## Grading Systems

All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions in the determination of the Grade Point Average (GPA):

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Explanation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the Grade Point Average (GPA):

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Explanation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0.0</td>
</tr>
<tr>
<td>K</td>
<td>By Examination</td>
<td>0.0</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>V</td>
<td>Audit</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>0.0</td>
</tr>
<tr>
<td>WH</td>
<td>Withdrew Hardship</td>
<td>0.0</td>
</tr>
<tr>
<td>WM</td>
<td>Withdrew Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

An incomplete grade ("I") indicates that the student was doing satisfactory work but was unable to meet the full requirements of the course due to non-academic reasons. It is the student’s responsibility to contact the instructor to complete the remaining requirements of the course. The instructor is responsible for keeping a record of all "I" grades assigned and the justification as to why the professor assigned the student the "I" grade. An "I" should be removed during the following semester, but the instructor may allow the student up to one calendar year to remove the incomplete. The student must complete the requirements of the instructor who assigned the incomplete and should not re-register for the course. If the "I" is not satisfactorily removed by the end of the third semester (one calendar year), it will be changed to an "F" by the Office of the Registrar. For HOPE/Zeell Miller scholarship recipients, "I" grades could affect HOPE/Zeell Miller eligibility status when the grade for the incomplete is eventually submitted to the Office of the Registrar. Students who had been awarded HOPE/Zeell Miller, but later became ineligible with the grade change, will have HOPE/Zeell Miller awards canceled until the next checkpoint, and will be responsible for the repayment of any HOPE/Zeell Miller funds received while not eligible. Incomplete grades may also affect Satisfactory Academic Progress (SAP) for federal financial aid eligibility. The complete SAP policy can be found at: http://em.georgiasouthern.edu/finaid/policies/satisfactory-academic-progress-sap/.

This symbol indicates that credit has not been given in courses that require an "IP" continuation of work beyond the semester for which the student signed up for the course. The use of this symbol is approved for dissertation, thesis hours and project courses. With the exception of Learning Support courses, this symbol cannot be used for other courses. This symbol cannot be substituted for an “I”.

This symbol indicates a student was given credit for the course by examination (e.g., College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), and Proficiency). See “Credit by Examination” in the Admissions section of the catalog. K credit is only available to undergraduate students.

This symbol indicates that a grade has not been reported for the course by the instructor. The student should contact his/her instructor for the grade.

This symbol indicates that satisfactory 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 programs. Also, this symbol is used for academic alerts and indicates that performance is equivalent to a “C” or better grade. Academic alerts will be submitted for all students enrolled in courses from Area A-E of the core curriculum and courses departments identify as appropriate for academic alerts. A “S” is not included in the computation of the GPA.

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 programs. Also, this symbol is used for academic alerts and indicates that performance is equivalent to a “C” or better grade. Academic alerts will be submitted for all students enrolled in courses from Area A-E of the core curriculum and courses departments identify as appropriate for academic alerts. A “U” is not included in the computation of the GPA.

This symbol indicates that a student was given permission to audit the course.

This symbol indicates one of the following: 1) A student was permitted to withdraw from a course without academic penalty. The “W” grade is assigned when a student withdraws before the last day to withdraw without academic penalty unless the student has reached his/her maximum of five withdrawals. If the student has reached his/her maximum five withdrawals, the student will have the choice to remain in the class and receive the grade he/she earns or proceed with the withdrawal and a “WF” will be assigned to the course by the Office of the Registrar. See “WF” grade description for more details); 2) A student was administratively withdrawn from his/her course(s) as a result of the student’s failure to complete all requirement for matriculation; 3) A student was administratively withdrawn from his/her course due to student conduct/judicial reasons. A “W” is not considered in computing the GPA.
Grading Systems

WF  This symbol indicates one of the following: 1) A “WF” grade is an option for a student who is wanting to withdraw from a class and has met his/her maximum five withdrawals at Georgia Southern University. If the student has reached his/her maximum five withdrawals, the student will have the choice to remain in the class and receive the grade he/she earns or proceed with the withdrawal and a “WF” will be assigned to the course by the Office of the Registrar; 2) If a student withdraws from all classes after the last day to withdraw without academic penalty, it is recommended to the instructor that he or she assign a “W” if the student was passing at the time of withdrawal. If a student withdraws from all classes after the last day to withdraw without academic penalty and is failing, it is recommended that the instructor assign a “WF”. If a “W” or “WF” grade is not assigned by the instructor, a “WF” grade will be posted by the Office of the Registrar. “WF” grades are calculated in the student’s GPA as an “F” grade.

WH  In the event a student faces circumstances of extreme duress beyond his/her control, the student may request a Withdrawal Hardship from the university.\(^1\)

WM  A “WM” grade indicates that the student was called for active duty in the military and withdrew from all classes.\(^2\)

1 Please see "Withdrawal Hardship (http://catalog.georgiasouthern.edu/academics/policies/hardship-withdrawals)" for further information.

2 Please see "Military Withdrawals (http://catalog.georgiasouthern.edu/academics/policies/military-withdrawals)" for further information.

Other Transcript Designations

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Academic Renewal (Forgiveness) - will be used in the total institution GPA and transfer GPA upon Academic Renewal: All past grades of “A”, “B”, “C”, and “S” will remain in the hours earned toward graduation, but they will not be included in the total institution GPA and transfer GPA upon academic renewal. <strong>Academic Renewal is only available to undergraduate students.</strong></td>
</tr>
<tr>
<td>*</td>
<td>Required High School Curriculum (RHSC) formally College Preparatory Curriculum (CPC)</td>
</tr>
<tr>
<td>%</td>
<td>Institutional Credit - No Earned Hours - not used in calculating GPA</td>
</tr>
<tr>
<td>!</td>
<td>GPA Consolidation Renewal</td>
</tr>
<tr>
<td>CR</td>
<td>Credit earned through military experience - not used in calculating GPA</td>
</tr>
<tr>
<td>N</td>
<td>When succeeding a grade, used to designate transfer credit - No credit awarded</td>
</tr>
<tr>
<td>T</td>
<td>When succeeding a grade, used to designate transfer credit</td>
</tr>
</tbody>
</table>