

# Academic Advisement & Academic Policies

## Academic Advisement

The mission of academic advising at Kennesaw State University is to facilitate student success, development, and retention by supporting the design and implementation of educational and career plans.

### Goals of Academic Advising

Academic advising is conducted via a decentralized structure. Students who know their intended major are advised in their college and school's academic department and undeclared students are advised in the Student Success and Enrollment Services division (CAPS). The Undergraduate Advising Council, represented by advisors from both the divisions of Student Success and Academic Affairs, oversees and coordinates the campus-wide advising efforts.

Recognizing that effective advising is a partnership between advisors and advisees and that each has its own role and responsibility, it is expected that, regardless of where the

advising occurs, the academic advisor's roles is to:

1. Help the advisee to understand the academic and administrative processes of the university.
2. Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study.
3. Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests. The advisors help the advisee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, other academic and personal development experiences provided by the university.
4. Help the advisee plan a course of study and give advice about courses and the adjustment of course loads. The advisor will inform the advisee about the prerequisites for subsequent courses in the advisee's program and evaluate their progress.
5. To familiarize advisees with, and direct advisees to, appropriate campus resources.
6. Participate in the advisor training sessions

provided by the university and each college and department to keep informed and current.

7. Encourage students to utilize available resources in the development of effective study skills.
8. Provide necessary mentorship and career development support.

The advisee's role in the academic advising process is to:

1. Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
2. Seek the academic, personal development and career information needed to develop and meet educational and personal goals.
3. Become knowledgeable about the relevant policies, procedures, and rules of the university, college, and academic program.
4. Be prepared with accurate information and relevant materials when contacting the advisor.
5. Consult with the advisor at least once per semester to decide on courses, review the accuracy of the audit, check progress towards graduation, and discuss the suitability of other educational opportunities provided by the university.
6. Take personal responsibility for his or her own actions and behavior.

### Declared Students

Students who have declared majors are assigned to trained faculty advisers in the department of their major or to the college advising center. These advisers can advise students on General Education requirements, major requirements, job possibilities, internships, research with faculty, applied community/campus experiences, grants, and scholarships in addition to knowing campus resources for referrals. Students should connect with their advisor each semester to register for appropriate courses and also to develop a mentoring relationship that will facilitate career development throughout college and after graduation. Each of the colleges and departments organize their advisement procedures differently; therefore, students should contact their faculty advisers or the

departmental secretaries for specific information. We encourage you to declare your major as soon as possible so that you can be assigned an academic advisor.

### Undeclared Students

Students who have not declared a major and those required to take Learning Support classes are assigned to the Counseling and Advising Services Center (CAPS) to be advised by selected faculty, staff and peer advisers. (See Counseling and Advising Program Services, in Student Services & Activities section of the undergraduate catalog.) These advisers are trained and available to help students select courses that meet the General Education requirements, identify career and vocational goals, adjust to the university, and choose a program of study. Counseling and Advising Program Services (CAPS) also refer students to other campus resources. Undeclared students are expected to meet with the CAPS Center every semester. Honors faculty members through the Honors Program Office in the Department of University Studies advise joint Enrollment Honors Program students.

## Academic Policies

### Registration

The Office of the Registrar, located in Kennesaw Hall, is the central administrative office responsible for registering students, maintaining the permanent academic records, administering the Regents' Testing Program Policies and test registration, performing degree audits, enforcing the academic policies of the university and generally ensuring that students' academic issues are dealt with accurately and professionally. In addition, the Registrar's staff handles transfer evaluations and Veteran's Affairs. This office approves requests for data from the computerized student record system.

All registration at Kennesaw State University is conducted over the web. The registration process consists of three different phases:

- Priority Registration—is open to currently enrolled students who are not on probation.
- Final Registration—is open to new students, students who are on academic probation but eligible to return and readmitted students.
- Late Registration- add / drop period— is opened to all students eligible to enroll for the given semester.

NOTE: Specific dates can be found under the university calendar sections in the semester schedule of classes (a hard copy and on the web).

