

GCPRC Proposed Changes (addition of Plus / Minus Grades) to Graduate Grading Policies

EXISTING POLICIES ON GRADUATE GRADES

Regular Graduate Courses

Graduate level courses are those regular courses taught at the 500-600-700 levels. Undergraduate courses (100-400 level) may not be counted for credit in a graduate degree program.

The letter grades A, B, C, F, H, P, W, I (Incomplete), and AU (Audit) will be used. Grades of P, H, W, I, and AU are not used in computing the grade point average. Grade point average (GPA) will be rounded to two places.

Incomplete Grades

A student, upon consultation with the instructor, may receive a grade of Incomplete. The student has the responsibility to complete the appropriate work as outlined by the instructor by the end of the following regular term. In the case of research reports and theses, the grade of Incomplete must be removed within one (1) calendar year. If a change of grade is not made by the instructor to indicate completion of requirements in the appropriate time span, the grade will be changed to an F. Under extenuating circumstances, the student may petition the dean of graduate studies and research, with the recommendation of the instructor, for an extension of time to complete the course or research requirements.

Theses, Research Reports/Projects, and Practicum Courses

These are evaluated on the basis of H (Honors), P (Pass), F (Fail) or I (Incomplete).

Workshop Courses

Special workshop courses are designated by a W following the department prefix (e.g., EDW) and will be graded on a P (Pass) or F (Fail) basis. They are not approved for inclusion in a degree program.

Academic Standing

Graduate degree students are required to maintain a B grade average. A student who fails to meet the scholarship standards may be dismissed from a graduate degree program. If a student falls below a 3.0 average, he/she will be placed on probation. Failure to raise the grade average to a minimum of 3.0 during the next semester in which the student is enrolled will result in dismissal from graduate studies at Millersville University. (Summer is considered a semester.)

Graduate students who earn two grades of C will receive an academic warning, regardless of GPA. Earning a third grade of C will result in academic dismissal, regardless of GPA. This includes any courses which have been repeated and replaced with a higher grade. A C grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

Transfer of Credit Policy: Credits Prior to Admission at Millersville

All work recommended by the department for transfer credit must be taken in a regular program of studies offered by a four-year regionally accredited institution on its main campus, at an

established center, or by the institution's distance education program. Grades of B or above (or documented equivalency) must be achieved in these courses. (Documented equivalency is confirmed with the originating institution by the graduate coordinator of the program of the degree-seeking graduate student).

SUGGESTED NEW POLICY LANGUAGE (*new language indicated in blue ink and italics*)

Regular Graduate Courses

Graduate level courses are those regular courses taught at the 500-600-700 levels. Undergraduate courses (100-400 level) may not be counted for credit in a graduate degree program.

Each instructor establishes his or her own grading policy and states it clearly and in writing at the beginning of the course. Sufficient measures are built into each course structure to evaluate student achievement.

The letter grades used in graduate level courses and their associated grade point value are as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7) and F (0.0). In addition, grades of H (Honors), P (Pass), W (Withdrawal), I (Incomplete) and AU (Audit) may also be used in graduate level courses. Grades of P, H, W, I, and AU are not used in computing the grade point average. Grade point average (GPA) will be rounded to two places.

Incomplete Grades

A student, upon consultation with the instructor, may receive a grade of Incomplete. The student has the responsibility to complete the appropriate work as outlined by the instructor by the end of the following regular term. In the case of research reports and theses, the grade of Incomplete must be removed within one (1) calendar year. If a change of grade is not made by the instructor to indicate completion of requirements in the appropriate time span, the grade will be changed to an F. Under extenuating circumstances, the student may petition the dean of graduate studies and research, with the recommendation of the instructor, for an extension of time to complete the course or research requirements.

Theses, Research Reports/Projects, and Practicum Courses

These are evaluated on the basis of H (Honors), P (Pass), F (Fail) or I (Incomplete).

Workshop Courses

Special workshop courses are designated by a W following the department prefix (e.g., EDW) and will be graded on a P (Pass) or F (Fail) basis. They are not approved for inclusion in a degree program.

Academic Standing

Graduate degree students are required to maintain a **3.0** grade average. A student who fails to meet the scholarship standards may be dismissed from a graduate degree program. If a student falls below a 3.0 average, he/she will be placed on probation. Failure to raise the grade average to a minimum of 3.0 during the next semester in which the student is enrolled will result in dismissal from graduate studies at Millersville University. (Summer is considered a semester.)

Graduate students, who earn two grades of *C+*, *C* or *C-*, or any combination thereof, will receive an academic warning, regardless of GPA. Earning a third grade of *C+*, *C* or *C-* will result in academic dismissal, regardless of GPA. This includes any courses which have been repeated and replaced with a higher grade. A *C+*, *C* or *C-* grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

Transfer of Credit Policy

Credits Prior to Admission at Millersville

All work recommended by the department for transfer credit must be taken in a regular program of studies offered by a four-year regionally accredited institution on its main campus, at an established center, or by the institution's distance education program. Grades of *B- or higher* (or documented equivalency) must be achieved in these courses. (Documented equivalency is confirmed with the originating institution by the graduate coordinator of the program of the degree-seeking graduate student).