

## Academic Policies Manual

<http://western.edu/academics/faculty-governance/faculty-governance-2009-2010/academic-policies-committee-2009-2010/Academic%20Policies%20Manual%20-%20Final.docx>

### Grades and Grade-Point Average

For the purpose of calculating a student's grade-point average (which determines academic standing), numerical values are assigned to letter grades on the following scale:

A	= 4.000 grade points
A-	= 3.670 grade points
B+	= 3.330 grade points
B	= 3.000 grade points
B-	= 2.670 grade points
C+	= 2.330 grade points
C	= 2.000 grade points
C-	= 1.670 grade points
D+	= 1.330 grade points
D	= 1.000 grade points
D-	= 0.670 grade points
F	= 0.000 grade points

#### Computation of Grade-Point Average (GPA)

To obtain grade points earned in a course, multiply the number of credits per course by the numerical points for the grade earned in the course. Following is an example of a GPA calculation for 12 credits earned by a student taking four courses with each course worth three credits:

Course #1 - Grade earned=B	(3 cr) X (3.000 pts)	= 9.000 grade points
Course #2 - Grade earned=C+	(3 cr) X (2.330 pts)	= 6.990 grade points
Course #3 - Grade earned=C	(3 cr) X (2.000 pts)	= 6.000 grade points
Course #4 - Grade earned=B-	(3 cr) X (2.670 pts)	= 8.010 grade points
Total GPA credits=	12	Total grade point=30.000

A student's semester GPA is calculated by dividing total grade points by total GPA credits (30.000/12 = 2.500 GPA). A student's cumulative GPA is calculated by dividing all grade points earned by all GPA credits.

All grade-point averages at Western are calculated to three decimal places and all requirements specifying grade-point averages (e.g., scholarships) are stated in terms of three decimal places.

#### Repetition of Courses

A student who has received a low grade in a course can improve his/her cumulative grade point average by repeating that course and earning a higher grade. If the student repeats a course under the same title and/or number, only the credits and grade points of the most recent enrollment in that course (even if the repeated course grade is lower) are used in determining whether a requirement has been met and in calculating that student's cumulative GPA.

In addition, the following conditions apply to repeating a course:

Variable-credit courses are handled as exceptions to the policy on course repetition. A student who wishes to enroll in a variable-credit course to repeat credit previously taken under that course number, but not for additional available credit under that same course number, must contact Registration Services.

Course work repeated after the undergraduate degree has been recorded on the student academic record will not be included in the undergraduate GPA.

### **Grades Assigned Other than A, B, C, D, F**

At the discretion of the faculty member teaching the course, a student who is unable to complete a course for reasons beyond the student's control (e.g., illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the course work at an acceptable level at the time of the request for an "Incomplete." The student and the faculty member must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. When faculty give an "Incomplete", they must designate the student's existing grade in the course, the work to be completed for the "Incomplete" to be removed, and also indicate the grade that will be automatically given after one year if the work is not satisfactorily completed.

A grade of "Technical Failure" (TF) indicates that the student discontinued participation in the course without official approval. A "TF" is assigned 0.000 grade points.

Selected courses have been approved to be graded as "Satisfactory/Unsatisfactory" only and are so noted in their course descriptions. Only grades of "S" or "U" may be recorded for courses so designated. The grade of "S" is equivalent to letter grades of C- or above. The grade of "U" is equivalent to the letter grades of D+ or below, and no credits are earned. In no case may the grade of "S" or "U" be converted to a traditional letter grade. The S/U grade cannot be used in classes which allow the letter grades A-F.

Some courses or projects are intended to last longer than one semester. Such courses may be designated by the department or department chair at the time of registration and will be given an "In Progress" designation at the end of the semester. The "In Progress" (IP) designation can be used for a maximum of one year, the end of which a grade must be assigned.

Grades of "IN," "IP," "NC," "W," "S," and "U" are not counted in the computation of a student's grade-point average (GPA). Since "S" is not counted in calculation of grade point, it does not assist the student toward inclusion on the Dean's List or Honors designation at commencement.

"Incomplete" (IN) or "In Progress" (IP) grades completed after the undergraduate degree has been posted will not be included in the undergraduate GPA.