### Auditing

Auditing of courses will be permitted for regularly enrolled students who have obtained the approval of their adviser. Proper paperwork obtained in the Office of the Registrar must be filed before the end of late registration drop/add. Such courses count at full value in computing the student's course and fees load, and the students' name should appear on the official class rolls of the courses audited. The courses being audited should also appear on the student's approved schedule of courses. No credit is granted for courses scheduled on an auditing basis, and students are not permitted to change to or from an auditing status except through the regular procedures for schedule changes. The grade for auditing is V (visitor), and this grade should at no time be changed to a W on the basis of the auditor's attendance in the course. The grade of V will have no effect upon the student's grade-point average, and students will not be permitted to have the audit grade changed at any future date.

### Full-Time Load

The basic unit of all college work is the "semester credit hour." For undergraduate students, twelve (12) semester hours is a full-time load in determining such things as veteran status, financial aid, and insurance eligibility. However, the usual load for a full-time undergraduate student is at least 15 semester credit hours in both fall and spring semesters. Since summer term is approximately half the length of these semesters and the workload, therefore, twice as heavy, KSU strongly recommends that students not attempt more than 12 hours of credit during

that term. For graduate students, 9 semester hours is considered full-time.

### Holds on Registration

Holds may be placed on a student's registration in order to satisfy an obligation owed to the university. Holds are communicated to the student on the registration reminder card mailed prior to registration and on the registration systems. The most frequent holds are for a debt due to a parking ticket or library fine, an unsatisfied Regents' testing requirement or a College Preparatory Curriculum (CPC) deficiency. Failure to return equipment or lab supplies may also result in a registration hold. Registration, transcript requests and graduation cannot proceed unless a hold is removed.

### Internships

Up to 12 semester hours of internship may be applied to degree requirements and may be used to satisfy general or free electives, as determined by the individual departments. Minimum requirements for participation in internships for academic credit vary by academic departments, but the following regulations generally apply to all departments, and colleges :

1. The content of the internship will not substantially overlap an existing course in the curriculum.
2. A student may not carry more than 12 credit hours in internship per semester.
3. A student must gain approval by the department where credit is being sought before registering for the internship course.
4. A student must follow the procedures set by the department where credit is being sought plus those required by the university for registration into the course.
5. A student must complete all requirements specified by the academic department for successful completion of the internship.

Students interested in pursuing an academic internship should check with the coordinator of cooperative education and internships in the Career Services Center, or the chair of the department where credit is being sought, for specific enrollment procedures.

### Directed Study

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

General restrictions:

- Content in the directed study will not substantially overlap an existing course in the curriculum.
- A student may not carry more than three semester hours in a directed study 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 adjusted 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 an approval form from his/her advisor and complete a Directed Study Form, which goes to the Registrar's office.

### Maximum Loads

Only students in good standing (which includes students on academic probation but excludes students under academic dismissal or exclusion) may register for classes.

During the fall and spring semesters, the maximum number of credit hours allowed for students with a cumulative grade point average under 3.5 is eighteen credit hours; and the maximum number of credit hours allowed for students with a cumulative grade point average of 3.5 or higher is twenty-one credit hours. While these restrictions apply also to the summer term, KSU strongly recommends that students not attempt more than 12 hours of credit during that term.

The Registrar must approve all exceptions to the above restrictions.

### Prerequisites

Students should attempt to schedule courses that serve as prerequisites for advanced study early in their academic career. Lower division courses are designed to serve as preparatory for upper division requirements.

### KSU 1101 or KSU 1102 Requirement

All first-year full-time students entering Kennesaw State University with fewer than 15 semester hours are required to take KSU 1101 or 1102. This requirement must be satisfied during the students first term of enrollment at Kennesaw State University.

### Atlanta Regional Consortium for Higher Education (ARCHE)

Kennesaw State University is a member of the Atlanta Regional Consortium for Higher Education, an association of colleges and universities in the Atlanta area offering a combination of reciprocal academic services, such as cross registration, interlibrary loans and visiting scholars program.

