

Grading

Grade Posting

Final grades are determined by faculty for all registered students at the completion of each term and semester according to the grading system defined in this section. Final grades must be submitted through the official student information system as designated by the Office of the Registrar. Students may access their grades immediately after they are posted by the faculty via the "Student Service Center" in Campus Solutions. Final grades are available to each student after the grade submission deadline published in the academic calendar and are recorded on each student's official, academic transcript. Certain academic standing/status notations are displayed on official academic transcripts.

Grading System, Definitions, and Points

A uniform system of grading and calculation of grade point averages will be used throughout the University. Grades reflect the quality of academic work and appear on grade reports and transcripts. Only grades of A, B, C, D, F, FX, and WF carry grade points and are included in the computation of GPA and cumulative GPA (CGPA).

Undergraduate Grading System

Letter Grade	Student Performance	Grade Points Per Credit Hour
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
FX	Failure due to course non-attendance/never attended (notated on official transcript as "F" grade)	0
WF	Withdrawal from the University Failing	0
W	Withdrawal from a course	N/A
AU	Audit	N/A
I	Passing but incomplete	N/A
P	Passing grade (credit)	N/A
S	Satisfactory (noncredit)	N/A
U	Unsatisfactory	N/A
EXP	Exchange Course Pass	N/A
EXU	Exchange Course Unsatisfactory	N/A
T	Transfer credit (not included in GPA/ CGPA)	N/A
N	No grade submitted by instructor	N/A
X	Credit by means other than course equivalency exam	N/A
XP	Credit by course-equivalency exam	N/A
NC	No credit awarded	N/A

Graduate Grading System

Letter Grade	Student Performance	Grade Points Per Credit Hour
A	Excellent	4
B	Satisfactory	3
C	Conditional/Passing	2
F	Failure	0
FX	Failure due to course non-attendance/never attended (notated on official transcript as "F" grade)	0

WF	Withdrawal from the University (Failing)	0
U	Unsatisfactory	N/A
AU	Audit	N/A
I	Incomplete (Passing)	N/A
N	No Grade Submitted by Instructor (also used for when a student fails or completes a GRP extension)	N/A
S	Satisfactory (applies to grading of the Graduate Internship, GRP, or Thesis)	N/A
T	Credit Accepted by Transfer	N/A
W	Withdrawal from a course	N/A

Auditing a Course (AU)

Undergraduate Students

Students audit a course solely to enhance their knowledge and do not receive academic credit. Students may change their registration from audit to credit during the add period only. Residential campus students may change from credit to audit through the last day of the withdrawal period. When a student auditing a course fails to maintain satisfactory attendance, as determined by the instructor, a grade of W will be assigned.

Graduate Students

Any Embry-Riddle student may register to audit any graduate course with the approval of the chair (or designee) of the department offering the course. Regular class attendance is required. A student who fails to maintain satisfactory attendance, as determined by the instructor, will be assigned a grade of W.

A graduate student may change registration from audit to credit only during the "Add" period at the beginning of the semester/term, with the approval of the chair (or designee) of the department in which the student is enrolled.

A change of registration from credit to audit may be made only during the authorized withdrawal period.

Thesis Grading (S/U)

A student enrolled for a thesis will receive a grade each term, as determined by the student's thesis committee. If the student is making progress toward completion of the thesis, the adviser will record a grade of S. If the student has not made progress, the adviser will record a grade of U. No more than one U grade is allowed or the student will be dismissed. Students must continually register for one credit hour of thesis until complete.

Exchange Program Grading (EXP/EXU)

A final grade of EXP or EXU is awarded upon completion of an Exchange course and Official Institutional Transcript has been received.

Internship Grading (S/U or P/F)

A final grade of S/U or P/F is awarded upon completion of a graduate internship.

Graduate Research Project Grading (P/F)

If the student is making progress, a grade of IP is awarded at the end of each term. Upon completion of the graduate research project, a final grade of P or F will be awarded. That grade will replace the IP for 690. All grades of IP will change to N for 690C. A student enrolled in a graduate research project must continually register for one credit hour of 690C until the graduate research project is complete.

