SGS-BHS Grading Policy

SUBJECT: Grading System	TITLE: Grading Policy
AMENDED: April 2022	

I.   PURPOSE

This policy describes the system of grading which the School utilizes.

II.   ACCOUNTABILITY

Under the direction of the SGS-BHS Dean and the Campus SGS-BHS Senior Associate Deans, each faculty member shall have responsibility for this policy.

III.   POLICY

Students must demonstrate satisfactory knowledge and skill in academic work and research performance in order to complete a program of study. A letter grade is used to report the final evaluation of a student's performance in a course. In determining a grade, each faculty member utilizes criteria established and discussed with students at the beginning of each course. Only the instructor of a class has the authority to submit grades for students in that class to the SGS-BHS Registrar's Office.

Grades may be assigned through administrative action, if the faculty member of record is unable or unwilling to assign grades in a timely manner.

 A grade for a student is subject to change only in the event of clerical or calculation error or to change an incomplete or "in progress" to a performance letter grade. In all other instances, an instructor wishing to change a grade must submit a recommendation of change to the SGS-BHS Campus Senior Associate Dean. A change of grade occurs only under extraordinary circumstances; and the reason must be stated on the change of grade form.

The following grades are used to report the quality of academic and/or research performance:

Grade	Quality	Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Marginal	2.5
C	Poor	2.0
F	Failure	0.0
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P	Passing (Pass/Fail Course Only)	
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
W	Official withdrawal	

Students must achieve a 3.0 academic average and an average grade of "B" or better in the core courses, as designated by their program, as a requirement for graduation.

If a student receives less than a "B", the student has one year from receipt of the grade to repeat the course to achieve a "B" or better. Program directors shall define which courses are considered core courses within their programs and prospectively share this information with their students prior to enrollment.

Programs may set more stringent requirements. Consult program policies regarding specific requirements of the program.

For courses on Satisfactory/Unsatisfactory scale, an "S" grade (Satisfactory) will be awarded in those instances where the student has performed class work necessary to pass the course. S/U grades do not contribute to the GPA.

A grade of Pass/Fail ("P" or "F") is given for courses at the discretion of the program faculty. Each program determines the maximum number of allowable pass/fail courses. Pass/fail grades are not used when calculating grade point averages.

A grade of "I" is normally given only when circumstances beyond the control of the student prevent completion of course requirements. Students receiving a grade of "I" are responsible for finding out from the instructor the exact work required to remove the "Incomplete" grade. Incomplete grades must be converted to a letter grade no later than the end of the next semester in which the course is offered, unless otherwise approved in advance by the Campus SGS-BHS Senior Associate Dean. If a grade is not received during this time frame, the "I" is converted to an "F."

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Repetition of any course results in the original grade and the new grade both appearing on the transcript; however, the quality points from the earlier grade are not calculated into the student's cumulative grade point average.

Students withdrawing from a course between 11 and 15 academic days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 15 academic days after the course has begun. Withdrawals will not be granted during the final third of a course.

The Drop-add policy outlines the time frame for dropping and adding courses. Any course that is dropped within the drop-add period will not appear on the student's transcript.