### **Attendance-Related Grades**

A course grade of "Technical Failure" (TF) may be assigned by course instructors for students who failed to attend classes but who did not officially withdraw from the course. "TF" is assigned 0.000 grade points for purposes of computing grade-point averages. Whether students have completed enough of the course to be assigned a grade other than "W," "TF," or "IN" (see sections explaining letter grades) is determined by the respective course instructors.

### **Grade Corrections**

Faculty members must submit requests for grade corrections to the Registrar within one year following the recording of the incorrect grade.

## **Academic Standing**

The faculty recognizes that the adjustment to college life may have a negative effect on the early academic performance of some students. To allow for this adjustment period, the 2.000 cumulative grade-point average requirement (ultimately necessary for graduation with a bachelor's degree) is not immediately imposed on beginning students, though all students should strive to achieve at least the minimum level of a 2.000 GPA every semester.

A sliding scale of categories of “academic deficiency” is applied to students who fall below this minimum. Students who are notified that they fall into any of these categories should reexamine their academic goals and their study habits and should avail themselves of the services provided by Western to help them to succeed academically. Students who perform at less than a 2.000 level, even if they are not technically “academically deficient,” should take steps to improve their academic performance.

### **Academic Dean’s List**

Students who have attained a grade-point average of 3.700 during a semester, while carrying a full course load, will be placed on the Academic Dean’s List. A full course load is 12 or more credits of letter-graded courses in a 16-week semester or six or more credits of letter-graded courses in a summer session.

### **Good Standing**

Students whose cumulative grade-point average exceeds that which would place them on probation are considered to be in good standing. This minimum grade-point average is defined in the section below titled “Academic Probation.”

### **Academic Alert**

Students who have cumulative grade-point averages of 2.000 or higher are sent notices at the end of any semester in which they receive a semester grade-point average lower than 1.500, alerting them that corrective action should be taken to improve their performance.

### **Academic Probation**

Students are placed on academic probation when their cumulative grade-point average falls below the minimum required (see below). It is an early warning that students should take steps to improve academic performance. Students are placed on academic probation if they:

- are in the first semester of enrollment at Western (regardless of the number of credit for which they are enrolled) and receive a semester GPA below 1.500;
- have attempted fewer than 10 credits and have less than a 1.750 cumulative GPA at the end of a non-probationary semester;
- have attempted between 10 and 44 credits and have less than a 1.880 cumulative GPA at the end of a non-probationary semester; or
- have attempted 45 or more credits and have less than a 2.000 cumulative GPA at the end of a non-probationary semester.

Students are expected to raise their cumulative grade-point average to the required level during the probationary semester. Academic probation ends when the student achieves the required cumulative grade-point average. Students on probation achieving at least a 2.000 semester grade-point average (even though the cumulative grade-point average has not reached the specified level), may be permitted to continue for an additional probationary semester.

### **Academic Suspension**

Academic suspension notices are issued at the end of fall, spring, and summer semesters to all students who, during a probationary semester, fail to achieve at least a 2.000 semester grade-point average and do not have the cumulative grade-point average required to be in good standing:

- Students who have attempted fewer than 10 credits and have less than a 1.750 cumulative GPA at the end of a probationary semester are placed on academic suspension.
- Students who have attempted between 10 and 44 credits and have less than a 1.880 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.

- Students who have attempted 45 or more credits and have less than a 2.000 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.
- In addition, any student who earns less than a 1.000 GPA in any semester may be placed on academic suspension.

The period of suspension is for one calendar year. A student to whom such a suspension notice is issued at the end of a fall semester is eligible to return a year later, at the beginning of spring semester. A student suspended at the end of the spring semester is eligible to return a year later, at the beginning of the summer session. In order to return to Western after serving the specified academic suspension period, the suspended student must apply for readmission through the Registrar.

Credits earned at another institution during a period of academic suspension are evaluated by the criteria explained in the Admissions Policies and Procedures section of this Catalog. 12 Students who believe that exceptional circumstances contributed to their suspension may submit a written petition, through the Registrar, to the Academic Appeals Committee (a sub-committee of the Faculty Academic Policies Committee). The petition form is available from the Registrar and must be submitted no later than five working days before the start of any semester during which that student wishes to re-enroll at Western. Each petition is reviewed by the Academic Appeals Committee to determine whether the appeal is granted.