Graduate Capstone Project Grading

A final letter grade is awarded upon completion of the graduate capstone project. GCP courses carry three credit hours and students are expected to complete them in one semester. Students who don't complete a

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capstone project in a timely manner must take the course again. Students who do not finish the GCP by the end of the semester may receive a grade of I (Incomplete) at the instructor's discretion. If the I grade is not redeemed by the deadline for changing Incomplete grades, the grade will revert to an F.

Transfer Credit (T)

Grades for courses accepted as transfer credit are not reflected in the computation of the University GPA/CGPA.

Incomplete Grade (I)

At the instructor's discretion, a grade of "I-Incomplete" may be assigned if illness, unavoidable absence, or other reasons beyond a student's direct control prevent the student's completion of course requirements by the official last day of the term in which the course is offered. This temporary grade may be awarded to a student when, in the estimation of the instructor, (1) the student has a legitimate reason to request an Incomplete grade; (2) the student attended the course and (3) the student has a reasonable likelihood of satisfactorily completing the remaining course requirements. An Incomplete grade cannot be assigned as a substitute for a student's non-attendance or as remediation for a low or failing grade. In all cases, the Incomplete grade is a privilege exercised by an instructor; it is not a right ascribed to a student.

If a student seeks a grade of Incomplete, the student is responsible for developing a work plan which itemizes outstanding coursework and expected completion date(s). The work plan must be submitted to the instructor before the official last day of the term in which the course is offered. The instructor is responsible for delineating the conditions and terms for the course's completion, communicating the requirements to the student, and maintaining a record of the request. A student assigned a grade of Incomplete must complete outstanding course requirements by the deadline(s) established for him/her by the instructor. The maximum timeframe for completion of all course requirements may not exceed 150 days following the last published day of the respective course.

Credits for a course for which an Incomplete grade has been issued are not considered earned to determine academic standing, academic honors, federal financial aid eligibility, athletic eligibility, or other purposes.

The student may not register for alternate coursework in future terms to complete outstanding course requirements. Additionally, the course can only be repeated once the incomplete has been resolved and a final grade has been posted. Work submitted by the stipulated deadline will be assessed by the course instructor. The grade of "I" will be changed to the earned grade for the course within four business days. Failure of the student to complete the necessary work by the defined deadline will result in conversion of the temporary "I - Incomplete" grade to a permanent grade of "F - Failure." The grade of F is considered final and will be reflected in the student's GPA and Satisfactory Academic Progress calculations.

Requests for an extension of a deadline for completion of an Incomplete grade must be made by the stipulated Incomplete grade deadline and are subject to the approval of the instructor and the Dean (or designee). Only in the most extenuating circumstances will extensions be granted. To make a request for an extension of a deadline for completion of an Incomplete grade, a student must submit a justification for the request, a work plan that itemizes outstanding coursework with expected completion date(s) and relevant supporting documentation to the instructor and the Dean of his/her respective College. If approved, an extension of the Incomplete grade deadline may not exceed an additional 90 days. Requests to exceed the 90-day period extension would need to be made to the Office of the Provost.

In no circumstances may a student graduate with an incomplete grade. All courses with Incomplete grades must be completed and graded within three weeks of the student's anticipated graduation date for a degree candidate to be eligible for the original conferral date. Otherwise, the student's graduation date will be moved to the next available date.

International students in F-1 or J-1 status assigned a grade of "Incomplete" must complete the required work for a course within a timeframe that ensures compliance with United States Immigration and Customs Enforcement regulatory requirements.

Grade Point Average

A student will be assigned a grade at the end of each term for every course for which the student was registered. A term grade point average (GPA) and cumulative grade point average (CGPA) are computed for each student after every term. The GPA is calculated by dividing the number of grade points earned during the term by the number of hours attempted in that period. The CGPA is determined by dividing the total number of grade points earned by the total number of hours attempted at each academic level at the University.

