

# Grading and Academic Status

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## Academic Probation

In each quarter of registration students must complete, by the end of the quarter, 300 units of course credit with passing grades and with a minimum GPA of 2.0. Students who are working at an approved reduced course load (RCL) must complete all courses on time with passing grades, and with a minimum GPA of 2.0.

A student who fails to meet this minimum requirement will ordinarily be placed on academic probation for the following quarter. Academic probation is a formal sanction but is not permanently notated on the official transcript.

Students on academic probation are expected to complete, by the end of the quarter, 300 units of course credit with passing grades in the next quarter of registration (or all courses for students on RCL), and with a minimum GPA of 2.0. Please note that Incompletes are not sufficient for course completion. At the end of that quarter, students who improve and meet those minimums will be returned to good standing. Any student who fails to meet the minimum requirements while on probation will ordinarily be asked to leave the College for a period of time, usually at least one year.

If a student fails to complete, by the end of the quarter, a minimum of 300 units of course work and also fails to attain a GPA minimum of 2.0 in the same quarter, the student may be immediately suspended regardless of whether the preceding quarter was satisfactory. Students who are working at an approved reduced course load (RCL) who fail to complete all of their courses on time with passing grades, and also fail to attain a minimum GPA of 2.0, may be immediately suspended regardless of whether the preceding quarter was satisfactory.

NOTE: Students on financial aid who fail to meet the completion rate (75 percent of registered courses) and GPA requirements and/or fail to complete nine courses each year may jeopardize their financial aid packages.

For the purpose of determining eligibility to participate in varsity sports, all students eligible to register are considered to be in good standing.

## Dean's List

Full-time, degree-seeking students whose grade point averages are 3.25 or above for an academic year (in which they have completed a minimum of nine courses with at least seven quality grades) are placed on the Dean's List for that year and their official transcripts are marked accordingly. Students are only considered for Dean's List once all of their grades for the academic year have been recorded. A determination is made each year on the basis of grades available in the registrar's office on July 1. The GPA is not recomputed for Summer

Quarter grades. For course work that does not contribute to the GPA, see note below under "Grades."

### Grading Scale

The following grades are awarded in undergraduate courses:

Letter Grade	GPA Weight	Passing	Confer Credit	Quality Grade
A	4.0	Yes	Yes	Yes
A-	3.7	Yes	Yes	Yes
B+	3.3	Yes	Yes	Yes
B	3.0	Yes	Yes	Yes
B-	2.7	Yes	Yes	Yes
C+	2.3	Yes	Yes	Yes
C	2.0	Yes	Yes	Yes
C-	1.7	Yes	Yes	Yes
D+	1.3	Yes	Yes	Yes
D	1.0	Yes	Yes	Yes
F	0.0	No	No	Yes
P	See Below	Yes	Yes	No
W		See Note Below		
NGR		See Note Below		
I		See Note Below		

The grades A through F are known as quality grades and carry a specific weight in calculating official grade point averages (GPA). These averages are regularly calculated to determine Dean's List, academic probation, and general honors. They may influence awards like Phi Beta Kappa and departmental honors. Note that College students who take a course at the University of Chicago Booth School of Business may receive an A+ grade according to the Chicago Booth grade system, but will receive 4.0 grade points in the College grade system for that Chicago Booth course. For College students, other Chicago Booth grades convert to grade points according to the College scale above.

NOTE: Only grades for University of Chicago courses are calculated into a student's GPA. Grades from advanced standing (transfer courses) do not contribute to the GPA. Grades from off-campus study abroad or domestic programs do not contribute to the GPA *unless the courses are listed on the transcript with University of Chicago course numbers.*

### Pass/Fail Grading

Students who wish to receive a passing grade rather than a quality grade have one option open to them: Pass/Fail (P/F). Students considering P/F grading should consult with their College adviser early in the quarter because this option is subject to conditions and

restrictions. Whether a course with a grade of P can be counted toward a student's degree depends on how it is to be used in the student's program. All general education courses must be taken for quality grades and most courses satisfying requirements in the major must be taken for quality grades. However, some majors permit a limited number of P marks. For P/F grading, the student and instructor reach an informal agreement, at the discretion of the instructor and according to departmental policy, before the instructor submits a grade for the course; no action is required by the student's adviser.

