

Academic Policies Grading Policies

Grade Reports

Official grade reports are available on the web through Owl Express. All grades reflected are those submitted by faculty at the time of posting. Grade reports, in addition to the official grades for that semester, contain a term grade point average (Term GPA), an institutional GPA, and a cumulative GPA.

Grading System

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. The course instructor must make feedback available to each student about that student's academic progress in the course prior to the last published day to withdraw without academic penalty. The Board of Regents (BOR) of the University System of Georgia (USG) Policy Manual, Section 3.5, states that grades are expected to conform to those listed below.

The following are the final grades included in the determination of the scholastic grade point average.

<i>Final Grades</i>	<i>Quality Points per Credit Hour *</i>
A Excellent	4.00
B Good	3.00
C Satisfactory	2.00
D Passing	1.00
F Failure	0.00

WF Withdrew Failing 0.00

* Quality points are not awarded in learning support courses. These courses give institutional credit only, not graduation credit.

Other Grades

I - denotes an incomplete grade for the course. An incomplete grade may be awarded only when the student was doing satisfactory work prior to the last two weeks of the

semester, but for nonacademic reasons beyond the student's control, was unable to meet the full requirements of the course.

A grade of "I" must be removed by completing the course requirements within one calendar year from the end of the semester in which the "I" was originally assigned. In addition, should the student enroll in classes at KSU during the calendar year, the grade of "I" must be removed by the end of the first semester of enrollment during that calendar year.

Upon completion of the course requirements within the specified time limits, a final grade will be assigned based on the student's total performance.

If the course requirements are not completed within the specified time limits, the "I" will be changed to an "F" for a course which awards grades of "A", "B", "C", "D", or "F" and the cumulative and institutional GPAs will be recalculated accordingly, or the "I" will be changed to a "U" for a course which awards a grade of "S" or "U." An incomplete grade cannot be removed by reenrolling in the course.

IP - indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student enrolled in the course. This symbol cannot be substituted for an "I."

K - indicates credit awarded by examination including, but not limited to, the following:

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- International Baccalaureate (IB)
- DANTES Subject Standardized Tests (DSST)
- Foreign Language Achievement Testing Service (FLATS)
- Departmental Course Exams for Advanced Standing
- Prior Learning Assessment (portfolio review)

NR - indicates no grade was reported. The grade will be changed to the appropriate grade once determined.

NA - Never Attended (for attendance verification). The grade will be changed to the appropriate withdrawal grade.

S - indicates satisfactory completion of a credit course and is not included in the calculation of the grade point average. The use of this grade is approved for thesis hours, student teaching, clinical practicum, and internship. It also indicates satisfactory completion of certain credit laboratory-type courses.

U - indicates unsatisfactory completion of a credit course and is not included in the calculation of the grade point average. The use of this grade is approved for thesis hours, student teaching, clinical practicum, and internship. It also indicates unsatisfactory completion of certain credit laboratory-type courses.

V - indicates the student was given permission to audit the course. It is not included in the calculation of the grade point average. A student may not transfer from audit to credit status or vice versa. The use of this grade is approved for cooperative (COOP) courses.

W - indicates the student was permitted to withdraw from the course without penalty. A course in which a grade of "W" has been assigned will not be included in the calculation of the student's grade point average.

WF - indicates the student was permitted to withdraw from a course with the approval of the registrar after the withdrawal date listed in the Semester Schedule of Classes. The grade of "WF" is counted as an F in the calculation of the student's grade point average.

WM - indicates a student was permitted to withdraw without penalty at any time during the term based on a military service refund, as defined by *BOR Policy Manual*, Section 7.3.5.3.

Directed Study

The following institutional regulations apply to directed study. Additional departmental requirements may exist.

General restrictions:

- Content in the directed study must not substantially overlap an existing course in the curriculum.
- A student may not enroll in more than three semester credit hours of directed study coursework per semester.
- A maximum of ten semester hours of directed study may be used to satisfy degree requirements with a maximum of three hours used as related studies electives and a maximum of three hours used as free electives. The department shall determine the maximum number of hours allowed within the major.
- A student must have an overall institutional GPA of at least 3.0 and a cumulative GPA in the major of at least 3.0 in order to be eligible for a directed study.

Any student wishing to do a directed study must obtain approval from the department and complete a Directed Study request.

Cooperative Education and Internships

The cooperative education (co-op) and internship courses offer participating students work experience relevant to their majors. Most employers want graduates with practical experience and often prefer to hire those who have worked with them and others through internships or co-ops. For information about co-op and internship opportunities, contact the Department of Career Planning and Development or the corresponding academic department. For information about the applicability of co-op and internship courses to a particular major, contact the corresponding academic advisor.

