need the "word" on a certain class or professor, or when you need help with what students know best, members of the Economics Club could be your best source of information.

## **STUDENT ORGANIZATIONS**

### **The Economics Club**

The Economics Club invites students interested in economics and affairs of the world to join and to participate in its functions. This student-led organization plays an important role in the School. It produces a newsletter listing course offerings and announcements of concern to economics students and it helps promote better student-faculty relations. All students are welcomed, regardless of major.

For more information about the Economics Club, please contact Dr. Derek Tittle, who is the advisor for the Economics Club.

### **Omicron Delta Epsilon**

Membership in Omicron Delta Epsilon (ODE), the national honor society in economics, is limited to students with an overall GPA of 3.0, with a B average in at least 12 semester-hours of economics, and with high ethical standards. Economics majors who qualify (normally at the beginning of the senior year) are invited to join during any semester of the academic year. If you qualify and are not an economics major, please inquire at the Economics Office, Room 203, 781 Marietta Street (the Habersham Building).

Professor William Schaffer is the Executive Director of the local chapter.

## THE FACULTY

The School formally encourages student-faculty interaction. Each faculty member with teaching responsibility is expected to be available during office hours or by appointment. Faculty members are also encouraged to include students to the maximum extent possible in research and in mutual learning opportunities. If you wish to study a particular topic or question in more detail than is provided by normal coursework, you should discuss it with a faculty member.

The faculty, their titles, and academic areas are as follows:

### FACULTY ROSTER, SCHOOL OF ECONOMICS, 2007-2008

<b>Name</b>	<b>Title</b>	<b>Major academic areas</b>	<b>Room</b>
Willie J. Belton	Associate Professor	Monetary Economics	212B
Tibor Besedes	Assistant Professor	International Trade	
Thomas D. Boston	Professor	Macroeconomics, Entrepreneurship	302
Vivek Ghosal	Assistant Professor	Industrial Organization, Competition Policy	216
Maurizio Iacopetta	Assistant Professor	Technological change, Macroeconomics	217
Mikhail Klimenko	Assistant Professor	Industrial Organization, International Trade, Economic Geography	214
Rehim Kilic	Associate Professor	Econometrics, International Finance	218
Haizheng Li	Associate Professor	Econometrics, Labor Economic	206
Patrick McCarthy	Chair and Professor	Transportation Economics, Econometrics	202
Usha Nair-Reichert	Associate Professor	International Economics, Global Business Strategy	205
Christine Ries	Professor	International Finance, Economic Strategy	207
Olga Shemyakina	Assistant Professor	Transitional Economics, Development Economics	219
Ruth Uwaifo	Assistant Professor	Development Economics, Education, Labor, and Health Economics	201B

### VISITING FACULTY ROSTER, SCHOOL OF ECONOMICS, 2007-2008

<b>Name</b>	<b>Title</b>	<b>Major academic areas</b>	<b>Room</b>
Ibrahim Bayaan	Visiting Instructor	Industrial Organization, Law and Economics, and Innovation	215
Parks Dodd	Temporary PT Associate Professor	Industry Studies	301
Richard Fritz	Temporary PT Associate Professor	Macroeconomics, Money and Banking	
Brian Hunt	Visiting Instructor		215
Derek Tittle	Temporary PT Associate Professor	Industrial Organization, Environmental and Econometrics	301

## EMERITUS FACULTY ROSTER, SCHOOL OF ECONOMICS, 2004-2005

<b>Name</b>	<b>Title</b>	<b>Major academic areas</b>	<b>Room</b>
Kong Chu	Emeritus Professor	International Economics	
Marilu McCarty	Emeritus Professor	Economic History	
William A. Schaffer	Emeritus Professor	Urban and Regional Economics	

Ms. Beverly Paul is the Program Coordinator and manages the academic programs for the School of Economics. Her office is in Room 203 HB (Habersham Building).

# THE CURRICULUM - BACHELOR OF SCIENCE IN ECONOMICS

## Economics and your career

The Bachelor of Science in Economics provides an excellent basis for careers in the private and public sector as well as for graduate work in economics, law, business/management, and public policy. The flexibility of the Economics curriculum allows students to develop a broader a set of marketable skills through the non-major cluster and a large number of electives. Economics is a discipline that develops in students an understanding of and a way of thinking about the world that focuses upon important issues associated with allocating society's scarce resources. In addition, the major provides students with a set of quantitative skills that employers in the private and public sectors highly seek.

It is highly recommended that Economics majors desiring to earn graduate degrees in economics complete the math sequence required of engineering and science majors (Math 1501 and 1502) rather than the stated minimum requirements (Math 1711 and 1712).

## The Credit Sheet

The Credit Sheet is a detailed, semester-by-semester outline of the coursework required of every student desiring a Bachelor of Science in Economics. It is the approved curriculum that you must follow (see the 2007-2008 [General Catalog](#)). The Credit Sheet is organized such that students who diligently follow it will complete all course requirements within 8 semesters. All prerequisites and required sequences of courses are properly arranged on the Credit Sheet.

## The Use of the Credit Sheet in the Advising Process

You should ensure that your Credit Sheet is updated each semester. You can do this by making an advising appointment with Ms. Paul. Where elective work is called for, please fill in the name of the course taken to satisfy an elective requirement. You will receive a copy of your credit sheet which is on file in the administration office.

The economics faculty and staff are available to help you with curriculum planning. ***However, it is your responsibility to monitor your own progress toward your degree.*** Regular use of the Credit Sheet will help ensure your steady progress.

