

Academic Status and Grades

Grade Changes and Corrections

A professor may make grade changes in consultation with the Department Head or Dean. Grades may not be changed later than the last class day in the semester following the term during which the course was taken. After a grade has been given, the grade cannot be changed on the basis of additional assignments completed after the semester is over (does not apply to an I grade).

Academic Warning and Probation

A student who earns one grade of C will receive a notice of academic warning from the Program Director. The student will be required to meet or confer with the Program Director to review the circumstances and to receive counsel and guidance that may apply to those circumstances.

A student who earns two C grades will be placed on probation, notified in writing by the Program Director and required to meet or confer with her or him.

A student who earns three C grades will be automatically dropped from the graduate program. The student will be notified in writing by the Program Director.

A student who receives an F grade will have their status automatically reviewed by the program. They will be notified within ten working days whether they will be allowed to continue in the program, what warning or probation status will apply, and of the specific conditions of continuation, if applicable. A copy of this communication should be shared with the Registrar.

Academic Appeals Process

Students who are experiencing academic problems either with a grade or other conditions of the course should first discuss the matter with the professor. It is the professor's responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the teacher, the Program Director or the Dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

Grading

Each professor is responsible for evaluating a student's performance in class. Using the official grading system, the professor decides the weight allotted to each aspect of students' work in the course. It is the obligation of the professor to explain, at the beginning of each semester, the various components of grading in the course and the criteria by which the final grade is determined. Students should have the opportunity to examine assignments they submit to understand the grades assigned to them.

The following grading system applies to all graduate courses:

A Excellent. Sustained mastery of course content and consistent demonstration of individual initiative and insight beyond the fulfillment of course requirements.

B Satisfactory. Work displaying accurate knowledge of course content and related methods of study. Some ability to use this knowledge creatively. Full participation in required work.

C Low Passing. Work below the minimum standard as defined above. Although falling below this minimum, it is considered of sufficient merit to be counted toward graduation if balanced by superior work in other courses.

F Failure. Failure which may not be made up by reexamination. A student who receives an F grade will have their status automatically reviewed by the program. They will be notified within ten working days whether they will be allowed to continue in the program, what warning or probation status will apply, and of the specific conditions of continuation, if applicable. A copy of this communication should be shared with the Registrar.

I Incomplete. The I grade is given when a student and a professor have agreed that, for good reasons, the student cannot complete the course on time. The professor sets forth the requirement for completing the course during the next semester. These requirements should be clearly understood by both the professor and the student. An agreement between the two parties as to the work to be completed and the time it must be submitted must be filed in the Office of the Registrar. All work must be completed no later than the final class day of the following semester, or the grade automatically becomes an F. The requirements for completion of a course for a grade, as well as the deadline for completion of the work, will not be extended in the case of leave of absence or withdrawal from the college.

N An interim grade assigned when there is no report by the instructor.

P Passing of a course elected for pass-fail grading. Neither credit hours nor quality points are used in computing grade point averages.

W Withdrawal. The student withdrew from the course during the withdrawal period which ends two weeks after mid-semester. (For courses lasting less than a full semester, the end of the withdrawal period will be determined by using the same proportion of the shorter period of time, to be determined by the Registrar.) After the withdrawal period a W grade will be given only upon medical or emergency withdrawal.

Z An interim grade assigned only in a course that does not terminate at the end of the current grading period. This interim grade is not included when computing the current quality point average. If a Z is not completed by the final class day of the next semester, it automatically becomes an F. The requirements for completion of a course for a grade, as well as the deadline for completion of the work, will not be extended in the case of leave of absence or withdrawal from the college.

AU The student completed a satisfactory audit.

NA The student did not complete a satisfactory audit.

AT Transfer course with original grade of A+, A or A reported by the credit granting institution. Grade is not calculated into the Meredith or cumulative grade point average.

BT Transfer course with original grade of B+, B or B reported by the credit granting institution. Grade is not calculated into the Meredith or cumulative grade point average.

PT Transfer course with original grade of P or S reported by the credit granting institution. Grade is not calculated into the Meredith or cumulative grade point average.