The cross registration program is available to students officially enrolled in Atlanta Regional Consortium Institutions. This program is distinct from transient status in that it is possible for a student to register for an approved course at any of the 21 consortium schools and receive credit, while paying tuition costs to the home institution. The intent is to allow qualified students to take course work in their area of study that is not available on their own campus.

To be eligible to participate, the student must be in good standing and must have the recommendation of the faculty adviser or department chair at the home institution. Cross registration may be pursued only for courses not offered at the home institution for the given term and is not recommended for students in their last semester before graduation.

Students who wish to enroll in courses at member institutions of the Atlanta Regional Consortium should obtain a Cross-Registration form from the cross registration coordinator in the Office of the Registrar. Check with the coordinator for individual member college cross registration deadlines.

## Member Colleges

Agnes Scott College  
 Atlanta College of Art  
 Brenau University  
 Clark Atlanta University  
 Clayton College & State University  
 Columbia Theological Seminary  
 Emory University  
 Georgia Institute of Technology  
 Georgia State University  
 Institute of Paper Science and Technology  
 Interdenominational Theological Center  
 Kennesaw State University  
 Mercer University of Atlanta  
 Morehouse College  
 Morehouse School of Medicine  
 Morris Brown College  
 Oglethorpe University  
 Southern Polytechnic State University  
 Spelman College  
 State University of West Georgia  
 University of Georgia

## Student Records

### Change of Status/Record Verification

The Office of the Registrar provides a list of other services including: change of address, change of name, letters of verification, removal of certain holds, early grade letters, transient grade letters and a variety of other services. Call the Office of the Registrar at (770) 423-6200 for additional information.

### Changing or Declaring Majors

To declare a major for the first time, students must contact the departmental office of their desired major. Students will complete a form in that department and have a major assigned. If students change their preferences and desire to select another major, they need to go to the department of the newly desired major. Some students may wish to change from a major to undeclared status. In this case, they must contact the CAPS Center. These services are also available on the web.

Students should note that when changing majors, there is a possibility that additional hours of course work beyond those required for the completion of the original program may need to be taken. Students should declare a major as soon as possible so that they can be assigned an advisor to help them expedite their progress toward a degree and to help them in preparing them for a career.

### Credit by Exam

A student may receive up to 30 semester hours of credit by CLEP, AP, IB, institutional or other such examinations.

### Institutional Examination for Advanced Standing

Students who offer satisfactory evidence may receive credit for a course by an examination for advanced standing. If the examination is passed, the students will receive the appropriate college credit, which will not be included in the calculation of the grade point average.

Requests for institutional advanced standing examinations should be initiated with the department chair responsible for the course in question and must be approved by the registrar. Forms are available in the Office of the Registrar. Approval of these requests will be subject to the following criteria:

- a. Authorization will not be given for a course under any of the following circumstances:
  1. If the student has previously audited the course.
  2. If the student has previously scheduled and failed the course.
  3. If the student has previously scheduled the course, but has withdrawn after the first two calendar weeks from the day the semester begins.
  4. If the student is currently enrolled in the course.
  5. If the course is either a prerequisite or an introduction to a course already completed. (This provision does not apply to skill courses such as physical education or music, for example.)
- b. Credit earned by institutional advanced standing examination may be used neither to satisfy residency requirements nor to satisfy more than one-half of the major-field or minor-field requirements in a program of study.

- c. A passing grade for institutional advanced standing examination is a grade of 75 percent or higher for a lower-division course and a grade of 80 percent or higher for an upper-division course.
- d. A fee of \$60 will be assessed for each institutional advanced standing examination attempted; no course may be attempted more than once.
- e. A student must be admitted to the university at the time of application for advanced standing and must be enrolled in the university to receive credit for a course by advanced standing examination.

**College Level Examination Program (CLEP) for Advanced Standing**

Students with business, military or professional experience are eligible to take standardized examinations in a number of areas to earn credit for certain specific courses, provided a minimum score is attained on the tests. Credit earned will be recorded on the student's permanent record. For specific information concerning subject areas in which tests are available, the cost and minimum score required for credit and dates tests will be given, contact Counseling and Advising Program Services (CAPS).

