

TRANSIENT CREDIT

A FMU student desiring to take courses at some other institution either during the summer session or the regular session and wishing to have courses transferred to FMU to apply toward a degree must have in advance the approval of his/her adviser or department chair/school dean as well as the Registrar before registering for the courses. This is known as transient credit. Only those students who are in good academic standing (those with cumulative grade point averages of 2.0 or above) and first semester transfer students in good academic standing (those transferring in with cumulative grade point averages of 2.0 or above from other institutions) can be approved to take courses at other institutions. No course specifically required in the student's major may be taken at another institution without prior approval of the department chair or school dean. Forms are available in the Office of the Registrar.

It is the student's responsibility to have an official transcript sent to the Office of the Registrar upon completion of the course(s) but no later than one month prior to the date he/she is scheduled to complete degree requirements. Grades earned at other institutions will not be computed in the FMU grade point average except when determining whether the student can graduate with honors and when taken in approved fourth-year cooperative programs. A grade of C or higher must be earned for a course to transfer to Francis Marion. A maximum of 30 semester hours in transient credit may be accepted as partial fulfillment of the requirements for the baccalaureate degree. The sum of the transient credit and the transfer credit from junior colleges and two-year institutions may not exceed 76 hours.

No credit will be transferred for correspondence courses or courses taught on a pass/fail or satisfactory/unsatisfactory grading scale.

CORRESPONDENCE CREDIT

A maximum of 30 semester hours in correspondence courses may be accepted as partial fulfillment of the requirements for the baccalaureate degree. No more than 12 semester hours may be accepted in any one subject. The institution and the courses taken must have prior approval of the student's adviser, department chair/school dean and the Registrar. The student must have a grade of C or better on each course accepted. Grades on correspondence courses are not included in computation of grade point average. No course specifically required in the student's major may be taken by correspondence without prior approval of the department or school. Correspondence credit does not count as residential credit.

Information on correspondence courses available through other colleges and universities can be obtained from the Office of Counseling and Testing.

FINAL EXAMINATIONS

The standing of a student in his/her work at the end of a semester is based upon daily class work, tests or other work, and the final examinations. Final examinations are given on the dates and at the times designated in the final examination schedule. The final examination schedule is available in the schedule of classes published each semester. It is also available on the University website.

GRADING SYSTEM

A (Distinction)

A grade of A indicates achievement of distinction and carries four quality points per semester hour.

B+

A grade of B+ carries three and a half quality points per semester hour.

B (Above average)

A grade of B indicates above-average achievement and carries three quality points per semester hour.

C+

A grade of C+ carries two and a half quality points per semester hour.

C (Average)

A grade of C indicates average achievement and carries two quality points per semester hour.

D+

A grade of D+ carries one and a half quality points per semester hour.

D (Below average)

A grade of D indicates below-average achievement but acceptable credit toward graduation and carries one quality point per semester hour.

F (No Credit)

A grade of F indicates unsatisfactory achievement or withdrawal from the course after completion of one-third of the course without passing grades. Semester hours are included as work taken in computation of grade point average. No quality points or credits are earned.

IN (Incomplete)

IN is given a student who for an acceptable reason is allowed to postpone beyond the end of the semester or term the completion of some part of a course requirement. Approval by the department chair or dean is required. The designation of IN is not computed in the grade point average. If the IN is not replaced by a permanent grade by the end of the next semester or summer term in which the IN was given, the designation of IN will automatically become a grade of F. The grade of IN may not serve as a prerequisite for sequenced courses.

W (Withdrawn)

W indicates that a course was dropped with permission prior to completion of one-third of the course or that a course was dropped with a passing grade after completion of one-third of the course. It is not included as semester hours taken in computation of grade point average.

CO (Continuing)

CO is reserved for students who at the end of the semester have not completed all their work in self-paced mathematics, French, and/or Honors 491-99. This grade is not computed in determining grade point average; however, these hours are included in the gross hours attempted and therefore are used to determine eligibility to stay in school. Under penalty of F, students must enroll the next semester in those courses in which CO was earned. Students will not be allowed to receive the CO grade more than once in the same course.

S (Satisfactory)

S indicates average or better than average achievement in certain courses which are graded on an S-U (Satisfactory-Unsatisfactory) basis only. Such courses are not included in computation of grade point average.

U (Unsatisfactory)

U indicates unsatisfactory achievement in certain courses graded on an S-U (Satisfactory-Unsatisfactory) basis only. No credit is earned.

GRADE POINT AVERAGE

Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of net hours taken. In the calculation of grade point average, the semester hours for the first repetition of a course will not count in computing net semester hours taken, but in subsequent repetitions, semester hours will be included in computing net semester hours taken. For a repeated course, the higher grade of the first two course grades

earned plus the grades on all other repetitions will determine the number of quality points earned. Other institutions, however, may recalculate a student's grade point average and include all grades in that calculation. All grades will appear on the student's FMU transcript. A student with a low grade point average is advised to repeat courses for which a grade of D or F was earned.

