

# Grading

## Grade Point Average

Quality points are awarded according to the grade received in a course. With a grade of "A," the student is given 4 quality points; "AB," 3.5 quality points; "B," 3 quality points; "BC," 2.5 quality points; "C," 2 quality points; "D," 1 quality point; "F," 0 quality points.

The student's grade point average is calculated by dividing the number of quality points earned by the total number of semester quality hours. Quality hours are courses taken at Georgetown College in which a grade of A, A/B, B, B/C, C, D, or F is earned.

## Grading

The College grading system is as follows:

- A (Excellent)
- AB (Very Good)
- B (Good)
- BC (Satisfactory)
- C (Acceptable)
- D (Poor)
- F (Unacceptable)
- I (Incomplete)\*
- IP (In Progress)\*
- X (Incomplete for ENG111)\*
- P (Passing)\*
- W (Withdrawn)\*
- AU (Audit)\*
- AP (Advanced Placement Credit)\*
- BYP (Bypass)\*
- CL (CLEP Credit)\*
- IB (International Baccalaureate Credit)\*

*\* Not figured in computing the grade point average*

## Pass (P)/Fail (F)

Students may designate up to 14 semester hours of coursework in their Georgetown College career (and no more than six per semester) for the pass/ fail option. Pass/fail courses must be elective (outside the major, minor, and Foundations & Core program requirements) with the exception of Art Studio courses, which can be designated as pass/fail for Foundations and Core requirements but not to satisfy requirements of an art major or minor. Language courses numbered 101/102/115/201 may not be taken pass/fail unless one has otherwise satisfied the language requirement. Some courses may be excluded from the pass/fail option (check the catalog description). The student's selection of P/F grading is known only to that student and the Registrar. Note that the pass/fail option may affect Dean's List eligibility.

## Audit (AU)

Audit is a registration status allowing students to attend a course without receiving credit. Audited courses do not count toward full-time status, calculate in a student's GPA, or fulfill graduation requirements, but an AU will appear on the transcript after successful completion of the audit. Students auditing a course typically are not required to meet most course requirements (such as exams and other assignments). However, students may be required to participate in classroom discussion or attend regularly. The exact audit requirements for a course are arranged between the student and instructor before registering to audit a course; professors may decline to allow students to audit. Students who wish to audit a course must contact the Office of the Registrar. Upon submission of an audit request, the instructor will be notified of the student's audit status. Auditing a course may carry additional fees for part-time students.

## Incomplete (I)

A grade of I (Incomplete) may be assigned at the discretion of the instructor most often when, due to extraordinary circumstances, a student has been prevented from completing specific course requirements. Incompletes are not to be given to avoid recognizing or evaluating inferior class performance.

To be considered for this grade, the student must:

1. have completed at least half of the work required for the course
2. have submitted coursework that is qualitatively satisfactory (C or better)
3. provide documentation of illness or other extenuating factors, or have the support of the professor for extended time to delve more deeply into the course material.

The assignment of an "I" requires submission of an Incomplete Grade Agreement by faculty on the GC Portal that specifies the nature of the remaining requirements and a target date for completing those requirements. Incomplete grades will be automatically converted to an "F" at the end of the next full semester (not including summer or mini-terms) following the granting of the incomplete, unless the Registrar receives specific instruction to the contrary (such as a final grade or a request for an extension of the time allowed for completion) from the faculty member who granted the Incomplete. Permanent "Incomplete" grades may be assigned only with the express permission of the Provost.

## Withdrawn (W)

A student may elect to withdraw from a class after the last day to drop without a grade; however, a grade of W (indicating withdrawal) will appear on the student's transcript. It will not affect GPA. Consult the academic calendar for the last date to elect to withdraw from a class.

## Dean's List

The Dean's List honors students who have earned a grade-point average of 3.7 or above in at least 12 graded (not Pass) credit hours of classes during a semester at Georgetown.

## Minimum Scholastic Attainment

A student must attain and maintain a grade point average of 2.0 by the time 60 quality hours have been earned. The record will be judged on the basis of semester quality hours and progress made according to the following table:

**Cumulative Quality Hours Grade Point**

1-15	1.6
16-30	1.7
31-45	1.8
46-60	1.9
61+	2.0

## Transcript

A Georgetown College student or former student is entitled to an official transcript of academic record subject to the established schedule of necessary charges for this service and provided that all financial obligations to Georgetown College have been satisfied. "Official" is defined as an exact duplicate of the student's academic record printed on security paper imprinted with the signature of the Registrar. The official transcript is released only upon the formal request of the student to the Registrar. Other than academic coursework, hours, and grades, only suspension/probation status, Academic Dean's List, Academic Honors, and/or Honors Program achievements, shall appear on the official transcript. No more than one area of emphasis within a major may be noted on the transcript. Students may request an official transcript by visiting [www.georgetowncollege.edu/registrar](http://www.georgetowncollege.edu/registrar).