

## GRADING SYSTEM

Instructors report grades at the end of each session and the Registrar enters them into the student's official record. Students must maintain a 2.0 semester and cumulative GPA to remain in good academic standing.

KyCAD uses the following grade point system:

**A** (4 points) 90-100% Advanced - Excellent

**B** (3 points) 80-89% Proficient - Above Average

**C** (2 points) 70-79% Competent - Average

Major courses must be passed with a C or better

**D** (1 point) 60-69%

Needs Improvement - Below Average

Students earning a D in major courses will be required to repeat the course.

**F** (0 points) below 60%

Unsatisfactory - Failure to accomplish minimum course requirements

Courses in which a student earns a grade of "F" must be repeated if the course is necessary to fulfill program requirements. If the exact course is no longer offered or available, a course that satisfies the requirement may be substituted with approval from the Vice President of Academic Affairs or his/her designee.

**W** (none)

Withdraw - Approved withdrawal from a course

A student may withdraw from a course with a grade of "W" during the course withdrawal period as specified in the Academic Calendar and/or course syllabus. A student may withdraw from a class after the Drop/Add period by completing the withdrawal form available in the Registrar's office.

**I** (none)

Incomplete - Permission given for additional time to complete coursework

A student may request additional time to complete coursework in extenuating circumstances. Requests must be made to the faculty responsible for grade assignment. If approved, the faculty must submit a

written request to the Registrar that includes the period of time that the student will be given to complete the work (not to exceed 90 days) and a description of assignment or work to be completed. Any extension beyond the 90-day period for completion requires written approval of the Vice President of Academic Affairs. A grade of “F” will be recorded if work is not completed by the end of the extension period.

## **GRADE THRESHOLDS**

Major courses, studio art and art history, must be passed with a C-range grade or better.

A grade within the D-range will not count towards a student’s art and art history coursework credit requirements for graduation. If the course is required, the student must retake it. If the course is an elective, the student may retake the elective or select a different elective course to meet art and art history coursework credit requirements for graduation.

## **GRADE APPEALS**

Students have the right to appeal a course grade if they believe it has been assigned due to error (mathematical or clerical) or discrimination. The student should discuss the matter with the instructor responsible for grade assignment and attempt a resolution between the two parties prior to filing a Formal Grade Appeal.

If the faculty and student are unable to resolve the issue, the student is unable to establish contact with the faculty, or the student does not believe that such interaction would be productive, the student should contact the Vice President of Academic Affairs to discuss the matter. The Vice President of Academic Affairs will help facilitate contact with the faculty member, if necessary, or may determine that it is appropriate for student to file a Formal Grade Appeal.

### **FORMAL GRADE APPEAL PROCESS:**

To file a Formal Grade Appeal, a student must file a Grade Appeal Form with the Office of the Registrar within 30 days of grade assignment. The student must take responsibility to provide relevant documentation supporting their Appeal. A copy of the Appeal and attached documentation will be held in the student’s file.

Office of the Registrar  
505 W. Ormsby Ave.

Louisville, KY 40203  
E-mail: [registrar@kycad.org](mailto:registrar@kycad.org)  
Phone: (502) 430-6191 ext. 4

The Registrar will send the Appeal Form to the faculty responsible for grade assignment for review and response. Faculty response is due within five business days of the date the Appeal is received by the Registrar. The student will be notified via their KyCAD email address of the faculty's decision.

If a new grade has been approved, the student's transcript will be updated. If a new grade is denied, student may appeal the decision by forwarding the Appeal Form and supporting documentation to the Vice President of Academic Affairs within five business days of the notification of the faculty decision.

If the Vice President of Academic Affairs believes that the Appeal may have merit, he or she will appoint a three-person ad hoc faculty committee composed of faculty members in the instructor's department or in closely allied fields.

The ad hoc committee may affirm, overturn, or modify the faculty member's decision. The committee must issue a decision within five business days and notify the student, the Vice President of Academic Affairs and Registrar of its decision.

If the committee determines that the grade should not be changed, it will notify the student, the Vice President of Academic Affairs and Registrar of its decision and the grade will remain unchanged on the student's transcript.

If the ad hoc committee determines that the grade should be changed, it will provide a written explanation of its reasoning to the Vice President of Academic Affairs and Faculty responsible for grade assignment. The Vice President of Academic Affairs will submit a written request for change of grade to the Registrar and notify the student of the committee's decision. The student's transcript will be updated based on the decision of the committee.

The decision of the committee is final and binding.

## **GRADE REPLACEMENT**

With approval from the Vice President of Academic Affairs, a student may repeat a course in which he or she received a grade of A, B, C, D, or F and have only the new grade (A, B, C, D, or F) count in determining the student's grade point average. The former course and grade will remain on the transcript with an appropriate notation.

A grade of W or I in a repeated course will not qualify to remove the original grade.

Students must notify the College during the semester in which the course is retaken if they plan to repeat a course to replace a grade, and once such a request is submitted, it cannot be withdrawn.

Students may exercise this option for no more than five courses totaling no more than 15 credit hours and may use the replacement policy only twice for a given course.

This policy affects computation of GPA only for courses taken at KyCAD; student records from other institutions will reflect their grade replacement policies. For more detailed information on the grade replacement policy, contact the Office of the Registrar.