

COURSE AND GRADE POLICIES

GRADING SCALE

The following grades are awarded in undergraduate courses:

Letter Grade	Grade Point Average
A	4.0
A–	3.7
B+	3.3
B	3.0
B–	2.7
C+	2.3
C	2.0
C–	1.7
D+	1.3
D	1.0
F	0.0
P	N/A (See below)
W	N/A (See below)
NGR	N/A (See below)
I	N/A (See below)

The grades A through F are known as **quality grades** and carry a specific weight in calculating official grade point averages (GPA). The mark F indicates unsatisfactory work and does not confer credit. A grade of F may not be subsequently changed, except when entered in error by the instructor or the registrar. Be aware that while a D is considered passing, some programs require a higher grade minimum for any course counting in the major or minor.

These averages are regularly calculated to determine Dean's List, academic probation, and general honors. They may influence awards like Phi Beta Kappa and departmental honors. Note that College students who take a course at the University of Chicago Booth School of Business may receive an A+ grade according to the Chicago Booth grade system, but will receive 4.0 grade points in the College grade system for that Chicago Booth course. For College students, other Chicago Booth grades convert to grade points according to the College scale above.

NOTE: Only grades for University of Chicago courses are calculated into a student's GPA. Grades from courses taken at other institutions do not contribute to the GPA. Grades from off-campus study abroad or domestic programs do not contribute to the GPA *unless the courses are listed on the transcript with University of Chicago course numbers*.

PASS/FAIL GRADING

Students who wish to receive a passing grade rather than a quality grade have one option open to them: Pass/Fail (P/F). Students considering P/F grading should consult with their College adviser early in the quarter because this option is subject to conditions and restrictions. Whether a course with a grade of P can be counted toward a student's degree depends on how it is to be used in the student's program. All general education courses must be taken for quality grades, and most courses satisfying requirements in the major must be taken for quality grades. However, some majors permit a limited number of P marks. For P/F grading, the student and instructor reach an informal agreement, at the discretion of the instructor and according to departmental policy, before the instructor submits a grade for the course; no action is required by the student's adviser.

The P grade indicates that the student has submitted sufficient evidence to receive a passing grade. As some departments give credit only for a grade of C– or higher, students should establish with the instructor what constitutes passing work. A mark of P may not later be changed to a quality grade, and a quality grade may not be changed to a P. Although the P confers course credit, it is not calculated in the GPA. Students who do not pass a P/F course receive an F, which counts as a zero in the calculation of the GPA. A grade of F may not be subsequently changed, except when entered in error by the instructor or the registrar.

COURSE WITHDRAWALS

The “W” (Withdrawn) grade means that the student has decided not to complete the work for the course after the end of the add/drop period for the quarter. Students who wish to exercise this option must request a W from their Academic Adviser in writing by 5:00 p.m. on Monday of the ninth week of the quarter or the day before the final project/exam is due, whichever is earlier. When made before the deadline, a request for a withdrawal cannot be denied except in cases of academic dishonesty.

Once a student requests a W, it may not subsequently be changed to any other mark. W grades do not confer credit nor are they factored into the student's term or cumulative grade point average. However, students should consider how a course withdrawal will be factored into calculations for academic standing, progress toward the degree, and financial aid eligibility as they make their decision.

Students who register for graduate-level courses are subject to the policies governing graduate grading. Students should discuss the implications of these policies with their Academic Adviser before registering for courses numbered 30000 and above. NOTE: Grades earned in graduate-level courses contribute to a student's undergraduate GPA as indicated earlier in this section.

INCOMPLETES

The mark "I" (Incomplete) is intended for a student who has not completed the requirements of a course before the end of the quarter but who has:

1. participated actively in the course;
2. completed the majority of the requirements of the course with work that is of a passing quality; and
3. made satisfactory arrangements with the instructor to complete the remaining work.

The student must submit the request for an Incomplete to the course instructor in writing via UChicago email and discuss their plans with their Academic Adviser prior to the end of the quarter (<https://registrar.uchicago.edu/calendars/grading-deadlines/>). Approval to complete work late is at the discretion of the instructor and/or according to departmental policy. Students who have not requested an Incomplete, nor dropped (<http://collegecatalog.uchicago.edu/thecollege/registration/#adddropperiod>) or withdrawn from the course by the appropriate deadlines, should be issued a final grade in accordance with the expectations outlined on the course syllabus by the grading deadline (<https://registrar.uchicago.edu/calendars/grading-deadlines/>).

Students who receive approval for an Incomplete are responsible for completing an official Incomplete Form (<https://college.uchicago.edu/advising/tools-forms/>), which must be signed by the course instructor and the student's Academic Adviser and submitted to the Office of the University Registrar at registrar@uchicago.edu by Friday of the first week of the following quarter. After this point, students who are otherwise qualified for an "I" may submit a General Petition (<https://college.uchicago.edu/advising/tools-forms/>) to the Dean of Students in the College for approval to arrange the Incomplete. Incompletes must be finished within a period of time agreed upon between student and instructor up to a maximum of one year and not extending beyond graduation. On the Incomplete Form, instructors should provide a list of the remaining coursework required, a specified due date, and a default grade which would be entered following the due date should the students complete no further work. The "I" placeholder will no longer appear on the student's official transcript once the final grade is made available.

