

# Academic Policies

## Grading System and Quality Points

For the Law School and the Graduate Division, refer to the appropriate bulletin.

The course grades reported and recorded in the Office of the Registrar are as follows. The corresponding number of quality points per credit hour are also indicated.

Grade		Quality Points/Cr.
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+	Less than satisfactory, but passing	1.3
D	Passing	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	---
W	Authorized withdrawal	---
S	Satisfactory	---
U	Unsatisfactory	---

**Grade Point Average** is calculated by dividing the total number of quality points by the total number of graded credits. GPA calculations are truncated to three decimal places and never rounded.

**Grades A through D–** give credit toward graduation. A student who receives a grade of D– in a course is advised not to enroll in other courses for which the given course is a prerequisite. Candidates for graduation must have a cumulative grade point average of 2.000 or better in all work at Valparaiso University.

**The grade I (incomplete)** may, at the discretion of the instructor, be given to a student under the following conditions:

1. The work completed in the course so far is passing.
2. The student has been unable to complete the remaining work in the course because of circumstances beyond his or her control.

An I (incomplete) received in one semester or summer session must be removed by the beginning of the official examination period of the next succeeding semester or it automatically becomes a grade of IF (Incomplete - Failure). The student's deadline for submitting the outstanding work to the instructor shall be one week before that date. No Semester Honors will be given if the student received a grade of Incomplete at the official end of the semester concerned.

**Authorized withdrawal** from a course or from the university within the published deadlines gives the grade of W to each course withdrawn. This mark carries no credit.

**The satisfactory grade, S,** is given under the following conditions:

1. The course is designated in this catalog to be graded S/U or the student officially opts or petitions to have the S/U grade in the course.
2. The student's work in the course is satisfactory, of a quality which is comparable to a grade of C- (1.7 quality points per credit hour) or better.

Course credit hours with grades of S count toward graduation but are not counted in computing the student's grade point average.

**The unsatisfactory grade, U,** is given under the S/U grade option (condition 1 above) when the student's work does not meet the course objectives (condition 2 above). Course credit hours with grades of U do not count toward graduation and are not counted in computing the student's grade point average.

**The failing grade, F,** is given under any of the following circumstances:

1. Work done in a course is below a minimum standard required for passing.
2. A student fails to complete work to remove a grade of I (incomplete) before the deadline stated above.
3. A student withdraws from a course without filing the necessary form and obtaining the necessary approval.
4. A student withdraws from a course after the published deadline.
5. A student withdraws from the university without giving official notification. F grades are given in all courses thus dropped.

Only in exceptional cases, such as prolonged or serious illness, does the appropriate committee permit a student to withdraw from a course without a grade of F after the deadline for withdrawing from a course with a grade of W. To withdraw from a course requires the filing of the appropriate form with the signatures of the student's academic adviser, the instructor and the chair of the department of the course dropped and the dean of the student's college. Withdrawal from the university requires notification to the Office of Student Affairs. The appropriate form is obtainable from that office.