

Current Policies and Procedures



Office of the Registrar

**A State and Land-Grant University
University System of Georgia
Fort Valley, Georgia 31030-4313
Telephone: (478) 825-6282
Fax: (478) 825.6155
Toll Free: (877) Go-2-FVSU (462-3878)**

Mission and Vision of the University

Mission

The mission of The Fort Valley State University is to advance the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively. As an institution of the University System of Georgia, Fort Valley State University naturally embraces the principles articulated by the Core Mission Statement for State Universities as approved by the Board of Regents of the University System of Georgia. The university's primary commitments include, among others, enhancement of teacher training programs grounded upon a liberal arts foundation, as reflective of over

110 years of experience and tradition. Additionally, the university recognizes with great pride and desires to further its responsibilities as Georgia's only 1890 Land Grant institution by offering programming excellence in agriculture, agribusiness, Family Sciences, extension, and military science, and leadership, as well as to further its traditions of excellence in programs in the liberal arts and humanities, social sciences, and natural and physical sciences.

Vision

The vision of the Fort Valley State University community centers upon its commitment to illuminate the rich heritage, influence, and educational opportunities inherent in the historically black college and university experience in a manner that applies and adapts that experience successfully for a diverse twenty-first century.

Mission and Philosophy Statement for the Office of the Registrar

The Office of the Registrar supports the instructional and student progress endeavors of Fort Valley State University by providing quality service to students, faculty, academic and administrative departments and our customers. Quality is the first priority for the Office of the Registrar and efficiency is integral to quality. The Office of the Registrar puts a premium on service and the office will continually strive to improve our services. In support of the University's philosophy, students first, the Office of the Registrar provides leadership in maintaining and protecting academic records; assisting departments with monitoring course offerings, facilitates the registration process and maintain grades and degrees awarded to ensure compliance with the university, the University System of Georgia , federal and state agencies. Revised: August 2015

Banner Web gives students at Fort Valley State University the ability to access their personal and academic information via the internet. Students are able to view grades, transcripts, schedules, holds, account balances, financial aid information and much more.

What Is My User ID?

Your User ID is a generated number that is created specifically for you to use at FVSU. If you do not know your ID number, you may retrieve your FVSU User ID by clicking on the [Retrieve ID here](#) and complete the three fields. Once complete hit Get New ID. Next, type in your FVSU User ID and PIN (your DOB) when you first log on, your date of birth should be entered in this format mmddyy (050555). If this is your first time logging into Banner Web, you will be prompted to enter your old PIN which is your date of birth (050555). Create 6 new digits (cannot be your DOB). Use the 6 new digits you just created each time you log into Banner Web. Finally, if this is your first time logging into Banner Web, you must provide a security question and answer which will enable you to re-set your PIN. If your User ID and PIN was accepted, you should receive a welcome message with your name should appear at the top of the page.

What Is My Pin?

PIN stands for Personal Identification Number (PIN). Your initial PIN number is your date of birth in this format: mmddyy. Your PIN number should be changed the first time that you log in and can be changed as often as you wish after your initial log in into the Personal Information Menu.

Do I Have To Prompt Asking for PIN Hint?

You must enter a security question and your response in order to proceed with the login process. The fields will be used later to authenticate the Web user whenever you access the “Forgot PIN” function. You can change this question and response at any time through the Personal Information Menu by clicking the Change Security option.

Procedure

Upon admissions, a student is provide an FVSU User ID (Wildcat ID). S. Respress or any staff member in the Office of the Registrar will provide assistance to student’s with navigating through the system.

Registration for Students Currently Enrolled at FVSU

Priority registration is mandatory for all currently enrolled students; please refer to the academic calendars for dates.

- **Registration Holds**

Holds are placed on new and continuing students for different reasons. Some holds must be cleared before registration can take place. Please view your account through Banner Web for holds and consult with the appropriate office before arriving on campus.

- **Prerequisites**

A prerequisite is a requirement that must be satisfied prior to registration in another course (e.g. ENGL 1101 must be satisfied before ENGL 1102). The student is responsible for meeting prerequisites as identified in the FVSU Catalog. Prerequisite checks are conducted by many departments and if students do not have the required prerequisite they may be refused continuing enrollment in the course after classes have started (it may be too late to replace it with another course).

- **Drop/Add**
Drop/Add begins the first day of class each semester. Students have until the schedule change deadline to make adjustments to their current schedule. Refer to the Academic Calendar for these dates. Visit the website to retrieve an academic calendar.

- **Online/Web-Based Courses**
Online/Web-Based Courses are designed to allow learners to receive instruction regardless of time and location. Online courses are displayed with a “W” Section (e.g. FVSU 0000 W1). In order to enroll in a course online the student must attend the orientation for online students, either on campus or online. Visit the website to retrieve a schedule and access for online orientation.

- **E-rate:**
Beginning Fall 2008 all fully online classes (W sections) will be charged \$189 for FVSU online and Georgia On My Line, \$169 per credit for eCore and \$250 per credit hour for eMajor for undergraduates and \$219 per credit hour for graduate students.
 - Out-of-state students pay the same as in-state students **for fully online classes only**. Along with student center fee \$150 and institution fee up to \$ 250.
 - Students who do not take any classes on a FVSU campus do not have to pay for student activities or health fees.
 - All students have to pay the technology, institution and student center fee.
 - Student financial aid will cover the online tuition rate since it is an approved regular tuition.

- **Building Codes**
Building codes are displayed on course schedules. Visit the website to retrieve a listing of building codes.

- **Payment of Fees**
Tuition and fees are due and payable upon registration. **Students are not officially enrolled until tuition and fees have been paid for a given semester.** Students who take advantage of registration during the semester may receive bills by email (1st time student by mail).

- **Optional Ways To Pay Fees**
 - **To Pay Via Charge Card or Check:**
Students may log into their Banner Web account to pay with either a debit/credit card or by check. Go to: “Student Services and Financial Aid.” Select: “Student Account.” Select: “Account Detail for Term.” If all fees and financial aid information are correct, select: “Pay Now” to pay using a VISA or MasterCard, or select: “Pay by Check” to use a personal checking account .

 - **To Pay With Cash:**
Visit the Cashier’s Office with your FVSU Student ID card. If you do not have an FVSU ID, you may present a state ID, military ID, or passport. Please check the

Enrollment Instructions for the Payment of Fees location during registration.
Remember, payments are always due before the first day of class.

- **To Use a Payment Plan:**

To learn about the Payment Plan options that are available prior to the beginning of the semester. Visit the web at <http://www.fvsu.edu/current-students/student-financial-services/cashiers-office> and select: **Payment Instructions**. Please note that this option is only available before the first day of class. Also, if you are receiving any financial aid, only those amounts that are listed in the Authorized Financial Aid section of the Account Summary by Term screen will be taken into consideration when completing an agreement for the Flexible Payment Plan.

- **Late Fees**

Students who have not completed the payment process before the first day of class will be charged a late fee. The late fee is \$100 the first day of class.

- **FVSU Identification Card**

FVSU ID Cards are available and required for all current students, faculty and staff. All students are required to carry their FVSU ID Card at all times. An FVSU ID Card is required for use in the library, computer labs, dining halls, entrance to sporting events and other campus services. Students receive an FVSU ID Card once tuition and fees have been paid during their initial semester at the university. Replacement cards are \$25.00.

- **Higher-One Cards**

The FVSU Higher One Card is the university's means of issuing refunds to students. New students who complete course registration will receive a *Higher University Debit Card* sent to the mailing address on file. This *Higher University Debit Card* is needed to select a refund preference that is used for refund disbursements. Students can have refunds deposited onto the *Higher University Debit Card* or sent to an existing checking or savings account. Students must activate their *Higher University Debit Card* cards only once. Students should verify their mailing address via Banner Web and complete any updates online or in the Office of the Registrar. Visit the website for additional information.

- **Parking Decals**

The Fort Valley State University Campus Police Department is committed to the safety of students, faculty, staff and visitors. Therefore, all vehicles on the FVSU Campus must display a current parking permit. Visitors must stop by the main office in Carnegie Hall for a temporary parking permit to have access to the campus. Until a current parking permit has been purchased vehicles are not be permitted on campus. Parking decals for students, faculty and staff can be purchased in the Cashier's Office, Suite 230 Troup Administrative Building. All students, faculty, staff and visitors must park in the zone designated on their parking permit to avoid receiving a ticket.

