

Grading System

Letter Grades

The letter grades and their meanings are:

A = Excellent

B = Good

C = Average

D = Passed (not available to graduate students)

F = Failed

FA = Failed (due to administrative reasons)

I = Incomplete course work

IP = In Progress (multiple-term course)

NE = Not Examined

NC = Failed a Pass/No Credit course (undergraduates only)

P = Passed a Pass/No Credit course (undergraduates only)

S = Satisfactory in a Satisfactory/Unsatisfactory graded course

U = Unsatisfactory in a Satisfactory/Unsatisfactory graded course

W = Withdrawn

WI = Failed (course that was previously graded “I” and the student did not meet the deadline for completing course work)

Z = Grade Unknown—see instructor

AU = Audit

“D” Grade The letter grade “D” does not apply to graduate students. Thus, when a graduate student takes a course that is also open to undergraduates and performs at a level equivalent to a “D” grade, this grade cannot be recorded. Such grades are automatically converted to “F.”

“FA” Grade This letter grade is assigned by the registrar to students who withdraw from a course but do not submit a Drop/Add form or an official notice of withdrawal from the university.

“I” Grade The grade “I” (incomplete course work) is given, when, due to illness or other extenuating circumstances such as a personal emergency beyond the student’s control, a student has been unable to complete the required course work. The “I” grade is given only after the contract form, Authorization for Grade of Incomplete, has been completed and signed by both the instructor and the student and received by the registrar.

The “I” grade is given only in instances of incomplete course work, such as laboratory exercises, course projects, term papers, etc. Under no circumstances may the “I” be given for the following situations:

- Absence from a final examination.
- Student on class list who has never attended class.
- Student who wishes to do additional post-semester work in order to improve a grade.
- Student who wishes to repeat the course as auditor, retaking examinations, etc., in order to improve a grade.

The “I” grade must be completed within one semester. If facilities (i.e., laboratory) are required to complete the outstanding work but are not available during the next semester, then one year is the maximum time limit, subject to approval by the instructor.

If the agreements made in the “I” grade contract are not observed or if the “I” grade is not cleared in the time specified in the contract, the grade automatically becomes the grade noted on the “I” contract at the time the “I” contract is signed. If no grade is noted on the contract the “I” grade automatically becomes

a “WI.” Once the “I” grade is changed to “WI,” no other grade change will be accepted. The “WI” grade will be calculated as an “F” in the student’s GPA. The grade of “I” is considered a penalty grade in the calculation of the term GPA.

The grade of “I,” until it is changed, is calculated as if it were the grade of “F.”

“WI” Grade The registrar assigns this letter grade to students who received an Incomplete (“I”) and failed to meet the criteria or the deadline specified in the “I” contract. It is calculated as an “F” in the student’s GPA.

“IP” Grade The “IP” (In Progress) grade is given at the end of preliminary semesters of multiple-term courses such as Thesis, Project, or Research.

“NE” Grade The “NE” grade is given only by the dean of students or the Office of Graduate Education to students who have been excused from taking a final exam at its scheduled time. In each case, the course instructor is to be informed. (See “Final Examinations” rules listed previously.) If the examination is not taken by the date specified, the grade automatically becomes an “F.” Once the “NE” grade is changed to an “F,” no other grade change will be accepted.

Grades of “NE” given in the fall semester must be made up during the spring semester. “NE” grades given at the end of the spring semester must be made up during the summer recess and not later than two weeks after the beginning of the fall semester. The grade of “NE” is not considered in the calculation of the term GPA.

“P” and “NC” Grades (Pass/No Credit Option) Subject to the limitations listed below, undergraduate students may elect to take courses on a pass or no credit basis, for which the grade is either “P” (Pass) or “NC” (Fail). Grade points will not be assigned for these courses and the “P” or “NC” will not be reflected in the grade point average. “NC” is a failing grade and can be cause for academic action. Courses taken on a Pass/No Credit option can count toward credit-hour and distribution requirements if the grade “P” is received. This option allows a student to take courses outside his or her normal curriculum or minor program that, because of grade considerations, the student otherwise might not consider.

A student may take no more than 12 credit hours of courses designated as Pass/No Credit courses. No more than 6 credits of these may be humanities and social sciences courses used to satisfy the requirements of the undergraduate courses in these fields. A Pass/No Credit course may not be used in the H&SS depth requirement. Courses graded Satisfactory/Unsatisfactory only are not included in the above restrictions. For the five-year B. Arch. curriculum, the Pass/No Credit option is extended, giving a maximum of 16 Pass/No Credit credits.

No course previously failed or specifically required by name or required to be chosen from a list of named courses in the student’s curriculum or minor may be taken on a Pass/No Credit basis. Courses at the 6000 level may not be taken on a Pass/No Credit basis.

A student exercising the Pass/No Credit option must file a form with the registrar before the Friday of the 13th week of the semester. Having elected to take a course on this basis, a student may drop the Pass/No Credit designation by notifying the registrar in writing by the Friday of the 13th week of classes for the semester.

This option is not available to graduate students or nonmatriculated students.

“S” and “U” Grades These grades can only be assigned in courses specifically approved for such grading by the Faculty Senate Curriculum Committee. Examples of such courses are seminar, thesis, or certain general electives, such as Tour of the Solar System, and others.

“W” Grade The grade of “W” is assigned when a student is permitted to withdraw from a course after the deadline to drop a course. Only the Office of Graduate Education or the Academic Standing Committee can permit a student to drop a course after the deadline. If permission is granted, the registrar will assign a grade of “W.”

