

ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES

EAST GEORGIA STATE COLLEGE

NAME OF POLICY/ PROPOSAL: Update Grading Info. in Catalog

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- New Course
- Deactivate Course
- Discontinue Course
- Reactivate Degree Program
- Policy Proposal.
- New Degree Program
- Discontinue Course
- Deactivate Degree Program
- Policy Revision
- Changes to Degree Program Requirements
- Reactivate Course
- Discontinue Degree Program
- Statutes Revision
- Other: Update to Grade Info.

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

[Signature]
Signature

3/22/2022
Date

Dean Approval:

Signature

Date

APCC Action: Approved Denied Returned Tabled

Signature of Vice President for Academic and Student Affairs, Chair

Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled

Signature of Faculty Senate President

Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled

Signature

Date

Comments: _____

Distribution By:

Signature

Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:

Faculty Senate—President

Date _____

Academic Policies & Curriculum Committee—Chair/VPASA

Date _____

Chief of Staff/Legal Counsel

Date _____

9/19/18

Final Grades (page 43 in the catalog)

Updating the Final Grade Section of the EGSC Catalog

Explanation: To provide additional detail and steps for students who have questions concerning the final grade process. While the proposed process is currently active for EGSC it is not written out. I would like to create a written reference for students when they are reviewing options for challenging grades after the one year period.

Current:

Faculty will report student final grades to the Registrar's Office by the end of the final exams' week. Grade information including a student's academic standing will be available to students at the end of each semester (see the Academic Calendar for dates). Students are expected to actively use their BannerWeb Account to access their grades through their MyEGSC portal. New and returning students receive login credentials to their catmail account at the start of their semester.

Proposed:

Faculty will report final grades to the registrar's office at the end of the final exams' week. Grade information including a student's academic standing are not posted to students' academic records until the end of the semester and are not considered official until all end-of-the-term processing has been completed, this usually occurs within three business days after the last day of final exams(see the Academic Calendar for dates). Grades for short-term classes can be viewed on students' academic advising records if the grades have been entered by the instructor.

It is the student's responsibility to actively monitor their bannerweb and check their final grades after each semester of enrollment. New and returning students receive login credentials to their Catmail account at the start of their new semester.

If a grade appears to be incorrect, the student must notify the instructor immediately. (Please see Final Course Grade Appeal Policy and Procedure here) Final grades will not be changed after one calendar year of the assigned date and are considered as part of the student's permanent academic record for EGSC.

A grade of Incomplete Indicates that course work numbered 1000 and above was completed satisfactory; but for non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. The instructor for the course may issue the student an Incomplete grade ('I') and the student must fulfill the remaining assignment by the end of the next semester of enrollment to remove the 'I'. Without regard to enrollment, an 'I' must be removed within one calendar year. If the faculty instructor has not submitted a Grade Change Form for the course, the Records Office will replace the Incomplete Grade with a Grade of 'F' and recalculate the student's GPA.

A course with an unresolved grade of Incomplete cannot be repeated.