- **Prices for Parking Decals:**

- Reserve ~ \$150.00 per year
- Faculty/Staff ~ \$100.00 per year
- Students ~ \$50.00 per year
- Visitors – temporary parking permit

Visit the Department of Campus Police and Safety website for additional information.

Bookstore

Your Fort Valley State University Bookstore is here for you. It's our pleasure to meet new and continuing students and assist them through their college experience. We are located in the Lottie M. Lyons Student Center and our hours of operation are 9:00am to 5:00pm Monday thru Friday. Visit the website for additional information at <http://www.fvsu.bkstr.com>

Procedure

The Registrar will provide Registration and Enrollment Instructions to the University family each semester. The University personnel are asked to assist with making the registration process as smooth as possible for all students by becoming familiar with guidelines outlined within the instructions.

Fully Online

Fully Online Students are defined as students enrolled in one of the five fully-online undergraduate degree programs Criminal Justice, English (Technical Writing), Organizational Leadership, Political Science and Psychology or enrolled in the fully-online graduate degree program in Rehabilitation Counseling (Case Management). Distance Education Advisement: Fully Online Students may contact their academic advisors for their respective department for assistance by phone or email or contact Mrs. Karen Watson at watsonk@fvsu.edu or 478-827-3857.

Criminal Justice:

- Dr. Julius Trimble – trimblej@fvsu.edu – 478-825-1950 or 478-825-6230
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English

- Dr. Berlethia Pitts – pittsb@fvsu.edu – 478-825-6380
-

Organizational Leadership:

- Mr. Kareem Kenney – kenneyk01@fvsu.edu – 478-822-1317
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Political Science:

- Dr. Meigan Fields – fieldsm@fvsu.edu – 240-343-5378 or 478-825-6230
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Psychology:

- Dr. Jerry Haywood – haywoodj@fvsu.edu – 478-827-3243 or 478-825-6232
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Rehabilitation Counseling:

- Dr. James Newton – newtonj@fvsu.edu – 478-825-6942
- Dr. Tamara Payne – paynet@fvsu.edu – 478-825-795

Re-Admission Policy

Students who have attended another college or university since their last enrollment at Fort Valley State University, regardless of the length of time away from FVSU, must submit an application for readmission

through the Office of the Registrar.. Likewise, any former students whose attendance has been interrupted for one semester, excluding summer school, are required to complete and submit an application for readmission. The application for readmission must be received in the Registrar's Office at least 30 days prior to the beginning date for the semester in which enrollment is desired. The application form for readmission is provided by the Office of the Registrar and should be returned to the Registrars' Office once completed.

Procedure

Students may secure an Application for Re-Admission online (registrar's office homepage). Application can be faxed to 478.825.6155 or mailed to Fort Valley State University, Office of the Registrar, 1005 State University Drive, Fort Valley, Georgia 31030. Effective: July 1, 2013 Summer Semester, the fee associated with an application for re-admission is \$20.00 (non-refundable). Decisions will be e-mailed within two-weeks by Clerical Assistant (Davis). Revised: July 2013

Academic Renewal

Policy

The Academic Renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty at an institution to have one final opportunity to earn an undergraduate degree at a system institution after an absence of three calendar years from any postsecondary institution. Upon re-enrolling, a student must petition for academic renewal within three academic semesters or within one calendar year, whichever comes first. Please contact the Office of the Registrar at Registrar1@fvsu.edu for additional information.

Requirements:

- Academic Renewal can be granted only once.
- Academic credit for previously completed coursework will be retained only for courses in which an A, B or C grade was earned. Retained grades will not be calculated in the Academic Renewal GPA but will be counted in Academic Renewal hours earned.
- Courses with D or F grades must be repeated at Fort Valley State University if they are required in the degree program.
- Following the granting of academic renewal, all remaining courses for the current degree must be completed at Fort Valley State University, unless the student receives prior approval to take a course at another institution.
- To earn a degree, the residency policy at Fort Valley State University after acquiring academic renewal status must be met.
- Applicability of retained credit to degree requirements will be determined by the degree requirements currently in effect at the time Academic Renewal status is approved. Also, all institutional program requirements must be met.
- After receiving academic renewal status, all work completed toward a degree must be calculated in the GPA in order for a student to be eligible for honors at graduation.
- The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
- The granting of Academic Renewal may supersede the admissions requirements of certain program which require a specific minimum grade point average based on all course work. Therefore, the Dean will be responsible for the evaluation process for admissions.

- An Academic Renewal grade point average will begin when resuming coursework following the three-year period of absence once Academic Renewal is granted. A statement will be placed on the transcript indicating Academic Renewal status.
- The Academic Renewal grade point average will be used for determining academic standing and eligibility for graduation.
- Transfer credits earned at another institution can be granted for coursework completed during my absence from Fort Valley State University if applicable to my degree program.
- Academic credit from a previously attended institution can be evaluated for Academic Renewal, if there is no enrollment for three calendar years from the previously attended institution(s).

Procedure

Details surrounding Academic Renewal is provided by Clerical Assistant Davis (processes applications for re-admission). Once the Petition for Academic Renewal has been received, the form along with a transcript will be provided to the Registrar for an initial evaluation. The Provost/Vice President for Academic Affairs will evaluate for the final approval or denial. Once a decision has been made by the Provost/Vice President for Academic Affairs, the approval or denial will be forwarded to the student, the academic department based upon the student's major. Details will be captured in Banner on SPACMNT for tracking purposes.

Revised: January 1, 2015

Transfer Students

Transfer credits are initially evaluated and processed in the Office of Admissions for Admission purposes. One admitted transfer transcripts are transferred to S. Williams in the Office of the Registrar. S. Williams will evaluate and post credits in the Banner System. The final evaluation is completed by the Registrar. Once complete, an email notification is distributed to the appropriate academic advisor, financial aid counselors, academic dean, department chair and clerical assistant informing that credits have been posted and can be viewed in Banner Web.

Verification of Enrollment

Current or previously enrolled students may secure enrollment information from the Office of the Registrar. Individuals must complete the Verification of Enrollment form in the Office of the Registrar. K. Davis in the Office of the Registrar is responsible for verifying enrollment.

Veteran Affairs Certifying Official - Benefits

Policy

Veterans, active duty personnel, and eligible dependents are encouraged to take full advantage of benefits available through the Veterans Administration. New students eligible for benefits should apply first for Admissions to the University and complete the Admissions process. An application for VA Education Benefits should be completed prior to entering the institution. The Veteran or other eligible persons are advised to have money available to cover the first semester's tuition and fees at the time of enrollment. Continuing students or interested persons should contact the Veterans Affairs Certifying Official, in the Office of the Registrar for information and assistance pertaining to benefits at (478) 825-6282. Also, please visit the Office of the Registrar homepage for additional information at <http://www.fvsu.edu/registrar> . Revised: October 2015

Procedure

A student expecting to receive VA Educational Benefits is required to contact the Veteran Affairs Certifying Official at VA@fvsu.edu to start the certification process. You may visit the Office of the Registrar website for additional information at <http://www.fvsu.edu/registrar>.

Currently the position is vacant, Mrs. Denise Ezell and the Registrar will monitor and track all transactions concerning VA students. VA Student Workers will provide assistance in maintaining and monitoring the VA lounge. Ezell, will post updates in Banner for T. Tripp in the Business Office surrounding the awarding of benefits. Revised: September 15, 2014 - VA Certifying Official relocated under the Office of the Registrar from Graduate Studies & Extended Education. The VA Certifying Official will certify benefits for military personnel or dependents along with overseeing the Military Resource Center. All other duties pertaining to Veteran Affairs will remain under Graduate Studies & Continuing Education and The Adult Learning Consortium.

Declaration of Major

Policy

All students enrolled at Fort Valley State University **must** have a major on record. For newly admitted students, the major is determined to be the *intended* major as indicated on the student's application for admission to the University. Students may, at any time, change or declare a new major by completing the ***Change of Major Form***. The form must be completed at the Academic Advisement Center for Freshman and Sophomores and within your major department for Juniors and Seniors.

