

Academic Regulations and Procedures

Grading

Grades are issued each term; see the Office of the Registrar website for dates. Students can access their grades immediately after they are posted, via the "Student Service Center" in Campus Solutions.

• GPA

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 GPA units in that period. The CGPA is determined by dividing the total number of grade points by the total number of GPA units at the University.

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

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

• Dropping a Course with no transcript notation

Students may drop a course, with no notation of course enrollment on their transcripts. The drop period extends through the third week of spring and fall terms and the second week of summer terms.

• Repeating a Course

Undergraduate: With the exception of flight courses that may be repeated only once, an undergraduate may attempt a course three times. The grade for the second course attempt replaces the first and the grade for the third attempt replaces the second. The grade and credit hours for the final attempt are used in calculating the CGPA. All course attempts are recorded on the University transcript.

Graduate: Graduate students may petition to repeat one course in which a grade of less than B was earned for the purpose of improving their CGPA. Both grades earned are recorded on the University transcript, but only the replacement grade is included in the calculation of the grade point average. The student must submit a written request and receive approval of the department chair or designee. Both grades earned appear on the transcript, but only the replacement grade is included in the calculation of the cumulative grade point average. This applies to thesis credit and graduate research/capstone project credit as well.

• Grade Forgiveness

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.

• Exclusion from a Course

A student making no real progress in a course or whose behavior is detracting from the course may be excluded from the course by the appropriate dean with a grade of W or F. Students have five calendar days following written notification of this exclusion in which to appeal.

Grading System

The following indicators are used on grade reports and transcripts.

• Withdrawal from the University (WF)

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 unless an exception is granted for medical reasons or other extenuating circumstances.

• Withdrawing from a Course (W)

Students receive the grade of W if they withdraw from a course by the end of the published withdrawal period. If students stop attending their classes and fail to withdraw from the University, an F is assigned for each course in which they were enrolled.

Students are not permitted to drop or withdraw from a course while a charge of academic dishonesty is pending. Students who withdraw from a flight course before their initial attempt at the final phase check receive a W.

• Auditing a Course (AU)

Because students audit a course solely to enhance their knowledge, academic credit is not granted toward degree requirements for audited courses. Students may change their registration from audit to credit during the add period only. They may change from credit to audit until 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.

• Incomplete Flight Courses (IP)

Because the length of time required to complete a flight course varies, flight course terms do not coincide with the normal academic semester. Due to this disparity, the temporary grade IP is assigned for flight courses in which students are still active the end of the academic semester. The grade of IP will be maintained until such time as the student completes the course and receives a letter grade.

• Incomplete Grade (I)

In exceptional cases, faculty may assign the temporary grade of incomplete (I) if a student is unable to complete the required work in a course because of medical emergency, death in the family, military duty, or other extenuating circumstances. If a student does not complete the course in the specified period, the grade of I automatically converts to an F.

• 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.

XP	Credit by course equivalency examination	N/A
IP	In progress	N/A
NC	No credit awarded	N/A

• 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 (P/F)

A final grade of P or 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 (P/F)

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 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.

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
WF	Withdrawal from the University- Failing	0
W	Withdrawal from a course	N/A
AU	Audit	N/A
I	Incomplete (or no grade submitted)	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	N/A
N	No grade submitted by Instructor	N/A
X	Advanced Standing (other than course equivalency examinations)	N/A