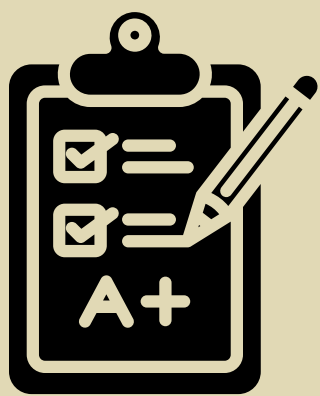




# SEDS Academic and Student Affairs Office

## **Grading System, Administrative Grades and Provisional Grades**

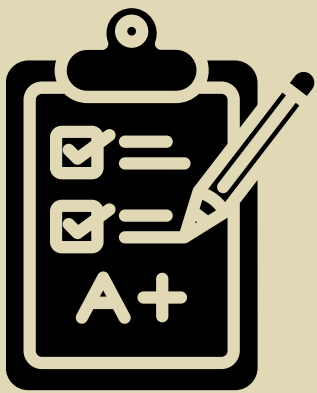
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# Grading System

Graduate Letter Grading			
Letter Grade	%	Grade (quality) points	Explanation
A	95-100	4.00	Excellent; exceeds the highest standards in the assignment or course
A-	90-94.9	3.67	Excellent; meets the highest standards for the assignment or the course
B+	85-89.9	3.33	Very good; meets high standards for the assignment or the course
B	80-84.9	3.00	Good; meets most of the standards for the assignment or course
B-	75-79.9	2.67	More than adequate; shows some reasonable command of the material
C+	70-74.9	2.33	Acceptable; meets basic standards for the assignment or course
C	65-69.9	2.00	Acceptable; meets some of the basic standards for the assignment or course
C-	60-64.9	1.67	Acceptable; while falling short of meeting basic standards in several ways
D+	55-59.9	1.33	Minimally acceptable; falling short of meeting many basic standards
D	50-54.9	1.00	Minimally acceptable; lowest passing grade
F	0-49.9	0	Failing; very poor performance

- A grade of **“P” (Pass)** or **“F” (Fail)** will be reported for students enrolled in program elements approved for such grading A **“Pass” will not be used** in calculating the student’s GPA or CGPA;
- A **“Fail” grade is assigned 0 grade** points for purposes of calculating the GPA and CGPA. The grade of “Pass” is equivalent to a C or above



## Administrative Grades

- Special administrative grades and notations are used on transcripts, which apply to all University programs. The administrative notations in the **Table below do not affect the calculation of either the GPA or the CGPA**

Administrative Grades		
Grade	Comment	Grade (quality) Points
AU	Audit	N/A
AW	Administrative Withdrawal	N/A
I	Incomplete	N/A
IP	In Progress	N/A
TC	Transfer Credit	N/A
W	Withdrawal	N/A



## Audit (AU)

The course Audit Option provides students with the opportunity to register for a course for enrichment and/or exploration.

- **No grade, no academic credit** is earned
- **May not recite** in class or take examinations
- Regular **class attendance** is expected



## Administrative Withdrawal (AW)

This grade indicates that a student **has been required to withdraw** from a course based on: 1) *disciplinary grounds*, 2) *non-attendance of classes*; or 3) *non-payment of tuition*



## Withdrawal (W)

The grade “W” denotes a student **who has withdrawn from the course** and who has not completed the course requirements.

- **The grade “W” is automatic**; the instructor may not assign any other grade
- “W” grade **is not included** in the calculation of the student’s CGPA and **does not count toward completion** of the requirements for graduation



## Incomplete (I)

When a student has completed a substantial portion of the requirements for a course but, due to extenuating circumstances, is unable to complete all requirements, the course instructor may assign a temporary grade of **Incomplete (I)**.

- The grade “I” can be given **only on the basis of a written prior agreement**, which describes the additional work that is expected and the terms under which it is to be completed, **between the student and the instructor** and approved by the Dean
- The **date for completion of work** is to be determined by the course instructor
- All work must be completed **no later than the third week of the subsequent semester**
- When the work or examination that is required under an “Incomplete” agreement is completed, **the course instructor shall request a change of the “I” grade**
- A grade of “I” may also be applied **to a student who cannot take part in a final exam** in a course because of personal health problems or that of the immediate family. A **new deadline** will be set for completion of the final examination
- The grade “I” is assigned **0 (zero) credits**, has **no grade points** and is **not included** in the calculation of the GPA

- A grade of “I” **that is not completed by the end of the third week of the subsequent semester** automatically reverts to the grade indicated in the agreement between the course instructor and the student. If no grade is indicated in the agreement and **the instructor does not submit the change of grade request, the grade of “I” will revert to an “F”**
- In no case shall a student be granted a degree while there are **unresolved Incomplete grades** on their record.



## In-Progress (IP)

An in-progress grade is assigned as an interim semester grade for students **registered in courses which are approved to extend over several semesters or terms**, commonly research projects or theses.

- In-progress grades **do not contribute to the semester GPA or CGPA** calculation
- The final letter or **P/F grade** as appropriate is recorded and **ECTS credit awarded** in the semester completion of the course requirements
- **IP grades may not be used for courses** approved for standard delivery in a semester or term
- A grade of **incomplete “I” may not be used** for courses eligible for in progress grading



## Mid-semester status reports and provisional grades

Mid-semester status reports and other provisional grades are not permanent and changes will not be accepted.

Mid-semester status reports are required from all course instructors in all courses to help University to identify and assist students who may need additional academic guidance.

Mid-semester grading will be based on the following system:

**1) Satisfactory (S)** – a student who is at a minimum C or above with excellent attendance

**2) Non-Satisfactory (NS)** – a student *who is at a C- or below* with attendance problems and other issues that may keep the student from successfully completing the courses.





## Deans Lists

Students who achieve a **3.76 GPA or above** **are eligible** to be placed on the Dean's list.

This award will be posted on the student transcript at the end of any semester in which this is awarded