

# Grades

## Office of the University Registrar

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www.MiamiOH.edu/registrar (<http://www.MiamiOH.edu/registrar>)

## The Grading System

Grades for all students are reported to the Office of the University Registrar. Grade submission deadlines and dates by which grades are viewable are listed on the academic calendar ([MiamiOH.edu/OneStop](http://MiamiOH.edu/OneStop)) (<http://MiamiOH.edu/OneStop>). Miami uses the following grading structure on a 4.00 scale.

Grade	Points Per Semester Hour
A+	4.00
A	Excellent 4.00
A-	3.70
B+	3.30
B	Good 3.00
B-	2.70
C+	2.30
C	Satisfactory 2.00
C-	1.70
D+	1.30
D	Poor 1.00
D-	0.70
F	Failure 0.00

Other grade symbols include:

ADF	Academic Dishonesty - Failed. Denotes a sanction of failure in a course due to Academic Dishonesty. Calculates as an F in grade point average.
ADY	Academic Dishonesty - No Credit. Denotes a sanction. Failure in a course due to Academic Dishonesty. Does not calculate in the grade point average (no credit).
I	Incomplete; calculates as an F in grade point average (retired).
IG or IGY	Incomplete; work at the graduate level; not included in the calculation of grade point average. The student has one academic semester following the recording to complete the academic work. Check the Academic Calendar for the deadlines per term. After the deadline has passed with no grade change being recorded, the "IG" will convert to a grade of F. The "IGY" will convert to Y (no credit).

IU or IUY

Incomplete work at the undergraduate level; not included in the calculation of grade point average. The student has one academic semester following the recording to complete the academic work. Check the Academic Calendar for the deadlines per term. After the deadline has passed with no grade change being recorded, the "IU" will convert to a grade of F. The "IUY" will convert to Y (no credit).

L	Audit; not included in enrollment status hours; not included in calculation of grade point average.
N	No grade submitted by the instructor; not included in the calculation of grade point average.
P	Passing; carries no credit points (used for student teaching, thesis hours, dissertation hours).
S	Satisfactory Progress; carries no credit points and not included in the calculation of grade point average; (used for courses in research, independent reading, special topics courses, thesis hours, dissertation hours, and undergraduate honors); changes to a final grade when the project is completed.
U	Unsatisfactory progress; carries no credit points; not included in the calculation of grade point average; (also used for special projects as above); changes to a final grade when the project is completed.
W	Withdrawal; assigned to a student who officially withdraws from the University or from a course; carries no credit points; is not included in the calculation of grade point average.
WP	Withdrawal passing; (retired).
WF	Withdrawal failing; (retired).
X	Credit in a course taken credit.no-credit in which a grade of D- or better is earned in an undergraduate course or in which a grade of B is earned in a graduate course; carries no credit points; not included in the calculation of grade point average.

Y	No credit in a course taken credit/no-credit in which a grade of F is earned in an undergraduate course or in which a grade of B- or less was earned in a graduate course; carries no credit points; not included in the calculation of grade point average.
Z	Course grades preceded by Z indicate the Fresh Start policy has been applied.

## Calculating Your Grade Point Average

Add the hours you have attempted for a grade in the semester. Then figure the point value of your grades by multiplying the point value of the grade by the number of hours in the course. Divide the number of points by the number of hours; this is your term GPA.

Course	Hours		Grade	=	Points
ENG 111	3	x	C (2.00)	=	6.0
PSY 111	3	x	B (3.00)	=	9.0
SPN 101	4	x	B (3.0)	=	12.0
BIO 115	4	x	B+ (3.30)	=	13.2
EDT 110R	2	x	A (4.00)	=	8.0
<b>TOTAL</b>	<b>16</b>				<b>48.2</b>

48.2 divided by 16 = 3.01 GPA

To figure your cumulative GPA, divide total points for all terms by the total number of credit hours you attempted for a grade. Grade point averages are truncated to the second decimal place.

## Auditing Courses

Courses may be audited without credit with the consent of the instructor and will not be counted under any rules establishing maximum registration or enrollment status. The requirements for auditing a course are established by the instructor and may include active participation by the student. An instructor may drop an auditing student at any time during the semester if the student is not fulfilling the audit requirements. Full fees are assessed for auditing a course. A course can be changed from credit to audit or audit to credit during the first 60 percent of the course (see the academic calendar).

## Credit/No-Credit

**Warning:** Nationwide studies have shown that credit/no-credit grades on your academic record may be a negative factor in evaluation of your application for admission or employment by most professional schools (law, medicine, etc.), by many graduate schools, and by some employers and undergraduate schools. Before enrolling for courses on a credit/no-credit basis consider what effect it may have upon your career goals.

Students should consult with the chief departmental advisor of their department of major with regard to questions pertaining to courses that may be taken on a credit/no-credit basis.