## Minimum Satisfactory Progress

The Credit Sheet is designed to help students achieve normal and satisfactory progress toward their degree. You are expected to follow the Economics Credit Sheet as your primary guide to course sequence and scheduling. The School has defined "minimum satisfactory progress" in terms of certain courses required in your curriculum. The schedule of satisfactory progress simply states the minimal requirements for course completion necessary to constitute satisfactory progress:

1. After completing 30 semester hours, the student should have satisfactorily completed Math 1711 and 1712 or Math 1501 and Math 1502.
2. After completing 60 semester hours, the student should have satisfactorily completed both Econ 2106, 2105 and MGT 2250 (or substitute).
3. After completing 90 semester hours, the student should have satisfactorily completed Econ 3110, 3120 3161 and 4160.

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Insert Econ Credit Sheet here!

# ECONOMICS CURRICULUM OUTLINE AND CREDIT SHEET

A credit sheet is a guide to the proper sequencing of courses in your program of study. You should obtain the credit sheet that applies to the Catalog under which you wish to graduate and use it to trace your progress.

The following outlines the course requirements for the Bachelor of Science in Economics as approved by the Undergraduate Curriculum Committee of Georgia Tech:

- |      |  |   |
|------|--|---|
| I.   | Economics Core Curriculum  | <b>61 hrs</b>                                     |
|      | A. Essential Skills  | <i>10 hrs.</i>                                    |
|      | 1. ENG 1101  | English Composition I (3 hrs.)                    |
|      | 2. ENG 1102  | English Composition II (3 hrs.)                   |
|      | 3. Either MATH 1501<br>or MATH 1712  | Calculus I (4 hrs)<br>Survey of Calculus (4 hrs.) |
|      | 4. Free Elective   | <i>1 hr.</i>                                      |
|      | B. Institutional Options   | <i>3 hrs.</i>                                     |
|      | 1. Computing Requirement   | Computing (3 hrs.)                                |
|      | C. Humanities/Fine Arts  | <i>6 hrs.</i>                                     |
|      | D. Science, Math, and Technology   | <i>12 hrs.</i>                                    |
|      | 1. Two four-hour laboratory courses from the following:  |   |
|      | a. CHEM 1211, 1311/1312  | Chemistry I, I                                    |
|      | b. BIO 1510, 1520  | Biology I, II                                     |
|      | c. PHYS 2211, 2212   | Physics I, II                                     |
|      | d. EAS 1600, 1601  | Environmental Science I, II                       |
|      | 2. plus one four-hour mathematics course from the following  |   |
|      | a. MATH 1502 or 1711   | Calculus II or Finite Mathematics                 |
|      | E. Social Sciences   | <i>12 hrs.</i>                                    |
|      | 1. One three-hour course from the following:   |   |
|      | a. HIST 2111 or 2112   | American History                                  |
|      | b. POL 1101  | American Government                               |
|      | c. PUB 3000  |   |
|      | d. INTA 1200   | Introduction to International Affairs             |
|      | 2. plus three three-hour social science electives.   |   |
|      | F. Courses related to the Program of Study   | <i>15 hrs.</i>                                    |
|      | 1. ECON 2106 and 2105  | Micro and Macro Economics or                      |
|      | 2. ENGR/SCI/MATH Elective  |   |
|      | 3. MGT 2250  | Management Statistics                             |
|      | 4. INTA Elective   |   |
|      | G. Physical Education  | <i>2 hrs.</i>                                     |
| II.  | Courses in Major   | <b>18 hrs.</b>                                    |
|      | A. Required Economics Courses.   |   |
|      | 1. ECON 3110   | Advanced Microeconomic Analysis (3 hrs)           |
|      | 2. ECON 3120   | Advanced Macroeconomic Analysis (3 hrs)           |
|      | 3. ECON 3161   | Econometric Analysis (3 hrs)                      |
|      | 4. ECON 4160   | Economic Forecasting (3 hrs)                      |
|      | 5. ECON 4610   | Seminar in Economic Policy (3 hrs)                |
|      | 6. ECON 4910   | Senior Research paper (3 hrs)                     |
|      | B. Economics Electives   | 9 hrs.  |
| III. | Non-Major Cluster  | <b>12 hrs.</b>                                    |
|      | A. At least 12 hours to be arranged in a non-major cluster and to include:   |   |
|      | 1. certificate of at least 12 hours from a unit other than Economics, or   |   |
|      | 2. a 12-hour concentration outside Economics and approved by the School within one discipline or in an interdisciplinary cluster, in which the student has earned a C or better average. |   |
| IV.  | Free Electives   | <b>20 hrs.</b>                                    |
|      | A. Sufficient to bring total hours to 122.   |   |
| V.   | <b>Total hours in Economics Curriculum 122 hrs.</b>  |   |

## Explanation of Economics Major Credit Sheet

- Line 1      You are required to complete one of the following series of laboratory sciences:  
BIOL 1510 and BIOL 1520 or  
CHEM 1211 and CHEM 1311/1312 or  
PHYS 2211 and PHYS 2212 or  
EAS 1600 and EAS 1601
- Line 2      You are required to complete ENGLISH 1101 and 1102, English Composition I and II. These courses count toward the Institute's 12 hours of Humanities requirement
- Line 3      You must complete one of the following sequences of mathematics courses:  
  
MATH 1501 and MATH 1502 or  
MATH 1712 and MATH 1711
- Line 4      To satisfy state requirements regarding course work on the history and constitutions of the U.S. and Georgia, you must take one of the following:  
  
HIST 2111 or HIST 2112 or POL 1101 or 2101 or INTA 1200  
You must also take a computer science course: CS 1315, CS 1321 or a computer programming course approved as satisfying the general education requirements in computer literacy.
- Line 5      You are required to complete one 2-hour course in Health Performance Sciences--either HPS 1040, 1062, 1063 or 1064 and also one hour of free elective credit (this can be any course you choose).
- Line 6      Your degree requires 3 hours of electives chosen from engineering, science, or mathematics. Also on line 6, you must select an elective from the Sam Nunn School of International Affairs.
- Line 7      Students must complete 6 additional hours of electives in the Humanities, chosen from the following list:  
  