Procedure

A student may secure the Change of Major Form from the Office of the Registrar. Once the student has secured all necessary signatures, the Change of Major Form is returned to the Office of the Registrar for final processing by Clerical Assistant S. Williams. Once the adjustment has been made, an email notification is distributed to the Academic Advisor, Department Chair and Clerical Assistant. The Clerical Assistant will tag the student to the appropriate academic advisor. Effective: December 2013

Change of Major for the College of Education – effective February 2016 – All students admitted to FVSU will be coded with the pre-major code for the College of Education. The pre major code will remain on a student record's until the student has satisfied all requirements to be admitted to the Teacher Education Program (TEP). Once a student has satisfied the admissions requirement for the TEP, C. Barrett within the College of Education will provide the student a change of major form. Once the change of major form has been completed and all necessary signatures have been secured, the form will be returned to C. Barrett for final processing within the College. Updates will be made in the Banner System by C. Barrett along with an email notification to the student, Dean, Departmental Advisors, S. Williams and the Registrar indicating that the process has been completed. The form will be forwarded to the Office of the Registrar to be placed in the student's academic file.

Double Majors

Policy

An undergraduate student is eligible to have a double major recorded on his/her transcript and to graduate with two majors under the condition that all of the requirements for the two degree programs are satisfied, including all residency and institutional requirements for each major.

Procedure

A student may secure the Change of Major Form from the Office of the Registrar. Once the

student has secured all necessary signatures, the Change of Major Form is returned to the Office of the Registrar for final processing by Clerical Assistant S. Williams. Once the adjustment has been made, an email notification is distributed to the Academic Advisor, Department Chair and Clerical Assistant. The Clerical Assistant will tag the student to the appropriate academic advisor. Effective: December 2013

DegreeWorks

DegreeWorks is a web-based tool that provides real-time advice on degree progression. This system is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising. DegreeWorks is available to undergraduate students who entered FVSU Fall 2011 or who have a catalog year equal to Fall 2011 or later. Students can access DegreeWorks through Banner Web. Students who entered prior to Fall 2011 should continue to meet with their academic advisor concerning degree progression.

Procedure

Degree Works is maintained within the Office of the Registrar by D. Ezell and S. Lawrence. J. Neal in the Advisement Center is responsible for training faculty advisors. Frequently asked questions are available online at <http://www2.fvsu.edu/degreeworks/>. Any questions surrounding degree works at FVSU can be emailed to dw@fvsu.edu (forth coming ticket has been submitted so do not distribute to the university family in house only).

Academic Load Policy

The average load for normal academic progress is 15 credit hours per semester. A maximum of 20 credit hours may be attempted in any one semester, including credit hours in progress through web courses, campus-based courses, weekend courses and correspondence or extension studies. During the summer, the credit hour load may be reduced. The maximum semester load permissible for students on *academic probation* shall be 12 hours. The number of credit hours possible is governed by the following:

GPA	Load Limit
1.99 or less	14 semester hours
2.00-2.99	18 semester hours
3.00-4.00	20 semester hours

- A strong written justification and approval of the appropriate Dean is required for any student with a 3.00 GPA or higher to enroll for more than 18 semester hours.
- **Each semester any student with outstanding CPC deficiencies will be enrolled in the course(s) required to eliminate such efficiencies until the requirement has been satisfied.**

Procedure

When a written justification and approval to adjust a student's load is submitted, the request should be provided to the Registrar. Once the Registrar has evaluated the request, the request will be provided to Clerical Assistant D. Ezell for processing. Once Ezell has processed the request, an e-mail will be submitted to the student and the department requesting the adjustment. The documentation will be filed in the student's academic folder.

Changes of Schedule (Drop/Add)

Policy

Changes in a student's program, courses or schedule, must be made within the first five class days (first week of the semester) of each regular semester or as announced for the summer term. The specific deadlines are indicated on the Academic Calendars which are available online. The procedure for revising course schedules require that a student first secure a Change of Schedule (drop/add) form from their academic advisor. Printed instructions are provided on the form. The student must, then, confer with his/her advisor and/or instructor. Signatures are required. **A course is considered officially dropped or added when the adjustment is made in the Banner system.**

Procedure

A Change of Schedule (drop/add) starts the first day of class each semester. A student will secure a drop/add form from their academic advisor on the first day of class and must return the form by the fifth day of class. The drop/add form is a 3-part form whereby the student, advisor/instructor and the Office of the Registrar will retain a copy of the form that was processed.

After the drop/add period or schedule adjustment period has ended the Office of Financial Aid will run a process to lock enrollment hours. Effective: Summer 2013

Roll-Off Due to Non-Payment of Fees.

Policy

Registration for classes is considered complete only after students have paid their tuition and all mandatory fees that are required. Students are permitted to attend classes once their financial obligations have been met. Fort Valley State University reserves the right to withhold all records (diplomas, transcripts, etc.) and/or revoke enrollment of students who fail to meet financial obligations to the University. Fees and charges may be paid by cash (Do Not Mail Cash), cashier's check, certified check, money order, travelers check, Visa or MasterCard. Remittance should be made payable to Fort Valley State University and addressed to Fort Valley State University, **Attn: University Cashier's Office**, 1005 State University Drive, Fort Valley, GA 31030. Credit card payments may be made by logging into your BannerWeb account.

Procedure

A notice is distributed to the student, academic departments (Deans and Clerical Assistants) and FVSU representatives notifying when the roll-off due to non-payment of fees will take place. M. Nicholson in Academic Affairs will pick-up and distribute the no-show notification that was distributed by the Registrar to Academic Units on behalf of the Provost/Vice President for Academic Affairs. The first roll-off, each semester, is the last day of drop/add at the close of business (normally the fifth day of class). Once the roll-off has taken place, reports are distributed to Student Financial Services (Stripling, Thomas, Comptroller, Cagnina, Tripp), Office of Financial Aid (Parks & Joseph), Auxiliary Services (?), Student Success/University Housing (A. Harris, Keese, Jolly, Modena, Wright, Jones, Douge, Ezell, Davis, S. Williams & Respress) Academic Affairs (Sianjina, Barrett, Nicholson) Athletics (L. Williams). No-Show report should be retained for Auditors. The student impacted will be allowed to be re-instated if approval is provided by J. Cagnina/T. Tripp in the Business Office (a review of the student's financial account takes place). If a student is denied re-instatement no re-instatement form is provided. If a student is approved to be re-instated, a re-instatement form is provided by J. Cagnina/T. Tripp in the Business Office. All signatures must be attained before a student is re-instated into a course. If an instructor refuses to allow a student to return to class, the instructor will not sign the re-

instatement form and the course without a signature will not be added.

After the re-instatement period has closed, a memo will be distributed to academic departments to print final official rosters. Memo is re-distributed by M. Nicholson in Academic Affairs on behalf of the Provost/Vice President for Academic Affairs. Revised: December 2014

No-Show & Attendance Verification

Action

Fort Valley State University has a “No-Show and Attendance Verification” procedure. This procedure is to comply with Federal Financial Aid regulations. Financial Aid recipients at Fort Valley State University may become ineligible for funds by not attending at least one class session (per enrolled course). Students who do not attend at least one class session are **NOT** entitled to keep their financial aid award. The established no-show and attendance verification procedure will enable Fort Valley State University to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the University and the student).

A student reported as a no-show in a course will be provided an opportunity to be re-instated in a no-show course. A student will obtain the “Attendance Verification Form” online to start the re-instatement process. The Registrar will notify the student and faculty when the attendance verification process has opened. A faculty member should only sign the form if the student has attended at least **one** class session. A student will have two days to be re-instated once the Attendance Verification period has opened.

Procedure

The no-show reporting period for faculty is the fifth through the eighth day of class each semester. A memo is distributed each semester notifying the departments and instructional faculty members of the no-show reporting instructions along with deadlines. Included with the memo are the instructions for reporting non-attendance via faculty web for instructional faculty. M. Nicholson in Academic Affairs, will distribute the email on behalf of the Provost/Vice President for Academic Affairs to academic departments. Ezell in the Office of the Registrar will process the job to drop a student reported as non-attending by an instructor. A code of NF will appear on the registration form in the course status.

