

1. Students whose career associate degrees include *fewer* than 38 hours of program-specific courses will need to make up the difference with additional program-related lower division courses at Clayton State. (A maximum of 38 hours of career courses will be applied to the B.A.S. degree regardless of the number of hours actually taken.)
2. English courses lower than Business English and mathematics courses lower than Applied Technical Math (or equivalent) will *not* count in the 38-hour career core.
3. Sometimes career courses can also count in Areas A-E. Students should be aware that such courses cannot be counted in two places, so if a career course is applied to Areas A-E, then the student may be required to take additional career work to equal 38 semester credit hours. (See item c. In Notes on Areas A-E.)
4. For transfer students, career courses may be entered on the transcripts with a technology course prefix (TECH) rather than as a specific prefix such as OFFC or EMS.
5. Transfer students may be required to provide official course descriptions or other documentation of course content to facilitate determination of equivalency.

Classification of Students

Class standing will be determined at the end of each academic semester on the basis of course credits completed. Courses numbered 0099 or less are not included in the count of credits that determine a student's classification. The classification scale is:

Freshman0-29 semester credit hours earned
 Sophomore30-59 semester credit hours earned
 Junior60-89 semester credit hours earned
 Senior90 or more semester credit hours earned

Senior classification does not necessarily imply graduation the following spring.

Grading System

Every course listed on a student's official semester schedule as of the end of the schedule change period will be listed on the student's permanent record with some grade designation or symbol, even though the student may not complete the semester's work.

The following grades are assigned and are calculated into grade point average (GPA):

<u>Grade Symbol</u>	<u>Numerical Equivalent</u>
A excellent	4.00
B good	3.00
C satisfactory	2.00
D minimum passing	1.00
F failure	0.00
U unsatisfactory	0.00
WF withdrew, failing	0.00

The following grade symbols show on the transcript but are not included in the GPA:

- S — **Satisfactory.** Indicates satisfactory completion of a course graded on a “satisfactory/unsatisfactory” basis. Use of *S/U* grading is limited to certain laboratory, clinical, activity, and field-based courses. Hours earned with a grade of *S* may count toward graduation, but they do not affect grade point average.
- I — **Incomplete.** Indicates that a student was doing satisfactory work, but due to non-academic reasons beyond the student’s control, the student was unable to meet the full requirements of the course. The *I* is appropriate only when the unfinished requirements can be clearly delineated and constitute a relatively small part of the course; otherwise withdrawal is appropriate. It is the responsibility of the student to initiate the request for an *I* by contacting the relevant instructor, department head, associate dean, or dean in a timely manner before the end of the term or session. The assignment of an *I* requires the written approval of the dean or associate dean of the school. To remove an *I* and convert it to a grade, the student must contact the instructor (or department head or associate dean or dean if the instructor is unavailable) in a timely manner and arrange to complete the course requirements. (An individual who has an *I* pending but is not otherwise enrolled may not retain possession of University-owned equipment, and the individual has access to campus facilities and services only to the extent necessary to complete course requirements.) *A grade of I that is not converted to another grade during the next semester of attendance or within one calendar year (whichever comes first) will automatically be changed to the grade F.*
- W — **Withdrawn.** Indicates that a student withdrew before midterm or withdrew after midterm but with hardship approval. (See the heading above for details on withdrawal policy.)
- V — **Audit.** Indicates that a student audited a course. Students may not change from audit to credit status or vice versa.
- K — **Credit by Examination/Experience.** Indicates that the student was given credit for the course via a credit by examination or experience program (CLEP, AP, or other proficiency exam).
- IP — **In Progress.** This applies only to Learning Support courses. The student is required to repeat the course. A grade of *IP* counts as an attempt for purposes of Learning Support suspension.
- NR — **Not Reported.** This symbol indicates a grade was not reported to the Office of the Registrar. It is a temporary grade and will be changed by the Registrar upon certification of actual grade by the appropriate dean or associate dean.

Grade Point Average (GPA)

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted in courses numbered 1000 or higher at Clayton State University. Following is an example:

<u>Course</u>	<u>Semester Credit Hours</u>	<u>Grade (numerical equivalent)</u>	<u>Quality Points</u>
ENGL 1102	3	B	(3) 09

MATH 1231	3	C	(2)	06
PSYC 1101	3	A	(4)	12
SCI 1111/L	4	C	(2)	08
HIST 2111	<u>3</u>	D	(1)	<u>03</u>
	16			38

$$38 \div 16 = \text{Grade Point Average of } 2.37$$

Clayton State University normally calculates two types of overall grade point average: Regents' and Institutional Standing.