***See your advisor for a list of courses from the 2007-2008 catalog that will satisfy this requirement.***
- Line 8      Students must complete courses in the principles of economics, including either:  
  
ECON 2106 (Microeconomics) and ECON 2105 (Macroeconomics) or  
*In general, the 2105-2106 sequence is required for Economics majors. For those students who change their major to Econ after taking 2100, please see Ms. Paul for suggestion on how to proceed to fulfill this sequence.*
- Line 9      You must complete MGT 2250: Management Statistics and one of three required social science electives towards a total 12 hours (see your advisor for a list of courses from the 2007-2008 catalog that will satisfy this requirement).
- Line 10     You must complete CS 1322 as a second computer science requirement or an approved substitute course. Then you must complete ECON 3161: Econometric Analysis.
- Line 11     You must complete ECON 3110: Advanced Microeconomic Analysis and ECON 3120: Advanced Macroeconomic Analysis.
- Line 12     You must complete ECON 4160: Economic Forecasting and an ECON elective: You may choose any course in economics not required for your degree as an ECON elective.
- Line 13     You must take the second of three required social science electives towards a total 12 hours (see your advisor for a list of courses from the 2007-2008 catalog that will satisfy this requirement) and an ECON elective: You may choose any course in economics not required for your degree as an ECON elective

- Line 14 You must take the third of three required social science electives towards a total 12 hours (see your advisor for a list of courses from the 2007-2008 catalog that will satisfy this requirement). Students must complete a total of at least 12 hours of credit in a planned cluster in a discipline other than economics. The cluster requirement is most easily satisfied through a certificate program. The faculty of the School of Economics must approve any other concentration. **The student must earn a grade of C or better in these courses.**
- Line 15 You must take the second of four required non-major cluster electives towards a total 12 hours in a planned cluster. On Line 5, 15, 16, 17, 18 and 19, students must complete a total of 20 hours in free electives, bringing the total number of credit hours received up to 122. Only free electives may be taken on a pass/fail basis, subject to Institute limitations.
- Line 16 Student must complete a FREE elective: You may choose any course not required for your degree as a FREE elective and ECON 4610: Seminar in Economic Policy.
- Line 17 Student must complete a FREE elective: You may choose any course not required for your degree as a FREE elective and also in the senior year, students must complete ECON 4910, producing a formal research paper.
- Line 18 Student must complete a FREE elective: You may choose any course not required for your degree as a FREE elective and also must complete an ECON elective.
- Line 19 Student must complete 6 hours of FREE elective: You may choose any course not required for your degree as a FREE elective.
- Line 20 On line 20 you student must take 6 hours or non-major cluster electives.

## Selecting Electives

The large number of elective hours enables economics majors to tailor their individual curricula to suit their individual educational plans and career needs. For example, students planning to pursue graduate education in economics may select elective courses in mathematics. Students planning a career in business may seek a strong background in management electives. A certificate in accounting might be an especially useful complement to a major in economics. Other students may want preparation for careers in international affairs or public policy. Certificate programs in these and other areas will provide guidance in course selection and recognition of proficiency in particular areas. You should carefully consider your educational and career objectives as you select your elective coursework.

We have developed a set of possible courses for different areas of concentration that you may find useful. You are of course free to choose your own electives that may be outside the ones suggested as long as they satisfy the GT requirements. Please see your advisor for a list of suggested courses.

## **ECONOMICS and INTERNATIONAL AFFAIRS (EIA)**

A credit sheet is a guide to the proper sequencing of courses in your program of study. You should obtain the credit sheet that applies to the Catalog under which you wish to graduate and use it to trace your progress.

The following outlines the course requirements for the Bachelor of Science in Economics and International Affairs (EIA) as approved by the Undergraduate Curriculum Committee of Georgia Tech:

Please see the International Affairs section of the 2007-2008 Catalog for explanation of each core area and the courses that will satisfy each area. Please feel free to make an appointment with Ms. Paul for specific major information regarding the Global Economics or Ms. Lisa Jones, 404-894-8352 or via e-mail at [lisa.jones@inta.gatech.edu](mailto:lisa.jones@inta.gatech.edu), for specific major information for the International Affairs portion of this degree.

**Please see your advisor for an Explanation of the EIA Credit Sheet.**

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Insert EIA Credit Sheet here!

## **GLOBAL ECONOMICS/MODERN LANGUAGES**

A credit sheet is a guide to the proper sequencing of courses in your program of study. You should obtain the credit sheet that applies to the Catalog under which you wish to graduate and use it to trace your progress.

The following outlines the course requirements for the Bachelor of Science in Global Economics and Modern Languages as approved by the Undergraduate Curriculum Committee of Georgia Tech:

See Modern Languages section of the 2007-2008 Catalog for explanation of each core area and the courses that will satisfy each area. Please feel free to make an appointment with Ms. Paul for specific major information regarding the Global Economics or Dr. David Shook, 404-385-3014 or via e-mail at [david.shook@modlangs.gatech.edu](mailto:david.shook@modlangs.gatech.edu), for specific major information for the Modern Language portion of this degree.

### **Selecting Electives**

The large number of elective hours enables GEML majors to tailor their individual curricula to suit their individual educational plans and career needs. For example, students planning to pursue graduate education in economics may select elective courses in mathematics. Students planning a career in business may seek a strong background in management electives. Other students may want preparation for careers in international affairs or public policy. Certificate programs in these and other areas will provide guidance in course selection and recognition of proficiency in particular areas. You should carefully consider your educational and career objectives as you select your elective coursework.

**Please see your advisor for an Explanation of the GEML Credit Sheet.**

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Insert Global Econ/Mod Lang Credit Sheet here!

