Grading System

Final grades are submitted at the end of the semester to the Office of Academic Services and Registrar, and these are made a part of a student's permanent record. Copies of final grades are sent to the students, available in Banner for departmental chairpersons, and released to the parents and guardians upon approved request. The official grades with their meanings and quality points follow:

"A"	EXCELLENT: Four quality points are allowed for each semester credit hour.
"B"	GOOD: Three quality points are allowed for each semester credit hour.
"C"	SATISFACTORY: Two quality points are allowed for each semester credit hour
"D"	LOWEST PASSING GRADE: One quality point is allowed for each semester credit hour.
"F"	FAILURE: This mark indicates poor scholastic work or failure to officially withdraw from the course. In such cases, students must take the required courses at the next opportunity. Students may repeat an elective course if desired. No quality points are allowed.
"I"	This symbol indicates that a student has completed the major portion of the requirements for a given course, but for reasons beyond expected control, such as illness or family emergency, could not complete the course requirements. An "I" must be removed prior to the last day of class for the next semester or within twelve months, whichever comes first. The "I" may be changed by completing the incomplete work as prescribed by the instructor. A Grade of "I" which is not satisfactorily removed will be changed to the grade of "F" by the Registrar and will be computed in the grade point average. To remove an "Incomplete", the student must secure a permit from the Office of Academic Services and Registrar and submit it to the instructor. The instructor will execute a Request to Remove an Incomplete form and submit it to the Office of the Vice President of Academic Affairs for approval.
"IP"	The "IP" symbol indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. Students may enroll in and take courses in which the "IP" symbol is awarded for up to three successive terms. With the exception of Learning Support courses, this symbol cannot be used for other courses. If the student has not completed the course(s) after successive terms, the student must request and be granted approval to re-enroll in the course(s) by the Department Chair, Dean and Vice President for Academic Affairs. This symbol cannot be substituted for an "I" (incomplete).
"W"	This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint of the total grading period.
"WF"	This symbol indicates withdrawal with penalty.
"S"	This symbol indicates that credit has been given for completion of the degree requirements for work other than academic course work. Use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, proficiency requirements in graduate programs courses. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval and requested by the Vice President for Academic Affairs.
"U"	This symbol indicates unsatisfactory performance in a student's attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval by the Vice President of Academic Affairs.
"V"	This symbol indicates that a student was given permission to audit a course. The student may not transfer from audit to credit status or vice versa during the semester.
"K"	This symbol indicates that a student was given credit for a course via credit by examination program and requires approval (CLEP, AP, Proficiency, etc.).

"NR"	This symbol indicates no grade reported by the instructor, and is designed for temporary use.

The grade point average is the ratio of quality points earned to the number of credit hours attempted. The grade point will be calculated for each student at the end of each semester and will be printed on the grade report as follows:

1. The term grade point average is the number of grade points earned for the term divided by the number of credit hours attempted for that term.

2. The cumulative grade point average is the number of all grade points earned divided by the total number of hours attempted.

3. Incomplete "I" grades are not calculated in the grade point average until the "I" is removed.

Grade Appeal Policy

Students may appeal grades but an appeal is only applicable for final course grades.

Any student who believes that he/she has been assigned a final grade for a course which is unfair, biased, miscalculated, or which is based upon an unwarranted deviation from the established grading procedures may appeal to his/her course faculty for assistance in the resolution of academic problems. The student should make every effort to resolve the problem(s) with the instructor(s) before the semester ends. If the grievance is unresolved at that level, the student should utilize the following chain of command:
1. Confer with the program coordinator and the academic advisor within 10 days following the meeting with the instructor(s). If unresolved, the student may appeal as necessary to the following
2. Department Chairperson within 10 days following the above meeting. If unresolved,
3. Dean of the College within 10 days following the meeting with the Chairperson. If unresolved, make an appeal to the
4. Provost for Academic Affairs or Vice President for Student Affairs (depending on the situation) within 10 days following the meeting with the Dean. If unresolved, make an appeal to the
5. President of the University within 10 days following the meeting with the Provost. If unresolved,
6. Board of Regents, University System of Georgia.

Repeat Policy Statement

The University provides an opportunity for students to repeat courses in which "D" or "F" grades are earned. The following stipulations apply:

1. Effective for all undergraduate students enrolled Fall Quarter, 1997 or after, only the first passing grade will be used to compute the GPA.

2. The first passing grade earned above "D" will be reflected in the cumulative GPA, in lieu of the immediate prior grade.

3. Grade(s) earned in any subsequent repeat of the same course will not be counted in the repeat policy process.

4. For potential graduates the form must be submitted to the Office of Academic Services and Registrar by the deadline date posted in the Graduation Planning Guide. Any forms submitted after the deadline will not be processed. Repeat policy is not applicable once student's academic records have been graduated and only applicable toward completion of an initial bachelor's degree.

5. In applying the criteria for determination of honors and other awards, all grades will be used in the calculations.

6. The Repeat Policy pertains only to courses taken at the attending university (Albany State University).

7. See department chairperson or deans for additional information.

Execution of the Repeat Policy

• Repeat policy – time limit for application – Within one year, two semesters of enrollment, after a grade of "D" or "F" is received in a course, the student must register for and complete the course. Upon completion of the repeated course, if a grade of "C" or better is earned, the student must submit the repeat policy form to replace the failure grade by the deadline in the following semester (which will be the same deadline date as that for removal of an incomplete).

• A student may repeat a course a maximum of two (2) times for the purposes of executing the repeat policy.

- After the third attempt of a course the repeat policy is null and void.