Daytona Beach and Prescott

Grade points and hours attempted are accrued only in courses graded A, B, C, D, F, FX and WF.

Undergraduate: Points and hours attempted are accrued in courses graded A, B, C, D, F, FX and WF.

Graduate: Points and hours attempted are accrued in courses graded A, B, C, F, and WF.

Courses and credits from another graduate program at Embry-Riddle accepted toward a degree program will be included in the CGPA.

Worldwide and Online

Grade points and hours attempted are accrued only in courses graded A, B, C, D, F, and FX.

Undergraduate: Points and hours attempted are accrued in courses graded A, B, C, D, F, and FX.

Graduate: Points and hours attempted are accrued in courses graded A, B, C, F, and FX.

Courses and credits from another graduate program at Embry-Riddle accepted toward a degree program will be included in the CGPA.

Grade Forgiveness (Residential Undergraduate Only)

Daytona Beach and Prescott Undergraduate only:

- Students must officially change their degree program to apply for grade forgiveness and submit the online Grade Forgiveness Petition with the Academic Change form. The Grade Forgiveness Petition must be submitted in the same semester as the Academic Change form was submitted.
- If a student changes degree programs another time, grade forgiveness cannot be used. If a student changes degree programs again and courses previously forgiven are required for the new degree program, they will be reinstated and be calculated in the student's CGPA.
- A maximum of four (4) courses can be forgiven. Courses forgiven must not be required or used as open electives in the new degree program. All courses and grades continue to appear on the transcript, including the original grade earned in that course.
- Credit hours of forgiven courses are not calculated into the total hours attempted/earned or the CGPA. Students on academic warning or probation who use grade forgiveness will remain on current academic status and be subject to stipulations for that status. Forgiveness is not applicable to students on academic suspension unless suspension is reversed.

Withdrawal from the University (WF)

Daytona Beach and Prescott

Students who leave the University for any reason must conduct an exit interview, and officially process a withdrawal clearance through the Office

of Registrar. When a student withdraws from the University after the end of the scheduled withdrawal period and before the end of term, a WF grade will be assigned for all courses in which the student is enrolled. In exceptional cases, such as medical emergency, death in the family, military duty, or other extenuating circumstances, students who have withdrawn from a course or from the University after the withdrawal period may petition the appropriate campus Dean or designee within 30 days to receive a grade of W.

Worldwide & Online

Worldwide students who wish to withdraw from the University must contact their academic advisor.

Worldwide Late Drop/Late Withdrawal Requests for Active Duty Military Students

Personnel covered under this section of the catalog are uniformed members of the U.S. Armed Forces who do not exercise a military withdrawal option through their military service, who are registered or enrolled in a class at Embry-Riddle Worldwide, and who must drop or withdraw from a class for reasons related to their military service.

Drop or withdrawal requests will be reviewed and if approved, will be processed based on the type of request and the information submitted.

The student submits the request for a late drop or late withdrawal **within 30 days of receiving notification of the deployment or the start of service related travel** which prevents continued enrollment in courses. Changes in military work schedule or assignment are generally not considered sufficient grounds to justify a late drop request. All requests will be reviewed on a case by case basis.

Worldwide Late Drop/Late Withdrawal Requests Resulting in Late Grade Changes

Late Drop/Late Withdrawal requests that result in changes of grade are subject to grade change policy. Late grade change requests are only considered for up to one year after the conclusion of the class in question, via petition with supporting documentation. Military exception requests with cause, such as active-duty deployment, may be reviewed via petition with supporting documentation. Students must be in active status with ERAU to have cases considered. Students who have graduated, enrolled in other institutions, been suspended or dismissed, or otherwise broken their continuing student status, are not eligible for late grade change consideration.