# UNDERGRADUATE RESEARCH OPPORTUNITIES

## **PURA** - President's Undergraduate Research Awards (PURA)

The Undergraduate Research Opportunities Program competitively funds individual requests by student/faculty teams for funds to be used to support undergraduate student involvement in faculty research. The main emphases of the awards will be for student salaries and travel expenses for undergraduates to attend professional meetings to give presentations. Students should contact individual faculty members for undergraduate research projects. Either faculty or students can initiate projects but the abstract must be written by the student. A faculty/student team must apply by the deadline given below for the semester in which the funds are requested. These courses are listed as ECON 2698/2699 or ECON 4698/4699

Students wishing to work at GTRI may also apply with a Research Scientist and must be U.S. citizens. Students should be in good academic standing when they apply.

Students may apply for **\$1500 (max) salary awards** or **\$1000 (max) travel awards**. Students are eligible for only one successful salary award per academic year, but may apply for travel awards within the same academic year.

More information on PURA awards can be found here:

<http://www.undergradresearch.gatech.edu/funding.php>

## **Independent Study/Research** - Academic Credit for Internships

The School of Economics offers credit towards graduation for internships as long as the internship is not a paid one, credit can be given and used toward graduation. There are several types of internships that you can get credit for:

### **Professional Internship Program**

ECON, EIA and GEML students participating in full-time internships are eligible for up to 12 credits of pass/fail and audit credit as well as credit for a grade. See the Office of Professional Practice for details about enrolling in and getting credit for a coop and/or an internship.

### **Independent Study/Research**

ECON, EIA and GEML students may also earn three credits for their independent study/research experience provided they a) find an ECON faculty member who will sponsor the three credits and b) complete an academic project that is related to the internship topic but that is in addition to the regular internship requirements. Students must approach ECON faculty members directly to discuss the possibility of this arrangement. To receive the three credits, the student must complete a project that is academic in nature, usually a series of research papers related to the internship focus. For example, a student whose internship at the Carter Center is focusing on the electoral process in Venezuela may ask a faculty member to oversee an independent study project on the electoral processes of a certain country. The independent study is supposed to be as academically rigorous as a normal three-credit class. Once a faculty sponsor is secured, the faculty member and the student must complete the Special Problem Application form and select "in conjunction with an internship" on the form. Follow the directions on the form to set up the internship credit. This credit is listed as either ECON 4901 or 4990.

### **Special Topics Courses**

Many new elective courses are taught initially as Special Topics Courses. The course numbers will be 4803(x). The section letter (x) changes each semester, so be sure to check for a current listing of the Special Topics Courses available.

# STUDY ABROAD OPPORTUNITIES

## What is study abroad?

Georgia Tech has developed a number of overseas programs around the globe. These programs provide students with the opportunity to complete a portion of their academic studies abroad. GT Faculty-Led Study Abroad Programs allow students to experience GT coursework in an entirely different context. Students earn academic credit while participating in field projects, on-site visits, and overseas courses.

## Why should you study abroad?

1. To see what you are learning about and see how the things you are learning about affect real people.
2. To try to get an edge in the competitive job market. More and more sectors of the economy involve working with international companies, collaborating or working with foreign teams, or working as part of a multi-national or multicultural team. Getting meaningful international experience is one way to prepare yourself for the workforce you will enter after graduation.
3. To acquire or improve foreign language skills.
4. To benefit from courses which are not available on our campus in order to explore an interest cultivated outside of the major area of study.
5. Beyond the obvious lessons in cultural differences and lifestyle, a person who spends a significant amount of time abroad learns about themselves and, through the eyes of others, about their country. These lessons, in addition to fostering independence and broader views on issues ranging from foreign policy to ethics and everything in between, can provide students with tools that will eventually affect how decisions are made on the job and how well they are able to adapt to and succeed in the global marketplace.
6. For the adventure: to discover places unseen or seen only through the eyes of others or of the media.

## What locations are available for study abroad?

### GT Semester Programs Locations Available

Application Deadlines:

Fall and year long programs - Mid February.

Spring Programs - Early September or October, depending on program

Please see <http://www.oie.gatech.edu/sa/forms/guidesemstudyintern.pdf> for exact deadline.

Argentina	Australia	Australia/New Zealand
Brazil	Chile	China
Denmark	France/Netherlands/Portugal	Egypt
England	France	Germany
Italy	Japan	Korea, South
Mexico	Netherlands	New Zealand
Scotland	Singapore	Spain
Sweden	Switzerland	Turkey

### GT Summer Program Locations Available

Argentina	Australia	Belgium
Brazil	China /Shanghai	Singapore
China/Taiwan/Japan	England/Europe	France
France/Scandinavia/Netherlands	Germany	Italy
Italy/Greece	Japan	Korea, South
Mexico	Russia	Spain

# RULES, REGULATIONS, AND INTERPRETATIONS

The Student Rules and Regulations published in the General Catalog "... set forth the requirements of the faculty to the end that a large student body may live and work together harmoniously with a minimum of friction and misunderstanding." You should read these regulations carefully, for life in the School of Economics will be governed by them. The following sections expand on and interpret some of the regulations that have been confusing or overlooked to the detriment of previous students.

## Grading Policies

### Assigned Grades

Grades are determined by the instructor. No administrator has the prerogative to change or to order a professor to change a grade. Therefore, the entire matter of evaluation and grading is strictly between the student and the instructor.