The Academic Appeals Committee is authorized to specify conditions, beyond those described in these general policies, which reinstated students must meet in order to continue at Western.

### **Academic Dismissal**

If a student returns from a period of academic suspension, the student's academic standing will be "probation after suspension." If she/he does not earn a 2.000 or higher semester grade-point average during any semester prior to earning or exceeding the cumulative grade-point average required at that point in his/her academic career, no further probationary semester is allowed, and the student is issued an immediate notice of academic dismissal.

Readmission from an academic dismissal is possible only by action of the Academic Appeals Committee, according to the established procedures of that committee. The committee will not accept for review any dismissal appeal petition before two calendar years have transpired since the dismissal. If a student is granted readmission following academic dismissal, credits earned at another institution are evaluated by the criteria explained in the Admissions Policies and Procedures section of this Catalog.

### **Errors in Determining Academic Suspension/Dismissal**

Students whose suspension or dismissal resulted from an error in grading or recording will be readmitted (the suspension or dismissal will be removed from their academic records) upon receipt by the Registrar of written notification from the appropriate faculty member. Such errors in grading or recording should be resolved before the Add Deadline of the semester the student is to be readmitted.

## Satisfactory Academic Progress

<http://western.edu/student-life/financial-aid/financial-aid-programs/satisfactory-academic-progress-summary.html>

### Undergraduate Students:

A student must make satisfactory progress toward the completion of his or her course of study in order to maintain eligibility for financial assistance in future semesters. It is important to note that scholarships may have their own standards.

A student is considered to be making satisfactory progress if he or she has maintained good academic standing as defined in the Western catalog:

- Successfully completed a minimum of 12 credit hours each semester including summer session(s): if enrolled for fewer than 12 credit hours, he or she must pass all of the credit hours for which he or she has enrolled (at least 6 credit hours)
- Achieved a minimum grade average of 2.0 each semester
- Achieved and maintained a cumulative GPA of 2.0 by the end of his/her sophomore year and thereafter
- Complete 75% of all credits hours attempted
- Completed all course work for graduation within 180 attempted credits (150% of the minimum graduation requirement of 120 credit hours); all transfer credits counted toward the completion of degree requirements will also be counted toward the maximum of 180 attempted credits.
- If a student does not meet the first four requirements, he or she will receive a warning via Western e-mail and will have one additional semester of eligibility in which to return to satisfactory standing. If the student has not returned to satisfactory standing after this additional semester, he or she will be suspended from further financial assistance until the satisfactory progress standards are met.
- If a student does not meet the fourth requirement, or withdraws from all courses, or receives the grade of "F" in all courses during a semester, he/she will be immediately suspended from financial aid eligibility.
- When mitigating circumstances occur, such as prolonged illness, a death in the immediate family, etc., the student may appeal in writing to the Office of Financial Aid. The Appeals Committee will act on the appeal in a timely manner, and if approved, financial assistance eligibility may be reinstated for one additional semester after which the student must have returned to satisfactory standing. A student may appeal the termination of eligibility only twice during his or her career at Western.

## Placement Policies

<http://western.edu/academics/placement-policies.html>

Western State College's English and math placement policies conform to the Statewide Remedial Education Policy of the Colorado Commission on Higher Education (CCHE).

### English Placement

The English Program at Western State College of Colorado uses a combination of ACT scores, SAT scores, and placement tests to assess incoming students. Students must demonstrate entry-level abilities in English before registering for college-level English courses as follows:

Course	Required Demonstrations of Entry-level Abilities
English 099 Basic Writing	None
English 102 Academic Writing	<i>One of the following measures of entry-level <b>reading</b> ability:</i> ACT Reading score of 17 or above; SAT Critical Reading score of 430 or above; pass the Accuplacer Reading Comprehension test with a score of 80 or above; pass ENG 099 with a grade of Satisfactory;
English 102 Honors Academic Writing	<i>And one of the following measures of entry-level <b>writing</b> ability:</i> ACT English score of 18 or above; SAT Critical Reading score of 440 or above; pass the Accuplacer Sentence Skills test with a score of 95 or above; pass ENG 099 with a grade of Satisfactory
English 150 Introduction to Literature	

Students must demonstrate entry-level abilities in English during their first thirty (30) credits of attendance at Western. Proficiency must be demonstrated in both reading and writing:

