GRADING

1. Assignment of Grades
Faculty members will make every effort to ensure that grades are assigned accurately and appropriately reflect students’ achievement in the course. It is important that final grades be submitted to the Registrar’s Office by the date published by the Registrar because grades can affect a student’s status for the next term, financial aid eligibility, and cooperative education placements.

2. Appeal of Final Grades
Under certain circumstances, students have the right to appeal final grades given by either academic faculty or cooperative education coordinators. Criteria and procedures can be found in the appropriate Student Handbook. These criteria and procedures must be consistent with the regulations in this Faculty Handbook, and the procedures and amendments thereto must be approved by the Faculty Senate.

3. Grading System
Grades are officially recorded by letters, evaluated as follows, except in the School of Law where a separate system exists.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Numerical Equivalent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>Outstanding Achievement</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>Good Achievement</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>Satisfactory Achievement</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td></td>
</tr>
<tr>
<td>*D+</td>
<td>1.333</td>
<td>Poor Achievement</td>
</tr>
<tr>
<td>*D</td>
<td>1.000</td>
<td></td>
</tr>
<tr>
<td>*D-</td>
<td>.667</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>.000</td>
<td>Failure. Does not count toward degree requirements.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete in a letter-graded course</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory achievement in a course defined as a C- or above</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory achievement in a course. Does not count toward degree requirements.</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Incomplete in a satisfactory/unsatisfactory course</td>
</tr>
<tr>
<td>L</td>
<td></td>
<td>Officially enrolled as auditor of course.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdraw. Student formally withdrew from course, through the Registrar’s Office, before the Registrar’s published deadline. Administrative grade; assigned only by Registrar.</td>
</tr>
<tr>
<td>NE</td>
<td></td>
<td>Not enrolled. Did not attend after the date of record, the start of the second full week.</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>Course in progress. Intended for course such as Senior Thesis or a project that extends over several terms. An IP can be replaced by a regular grade with a standard change-of-grade card. The time restrictions on the I grade do not apply to the IP grade. While unchanged, it is not included in computing the GPA. If never changed, the course does not count toward graduation requirements.</td>
</tr>
</tbody>
</table>

* These grades are not available to students at the graduate level.
An I, IP, or X grade shows that the student has not completed the course requirements.

Any undergraduate student not on academic probation, where permitted by the terms of section C below, may register for one S/U course per term, if permitted by the College in which the student is enrolled. Enrollment in one-credit-hour courses on an S/U basis does not prevent students from also electing an additional four-credit-hour course on an S/U basis.

Such courses will normally be restricted to freely chosen electives outside the major field of specialization, so that no part of the specifically prescribed curricula will be affected. However, in cases where the S/U system of grading appears pedagogically sound for required courses within a program, nothing contained in this provision shall hinder a College faculty from adapting such a plan to its specific needs.

Individual faculty members may determine whether any courses offered by them may be taken on the S/U system of grading, excepting always those instances where uniformity is necessary. In such cases the decision concerning the use of the S/U system of grading must devolve upon the department and/or College faculty directly offering the course.

The grades recorded on the basis of the S/U system will not figure in the computation of the QPA.

Satisfactory completion of the work in all courses taken on the S/U system of grading with a grade of C- or better will be designated on the permanent record by the letter S. Unsatisfactory work will be designated by the letter U.

An “incomplete” in a course taken on an S/U basis will be designated by the letter X on the permanent record and must be treated according to the normal procedure for incomplete grades.

Students wishing to use the S/U system of grading for a course must meet all prerequisites for such a course. Students have until the end of the midpoint of the term to declare to the instructor their intent to receive an S/U grade.

A separate evaluation system exists in the School of Law.

4. Grade Changes, Clearing Incompletes, and Repeating Courses

Normally, a recorded grade may be changed only by the faculty member responsible for the initial grade on a change of grade card available from the Unit. In unusual circumstances, such as when the original faculty member has left the University or when a grade change has been recommended in the formal decision of a final university-level academic appeal resolution committee, a change of grade may be initiated only by the head of the Unit responsible for the course, with the concurrence of the College dean. The faculty member responsible for the initial grade must be notified of the grade change in writing. Except in the case of a grade change recommended by a final university-level appeal committee, the faculty member may appeal the grade change to the faculty of the Unit responsible for the course. Across the University, procedures for grade changes must be consistent with the regulations in this Faculty Handbook, and the procedures and amendments thereto must be approved by the Faculty Senate.

