

GRADING

Student grade point average (GPA) is determined using the semester credit hours earned in each course multiplied by the weight of the grade received. The sum of these products divided by the total semester hours taken by the student during a semester is the grade point average (GPA). Courses in which advanced standing credit is given for work taken in other institutions of higher education, or in which grades of "IC", "W", "S", "P" or "U" are received, are omitted in determining the grade point average (GPA).

Exclusion of courses from the GPA occur when a student repeats a grade of "F". *Exclusions for Special Topics courses applies when repeating a special topics course with the same course title.*

Midterm and Final Grades

Midterm grades are posted at the mid-point of each semester on Leopardweb. Midterm grades do not appear on the student's official transcript. It is the student's responsibility to meet with their graduate advisor and the instructor of any course in which midterm grades reflect poor academic progress to improve the quality of their work and seek help from all available campus resources. Students should consult the academic calendar for midterm grade due dates and posting dates for each semester.

Final grades are posted after each semester in April, August, and December. Students should consult the academic calendar for final grade due dates and posting dates for each semester. Students with questions or concerns regarding their final grade should contact the instructor for the course.

Grade Scale: Graduate

Grade	Weight	Numerical Definition	Definition
A	4	93-100	Distinction
A-	3.67	90-92	High Pass
B+	3.33	87-89	Pass
B	3.00	83-86	Pass
B-	2.67	80-82	Provisional
C+	2.33	77-79	Provisional
C	2.00	73-76	Provisional
F	0	0-72	No Pass
P	0		Pass (for credit)
S	0		Satisfactory (no credit)
U	0		Unsatisfactory (no credit)
W	0		Withdrew
IC	0		Incomplete (temporary)
NR	0		Grade Not Reported by Instructor

Wentworth does not offer students the option to audit a course; if a student is granted an exception to this policy the course cannot be converted at any time to a credit bearing course and will not satisfy a degree requirement.

Incomplete Grades Policy

An Incomplete grade (IC) is a temporary grade assigned when a student, due to a "medical or personal emergency" or extenuating circumstances that are beyond the student's control, is unable to complete course requirements by the end of the Final Assessment (Exam) period. Students

must have completed most of the work in a course as defined by the professor at the time of the request.

Students seeking an 'IC' grade must submit a written request, including remaining work and proposed submission deadlines, to the course instructor by the last day of the Final Assessment (Exam) period as published in the Academic Calendar. The course instructor reserves the right to grant or deny an incomplete grade based on their evaluation. The course instructor may consult with the Assistant Provost. If the course instructor cannot be reached, the student should contact the Dean's office for the school that offers that course.

Incomplete work must be submitted to the course instructor prior to the Incomplete deadline published in the Academic Calendar. Please be aware that incomplete grades may impact your next semester schedule.

Unresolved "IC" grades will automatically be changed to "F" by the deadlines published in the Academic Calendar. Unresolved "IC" grades will delay the awarding of an undergraduate or graduate degree until a final grade has been awarded, or the requirement has been met. No degrees will be conferred with outstanding "IC" grades.

Pass/Fail Grades

Grades of "P" or "F" are awarded to courses with this grade scheme and carry academic credit. "P" or "F" grades do not calculate into the GPA.

Satisfactory/Unsatisfactory Grades

Grades of "S" or "U" are awarded to non-credit bearing courses and do not calculate into the student's semester or cumulative GPA.

Repeated Courses

For courses in which a grade of "F" is received, students may repeat that course only once. After the course has been retaken, the first grade is excluded from the GPA and replaced by the second grade. Courses passed with a grade of "C" or higher may not be retaken for improving the overall program GPA.

Retention of Graded Student Work

All work submitted for grading is the property of Wentworth Institute of Technology and may be retained at the discretion of the University.

Final Exams and Assessments (final examination, papers, presentations)

Final examinations and final term papers/projects are given during the scheduled examination period published in the academic calendar. All students are expected to take final examinations according to the schedule published by the Registrar's Office. Final examinations are only given during the final examination period listed on the academic calendar.

Students should not make travel arrangements that conflict with the dates of the final exam and assessment period as published in the Academic Calendar. Students who schedule their departure prior to completing exams and assessments, risk failure in their final exam or assessment.

Students must complete the final examination on the scheduled day unless they are scheduled for more than two exams in a single day or there are extraordinary unforeseeable circumstances beyond the student's control. In these circumstances, students will be allowed to schedule a make-up exam.

Make-up Examinations:

If a student misses a final examination due to extraordinary/unforeseeable circumstances beyond their control, the student must contact the course instructor to make an alternate arrangement.

Unforeseeable and/or extraordinary circumstances may include a serious illness or injury; a recent death in one's immediate family; conflict with religious observance.

Students are not required to take more than 2 exams in one day. If a student is scheduled for more than two exams, they should contact the instructors to request a make-up exam at another time during the final exam period.

At the faculty member's discretion, the student may be granted an Incomplete to make up the exam on a date after the published date. If the instructor is unable to accommodate the request, the student should contact the Dean or Associate Dean.