

Academic Policies

Policies and Procedures

Academic Advising

The Kennesaw State University Academic Advising Program is designed to offer students individualized support and guidance from advisors. The program's objective is to create an atmosphere in which students can seek assistance with any academic difficulty they encounter while attending Kennesaw State. The advisers serve as referral agents and use all of the resources of the university to help students adjust to and thrive in the university environment.

Declared Students

Students who have declared majors are assigned to faculty advisers in the department of their major or to the school/college advising center. Colleges, schools and departments organize their advisement procedures differently; therefore, students should contact their faculty advisers or the departmental secretaries for specific information.

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. Joint Enrollment Honors Program students are advised by Honors faculty through the Honors Program Office in the Department of University Studies.

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. Requests for data from the computerized student record system are approved by this office.

All registration at Kennesaw State University is conducted via the telephone using the voice response system or 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 Phase III registration. Such courses count at full value in computing the student's course and fees load, and the students' names 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, 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, colleges and schools:

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 maximum number of hours allowed within the major shall be determined by the department.

- 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 3.0 is 17 credit hours; and the maximum number of credit hours allowed for students with a cumulative grade point average of 3.0 or higher is 21 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.

All exceptions to the above restrictions must be approved by the Registrar.

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.

Atlanta Regional Consortium for Higher Education

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 19 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
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
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

Quite often students change their preferences and select another major. To change a major or to declare a major for the first time, students must contact the departmental office of their desired major. Some students may wish to change from a major to undeclared status. In this case, they must contact the CAPS Center. Both of these services are also available or on the web. Students should note that when changing a major, 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.

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 been 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 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 any time before the last three weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. 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. 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.

The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which are fully documented.

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 non-academic 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 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 (0020, 0097, 0098, 0099). 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 when he/she believes that the instructor has violated his/her stated grading policy. In such cases the following procedure will be applied:

- A. 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.
- B. If a student believes that his/her final grade 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 grade, he/she may immediately appeal to the department chairperson for discussion and possible resolution.
- C. If the student remains unsatisfied with his/her grade, he/she may file a written appeal with the dean of the applicable college/school within 60 days from the end of the semester in which the grade was assigned. If the instructor involved is a department chair, the appeal should be filed with the dean of the college/school. If the instructor involved is a dean, the appeal should be filed with the vice president for academic affairs.
- D. If, based on the above criteria, the dean finds that the student has reasonable cause for an appeal, he/she must appoint a School Hearing Committee consisting of three faculty members and three students. The members of the Hearing Committee should be appointed in a manner determined by the dean. However, in cases where the complaint is filed against a dean, the case is heard originally by an ad hoc School Hearing Committee appointed by the vice president for academic affairs.
- E. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing their case.

- F. The Hearing Committee may draw up its own rules of procedure, but minimum due process protections shall include the right of both parties to be notified in writing at least 72 hours 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 in their behalf and to cross examine adverse witnesses.
- G. A Hearing Committee has the right not to hear a case that the 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. In such circumstances, the committee may want to recommend that the student talk to one of the university counselors.
- H. All decisions will be rendered according to the principle of the preponderance of evidence.
- I. The Hearing Committee will be expected to produce a written report summarizing the testimony, indicating its verdict, explaining the verdict 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 vice president for academic affairs, the dean of the applicable school and the department chairperson.
- J. If the dean or the School Hearing Committee rejects the student's appeal, the next level of appeals will be the vice president for academic affairs.
- K. If the final decision should be in favor of the student, the instructor and the student must attempt to agree upon a mutually acceptable grade. The Hearing Committee will participate in the discussion between the instructor and the student and try to mediate the dispute. However, if no agreement is reached, the student may be given a "W" for the course and then may be given the chance to earn credit for the course by special examination to be composed and graded by a faculty

member not involved in the case. The faculty member who composes and grades the examination shall be of the same discipline and shall be selected by the dean with the consent of the student. If the complaint was against a dean, he/she shall be selected by the vice president for academic affairs with the consent of the student.

Academic Appeals (other than violation of stated grading policy)

Student complaints related to final grades in any course of instruction where the student believes that the instructor violated the stated grading policy will be heard according to the grade appeal procedures. Every attempt will be made to resolve other complaints/grievances starting with the faculty member involved. However, in instances where this is not possible, and the complaint cannot be satisfactorily resolved through procedures described above, the grievant may appeal to the dean of undergraduate and university studies. The appeal should be communicated within five days after the action of which the student complains, or unsatisfactory resolution was reached at lower level.

Academic Standing

Classification of Students

Undergraduate students are classified into levels on the basis of the number of credit hours they have earned as follows:

Level	Number of Credit Hours Earned
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 and above.