All students not on academic probation may register for courses on a credit/no-credit basis, except as noted below. Eligible students may enroll in any course on a credit/no-credit basis excepting

courses used to meet department field of concentration and major requirements and the core courses at the Dolibois European Center. However, departments may specify field of concentration and major requirements that can be met with "credit" in a specified course. Registration in a course on a credit/no-credit basis requires the permission of the instructor except in Miami Plan courses.

No more than 10 percent of the minimum total credit hours required for graduation (i.e. 13 credit hours for bachelor's degrees; 7 credit hours for associate degrees) at Miami University may be earned in courses that students elect to take on a credit/no-credit basis. Courses with a defined grade mode of Credit/No Credit ONLY are excluded from the 10 percent maximum. Freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for 12 hours for grades. During the summer term, freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for four semester hours for grades. If at any time during the semester, a student drops below 12 hours for grades (four hours for the summer term), the credit/no-credit status will be removed. Courses offered only on a credit/no-credit basis are not factored in. Sophomores, juniors, and seniors may register for one or more courses per semester on a credit/no-credit basis. Students may not enroll on a credit/no-credit basis in any course in which they have previously earned credit. A student may not enroll for grade in any course for which they have received "credit" on a credit/no-credit basis. "Credit" (X) will be granted for passing grades of D- or better; "no-credit" (Y) will be granted for grades of F. The instructor will record the normal letter grade, which the University Registrar's Office will convert to the respective credit/no-credit symbol. Courses taken on a credit/no-credit basis are disregarded in the computation of grade point averages. A course can be changed from credit/no-credit to letter grade or from letter grade to credit/no-credit during the first 20 percent of the course (see the academic calendar).

## Incompletes

If you cannot finish the work for a course by the end of a term, with your instructor's permission you can take an incomplete. This is an agreement between you and your instructor that you will finish your course work.

Grades of incomplete for a graduating student must be removed by the conclusion of end-of-term processing for the student's graduation term, approximately 30 days after the date of graduation. For policies regarding incomplete grades and their removal, see *The Student Handbook*.

## Withdrawal from the University

Withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes will not be considered an official withdrawal from the University. A student withdrawing from the University is expected to file in the Oxford One Stop or Regional/Campus Records and Registration Office. The withdrawal form must be signed by the student's divisional advisor or the proper University official as indicated on the withdrawal form. An international student on a non-immigrant student visa must also obtain the signature of the International Student Advisor on the withdrawal form. The withdrawal deadline is 5:00 p.m. on the last Friday of the term's classes preceding final exam week. Official withdrawals are noted on a student's academic record (transcript). Refunds follow University policy, available via the One Stop website at [MiamiOH.edu/OneStop](http://MiamiOH.edu/OneStop)

(<http://MiamiOH.edu/OneStop>). Students considering withdrawal from the University are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage.

1. If a student officially withdraws during the first 20 percent of any semester, accelerated course or summer term, no grades will be recorded.
2. If a student officially withdraws from the University at any point after 20 percent and through the last class day of a semester, accelerated course or summer term, the University Registrar's Office shall assign a grade of W in each course for which the student is registered, excluding accelerated courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.
3. If a student officially withdraws from the University after 60 percent of a semester, accelerated course or summer term, and if the student wishes to re-enroll, the student must submit a re-enrollment application online at [www.MiamiOH.edu/reenroll](http://www.MiamiOH.edu/reenroll) (<http://www.MiamiOH.edu/reenroll>) at least 30 days prior to the beginning of the term in which you wish to enroll.
4. If a student obtains a medical leave of absence certified by the Dean of Students, he or she will be allowed to withdraw from the University without grades (see Part 4, Voluntary Medical Leave of Absence). If a student obtains a military withdrawal, the provisions of Section 1.2.E apply.

## Unofficial Withdrawal

If a student leaves the University without formally withdrawing and failing and/or non-completion grades are recorded, the student will be considered an Unofficial Withdrawal. For additional information and the full policy see the *Student Handbook*.

## Academic Warning, Probation, Suspension, and Dismissal

Academic actions are defined as academic warning; removal of academic warning; academic probation; removal of academic probation; academic suspension; and academic dismissal. Academic actions occur on the basis of semester or term and/or cumulative grade point averages as computed by the Office of the University Registrar at the end of a semester or term. Academic actions will be taken on any student regardless of the number of hours taken in any semester or term with suspension and dismissal exclusions as noted below. Good academic standing is defined as maintaining a minimum 2.00 cumulative grade point average. Students on academic warning are also considered to be in good academic standing.

### Academic Warning

An undergraduate student who earns a cumulative GPA less than 2.00 during his or her first semester at Miami University will be placed on **academic warning**. Excluding a student's first semester (per above), in all subsequent semesters an undergraduate student with fewer than 16 cumulative GPA hours who earns a cumulative GPA lower than 2.00 is placed or continued on academic warning. If an undergraduate student on academic warning has a cumulative average of 2.00 or better, the student is removed from academic warning.

## Academic Probation

An undergraduate student with 16 or more cumulative Miami grade point average hours is placed on **academic probation** at the end of any semester or summer term in which his or her cumulative average is lower than 2.00. If an undergraduate student's cumulative average is 2.00 or better, the student is removed from academic probation.

