

GRADING SYSTEM

Grades are officially recorded by letters, evaluated as follows.

Grade	Numerical Equivalent	Status
A	4.000	Outstanding achievement
A–	3.667	
B+	3.333	
B	3.000	Good achievement
B–	2.667	
C+	2.333	
C	2.000	Satisfactory achievement
C–	1.667	
D+	1.333	
D	1.000	Poor achievement
D–	0.667	
F	0.000	
I		Incomplete in a letter-graded course.
S		Satisfactory achievement in pass/fail course; counts toward degree requirements.
U		Unsatisfactory achievement in pass/fail course.
X		Incomplete in a pass/fail course.
NE		Not enrolled. Did not attend after the date of record, the start of the second full week.
IP		Course in progress. Intended for courses such as senior thesis or a project that extends over several semesters. 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 grade-point average. If never changed, the course does not count toward graduation requirements.

An I, IP, or X grade shows that the student has not completed the course requirements.

Pass/Fail System

The individual schools and colleges state how and when the pass/fail system may be used. An outline of the general system follows.

- Any student not on academic probation may register for one pass/fail course per semester if permission is granted by the college in which the student is enrolled and if the course is offered on a pass/fail basis.
- Pass/fail courses are normally restricted to electives outside the major field. The college faculty, however, may choose to

adopt the pass/fail system of grading when it appears pedagogically sound for required courses within a program.

- Before requesting a pass/fail grade from an instructor, students should meet with their academic advisor to determine whether doing so will disqualify the course from satisfying a program requirement or elective. In general, courses taken on a pass/fail basis can be used only to satisfy open electives.
- Individual faculty members may decide whether any of their courses may be taken on the pass/fail system of grading, except when uniformity is necessary. In such cases, the department and/or college faculty offering the course determine whether the pass/fail system is used.
- Grades recorded on the basis of the pass/fail system do not figure in the computation of the grade-point average. Satisfactory completion of all courses taken on the pass/fail system is designated on the student's permanent record by the letter S. Unsatisfactory work is designated by the letter U. Any unsatisfactory grade must be handled according to the existing policy of the college but must never be cleared through the election of the same course pass/fail, except when this system is the only one used by the college for grading the course.
- An incomplete in a course taken on a pass/fail basis is designated by the letter X on the permanent record and treated according to the normal procedure for incomplete grades.
- To use the pass/fail system, students must meet all prerequisites for the course. They have until the end of the second week of the semester to declare their intention to receive a pass/fail grade. This deadline may be extended to the end of the eighth week at the option of the instructor.
- Students must submit a form available at www.registrar.neu.edu/forms.html signed by the faculty member.

Clearing an Incomplete (I) or Changing Other Grades

An I grade may be reported by the instructor when a student has failed to complete a major component of a required course, such as homework, a quiz or final examination, a term paper, or a laboratory project. Students can make up an I grade by satisfying the requirements of the instructor or, if the instructor is absent, the chair of the department. Be aware that instructors' policies on the granting of incomplete grades may vary, and that the final decision on an incomplete grade is up to the instructor. The period for clearing an I grade and for changing a grade other than an I or failure (F or U) is restricted to one calendar year from the date it is first recorded on the student's permanent record.

Freshmen with multiple course deficiencies, including I grades, may be required by their student services office advisor to rectify the deficiencies within a period of time less than the normal year.

To clear an I grade, a student must obtain a form on which the precise agreement for clearing an incomplete (I or X) grade

is specified and which is signed by the student and the instructor. Forms are available at www.registrar.neu.edu/forms.html. The student must make an appointment with the instructor to arrange for clearing the I grade. He or she must then complete the form, sign the agreement, and obtain the instructor's signature; leave a copy with the instructor, take one copy to the college student services office, and retain a copy as a personal receipt. Any exception to this policy on change of grades must be recommended by the Academic Standing Committee of the college in which the course was offered and must be forwarded in writing by the dean to the registrar for implementation. (Finishing the agreed-upon course work must be completed within one calendar year from the end of the semester in which the course was offered.)

Commencing with grades given in the fall quarter of 1986, the University policy is that any grade outstanding for twelve or more months cannot be changed.

Any exception to this policy on change of grades must be recommended by the Academic Standing Committee of the college in which the course was offered and must be forwarded in writing by the dean to the registrar for implementation.