The P grade indicates that the student has submitted sufficient evidence to receive a passing grade. As some departments give credit only for a grade of C- or higher, students should establish with the instructor what constitutes passing work. A mark of P may not later be changed to a quality grade, and a quality grade may not be changed to a P. Although the P confers course credit, it is not calculated in the GPA. Students who do not pass a P/F course receive an F which counts as a zero in the calculation of the GPA.

### Withdrawals

The "W" (Withdrawn) grade means that the student has decided after Week 3 of the quarter not to complete the work of the course. Students who wish to exercise this option must request a W from their instructor by the Friday of 10<sup>th</sup> week or the day before the final project/exam is due, whichever is earlier. When made before the deadline, a request for a withdrawal cannot be denied except in cases of academic dishonesty. A withdrawal may not be granted after completion of the course.

Once a student requests a W, it may not subsequently be changed to any other mark. W grades do not confer grade or impact GPA; however, they will count against the completion rate needed to maintain good academic standing.

Students who register for graduate-level courses are subject to the policies governing graduate grading. Students should discuss the implications of these policies with their advisers before registering for courses numbered 30000 and above. NOTE: Grades earned in graduate-level courses contribute to a student's GPA as indicated earlier in this section.

### Incompletes

The mark "I" (Incomplete) is intended for a student who has not completed the requirements of a course before the end of the quarter but who has

1. participated actively in the course,
2. completed the majority of the requirements of the course with work that is of a passing quality, and
3. made satisfactory arrangements with the instructor to complete the remaining work.

The student must submit the request for an Incomplete to the instructor before the end of the course. Approval to complete work late is at the discretion of the instructor and/or according to departmental policy.

The student is also responsible for completing and submitting an official Incomplete Form, which must be obtained from the student's College Adviser and turned into the registrar's office by Friday of the first week of the following quarter. After this point, students who are otherwise qualified for an I may petition the Dean of Students in the College for approval to arrange the Incomplete.

Incompletes must be finished within a period of time agreed upon between student and instructor. In the absence of a specified due date, the work must be completed within one year. In the interim, an I will appear in place of a grade. When the course is completed, the I notation will remain on the academic record alongside the student's final grade, indicating that the work was completed outside the course's standard timeframe. Students with compelling reasons for the Incomplete may petition the Dean of Students in the College to remove the I from the transcript.

If the course work has not been completed within the specified time period and an extension has not been granted, the student will receive a W unless the instructor indicates a specific grade on the Incomplete Form.

### NGR (No Grade)

The mark "NGR" (No Grade) is entered on the student's grade report by the registrar's office when the instructor has failed to submit a final grade for a student. The NGR may be resolved by submission of a final grade or a formal Incomplete form. If neither has been submitted by Friday of the first week of the following quarter, the NGR will be converted into a W. After this point, students who are otherwise qualified for an I may petition the Dean of Students in the College for approval to arrange the Incomplete.

When a final grade is submitted to replace a NGR, that grade will be entered on the academic record with an I notation, indicating that the work was completed outside the course's standard timeframe. That "I" may be removed only if the instructor states that the student's work was completed before the end of the quarter or if the student successfully petitions the Dean of Students in the College.

The intermediary NGR should not be interpreted as an informal Incomplete or as a way to avoid an I on the transcript. Rather, students are strongly urged to protect themselves

against misunderstandings and missed deadlines by arranging for an official Incomplete if one proves necessary.





## Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Trajan.

Times was used instead of Palatino.

The editor may contact Leepfrog for a draft with the correct fonts in place.