

## Governance & Policies

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Effective : October 1997

### Academic Policy: Graduate Studies GRADES and GRADE POINT SYSTEM

Revised: Faculty Senate, April 1, 2009  
Deans' Council, May 21, 2009  
Approved: October 1997  
Deans' Council, Faculty Senate

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#### 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 grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The letter grades used in graduate level courses and their associated grade point values 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. Grades of H, P, W, I, and AU are not used in computing the grade point average. Grade point average (GPA) will be rounded to two places.

University policy accepts C as minimum earned credit. Individual departments may have scholarship requirements beyond this minimum level; students should consult their adviser and the Graduate Studies Catalog.

The semester GPA is the number of grade points earned in Millersville courses in a semester divided by the number of credits in that semester for which grades calculated in the GPA were earned. Grade points for each course are calculated by multiplying the grade point value by the number of credits for the course.

The cumulative GPA (CGPA) is the total number of grade points earned in Millersville courses divided by the number of Millersville GPA credits. Credits from audited courses, subsequently repeated courses, and transfer credits are not included in the CGPA.

#### 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 and professional studies, with the recommendation of the instructor, for an extension of time to complete the course or research requirements.