Credit Hours

Course credit hours (semester hours) are assigned to a course based on the established national educational standard that one credit hour is equal to approximately three hours of student learning time per week over a period of a semester (usually fifty minutes of lecture or discussion, plus two hours of individual study outside class). When much individual study is involved, as in directed study or certain graduate courses, each additional hour of credit should represent at least three hours of student work.

Repeating Courses

Courses may be repeated in order to earn a better grade. In all cases the most recent grade earned in a course is the one used in calculating the overall grade-point average; however, previous grades remain on the transcript followed by the word "Repeat." Consult your academic advisor before repeating a course. Students are required to pay normal tuition charges for all repeated course work.

Substituting Courses

In unusual cases, it may not be possible to repeat a course if a student wishes to do so. In certain circumstances, students may petition to substitute one course for another they have already taken, as long as the subject matter of both courses is substantially alike. With the approval of the student's academic advisor and the agreement of the department that offered the first course taken, a grade received in the new course will be labeled "Substitute" on the transcript and will be treated in the grade-point average calculation as a "repeat" grade, as described above. The original grade will remain on the student's

Northeastern transcript. Consult your academic advisor before enrolling in any proposed substitute course. Students are required to pay normal tuition charges for all substitute course work.

Clearing an Academic Deficiency

An academic deficiency occurs when a student fails to complete a course with a satisfactory grade. The deficiency may occur because the student has failed the course or because the student has passed the course but with a grade that does not meet the minimum required by the student's program.

Students who have academic deficiencies may be required to clear them before progressing within the curriculum, especially if the course work is a prerequisite for future course work. Deficiencies can affect the student's expected year of graduation.

With the approval of the appropriate program faculty and/or academic advisor, students can clear deficiencies in the following ways:

1. Repeat the same course at one of Northeastern's colleges, which will result in a "repeat" grade (see "Repeating Courses" policy above).
2. Substitute a comparable course at one of Northeastern's colleges, which will result in a "substitute" grade (see "Substituting Courses" policy above).
3. Under special circumstances, a student may be advised to take a preapproved course at Northeastern's College of Professional Studies or at another institution outside Northeastern University. The original grade will remain on the student's Northeastern transcript and will still be used in the calculation of the grade-point average.

Dean's List

A dean's list, or honors list, is issued at the end of each fall and spring semester containing the names of students who have a 3.250 grade-point average or higher with no I grade or grade below C-. Students who are on any form of probation, who are enrolled in a course on a pass/fail basis (except where there is no alternative or where required by the program), or who are not carrying a full load as determined by their undergraduate college are not eligible. With a few exceptions as approved by the respective colleges, a full load for fall and spring semesters is considered to be a minimum of four courses or 16 semester hours.

Grade-Point Average (GPA)

Numerical equivalents for scholastic averages are weighted according to the number of hours the course carries. For example, suppose a student receives a grade of B in a course carrying 4 semester hours and a grade of A in a course carrying 1 semester hour. The weightings for these example courses are as follows:

Grade	Numerical Equivalent	Semester Hours	Weight
B	3.000	4	12
A	4.000	<u>1</u>	<u>4</u>
Totals:		5	16

The GPA for both courses would then be the total weight (16) divided by the total semester hours (5), or 3.200. Grades of X, I, IP, S, and U are not included in the calculation of the grade-point average. Please see page 26 for a complete list of grades and numerical equivalents.

Grade Reports

Grades are available to students approximately three days after the end of each semester via the myNEU Web Portal (www.myneu.neu.edu). A missing grade (“*” on grade report) means that none was received from the instructor.

Transcripts

Official transcripts are available upon request at the Transcript Office, 120 Hayden Hall, during regular business hours. Written requests for official transcripts can be mailed to: Transcript Office, 120 Hayden Hall, 360 Huntington Avenue, Northeastern University, Boston, MA 02115. Fax requests are also accepted at 617.373.5351; however, official transcripts are delivered only in person and by mail, not by fax. For further information on what needs to be included in the fax request, please visit www.registrar.neu.edu and click on “Transcript Requests.” All questions concerning transcript requests should be directed to the above address or to 617.373.2199, TTY 617.373.5360. Currently enrolled students may obtain unofficial transcripts from the myNEU Web Portal (www.myneu.neu.edu).