**Advance Placement (AP)**

Kennesaw State University honors Advance Placement (AP) credit for certain classes in which an equivalent is offered and for which the required grade is achieved. For details on the scores required and course equivalencies, contact the Office of the Registrar.

**International Baccalaureate (IB)**

Kennesaw State University honors International Baccalaureate (IB) credit for certain classes in which an equivalent is offered and for which the required grade is achieved. For details on the scores required and course equivalencies, contact the Office of the Registrar.

**Degree Audits**

Students may petition to graduate two semesters before the anticipated graduation date but must petition no later than the end of the first week of her/his final semester or summer term.

**Grade Reports**

Official grade reports are no longer mailed. They are available on the web and/or the telephone. All grades reflected are those submitted by the faculty members at the time of posting. Grade reports, in addition to the official grades for that semester, contain a semester grade point average, an adjusted grade point average when required, and a cumulative grade point average. For graduate students, a semester GPA and a cumulative GPA are issued.

**Transcripts**

Official and unofficial transcripts are issued to students upon their written request to the Office of the Registrar. The written request may be filed with the Office of the Registrar in person or by letter or fax. All transcript requests must be accompanied by the students' signed release. Both official and unofficial transcripts take approximately three to five working days to complete.

**Transfer Evaluations**

Once a student has been admitted to KSU, a transfer evaluation is completed by the Office of the Registrar and mailed to the student in approximately three to five weeks. The time of mailing may vary semester to semester depending on volume. It is very important that all students have a transfer evaluation as early as possible in order to facilitate the registration process. Any questions concerning transfer evaluations, including a request for reevaluation, should be directed to the Registrar's Office.

## Courses & Registration

### Withdrawal from Courses

Students may withdraw from one or more courses anytime before the last three weeks of the semester. However, as of fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight. Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before the fall of 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight after the institution of this policy. To completely or partially withdraw from classes at KSU, a student must withdraw online at [www.kennesaw.edu](http://www.kennesaw.edu), under Owl Express, Registration and Student Records. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not however suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which are fully documented. Students may appeal to the academic standing committee for consideration of unusual circumstances.

Exact withdrawal dates will be published in the official academic calendar. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades.

Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the University System refund policy.

## Grading Policies

### Grading System

Kennesaw State University complies with the University System of Georgia uniform grading system. The final grades and their definitions are as follows:

Final Grades		Quality Points per Credit Hour *
A	excellent	4
B	good	3
C	satisfactory	2
D	passing, but less than satisfactory	1
F	failing	0
WF	late withdrawal, failing	0

\* Quality points are not awarded in learning support courses. These courses give institutional credit only, not graduation credit. The following symbols will be used in the cases indicated:

**I**—Indicates 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 or summer term 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 or term 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.

**W**—indicates that the student was permitted to withdraw from the course without penalty with the approval of the registrar before the withdrawal date listed in the *Semester Schedule of Classes*. Withdrawals without penalty may be permitted after the official withdrawal period in hardship cases only with the approval of the registrar. 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 that 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.

**S**—indicates satisfactory completion of a credit course and is not included in the calculation of the grade point average. It also indicates satisfactory completion of certain credit laboratory-type internships, or co-op courses specifically designated by overall faculty action.

**U**—indicates unsatisfactory completion of a credit course and is not included in the calculation of the grade point average. It also indicates unsatisfactory completion of certain credit laboratory-type courses specifically designated by overall faculty action.

**IP**—indicates progress in a learning support credit course, but not sufficient to meet the prerequisite requirements for the succeeding course. It is not included in the calculation of the grade point average.

**V**—indicates that 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.

### 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 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.

### Deficiencies

A student who has received a grade of I, IP, F or WF in a course has a deficiency in the course. A student whose final grade is F or WF has a failure in that course. The student should repeat and pass the course in residence at Kennesaw State University before credit will be allowed. Repeating the course does not remove the F or WF from the total cumulative average.

A student who has otherwise completed all of the requirements for graduation and who has earned an incomplete in a course scheduled during the final semester in residence may remove the incomplete at the convenience of the department of instruction concerned.

