

Kennesaw State University uses a 4.00 grade point average system, calculated to and truncated at two significant digits. (BOR Policy Manual 3.5.1) The grade point average or GPA is calculated by dividing the total quality points earned, by the total number of hours of credit for which grades have been assigned, excluding courses in learning support (0998, 0999).

### **Semester GPA (also known as SGPA or Term GPA)**

Kennesaw State University calculates a semester grade point average (SGPA) for courses attempted each semester. This SGPA becomes particularly significant for students on academic probation who must maintain a 2.0 SGPA to avoid academic dismissal.

### **Institutional GPA (also known as KSU Adjusted 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 term GPA 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 (also known as Regents GPA)**

Kennesaw State University calculates a cumulative GPA, by dividing the total number of hours in which a grade of A, B, C, D, F or WF has been received into the number of quality points earned on those hours. Institutional credit (such as learning support courses) will not be included in this GPA. (BOR Policy manual 3.5.1.2)

## **Grading System**

Issuance of grades and formulation of individual attendance policies are the prerogative of the instructor. Faculty must provide feedback to students about their progress prior to the last published day to withdraw without academic penalty. Grades are expected to conform to those listed below. Any deviations must be approved by the Faculty Senate and the Office of the Registrar.

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

<b>Final Grades</b>	<b>Quality Points per Credit Hour *</b>
A Excellent	4.00
B Good	3.00
C Satisfactory	2.00
D Passing, but less than satisfactory	1.00
F 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, and will be awarded only when the student has done satisfactory work up to the last two weeks of the semester, but for nonacademic reasons beyond his/her control is 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 on the basis of the student's total performance.

If the course requirements are not completed within the specified time limits, then the "I" will be changed to an "F" (for a course which awards letter grades of "A", "B", "C", "D", or "F") and the cumulative and adjusted grade point average will be

recalculated accordingly or the "I" will be changed to a "U" (for a pass/fail course which awards a grade of "S" or "U"). An "I" cannot be removed by re-enrolling in the course.

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

**K** - Indicates credit awarded for credit 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.

**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 unsatisfactory 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. Students 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 academic 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 withdrawal for Military Reasons (permitted under Board of Regents policy for military service refunds).

## **Additional GPA and Grade FAQ's**

### **Course Overrides**

If you have questions regarding overrides, contact the department of the specific course into which you are seeking the override.

### **Do I have to earn a grade of "C" or better in all my courses?**

This depends on the course. A grade of "D" is considered passing in many general education courses. A grade of "C" or higher is required for ENGL 1101 and 1102. A grade of "C" or higher must be earned in all major level courses. Some majors require higher than a "C" average in certain courses for entry into programs.

### **Early Grade Letters**

An early grade letter may be requested by a student during the week of final grades.

### **Grade Appeals**

Kennesaw State University is committed to treating students fairly in the grading process. Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable. Any such appeal must be based on an allegation that the faculty member has violated his/her stated grading policy or 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.

### **Repeating Courses**

When undergraduate courses taken at Kennesaw State University are repeated at Kennesaw State University with a higher grade, the highest grade received will be counted in the institutional GPA (previously adjusted GPA) calculations. The student's permanent record and cumulative (Regents) grade point average will retain all course attempts and grades.

For additional information please see the University Catalog: <http://catalog.kennesaw.edu/>

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