

Academic Regulations and Procedures

Grade Reports

Midterm and final grades are issued each term. Students can access their grades immediately after they are posted, via their "Student Center" in ERNIE.

The University is prohibited from releasing grade information without the express written authorization of the student.

Grade Point Averages: GPA, CGPA

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

Dropping a Course

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

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 through the first five class days of the semester or the first three days for summer terms. Change from credit to audit requires an instructor's signature until the last day of the withdrawal period: through the twelfth week of the semester or the fourth week of the summer term. When a student auditing a course fails to maintain satisfactory attendance, as determined by the instructor, a grade of W will be assigned.

Withdrawing from a Course (W)

Students receive the grade W if they withdraw from a course by the end of the twelfth week of spring and fall semesters and the fourth week of summer terms. If they withdraw from a course after this period, they receive an F. 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 who withdraw from a flight course before their initial attempt at the final phase check receive a W.

Students are not permitted to drop or withdraw from a course while a charge of academic dishonesty is pending.

Incomplete Grades (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 by the end of the fourth week of the subsequent semester, the incomplete (I) automatically converts to an F. For graduate level courses, the Dean or Chief Academic Officer (CAO) may waive/extend this period.

Incomplete Flight Courses (IP)

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

Flight students may receive an F for excessive unexcused no-shows.

Withdrawal from the University

Students who leave the University, for any reason, must conduct an exit interview with the academic advisor in their college and officially process a withdrawal clearance through the Office of the Registrar. When a student withdraws from the University after the end of the scheduled withdrawal period, the end of the twelfth week of the semester, or the end of the fourth week of summer terms, 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.

Exclusion from Courses

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