### Repeating Courses

When undergraduate courses with earned grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will not be included in the calculation of the adjusted grade point average (AGPA). The student's permanent record and cumulative grade point average will retain all course attempts and grades.

### Grade Point Averages

Kennesaw State calculates a cumulative grade point average (CGPA) for each student. The CGPA is the total number of quality points earned, divided by the total number of semester credit hours in which a final grade has been assigned, excluding courses in learning support (0097, 0098, 0099) or Regents' Remediation (0020). This average is inclusive of all courses attempted through KSU and does not include transfer credits.

A semester grade point average (SGPA) is calculated similarly each semester for courses attempted that semester. This SGPA becomes particularly significant for students on academic probation who must maintain a 2.0 SGPA to avoid academic dismissal.

The adjusted grade point average (AGPA) is calculated like the CGPA, but excludes unsatisfactory grades (D, F, WF) in repeated courses. The AGPA may be restarted for returning nontraditional students who petition the Registrar for an “academic fresh start” or the KSU students who return to work on a second degree and who petition the Registrar. The AGPA will be used to determine academic standing (probation or dismissal) and eligibility for program admission. The AGPA will also be used to determine eligibility for graduation and eligibility for honors, but with some restrictions. To graduate, students must have at least a 2.0 AGPA and at least 30 earned hours of credit for KSU course work not excluded because of repeated courses or “fresh start” status. If the student has fewer than 30 earned hours of credit for non-excluded KSU course work, he/she must have a 2.0 cumulative grade point average. To receive honors at graduation, “second degree” and “fresh start” students must have at least 60 earned hours of credit at KSU after the “second degree” or “fresh start” status was granted. In addition, for honors, students who have repeated courses must have at least 60 earned hours of credit at KSU after the hours for the repeated courses have been excluded.

### **GPA For Second Degree**

A student who returns to KSU for a second KSU undergraduate degree may have his/her Adjusted GPA restarted at the time of re-entry. In order to restart the AGPA, students must petition the Office of the Registrar.

### **Grade Appeal Procedure**

Any student has the right in any course of instruction to appeal a final grade in a course for either, or both of the following reasons.

(1) The student believes that the instructor has violated his/her stated grading policy. (2) The student believes that his/her final grade in a

course is unfair because of retaliation or the instructor’s discriminatory practice(s) based on race, religion, color, sex, sexual orientation, handicap, or national origin. In such cases the following procedures will be applied. Each faculty member must specify his/her grading policy at the first of the semester. He/she may change his/her grading policy for cause after that time, but he/she must do so uniformly, with ample notification to students, if at all possible.

#### **I. Grade Appeal Procedure When There is an Allegation of a Violation of Stated Grading Policy, But No Allegation of Discriminatory or Retaliatory Action**

- A. If a student believes that his/her final grade in a course is unfair in terms of the instructor’s stated grading policy, he/she should first discuss the matter with the instructor. If the student remains dissatisfied with his/her final course grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- B. If a student remains unsatisfied with his/her final course grade, he/she may file a written appeal with the dean of the appropriate college within sixty days from the end of the semester in which the final course grade was assigned. If the instructor involved is a department chair, the written appeal should be filed with the dean of the college. If the instructor involved is a college dean, the written appeal should be filed with the associate vice president of academic affairs (if the appeal is from an undergraduate student) or dean of graduate studies (if the appeal is from a graduate student).
- C. If the dean of the college or his/her designee (or the associate vice president of academic affairs or dean of graduate studies or his/her designee) believes that the student has not shown that the professor violated his/her stated grading policies he/she must so inform the student in writing within one month (thirty days) of his/her receipt of the student’s written appeal.