Grades that are used in the calculation of your grade point average (GPA) are:

<i>A</i>	<i>Excellent</i>	<i>four quality points per semester-hour</i>
<i>B</i>	<i>Good</i>	<i>three quality points per semester-hour</i>
<i>C</i>	<i>Satisfactory</i>	<i>two quality points per semester-hour</i>
<i>D</i>	<i>Passing</i>	<i>one quality point per semester-hour</i>
<i>F</i>	<i>Failure</i>	<i>zero quality points per semester-hour</i>

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

<i>S</i>	<i>Satisfactory completion of a course taken Pass/Fail</i>
<i>U</i>	<i>Unsatisfactory completion of a course taken Pass/Fail</i>
<i>V</i>	<i>Registration for a course as an auditor</i>
<i>W</i>	<i>Withdrawal from a course before the end of the fifth week of the semester.</i>
<i>I</i>	<i>Incomplete work in some part of a course for reasons deemed necessary by the instructor. (See "Incompletes" statement, paragraph VI C)</i>

### Pass/Fail

You may apply a maximum of 9 hours of pass/fail credit for free electives 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:

<b>Credit hours completed at Tech</b>	<b>Maximum Credit hours P/F</b>
45 – 70	3
71 - 90	6
91 or more	9

No credit is granted for courses in which the grade of "U" is assigned. **Only free electives may be taken pass/fail.**

The necessary level of performance in the context of a pass/fail course will in all courses be determined by the administering professor.

## Incompletes

**The faculty of the Institute has adopted the following criteria concerning the grade of "I." The "I" is assigned only in rare instances.**

The grade of "I" is assigned when a student is unable to complete the requirements of a course for reasons beyond the student's control. Legitimate basis for an "I" include missing an exam because of illness, injury, family death, jury duty, or other uncontrollable 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" because of too heavy work load, being away from school for personal reasons, work schedules, or other events known and controllable by the student.

You must satisfy the instructor as to your reasons for deserving an "I." An "I" is given only when the student is otherwise passing the course. The grade of "I" will not be assigned to allow students to avoid an "F." It is the responsibility of the student and professor 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 department file. There are no Institute guidelines as to what constitutes appropriate required make-up work. In general, removal of an incomplete should require the same coursework as required of students who complete the course during the normal semester's time.

The "I" must be removed by a Change-of-Grade form submitted by the instructor before the end of the student's next semester in residence. **Failure to remove the "I" before the end of the student's next semester in residence results in an automatic "F." In other words, the statute of limitations for an incomplete is one semester.**

It is the responsibility of the professor of the course in which the "I" was originally awarded to submit a Change-of-Grade form to remove that incomplete.

**Registering for and repeating a course in which an "I" has previously been assigned will not remove the outstanding "I." This action may result in a passing grade, but it will also result in the change of the original "I" to an "F."**

## Grade Point Average

The single most important indicator of your academic achievement is your cumulative grade point average (GPA).

This average is calculated as follows:

$$\frac{\text{Total quality points earned}}{\text{times credit hours}} = \text{grade point average}$$

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:

<i>Course</i>	<i>Grade</i>	<i>Quality Points per Hour</i>	<i>Credit Hours</i>	<i>Quality Points</i>
<i>1</i>	<i>A</i>	<i>4</i>	<i>3</i>	<i>12</i>
<i>2</i>	<i>B</i>	<i>3</i>	<i>3</i>	<i>9</i>
<i>3</i>	<i>C</i>	<i>2</i>	<i>3</i>	<i>6</i>
<i>4</i>	<i>D</i>	<i>1</i>	<i>3</i>	<i>3</i>
<i>Total</i>			<i>12</i>	<i>30</i>

$$\frac{\text{Total quality points earned} = 30}{\text{Total credit hours} = 12}$$

$$\text{Grade Point Average (GPA)} = \text{Total quality points earned} / \text{Total credit hours} = 30/12 = 2.5 \text{ GPA}$$

## Student Classification

**Class.** You are classified at the end of each semester on the basis of the number of credit hours of coursework **passed**, as follows:

<i>Freshman "1"</i>	<i>0-29 credit hours</i>
<i>Sophomore "2"</i>	<i>30-59 credit hours</i>
<i>Junior "3"</i>	<i>60-89 credit hours</i>
<i>Senior "4"</i>	<i>90 and over</i>

Letters are attached to your classification to identify the number of semesters you have held a particular classification. For example, a "2C" is a Sophomore and has been a sophomore for 3 semesters. A "4B" is a second-semester senior. The letter designator has nothing to do with how many hours you have earned.

**Full-time student.** A full-time student is anyone taking 12 or more hours.

## Academic Honors

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

1. 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. (All grades must be reported).
2. Dean's List – includes all degree seeking undergraduates who during the preceding term made an academic average of 3.0, completed a schedule of at least twelve hours of course work on a letter grade basis and are not on academic warning or probation or subject to any disciplinary action. (All grades must be reported).

## Academic Standing

1. Good Standing - students whose cumulative grade point average is 2.0 or better, except for freshmen, for whom the minimum is 1.7, and sophomores, for whom the minimum is 1.8.
2. Warning - students whose cumulative grade point average or semester grade point average is below the minimum requirement for Good Standing.
3. Probation - students on Warning whose semester grade point average is below the minimum requirement for Good Standing.
4. Drop - students on Probation whose semester and overall grade point average is below the minimum requirement for Good Standing.  
(*See the General Catalog, 2007-2008, p. 388 for further information*).

## Maximum Course Loads

The following maximum course loads have been set by the faculty of the School of Economics:

<u>Student's Standing</u>	<u>Maximum Hours</u>
Dean's List or 3.0 cumulative GPA	23
Good Standing	18
Warning	16*
Probation	14*

**\*Institute maximums that are unalterable by the School of Economics or the Ivan Allen College.**

## Mandated Special Examinations

### 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 invited to take the test after earning 10 credit hours. Students who earn 50 credit hours before passing the Regents' test are required to schedule remedial English with other coursework until the test is passed. The course Engl. 0012, Writing the Impromptu Essay, is offered for students needing help in organizing and writing a paper. No credit is allowed toward graduation for this course.

### Constitution and History Examinations

Georgia law requires that you pass examinations or comparable courses in the history and constitutions of the United States and Georgia. Most students take the courses (listed for line 4 in the explanation of your credit sheet).

### Grade Substitution – New Incoming Freshmen

Effective with the entering Fall 2005 first-time freshman class.

