

Graduate Credit and Grading Policies

Credit

The unit of measure is the semester hour. One semester hour approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester. One semester hour also approximates the effort expended in at least a 50 minute laboratory or other scheduled class activity per week (for example, art studio). Laboratories or other scheduled class activities often require more scheduled instruction and fewer minutes of study outside the time scheduled; therefore, laboratories or other scheduled class activities may be scheduled for more instructional minutes for one semester hour of credit depending on the discipline and nature of the laboratory. Any exception to these policies requires approval of the Council on Graduate Studies; exceptions will appear in the course descriptions approved through the established curricular process.

Grades

<u>Grades</u>	<u>Description</u>	<u>Value</u>
A	Excellent and Acceptable Credit	4
B	Good and Acceptable Credit	3
C	Limited for Graduate Level Credit	2
D	Unacceptable for Graduate Level Credit	1
F	Failing - No Credit	0
NF	Failure- Non-Attendance	0
CR	Credit	--
NC	No Credit	--
I	Incomplete	--
DC	Deferred Credit	--
W	Withdrew-- No Grade	--
X	No Grade Submitted	--
AU	Audit	--

Grades of A and B

Grades of A and B reflect the level of competence that is acceptable for graduate credit.

Grades of C

Grades of C are limited for graduate level credit. Grades of C may be used to fulfill the requirements for a degree program; however, a graduate candidate receiving more than nine semester hours of graduate level credit with a grade below a B is disqualified from degree candidacy. Disqualified candidates are automatically reclassified as non-degree post-baccalaureate students.

Grades of D, F or NF

Grades of D, F, and NF are unacceptable for graduate-level credit. Courses in which a graduate candidate earns a grade of D, F, or NF may not be used to fulfill any requirements for the degree program. A graduate candidate receiving more than nine semester hours of graduate-level credit with a grade below B is disqualified from degree candidacy. Disqualified candidates are automatically reclassified as non-degree post-baccalaureate students.

Credit/No Credit

Certain graduate courses such as thesis, independent study, field study, or internship, may be designated by a department or program as "credit/no credit." Students who successfully fulfill the requirements for a course designated credit/no credit receive a "CR" on their transcript. Students who do not successfully fulfill the requirements receive an "NC" for the course. The credit/no credit designation is only available to those courses so designated.

Grades of I, DC, and X

Students may not be certified for graduation so long as a grade of I, DC or X remains on their academic record. Students also should be aware that changing an I, DC, or X to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors. If a Grade Correction Form is not submitted, then any "X" or "DC" grades remaining on the transcript will be changed to "NC" or "F" at the time the degree is completed. Students also should be aware that changing an "X" or "DC" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Incomplete for Courses

The grade "I" or "incomplete" for graduate courses in which letter grades are earned is given only when, because of illness

or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. Procedures for assigning and removing incomplete grades are outlined below.

- **Assignment of Incomplete and Default Grades:** Instructors who assign a grade of "I" are required to submit the Assignment of Incomplete/Alternate Grade Form to the ~~Records Office~~ **Office of the Registrar**. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor fails to provide a default grade. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form available at the Graduate School web site and provides a copy to the program chair or graduate coordinator.
- **Submission of a Completion Plan:** The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a completion plan. Copies are submitted to the program chair or graduate coordinator no later than the mid-term date published in the Class Schedule of the next term the student is in residence or no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- **Decision on Completion of the Required Course Work:** Students receiving a grade of "I" must execute the completion plan no later than the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but not later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair or coordinator. If the work is successfully completed, the instructor also submits a Grade Correction Form to the ~~Records Office~~ **Office of the Registrar** no later than four days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued. Instructors should notify students who fail to implement the completion plan that the default grade will be issued. Graduate students ~~admitted on or after the Fall of 2003~~ may not be certified for degree completion if any grades of "I" remain on the transcript.

Deferred Credit

Graduate courses designated as credit/no credit such as field-experience, independent study, thesis, or research and requiring work of a continuing nature over several terms before the final project is completed may receive the grade "DC" or "Deferred Credit." Deferred Credit designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor will file a Grade Correction Form with the Records Office no later than four days prior to the official close of the term published in the Class Schedule. If a Grade Correction Form is not submitted then any "DC" grades remaining on the transcript will be changed to "NC" at the time the degree is completed or within the six year time limit or approved time limit extension. Graduate students ~~admitted on or after the Fall of 2003~~ may not be certified for degree completion if any grades of "DC" remain on the transcript.

No Grade Submitted

The designation of "X" indicates that a grade ~~was not submitted to the Records Office~~ **for the course was not submitted to the Office of the Registrar**. Students should consult with the course instructor, program chair, or graduate coordinator regarding this designation.