- D. Alternatively, if the dean of the college or his/her designee (or the associate vice president of academic affairs or dean of graduate studies or his/her designee) believes that the student may have reasonable cause for an appeal based on the issue of a violation of stated grading policies, then he/she must appoint a school hearing committee consisting of three faculty/administrative faculty members and two students. The committee selection process must begin within one month (thirty days) of his/her receipt of the student's written appeal. The members of the committee should be selected in a manner determined by the dean of the college or his/her designee (or the associate vice president of academic affairs or the dean of graduate studies or his/her designee).
- E. The committee shall meet and elect a chair from among the five members. The chair will conduct the committee meeting(s). The chair may participate in all deliberations, but will not vote except in the case of a tie.
- F. The committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved.
- G. Each party has the right to obtain a non-attorney adviser to assist him/her in the preparation and presentation of his/her case to the committee. The committee shall determine whether it meets with the parties, their respective advisers, and any witnesses in one meeting or in a series of meetings. The members of the committee shall decide who shall be present at any meeting of the committee with the understanding that whenever the student or faculty member is present his/her adviser has the right to be present also.
- H. A hearing committee has the right to decline to make a decision in a case that a student presents to the committee, when it regards the complaint as frivolous and irresponsible on the basis of evidence that the student presents to the committee. Such a decision must be communicated in writing to both parties in the case, the dean of the applicable college (or the associate vice president of academic affairs or dean of graduate studies) and the department chairperson within five business days from the committee's decision. The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons. In such circumstances, the committee may want to recommend that the student talk to one of the university counselors.
- I. All decisions will be based only on the issue of whether the professor violated his/her grading policies (see section A above), be based on a majority vote, and be rendered according to the principle of the preponderance of evidence.
- J. The hearing committee will be expected to produce a written report summarizing the testimony, indicating and explaining its decision, and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the dean of the applicable college (or the associate vice president of academic affairs or dean of graduate studies) and the department chairperson within five business days from the completion of the meeting(s). The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons.
- K. If, after the receipt of the committee's report, or, when no school hearing committee is appointed, after a student receives the written decision of the dean of the college, the student remains unsatisfied with his/her final course grade, a student may file a final written appeal to the associate vice president of academic affairs (if the appeal is from an undergraduate student) or the dean

of graduate studies (if the appeal is from a graduate student or his/her designee. If the instructor involved is also a dean of a college, then either the associate vice president of academic affairs or the dean of graduate studies or a committee appointed by him/her will render the written decision. In that case, and only in that case, a student may file a final written appeal to the vice president for academic affairs or his/her designee. The appeal must be made in writing within ten business days of the student's receipt of the decision of the dean of the college or the associate vice president of academic affairs or the dean of graduate studies or the decision of the school hearing committee. The associate vice president of academic affairs or dean of graduate studies or the VP for academic affairs will issue a written decision to both parties in the case, the dean of the applicable college (or the associate vice president of academic affairs or the dean of graduate studies) and the department chairperson within one month (thirty days). His/her decision is final. No further appeals are available.

- L. Nothing in this grade appeal process prohibits the parties from settling this matter at any stage with the assistance of mediation through the Office of the University Ombud (770-423-6112). Mediation may also address issues other than violation of stated grading policy. However, any attempt to settle the matter through mediation does not affect time deadlines for this grade appeal process.

## **II. Grade Appeal Procedure When there is an Allegation of Discriminatory Action or Retaliation**

- A. If the student believes that his/her final grade in a course is unfair because of (1) retaliation by an instructor because of the student's prior report of discrimination or harassment, or because of the student's cooperation in any investigation, or (2) discriminatory practice(s) based on race, religion, color, sex, sexual orientation, handicap, or national origin, the student should first discuss the matter with the instructor. The student should contact the Office of the University Ombud (770-423-6112) to arrange a facilitated discussion (a neutral third party would be present) with the instructor if the student is not comfortable discussing the allegation with the instructor by himself/herself.
- B. If a student remains unsatisfied with his/her final course grade, he/she must contact the appropriate EEO officer (currently the vice president for student success and enrollment services) and submit his/her allegation in writing to that office within one month (thirty days) of when the student met with the instructor to discuss the alleged retaliation and/or discrimination. The EEO officer (or his/her designee) must notify the instructor in writing of the allegation of discrimination and/or retaliation and of the pending investigation within one week of receiving the complaint in writing from the student.
- C. If the EEO officer (or his/her designee), after investigation, finds that the student does not have reasonable grounds for complaint he/she shall so notify the student and the instructor in writing within sixty days. The student may then pursue grade appeal procedures based on a violation of stated grading policies, if appropriate, by meeting and discussing the issue with his/her instructor and subsequently, if necessary, with others as specified in section I (above) if the student began this grade appeal process within 60 days from the end of the semester in which the final grade was assigned. In that case, all deadlines for the new grade appeal will begin as of the date of the EEO officer's (or his/her designee)'s written communication notifying the student that he/she does not have reasonable grounds for a discrimination and/or retaliation complaint.

