

PERFORMANCE EVALUATION

Grading System

The following grading system applies to all undergraduate students.

<i>Letter Grade</i>	<i>Honor Point Equivalent</i>
A	4.0
A –	3.7
B+	3.3
B	3.0
B –	2.7
C+	2.3
C	2.0
C –	1.7
D+	1.3
D	1.0
D –	0.7
F	00.

“A,” “A –,” “B+,” and “B” are honor grades.

“B –,” “C+,” and “C” represent satisfactory work.

“C –,” “D+,” “D,” and “D –” represent passing but unsatisfactory work.

“F” is a failing grade. It indicates that the student has not completed all course requirements in a satisfactory manner. Students who stop attending a course without having complied with the official withdrawal procedure can anticipate receiving a grade of “F.” In the Sawyer School of Management, the “F” grade becomes a permanent part of a student’s record and cannot be expunged even if the course is successfully retaken.*

“I” (Incomplete) indicates a student has done passing work in a course but has not yet submitted all the work outstanding required for a formal evaluation. The “I” is awarded at the instructor’s discretion, only if the student has completed at least half of the course requirements satisfactorily at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year. An “I” must be formally re-evaluated by the instructor within one academic year, resulting in an evaluation grade or an extension of the “I,” or it automatically converts to an “F*.” In those rare cases where a course or laboratory is not offered annually, the work outstanding must be completed not later than the end of the semester in which the course or lab is next scheduled. In such circumstances, **the student** should notify the

Registrar immediately in writing to prevent the “I” grade prematurely converting to an “F*.”

Students **must** complete course work with the original instructor. The change in the “I” grade must be made by the original instructor, and in his or her absence, by the Department Chair. If this is not possible, arrangements must be made through the Department Chair in concurrence with “an assigned” instructor.

“L” (Lost) is awarded when a student’s name appears on a roster, but the student never appears in class or disappears before being formally evaluated by the instructor.

“W” signifies official withdrawal from a course. A “W” is assigned administratively if a student:

- 1) drops a course, following proper university procedure, between the end of the drop/add period and the tenth week of the semester, or
- 2) drops a course or withdraws from school after the tenth week of the semester with the written approval of the Dean of Students office. Permission is given only for valid cause such as debilitating illness, relocation, serious family crisis or other circumstances beyond the student’s control.

“AU” (Audit) In an audited course, a student will not receive credit or honor points; however, a student must pay the same tuition as if taking the course for credit. It is the student’s responsibility to inform the instructor that he/she is auditing the course during the first two weeks of classes. Under no circumstances may a student change from the evaluative letter grade system to audit or vice versa after the first two weeks of classes.

A student who audits a course is responsible for attending classes and completing required course work.

“P” (Pass) A Pass-Fail option is available to students in lieu of a traditional letter grade subject to the following limitations and regulations:

Eligibility is restricted to Juniors and Seniors in good academic standing and to those Junior and Senior transfer students who have completed a minimum of 15 semester hours of course work at Suffolk University. This option is limited to four 3-semester-hour courses per student. An exception may be made for Psychological Services PS 503 – Interpersonal Relations, which can be taken by any student as a Pass-Fail course with the consent of the instructor.

Pass-Fail courses may not be taken in a student's major/minor and may not be used to fulfill general college requirements or related courses required as part of the student's area of concentration (major). This option is only applicable to elective courses.

Students will designate courses as Pass-Fail on their registration forms at the time of registration. No changes from the designation of Pass-Fail to the letter grade system or vice versa are permitted after the course change period has elapsed at the opening of any semester or summer session.

At the end of the semester, instructors will submit letter grades for all students except for those who have chosen to take the course on a Pass-Fail basis. The instructor and the Registrar will transcribe a Pass as P and a Fail as F for those who elected this option.

A Pass received on this basis may be applied toward fulfilling degree credits, but may not be applied toward the quality point average.

Students planning to attend law school or other graduate schools should be aware that many professional and graduate schools prefer students to submit traditional letter grades.

Courses officially dropped during the add/drop period will not appear on the student's record.

Grade Reports

Grades are available soon after the conclusion of each semester. Students can access their grades through SAIL. Grade mailers will be sent to all students who are on a tuition reimbursement policy with their employer, all students whose academic standing falls below acceptable standards, students in the University Achievement Program, and NESAD Continuing Education students.

Students are solely responsible for their academic progress and should confer immediately with their academic advisor in the event their performance becomes substandard. Failure to maintain satisfactory progress can lead to loss of financial aid, academic probation or dismissal, or other equally serious consequences.

Repeating a Course

A course may not be retaken for credit once it has been completed with a passing grade (D – or better).

In the Sawyer School of Management, undergraduate Sawyer School students may retake any business course for credit by paying the appropriate tuition. All grades will be recorded permanently on a student's

record. When a student repeats a course, all grades will appear on a student's transcript, however, only the **most recent** course grade will be used to compute the cumulative grade point average. When repeating courses, only one course may be used for credit to fulfill degree requirements. A student may repeat a course a maximum of two times. A repeated course will be designated by appropriate notation on a student's transcript.

Honor Points

Scholastic averages are computed by multiplying the credit hours by the honor point equivalent. For example, a 3 credit course, evaluated as "A" will be counted as 12 honor points (3 credits multiplied by 4.0 = 12). Grades of "I," "W," "P," "AU," and "L" are not computed in determining Honor Points, and have no impact on a student's scholastic average.

A cumulative average of 2.0 (C) and an average of 2.0 (C) or better in one's major are required for graduation. Students are required to monitor their average in their major. Should a student receive less than a "C" in a major course, the student must make an appointment with his or her advisor to discuss the suitability of the major. The Academic Standing Committee forwards the names of majors at risk to the Academic Departments.

Attendance

Federal regulations require universities that receive federal funding to implement a policy monitoring student attendance in class. Instructors will establish the requirements for attendance and participation in each of their classes. Instructors are responsible for informing students of these requirements at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, including information about announced tests, papers, or other assignments.

Academic Disputes

A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the instructor and to the department chairperson. If a student is still unsatisfied after a conference with the instructor and department chairperson, s/he may raise the issue with the Dean of Students, whose recommendation shall be considered by the respective academic Dean who shall make the final decision.

Final Examinations

Final examinations are required in all regular courses unless waived by the department chairperson and the Dean.

Make-Up Examinations of Final Examinations

Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be requested. The request should be made promptly (within two weeks) to the Dean of Students. A medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A student who has completed a course with a grade of "F" is not eligible for a make-up examination. In some courses students may, however, take the CLEP test in lieu of repeating a failed course. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program).