Normally, no grade may be changed more than one year after it has been recorded. Any undergraduate grade change after one year must be approved by the Academic Standing Committee of the College in which the course was offered. Any graduate grade change after one year must be approved by the College dean.

For the student’s protection, the arrangement for completion of an incomplete will be specified and both the faculty member and the student will sign off on the arrangement. The incomplete must be completed within one year of the posting of the “I,” “IP,” or “X”. Any change after one year must be approved by the Academic Standing Committee of the College in which the course was offered for undergraduate courses and the College dean for graduate courses.
Students may elect to repeat a course in which a grade below “C” or a “U” was received. When a course has been repeated, the most recent grade is used in computing the QPA. If that grade is F or U, the course must be repeated again if it is to count for degree credit. Each College and graduate School may set limits to the number of course repeats.

5. Dean’s List

A Dean’s List is issued by each College at the end of each term. It contains the names of students who have a 3.250 weighted average or higher with neither an “I” nor a grade below “C”. Students who are on any form of probation, are carrying less than a full load, or who are taking a course on a satisfactory/unsatisfactory basis (except when there is no alternative) are not eligible.

- Dean’s List 3.250-3.499
- Dean’s List with High Honor .................... 3.500-3.749
- Dean’s List with Highest Honor ............... 3.750-4.000

6. Graduation with Honors

Each College’s faculty, at the year-end faculty meeting, determines those students who will graduate with honors. For complete information see the current Undergraduate Catalog.

- Cum Laude 3.250-3.499
- Magna Cum Laude ............................ 3.500-3.749
- Summa Cum Laude ............................ 3.750-4.000

In addition, students may receive recognition on their transcripts for successful completion of the University Honors Program.

7. Credit Course Work

Courses are eligible for credit if they are taught by the faculty of an instructional Unit of the University designated by the Trustees as authorized to offer a degree program or to offer credit courses in a specialized area. Courses may also be offered for credit if they are endorsed by vote of an appropriate degree-granting College faculty.

The Registrar of the University maintains the master register of all course work registered for by students enrolled at the University.

8. Determination of Credit

The amount of credit to be awarded a course is determined by the dean or director of the School or College on the recommendation of the Unit head and the appropriate faculty members of the Unit. Credit hours are assigned to a course based on the established educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a quarter, semester or term. This is typically one hour of lecture and two hours of individual study outside of class. Faculty members should plan course requirements so that the total workload of the student is, on average, equal to the credit-hours assigned the course. All courses must be approved by the University Undergraduate Curriculum Committee or by the University Graduate Council prior to being offered to students.

Except for typographical errors, there can be no alteration of the credit hours assigned to a course once the students have enrolled and the course has begun.
9. Credit Work in Another Unit at the University

With prior approval of the academic dean of the student’s College, a student may enroll in credit courses offered in College of Professional Studies, one of the Graduate Schools of the University (for undergraduate students), or one of the Undergraduate Day Colleges (graduate students) and may apply the credits and grades earned toward his or her degree requirements.

10. Transfer of Credit

   a. Undergraduate

   With approval of the dean of the College in which the student is enrolled, degree credits may be allowed for academic work done at other institutions. Letter grades may be transferred into the permanent record for course work outside of Northeastern University only in rare instances and at the discretion of the Academic Standing Committee of the College concerned. One exception to this is permitted in the procedure for making up a failure by enrolling in an approved course at another institution. When a grade of “C” or better is obtained in such make-up work, the Academic Standing Committee of the College will usually authorize the Registrar to record a grade of “C” with 2.0 quality points to be used in place of the “F” grade in calculating the student’s QPA.

   b. Graduate

   A maximum of 9 semester hours (12 quarter hours) of credit obtained at another institution may be accepted towards the degree, provided the credits consist of work taken at the graduate level for graduate credit, carry grades of 3.000 or better, have been earned at an accredited institution, and have not been used toward any other degree. Letter grades are not transferred into the permanent record for graduate course work taken outside of Northeastern University.

11. Credit by Examination

   Degree credit may be allowed on presentation of evidence of satisfactory accomplishments in special subject-matter examinations such as those administered by the Educational Testing Service and the College Entrance Examination Board (Advanced Placement Examinations and the College Level Examination Program). Such credits will be recorded on the student’s record by the Registrar once they have been evaluated by the appropriate faculty and approved by the dean of the College that offers the relevant courses.

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5 Adopted by Faculty Senate, May 7, 1979.

6 Approved by Faculty Senate, June 9, 1979 and November 23, 1981.