S/U grades will be assigned for co-op classes. One exception is COOP 2000, which is a 12-credit hour cooperative education course taken as an audit, where a grade of 'V' is assigned.

The Internship grade structure depends on the academic department involved.

Grade Point Average (GPA)

Kennesaw State University uses a 4.00 grade point average (GPA) system, calculated to and truncated at three significant digits. The GPA is calculated by dividing the total quality points earned by the total number of credit hours for which grades were assigned, excluding courses in learning support (0998, 0999).

Term GPA

Kennesaw State University calculates a term grade point average (Term GPA or Semester GPA) for courses attempted each semester.

Institutional GPA

Kennesaw State University calculates an institutional GPA that is used as the primary, overall GPA. Transfer credit/grades will not be used in calculating the institutional GPA. The institutional GPA for the applicable term will be used to determine semester honors and academic standing at the end of the term. This GPA is adjusted for course repeats.

Cumulative GPA

Kennesaw State University calculates a cumulative GPA by dividing the total number of credit hours in which a grade of A, B, C, D, F, or WF was earned into the number of

quality points earned for those hours. Institutional credit, such as credit for learning support courses, will not be included in this GPA.

Grade Changes

Errors in grades must be reported to the Office of the Registrar immediately. In general, no grade changes will be made after the end of the next semester after the grade was assigned, except with the approval of the Academic Standing Committee. In general, the Academic Standing Committee, as described in *University Handbook*, Section 3.1.2, will not consider requests for grade changes beyond one year from the end of the semester in which the grade was assigned. A petition for a grade change will not be accepted after the date of graduation.

Grade Appeals

A student's rights to grade appeals are defined in the University catalogs. Each faculty member must specify the grading policy in the syllabus at the beginning of the course. The faculty member may change the grading policy for cause after that time but must do so uniformly, with ample notification to students.

The grading policy should be quite specific and should be distributed to each class in written form. Some departments may also require faculty members to file grading policy statements in the departmental office. Because the student can submit a grade appeal to the Department Chair within 20 business days after the first day of classes of the next academic term after the academic term in which the final grade was awarded to the student (see Grade Appeals Procedure, section B), it is strongly recommended that instructors retain any student papers, tests, projects, or other materials not returned to the student for 70 days after the end of a semester or if an appeal is filed until the appeal is resolved.

Grade Appeal Procedure

Kennesaw State University is committed to treating students fairly in the grading process. A student may appeal a final grade awarded for a course. Interim grades or grades on specific assignments are not appealable. An appeal must be based on an allegation that the faculty member has violated the stated grading policy or/and that the grade was a result of discrimination or retaliation. The student has the burden of proving these allegations. All formal appeals under these procedures will be based only on the written record.

- Informal: The student is encouraged to discuss concerns and disputes over final course grades with the faculty member, prior to filing a formal grade appeal, to understand the basis of the grade. The faculty member is encouraged to be available to the student to discuss grades so that, if possible, grade disputes can be resolved informally.
- Formal: In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing and describe the precise basis for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 20 business days after the first day of classes of the next academic term (fall, spring, summer) after the academic term in which the final grade was awarded to the student. The Chair will invite the faculty member who assigned the appealed grade to provide a written response to the student's appeal statement. The Department Chair (or the Chair's designee) will review the allegations and conduct any additional fact finding as needed and will provide a decision in writing to the student, within 20 business days of the receipt of the complaint in the Department if there is no allegation of discrimination or retaliation that impacted the grade. The Chair's written decision will specifically address the relevant issues raised by the student.
 - If the student alleges that the grade was a result of discrimination or retaliation, the following procedures will be followed. The Chair will consult with the Office of Institutional Equity (OIE) if there is an allegation that discrimination or retaliation based on status in a protected class has an impact on the grade. Please see <http://equity.kennesaw.edu/titleix/non-discrimination.php> for the University's Non-Discrimination Statement. The Director of Institutional Equity or designee will review the information provided by the Chair to determine jurisdiction, routing, and whether an investigation is warranted, or if more information is needed. If the OIE determines that an investigation is warranted, the OIE will investigate. The general time frame for the investigation is 60 business days, absent any special circumstances. The OIE will issue an investigation report to the Chair. The Chair will use the OIE investigation report to make the grade appeal decision and communicate the decision to the student within 20 business days after receipt of the OIE investigation report. The Chair's written decision will specifically address the relevant issues raised by the student.
- The student may appeal the Department Chair's decision within 20 business days of being notified of the Chair's decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the

Dean's discretion, the Dean can appoint an advisory panel, consisting of two (2) faculty members from outside the department where the grade was awarded and one (1) student to review the written documentation and make a recommendation to the Dean. The advisory panel may invite the student and the faculty member who awarded the grade to meet with the panel to share each party's position on the grade dispute. The panel will provide a written recommendation to the Dean within ten (10) business days of the receipt of the appeal. The Dean will issue a decision to the student, in writing, within ten (10) business days of the receipt of the report from the advisory panel or within twenty (20) business days of the receipt of the written complaint from the student if no panel was appointed.

