

*Addenda* to the Campbell University Undergraduate Studies Bulletin 2015-2017

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(2) Cumulative Attempted Hours

A student must pass (earn) at least 67% of their graded hours (excluding non-credit courses and pass/fail courses) in order to maintain satisfactory progress for Federal financial aid. To earn graded hours at Campbell University, a student must receive a grade of A, B, C, or D. A grade of F or W is not considered completed hours.

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**Grades and Quality Points**

Note: The following grades become effective with the spring semester 2016:

			PTS. PER HR.
A	EXCELLENT	4	
B	GOOD	3	
C	AVERAGE	2	
D	PASSING	1	
F	FAILING	0	
CR	PASSING (TEST VERIFIED)	0	
CT	PASS (PASSING/NON PASSING POLICY)	0	
I	INCOMPLETE	0	
IC	INCOMPLETE CONTINUED	0	
AU	AUDIT	0	
NC	NO CREDIT (PASSING/NON-PASSING POLICY)	0	
NG	PASSING	0	
P	PASSING	0	
TR	PASSING (TRANSFER COURSE)	0	
W	WITHDREW	0	

Note: A grade preceded by an asterisk indicates a repeat course which is not computed in the grade point average.

Grade point averages are computed by dividing the quality points by the graded hours attempted (for grades of A, B, C, D, F, and I). Beginning with the fall semester 1993, the last attempt only is used to compute the grade point average.

A grade of "I" (Incomplete) must be removed by the completion of the work within 30 days after the opening of the next semester; otherwise, it will be recorded as an "F". A grade of "IC" must be removed by the completion of the work within 120 days; otherwise, it will be recorded as an "F". A student may appeal a grade within a period of one academic year from the semester in which the grade was assigned. No changes to the transcript will be made after a twelve-month period unless a professor acknowledges in writing that an error in grade reporting has occurred.

**Repeat Courses**

For repeat courses, the last attempt only will affect the final grade point average. Previous hours attempted, previous hours passed, and previous quality points will not be considered, although they

will remain on the permanent record. All grades from all attempts are recorded and remain on the transcript permanently. Alternative course credit (e.g. CLEP and DSST) will not replace a grade. Additionally, grades of "AU" or "W" cannot qualify as replacement grades.

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### **Withdrawal from a Course**

Students withdrawing from any course before the published withdrawal deadline will receive a grade of "W". The time periods listed herein for the regular semester will be applied proportionally to Summer Sessions and Adult and Online Education terms.

Students will not be allowed to withdraw from a course without the permission of the academic adviser. A "Course Withdrawal Form" can be obtained from and must be returned to the Registrar's Office. Students who do not properly withdraw from a course or who withdraw after the published "Last day to receive a "W" will be assigned a grade of "F."

### **Withdrawal from the University**

Withdrawal from all courses, and therefore from the University should only be considered after a careful and thorough evaluation of the academic, financial, and personal impacts arising from such an action. In all cases, students should first meet with their faculty adviser to discuss withdrawal from the University.

Students not returning following the completion of a semester should send a letter addressed to the Vice President for Student Life. The following should be included in the letter: full name, student identification number, statement regarding not returning and reason for not returning.

To withdraw officially from the University during a semester, a student should discuss options with their academic advisor before obtaining a Withdrawal Form from the Student Life Office (2nd Floor of the Wallace Student Center). This form, once completed, will be distributed to the following offices: Registrar, Financial Aid, Business, Accounting, Veterans Affairs, International Admissions, and Residence Life, so that a student's record may be closed out in all these areas.

The Student ID is to be turned into the Office of Student Life upon withdrawal or mailed to Post Office Box 95, Buies Creek, NC 27506.

Failure to withdraw by the published withdrawal deadline will result in the issuance of a grade of "F" in every course, which will adversely affect a student's grade point average with the exceptions noted below.

### **Medical Withdrawal**

Medical withdrawals may be granted at any point within the semester, only for those instances where an incapacitating injury or illness prevents the student from completing the term. Contemporaneous or other appropriate medical documentation from a physician who administered care at the time of the illness or injury that clearly establishes the student's inability to complete the term as a result of that illness or injury must be submitted along with a written request for medical withdrawal to the Student Life Office. All medical withdrawals must be approved by the Vice President for Student Life. Approved medical withdrawals will result in students receiving grades of "W" in all courses for that semester. Students not returning following the completion of a semester should send a letter stating this addressed to the Vice President for Student Life. The following should be included in the letter: full name, student identification number, statement regarding not returning and reason for not returning.

There is no application or processing fee for those that withdraw for medical reasons when reapplying to the university for the next semester.

### **Deployment Withdrawal**

Deployment withdrawals (to include domestic and international deployment) may be granted at any point within the session. The service member being deployed must present orders along with the request for withdrawal to the Student Life Office. All withdrawals must be approved by the Vice President for Student Life. Approved deployment and medical withdrawals will result in students receiving grades of “W” in all courses for the term or semester.