

Memorandum

TO: ALL STUDENTS
FROM: THE REGISTRAR'S OFFICE
RE: GRADING PROCEDURES

At the conclusion of the semester, the instructors of the courses in which you were enrolled for credit assigned the grades which appear on the attached Official Grade Report. These grades have been recorded on your Summary of Requirements form in your permanent record file. Please stop by the Registrar's Office if you have any questions.

Studio and Liberal Arts Courses

Note: To fulfill BFA and Diploma degree requirements, students must obtain a grade of C- or higher in the courses of English Composition I, English Composition II and Art History I.

Grade	Quality Points Per Credit Hour	Definition
A	4.0	Outstanding
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Minimally Satisfactory
NC	0.0	Unsatisfactory; No Credit
P	0.0	Passing (<i>Issued Only for EN099, Writing and Study Skills</i>)
F	0.0	Failing (<i>Issued Only for EN099, Writing and Study Skills</i>)
I		Incomplete
W		Officially Withdrawn from course
AU		Audit; not enrolled for credit

GPA

Grades are calculated using a 4.0 grade point scale. The semester grade point average is based on all courses taken in that semester, including grades of No Credits. It is calculated by multiplying credits for each course by quality points assigned to each grade earned; totaling points earned for all courses; and dividing total points by the number of credits attempted. The cumulative grade point average is calculated in the above manner for all courses taken at Montserrat College of Art, including No Credits. *Prior to Fall of 1995 a GPA was not calculated.* Grades earned in courses accepted in transfer are not calculated in either the semester or the cumulative grade point average.

Incomplete

At the discretion of the instructor a student may be awarded an interim grade of incomplete for a course when there is an unusual circumstance beyond the student's control. Incompletes are only accepted if an incomplete form has been completed by the instructor and approved by the Dean of Faculty and submitted to the Registrar's Office for processing. The student must make up the work within **two weeks of the last date of classes** (unless otherwise approved), or the grade will automatically change to No Credit.

Withdrawal

If a student withdrew officially (completes process with the Registrar's Office) from a course or from the College entirely by the deadline indicated on the academic calendar, a "W" will appear in the place of a grade. A grade of "W" does not affect the student's GPA but it does affect the number of credits earned and may affect Satisfactory Academic Progress. Please see Student Handbook for more information.

Attendance Policy

Since much of a student's learning in the visual arts and liberal arts takes place in a classroom setting, class attendance is an important part of a student's education. As a general policy, students with three to six absences in a course may lose credit for the course. Individual instructors may apply individual attendance policies.