

# GRADING SYSTEM

Achievement in a particular course is indicated by a letter grade that is translated into grade points for the student's record. Final grades are issued by the registrar at the close of each semester. Mid-semester standings are issued to first-year students in 100-level courses, apprising them of their progress.

Grade points earned in a course are determined by multiplying the point value of the letter grade (shown in the table below) by the number of credits of the course. A cumulative average is obtained by dividing the total number of grade points by the total number of credits taken at Quinnipiac and is calculated at the student level.

Faculty members are the most appropriate judges of how students perform academically. Except when a grade of Incomplete has been submitted, faculty shall not accept late work from students after the final course grade has been submitted to the Registrar or after the final grade due date, whichever comes first. Except when there are verifiable errors in the final grade calculation, faculty members shall not request changes in final course grades after submission to the Registrar.

## Scale of Grades

Letter Grade	Numerical Range	Grade Pt. Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D	60-69	1.00
F	0-59	0.00

AU (audit) Indicates the course was audited. This grade type is in effect for the Fall 2017 semester and beyond.

I (incomplete)

A grade of "Incomplete" or "I" indicates that a student has not satisfied all of the course requirements and has come to an agreement with the faculty member for an extension in order to complete the work. In addition, if grades are awarded while an academic integrity case is in progress, the faculty member must assign a temporary grade of "Incomplete" to the student pending the outcome of the academic integrity hearing board review process. Apart from academic integrity cases, the decision to issue a grade of Incomplete is made solely at the discretion of the faculty member. Incomplete grades must be requested by the student, and will be granted only if justified by compelling individual circumstances requiring additional time beyond the end of the semester to complete course requirements. A grade of Incomplete should not serve primarily as a mechanism to allow a failing student to earn a passing grade. Grades of Incomplete should be accompanied by a written plan for resolving the Incomplete grade, which includes documentation of outstanding work and the timeline for completion. This written plan shall be retained by the student, the faculty member and the department chair. An Incomplete grade automatically becomes an "F" if it is not removed within 30 calendar days following the end of the semester (last day of final exams) in which it was issued, or within a lesser period specified by the instructor. In exceptional cases, extensions beyond that normal period are permitted only with the written approval of the department chairperson. Any change in an Incomplete to a grade other than "F" after one year requires the written permission of the dean of the school, college or division.

W (withdrawal)	A student may withdraw from a course offered in a traditional semester (15 week) format up to the end of the 10th week of classes. For courses offered during the summer or in accelerated or other nontraditional formats, the withdrawal period extends up to the completion of 60 percent of the scheduled class sessions. Prior to the start of each semester, the specific withdrawal deadlines for all classes are published by the Office of the Registrar. Withdrawals must be recorded on an official form available in the registrar's office.
P (pass)	Indicates "passed with credit" when no letter grade is given.
S (satisfactory)	Indicates "passed with no credit."
U (unsatisfactory)	Indicates "unsatisfactory work."
IP (in-progress)	IP. Grade in Progress. This grade is intended for internships, research-based courses, thesis, dissertation, individual study, projects and seminar offerings. Other course types must have dean's approval and must have been filed with the registrar's office prior to grading. Failure to complete the work according to the agreed-upon timeline will result in a grade of "F." For courses required for degree completion, a grade must be given before the credential may be granted. Syllabi for courses approved for the IP grade option should note the reason for the provisional IP grade to be assigned at the end of the semester, as well as the time frame within which the students' final coursework will be evaluated and the IP grade will be replaced with a permanent grade. IP grades are not used in calculating grade point averages. Undergraduate students with grades of "IP" in a course(s) are not eligible for the dean's list.

HP	High Pass
P	Pass
F	Fail
IP	In Progress
I	Incomplete

## School of Medicine – Scale of Grades

Student Assessment: Courses in Years 1 and 2 use a satisfactory (S) and unsatisfactory (U) system of grading. For required clerkships and sub-internships in Years 3 and 4, a 4-tiered system is used: Honors (H), High Pass (HP), Pass (P) and Fail (F). Clinical electives in Year 4 are graded pass (P) or fail (F). Exceptional capstone projects are designated with "High Distinction."

S	Satisfactory
U	Unsatisfactory
H	Honors