

GRADES AND SCHOLARSHIP

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 1: A, A-, B+, B, B-, C+, C, C-, D, F
- 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) on one's academic record may be a negative factor in the evaluation of application for transfer to some undergraduate schools, for admission to most professional schools (law, medicine, etc.) and many graduate schools, and for employment in some fields. Courses taken under Option 2 may not be retaken for a letter grade.

The official marks with their meanings and quality-point values are as follows:

- A - Excellent; for each semester hour, 4.0 quality points are allowed.
- A- - For each semester hour, 3.6667 quality points are allowed.
- B+ - For each semester hour, 3.3333 quality points are allowed.
- B - Good, for each semester hour, 3.0 quality points are allowed.
- B- - For each semester hour, 2.6667 quality points are allowed.
- C+ - For each semester hour, 2.3333 quality points are allowed.
- C - Fair; for each semester hour, 2.0 quality points are allowed.
- C- - For each semester hour, 1.6667 quality points are allowed.
- D - Poor but passing; for each semester hour, 1.0 quality point is allowed.
- F - Failed. This mark indicates poor scholastic work, or failure to report withdrawal from a course. In such cases, required courses must be repeated or retaken, preferably at the next opportunity.
- S - Satisfactory. This mark indicates credit given for a course taken under grading Option 2, C- or higher; or for a class for which credit by examination has been given. The S credit shall be counted as hours only and shall not be considered in determining a student's cumulative grade point average.
- NC - No Credit. This mark indicates no credit given for a course taken under grading Option 2, below C-. In such cases, required courses must be repeated or retaken, preferably at the next opportunity. The NC credit shall not be considered in determining a student's cumulative grade point average.
- I - Incomplete. This grade indicates that the student has obtained the instructor's recommendation, subject to the chairperson's approval, to complete some portion of the work of the term that for reasons beyond the student's control was not completed before the end of

the term, provided that the rest of the work has been of satisfactory grade. An I must be removed within thirty days from the date listed on the grade report, or it will be changed to an F or NC (option 2) on the student's permanent record. The time limit may be extended under exceptional circumstances, with the approval of the dean, if application for the extension is made within the thirty-day period noted.

- W - Withdrawn. During the first three weeks of a full term (or the first eight class days of a split term) a student may withdraw from a class without record by using the university approved system of dropping courses. Beginning with the fourth week of the term and continuing through the fourth week after mid-term (or the ninth class day of a split term and continuing through the fourth week of the split term), a student may withdraw with a W by the same process - approval will also be needed by the instructor of the course being dropped, as well as that of the advisor. For the remainder of the term, a student may withdraw with a W only by making a formal written request through a submission to the university Late Withdrawal Committee, using the Late Course Withdrawal Request (https://docs.google.com/forms/d/e/1FAIpQLScGfwg20lclhsLjcBSL_HKng8xglgBucReZWd2OmFwyB8Avw/viewform/). All requests must be made by 4:30pm on the last day of class instruction of each academic term. Late withdrawal requests will only be considered for undergraduate students who have experienced extenuating circumstances. Submission of a request does not mean a request will be granted. Documentation and other forms of background information will be required of the student. Students will be informed of the committee's decisions by the last day of final exams of each academic semester. Appeals must be submitted no later than 3 business days after receiving electronic notification through the provided University of Dayton email address. Late withdrawals will be recorded as W's on students' transcripts. Financial adjustments, if allowed, will be made only from the student's last date of attendance. Total withdrawal from all classes after the deadline to withdraw from classes with a W requires written request through the Late Course Withdrawal Request. Total withdrawal from all classes between the beginning on the first date to withdraw with a grade of W and continuing until the last date to withdraw with a grade of W as published in the academic calendar requires completion of the Non-Returning Student form, and consultation with the student's academic advisor and/or assistant dean. It is the student's responsibility to initiate and follow all procedures for withdrawing from courses. Faculty do not initiate withdrawals for students except for auditors. In addition, the student is urged to follow procedures to withdraw from courses as soon as possible after deciding to drop a course. Course withdrawals are not granted automatically if they stop attending class. Any failure to follow the appropriate procedures to withdraw from courses will result in a grade of F for the course or courses involved. The F's so accumulated are always included in the cumulative grade-point average.
- IP - In Progress. This symbol is used in lieu of a grade for an approved course which has not terminated at the end of a term or summer session. A grade with corresponding credit and quality points (see grading Options 1 and 2) will be assigned when the course has been completed.
- N - No grade was reported by the instructor.
- K - Credit. This mark is used only for credits accepted as transfer credit from other institutions. No quality points are allowed. K credit is not allowed for English courses taken at institutions in countries where the native language is other than English.

- X - Audit. This mark indicates that the student has registered to audit the course. No credit hours or quality points are awarded for this mark. Any course taken for audit may not be retaken for credit. If, in the opinion of the instructor, a student has not attended and participated in a sufficient number of classes, the instructor will assign a W.
- AP - This mark indicates University of Dayton credit given to a student on the basis of the Advanced Placement Program administered through College Board. The required level of achievement on these examinations is determined by the department in which the course is taught. This credit shall be assigned only on authorization of the registrar. No quality points are allowed. A student must be registered at the University of Dayton to obtain credit.
- EM- Examination. This mark indicates University of Dayton credit given to a student on the basis either of the Advanced Placement Program of the CEEB or of examinations taken prior to or after admission to the University. The required level of achievement on these examinations is determined by the department in which the course is taught. This credit shall be assigned only on authorization of registrar. No quality points are allowed. A student must be registered at the University of Dayton to obtain credit. EM credit is limited to 24 semester hours (exclusive of AP and CLEP General Examination credits).

Retake Policy (revised 2016)

Students may retake any courses taken at the University of Dayton for up to 12 semester credit hours.

- A student can retake any course (except courses taken under Option 2). 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.