The no-show report is distributed to Student Financial Services (Stripling, Thomas, Comptroller, Cagnina and Tripp), Office of Financial Aid (Parks and Joseph), Auxiliary Services (?), Student Success/University Housing (Harris, Keese, Modena, Respress, Davis, S. Williams & Ezell) Academic Affairs (Sianjina, Barrett, Nicholson, Petties) Athletics (L. Williams). The Office of Financial Aid will inform the Registrar’s Office and other offices listed above once the adjustments (financially) have been made. T. Tripp in the Business Office will finalize the refund process and pull refunds that should not be released to non-attending students. A report is generated from Banner indicating which faculty member failed to validate their roster(s) for no-show reporting (distributed upon request). Revised: January 1, 2015

Attendance Verification Form

Action

A student reported as non-attending (no-show) in a course may obtain an “Attendance Verification Form” online when the re-instatement period opens. The Registrar will notify the student and academic departments when the attendance verification period has opened. Faculty members should only sign the attendance verification form if the student has attended at least **one** class

session and if the student is being allowed to return to class. Students have two days to be re-instated once the re-instatement period has opened.

Procedure

An e-mail will be distributed to non-attending students, faculty and staff of the dates allotted for students who are requesting/appealing to be re-instated into a course in which the faculty reported the student as non-attending (no-show). M. Nicholson in Academic Affairs will re-distribute the e-mail notification to academic departments on behalf of the Provost/Vice President for Academic Affairs. The *Attendance Verification Form* must be returned within the time frame established. If a student should miss the scheduled dates, approval must be granted by the Provost/VP for Academic Affairs. Clerical Assistant Respress will monitor and track the attendance verification forms and provide to the Registrar for final processing. When the re-instatement period has closed, an updated report will be distributed to Student Financial Services (Stripling, Thomas, Comptroller, Cagnina and Tripp), Office of Financial Aid (Parks and Joseph), Auxiliary Services (?), Student Success/University Housing (Harris, Keese, Jolly, Modena, Respress, Davis, S. Williams & Ezell) Academic Affairs (Sianjina, Barrett, Nicholson, Petties, S. Lawrence), Athletics (L. Williams) to reflect that approval has been granted for a student to be re-instated. A copy of the No-Show/Attendance Verification Report should remain on file in the Office of the Registrar, Business & Finance & the Office of financial Aid for the auditors). Revised: August 1, 2015

Course Attendance Policy

The majority of courses are scheduled for 50-minute periods on Mondays, Wednesdays, and Fridays with the exception of laboratories and evening courses, and Tuesday and Thursday courses are scheduled for 75 minutes. Courses are expected to begin promptly. Due to state and federal agency regulations governing course attendance, **faculty members are required to maintain an accurate record of each student's course attendance.** Official excuses for absences are not provided, a student must make arrangements with their instructor(s).

The institutional policy on course attendance states that students are expected to attend each class session. In the event of unforeseen circumstances, students may be absent from courses the number of times equivalent to the credit hour value of the course. For example, students are permitted:

- One absence for a one credit-hour course
- Two absences for a two-credit hour course
- Three absences for a three-credit hour course
- Four absences for a four-credit hour course

Students whose absences exceed the above scale will receive a reduction in their final course averages as determined by the faculty member. Exceptions to this policy on point reduction may be granted by the faculty upon presentation of documentation from the student that an official excuse has been granted for the student's absence. Conditions warranting such an approval include cases involving death in the family, illness of the student or his/her immediate family members or for military duty. It is the student's responsibility to provide legitimate, official documentation of excused absences to the instructor(s) of the courses involved. Other reasons for absences not covered here must be cleared with the appropriate College Dean.

Procedure – No action required by the Office of the Registrar

Involuntary Withdrawals Policy

Students are expected to observe all policies governing a class. Faculty will clearly state the policies in the course syllabus each semester. A faculty member is eligible to involuntarily withdraw a student after the mid-point if a student is in violation of one or more of the class policies (missed required assignments or excessive absences). A grade of **WF** will be assigned and is treated as an F for GPA calculation purposes. Students are responsible for withdrawing up to the semester mid-point deadline and be eligible for a grade of "W" unless the student has exceeded the limit of withdrawals (18 semester hours of course withdrawals). Faculty involuntarily withdrawing a student after the mid-point must complete an Involuntary Withdrawal Form and submit for final approval by the provost/Vice President for Academic Affairs. The Involuntary Withdrawal will be processed by the Office of the Registrar and the student and faculty member submitting request will be notified by FVSU e-mail. Students involuntarily withdrawn are ineligible for a refund.

Procedure

An involuntary withdrawal should be received after the mid-point. A form received before the mid-point will not be honored (a student can withdraw up until the mid-point without receiving a failing grade). An email is distributed to the academic departments informing that the Involuntary Withdrawal period has opened, along with the deadline to withdraw a student from a course. M. Nicholson in Academic Affairs will re-distribute the Registrar's email on behalf of the Provost/Vice President for Academic Affairs. The Involuntary Withdrawal form must be completed by the instructional faculty member and the form is submitted to the Department Chair, Dean and Provost/Vice President for Academic Affairs for signatures. Respress in the Office of the Registrar will process the Involuntary Withdrawal form and place an IW- in the course status column of the course that the student is being withdrawn from. Next, in Banner, post the Last Date of Attendance in the Last Date of Attendance column. Roll the grade to history and e-mail the instructor, department chair and student that the IW form has been processed (use FVSU e-mail addresses only). Mrs. Respress and Mrs. Williams are responsible for processing and notifying all parties.

Course Withdrawal Policy Policy

A student is allowed a maximum of 18 semester hours of course withdrawals (drops) while completing his/her undergraduate degree program requirements. This maximum does not include changes in one's schedule that take place prior to the Schedule Change Deadline. A complete withdrawal from courses because of documented extenuating circumstances is not included in the 18 hour limit. After reaching the 18 semester hour limit, the student will receive a grade of **WF** for any course withdrawal, regardless of the date withdrawn. In other words the period for receiving the WP grade is rendered invalid.

Procedure

After the mid-point, a drop report is generated. The report is audited by the Registrar and notification letters are e-mailed by the Registrar to students impacted by the policy based on the following categories: approaching, met or exceeded drop limit. If a student exceeded the drop limit the course(s) in question is updated to reflect the policy. On the registration page a code of DL may appear (if processed before the end of term), on the history side a grade of WF will be reflected and a comment is posted on the comment page-Drop Limit Exceeded: FVSU 1111. A

student that is impacted is notified via their Wildcat email to check Banner Web for updates to their academic record.

Withdrawal from the University

Policy

A student desiring to withdraw from Fort Valley State University may do so online on the Registrar's Office homepage at <http://www.fvsu.edu/registrar> . A student who withdraws from the university prior to the mid-point will receive a grade of "W" in all courses in which he/she is enrolled. A student who withdraws from the university after the mid-point will receive a grade of "WF". Once the withdrawal has been initiated by the student, the student will have until the close of business the following day to stop the process. The email must be received before 5:00p.m. at Registrar1@fvsu.edu.

Procedure

A request to Withdraw is submitted electronically. Once the office receives the email notification Clerical Assistant Ezell will withdraw the student from all courses. Included on the electronic withdrawal notification are: Caskey, A. Harris, Tripp, Parks, Jolly, Modena, Truss, Register, McCarthy and Mahitab informing that a withdrawal has been processed. If a student has a change of heart and decides not to withdraw, all of the necessary offices will also be notified and the faculty member(s). A Withdrawal Report is generated weekly by the FVSU IT Department (automatically) and submitted to Business & Finance & Financial Aid throughout the semester. Ezell will post comments in Banner in order to track students withdrawing from the University. Report is shared with the Vice President for Student Success & Enrollment Management. Revised: February 2016

Medical Withdrawal

Policy

A student may be administratively withdrawn from the University when, in the judgment of the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, and/or the University Physician, and after consultation with the student's parents and/or personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others or (2) causes the student to interfere with the rights of other members of the University or its personnel or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the student Code of Conduct and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision being rendered regarding his/her continued enrollment at the University.

Procedure

Medical Withdrawals (sometimes referred to as **Retroactive Withdrawals**) are submitted from the Provost/VP for Academic Affairs or Vice President for Student Affairs. A Last Date of Attendance must be provided with the Medical Withdrawal or a date will be established based upon documentation submitted by the student or obtained from the "F" grades report submitted to the Registrar during the submission of end of term grades. The Medical Withdrawals are processed by Clerical Assistant Ezell upon the Registrar's review and approval. Parties notified by email include: the student, Tripp, Parks, Provost/VP Academic Affairs and Vice President for Student

Affairs.

Transient Student (Incoming)

Policy

A student who is regularly enrolled in another accredited institution with an academic record of satisfactory or superior quality are ordinarily expected to return to that institution, may apply as a transient student.