1. 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 the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
2. The course must be repeated at Georgia Tech within the student's first four terms in residence. 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 in residence after the course is repeated.
3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course.
6. The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject to exceptions and may not be petitioned to the Undergraduate Curriculum Committee.

### Graduating Senior – Re-Examination

A degree candidate who has a **single** course deficiency from the final term of enrollment will be permitted a re-examination, except in laboratory or studio courses, courses in which a significant portion of the grade is based upon projects, or when the deficiency is in any way a result of academic dishonesty. The re-examination will be given **after commencement**, and thereafter once per annum after commencement, upon receipt of the reactivated degree petition for the next term, and authorization of the exam, by the Registrar. A student should schedule the re-examination prior to the last day of Phase II registration to allow time to register for the course during the next semester if the student does not pass the re-examination and chooses to retake the course. The examination will be graded S or U and the grade so recorded. The previously assigned grade will remain a part of the record and a notation will be made on the student's transcript that the course requirement was satisfied by a re-examination. The student who successfully completes the re-examination will then be eligible to graduate the following term and may obtain a letter of completion from the registrar.

## Transfer Credit

Courses taken at other institutions may be accepted at Georgia Tech subject to the following policy and procedures.

### Policy

Courses taken at accredited institutions, passed with a grade of C or better, may be transferred for credit in the School of Economics *only* if the content of such courses is deemed equivalent by the coordinator for the subject for which transfer credit is being requested. Generally, courses that carry the equivalent of three semester-hours credit or greater and correspond to courses taught at Georgia Tech will transfer with the same number of semester-hours of credit as the course taught at Georgia Tech.

For institutions within the University System of Georgia, the total number of credit hours transferred for courses within the "Core Curriculum" (as defined by the Board of Regents) will match the number of credit hours granted by the originating institution. However, hours of credit in excess of those for the corresponding course taught at Georgia Tech may only be transferred as elective hours. For courses taken outside the "core," the rules in the previous paragraph will apply.

Junior or senior courses taken at any accredited institution that carry the equivalent of three semester-hours of credit or greater but that have no equivalent at Georgia Tech may transfer for three semester-hours of credit. Such courses will be counted as electives if the appropriate administrator recommends it and the Undergraduate Curriculum Committee of the School of Economics approves the action.

Given the difference in the academic rigor of the classes, freshman or sophomore courses taken at other institutions may only be transferred for equivalent freshman or sophomore courses offered at Georgia Tech. Freshman or sophomore courses taken at another institution may not be transferred to Georgia Tech as junior or senior courses. (Exception: University System of Georgia schools may transfer the equivalent of MGT 3260, Business Law I, if taught at the freshman or sophomore level. Business Law has been deemed a "core" course.)

### Procedures

- I. For students entering Georgia Tech from another institution:
  - A. The Georgia Tech Office of Admissions will evaluate a portion of the credits from the other institution.
  - B. Courses not evaluated by the Office of Admissions will be evaluated by the equivalent department of instruction at Georgia Tech. For this, a student must take a copy of the transcript and catalog description from the other institution (and, if the catalog is not informative, other identifying information such as course outline or textbook title and author) to the department, where appropriate credit will be awarded.
- II. For Georgia Tech students taking courses at another institution between semester of enrollment at Tech:
  - A. To have assurance prior to taking course that it will transfer:
    1. Obtain "Permission to Receive Credit" form from the School of Economics Office.
    2. Take form, course description, book title and author to equivalent department of instruction at Georgia Tech.
    3. Return one completed form per course to student's file in major school and retain one copy for possible use at transient institution.
    4. After completing course, return to the department granting permission with copy of other school transcript and copy of "Permission to Receive Credit" form for award of appropriate Georgia Tech credit.
  - B. Transfer credit may be awarded without prior approval through the process described above. The "Permission to Receive Credit" form is just a bit of insurance.

## **Petitions**

### **Faculty Petitions**

The vehicle by which a student requests special permission to waive a given regulation is called a "petition to the faculty" or a "petition to the curriculum committee." The form is available in the Economics Office. The student must complete the form and return it. In approximately two weeks the student should return to that office to retrieve the form for submission to the Registrar's Office.

### **Degree Petitions**

Seniors should be aware that a "degree petition" is required for classification as a degree candidate. The student must make an appointment with Ms. Paul in the admin office for completion of the degree petition.

**It is the responsibility of the student to submit the above forms in person according to the procedures and deadlines outlined.**

### **“36 Hour Rule”**

The Institute requires that the student's final thirty-six credit hours toward a degree be earned in residence at Georgia Tech. The only exception to this requirement is cross-registration at Georgia State University for courses not available at Georgia Tech. The student who cross-registers during the final semester of enrollment should inform the professor at GSU that the grade for the course must be reported at Georgia Tech earlier than the regular reporting of grades.

### **Grade Replacement (Substitution)**

1. 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 the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
2. The course must be repeated at Georgia Tech within the student's first four terms in residence. 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 in residence after the course is repeated.
3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course.
6. The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject to exceptions and may not be petitioned to the Undergraduate Curriculum Committee.

