Final grades are submitted at the end of the term, and these are made part of a student's permanent record. A progress report of every student in their first year at the University for each registered class is submitted to the Registrar by every instructor at the middle of each term.

Undergraduate students are permitted a selection from two alternative grading options. The course grading options are as follows:

- Option 2: S (Satisfactory grade C- or higher) / NC (No Credit grade D,F).

In addition to those courses which must be taken under Option 2, a student may take a maximum of fifteen semester hours under Option 2 within the hours required for graduation in the degree program. A student may take any course beyond the minimum hours required for graduation in the degree program under Option 2. All courses that are used to fulfill the Common Academic Program must be taken under Option 1. The college/school or department may place further restrictions on the use of Option 2. Exceptions to this policy may be made by the dean (or the dean's designee) of the college/school in which a student is enrolled.

NOTE: Studies have shown that Satisfactory/No Credit grades (Option 2) require the processing of the drop form. This requires one signature from the student's Academic dean. It is the student's responsibility to initiate and process all withdrawals; the faculty do not initiate withdrawals for students except for auditors. In addition, the student is urged to process the withdrawal as soon as possible after deciding to drop a course. Students cannot assume that withdrawals are granted automatically if they stop attending class. Any failure to process the drop (withdrawal) form will incur a grade of F for the course or courses involved. The F's so accumulated are always included in the cumulative grade-point average.

Grades and Scholarship

Students may retake any courses taken at the University of Dayton for up to 12 semester credit hours.
• A student can retake any course. The higher of the grades earned will be used in the calculation of the student's cumulative GPA. The lower grade will remain on the transcript with an “E” (grade excluded) notation, and credits for the excluded course will apply against the student's allotment of 12 course retake credits.

• When a course is taken for the third time, Dean's approval is required. The lower of the first two grades will be excluded and the other attempted grades earned as a result of the retake will be factored into the calculation of the cumulative GPA.

• The student will only receive N credit hours toward his or her degree. The credits for the excluded course will apply against the student's allotment of 12 course retake credits.

• When a student reaches 12 semester credit hours, all further attempted course grades will be factored into the calculation of the cumulative GPA.

Credit can be earned only once for a course unless the course is specifically identified as allowing additional credit when retaken.

If students retake a course in which the topics vary, it must be demonstrated that the retaken course contains sufficiently similar content as the original course for which the students received a different grade.

Courses taken by students prior to the initiation of this revised policy, and before completion of an undergraduate degree, may be retaken within the guidelines of this revised policy.

Students and advisors should be aware that their UD calculated GPAs are UD GPAs. Graduate, Law, Medical, Dental, or Professional, or other undergraduate programs, as part of their admissions process may calculate students' GPAs from the recorded grades of the UD transcript separate from the UD calculation including retake courses.

In all cases, the course(s) in question must have been taken at the University of Dayton and must be retaken at the University of Dayton.

**Grade-Point Averages**

Semester Grade-Point Average:

Is the total number of quality points divided by the total number of semester credit hours carried by the student under Option 1.

Cumulative Grade-Point Average:

Is the total number of cumulative quality points divided by the total number of cumulative credit hours carried by the student under Option 1. Marks of I, K, IP, S, W, X and NC are disregarded in the computation of the CGPA.

The University does not round up a student’s grade-point average.

**Change of Grade**

No grade changes are permitted after thirty days from the date listed on the grade report.

*The University reserves the right to change the grading system.*