- The student may appeal the Dean's decision to the Provost, in writing, within twenty (20) business days of being notified of the Dean's decision. [However, if it is a graduate course, the student will direct this written appeal to the Graduate Dean, and the Graduate Dean will issue a decision to the student, in writing, within twenty (20) business days of receiving the appeal. Within twenty (20) days of that decision, the student may then appeal to the Provost as described in this section]. The Provost will issue a decision to the student in writing within twenty (20) business days of receiving the appeal.
- The Provost's decision is final, and decisions regarding grades may not be appealed to the Board of Regents per *BOR Policy Manual*, Section 6.26.
- Nothing in this grade appeals process prohibits the parties from settling this matter at any stage. However, any attempt to settle the matter through mediation does not affect the deadlines described for this grade appeals process.

Semester Honors

Dean's List

An undergraduate student is eligible for the Dean's list at the end of a term if the student was enrolled in at least 9 credit hours awarding A, B, C, D, F, or WF grades for that term and earned a term grade point average of at least 3.5 (but less than 4.0).

President's List

An undergraduate student is eligible for the President's list at the end of a term if the student was enrolled in at least 9 credit hours awarding A, B, C, D, F, or WF grades for that term and earned a term grade point average of 4.0.

Academic Standing

Good Standing

An undergraduate student is in good standing when the student's institutional GPA is 2.00 or higher.

Academic Probation

A student will be placed on academic probation at the end of any term for which the student's institutional grade point average is below 2.00. A student may enroll in no more than 13 credit hours while on academic probation.

Academic Dismissal

A student on academic probation will be dismissed if:

- the student does not earn a 2.00 or higher term grade point average or
- the student is on academic probation for three (3) consecutive semesters.

An academically dismissed student is not in good academic standing at KSU and is not eligible for immediate readmission.

Readmission to the University after Academic Dismissal

- After the first academic dismissal, a student may be considered for readmission after an absence of one semester. A dismissed student must apply for readmission through the Office of Undergraduate Admissions prior to posted deadlines.
- After the second academic dismissal, a student may be considered for readmission after an absence of one calendar year from the end of the semester for which the second dismissal occurred. A dismissed student must apply for readmission through the Office of Undergraduate Admissions prior to posted deadlines.
- After the third academic dismissal, the student will no longer be eligible for readmission.

Any exceptions to this policy must be appealed and approved by the Academic Standing Committee per *BOR Policy Manual*, Section 6.26. Information on academic appeals is available through the Office of the Registrar website.

Repeated Courses

When an undergraduate course completed at Kennesaw State University is repeated at KSU with a higher grade, the highest grade received will be counted in the institutional GPA calculations. The student's permanent record and cumulative grade point average will retain all course attempts and grades.

If a student completed a course at KSU then earned a higher grade repeating the same course at another institution during or after Fall Semester 2015, the KSU course grade will be excluded from the student's institutional GPA the next semester the student is enrolled at KSU.

Re-enrollment

After attempting an undergraduate course for the second time, including withdrawals but excluding courses noted in the Catalog as repeatable for credit, a student will not be allowed to re-enroll in the course without the permission of the Department Chair or designee. It is the sole discretion of the Department Chair or designee to decide if a student will be allowed to enroll in a class that the student previously attempted twice.

Academic Renewal

An undergraduate student who was readmitted to KSU after a period of absence of three calendar years or longer is eligible for Academic Renewal. The institutional GPA may be restarted by petitioning the Office of the Registrar for an Academic Renewal, allowing a degree-seeking student who experienced academic difficulty to make a fresh start.

The institutional GPA is used to determine academic standing (probation or dismissal), eligibility for program admission, and with some restrictions, eligibility for graduation and honors. Courses completed before Academic Renewal was granted do not count toward residency requirements for graduation or honors.

A student requesting Academic Renewal must contact the Office of the Registrar to complete the Academic Renewal Request Form. The request must be submitted within one calendar year of the first day of classes of the student's first semester of reenrollment after the absence of three or more calendar years. A student can be granted Academic Renewal status only one time within the USG system. Once granted, the petition for Academic Renewal cannot be rescinded.

Academic Renewal for Second Degree

A student's institutional GPA may be restarted at the time of reenrollment for a second KSU undergraduate degree. A student requesting Academic Renewal for a Second Degree must contact the Office of the Registrar to complete the Academic Renewal for a Second Degree Request Form. The request must be submitted within one calendar year of the first day of classes of the student's first semester of reenrollment after the absence of three or more calendar years. A student can be granted Academic Renewal for Second Degree status only one time.