Academic Loads, Grades, and Withdrawal from Courses

The standard academic load is 15 hours per semester, but students can take up to 18 hours without special permission. Students are eligible to take 20 or 21 hours if: (1) They achieved Dean’s List standing (a semester GPA of at least 3.6 and a cumulative GPA of at least 3.0) at the end of the previous term, or (2) They are in their last semester. Permission to take an academic overload requires completion of a Request to Register for 20 or 21 Hours form and the signature of the department head of your major, and the associate dean or dean. The faculty member who approves the request must also make you eligible on Banner Web to take an academic overload.

It is generally best not to take an overload, and instead concentrate on improving your grade point average. In fact, if you are working a substantial amount of time while attending college, e.g. 30 or more hours per week, you should take fewer than 15 hours per semester. Many college students overextend themselves with a combined class and workload that is too heavy. The result is that the student does not learn as much in the courses, receives lower grades, and experiences more frustration and fatigue.

It is important to do your best and make good grades. First of all, you must have at least a 2.5 GPA to be admitted to the Langdale College. Secondly, good grades will give you personal satisfaction and fulfillment. Finally, your chances of getting a good job are increased if you have higher grades. For example, all other things being equal, a person with a 3.5 grade point average (GPA) will get a job instead of a person with a 2.9 GPA. Be wise and realize that your grades and the quality of your transcript will follow you throughout your career.

Sometimes students want to withdraw from classes when they become overloaded and/or are doing poorly. Students can withdraw after the drop/add period (the first week of classes) but must do so before the Mid-Term Deadline. It is the student’s responsibility to complete the withdrawal process, which can be done on Banner Web. Students will receive a grade of W, which does not affect the GPA. However, 3 things should be kept in mind about withdrawals. First, there is no refund of tuition and fees. Second, withdrawals on a transcript do not look good to prospective employers. Third, there is a limit of 5 withdrawals for a student’s career. It is best to choose a reasonable course load initially and avoid withdrawals. Medical and hardship withdrawals can be done after mid-term by first contacting the Dean of
Students Office. In these circumstances, students must drop all classes, and the professors may assign either a W or WF grade for each class. A grade of WF is treated like an F in the GPA. For a complete description of withdrawal policies, go to http://www.valdosta.edu/administration/student-affairs/

Calculating Your Grade Point Average

Your GPA is based on the number of semester hours you have attempted and the number of quality points you have accumulated.

The GPA formula is: (number of quality points) / (number of hours attempted).

Quality points are assigned as follows:

- A = 4 quality points per semester hour,
- B = 3 quality points per semester hour,
- C = 2 quality points per semester hour,
- D = 1 quality point per semester hour,
- F = 0 quality points per semester hour,
- W is not counted in hours attempted.

As an example, suppose that LeBron Durant has 15 hours of A, 33 hours of B, 24 hours of C, 6 hours of D, and 3 hours of F.

LeBron’s GPA would be calculated as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>4 x 15 = 60</td>
</tr>
<tr>
<td>33</td>
<td>3 x 33 = 99</td>
</tr>
<tr>
<td>24</td>
<td>2 x 24 = 48</td>
</tr>
<tr>
<td>6</td>
<td>1 x 6 = 6</td>
</tr>
<tr>
<td>3</td>
<td>0 x 3 = 0</td>
</tr>
</tbody>
</table>

81 hours 213 quality points

So his GPA = 213/81 = 2.6296, or 2.62. GPAs are always rounded down.
Transfer Courses and Course Substitutions

If you are a transfer student, naturally you want to use as many courses as possible from your previous institution in our curriculum. Courses taken at other institutions are evaluated by the VSU Admissions Office when a student is admitted. A summary of the results is sent to the Langdale College and kept in the student’s advising folder. Transfer courses that are virtually identical to one of our courses are recorded with a VSU course number. Transfer courses that have no exact VSU counterpart are be recorded by course title and assigned an artificial course number such as ENGL 2XXX. All transfer students should check with the Student Advising Center during their first semester at VSU to see which transfer courses will fit into our business curriculum. The awarding of credit for transfer courses by the Admission's Office does not guarantee that all these courses will count in the business curriculum.

In order to count a course from another institution or VSU that is similar to a course on our curriculum check sheets, follow these steps:

- Obtain a Request for Course Substitution form at the Student Advising Center, and fill out Sections A and B.

- Get the request form signed by your advisor, the department head of your major, and the associate dean or dean.

- Submit the form to the Registrar’s Office.

Transient Courses

Sometimes students want to take courses elsewhere for a semester and then return to VSU. The process for becoming a transient student is as follows:

- Go to the Admissions Home Page (www.valdosta.edu/admissions), select Undergraduate Admissions, and choose Forms.

- Fill out the Transient Permission form, using rslaymon@valdosta.edu for your Academic Advisor E-mail Address.

- You will be notified by e-mail concerning which transient courses were approved.

- Apply for admission at the other institution.
The *Transient Permission* form serves as protection that courses taken elsewhere will count in our curriculum when they are transferred. VSU will not grant credit for courses taken elsewhere by students who are on academic suspension from VSU.

**Change of Major, Readmission, and Required Catalog**

If you want to change your major (to or from Business Administration):

- Obtain a *Major Change* form at the Langdale College Student Advising Center or from any academic department.
- Have the form signed by the releasing department and get your advising folder there.
- Take the advising folder to the accepting department and get the form signed by them.
- Submit the form to the Registrar’s Office.

When a student changes his/her major, he/she becomes subject to the graduation requirements of the current catalog at the time of the major change. Since courses from the previous major may not count as a part of your new program of study, a major change may mean that it takes longer to graduate.

Sometimes, for a variety of reasons, a student’s university work is interrupted. Students who are suspended for academic reasons, or not enrolled at VSU for more than one year for any reason, must apply for readmission. Readmission forms are available at the Admissions Office. Students who are not enrolled at VSU for more than one year must meet the curriculum requirements of the current catalog at the time of readmission.

**History and Constitution Requirements**

The Georgia Legislature requires all VSU graduates to have a reasonable mastery of U.S. history, Georgia history, the U.S. Constitution, and the Georgia Constitution. VSU students automatically fulfill these legislative requirements by completing HIST 2111 or 2112, and POLS 1101. Exemption tests in Georgia History and Georgia Constitution are available to transfer students whose American History and Political Science courses did not include Georgia History or Georgia Constitution. Contact the VSU Testing Office in Powell Hall West for information about what to study and how to sign up for these tests.