

# Grading System

## Grading

The performance of a student in each course is evaluated on the grade report by the use of the following symbols:

A	Superior achievement
A-	
B+	
B	High pass
B-	
C+	
C	Pass
C-	
D	Low pass
P	Passing work; no grade assigned
F	Failing work
I	Incomplete work; to be assigned only in accordance with the restrictions indicated below
AU	Work as an auditor, for which no credit is given
IP	Incomplete work in continuing courses for thesis, research, or honors project
W	Approved withdrawal from a course during the extended drop period. Also may signify an authorized health withdrawal from a course at any time. (See paragraph below.)
WP	Approved withdrawal from a course after the prescribed time limits with a passing grade; usually approved only when the student is voluntarily withdrawing from the University or is suspended. (See paragraph below.)
WF	Approved withdrawal from a course after the prescribed time limits with a grade below a D; usually approved only when the student is voluntarily withdrawing from the University or is suspended. (See paragraph below.) Course credit is not given for a grade of F, AU, W, WP or WF.

All course withdrawals must be approved by the student's academic dean. In unusual circumstances, dropping a course may be approved through the fourth week of the semester if the student is still carrying three course credits; in two semesters, as exceptions to this four-week limit, dropping a course may be permitted through the tenth week of the semester. The grade of "W" is assigned for such approved course withdrawals. Exceptions to these deadlines may be approved only if there are serious health difficulties or similar extenuating circumstances. Poor performance, anticipation of poor performance, extracurricular obligations, changes in educational plans or interests, or the existence of extra course credits are not considered extenuating circumstances.

The grade of P, signifying passing work but with no grade assigned, is applicable only in courses specifically approved by the faculty.

The temporary grade of Incomplete will be authorized in the event of serious illness or personal emergency when requested by a student and approved by the course instructor and the dean of the student's college prior to the end of the examination period. Normally such a request will be in the form of a written petition, which will specify the date for its resolution, usually not later than three weeks after the end of the semester. The grade to which the incomplete will revert if the required work has not been completed by the specified date will be assigned by the instructor at the time the incomplete is authorized. Extension of the deadline must be approved by the dean of the student's college and will be granted only under exceptional circumstances, such as may occur in the case of missed laboratory work.

## Grade Point Average

Number of quality points given for each full course:

A	4.00 points
A-	3.67 points
B+	3.33 points
B	3.00 points
B-	2.67 points

C+	2.33 points
C	2.00 points
C-	1.67 points
D	1.00 point
F or WF	No points

A student's grade point average (GPA) is computed by dividing the number of quality points earned by the number of course credits attempted. The GPA calculation is carried to three places beyond the decimal point (i.e., thousandths) and is NOT rounded, but is truncated to two places beyond the decimal point (i.e., thousandths) to establish the official grade point average. Thus, for example, a student with a grade point average calculation of 2.799 has an official GPA of 2.79. Note that a grade of F or WF is included in the GPA.

## **Grade Changes**

Student-initiated requests for changes in a final course grade must be submitted by the first day of classes of the second academic year following the year in which the course was originally taken. For example, if a course was taken in spring 2014 the student's request for a grade change must come to the faculty member by the first day of the fall 2015 semester. Such a time period allows for individuals to appeal grades if they have been away from campus for study abroad, leave-of-absence, or other separations from the University.