- Transient admission will be granted for one academic semester only and students ordinarily return to their home institution.
- Students desiring to continue their enrollment at Fort Valley State University beyond that point must apply for admission as a transfer student and comply with transfer student admission requirements.
- Students in remedial or learning support, on scholastic probation, academic suspension or disciplinary suspension may not be eligible for consideration.
- Applicants for transient admission must present a statement of good standing from the Registrar of the institution where they are regularly enrolled, which clearly states their current academic status and recommends their acceptance.
- Fort Valley State University will consider accepting transient student applications only when their admission will cause no hardship or inconvenience to either the University or its regularly enrolled student body.
- Transient applicants must also submit an undergraduate application, application fee, and provide Immunization Records.

Procedure

Clerical Assistant Ezell will handle all transactions concerning a student desiring transient status. All documentation will be distributed via email. (ex. Missing documents, acceptance letter etc..) Once everything has been received the student is registered by Ezell and details are shared about the payment of fees. (HOPE, etc.....)

Transient (FVSU Student)

Policy

Students currently enrolled at Fort Valley State University who wish to take a course or courses at another institution for credit are considered transient students. Student must consult with their academic advisor before completing a transient request form. Students that are approved to take a course or courses at another institution must request that a transcript be sent to the Office of the Registrar, Fort Valley State University, 1005 State University, Fort Valley, Georgia 31030 at the end of the semester that the course was taken. A hold will be placed until the official transcript has been received.

Any student wanting to enroll for credit courses at another institution and at Fort Valley State University concurrently, must request and secure approval.

The following conditions must be met:

- The request must be approved by the students adviser, the department head of the student's major department and the academic dean.
- The request must describe or explain the planned academic load at Fort Valley State University and provide the reason for the concurrent enrollment request.

- The request must be submitted on the Request for Concurrent Enrollment” form in the Office of the Registrar.
- The student must secure all approvals and submit the approved request to the Office of the Registrar 10 business days prior to the registration dates on the academic calendar. Except in cases where special permission is granted by the Provost/Vice President for Academic Affairs. All forms must reach the Office of the Registrar by the deadline indicated above.

HOPE-eligible students must inform the FVSU Office of Financial Aid Office in order for a HOPE Eligibility Certificate to be submitted for coursework at the transient institution. Subsequent HOPE awards cannot be made at FVSU until an official transcript is received from the transient institution. For a transient student approaching a HOPE checkpoint, HOPE cannot be awarded until an eligibility determination is made at the end of the term. For all other matters related to financial aid, please check with your Financial Counselor.

Procedure

A student may retrieve a Transient Permission form in the Office of the Registrar. The student must consult with their academic advisor for approval or denial. The form is completed by the student and the academic advisor. Included on the transient permission form is the course that will be taken at the transient university, along with the FVSU course that will be substituted for the student. The student must have a 2.00 gpa to be eligible for transient status. If approval is granted, the form is returned to the Office of the Registrar for final processing by D. Ezell. Once processed, a copy of the transient form is placed in the student file, provided to the student and the Office of Financial Aid.

Guidelines for Submitting “I” Grade Policy

“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 “I” grade may be given only when the student has no need of further class attendance and has satisfactorily completed the majority of the course requirements as determined by the instructor.* The assignment of an “I” must be documented via a form to be approved by the Department Head, the Dean, and the Vice President for Academic Affairs. If an “I” is not satisfactorily removed by midterm of *the student’s next enrolled term*, the symbol “I” will be changed to the grade “F” by the Registrar.

Procedure

An “I” Removal should be submitted at least two weeks before the end of a semester. The Reason for “I” form must be completed by the instructor of record and approved by the Department Chair, Dean and Provost/Vice President for Academic Affairs. The “I” Removal Forms will be processed by the Registrar. Clerical Assistant R. Respress will audit the “I” Report after the mid-point of the following semester and provide to the Registrar for remaining “I” grades to be converted to “F”. A report is forwarded to the VPAA by the Registrar each semester.

Grading Policies

A student may receive the grade “I” if

- Legitimate extenuating circumstance(s), such as a severe illness, prevent the student from attending class and completing the requirements of the course by the end of the academic year.
- The instructor was informed of the extenuating circumstance and a request for “I” grade was initiated immediately.
- The instructor is provided with necessary documentations from acceptable authorities
- The request for “I” grade is initiated after the deadline for withdrawal
- The student attended the class regularly and had satisfactory performance on the work completed. An "I" grade may not be given to the student who has done unsatisfactory work.

The Incomplete grade will not be given to a student

- Who is not passing the course (who had unsatisfactory performance on the work completed)
 - Who has poor attendance record
 - as a substitute for a failing grade
 - to provide an opportunity for doing additional work after the due date for submission of final grades
-
- **“IP”** Indicates a continuation of work beyond the term for which the student signed up for the course. The use of these symbols is approved for dissertation and thesis hours and project courses. With the exception of Learning Support or Developmental Studies courses, and Regents' Test remediation courses, these symbols cannot be used for other courses. **This symbol cannot be substituted for an "I".**
 - **"W"** This symbol indicates that a student was permitted to withdraw without penalty. 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 Provost/Vice President for Academic Affairs.
 - **"WF"** This symbol indicates that a student was permitted to withdraw with penalty. Withdrawals with penalty are only permitted after the mid-point of the semester.
 - **"WM"** This symbol indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.
 - **"S"** This symbol indicates that credit has been given for satisfactory completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, 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 for dissertation and thesis hours, 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. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has previously been audited.

Uniform Grading System

Consistent with the uniform grading system within the University System of Georgia, the University utilizes a basic four point (4.00) grading scale. The following approved grades are used to determine the student's grade point average:

Grade	Quality Points
A - Excellent	4
B - Good	3
C - Satisfactory	2
D - Passing	1
F - Failure	0
WF - Withdrew, Failing	0

Grade Reports Policy

At the end of each semester, a full report of the student's academic performance showing courses taken, grades earned, quality points awarded, and grade point average may be obtained via BANNER Web. **Grade reports will not be mailed to students.** Academic suspensions or dismissals will not be waived due to the student's failure to receive a grade report.

Procedure

Grades are automatically posted as they are processed and finalized. A student may submit a request to obtain a printed grade report if an Academic Transcript will not suffice. This procedure is a part of the end of term processing conducted by D. Ezell in the Office of the Registrar. Any grade discrepancies should be reported to the Registrar.

Change of Grade Action

A change of grade form must be submitted by the instructor who taught the course. The form may be obtained by an instructor from the Department Chair within their respective departments. The change of grade form is a fillable form and signatures of the instructor, the Department Chair and Dean are required.

Procedure

The change of grade must be submitted by the instructor of record. The approval and the signature of the Department Chair and the Dean are required before the change of grade can be processed. Only M. Respress or the Registrar will process a change of grade. Once the transaction has been processed an email notification will be distributed to the student, the instructor of record, department chair & clerical assistant for that department, dean, provost/vice president for academic affairs, M. Nicholson, P. Barrett. Revised: January 2015

Academic Transcripts

Policy

Current/recently enrolled students may order and pay for an official transcript online through Transcripts on Demand at <https://iwantmytranscript.com> . Visit the web for instructions on requesting and paying for transcripts online at <http://www.fvsu.edu/transcripts/> . Transcripts are \$3 per copy and for same-day –service an additional \$10. A currently enrolled students may retrieve an unofficial transcripts online via Banner Web.

Grade and Academic Appeals

Policy & Procedure

Students have the right to appeal a grade or other academic action if they believe that the instructor has violated his/her stated grading policy or other academic policy. Therefore, it is the faculty member's responsibility to include specific grading and other academic policies for each of his/ her classes. These policies must be provided to students on the course syllabus not later than the second day of class. Should a faculty member change any of his/her previously distributed grading or other policy at a later date, the change must be provided to students in writing and be applied uniformly, with ample notification to students.