“Z” Grade The registrar assigns the grade of “Z” if the instructor does not submit the course grade in time to print the semester grade reports. The student should see his or her instructor for a grade.

Grade point average

A student’s grade point average is determined on the basis of the following numbers assigned to the letter grades: A=4, B=3, C=2, D=1, F=0, I=0, FA=0, WI=0. The grades P, U, S, IP, NE, NC, W, and Z are not considered in computing averages. The grade point average is computed by multiplying the number corresponding to the grade in each course by the number of credit hours for the course, totaling these products for the courses taken, and then dividing the sum by the total number of credit hours for the courses considered.

The grade point average for the term is computed at the end of each term. The cumulative grade point average is also computed at the end of each term for the full period of attendance at the university.

All grades are included in computing the average; even those earned in courses not required for the degree sought. Courses taken at institutions other than those at a consortium college, exchange programs, or as part of the Williams and Harvey Mudd Exchange Programs are not included in calculating the GPA although they may qualify for credit.

Undergraduate Repeating a Course If an undergraduate repeats a course, both grades are entered on the record. However, course credit will count only once and, although both grades appear on the transcript, the grade received in the repeated course is always the one used in computing the GPA. Senior “F” examination rules remain the same. The grade for a repeated course taken on a Pass/No Credit basis or for which the student receives a grade of “W” or taken at another institution cannot be used in place of the original course grade in calculating the GPA. Students in a premedical or preprofessional program may want to consult with their advisers before repeating a course.

Graduate Repeating a Course If a graduate student repeats a course, both grades are entered on the record and the grade points and credit hours corresponding to each are considered in computing the average.

Scholastic Reports

Grades are reported to the registrar at the end of each semester. When the grades have been compiled, a report of each student’s standing is sent to the student. Students are responsible for knowledge of their deficiencies and failures and may obtain a copy of their grades from the Registrar’s Office or may view their grades online. Only final semester grades are part of the student’s permanent record. Class rankings for undergraduates are calculated only once a semester, at the time grade reports are printed. Final semester grades and transcripts may be withheld from the student because of an outstanding bill to the Institute or because of pending disciplinary action.

Curriculum Advising and Program Planning

A Curriculum Advising and Program Planning (CAPP) report is available online for undergraduate students. This report shows what degree requirements have been met and identifies those requirements that are outstanding.

Undergraduate Academic Honors

A student who in any semester attains a grade point average of 3.00 or better and has no grade below C is placed on the Dean’s List for the following semester. Grades below “C” include “I,” “D,” “F,” “FA,” “U,”

and “NC.” No student will be placed on the Dean’s List who takes less than the normal load of 12 credit hours. Thus, a student must have completed at least 12 credit hours with the grades of A, B, or C.

The Dean’s List is compiled at the end of the grading period. No students will be placed on the Dean’s List retroactively except in the case of administrative error or late submission of grade reports by a professor. A student will not be placed on the Dean’s List upon resolving a grade of “I.”

Undergraduate Graduation Honors

Undergraduate students with cumulative grade point averages of 3.50 or higher will receive special recognition with the following inscriptions on their diplomas: “Cum Laude” (3.50-3.69), “Magna Cum Laude” (3.70-3.89), and “Summa Cum Laude” (3.90-4.0).

To be eligible for such recognition, the student must have completed two years in residence in the four-year program or three years in residence in a five-year program.

Academic Standing

A student is considered in good academic standing if the student is making satisfactory progress toward his or her educational goals. Students not making satisfactory progress will be suspended or dismissed from the university. The university serves students from diverse educational backgrounds and interests and recognizes the individual differences in educational goals between matriculating and nonmatriculated students, between full-time and part-time students, and between graduate and undergraduate students.

Undergraduate Academic Probation

Students are placed on academic probation as a warning that they are in jeopardy of losing their good academic standing. Students are informed of their probationary status by a letter from the director of the Advising and Learning Assistance Center at the end of the semester. Academic and extracurricular restrictions may be placed on them so that they can concentrate on their academic programs.

A student whose grade point average for any term falls below 1.50 is placed on academic probation automatically. In addition, any student whose cumulative grade point average falls below the following specified averages is automatically placed on probation: freshmen—1.50 at the end of the fall term or 1.60 at the end of the spring term; sophomores—1.70 at the end of the fall or spring term; juniors and seniors—1.80 at the end of the fall or spring term.

Probation is removed when the following minimum requirements are met during a term in a program of not less than 12 credit hours: freshmen—1.80 grade point average for the term and a cumulative grade point average of 1.60; sophomores—1.80 grade point average for the term and a cumulative grade point average of 1.70; juniors and seniors—1.80 grade point average for the term and a cumulative grade point average of 1.80.

A student on academic probation may have that status removed at the end of the summer session if he or she maintained a grade point average of 1.50 during the previous term and has raised his or her cumulative average to the following prescribed levels: entering sophomore year, 1.60; entering junior year, 1.70; entering senior year, 1.80.

Undergraduate Academic Suspension and Dismissal

The Committee on Academic Standing reviews the records of students subject to suspension or dismissal. The committee is authorized to suspend or dismiss any student who:

- Fails to qualify for removal from probationary status at the end of a term.
- Has been on probation for two separate terms and is subject a third time to probationary status.
- Fails three or more courses in any one term.