Classification of Courses

The courses of instruction for degree credit in the curriculum of the university are divided into three categories: lower division, upper division and graduate. Lower division courses (typically regarded as

42 Academic Policies

freshman and sophomore level courses) are numbered 1000-2999; upper division courses (typically regarded as junior and senior level courses) are numbered 3000-4999; and graduate courses are numbered 5000 and above. Graduate courses are open only to students accepted to graduate study. (Courses numbered below 1000 do not count for degree credit but do count for determining fees and enrollment status.)

President's List and Dean's Lists

The President's List and the Deans' Lists 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

A student previously enrolled at KSU, who discontinued his/her college studies for at least five years, 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.

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. 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. Major courses taken as a transient student must be approved by the major department chair. 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 attendance policy for each course is determined by the instructor. 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:

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.

Board of Regents Policy on Regents' Test

Kennesaw State University has established its policies on the Regents' Test based on Board of Regents Policy 306. The text of that policy follows.

"An examination (the Regents' Test) to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination.

"The formulation and administration of the Regents' Test shall be as determined by the Chancellor.

44 Academic Policies

“Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents’ Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide System-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

“Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents’ Test as a requirement for graduation. Students must take the test in their first semester of enrollment after earning 30 credit hours if they have not taken it previously. (Institutions may not prohibit students who have earned at least 30 credit hours from taking the test for the first time.) At an institution’s discretion, students may be permitted to take the test during a semester in which they are not enrolled.

“Each institution shall provide an appropriate program of remediation and shall require students who have not passed both parts of the test by the time they have earned 45 credit hours to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts.

“Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents’ Test should take the test during their first semester of enrollment in a program leading to the baccalaureate degree. Those who have not passed before their third semester of enrollment are subject to the remediation requirement.

“The Regents’ test is not a requirement for an Associate of Applied Science degree or an Associate of Science degree in an allied health field, although institutions may choose to require the test for these degrees.

“A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents’ Test in order to receive a degree from a University System institution.”

Other Board of Regents policies are also pertinent.

1. The Regents’ Test will be administered during one testing period each fall and spring semester after approximately ten to twelve weeks of instruction. The test will be administered on a flexible schedule during the summer.
2. Students whose mother tongue is other than English must first attempt the regular Regents’ Test. If unsuccessful in passing that test, students may then take a test designed for international students. After attempting the international test, students must follow all policies and procedures regarding Regents’ remediation.
3. For extraordinary situations, each institution shall develop special procedures for certifying the competence of their students in reading and writing. Such procedures shall include provision for remediation if needed and for formal examination prior to certifying competency. Such examination shall equal or exceed the standards of the Regents’ Testing Program.
4. Certain students with learning disabilities or severe test anxiety may receive special administration of the Regents’ Test.
5. A student may request a formal review of his/her failure on the essay component of the Regents’ Test if that essay received at least one passing score among the three scores awarded, and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with board approved procedures.
6. Remedial work as required under the above policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.
7. These regulations shall not prohibit institutions from increasing requirements affecting the Regents’ Testing Program.

KSU Policy on Regents' Test

The following information about the Regents' Test is applicable to all KSU students enrolled in undergraduate programs leading to the baccalaureate degree.

1. Students must take the test in the first term after they have earned 30 credit hours. To assure compliance with this requirement, a hold will be placed on the registration of all students when they reach 30 hours and will not be removed until they have registered for the test in the Registrar's office.
2. Students who transfer into KSU with 30 or more credit hours must take the test during their first term of enrollment. These students, as well, will have a hold placed on their registration to assure that they register in the Registrar's office for the test.
3. Students who have not passed both parts of the test by the time they have earned 45 credit hours must take the appropriate remedial course each term of enrollment until they have passed both parts. If they have failed the writing portion of the test, they must register for ENGL 0020; if they have failed the reading portion, they must register for READ 0020.
4. Transfer students who have not passed both parts of the test by their third term of enrollment must also take the appropriate remedial course (ENGL 0020 or READ 0020) each term until they have passed both parts.
5. Students whose native language is not English and who fail either portion of the test are eligible for an ESL version designed specifically to accommodate their language difficulties. Information about this test can be obtained from the ESL Director in the Department of Learning Support Programs.
6. Students with documented learning disabilities or severe test anxiety may be eligible for a special administration of the test. Further information is available in the CAPS (Counseling, Advising Program Services) center.
7. Students must be enrolled in KSU to be eligible to take the test or receive tutoring.

8. Students are encouraged to take English 1101 and 1102 as early as possible in their academic career in order to be prepared for the test. Additional assistance is available in the Writing Center (Humanities 237).
9. Students taking the test must present a picture identification card in order to be admitted to the testing site. They will be permitted to use a dictionary or Thesaurus during the final 15 minutes of the essay portion of the test.
10. Students wishing to appeal the results of the essay portion of the test should follow the procedure outlined in the following section.

Regents' Test Appeals

Students wishing to appeal the results of the essay portion of the test should contact the Director of the Writing Center who will determine their eligibility for appeal. (At least one of the three readers must have passed the essay.) The appeal will then follow this procedure.

