Graduate Credit and Grades

Course grades are defined as for undergraduates except that, at a minimum, no final course mark lower than C- may be counted toward a graduate degree and pass-fail registration is not allowed for graduate students. 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 X grade is defined as for undergraduates 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 Z grade is defined as for undergraduates 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 Graduate and Research Committee. The instructor schedules and administers the make-up exam.

The N grade is defined as for undergraduates 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).

A student’s grade that was originally assigned an N, X or Z grade when converted or computed will be noted with an “*” asterisk prefix.

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 (five 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.

An Add/Drop form signed by the student’s adviser must be submitted to the registrar’s office before the deadlines noted to be official.

UNIVERSITY WITHDRAWAL
A student withdrawing from the university (dropping all courses during a given term) must submit the Drop/Add form signed by the adviser to the registrar’s office. Withdrawal after registration day and during the first eleven weeks of instruction will be noted on the academic transcript by assigning a final course mark of “W” to all courses. A withdrawal after the eleventh week of instruction and before the end of classes will have the grade of “WP” or “WF” assigned for each course at the discretion of the instructor. The date of the withdrawal will be noted on the academic transcript for a withdrawal at any time during the term.

GRADUATE STUDENT SCHOLARSHIP 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-”.

Graduate Credit and Grades