## **READMISSION POLICY**

### **Out Two or More Consecutive Terms**

A student who for any reason has remained out of school for two or more consecutive terms, must apply for readmission. Deadlines are as follows:

## Application Deadlines

Spring	December 1st
Summer	April 1st
Fall	July 1st

The readmission application along with any transcripts, petitions, and other supporting information must be submitted to the Readmission Office, in room 103 of the Tech Tower (Administration Building), by faxing to 404-894-0167 (transcripts from other schools must be official and may not be faxed. They must be received in a sealed envelope), or by mailing to:

Georgia Institute of Technology  
Office of the Registrar  
Readmission  
Atlanta, GA 30332-0315

\*\*\* Since you have been out 2 or more terms, you are required to obtain a tuberculosis screening form signed, dated, and addressed by a medical practitioner. Please refer to [http://www.health.gatech.edu/policies\\_procedures/docs.htm](http://www.health.gatech.edu/policies_procedures/docs.htm) for a form to download. Depending on how long you have been out of school, you may be required to have additional immunizations. Should you have additional questions regarding your immunizations, e-mail [imm@health.gatech.edu](mailto:imm@health.gatech.edu). You must satisfy all immunization requirements prior to registration. \*\*\*

## Academically Dismissed

A student who has been academically dismissed **once** for unsatisfactory grades must remain out of school for at least one term. 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 A SECOND TIME FOR UNSATISFACTORY GRADES WILL NOT BE READMITTED.** See Rules and Regulations VIIIB6

These are Institute requirements. The SOE has more restrictive rules. Please see below:

1. Submit the following documents: Readmission application, readmission contract for 3 semesters, and petition to the faculty.
2. Must attend another school for at least 1 semester with minimum GPA of 3.0. (Please see Academic Advisor before registering for classes to be sure they will transfer back).
3. You will be restricted to only 12 semester hours for the first 3 semesters after readmission (unless given specific permission for 14 hours).
4. Attend academic advising at the beginning and end of each of the first 3 semesters after readmission.

## Application Deadlines

Spring	October 1st
Summer	February 1st
Fall	June 1st

The readmission application along with any transcripts, petitions, and other supporting information must be submitted to the Academic Advisor, in room 203 of the Habersham Building, by faxing to 404-894-0189 (transcripts from other schools must be official and may not be faxed. They must be received in a sealed envelope), or by mailing to:

Georgia Institute of Technology  
Office of the Registrar  
Readmission  
Atlanta, GA 30332-0315

A student on academic warning or probation who is not enrolled for a single term will have an automatic hold placed on their registration. This hold must be cleared by the student's major school before he/she is allowed to register.

\*\*\* If you have been out 2 or more terms, you are required to obtain a tuberculosis screening form signed, dated, and addressed by a medical

practitioner. Please refer to [www.health.gatech.edu/main/10\\_new\\_students/](http://www.health.gatech.edu/main/10_new_students/) for a form to download. Depending on how long you have been out of school, you may be required to have additional immunizations. Should you have additional questions regarding your immunizations, e-mail [imm@health.gatech.edu](mailto:imm@health.gatech.edu). You must satisfy all immunization requirements prior to registration. \*\*\*

## Withdrawals

Any student, except a part-time graduate student, who withdraws during a term and wishes to return the following term must complete a petition to the faculty form only. A readmission application is not required

The petition, along with any transcripts and other supporting information, must be submitted to the Readmission Office, in room 104 of the Tech Tower (Administration Building), by faxing to 404-894-0167 (transcripts from other schools must be official and may not be faxed. They must be received in a sealed envelope), or by mailing to:

Georgia Institute of Technology  
Office of the Registrar  
Atlanta, GA 30332-0315

## Simultaneous Enrollment at Two Institutions

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

## Major Changes

Undergraduate students, by filing the required form, will be permitted one unrestricted transfer between majors (including undecided) until they have accumulated credit for sixty hours. After sixty hours or upon subsequent request for transfer, the transfer will be permitted at the **discretion of the school that the student is seeking to enter**. Students who transfer from another institution to pursue a degree at Georgia Tech will be permitted to change their major only at the discretion of the school that the student is seeking to enter. Transfer students are not eligible for the one unrestricted change of major. (Note: Certain majors, because of high enrollment, have been granted a waiver of the one unrestricted transfer regulation. Students should consult with the individual school concerning its current transfer policy.)

## CERTIFICATE PROGRAMS AND THE NON-MAJOR CLUSTER

The economics curriculum requires "... at least 12 hours to be arranged in a non-major cluster and to include: (a) a certificate of at least 12 hours from a unit other than Economics, OR (b) a 12-hour concentration outside Economics **and approved by the School**, including 12 hours (over and above required courses) within one discipline or in an interdisciplinary cluster, in which the student has earned a C or better average."

Unless you have an overriding interest in some discipline not covered by a certificate program, it would obviously ease the burden on you and the faculty of the School of Economics for you to use a certificate program to meet this requirement. But if you do have an interest in a special program of study, go to the Economics Office and ask for a faculty advisor to be assigned. With the advisor, you should work out a plan, type up a proposal, and submit it to the School Director. It will then be forwarded to the Curriculum Committee for a recommendation and you will be granted approval or denial.

Certificate programs generally involve 12 hours of coursework in a particular discipline. The programs have been carefully designed by the faculty and approved by the Institute's Undergraduate Curriculum Committee. They will be accepted without question as fulfilling the non-major cluster requirement for graduation. When you choose a program to pursue, you should drop by the School Office and file a Cluster Declaration Form. Then, as you prepare to file your petition for graduation, you should get a Certificate Completion Form from the School Office, have it signed by your Certificate Advisor, and then file it with your petition to graduate.

The following notes identify the certificate programs currently available. While we try to keep a set of folders and applications in the Economics Office, you should go to the school offering a program in which you are interested for complete information.

## I. Outside the Ivan Allen College

### A. Biology

The School of Biology offers certificates in:

1. Molecular Biology/Genetics
2. Environmental Biology
3. Microbiology/Microbial Technology

Generally, a certificate requires a minimum of 12 hours in biology, at least 9 of which must be at the 3000 level or higher. For additional information, see the School of Biology.

### B. *Chemistry and Biochemistry*

The School of Chemistry and Biochemistry offers certificates in the following three areas:

1. Biochemistry/ Organic Chemistry
2. Chemical Analysis
3. Physical/Inorganic Chemistry

Generally, each certificate requires a minimum of 12 hours in a coherent program with at least 9 hours at the 3000 level or higher. These courses must be chosen from the list of courses in the given emphasis area and must be completed with a grade C or better.

