



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Grading System Policy

Policy 4.13

Volume 4 Enrollment Management
Chapter 13 Grading System Policy
Responsible Office: Registrar
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Policy Statement

The Medical College of Georgia uses the 4.0 grade point average system, as required by the Board of Regents of 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 the Medical College of Georgia.

Reason For Policy

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 the Medical College of Georgia.

Entities Affected By This Policy

All students who are enrolled at the Medical College of Georgia and the faculty who teach them are affected by this policy.

Who Should Read This Policy

All students and faculty at the Medical College of Georgia should be aware of this policy. All staff in positions relevant to student grading should be aware of this policy.

Contacts

| Contact | Phone | e-mail/URL |
|-----------|--------------|---|
| Registrar | 706-721-2201 | http://www.mcg.edu/students/Registrar/registrar@mcg.edu |

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p413.pdf>

Related Documents

Board of Regents Policy Manual, Section 305, Academic Affairs, Grading System:

<http://www.usg.edu/regents/policymanual/300.phtml> (Section 305)

Medical College of Georgia Academic Regulations:

<http://www.mcg.edu/students/Registrar/regulations/grades.html>

Definitions

These definitions apply to these terms as they are used in this policy.

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

| | |
|-----------|--|
| 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. The requirements for removal of an I are left to the respective schools; however, if a school does not designate a shorter time period, an I not satisfactorily removed after two semesters in residence will be changed to the grade of F by the registrar. If a student is assigned an I , the course director must notify the student in writing of the requirements for removal of the I and of the deadline for removal of the I . A copy of the notice must be submitted to the Office of the Registrar at the time the I is submitted. An e-mail notification to the student, with a copy of the e-mail sent electronically to the Office of the Registrar (registrar@mail.mcg.edu), meets the requirements of this policy. |
| W | This symbol indicates that a student was permitted to withdraw without penalty. Any student who withdraws on or before midterm will receive a W . Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the appropriate academic dean. |
| 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 only for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor 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 only for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval. |
| V | This symbol indicates that a student was given permission to audit this course. After the last day of late registration, students may not transfer from audit to credit status or vice versa. |
| K | This symbol indicates that a student was given credit for the course via a "credit by examination" program approved by the respective school's faculty, e.g., CLEP, AP, Proficiency, etc. |
| CP | At the Medical College of Georgia, this symbol designates a course that extends beyond the semester. A grade is not given until the course is completed. This symbol cannot be substituted for an I (Incomplete). |

Overview

The Medical College of Georgia follows the Board of Regents’ grading system, as required for all University of Georgia institutions. A 4.00 grade point average system, calculated to and truncated at two significant digits, is used. The following grades are approved for use at the Medical College of Georgia and are included in the determination of the grade point average:

| Grade | Description | Grade Points |
|--------------|--------------------|---------------------|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Satisfactory | 2.0 |
| D | Passing | 1.0 |
| F | Failure | 0.0 |
| WF | Withdrew, failing | 0.0 |

Other symbols, as defined in the Definitions section above, are also used but are not included in the determination of the grade point average.

Process/Procedures

- Course Directors are responsible for entering grades through Self Service Banner (PULSE). 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 Internet Native Banner (INB). A copy of the grades signed by the course director must be sent to the Registrar’s Office on the date grades are due.
- The due date for grades is published in the Academic Calendar.
- Registrar’s Office 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 PULSE.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.13, Grading System Policy, are:

| | |
|---------------------|---|
| Course Director | Determines grades for individual students and enters grades in PULSE |
| Academic Department | Enters appropriate grades into Banner only if the course director is unable to do so. |
| Registrar’s Office | Completes end-of-term processing to calculate GPA and academic standing each semester and with grades that are changed or submitted late. |