

GRADING

COPH Professional program students are graded by letter grades, with associated quality points for courses completed, as follows:

Grade Quality Points

Grade	Quality Points
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Grade point averages are determined by multiplying the quality points earned in each course by the number of credit hours for that course, adding the products for all courses, and then dividing the sum by the total number of credit hours in which quality points were earned. Grades of Pass/Fail are not used in determining grade point averages.

Grades for all required core courses must be a B- (2.67) or above. A student may repeat any course in which he/she received a grade below a B (3.00), with the approval of the student's academic advisor, course instructor, and the Associate Dean for Academic Affairs. A student registering for such a course should notify the Office of Academic Records of re-registration in the course. Both grades will appear on the transcript, but only the last grade will be used in determining the grade point average.

Only a Pass/Fail grade is to be used for research projects.

The grade of "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It is used when a student, due to extenuating circumstances such as illness, military service, hardship, or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. A grade of Incomplete is given only if a student has already substantially completed the major requirements of a course. Instructors will judge each situation individually.

The instructor must also indicate, with a copy to the student, how and by when the Incomplete is to be removed; if the instructor is at the University at the time of the removal, they must supervise the makeup work and report the permanent grade. In the event that the instructor is not available at the time of the student's application for removal of an Incomplete, the department chairperson shall supervise the removal of the Incomplete and turn in the permanent grade for the student.

Grades of Incomplete must be completed within one semester after they have been awarded or they will be automatically changed to grade of F. Any extensions to the one-semester time frame must be permitted by

the Associate Dean for Academic Affairs prior to the Incomplete being changed to a grade of F.

A student with two or more current grades of Incomplete will not be permitted to enroll in any new courses until the number of current incomplete grades becomes less than two.

All grades of "I" on courses that are part of the degree requirements must be removed at least one month prior to the end of the final semester of enrollment.