

# GRADES AND TRANSCRIPTS

## Grades

Grade	Grade Description	Instructor Assigned	Performance Evaluation	Attempted Hours	Earned Hours	Quality Points	Quality Hours	GPA Hours	FinAid Hours
A	excellent	x	x	x	x	4.00	x	x	x
B	above average	x	x	x	x	3.00	x	x	x
C	average	x	x	x	x	2.00	x	x	x
D	below average	x	x	x	x	1.00	x	x	x
E	fail	x	x	x		0.00	x	x	x
I	incomplete	x		x		0.00			x
R	research	x		x		0.00			x
NA	non-attendance	x		x		0.00			x
S	satisfactory	x	x	x	x	0.00			x
U	unsatisfactory	x	x	x		0.00			x
P	pass	x	x	x	x	0.00			
F	fail	x	x	x		0.00			
AU	audit					0.00			
W	withdrawal (student initiated)			x		0.00			x
X	no grade submitted			x		0.00			x
NG	non-graded					0.00			

## Grade Notes

AU	Grade basis elected by student at point of registration. Permanent administrative grade automatically applied. An audit request must be submitted at the time of registration and courses may not be changed to or from audit after the registration period. There is no credit given for an audited course. Regular tuition rates apply.
D	Used for undergraduate students only; not used to evaluate graduate level course work.
I	The student must request this temporary grade from the instructor through the incomplete grade request process prior to the week of finals. The I grade is automatically posted when the Registrar's Office receives the approved request. A written agreement between the student and instructor must detail the remaining requirements for successful completion of the course. A grade of I will be assigned only in case of illness or for unusual or unforeseeable circumstances that were not encountered by other students in the class and that prevent the student from completing the course requirements by the end of the semester. Grades of I will automatically change to E on the published deadline of the subsequent term.
NA	Apparent withdrawal as a result of the student never attending a registered section.
NG	Grade for a course in which no evaluation is recorded. Permanent administrative grade automatically applied.
R	Temporary grade indicating coursework is scheduled to extend beyond the end of term. The grade of R has same impact as an I grade until final letter grade is submitted. The grade of R does not expire or change to another grade.
S/U	Graduate level courses only. Used for 591, 594, 600, 691, non-credit courses, and other courses approved by the Graduate Studies Committee. Not to be used for 597 variable topics courses.
W	Permanent administrative grade automatically applied when student withdraws before deadline (60% of term). Grade of W does not affect GPA, and no credit hours are awarded for a grade of W.
X	Temporary administrative grade automatically applied to blank grade rosters at grading deadline.

## Grading Procedure

Online submission of final grades are due on the published deadline following final exams. Grades of "X" are posted for all missing (blank) grades at that time and are resolved through the grade change process. All grade changes are initiated by the instructor of record or authorized academic officer. Current temporary grades of "I", "R", and "X" can be changed by the instructor directly with the Office of the Registrar to a final letter grade of: "A", "B", "C", "D", "E", or "S/U", if the class has a pass/fail grading basis of satisfactory/unsatisfactory. Temporary grades of "I" or "R" cannot be changed to another temporary or a non-letter, administrative grade of: "I", "R", "NA", "AU", "W", or "X". Other grade changes may require an additional level of approval by an academic officer or appeals committee. Changes to final

grades cannot be made once a degree has been posted for the career in which the course was taken, or in the case of a student's voluntary separation from the university.

## **Assessment of Student Academic Progress**

Throughout the course of each semester, students should receive timely and substantive assessments from their courses' instructors regarding their academic progress and grades. Students who feel that their instructors do not provide adequate feedback may seek redress from their respective academic unit's chairperson and/or college dean.

## **Grade Point Average**

The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of graded credit hours. Graded credit hours include courses graded "A", "B", "C", "D", and "E". All courses taken at Illinois Institute of Technology apply to the cumulative GPA, including those courses that do not apply toward graduation requirements for a degree program.

## **Repeating Courses for a Grade Change**

Undergraduate students may repeat a course for a change of grade. A request to repeat a course for a change of grade must be submitted through Undergraduate Degree Works (available in the Undergraduate Academic Affairs channel of the MyIIT portal ) by using the petition tab. This request should be made after a student registers for the course the second time. The course repeat policy is as follows:

- A maximum of three 100- and 200-level courses may be repeated for a change of grade. A maximum of three 300- and 400-level courses may be repeated for a change of grade. Course repeats not used for 100- and 200-level courses cannot be carried forward to 300- and 400-level courses.
- Both grades will be recorded on the official transcript.
- Both the grade and credit hours from the first course are removed from a student's GPA calculation if a course is repeated for a change of grade.
- Only the second grade will be used to compute the GPA, even if the second grade is lower, except when the second grade is "I", "R", "S", "U", "W", "X", or "AU".
- A course repeated for a change of grade must be taken within one calendar year after initial enrollment in that course or the next time the course is offered (whichever is longer).
- The same course may be repeated only once for a change of grade.
- If a course is no longer offered by the university, the provision to repeat the course for a change of grade does not apply.
- Repeating a course for a change of grade when the first grade is a "C" or "B" requires the approval of a student's faculty adviser.