Daytona Beach and Prescott College of Aviation Grading Policy

Student success is the highest priority for the College of Aviation. Degree programs are designed to ensure students have the knowledge, skills and competencies to successfully complete the required courses of instruction in each degree program within a reasonable amount of time. To demonstrate the acquisition of learning objectives and illustrate continual progression in a degree program, student performance in coursework will be assessed at the conclusion of every term using final letter grades identified in the university's grading policy.

Flight Coursework (FACR): Students are expected to accrue the required flight hours and qualify for the required certificate or rating listed in the FAA-approved Training Course Outline within a registered term. At the conclusion of every term, student performance in flight coursework will be assessed using a grading scale of A, B, C, D, I, P, W or F. Although attainment of the rating or certificate is an expectation, a flight-training course is considered completed, and a grade is recorded, once the final stage check has been successfully accomplished for that course.

1. Pursuant to APU-07, at the instructor's discretion, a grade of "I-Incomplete" may be assigned if illness, unavoidable absence, or other reasons beyond a student's direct control prevent the student's completion of flight course requirements by the official last day of the term in which the course is offered. Examples of legitimate reasons beyond a student's direct

control in flight labs include: adverse weather conditions, university closure, aircraft maintenance, flight instructor availability, FAA medical suspension, properly communicated and documented life events. This temporary grade may be awarded to a student when, in the estimation of the instructor, (1) the student has a legitimate reason to request an Incomplete grade; (2) the student attended the course; (3) the student has a reasonable likelihood of satisfactorily completing the remaining course requirements. An Incomplete grade cannot be assigned as a substitute for a student's non-attendance or as remediation for a low or failing grade. In all cases, the Incomplete grade is a privilege exercised by an instructor; it is not a right ascribed to a student.

- a. If a student seeks a grade of Incomplete, the student is responsible for developing a work plan that itemizes outstanding coursework and expected completion date(s). The work plan must be submitted to the instructor before the official last day of the term in which the course is offered. The instructor is responsible for delineating the conditions and terms for the course's completion, communicating the requirements to the student, and maintaining a record of the request. A student assigned a grade of Incomplete must complete outstanding course requirements by the deadline(s) established for him/her by the instructor. The maximum timeframe for completing all course requirements may not exceed 150 days from the last published day of the respective course.
 - b. Credits for a course for which an Incomplete grade has been issued are not considered earned to determine academic standing, academic honors, federal financial aid eligibility, athletic eligibility, or other purposes.
 - c. The student may not register for alternate coursework in future terms to complete outstanding course requirements. Additionally, the course can only be repeated once the incomplete has been resolved and a final grade has been posted. Work submitted by the stipulated deadline will be assessed by the course instructor. The grade of "I" will be changed to the earned grade for the course within four business days. Failure of the student to complete the necessary work by the defined deadline will result in conversion of the temporary "I - Incomplete" grade to a permanent grade of "F - Failure." The grade of F is considered final and will be reflected in the student's GPA and Satisfactory Academic Progress calculations.
 - d. Requests for an extension of a deadline for completion of an Incomplete grade must be made by the stipulated Incomplete grade deadline and are subject to the approval of the instructor and the Dean (or designee). Only in the most extenuating circumstances will extensions be granted. To make a request for an extension of a deadline for completion of an Incomplete grade, a student must submit a justification for the request, a work plan that itemizes outstanding coursework with expected completion date(s) and relevant supporting documentation to the instructor and the Dean of his/her respective College. If approved, an extension of the Incomplete grade deadline may not exceed an additional 90 days. Requests to exceed the 90-day period extension would need to be appealed to the Office of the Provost.
 - e. In no circumstances may a student graduate with an incomplete grade. All courses with Incomplete grades must be completed and graded within three weeks of the student's anticipated graduation date for a degree candidate to be eligible for the original conferral date. Otherwise, the student's graduation date will be moved to the next available date.
2. Repeat of Flight Courses -Students who receive a grade of F or W in a Flight (FA/FACR) course and subsequently re-enroll shall be governed by the Flight Course Repeat Policy.