1. Regents' Grade Point Average

The Regents' Grade Point Average (sometimes called cumulative GPA) is the average of the grades in all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Regents' GPA is used to determine whether a student is eligible for academic honors.

2. Institutional Grade Point Average

The Institutional Grade Point Average is the average of the grades in the *most recent attempts* of all courses (numbered 1000 or higher which have numerical equivalents) attempted at Clayton State University. Institutional GPA is used to determine the following:

- academic standing (good standing, probation, suspension, and dismissal); and
- eligibility for graduation.

Course Repeat Policy

A student who has withdrawn (W or WF) or earned a less than satisfactory grade (D, F, or U) a total of three times in a course numbered 1000 or higher at Clayton State will not be allowed to take that course again. *Students must be fully aware that this rule may have the effect of preventing them from graduating in a given major if they exhaust their three tries in a required course.* A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower.

The "course repeat policy" applies to courses taken at previous institutions except that a student transferring in to Clayton State will be granted one additional try at Clayton State even if the student had exhausted his or her three tries at the previous institution. Students who have already had two or more tries in a course at Clayton State before this policy went into effect (Fall 2003) will be granted one more try. Transient Restriction – transient or cross-registration permission to attend another school will not be granted to a student if the student has already exhausted two of the three tries.

Grade and Academic Appeals

Students wishing to file an appeal of a grade or other academic action must first attempt to work out the matter informally with the appropriate instructor (if applicable). If that is not satisfactory or if the instructor cannot be contacted, the appealing student must contact the relevant department head or associate dean. The appeal must be initiated as soon as possible. The student must put his or her case in writing and supply documentation unless the matter is resolved informally before an official appeal is filed. Written appeals should be directed to the relevant department head or associate dean with a copy to the dean. The

department head/associate dean in consultation with the dean will provide the appellant with a written answer. Students may appeal the school/department-level response by submitting a written statement to the Associate Provost.

Appeals initiated more than one semester following the time that the dispute arose will not be considered. Other details about the appeal process are contained in the *Student Handbook*, which can be obtained from the Office of the Vice President for Campus Life or via the University homepage.

Academic Standing

Good Standing

A minimum Institutional GPA of 2.0 is necessary to be in good academic standing at Clayton State University. The academic standing of students who are required to take one or more learning support courses also depends on making adequate progress in those classes (see “Learning Support Requirements” below). Students should be aware that their financial aid status differs from their academic standing.

Academic Probation

Students whose Institutional GPA falls below the minimum acceptable GPA of 2.00 are placed on Academic Probation. Students on Probation must contact their academic advisors, the Center for Academic Success, the Counseling and Testing Center, and/or the Chair of their Department to receive information and assistance. Students on Academic Probation are restricted to taking 13 credit hours or less. In addition, students on Probation, especially those on Probation for the first time, may be required to attend workshops or meet with special counselors.

Academic Suspension

Students are placed on Academic Suspension when, while on Probation, they earn a term GPA that is less than 2.0. Academic Suspension bars students from enrolling for one semester. Students who are suspended should develop a concrete plan for academic success in consultation with their advisors. In order to resume taking classes, students must submit an application for readmission and a written appeal for reinstatement to the Readmission Appeals Committee through the Registrar’s Office. Reinstatement is not automatic. For those readmitted, the committee may impose restrictions: students may be required to enroll in specific courses, limit the number of hours that they take and/or participate in structured academic support programs. Students who are reinstated will be on Academic Probation and must continue to maintain a minimum term GPA of 2.0 until they achieve good academic standing. Students who are reinstated following suspension may be required to meet with a special advisor to review their progress toward returning to good standing; a registration block be placed on their records

Dismissal

Students are dismissed from the university when they have been suspended previously and in any subsequent term their Institutional GPA and term GPA are both below a 2.0. Any student who is dismissed is barred from enrollment at the university. However, after three full calendar years, a dismissed student may petition for readmission. A student seeking readmission following Dismissal must complete a Clayton State University Application for Readmission and a Readmission Appeal form. The appropriate forms and all documentation must be