- D. If the EEO officer (or his/her designee), after investigation, finds the student may have reasonable cause for complaint he/she shall so notify the student and the instructor in writing within sixty days. The EEO officer (or his/her designee) will then contact the chair of the university senate. The chair of the senate will be responsible for establishing an ad hoc committee of three faculty/administrative faculty members and two students to hear the discrimination complaint and make recommendations. The names and contact information of the five members of the ad hoc committee shall be communicated by the chair of the senate to the EEO officer (or his/her designee). If, as part of his/her complaint, the student also alleges that the faculty member has violated his/her stated grading policy, the ad hoc committee must hear and make recommendations on that issue concurrently.
- E. Prior to the hearing the EEO officer (or his/her designee) will arrange that the ad hoc committee shall meet and elect a chair from among the five members. The chair will conduct the hearing. The chair may participate in all deliberations, but will not vote except in the case of a tie.
- F. The hearing committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved, but minimum due process shall include the right of both parties to be notified in writing at least ten business days in advance of the date, time, and place of the hearing; the right of the faculty member to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses on their behalf and to question witnesses. The EEO officer (or his/her designee) shall act to make certain these due process rights are met. The EEO officer (or his/her designee) will attend the hearing as an observer. The EEO officer (or his/her designee) is not a party to the case, nor is he/she an advocate for either party. The EEO office shall retain all records associated with the complaint, his/her investigation, the hearing, the committee's written report, and the president's written decision for such length of time as required by Georgia law.
- G. Both the faculty member and the student have the right to a non-attorney adviser to assist in preparing and presenting his/her case before the committee. Those present during the hearing will be the members of the ad hoc committee, the EEO officer (or his/her designee), the parties to the complaint, one non-attorney adviser for each party, and such witnesses as are necessary. Each witness shall be present only when his/her presence is necessary to present information and/or answer questions. No other persons shall be present unless agreed upon in writing by the chair of the committee, both parties, and the EEO officer (or his/her designee).
- H. All decisions and recommendations will be based on a majority vote, and be rendered according to the principle of the preponderance of evidence. Only the five members of the ad hoc committee should be present during deliberation except that the EEO officer (or his/her designee) may be present to answer policy questions.
- I. The hearing committee will be expected to produce a written report summarizing the information presented, indicating and explaining its decision, and making recommendations, if desirable, to either or both parties. Copies of the written report will be submitted to both parties in the case, the EEO officer (or his/her designee), the chief legal officer for the university, and the president of the university within five business days

from the completion of the hearing. The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons. The opinions and recommendations of the ad hoc committee are advisory and in no way bind the president to the recommended actions.

- J. After consideration of the ad hoc committee's written report, the president shall make a decision and communicate it in writing within five business days to the student, the instructor, the EEO officer (or his/her designee), the chief legal officer of the university, and the head of the department in which the instructor teaches. If the instructor is the head of a department it shall be communicated to the dean of the appropriate college. If the instructor is a dean it shall be communicated to the vice president for academic affairs.
- K. Should the aggrieved student remain dissatisfied with the president's decision, further redress may be sought through internal channels by applying to the Board of Regents for a review of the decision, pursuant to the Bylaws of the Board of Regents, Article IX, p. xxvii.

