

Grades Description

A new grade point average is calculated with the completion of each graduate degree at Valparaiso University, unless a student is enrolled in two graduate degree programs simultaneously.

Students whose cumulative grade point average falls below 3.00 may be dismissed from graduate studies if a 3.00 grade point average is not re-established within a time-frame specified by the dean.

Students who have been dismissed from the graduate program may petition for readmission, usually after having discontinued their studies for a semester or longer. Readmission will usually be on a non-degree seeking status. After re-establishing good standing, the student may apply for readmission to candidacy status.

Grades A through C generate semester credits and quality points in meeting degree requirements, but no more than three credit hours of C or C+ may be counted toward meeting degree requirements. Grades of C- and below do not constitute credit toward the degree, but are included on the student's transcript and are calculated into the student's official cumulative grade point average.

A student who receives a grade of C+ or lower in a second course is placed on academic probation and receives an official notice from the Graduate School. The student must replace one of these grades within one academic year or will be dropped from the program. Receipt of a third grade of C+ or lower will result in dismissal from the Graduate School.

Degree-seeking students who need to replace a grade of C+ or lower may do so by repeating the course. Only one course with a grade of C+ or lower may be replaced by retaking the course, and no course may be repeated more than once. The course may be repeated only at Valparaiso University and permission to do so must be obtained from the student's adviser, department chair, and dean of the Graduate School. The credits, grade, and quality points received when the course is repeated shall be used in determining credits and the cumulative grade point average for graduation. The student's transcript shall record both grades, original and repeat. A grade of W shall be excluded from this policy. The policy on grades of C+ or lower begins anew after completion of each graduate degree.

Grades of S/U

Graduate students may not use the S/U grading option, except in courses in which the option is indicated as part of the catalog course description. For courses graded on an S/U basis, the student's work is considered satisfactory if the grade is comparable to a B- or higher. Course credit hours with grades of S count toward graduation but are not used in computing the student's grade point average. Course credit hours with grades of U are not counted toward graduation nor are they used in computing the student's grade point average. For determining academic deficiency, a grade of U is equivalent to a grade of C+ or lower.

Incomplete Grades

The grade I (Incomplete) may, at the discretion of the instructor, be given to a student whose completed work in a course indicates the probability of passing the course but who has failed to complete a segment of the assigned work of the course because of circumstances beyond the student's control.

An I (incomplete) received in one semester or MBA term, or during one of the summer sessions, must be removed by the beginning of the official examination period of the next succeeding semester or MBA term, or it automatically becomes a grade of IF. The student's deadline for submitting the outstanding work to the instructor shall be one week before that date. A student may request one extension of a grade of Incomplete for up to one additional semester or MBA term before it becomes a grade of IF. Should extenuating circumstances require an extension of an incomplete grade beyond one semester (e.g., active military service, visa issues, prolonged or serious illness, etc.), the student is advised to request a leave of absence. Once an I grade becomes an IF, the student loses the option of completing the course work, and must retake the course and pay the appropriate tuition. A student with two or more incompletes may be denied further registration until the incomplete grades are removed.

Authorized Withdrawal

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. Only in exceptional cases, such as prolonged or serious illness, will the Graduate School permit a student to withdraw from a course without a grade of F after the end of the seventh week of the semester or after the third week of a summer session.