1. The on-campus review will be conducted by the three (3) faculty members designated by the institution as a review panel.
2. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus termination the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review.
3. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with a copy of the essay, to the office of the system's director of the Regents' Testing Program. The director will utilize the services of three (3) experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of this panel on the merits of the essay will be final, thus terminating the

review process. The student will be notified, through the institution, concerning the results of the review.

Graduation Requirements

To be considered for admission to candidacy for a degree, students must make formal petition to the faculty for the degree. The chart below indicates the earliest and latest times that students may petition to graduate. Petition forms are available in the Office of the Registrar and must be returned, once completed, to the Office of the Registrar. To be eligible to receive a baccalaureate degree, a student must meet the following requirements:

Term of Graduation	Earliest Time to Petition	Latest Time to Petition
FALL	Week of Final Exams in Previous <i>Spring Semester</i>	End of First Week of Classes in <i>Fall Semester</i>
SPRING	Week of Final Exams in Previous <i>Summer Term</i>	End of the First Week of Classes in <i>Spring Semester</i>
SUMMER	Week of Final Exams in Previous <i>Fall Semester</i>	The First Day of Classes in the <i>8-week Summer Session</i>

1. Complete the required General Education courses, with a grade of "C" or better in ENGL 1101 and ENGL 1102 (or equivalents, if a transfer student).
2. Complete the chosen program of study with the grade of "C" or better in all courses listed under the major, including those listed as Lower Division Major Requirements.
3. Complete a minimum of 123 semester hours with a minimum cumulative grade point average of 2.0 on all course work attempted at KSU. No course may be counted more than one time in meeting the total credit hours required for the degree.

4. Have at least a 2.0 adjusted grade point average (AGPA) and at least 30 earned hours of credit for KSU coursework 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 coursework, he/she must have a 2.0 cumulative grade point average.
5. Complete at least 39 semester hours of upper division (courses numbered 3000 or higher) work overall.
6. Complete at least 30 semester hours in residence at Kennesaw State (Coles College of Business requires 33 hours). At least 20 of the last 30 semester hours preceding graduation must be earned in residence. In addition, 24 semester hours of the upper level major requirements must be earned in resident at KSU.
7. Complete satisfactorily the University System of Georgia Regents' Testing Program (required of all persons receiving a degree from any institution in the University System of Georgia).
8. Complete successfully History 2112 and Political Science 1101 or pass examinations in these fields (to satisfy the Georgia General Assembly's requirement that all graduates of units of the University System of Georgia demonstrate competency in United States and Georgia history and the constitutions of the United States and Georgia).
9. In all instances, meeting the requirement for graduation is the responsibility of the student.

It should be noted that program and course requirements and university policies are subject to change without advanced notice. Changes in policy and requirements enacted by the Board of Regents take precedence over existing university policies and requirements. The University will make reasonable efforts to accommodate students affected by such changes, but reserves the right to determine

where and to what extent it will grant exceptions to new policies and requirements. In such cases, program requirements that were published in University catalogs that are more than 10 years old will not be honored without specific approval of the department chair responsible for the program.

The University may elect to apply the policies or program requirement of an earlier catalog if the student was enrolled at the time that the earlier catalog was in effect. Students will not be permitted to mix or split requirements for graduation from more than one catalog, except as follows.

Students who enter KSU as degree seeking students under the quarter system and finish under the semester system will be allowed to choose either the quarter or semester requirements to complete their degrees. Students should consult with academic advisors to obtain information about the transition.

Graduation Ceremonies

Graduation ceremonies are generally held at the end of fall semester, spring semester, and summer term.

Graduation with Honors

An overall adjusted grade point average of at least 3.5 is required for students to graduate cum laude, 3.7 to graduate magna cum laude and 3.9 to graduate summa cum laude from a baccalaureate program. Graduation with honor requires that students earn at least 60 semester credit hours in residence at Kennesaw State University for the bachelor's degree.

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.

Double Majors

An undergraduate student is eligible to have a double major recorded on the transcript and to graduate with two majors under the following conditions:

- 1) all of the requirements for two KSU degree programs are satisfied, including all residency and institutional requirements for each major; and
- 2) the second major contains at least 21 semester hours of upper division course work beyond the courses required for the students first major and general education requirements.

Second Degrees

Students who have earned a baccalaureate degree from an institution regionally accredited by the Commission on Colleges may obtain a second baccalaureate degree from KSU by satisfying the following requirements:

- Meet all major requirements listed for the chosen program of study.
- Complete the Georgia Legislative history and Constitution requirements.
- Earn at least 30 semester hours in residence at Kennesaw State University. If the first baccalaureate degree was earned at Kennesaw State University, this 30 hours must be in excess of any hours used towards the first baccalaureate degree.
- Complete (for students with majors in the Bagwell College of Education) the lower division major requirement courses in Education.