A cumulative grade point average of 2.0 or higher is required for graduation on all work attempted at FMU (including four-year cooperative programs). In addition, a student must maintain an average of 2.0 or higher in his/her major courses in order to meet graduation requirements. Some programs may require a higher grade point average for admission, continuance in the program, and/or graduation.

Advanced placement credits, credits transferred from accredited institutions (except for credit for specific courses taken in approved fourth-year programs), credits earned through correspondence and/or extension work, and credit for courses taken on a Satisfactory-Unsatisfactory basis are not used in computing a student's grade point average but may be accepted toward a degree.

For calculating the grade point average for honor graduates, see the "Honor Graduates" section later in this chapter.

GRADE CHANGES

If a mistake was made in calculating or recording a term grade, the instructor of the course may change the grade. A change of grade may occur only within one calendar year from the receipt of the grade.

1. A faculty member seeking to change a student's term grade because of a mistake must request the change on the appropriate form, which may be obtained from the Office of the Registrar.
2. The department chairperson or dean shall approve or disapprove change-of-grade requests. If approved, the requests will be sent to the Registrar with instructions to make the necessary corrections on the official record.

GRADE APPEALS POLICY

MEMBERSHIP: The Grade Appeals Committee will consist of five faculty members to be elected by the faculty at large. The committee will elect the chair.

FUNCTION: The committee will hear final course grade appeals not resolved at the level of the academic unit.

GROUND FOR APPEAL: Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of the final course grade in question, or unless the instructor's grading policy is in violation of the guidelines established by the University or his/her own policies as noted in the syllabus or other written documents, it is the right of the instructor to determine whether or not the final course grade should be changed.

PROCEDURES: The committee will meet as necessary, and is called by the Committee Chair. Appeals for grade changes may not be made after 60 days from the date the grade was given. The following procedures will be followed:

1. The student will first attempt to resolve the issue by consulting with the instructor.
2. If the issue is unresolved after consultation with the instructor, the student will then consult with the department chair/school dean to attempt a resolution.
3. If the matter is not resolved after consultation with the instructor and the chair/dean, then the student may petition the chair/dean,

who will forward the matter to the Grade Appeals Committee. The petition must include the following items: a completed petition form signed by the instructor of the course (unless the instructor is no longer a member of the FMU faculty), the student's adviser, and the chair/dean of the academic unit that offered the course; a letter explaining the basis for the grade appeal; and if applicable, supporting documents and a list of any other evidence to be presented. The student's argument will be limited to statements from the student and the evidence delineated in the petition.

4. Upon receipt of a completed grade appeal petition, the chair of the Grade Appeals Committee will promptly inform the faculty member, the appropriate department chair/school dean, and the Provost. The committee chair will also make available to the faculty member a copy of the petition and the supporting documentation.
5. The Grade Appeals Committee, upon receipt of a student's grade appeal petition, might seek additional information and advice, as it deems necessary. In some cases, the committee may conduct a hearing, as when the student, faculty member, or committee members might ask for one. Because this hearing is for informational purposes only, it should not replicate judicial proceedings. No legal counsel shall be permitted to appear.
6. Within 10 workdays after a decision, the chair of the Grade Appeals Committee will notify the student, the faculty member, the appropriate department chair/school dean, and the Provost of the committee's findings and recommendations. If the Grade Appeals Committee, through its inquiries and deliberations, determines that the grade should be changed, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she will provide an explanation for refusing.
7. If after considering the instructor's explanation the Grade Appeals Committee concludes that it would be unjust to allow the original grade to stand, the committee may then recommend to the appropriate department chair/school dean that the grade be changed. The chair/dean in consultation with the instructor will assign the appropriate grade. Only the chair/dean, upon the written recommendation of the Grade Appeals Committee, has the authority to effect a change in grade over the objection of the instructor who assigned the grade.

GRADE REPORTS

At the end of each semester and each summer term, grade reports are made available to students via Swampfox for Students.

Faculty members must give students an opportunity to make an informed decision on their academic performance prior to the last date to withdraw without academic penalty. Mid-term grades for first-semester freshmen will be recorded, submitted to the Registrar, and mailed to the advisers. Mid-term grades for other students will not be submitted. Faculty will receive a class roll prior to the last date for withdrawal to verify those enrolled in and attending the class.

TRANSCRIPTS

Official transcripts, bearing the University seal, will not be issued without the written consent of the student. A transcript will not be released if the student is indebted to the University.

Forms for requesting transcripts may be obtained from the Registrar's Office or through the University's website. A fee of \$7 must accompany each individual transcript request. The request must be returned to the Office of the Registrar after fee payment is made.