

# GRADE POLICIES

## Grade Reports

At the close of each semester, final grades are posted to the online web registration system. Grades are not mailed to students. This secure technology requires a student identification number and a personal identification number.

## Grading System

The grading system used by Georgia Highlands College is as follows:

Letter Grade	Nature of Work	Quality Points per credit hour
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0.0
F\$	Unearned Failure	0.0
H	Honor Project Completed	Not Computed
I	Incomplete	Not Computed
K	Credit by Examination	Not Computed
NR	No Grade Reported	Not Computed
S	Satisfactory Performance	Not Computed
U	Unsatisfactory Performance	Not Computed
V	Audited	Not Computed
W	Withdrew Passing	Not Computed
WM	Military Withdrawal	Not Computed

I - Indicates that a student who is performing satisfactory work is unable to meet the full course requirements for non-academic reasons beyond the student's control. **An "I" must be removed within two semesters following the semester during which the course was taken, or one calendar year, whichever is shorter, or it will automatically become an F.** An "I" grade is not given in Learning Support courses. Arrangements for the removal of an "I" should be made with the instructor during the semester immediately following the semester in which the "I" was awarded. Students **do not** re-register for a class in which an "I" has been given.

F\$ – Indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F.

H – Indicates that a student has successfully completed an honors project. See the Honors Program section for requirements for Georgia Highlands College honors project.

K – Indicates course credit awarded to a student via alternate credit.

NR – Temporarily posted when a professor fails to turn in grades on time. It will be removed when the actual grade is reported.

S – Indicates that credit has been given for completion of degree requirements other than academic course work.

U – Indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work.

V – Indicates that the student audited the course. The V carries no credit and cannot later be changed to a credit grade, either during the time in which the student is enrolled in the course or at a later date.

W – Indicates a withdrawal without penalty.

WM – Indicates that the student withdrew due to military orders

\* – Indicates a course credit for a Required High School Curriculum (RHSC) deficiency

# – Indicates academic renewal

% – Indicates Learning Support coursework

T – Indicates transfer coursework

## Grade Changes

Faculty must make all grade change requests within two semesters following the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Provost.

## Grade Point Average

The grade point average is calculated by dividing the number of hours earned in all courses attempted in which a grade of A, B, C, D, or F has been assigned into the total number of quality points earned on those hours. Grades or hours earned in Learning Support courses are not computed in the institutional or cumulative GPA.

## Repeating Courses

Students may elect to repeat a course taken at GHC in an effort to earn a higher grade. Students are allowed 3 attempts per course; after the 3rd attempt approval from a Dean, Chair, or advisor is required.

This policy applies only to courses taken and repeated at GHC. When a course taken at GHC is repeated at GHC, only the attempt with the highest grade earned will be computed in the institutional GPA. For this policy to be applied, the repeated course must be equivalent to or cross-listed with the original course. The student's transcript, academic history, and cumulative and SAP cumulative GPA will retain all course attempts and grades. When the student transfers to another college, that college will determine how repeated courses are handled.

Students are encouraged to consult with Financial Aid to determine how course repeats impact their financial aid eligibility and with an academic advisor to determine how course repeats impact their progress towards degree.

## Academic Appeals Procedure

Any student who believes that his/her academic rights have been violated and finds that the complaint cannot be resolved through informal conferences with the faculty member involved may seek redress following the procedures listed below in the order in which they are stated:

- The aggrieved student may direct his/her complaint in writing to the chair of the School in which the alleged violation occurred. If the academic dean is the instructor in question, the complaint will be directed to the Provost.

- If the student is dissatisfied with the results of that complaint, and has not already done so, he/she may direct the complaint in writing to the Provost.
- In the event the student is dissatisfied with the results of both appeals, he/she may direct a complaint to the President.

## **Appealing a Grade**

All appeals and documentation must be in writing.

- If a student disagrees with a final grade in a course, he/she should first contact the instructor to see if the disagreement can be worked out. If it cannot be, the student has the right to appeal the grade. A student may not appeal the professional judgment of the instructor. In all cases, the policy in the course syllabus will prevail in determining the grade. The student's appeal must be based on the belief that the final grade was legally discriminatory in some way or that there was a mathematical error. If the student believes the final grade fits this category and wishes to appeal, he/she should ask the instructor for a written statement as to how he/she arrived at the grade. The instructor must provide the student with this statement.
- If the student is enrolled in a program with a departmental appeal process, he/she should follow that process as written.
- If the problem has not been resolved to the student's satisfaction with the instructor or departmental appeals process, the next step is to appeal to the Academic Dean. The student should explain what grade he/she thinks should have been awarded and why and submit the instructor's written statement with his/ her explanation of the dispute.
- If the student is dissatisfied with the decision of the Academic Dean, he/she may appeal to the Provost. All documentation should be forwarded with the student's statement. The Provost has the option to appoint an appeal review committee.
- If the student is dissatisfied with the decision reached by the Provost or appointed appeal review committee, he/she may appeal to the President, sending all the previous documentation to the President's Office. The President's decision is final. The University System Board of Regents, to whom the President reports, will not hear grade appeals.

The deadline for appeals is the midterm date of the semester after the course was taken. In the case of a spring semester course, this is the midterm date of the following full summer term.