### Continued on Academic Probation

An undergraduate student with 16-29 Miami grade point average hours who is on academic probation and who has a cumulative average lower than 2.00 is **continued on academic probation**. An undergraduate student with 30 or more Miami grade point average hours who is on academic probation and who has an average for a semester or summer term of 2.00 or better, but has a cumulative average lower than 2.00, is continued on academic probation.

## Academic Suspension

An undergraduate student with 30 or more Miami grade point average hours who is on academic probation will be **suspended** if his or her average for a semester or summer term is lower than 2.00. The period of suspension is two consecutive terms including summer terms (see *Student Handbook, Re-enrollment after Academic Suspension or Dismissal*).

## Academic Dismissal

A second academic suspension for low scholarship constitutes an **academic dismissal**. The period of academic dismissal is two calendar years and is usually considered a permanent action (see *Student Handbook, Re-enrollment after Academic Suspension or Dismissal*).

A student may petition for an exception to academic suspension or academic dismissal. Freshmen should consult their freshman advisor or commuter advisor about the petitioning process. Upper-class students can get a petition from their divisional dean. These petitions are considered by the Committee of Advisors in your academic division.

All decisions on petitions are reviewed by the Interdivisional Committee of Advisors, which has the authority to affirm or reverse the decision.

## Scholastic Requirements for Graduate Students

A graduate student with 9 or more cumulative Miami graduate-level grade point average hours is placed on academic probation at the end of any semester or summer term in which his/her cumulative grade point average is less than 3.00. If a graduate student has a cumulative grade point average of 3.00 or better at the end of a semester or summer term, the student shall be removed from academic probation. A graduate student who is on academic probation and who has a semester or summer term grade point average of 3.00 or better, but has a cumulative grade point average of less than 3.00, is continued on academic probation. A graduate student who is on academic probation will be dismissed if his/her semester or summer term grade point average is less than 3.00. Academic dismissal is usually considered a permanent action. A graduate student under

academic probation may not hold an assistantship. The student may, with the support of the unit that awarded the assistantship, petition the Graduate Council for an exception to this policy. A new petition is required each semester while on probation.

A student under academic probation is not eligible to take a comprehensive examination, final examination, or to graduate. A student's cumulative Miami graduate-level grade point average must be at least 3.00, and a student may not have grades of incomplete, to take a comprehensive examination, to take a final examination for any graduate degree, or to graduate.

## Fresh Start Policy

The Fresh Start Policy is designed to help Miami University students return to good academic standing after an absence of at least two calendar years. Students who have been academically suspended or dismissed or who voluntarily left the University with a cumulative GPA below 2.00 are eligible for Fresh Start after a two-year absence.

Fresh Start status must be requested within one semester (fall or spring) of completing at least 12 graded credit hours on which a cumulative grade point average of 2.00 or higher has been earned. The fresh Start option applies only to courses taken before re-enrollment.

After Fresh Start status is approved, a notation will be added to the student's academic record indicating that all Miami University credit hours earned prior to re-enrollment will be subject to the following conditions:

1. Courses taken prior to Fresh Start are excluded from the cumulative grade point average calculation, and the student starts with a new cumulative grade point average.
2. Grades from all coursework taken at Miami University after Fresh Start will be used in calculating eligibility for graduation with honors.

Students choosing to re-enroll under the Fresh Start policy are subject to the academic regulations and degree requirements in effect at the time of their re-entry. Fresh Start students must re-declare their major or majors, or re-apply for admission to the major if admission is required and must complete all current academic requirements. Fresh Start status is applicable only to associate and baccalaureate degrees and may be granted only one time. Following re-enrollment, students opting for Fresh Start must complete at Miami a minimum of 50 percent of the total hours required for their degree program. Fresh Start status will be recorded on the student's academic record as follows: "(Date) Fresh Start Approved. New Grade Point Average Established." Catalog year is changed to reflect the first term of re-enrollment after the term of Fresh Start is established. The Transfer Student Policy (1.1.C) applies for students who completed transfer credits while absent from Miami University.

Additionally, Federal Financial Aid regulations do not permit academic forgiveness. All credit hours considered for Fresh Start will still count as attempted hours for the purposes of Federal Financial Aid and may impact a student's aid eligibility. Students should also check with the One Stop to determine what consequences a Fresh Start approval may have on their Federal Student Aid eligibility.

## Re-Enrollment

Former students who left the university in good standing may apply for re-enrollment through the One Stop. Students who have been suspended, dismissed, or have a financial, medical, or disciplinary hold also apply through the One Stop. Apply for re-enrollment at least 30 days before the beginning of the term that you intend to enroll. Information is available at [www.MiamiOH.edu/reenroll](http://www.MiamiOH.edu/reenroll) (<http://www.MiamiOH.edu/reenroll>).

Returning students whose degree programs have been discontinued should consult with their academic departments or divisions.