In the event that a student believes that his/her grade is unfair and wishes to appeal a grade or other academic action, every attempt must be made to resolve the matter at the lowest possible level and the following procedures will apply:

1. The student must first attempt to resolve the matter informally with the faculty member.
2. If no resolution is reached or if the faculty member cannot be contacted, the student must appeal to the Department Head.
3. If the student remains dissatisfied, he/she may file a written appeal, with supporting documentation, to the Dean of the College within 30 days from the end of the semester in which the action occurred. The Dean, in consultation with the Department Head, will provide a written response to the student. If the faculty member involved is a Department Head, the appeal should be filed with the Dean of the College. If faculty member is a Dean, the appeal should be filed with the Vice President for Academic Affairs.
4. If the Dean (or Vice President for Academic Affairs) finds that the student has reasonable cause for an appeal, a Hearing Committee will be appointed consisting of three faculty members.
5. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing his/her case.
6. The hearing will proceed in accordance with the rules and procedures outlined in the Student Handbook.

Academic Forgiveness Policy

Policy

Effective Fall 1998 (not retroactive), Fort Valley State University implemented the ***“Forgiveness Policy”*** which allows students to repeat courses without limits in which a “D” or “F” has been earned. The last earned grade shall be calculated in the student's institutional grade point average. However, to meet honors and other requirements, the Regents' grade point average which is computed on all credits attempted, is used.

Procedure

Clerical Assistant Ezell runs the Repeat Process at the end of each semester. The report is provided to the Registrar for auditing purposes. If a student has repeated course that is not denoted as repeatable, the academic record is updated to reflect this action. The academic transcript is updated to reflect that the course was an “Unauthorized Repeat: and a comment is posted in the Banner system on the comment screen (ex. Unauthorized Repeat: MUSC 1000). The first course is manually changed to reflect an I (included) and the second course is manually changed to reflect an E (excluded) regardless of the grade earned.

Academic Standing

Fort Valley State University requires reasonable academic progress of its students. Students are considered to be in good academic standing if they maintain a minimum 2.0 GPA. When a student’s academic standing approaches standards that are not acceptable for continued enrollment, i.e., a cumulative GPA of less than 2.0, a warning notice of Academic Probation will be placed on the student’s academic record. Retrieve your academic standing via Banner Web.

Minimum GPA	Classification	Academic Credits Attempted
1.60-1.99	Freshman	1 -29 credit hours
1.70-1.99	Sophomore	30 - 59 credit hours
1.80-1.99	Junior	60 - 89 credit hours
1.90-1.99	Senior	90 or more credit hours

Academic Probation A student is placed on academic probation when his/her cumulative grade point average falls below the lowest point of the range indicated by the classification listed above.

Suspension is a temporary separation from an institution. A suspension may be (a) for a specified period of time or (b) indefinite. Upon expiration of the period of suspension, the student is eligible to re-enroll. A student must submit a letter of petition, complete a re-admit application and submit to the Registrar’s office. A student under indefinite suspension must petition for reinstatement to the President of the University.

Dismissal is a separation of the student from the institution for one academic year. Upon expiration of the period of dismissal, the student must submit a letter of petition, complete a re-admit application and submit both documents to the Registrar’s office.

Readmission Following Suspension/Dismissal. The privilege of applying for reinstatement after the lapse of one semester of suspension or one calendar year of dismissal does **not** carry with it an obligation on the part of the University to reinstate the student. The University reserves the right to reinstate any student on the merits of the individual case. The University also reserves the right to indicate conditions under which the student may be reinstated. The University reserves the right to deny re-enrollment permission following academic suspension or dismissal. **Petitions for readmission must be submitted one semester in advance of the desired enrollment date.**

Procedure

Details can be found online under that Academic Standing tab on the Office of the Registrar homepage. A student has the right to appeal an Academic Suspension/Academic Dismissal at the

end of a term. Academic Appeals are reviewed and a decision is made by the Academic Appeals Committee members. Cases are reviewed based upon students requesting readmission to the university. A student requesting an academic appeal must download online and complete the Academic Appeal Request form. Once the Academic Appeal Request form has been completed, the student must submit the completed request form via email only to: Registrar1@fvsu.edu. Please complete the subject line as follows: Academic Appeal – Jane Doe. The deadlines for submitting an academic appeal for Spring, Summer and Fall are:

- Re-Admits appealing for Spring – December 5th
 - Decisions will be emailed by December 19th
- Students enrolled Spring appealing for Fall – July 1st
 - Decisions will be emailed by July 10th
- Re-Admits appealing for Summer – April 12th
 - Decisions will be emailed by April 20th
- Students enrolled Summer appealing for Fall – August 6th
 - Decisions will be emailed by August 8th
- Re-Admits appealing for Fall – July 5th
 - Decisions will be emailed by July 12th
- Students enrolled Fall appealing for Spring – December 17th
 - Decisions will be e-mailed by December 19th

Procedure

Once a decision has been made, the student will receive a letter via email with the Academic Appeals Committee decision from K. Davis in the Office of the Registrar. If the student disagrees with the decision of the Academic Appeals Committee, the student may appeal to the Provost/Vice President for Academic Affairs, in writing within five business days after receipt of the decision of the Academic Appeals Committee. Please contact the Office of Academic Affairs at 478-825-6330 for assistance.

If readmission approval is granted, it will be *conditional* subject to the student's academic performance during the semester based upon the contract that was signed during advisement. The student is monitored academically by the Retention Services Center during the semester of re-admission. At the end of one semester, subsequent to re-enrollment, the student must maintain a term GPA of 2.50 and a cumulative grade point average of 2.00 in order to achieve good academic standing. Failure to achieve and maintain *good academic standing* within two semesters and in subsequent terms will subject the student to immediate dismissal.

Computation of Grade Point Averages Policy

There are two forms of grade point averages computed on a student's academic record. They are the student's *Institutional GPA* and the *Regents' GPA*. **The Institutional GPA** is used to determine whether students are to be placed on probation, suspension or dismissal and for graduation. The student's academic performance reflected by the Institutional GPA is only of interest within the University. The Regents' GPA appears on the student's transcript and is used for computing honors and awards, scholarship eligibility and decisions regarding overload. **The Regents' GPA** is used by graduate schools and prospective employers to determine the student's academic competitiveness relative to other applicants.

The Institutional GPA is computed using the ***“Forgiveness Policy.”*** Only the most recent attempts of courses taken at Fort Valley State University in which a grade of A, B, C, D, F or WF has been earned are used in the computation. The Institutional GPA is computed by dividing the hours attempted, using the ***“Forgiveness Policy”*** for courses attempted since **Fall 1998**, into the number of quality points earned on these credit hours. However the Regents’ GPA, which is recorded on the student’s transcript, is computed using all hours attempted.

Procedure

The computation of the grade point averages is a part of the end of term processing. This process is executed by D. Ezell. Reports are provided to the Registrar at the end of each semester for auditing purposes.

Academic Classification

Students are classified on the basis of semester hours completed and their academic GPA, as follows:

- Freshmen:** Regularly admitted students who have completed one to 29 semester credit hours.
- Sophomore:** Students who have completed 30 to 59 semester credit hours.
- Junior:** Students who have completed 60 to 89 semester credit hours.
- Senior:** Students who have completed 90 or more credit hours.

Procedure

Grade Point Average (GPA) calculations are created at the end of semester (end of term processing). Ezell will run the processes to calculate institutional, cumulative and regents gpa’s. Academic standing is also generated at the end of the semester. Students can view their gpa’s online 10 days after all grades are due each semester via Banner Web.

Final Examinations

Policy

Final examinations are scheduled at the end of each semester. A printed schedule of final examinations is released about one month in advance of the first day of examinations each semester. Common final examinations may be scheduled in those courses with more than one section of the same course. These examinations, based on a common course outline, are also scheduled in or near the regular examination period.

Procedure

The Registrar will create, distribute and make available via the web a Final examination Schedule each semester (excluding summer). Summer final examinations are given during the designated dates on the academic calendar by the instructor no schedule is created based upon summer courses meeting for more than 50 minutes.

Major Area Assessments and Examinations

Policy

Each major degree program has identified assessments which students must complete prior to graduation. The University also adheres to the Board of Regents requirement that all students who receive a baccalaureate degree from University System institutions take a special major area examination. The first examinations are administered during the Spring Semester to graduating seniors. Depending on the requirement of the particular major academic area, a standardized test may be required. Each academic unit administers these examinations on a common date during

the Spring Semester.

Procedure

No action required by the Office of the Registrar

Advanced Placement

Policy

Students who score a three (3) or above on the College Board Advanced Placement (AP) tests are granted college-level academic credit for applicable course work. Such credits are applied at the time of admission to the University.

