



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

CALCULATING GPA

1. Withdrawal from the University

Withdrawal from the University - A student who has selected courses but has decided not to complete registration (I.e., pay or arrange to pay tuition and fees) should notify the Office of the Registrar in writing prior to the end of late registration of his/her intention not to enroll.

In order to withdraw from the University after completion of registration (i.e., dropping all courses for a given semester/session), a student must do the following:

- Obtain the necessary form from the Office of the Registrar.
- Complete the form and obtain the necessary signatures.
- Return the completed form to the Office of the Registrar.

Failure to withdraw will obligate the student to pay all tuition, fees, and other charges assessed, and will result in failing grades for that term (summer session/semester).

If a student withdraws from the University before the end of the tenth full week of classes during a semester, a grade of W will appear on the student's transcript for all courses pursued that semester. If a student withdraws from the University before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of W will appear on the student's transcript for all courses pursued that session.

Students may appeal for retroactive withdrawal from the University under specified circumstances (see Appeal Procedures later in this chapter.)

Quality Points

Quality points are the assigned points of a specific letter grade. The total quality points of a course are calculated by multiplying the quality point value of the letter grade earned by the number of semester credit hours for the course.

Grade Point Average

The **cumulative grade-point average** is defined as the total number of quality points earned in all courses taken at Kentucky State University in which the student received a grade of A, B, C, D, or F divided by the total number of semester credit hours in all courses taken at the University in which the student received a grade of A,

B, C, D, or F.

- If a course is repeated, only the highest grade will be used in the computation of the cumulative grade-point average.
- Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
- All grades earned at Kentucky State University will remain on the student's transcript and in the permanent record, unless the student has successfully petitioned and been granted academic bankruptcy.

The **current grade-point average** is defined as the total number of quality points earned in all courses in which the student received a grade of A, B, C, D, or F during the last term (summer session/semester) of enrollment divided by the total number of semester credit hours in all courses in which the student received a grade of A, B, C, D, or F during the last term (summer session/semester) of enrollment.

Time Limitations for Grade Changes

All grade changes must be processed within one semester from the time the original grade was recorded. These grade changes will be permitted only when there was an error in recording or calculating the grade.

2. Entities Affected

- Academic Affairs

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References