

necessary, a proficiency/placement exam may be administered in certain subject areas. Transfer students must be prepared to present these and other requested materials for each course for which transfer credit is sought. Transfer credit evaluation must be completed by the end of the first semester of study.

Currently enrolled students who find it necessary to complete degree requirements at another institution for transfer credit to The Cooper Union must have appropriate advance approval.

Credit may be granted for work done at another institution by any student upon examination by the dean. This credit is to be recorded after satisfactory completion of one semester's work at The Cooper Union.

Grades used, with their numerical equivalents, are: 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), D- (.7), F (0). The assigned numerical equivalents are used in computing semester and annual ratings by multiplying the numerical equivalent of the grade for each subject by the credits assigned to the subject. The sum of such multiplications for all the subjects carried by a student is divided by the total credits carried by him/her for that period to determine the average rating.

The official meanings for letter grades are as follows:

- A** Outstanding performance
- B** Above average performance
- C** Requirements satisfactorily completed
- D** Minimum requirements met; passing but unsatisfactory
- F** Failure to meet the minimum requirements of a subject
- I** The designation **I** indicates that the work of the course has not been completed and that assignment of a grade and credit has been postponed. An **I** designation is permitted only in cases of illness (confirmed by a physician's letter) or documentation of other extraordinary circumstances beyond the student's control.

The deadline for removal of an **I** designation will be determined by the instructor and recorded at the time the designation is given, but will not be later than two weeks after the start of the next semester. If the **I** is not removed within the set time limit, either by completing the work in the subject or by passing a reexamination, the **I** will automatically become an **F** unless the dean of the School of Architecture extends the time or the student withdraws from school.

The designation of **I** will be granted only with the approval of the dean.

W The student has received permission from the instructor and the dean of the School of Architecture and has withdrawn from a course while passing the course requirements at the time of withdrawal. This permission must be obtained before the end of the sixth week of the semester. The grade is not included in the calculation of the student's semester rating but remains on the student's transcript. (See Change of Program: Withdrawing from a Course, page 39.) Students are not permitted to withdraw from required classes.

WF The student has received permission from the dean of the School of Architecture and the instructor and has withdrawn from a course while failing the course requirements at the time of withdrawal. This permission must be obtained before the end of the sixth week of the semester. This grade is included in the calculation of the student's semester rating, its numerical equivalent is 0, and it remains on the student's transcript. (See Change of Program: Withdrawing from a Course, p.39.)

When appropriate, certain courses may be designated as Pass/Fail courses.

Pass Requirements completed. This designation is not included in the calculation of the student's semester rating.

Fail Failure to meet the minimum requirements of a course. This grade is included in the calculation of the student's semester rating; its numerical equivalent is 0.

Academic Probation/Final Probation A semester rating below 2.0 and/or a grade less than **C** in Architectonics, Design or Thesis places a student on automatic probation and may be the basis for final probation or dismissal, as determined by the Academic Standards Committee.

The Academic Standards Committee meets following the end of the Fall and Spring semesters to review the academic records/status of students on automatic probation and, as necessary, final probation. These students will be informed of the meeting in order to have the opportunity to appear before the Committee.

A student who receives a grade of **C-** or below in Architectonics, Design or Thesis may be required by the Academic Standards Committee to repeat the studio. The student may also be removed from automatic probation as determined by the Academic Standards Committee.

A student who receives a grade of **D+**, **D** or **D-** in Architectonics, Design or Thesis will be placed on automatic probation and will be required to repeat the studio. The Academic Standards Committee may place the student on final probation. The Academic Standards Committee may also set further academic and/or grade requirements for the student.

A student who receives an **F** in Architectonics, Design or Thesis will be placed on final probation and will be required to repeat the studio. The student will be required to receive a grade of **C+** or better in the repeated class. A student who fails to meet this condition may be dismissed by the Academic Standards Committee.

A second probation may result in final probation or the dismissal of the student as determined by the Committee. The Academic Standards Committee may place a student on final probation.

A student placed on automatic probation may be subject to academic requirements as determined by the Academic Standards Committee.

A student on final probation who receives a semester rating below 2.0 and/or a grade less than **C** in Architectonics, Design or Thesis at any point in the remainder of his or her academic career in the School of Architecture will be automatically and permanently dismissed from The Cooper Union with a forfeit of the right of appeal. Automatic dismissal on final probation unconditionally and irrevocably terminates a student's academic career in the School of Architecture. A student dismissed on final probation (or permitted to withdraw on final probation) cannot apply or petition for readmission to the School of Architecture.

A student on probation may not be registered for more than 18 credits a semester.

Each student is responsible for his or her total accomplishment and for being continuously aware of the standards defined in the preceding paragraphs. Students whose work by mid semester indicates possible failure to meet the minimum standards of a course, including excessive absences, may be so informed and should arrange to meet with their respective faculty to address the matter in detail.

A student must have a cumulative grade point average of 2.0 or better in order to graduate from the School of Architecture.

A student may not repeat any Design studio (or Architectonics and Thesis) more than once.

Any student who fails Arch 151 (Thesis) twice will be dropped automatically from the program.

Additional credits for any repeated Design studio (including Architectonics or Thesis) do not count towards the 160 credits required for the B.Arch degree.

Change of Grade A change in an official grade of record cannot be made by the dean of admissions and records without the express consent of the dean of the School of Architecture. The dean of admissions and records will automatically convert an **I** designation to an **F** if an official change of grade is not submitted within the two-week deadline after the start of the following semester. Grade changes will not be accepted after one calendar year has elapsed from the completion of the course.

Change of Program

Adding a Course A student is permitted to add a course only during the first week of a semester, during the drop/add period, and only with the dean's approval.

Adding a course after the drop/add period is not permitted even if the student has been attending the class.

Dropping a Course A student may drop a course during the first week of the semester, during the drop/add period, with the dean's approval. A student who wishes to drop a course may be required to add equivalent credits in another course as needed to maintain satisfactory progress towards the degree.

A course dropped during the first week of the semester will be deleted from the transcript.

Withdrawing from a Course After the drop/add period a student may withdraw from a course through the sixth week of the semester, with the dean's approval. If the student is passing the course at the time of withdrawal, a grade of **W** will appear on the transcript. If the student is failing the course at the time of withdrawal, a grade of **WF** will be recorded. It is the student's responsibility to obtain the necessary permission from the school and to notify the instructor in order to withdraw from a course.

Failure to attend a class does not constitute withdrawal; a student who fails to attend a class without formally withdrawing will earn a grade of **F** in the course. A student may not withdraw from a course to avoid receiving a failing grade.

A student is not permitted to drop or withdraw from a course necessary to maintain satisfactory progress towards the degree.

LEAVE OF ABSENCE

Mandatory Leave of Absence A student's academic record will be reviewed by the Academic Standards Committee if it meets any of the criteria for Academic Probation/Final Probation (see page 38 for more information).

If the student is permitted to continue, the student will do so as per the instructions of the Academic Standards Committee. A student who is required to repeat studio (Architectonics, Design or Thesis) may also be required to meet other conditions set by the Academic Standards Committee. If it is not possible for the student to make significant progress towards the degree requirements in the semester prior to repeating the studio course (as determined by the Academic Standards Committee and/or the dean), the student will be placed on a mandatory leave of absence for one semester and will resume his or her studies in the following semester by repeating the required studio and enrolling in other classes for a total registration of at least 12 credits. The student's registration must be approved by the dean.