

Physical Education 111	A	1	4
History 103	D	<u>3</u>	<u>3</u>
Totals for Computation		15	24

Cumulative Grade Point Average (CGPA) = Grade points/credit hours = 24/15=1.60

Second Semester

<u>Subject</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Grade Point</u>
English 102	C	3	6
Mathematics 106 (Replacement- See First Semester)	C	4	8
Chemistry 222	B	3	9
Chemistry 224 (Lab)	B	1	3
Physical Education 112	A	1	4
History 103 (Replacement)	B	<u>3</u>	<u>9</u>
Totals		15	39
First Semester Total		15	24
Cumulative Totals		30	63
Subtract hours repeated (Math 106 and History 103)		7	3
Current adjusted totals		23	60

The student's cumulative hours are 23 and the cumulative grade point average after completing two semester is 60/23=2.61.

REGULATIONS REGARDING GRADES

The Grade "I" (Incomplete)

The grade "I" (Incomplete) is given when work in the course has been substantially completed but the student has missed an examination or has failed to perform some other course requirements because of illness, emergencies and other justifiable circumstances. The student or his designee must initiate the request before the instructor records the final grade and documentation of the circumstances must be presented to the instructor to be considered for the "I" grade. The "I" grade is not given unless the student has satisfied the minimum attendance requirements set by the instructor and is otherwise doing "D" work or better in the course. Administrators cannot be involved in assigning the "I" grade.

In reporting the "I" grade, the instructor is required to submit with that grade the final letter grade which the student would receive should he/she fail to complete the requirement for which the "I" was assigned, such as "I"/"C", "I/F", and so on. The alternate letter grade then becomes the final grade for the course if conditions for the "I" grade are not satisfied. The Registrar will record the designated grade in the permanent record, and it will be included in the grade point average computation. In the absences of an alternate grade, the "I" grade becomes permanent.

The instructor is also required to enter in the "Remarks" section on his/her grade report sheet the specific reason(s) for the "I" grade and to record the requirements to be fulfilled for its removal. The Dean is to obtain this information for permanent record so that if the instructor is unavailable to supervise removal of the Incomplete, the student's department chairperson will be able to take responsibility for supervising and recording the grade change.

Re-enrollment in the course is not required to remove the "I" grade. A student may also remove the "I" without being enrolled at the University. However, the student who is enrolled must complete the work for which the "I" grade was given in accordance with the following schedule: if the "I" grade was recorded during the first semester, the work must be completed by the third week in April; if the "I" grade was recorded during the second semester, the work must be completed by the third week in November; or the work may be completed in the Summer, if this is the case, the work must be completed by the third week in July. Following the completion of work, the instructor has six business days to deposit the grade in the Office of the Registrar.

"I" grades submitted on grade sheets at the time that grades must be submitted for degree candidates cannot be changed before graduation. Degree candidates must complete all work in accordance with the early examination schedule for seniors if they plan to receive the degree in the May Commencement.

Failure to remove the "I" grade during the next semester of enrollment will result in the posting of the alternate letter grade on the transcript. The time limit does not apply to courses listed as internships, projects, field work and clinicals.

The Grades "F" and "Y"

The "F" grade, (which was formerly the "E" grade), is assigned when a student fails a course. The "Y" grade is assigned when a student did not attend classes and did not officially drop or withdraw from the course. The "Y" grade is treated as a failing grade which carries zero quality points in computing the grade point average.

The student who receives the grade of "F" or "Y", in a required course must repeat the course until it is passed. Courses will not be offered off-schedule to accommodate a student who receives the grade of "F" or "Y". The student must wait until the course is offered again in the regular schedule. Each "F" or "Y" grade earned (including two, or more, in the same course) is included in the computation of the grade point average until removed, at which time only the passing grade is included in the computation. All grades earned however, remain on the student's permanent record.

A student who makes a grade of "F" or "Y" in a free elective course will not be required to repeat the course. Instead, he/she may take another free elective course. In either case, both grades will remain a part of his/her permanent record and will be computed in his/her grade point average. If the student repeats the free elective in which a grade of "F" or "Y" was earned, the higher grade will be used to compute the grade point average.

Replacement Grades

A student who makes a "D", "F" or "Y" grade in a course may repeat the same course for a higher grade. Only the highest grade is computed in the grade point average. If a higher grade is not earned, each "D" or "F" grade (whichever is applicable) earned in the same course is included in the computation.

However, all grades earned remain on the permanent record. After a passing grade is earned, only the credit hours for the passing grade are included in the computation of the cumulative grade point average.

Change of Grades

After the final grades are deposited in the Office of the Registrar, they are no longer the property of the instructor. Grades cannot be changed because the instructor or Dean wishes to revise or make a second judgment on them. A decision to change a grade cannot be based on a second examination or assessment of new work. In the event an instructor makes an error in reporting a grade, the instructor must give written justification for the change to his College Dean. Upon recommendation and approval of the Dean, the instructor must record the new grade in the Office of the Registrar.

Release of Student's Academic Record

Tuskegee University complies with the Family Education Rights and Privacy Act of 1974. One key component of this act is that a student's academic record may not be released to any party without the written consent of the student.

Official records are not open to the public and will not be released without the consent of the student. However, certain directory-type information may be released to the public on all students unless individual students state in writing to the Office of the Registrar that they do not wish for the information to be released. Such directory-type information may include name, address, telephone number, date and place of birth, major participation in activities, dates of attendance, degrees and awards received.

Academic information is confidential. However, in order for the university to serve our students, academic information is shared with university administrative offices and academic advisors for the purpose of providing these services to the student.

COURSES

Repetition of Courses

A student may repeat courses in his/her major area of specialization to satisfy minimum achievement requirements of the College or department. This may involve specific courses or a pattern of courses prescribed for re-admission into certain areas. In such cases, all grades are included in the computation of cumulative grade point average.

If the above situation does not apply, a course may not be repeated for academic credit when a student has earned a grade of "C" or better in it.

Pass-Fail Courses

A student may take courses under a pass-fail system of grading. This permits an individual to follow his/her interests without an effect upon the grade point average.

Junior and senior students can elect one course each semester on a pass-fail basis from electives included in their curricula and/or from enrichment courses. The maximum number of hours students may take on the pass-fail basis is twelve (12). Required courses cannot be taken in this manner.