

# GRADING SYSTEM

The standing of each student at the completion of each course is determined by the instructor and recorded at the end of each semester. The following grades and values are used:

- A (4.0)
- A- (3.7)
- B+ (3.3)
- B (3.0)
- B- (2.7)
- C+ (2.3)
- C (2.0)
- C- (1.7)
- D (1.0)
- P (Pass)
- F (0.0)
- W (Withdrawal)
- IN (Incomplete)
- R (Repeat—Academic Foundations Course only)

The grades and credits (or semester hours) related to W (Withdrawal), P (Pass) and R (Repeat—Academic Foundations courses) do not affect the CGPA.

**Grade Point Averages:** The numbers in parentheses represent the index values used to compute grade point averages (GPA). The number of credits/semester hours assigned to the course multiplied by the grade index received gives the grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's GPA.

**IN (Incomplete) Grade:** Used only in extraordinary circumstances, the "IN" grade grants a student further time to complete required course work. The deadline for revision of "IN" is six weeks after the beginning of the next semester. "IN" grade for Fall semester or winter session must be satisfied by the sixth week of the following Spring semester. "IN" grade for the Spring or Summer session must be satisfied by the sixth week of the following Fall semester. "IN" grades that are not resolved by the deadline will automatically be converted to "F" grades.

**W (official withdrawal) Grade:** This grade is used when a student officially withdraws from a course by filing a withdrawal form with the Office of the Registrar. Deadlines for filing are November 1 for the fall semester; April 1 for the spring semester; and the mid-semester point for summer sessions. Any student who does not complete course work and does not officially withdraw will receive the grade of "F". In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate academic dean for an official withdrawal after the deadline date. Such request must be accompanied by appropriate documentation of the time and nature of the circumstances. Decisions by the Academic Dean's are final. To obtain a refund, students must file an official form and follow the Registrar's Refund Schedule. A partial refund is available only within the first third of each semester or summer session.

**R Grade:** This grade, is only used for Academic Foundations courses, used for student's who demonstrate progress in a course but not sufficient progress to warrant a passing grade. Any student who receives

an "R" grade must either repeat the course or demonstrate the ability to advance to the next level of course work. Students may receive one "R" grade per course. When the course is repeated, an "F" grade leads to dismissal from the University. Letter grades (A through F) issued for Academic Foundation courses (catalog number less than 100) are not calculated in the grade point average.

**Grade Access:** Final grades are posted to the transcript file approximately three weeks following the last day of the semester. Grades can be accessed via the Internet at GothicNet. Change of Grade: A Grade change must be submitted to the Registrar's Office prior to posting of the degree. A Grade change will not be approved once degree is posted.

**NOTE:** The grades "W" (Withdrawal), "P" (Pass) and "R" (Repeat-Academic Foundations) do not affect the grade point average; however, an excessive number of "W" grades can adversely affect a student's eligibility for various types of financial aid. "R" grades do not count toward degree requirements.