

## Graduate Credit and Grades

Course grades are defined as for undergraduates (<http://catalog.lehigh.edu/undergraduatestudies/guidetoacademicrulesandregulations/definitionsofgrades/>) except that, at a minimum, no final course mark lower than C- may be counted toward a graduate degree and courses designated as pass-fail, and graded P may count toward the degree, within limitations of the program requirements (P grades do not affect the GPA). No regularly admitted student who receives more than four final course marks below a B- in courses numbered 200 or higher is allowed to continue registration as a graduate student. Individual degree programs may have higher standards.

The N grade is defined as for undergraduates (<http://catalog.lehigh.edu/undergraduatestudies/guidetoacademicrulesandregulations/definitionsofgrades/>) except that, parenthetical grades are not required for thesis or research courses and graduate students have a calendar year to remove course incomplete grades unless an earlier deadline is specified by the instructor. Graduate student incomplete course grades that are not removed remain as N or N (grade) on the student record for one year. After one year, the N grade will be converted to an F and the N (grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with approval of the course instructor and the graduate coordinator. After two years, outstanding incomplete grades will be converted to an F or the parenthetical mark. After two years, students may appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion. Thesis or research project N grades may remain beyond one year until the work is completed.

The grade SP may be assigned for coursework or projects that do not conform to standard terms (e.g., thesis, research courses, open learning, or multi-term project based learning coursework, etc.) when the student is making satisfactory progress; otherwise, the student should be assigned F. An SP grade will not be converted automatically but rather will remain until changed by the instructor or department chair when instructor is not available. SP grades count toward credits completed but do not affect GPA until converted.

The X grade is defined as for undergraduates (<http://catalog.lehigh.edu/undergraduatestudies/guidetoacademicrulesandregulations/definitionsofgrades/>) except that to be eligible for a make-up examination a graduate student must file a petition and the petition must be approved by the Committee on Standing of Graduate Students (SOGS). The instructor schedules and administers the make-up exam.

The Z grade is defined as for undergraduates (<http://catalog.lehigh.edu/undergraduatestudies/guidetoacademicrulesandregulations/definitionsofgrades/>) except that graduate students have a calendar year to complete coursework following a Z grade unless an earlier completion deadline is specified by the instructor. The X portion of the grade is removed as described for undergraduates. Z grades which are not removed remain on the record of graduate students. All petitions for exceptions are sent to the Committee on Standing of Graduate Students (SOGS).

### REPEATED COURSE POLICY

If a graduate student repeats a course, each time that course is taken it is included in the academic record, as is the final grade assigned, and both appear on the official student academic transcript. All final course grades assigned are included in the calculation of the student's cumulative grade point average. Course credits from a repeated course, however, count only once toward satisfying graduation credit requirements.

A student may repeat a course only twice -- a total of three attempts. Withdrawal from a course counts as an attempt (effective Fall 2017).

### WITHDRAWAL FROM A COURSE

When a student drops a course within the first ten days of the semester (four days for summer sessions) no indication of this action is recorded on the academic transcript. A student that drops

all courses for which he or she is registered is considered to be withdrawing from the university.

A student who withdraws from a course after the tenth day of instruction and before the end of the eleventh week of instruction will have a final course mark of "W" assigned to the course. This is a non-punitive grade.

**A Course Withdrawal Form signed by the student's advisor must be submitted to Registration & Academic Services before the deadlines to be official. No course may be dropped after the eleventh week of classes during a term as noted on the University Calendar.**

### POLICY FOR TRANSFER CREDIT TOWARDS A GRADUATE DEGREE

Transfer of credit from other institutions is the responsibility of the Registration & Academic Services Office. Graduate students planning to take work at other institutions in the United States or elsewhere should initially check with Registration & Academic Services on policies and procedures. Current graduate students may not be concurrently enrolled at any other institution without prior permission from the Standing of Graduate Students (SOGS) Committee. Transfer of final grades from other institutions is not possible; only the approved credits transfer. #

- Pass/Fail courses are not acceptable for transfer. #
- Credits may not be transferred toward a Lehigh doctoral degree. #
- Courses must be taken with graduate student status; courses taken under a limited/non degree seeking, continuing education, or simply post-baccalaureate status are not eligible. #
- Courses must be designated at the graduate level and not have been used toward any prior degree. #
- Advanced undergraduate courses are not eligible for graduate degree credit. #
- Only courses for which the student received a final mark of "B" or higher will transfer. Courses for which the student received a final mark of "B-" or below will not transfer. #
- Students may receive credit at Lehigh equivalent to that which was granted as indicated on the transcript of the other college/university, but only up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system have credit granted on a 3- to-2 ratio, producing a whole number for the transfer credits (for example, 10 quarter credits of approved coursework become 6 credits at Lehigh, not 6.67).

The Registration & Academic Services Office determines the number of credit hours awarded upon receipt of the official transcript.

### GRADUATE STUDENT SCHOLASTIC REQUIREMENTS

The following guidelines state the minimum requirements for all graduate students. Individual degree programs may have higher standards.

#### Associate and Non-Degree Students

Associate and Non-Degree Students will be placed on probation when they receive their first final course mark below a "B-" and will be dropped for poor scholarship at the end of a term when the student has accumulated either two "C", "C-" or "C+" final course marks or one final course mark below "C-".

If an associate student is assigned two grades below a "B-" in the same term the student is eligible to be dropped without any term on probation.

Once on probation, students remain on probation until they are granted regular status or receive degree. Students who are eligible to be granted regular status but fail to apply by the regular student deadline will be evaluated according to the regular student criteria.

#### Regular Students

Regular Students will be placed on probation at the end of the term in which they are assigned their fourth final course mark below a "B-" in courses numbered 200 or above and will be dropped for poor scholarship at the end of any term in which they are assigned their fifth final course mark below a "B-".

Once regular students are placed on probation they will remain on probation until they receive their degrees.

**Readmission**

Graduate students who have been dropped for poor scholarship are ineligible to enroll for the next regular term. After one term away they may petition for readmission. The department and the dean's office must review the petition. If approved, the student will be readmitted on probation and may be dropped again with any additional final course marks below a "B-".