

# Augusta University

## Policy Library

### Grading System Policy

**Policy Manager: Office of the Registrar**

#### **POLICY STATEMENT**

Augusta University (AU) uses the 4.00 grade point average system as required by the University System of Georgia. Grades are calculated and truncated at two significant digits. This policy relates grade points to grade letters and defines symbols and terms approved for use in grading at Augusta University.

The Board of Regents of the University System of Georgia requires that all institutions within the University System of Georgia use a common grading system as outlined in the Board of Regents Policy Manual. This policy outlines that system for use at Augusta University.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

CP: This symbol indicates continued progress for students enrolled in the Medical College of Georgia.

I: This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. If an “I” is not satisfactorily removed after one semester, the symbol “I” will be changed to the grade “F” by the Registrar in accordance with Policy 3.4.3 – Incomplete Grade Policy.

IP: This symbol indicates that credit has not been given in courses that require a continuation of work beyond the term for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. This symbol cannot be substituted for an “I.”

K: This symbol indicates that a student was given credit for the course via credit for prior learning (CLEP, AP, Proficiency, etc.).

NR: This symbol indicates a grade was not reported by the grade deadline. The grade of “NR” is only used by the Office of the Registrar and is a temporary grade which will be changed to a grade of “F” if a final grade is not reported for the student within one semester.

S: This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate and first-professional

programs. Exceptions to the use of this symbol for academic course work must be by the Office of Vice President for Academic and Faculty Affairs to the USG chief academic officer for approval.

U: This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate and first-professional programs. Exceptions to the use of this symbol for academic course work must be submitted by the Office of Vice President for Academic and Faculty Affairs to the USG chief academic officer for approval.

V: This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has previously been audited.

W: This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the total grading period, including final examinations, except in cases of medical, hardship, or military withdrawal as defined below.

WA: This symbol indicates that a student was approved to withdraw for medical reasons.

WF: This symbol indicates that a student withdrew or was withdrawn after the published withdrawal deadline.

WH: This symbol indicates that a student was approved to withdraw for hardship reasons.

WM: This symbol indicates that a student who withdrew is active-duty military personnel, military reservists (including members of the National Guard), or a commissioned officer of the United States Public Health Service Commissioned Corps (PHSCC) who received temporary assignment duty or mandatory training that would prevent the student from completing the semester.

**Course Grade Symbols (Grade Points):** The grades listed below are the only ones that affect a student's GPAs.

A: Excellent (4.00)

B: Good (3.00)

C: Satisfactory (2.00)

D: Passing (1.00)

F: Failure (0.00)

WF: Withdrew failing (0.00)

## **PROCESS & PROCEDURES**

- Course Directors/primary faculty are responsible for entering grades through Self Service Banner (POUNCE). In the event that the course director is not able to enter the grades, security is granted to one (1) staff member per program for grade entry through Banner Administrative.
- The due date for grades is published in the Academic Calendar.
- The Office of the Registrar will complete the end-of-term processes to calculate the grade point average (GPA) and academic standing. This process will be repeated as late grades and grade changes are submitted.
- Grades are available to students via POUNCE.

## **REFERENCES & SUPPORTING DOCUMENTS**

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## **RELATED POLICIES**

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## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 1/31/2024

President, Augusta University

Date: 1/31/2024