Procedure

Advanced Placement credit is received and evaluated by the Testing Department on campus. The Director of Testing will evaluate scores and complete a advanced placement credit granting form that will provide the AP course and score along with the equivalent course for FVSU. S Williams in the Office of the Registrar will process advanced placement credits. .

Credit by Examination

Policy

Certain undergraduate degree requirements may be satisfied using *Credit by Examination*, including advanced placement tests, proficiency examinations, or the standardized College Level Examination Program. The maximum number of credits by examination that a student can receive is 30 semester hours. There is a 10-semester hour credit limit for major area courses at the 3000/4000 level. Students must be enrolled at the University to be eligible for Credit by Examination. Students who transfer with any combination of acceptable credits by examination will be subject to the same credit hour limits.

College Level Examination Program (CLEP)

Policy

The College Level Examination Program (CLEP) is the primary means for awarding credit by examination. The CLEP examinations are administered on campus by the Testing and Preparation Programs Center in specific academic areas.

The awarding of credit via the CLEP will be determined by the academic department or college. The recommendations of the American Council on Education will be followed as guidelines for local interpretations.

In a course typically involving laboratory work, the department or division may construct an instrument for the laboratory portion while the lecture portion of the examination may be met using a standardized test. If the student fails either part of the examination, he/she must take the course through regular enrollment. **No CLEP exam shall be administered after the mid-semester period.**

General Guidelines for Taking CLEP Examinations

1. Application for CLEP examinations must be made at least three weeks prior to the date of administration of the examination. The student must secure a Request by Examination form

- from the Registrar's Office to initiate the action to obtain credit by examination.
2. There is only one administration of a CLEP exam in a given semester.
 3. A student is limited to one administration of a CLEP examination for a specific course.
 4. All CLEP examinations must be administered prior to or during the period designated as the week of the mid-semester period.
 5. The student who passes the CLEP exam shall receive full academic credit for the course work.
 6. For a student to receive credit by examination, the normal matriculation cost for semester hours must be paid if the student is enrolled for fewer than 12 semester hours.
 7. A student is ineligible to take the CLEP exam for a course in which he/she has been previously enrolled (e.g., a student enrolled in college algebra, who then failed or withdrew, or makes a "D", then is not eligible to take a CLEP exam in college algebra).
 8. A student may use the CLEP exam to earn a maximum of 10 semester hours in a major area and 30 semester hours in the University. The residence requirement for graduation must be met. Should the student change his/her major after receiving these allowable 10 semester hours by CLEP examination, he/she is ineligible to use the CLEP examination to satisfy course work in the new major.
 9. A student enrolled for the last semester of his/her senior year is limited to a maximum of two courses through the credit by examination process.
 10. **A \$10.00 administration fee will be assessed for each Proficiency Exam.**

CLEP credit is received and evaluated by the Testing Department on campus. The Director of Testing will evaluate scores and complete a CLEP credit form that will provide the CLEP course and score along with the equivalent course being awarded at FVSU. S Williams in the Office of the Registrar will process CLEP credit

Proficiency Examinations

Policy

Credit may be earned using locally constructed proficiency exams administered by the department in charge of the discipline. Only when an examination is not available through CLEP is the department authorized to develop and administer a local examination. Priority must be given to using the standardized examination in the course of study. A student may use the proficiency examination test for up to 10 semester hours in a major area. A student who changes majors after obtaining the allowable credits may not test for any additional credits. **A \$10.00 administration fee will be assessed.**

Procedure

A proficiency examination credit must be approved and form completed in the department that is administering the exam. If a passing score is received, the form is completed and signatures of the Test Administrator and the Department Chair are affixed. The form should be returned to the Office of the Registrar for approval. The student can retrieve the form from the Office of the Registrar within 3 to 5 days for payment. Once payment has been made, the student will return the Proficiency Examination to the Office of the Registrar for final processing by S Williams.

Academic Profile

Policy

The Academic Profile is administered to history classes once during the academic year, usually in the Fall of the year. The information is utilized primarily as baseline data for Outcomes Assessment. The results are sometimes used by faculty to modify instructional practices in order to meet the identified needs of certain cohorts.

Procedure – No action required by the Office of the Registrar

ACCUPLACER

Policy

All students enrolling in Fort Valley State University for the first time, not having taken freshmen English or Mathematics courses are required to take a placement examination before registering for classes. These tests are administered at the beginning of each semester during the registration period. Persons meeting CPC and the minimum SAT/ACT admissions' requirements will take ACCUPLACER tests in math, English, and Reading Comprehension on computer. A separate essay examination will also be administered.

Procedure – No action required by the Office of the Registrar

Computer-Adaptive Placement Assessment and Support System (COMPASS)

Policy

Students enrolling in Fort Valley State University for the first time who do not satisfy an admissions' requirement in Math and/or English, (this includes both high school course work and SAT/ACT scores), are required to take the COMPASS before enrolling in classes. These tests are administered prior to registration at the beginning of each semester.

Procedure – No action required by the Office of the Registrar

Independent Study Test Administration

Policy

Fort Valley State University does administer Independent Study Test(s) for other institutions. Examinees are required to set up an appointment and pay an administration fee that is assessed by the hour. The administration fee is waived for currently enrolled Fort Valley State students who take the test during regular business hours (Monday-Friday, 8:00am to 5:00pm).

Procedure – No action required by the Office of the Registrar

Student Instructional Report II (SIR II)

Policy

The Testing Services Center facilitates students' evaluation of instruction via the Student Instruction Report II (SIR II) instrument copyrighted by the Educational Testing Service (ETS). SIR II evaluations are conducted during the Fall semester of every academic year. Only classes and labs with at least one credit hour and that have five completed surveys returned to Testing Services by the deadline will be evaluated. No valid conclusions can be made about classes with less than five surveys. Another evaluation option for the aforementioned faculty and class(es) is an observation conducted by senior faculty, department head and/or dean.

Procedure – No action required by the Office of the Registrar

Requirements for Graduation

Policy

To graduate with a bachelor's degree, a minimum of 123 semester hours of course work is required, including institutional requirements for orientation to the University, military science, and/or physical education course work. Major programs requiring more than the 125-hour minimum are so designated. The minimum required cumulative average for graduation is 2.00. A higher graduating GPA is required for programs related to teacher certification.

Additional Requirements for Graduation

1. A candidate who has completed considerable work in another accredited institution must have spent a full academic year or two semesters in residence at Fort Valley State University or the equivalent in summer sessions. During this term of residence, a candidate must earn at least 30 hours with an average grade of "C" (2.00) or better in courses designated as junior and senior courses, including at least 20 hours in the area of major concentration. Certain restrictions apply for courses taken through extension, correspondence, independent study, and other means (see appropriate sections in this Catalog.)
2. A candidate for graduation must be enrolled in the University during the semester that he/she completes academic requirements.
3. All courses in the major and all professional courses in education, for students in the teacher-training curricula, must have been completed with a minimum grade of "C." Each candidate for graduation must have completed English 1101 and 1102 with a minimum grade of "C."
4. By Georgia legislative action in 1923, 1953 and 1976, each student is required to take and pass a course or an examination on the history of the United States, the History of Georgia, and the provisions and principles of the United States Constitution and the Constitution of Georgia. Satisfactory completion of Political Science 1100, American Government, will meet the requirement on federal and state constitutions; and satisfactory completion of History 2111 or 2112, United States History, will fulfill the national and state history requirements.
5. A candidate must have obtained a satisfactory score on the Regents' Test, indicating performance at the acceptable competency level in reading and writing. Other proficiency examinations or major area examinations must be satisfied as required.
6. **Each candidate for graduation is required to file with the Registrar, an *Application for Graduation* by the announced deadline for Spring, Summer or Fall graduation conferral dates. This application requires the payment of a *non-refundable* graduation fee. A new application fee is required if the applicant fails to meet all degree requirements during the semester for which the original application was filed.**

Candidates must apply for graduation by the following deadlines:

Application Deadline	Spring – November 15	Summer – February 15	Fall – July 15
Final Application Deadline	Spring – January 15	Summer – April 15	Fall – September 15

7. **Late graduation application penalty.** Students who do not complete their applications for graduation by the published deadline will be assessed a penalty of \$35.00.
8. Each candidate for graduation must achieve a required score on his /her major exit examination(s) for the major. All required assessments must have been completed.

