

CHAPTER 3: Policies and Procedures

Placement

Most university students will take six hours of FYW (English 1101 and 1102) during their first year at UGA. However, some students will receive credit for these hours based on the following tests. Complete information about Placement is available on the Registrar's website, under the heading "Credit from Testing" at <https://reg.uga.edu/students/credit-from-testing/>.

1. The Advanced Placement Test: Students who earn a score of 3 or 4 on the National Advanced Placement Test in Literature and Composition or Language and Composition receive three hours of credit for English 1101; those who earn a score of 5 receive six hours of credit for English 1101 and 1102. All AP equivalencies are available on the Registrar's website.
2. The International Baccalaureate (IB) Test: Students who earn a score of 4, 5, or 6 on the International Baccalaureate Test at the Higher Level (HL) in English receive three hours of credit for English 1101; those who earn a score of 7 on the International Baccalaureate Test at the Higher Level (HL) receive six hours of credit for English 1101 and 1102. Students who earn a score of 5, 6, or 7 on the Standard Level (SL) test receive three hours of credit for English 1101. All IB equivalencies are available on the Registrar's website: <https://reg.uga.edu/students/credit-from-testing/>.
3. Cambridge International A Level and Cambridge AICE Diploma: "Admitted students are encouraged to contact UGA departments for placement and credit until credits are published. The University of Georgia is currently reviewing credit equivalencies for Cambridge International A Level and Cambridge AICE examinations." Please check the Registrar's website for updates as more information becomes available at <https://reg.uga.edu/students/credit-from-testing/cambridge-equivalences/>.
4. The English Departmental Placement Test: Students not placed by a national placement test such as AP will fall into two groups. Students with an SAT (Evidence Based Reading & Writing) score of 590 and above or an ACT score of 26 or above place automatically in ENGL 1101 and may register for that class without any further testing; if these students choose to do so, they may take the English Departmental Placement Test voluntarily with an eye to earning three credit hours for English 1101.

Students with an SAT (EBRW) score of 580 or below who have not been placed by a national placement test are **required** to take the English Departmental Placement Test before registering for any First-Year Writing class. Specific information about the Departmental English Placement Test can be found at the Testing Services Website: <https://testing.uga.edu/>.

The Departmental English Placement Test consists of two parts, mechanics and rhetoric. A score of 22 (part 1) and 20 (part 2) will earn students three hours of credit for English 1101 and they can register for English 1102. Students whose test scores indicate that they might have trouble in

English 1101 will write an essay to determine whether they will be advised to take English 1101 or a Division of Academic Enhancement class, such as UNIV1105.

Students should take the placement test at a First-year Orientation Session. Those who miss the test at Orientation may take it later at University Testing Services in Clark Howell Hall.

However, the test is not open to students who have taken or are currently enrolled in First-Year Writing here or elsewhere. For more information, please visit the Testing Services website at: <https://testing.uga.edu/>.

Absences

Because writing skills develop slowly over time and because in-class activities are crucial to the discussion-based format of the class and its community-building mission, students' regular attendance is important in First-year Writing. It should be emphasized that when students miss class, including for routine or emergency medical situations, it is the responsibility of the student to keep up with the course. Instructors are neither required nor expected to re-teach material covered in class to students who were absent.

For classes that meet MWF, upon the student's seventh absence, including for routine or emergency medical situations, students will begin to incur grade penalties. Students incur no grade penalties for absences 1-6. For each absence in excess of six, three points will be deducted from the student's final grade in the course.

For classes that meet MW or TR, upon the fifth absence, including for routine or emergency medical situations, students will begin to incur grade penalties. Students incur no grade penalties for absences 1-4. For each absence in excess of four, three points will be deducted from the student's final grade in the course.

The only excused absences are those listed under UGA policy 4.06: jury duty, military service, and religious observances.

Grade Appeals

- 1) Students considering an appeal regarding a final grade in an FYW course should first read UGA's guidance on the academic appeals process, available at: <https://honesty.uga.edu/Student-Appeals/Grade-Appeals/>.
 - 2) After final grades have been recorded, the student should first appeal to the course instructor. The appeal to the instructor should contain a cover letter explaining the grounds for the appeal, and providing all relevant supporting documentation.
 - 3) If, after appealing to the instructor, the student is not satisfied, they may appeal to the FYW Program Director, per Department of English bylaws. In the appeal to the FYW Program Director the student should include: a) a cover letter explaining the grounds for the appeal; b) all relevant supporting documentation; c) copies of all appeal materials that were submitted to the course instructor in Step 2. The FYW Program Director will not consider appeals received more than 30 days after final grades were recorded.
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Incompletes

The University assigns certain grades that are not computed in the grade point average. The Incomplete (“I”) is one of these. It indicates that students have completed almost all of the course work satisfactorily but are unable to meet the full requirements of the course for reasons beyond their control.

When assigning Incompletes, instructors will explain in writing what students must do to finish the course and to calculate a grade, providing a copy of these instructions to both the student and to the FYW office. Students who receive Incompletes may have no longer than three semesters to complete all of their remaining work satisfactorily. Instructors can require that students complete work in a shorter period of time. If an “I” is not removed after three terms

(including Summer Thru Term), it automatically changes to an “F” by the Registrar’s office. Incompletes are assigned sparingly and at the discretion of the instructor when a small amount of essential work remains. FYW Instructors must first obtain permission from the Director of the First-Year Writing Program to assign a grade of “I.” An “I” is never assigned prior to mid-semester or for the purpose of allowing students to repeat courses.

Plus/Minus Grading

Plus and minus grades are assigned only to a student’s final average for the course. For the final course grade in First-Year Writing Program, the numerical range for each plus/minus grade is as follows:

A	4.0 (92-100)
A-	3.7 (90-91)
B+	3.3 (88-89)
B	3.0 (82-87)
B-	2.7 (80-81)
C+	2.3 (78-79)
C	2.0 (70-77)
C-	1.7 (68-69)
D	1.0 (60-67)
F	0.0 (<60)