### C. *Earth and Atmospheric Sciences*

The School of Earth and Atmospheric Sciences offers certificates in:

1. Surficial Geochemistry
2. Solid Earth Geophysics

Generally, these certificates require at least 12 hours of work plus an occasional prerequisite.

### D. *Health Sciences*

The Department of Health and Performance Sciences, in conjunction with the School of Biology offers a multidisciplinary certificate program in the health sciences. Specific information regarding the certificate may be obtained from the Health and Performance Sciences Office.

### E. *Management*

The College of Management offers certificates for students in good standing in the following areas:

1. Accounting
2. Finance
3. Information Technology Management
4. International Management
5. Marketing
6. Operations Management

### F. *Physics*

The School of Physics offers a certificate in applied optics. For details, see the certificate folders available at the Physics Office.

## II. Within the Ivan Allen College

### A. *History, Technology, and Society*

History, Technology, and Society offers five certificates. Each requires 12 hours of course credit. You should note that, if you choose a certificate from this group, you may have to add hours to your elective list to achieve the 122 hours required for graduation. You might easily earn two certificates by choosing a social science certificate and freeing electives to take another certificate (like accounting, or some other career-oriented one).

The topics include:

1. African-American Studies\*
2. Asian Affairs
3. European Affairs
4. History
5. Sociology

\*This certificate is offered in conjunction with the School of Literature, Communication, and Culture.

### B. *International Affairs*

The School of International Affairs offers certificates based on 12 credit hours. The topics include:

1. Asian Affairs
2. European Affairs
3. International Affairs

C. *Public Policy*

The School of Public Policy offers four undergraduate certificates. All of these certificates require a minimum of 12 credit hours. The topics include:

1. Public Policy
2. Pre-Law
3. Political Science
4. Philosophy, Science, and Technology

**III. Economics**

The School of Economics offers a certificate to students in other Schools. Generally, it requires 15 hours of work, or 12 hours in excess of required economics courses. You should encourage your friends to come over and take a certificate. You will help your friends by broadening their perspectives, and you will help us to develop a stronger School with more section offerings and more interesting electives! Send prospects to the office (Room 203 HB), or bring them by yourself.

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **Q: Can I take a course pass/fail?**

- A: 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 become 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 scholastic average.

### **Q: When taking a course on a pass fail basis, how often must I attend class to pass the course?**

- A: Do not assume that taking a course pass/fail means you can attend class less often. The professor sets the standard for what is passing in the course.

### **Q: How many pass/fail hours can I use toward my degree?**

- A: The maximum number of pass/fail hours permitted in an undergraduate program of study depends upon the number of semester credit hours that will be completed at Georgia Tech, as follows:

Hours included in program of study    Hours allowed on pass/fail 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

For a second undergraduate degree, these limitations apply to the credit hours included in the program of study for that second degree.

### **Q: What is grade substitution and how does it work?**

- A: Grade Substitution - Effective with the entering Fall 2005 first-time freshman class.
1. 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 the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
  2. The course must be repeated at Georgia Tech within the student's first four terms in residence. 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 in residence after the course is repeated.
  3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
  4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
  5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course.
  6. The grade substitution policy (including, but not limited to, course eligibility, number of courses, time limits, and deadlines) is not subject to exceptions and may not be petitioned to the Undergraduate Curriculum Committee.

### **Q: If my instructor is 10 min late for class, can I leave?**

- A: If an instructor should be late in meeting the class, the students shall wait twenty (20) 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.

**Q: What is the institute attendance policy?**

- A:** 1. There are no formal institutional regulations regarding class attendance at the Georgia Institute of Technology. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to facilitate an orderly arrangement of the program of instruction. Regular attendance is an important part of the learning process.
2. Faculty members can specify attendance policies for their individual classes. It is the responsibility of the students to understand each professor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, including major religious observances, students are responsible for all material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.

**Q: What if I am participating in an Institute approved activity and miss class, can I make up the work or exams I may have missed?**

- A:** 1. Students who are absent because of participation in approved Institute activities (such as field trips and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar.
2. Exams may be taken in advance of participation of Institute approved activities but make up exams (**after the exam date**) are at the discretion of the professor.

**Q: What is advance standing and how does it work?**

- A:** 1. Students may offer satisfactory evidence that they are qualified to receive credit for a course by taking an 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, and authorization by the registrar.
3. Examinations for advanced standing will ordinarily be offered during the week of final examinations.
4. Student will not be allowed to take an examination for advanced standing in a given course more than twice.
5. An examination for advanced standing will be reported with an S or U grade. Neither grade will be included in the calculation of the scholastic average.

**Q: When taking a course on a pass fail basis is a “D” considered passing?**

- A:** The standard for passing a course taken on a pass/fail basis is determined by your professor. Do not assume that you only have to do the minimum amount of work required to pass the course.

## **HELPFUL HINTS FROM FELLOW STUDENTS**

1. You cannot always count on getting courses in the "required" sequences as shown on the credit sheet. Therefore, you should plan far enough ahead to get all prerequisites.
2. The Course Critique is available for purchase at the Student Government Office. It includes a description of the professors, the classes they teach, and also includes critiques by students of the lectures and tests. Statistics of grades are given and percentages are also listed.
3. Summary evaluations of professors in previous semesters are available for student review.
4. Mark your credit sheet correctly every semester. One slight error on your credit sheet can delay your graduation.
5. Many new elective courses are taught initially as Special Topics Courses. The course numbers will be 4803(x). The section letter (x) changes each semester, so be sure to check for a current listing of the Special Topics Courses available.
6. Make an appointment for academic advice at least once per semester. You should verify that your record is as you expect it to be.
7. Numerous organizations provide opportunities for interested students to take part in extra-curricular activities related to their professional goals. These include the Economics Club and Omicron Delta Epsilon. You should get involved.
8. Don't postpone taking the Regents' Test.