

ACADEMIC POLICIES

Responsibilities of Students

Students are responsible for making sure that they are doing satisfactory work toward completion of a degree at the College. Any changes that affect a student's individual curriculum must be approved by the student's academic dean. A copy of the approved changes must be sent to the Office of the Registrar. Students are advised to check their final term reports on the student information system website for accuracy and, if there are questions, to consult the Office of the Registrar. Students may check their academic records in the Office of the Registrar at any time.

Grading System

The acceptable grades and corresponding points for grade point average (GPA) calculations are as follows. All grades except S (satisfactory), U (unsatisfactory), P (pass), I (incomplete), PI (permanent incomplete) and W (withdrawn) are used in calculating a student's GPA. GPA calculations are not rounded.

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00

Repeating a Course

A student who receives a grade lower than B in a graduate course not designated as repeatable may repeat the course once with permission from the graduate chair. For any course repeated under this policy, credit toward graduation requirements is granted only once, and only the highest grade received in the repeated course is counted in the cumulative GPA. The final grade earned for the repeated course, each time it is attempted, will remain on the transcript. The cumulative GPA will not be adjusted under this policy for any courses repeated after a degree has been awarded, or for any course repeated before the fall semester of 2014. Repeating a course may have financial aid implications; financial aid recipients intending to repeat a course should first seek advice from Student Financial Services. This policy applies only to courses taken at Ithaca College.

Pass/Fail or Satisfactory/Unsatisfactory Option

Graduate programs are permitted to use P/F or S/U grade options for graduate-level workshops (700-level) and selected courses only.

Time Limitations for Completion of Degree Requirements

Candidates for an advanced degree are required to meet general and major field requirements within six calendar years of their matriculation date. Some graduate programs may have more restrictive timelines that

supersede this general policy. Any exception must be approved in writing by the dean of the school and the Office of the Provost.

Incomplete Grades

A faculty member may assign a grade of I (incomplete) to a graduate student whose work on a thesis or other individual study course is not complete at the end of a semester or academic session. Otherwise, incompletes are given only when a student is doing satisfactory work but cannot complete the course for a reason not related to academic performance (i.e. medical, family emergency). The incomplete must be requested by the student, before the semester ends, in a timely manner. The student must schedule a meeting with the faculty member issuing the grade, and provide written documentation of legitimate reasons that justify the request.

Terms for the completion of the course are to be determined by the faculty member, in consultation with the student. Once the faculty member and student agree upon the specific assignments with criteria for assessment and the due date, the incomplete grade form must be filled out completely on IC Workflow and electronically submitted to the Office of the Registrar (<https://www.ithaca.edu/registrar/>). This form will serve as a contract between the student and the faculty member and will include a date for course completion.

When the terms of the contract have been met, the instructor of record or appropriate administrator will complete a change of grade request via IC Workflow to change the I to the earned grade.

Students who after consultation with the graduate chair, determine they will not complete a thesis course should request that the instructor complete a grade change form to a Permanent Incomplete (PI). This form requires the approval of the graduate dean of the school. A PI grade cannot be changed back to a regular grade. Students who receive a PI grade and want credit for that course must register again and complete the requirements. Students may graduate with a PI grade provided all degree requirements have been met. A PI grade is not computed into the GPA.

If no complete grade is received by the due date and no PI is approved, a grade of F is recorded on the transcript. Graduate students cannot receive their degree from Ithaca College with a grade of I recorded on their academic transcript.