*One of the following measures of entry-level reading ability:*

1. ACT Reading score or 17 of above
2. SAT Critical Reading score of 430 or above
3. Pass the Accuplacer Reading Comprehension test with a score of 80 or above
4. English 099 Basic Writing (grade of Satisfactory)

*And one of the following measures of entry-level writing ability:*

1. ACT English score or 18 of above
2. SAT Critical Reading score of 440 or above
3. Pass the Accuplacer Sentence Skills test with a score of 95 or above
4. English 099 Basic Writing (grade of Satisfactory)

The following students are assumed to have met this entry-level requirement.

1. Students who have earned a bachelors degree (post-BA students).

2. Students who have earned an A.A. or A.S. degree at a Colorado community college within the past 10 years.
3. Students who have transferred a college-level writing course from another post-secondary institution.
4. Students who have AP English Language and Composition or AP English Literature and Composition score of three (3) or higher.

English 099 Basic Writing is offered through the Extended Studies program at Western State College. This course is graded Satisfactory/Unsatisfactory. Additional fees are charged to take this course.

### English Placement Tests

The Accuplacer Reading Comprehension test and the Accuplacer Sentence Skills test are administered during all summer orientation sessions. Additional testing opportunities are available through the academic year. Contact Registration Services in Ute Hall 131 (970 943-7003) for exact dates and times.

### Math Placement

The Mathematics Program at Western State College of Colorado uses a combination of ACT scores, SAT scores, and a placement test to assess incoming students. Students must demonstrate entry-level mathematical abilities before registering for college-level mathematics courses as follows:

Course	Required Demonstration of Entry-level Abilities
Math 098 Beginning Algebra	None
Math 099 Intermeditate Algebra	One of the following: ACT Math score of 16 or above; SAT Math score of 400 or above; pass the Accuplacer Elementary Algebra test with a score of 60 or above; pass MATH 098 with a grade of Satisfactory
Math 105 Mathematics for the Liberal Arts	One of the following: ACT Math score of 19 or above; SAT Math score of 460 or above; pass the Accuplacer Elementary Algebra test with a score of 85 or above; pass MATH 098 or 099 with a grade of Satisfactory
Math 131 Mathematics for the Social Sciences	One of the following: ACT Math score of 19 or above; SAT Math score of 460 or above; pass the Accuplacer Elementary Algebra test with a score of 85 or above; pass MATH 099 with a grade of Satisfactory
Math 140 College Algebra	
Math 141 Precalculus	One of the following: ACT Math score of 24 or above; SAT Math score of 560 or above; pass the Accuplacer College-level Mathematics test with a score of 65 or above; pass MATH 140 with a minimum grade of "C-"
Math 209 Theory of Arithmetic and Geometry I	
Math 151 Calculus I	One of the following: ACT math score of 28 or above; SAT Math score of 640 or above; pass the Accuplacer College-level Mathematics test with a score of 95 or above; MATH 141 with a minimum grade of "C-"
Math 213	One of the following: Pass Accuplacer College-level Mathematics test score

Probability and Statistics	of 85 or above; pass MATH 141 with a minimum grade of "C-"
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Students must demonstrate entry-level abilities in mathematics during their first thirty (30) credits of attendance at Western. This requirement can be met by fulfilling one of the following:

1. ACT Math score of 19 or above.
2. SAT Math score of 460 or above.
3. Pass the Accuplacer Elementary Algebra test with a score of 85 or above.
4. Math 099 Basic Algebra Review (grade of Satisfactory).

The following students are assumed to have met this entry-level requirement.

1. Students who have earned a bachelors degree (post-BA students).
2. Students who have earned an A.A. or A.S. degree at a Colorado community college within the past 10 years.
3. Students who have transferred a college-level mathematics course from another post-secondary institution.
4. Students who have AP Calculus scores of 3 or higher.

Math 099 Basic Algebra Review is offered through the Extended Studies program at Western State College of Colorado. This course is graded Satisfactory/Unsatisfactory. Additional fees are charged to take this course.

### **Mathematics Placement Tests**

The Accuplacer Elementary Algebra test and the Accuplacer College-Level Mathematics test are administered during all summer orientation sessions. Additional testing opportunities are available through the academic year.