Graduation with Honors

To graduate with honors, the following overall (cumulative) grade point averages apply:

Cum Laude (with honor)	3.00 - 3.49
Magna Cum Laude (with high honor)	3.50 - 3.74
Summa Cum Laude (with highest honor)	3.75 - 4.00

Procedure

Students who are close to fulfilling their graduation requirements must file an application for graduation prior to the semester in which the candidate anticipates graduating. Students must meet with their academic advisors/coordinators and/or department chairs to confirm their academic records are accurate and complete. Reviews should be completed prior to the semester in which students expect to complete degree requirements. Once reviews are complete, candidates, advisors and department chairs will sign off on applications for graduation before payment is rendered.

A new application is required if the applicant fails to meet requirements during the semester for which the initial application was processed.

Applications are available in your Academic Department for undergraduate students and Graduate Studies for graduate students.

Please follow the following instructions when completing your application.

- Print or type your name and address. Provide your name exactly as you want it printed on your diploma (must match name on file).
- Indicate the specific title abbreviation of your degree and major. The date you complete or will complete all requirements.
- Print your hometown and state on the designated line.
- Complete the items needed for your academic attire. Graduation attire and announcements must be purchased from the University Bookstore. Contact the University Bookstore at 478-825-6623 or go to www.herffjones.com/college/fvsu/.
- Hand deliver or mail the application to the Cashier's Office, Troup Administration Building–Suite 230 and pay the required graduation fee (\$50.00 undergraduate or \$60.00 graduate). If submitting by mail, enclose a bank draft or money order for the correct fee. The Cashier's Office will not process until all signatures have been affixed. Once a payment has been rendered, submit the form to the Office of the Registrar for final processing.
- Check with your academic advisor two weeks after the application deadline to assure that name appears on the list of Candidates for Graduation.

S. Williams in the office of the Registrar is responsible for coordinating and compiling all reports for academic departments for candidates for graduation.

Posthumous Award of Degrees

Policy

Fort Valley State University may award a posthumous undergraduate or graduate degree to a student who met the following conditions:

- was in good academic standing,
- had no disciplinary sanctions pending, and
- whose death was not the result of illegal behavior on the part of the student.

Additionally, the student should have successfully completed 75% (94 semester hours) of the

degree requirement. Graduate students must be within 90% successful completion of course work and research/thesis. A student who does not meet the 75% or 90% completion rate may be granted a *Certificate of Attendance* along with a letter of condolence from the University.

The University will observe **three degree conferral dates—May, July, and December.**

- **May conferral date.** Students who complete **all** graduation requirements by the end of the Spring Semester will have a May conferral date on their diplomas.
- **July conferral date.** Students who complete **all** graduation requirements by the end of the Summer Semester will have a July conferral date on their diplomas.
- **December conferral date.** Students who complete **all** graduation requirements by the end of the Fall Semester will have a December conferral date on their diplomas.

Procedure

The Registrar is responsible for collaborating with Academic Affairs surrounding the awarding of a posthumous degree.

Students' Privacy Rights

The Family Educational Rights and Privacy Act (FERPA)

Policy

Fort Valley State University is covered by the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Under this Act, students have the right to: (1) inspect and review education records maintained by the institution that pertain to them, (2) challenge the content of records on the grounds that they are inaccurate, misleading or a violation of their privacy or other rights, and (3) control disclosures from their education records with certain exceptions.

Procedure

The Legal Office on the campus Mr. Charles Jones is responsible for overseeing FERPA requirements at the university. The policy for FERPA is available on the Office of the Registrar homepage.

Board of Regents' Policy on Access to Records

Policy

Any student, regardless of age, who is or has been in attendance at Fort Valley State University has the right to inspect and review his/her education records within a reasonable period of time (not to exceed 45 days) after making a request. However, the student shall not have access to: (1) financial records of parents, (2) confidential letters of recommendation placed in the record prior to January 1, 1975, or (3) letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.

When the student and the official responsible for a particular record are unable to resolve questions as to the accuracy of information contained therein, the student shall have an opportunity for an impartial hearing to challenge the contents of his record. For additional information please contact

the Office of the Assistant to the President and/or Office of Admissions and Enrollment

Students' Rights and Grievance Procedures

Policy

Fort Valley State University promotes the fair exercise of due process for students. Students should attend class. While every effort should be made to encourage students to be prompt in arriving to class, students cannot be excluded from class attendance owing to lateness alone. Faculty members are referred to the policy which equates tardiness with absenteeism.

Committees for Student Grievances are established annually at the University to hear cases related to academics and other student grievances resulting from actions of faculty and administrative staff members. Examples of these grievances are listed in the Student Handbook. Copies of this handbook are available from the Office of Student Affairs. The University encourages resolution of grievances at the lowest administrative level and in the most equitable way possible, recognizing that the burden of proof rests with the complainant. Some common concerns among faculty may be:

- **Student Academic Dishonesty.** Expulsion or suspension from the University or any lesser sanction may be imposed for the commission of offenses involving cheating or defraud on examinations. Examples of such offenses include giving assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in an academic course; taking or attempting to take, steal, or otherwise procure in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to examinations, laboratory experiments, and roll books; and plagiarizing.
- **Plagiarism.** The appropriation of someone else's ideas, passages arguments, interpretation of events or factual information, in either hard copy or electronically, demonstrates a lack of integrity and is unacceptable at Fort Valley State University. Other examples of plagiarism include submitting someone else's work/assignment as one's own, submitting purchased papers as one's own, and submitting papers from the Internet as one's own.

Students who are guilty of plagiarism are subject to disciplinary action. Acts of plagiarism must be reported to the Department Head, Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs for appropriate action.

Student Conduct and Sanctions. Fort Valley State University is dedicated not only to excellence in learning and to the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through sound educational programs and through policies governing student conduct. Such policies encourage independence and maturity. The University may apply sanctions when student conduct directly and significantly interferes with the University's mission and responsibilities. A faculty member should attempt to resolve disruptions within the classroom prior to engaging the Department Head. Disruptions of a magnitude which threaten individual safety or significantly disrupt instruction should be brought to the immediate attention of Campus Security, if not resolved otherwise. Sexual or physical

harassment should be brought to the attention of the next level supervisor immediately and/or reported to the College Dean, the Vice President for Academic Affairs, and/or the Vice President for Student Affairs, and/or the Affirmative Action Officer.

Steps Toward Redress. A student who feels that he/she has a grievance should first seek to resolve this by discussion with the faculty or administrative staff member involved. When the informal means fail to resolve the problem, the student may file a grievance according to guidelines published in the Student Handbook.

Procedure – No action required by the Office of the Registrar

FVSU Accreditation and Memberships

Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404) 679-4501) to award associate, baccalaureate, master's and specialist degrees. Letters of accreditation are available upon request in the President's Office.

Other University degree programs which are accredited by discipline associations are:

- The Veterinary Technology Program, accredited by the American Veterinary Medical Association (AVMA)
- The Family Sciences Program, accredited by the American Association of Family Sciences
- The Didactic Program in Dietetics (DPD), accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association
- The Electronic Engineering Technology Program, accredited by the Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology, Inc. (111 Market Place, Suite 1050, Baltimore, MD 21202)

The University also maintains the following memberships:

- American Association of Collegiate Registrars and Admissions Officers
- American Association of State Colleges and Universities
- American Council on Education
- American Association for Higher Education
- American Dietetic Association
- American Library Association
- American Personnel and Guidance Association
- Association of Collegiate Business Schools and Programs (A.C.B.S.P.)
- Association for the Study of African American Life and History, Inc.
- Association of Administrators of Home Economics
- Association of American Colleges
- College Entrance Examination Board
- College Placement Council, Inc.
- Committee for the Humanities
- Conference on College Composition and Communication
- Conference of Southern Graduate Schools
- Council of 1890 College Presidents
- Council of Rehabilitation Education
- Georgia Library Association

- National Association of Campus Activities
- National Association of College Deans, Registrars and Admission Officers
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education
- National Association of Intercollegiate Athletics
- National Association of Remedial Learning Support Services in Post-Secondary Education
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Personnel Administrators, Inc.
- National Collegiate Athletic Association
- National Council for Black Studies, Inc.
- National Education Association
- Southern Intercollegiate Athletic Association
- Southern Regional Library Association
- The Georgia Consortium, Inc.

Frequently Asked Questions

Frequently asked questions for the Office of the Registrar are available online at

http://www2.fvsu.edu/?page_id=8757

