

Retention. Appeals are to be addressed to the Committee on Admission and Academic Retention in care of the Office of the Vice Chancellor for Academic Affairs.

VETERANS AND PERSONS ELIGIBLE FOR VETERANS BENEFITS

Veterans will be certified annually unless otherwise specified (per academic year). Continued certification is based on meeting the schools Standards of Progress as well as the Veterans Administration guidelines. Certification for benefits is not automatic. Students must notify the Certifying Officer of their enrollment plans and the intent to use his or her benefits.

QUALITY POINTS

Quality points are computed by multiplying the number of semester hour credits by 4 for courses in which a grade of A is earned; by 3 for a grade of B; by 2 for a grade of C; or by 1 for a grade of D. No quality points are given for a grade of F.

GRADE POINT AVERAGE

The grade point average is obtained by dividing the total number of quality points earned by the total number of semester hours included for quality points.

COURSE NUMBER AND CLASSIFICATION

Each course bears a distinguishing number which identifies it within the department and indicates, broadly, its level. The number system is as follows:

100-399, lower level courses primarily for freshmen and sophomores

400-599, upper level courses primarily for juniors and seniors

600-699, courses for undergraduate and graduate students

700-799, courses for graduate students and appropriate professional students' special programs

800-899, courses for doctoral students

COURSE SCHEDULING

To enhance the preparation of scheduling classes and the academic advisement process, each course section has a scheduling designation relative to the semester the course is offered. Fall Course Reference Numbers (CRN) begin with 1, Spring CRN's begin with 2, and Summer first session, dual and Intersession CRN's begin with 3, and Summer second session CRN's begin with 4.

CLASSIFICATION OF STUDENTS

Students are classified on the basis of semester hours completed excluding remedial and deficiency courses. The following classification scale applies to all students regardless of enrollment date:

<i>Classification</i>	<i>Semester Hours Completed</i>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or above

CHANGE OF GRADE

A request for a change of grade, for any reason, must be made within one year following the date the original grade was assigned by the faculty member.

GRADE APPEAL

A student may appeal the final grade earned in a course. Initially, the student should attempt to resolve the matter informally through the instructor of the course, the department chair and/or dean of the academic unit in which the grade was assigned. If the matter is not resolved through this level of interaction, then the student should consult the individual school/college on its written grade appeal policy. A student wishing to pursue a written appeal of a grade must demonstrate a legitimate basis for the appeal. Grade appeals are final at the level of the school/college.