Students pursuing an Incomplete must remain aware of the criteria for maintaining good academic standing (<http://collegecatalog.uchicago.edu/thecollege/academicstandards/#academicstanding>) in the College. Should a student take an Incomplete, they may be identified for academic review should they miss the criteria for maintaining good academic standing (<http://collegecatalog.uchicago.edu/thecollege/academicstandards/#academicstanding>). Incomplete grades may also impact a student's progress toward the degree (<http://collegecatalog.uchicago.edu/thecollege/academicstandards/#spanprogressspanstowardthedegreespan>).

NGR (NO GRADE)

The mark "NGR" (No Grade) is entered on the student's grade report by the registrar's office when the instructor has failed to submit a final grade for a student by the grading deadline for the quarter. The NGR may be resolved by submission of a final grade or a formal Incomplete Form. If neither has been submitted by Friday of the first week of the following quarter, students who are otherwise qualified for an Incomplete may petition the Dean of Students in the College for approval to complete the course.

The NGR should not be interpreted as an informal Incomplete. Rather, students are strongly urged to protect themselves against misunderstandings and missed deadlines by arranging for an official Incomplete by Friday of the first week of the following quarter if one proves necessary.

ACADEMIC PROBATION

In each quarter of registration, students must complete, by the end of the quarter, 300 units of course credit with passing grades and with a minimum GPA of 2.0. Incompletes are not considered sufficient for course completion. A student who fails to meet this minimum requirement will ordinarily be placed on academic probation for the following quarter. For details and information about implications, please see the "Academic Probation and Suspension" section on the Academic and Enrollment Statuses (<http://collegecatalog.uchicago.edu/thecollege/gradingandacademicstatus/>) page.

INSTRUCTIONAL FORMAT

During the Autumn, Winter, and Spring Quarters, College courses are only offered in person. Alternative, remote arrangements are not permitted.

CLASS ATTENDANCE

It is the expectation of the College that students will attend all classes for which they have registered. Nevertheless, it is up to the individual department, faculty member, or instructor to set the attendance policy for their individual courses. Students should keep in mind that attendance at the first class is required in many courses to confirm enrollment. Many courses will automatically drop students who do not attend the first class meeting or even the entire first week of class meetings. The academic calendar can be found at academic-calendar.uchicago.edu (<http://academic-calendar.uchicago.edu/>).

REPETITION OF COURSES

When a student repeats a course, both courses appear on the student's transcript and both grades are averaged into the student's GPA. However, only one registration for the course counts toward the total number of credits required for graduation.

In the quarter that a course is repeated, students on financial aid must register for 300 units in addition to the repeated course unless (1) a failing grade was received in a course that a student needs to meet general education requirements or requirements in their major, or (2) the student's major mandates a higher grade than was previously received.

READING PERIOD

Every academic quarter, at least two days in advance of finals week are designated "College Reading and Review Period." Instructors and/or teaching assistants may hold review sessions on these days. However, no new material may be introduced, assignments may not be due, and final examinations may not be given (except as necessary for graduating students) during the reading period. The Reading and Review Period may not be dispensed with by classroom vote.

EXAMINATION SCHEDULE

Students should verify that travel arrangements do not conflict with their final examinations. For the College examination schedule, visit registrar.uchicago.edu/calendars/final-exams (<http://registrar.uchicago.edu/calendars/final-exams/>).

DISTANCE EDUCATION PROGRAMS AUTHORIZATION

The University of Chicago is authorized to offer distance education programs through its participation in the State Authorization Reciprocity Agreement (SARA). In keeping with SARA guidelines, distance learners are entitled to consumer protections against fraudulent or dishonest activity. Examples of issues that could lead to complaints include veracity of recruitment and marketing materials; accuracy of information about tuition, fees, and financial aid; and complete and accurate admissions requirements for courses and programs. Complaints and/or allegations of fraudulent or dishonest activity related to the University's distance education programs should be directed to the Office of the Dean of Students in the University at Campus and Student Life (5711 South Woodlawn Avenue, Chicago, IL 60637 or DOS-University@uchicago.edu (DOS-University@uchicago.edu)). This office will investigate the complaint in a timely fashion, resolve the complaint, report the outcome to the complainant, and maintain a record of the complaint. This resolution process does not apply to complaints about grades or student conduct violations. If a complaining party is not satisfied with the resolution of the complaint, the complaint may be appealed to the Illinois SARA Coordinator, Nkechi Onwuameze (sara@ibhe.org) (217.557.7382, Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701).