### President's List and Dean's Lists

The president's list and the dean's list are announced after each semester or summer term. These lists apply only to undergraduate students not under academic or disciplinary probation. The president's list includes the names of all students who, for the semester or summer term in question, (1) were enrolled in at least 9 credit hours of courses awarding letter grades, and (2) earned a grade point average of 4.0. The deans' lists includes the names of all students who, for the semester or summer term in question, (1) were enrolled in at least 9 credit hours of courses awarding letter grades, and (2) earned a grade point average of at least 3.5 (but less than 4.0). Please note that learning support courses are not included in the above calculations.

### Academic Fresh Start

If a current student who was previously enrolled at KSU discontinued her/his college studies for at least five years, that individual may petition in the Office of the Registrar for a onetime "academic fresh start". The student's adjusted grade point average will be readjusted after the end of the semester in which the petition was approved retroactive to the term he/she was readmitted. The student's transcript and cumulative GPA will retain all previous course attempts and grades.

### Academic Probation

A student will be placed on academic probation at the end of any semester or summer term in which his/her adjusted grade point average (AGPA) falls below 2.0. Students may remove themselves from academic probation by raising their AGPA to at least 2.0. Priority registration is only open to currently enrolled students who are not on probation.

### Academic Dismissal

Students on academic probation will be dismissed for any one of the following reasons:

1. They fail to maintain a 2.0 grade point average for courses attempted in any semester or summer term.
2. They fail to remove themselves from academic probation after completing three consecutive terms of attendance.
3. They fail to remove themselves from academic probation after attempting 30 semester hours.

For counting semesters and terms of enrollment, audits, withdrawals and incompletes will be used.

Students who are dismissed are not in good academic standing at KSU and are not eligible for immediate readmission.

After the first dismissal, a student may be considered for readmission after an absence of one semester or summer term. Dismissed students must reapply for admission prior to posted deadlines. After the second dismissal, a student may be considered for readmission after an absence of one calendar year from the end of the semester or summer term in which the second dismissal occurred. After the third

dismissal, the student will not be eligible for readmission. Any exceptions to this policy must be appealed and approved by the Academic Standing Committee.

### **Learning Support Standing**

Grades received in learning support courses (0097, 0098, 0099) are not included in the calculation of a student's grade point average (adjusted or cumulative). Failing grades in these courses will be considered for the purpose of determining satisfactory progress.

**Exclusion** - A student who does not complete a learning support area in two (2) attempts shall be placed on exclusion.

A student who has been excluded from the university because of learning support attempts is not eligible for readmission in learning support studies. Completion of learning support requirements elsewhere may restore a student's eligibility for readmission to Kennesaw State's undergraduate program.

Students engaged in degree-credit courses before the completion of their learning support requirements will be subject to the requirements of satisfactory scholarship in both types of courses simultaneously. Once the learning support requirements are met, a student's academic standing will be judged solely on the basis of his or her adjusted grade point average for degree credit courses.

### **Transient Status (for KSU Students) at Another College/Institution**

Students wishing to be transient students at another institution must submit a request to the registrar. Once the registrar has determined that the student is either currently enrolled or has been enrolled in KSU during the past calendar year, and the student is not on academic probation, dismissal or exclusion, then the registrar will issue the appropriate transient letter for the student. The department chair in the student's major must approve major courses taken as a transient student. Students on disciplinary suspension or expulsion will not be issued transient letters.

### **Attendance Policy**

Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The instructor determines the attendance policy for each course. All instructors will provide the students, at the beginning of each semester, a clear statement regarding their policies in handling absences. Instructors will also be responsible for counseling their students regarding the academic consequences of absences.

Students must not be absent from announced quizzes, laboratory periods or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences.

Students who are absent because of their participation in university-approved activities such as field trips and extracurricular events will be permitted to make up the work missed during their absences.

### **KSU Telecommunication Policies**

The rules for use of all telecommunications equipment, including telephones, computers and FAX equipment, are found the KSU Web site at:

<http://www.kennesaw.edu/resources/policy.shtml>

or they can be reached from the KSU Intranet Home Page by choosing the topic Telecommunications Policies from the Technology Resources section.

Use of any of these facilities implies an understanding of and compliance with these policies.