# V.2 Grading

## V.2.1 Letter Grades

To remain in good standing, graduate students are required to maintain a minimum cumulative grade point average of **3.25**. The Graduate Division automatically places a student on academic probation if the cumulative GPA falls below **3.0** in a given quarter, a student received a NG or does not take courses for a letter grade, or if a student has **12 or more credits** of incomplete (I), no grade (NG), or no record (NR) per Regulation 270 in the Academic Senate Bylaws – Requirements for Graduate Students.

Students who fall below the Department's required **3.25 GPA minimum** will receive official notification from the Graduate Director. The first notification is considered a department warning and the second notification will involve possible academic monitoring. If a student continues to have deficiencies in grade point average or incompletes after the **third quarter**, the Graduate Dean may proceed with probation or academic dismissal, upon consultation with the department.

## V.2.2 Grading Standards

All required coursework, with the exception of **COMM 202**, **505**, **597**, **598**, and **599** must be taken for a letter grade. Although a full range of grades (A through F) may be used, the range of grades typically seen, and their definitions, appear below.

**A+** Superior work; The student's work and contributions far exceed expectations on all criteria of student evaluation.

**A** Excellent work; The student's work and contributions far exceed expectations on at least one dimension of student evaluation and exceed expectations on all remaining criteria.

**A-** Good work; The student's work and contributions exceed expectations on at least one dimension of student evaluation and easily meet expectations on all remaining criteria.

**B+** Solid work; The student's work and contributions meet expectations on all criteria of student evaluation.

**B** Satisfactory work; The student's work and contributions generally meets expectations on all criteria of student evaluation.

**B-** Minimally acceptable: Students who receive a B- are encouraged to assess how they can improve their work in future classes.

**C+** Unacceptable work; The student's work and contributions fail to meet expectations on all criteria of student evaluation; the student fails to meet minimum course standards. Students who receive a C+ are required to revise their work from the major assignment in the class to the satisfaction of the professor or they may repeat the course at the next time the course is offered and earn a B- or higher.

# V.2.3 Incompletes

Students must get approval from the course instructor in order to take an incomplete (I) grade in a graduate course. Typically, an incomplete is given when a student has a minimal amount of work left to complete in the class. Students must file a petition prior to the last day of the quarter in the Registrar's office to receive an incomplete (I) grade (see here). If this petition is not on file and an instructor submits an "I" grade, the Registrar will enter the grade as an "F" or "U." Incomplete work needs to be finished by the end of the quarter following the original class. Otherwise, the "I" grade will become a "F." Grades of "NG" (No Grade) are treated similar to "I" grades and need to be completed after one quarter to receive a letter grade. Students with "I" and "NG" grades on their record are ineligible to receive their MA or PhD degree.

# V.2.4 Appeals Processes

Students with concerns about grades in graduate courses or with issues regarding annual student evaluations should talk with the course professor and their faculty advisor. Appeals regarding these decisions should go to the Graduate Director. For concerns regarding cumulative coursework performance, time-to-degree, qualifying examinations, academic milestones, and overall performance, students should appeal to the Graduate Director and, if unsatisfied, to the Department Chair. Regarding academic monitoring, probation and/or dismissal questions, contact the Student Affairs Manager or the Graduate Division's Academic Support team.

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