

THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Grades At the end of every semester, each student receives a grade for his or her semester's work in each subject. 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 numbers in parentheses give the assigned numerical equivalent of the letter grade for each course. These are used in computing semester index ratings by multiplying the numerical equivalent of the grade for each course by the credits assigned to that subject. The sum of such multiplications for all the subjects carried by a student is divided by the total credits carried by him or her for that period to determine the index or grade point average.

Grades, with their official significance, are as follows:

A Outstanding Performance

B Very good Performance

C Average Performance

D Passing but unsatisfactory

F Failure to meet minimum requirements

I Work of the course not completed and assignment of grade and credit postponed. This designation will be given only in cases of illness (confirmed by authorized physician's letter) or of other documented extraordinary circumstances beyond the student's control. The deadline for removal of an **I** designation will be determined by the instructor, but will not be **later than six weeks after the start of the spring semester** for students who receive such a grade in the fall semester and **not later than two weeks after the start of the fall semester** for students who receive such a grade in the spring 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 Faculty of Humanities and Social Sciences extends the time or the student withdraws from school. The **I** designation will be given only with the approval of the Dean of the Faculty of Humanities and Social Sciences.

W Withdrawal (see below)

WU Unauthorized withdrawal (see below).

Indicators of plus (+) and minus (-) are used with the grades A, B, C and D. The grade of A+, however, is not given. These indicators are included in computing the grade point averages.

Dropped Courses and Withdrawals Courses dropped during the first and second week of the semester will not be entered in the transcript.

Dropping Courses in Weeks 3-8 A student anticipating inability to continue a course should immediately seek advice. The instructor must be notified if a student wishes to withdraw from a course and a student must file an official drop form by the end of the eighth week of the semester to receive a **W** grade. The grade **W** is not included in the calculation of the student's semester rating. For credit, the course must be repeated.

Dropping courses after Week 8: It is the policy of the Faculty not to approve any withdrawal after the eighth week of class except under extreme extenuating circumstances. If a student has stopped attending the class without consultation with the instructor and filing an official drop form, a **WU** will appear as the grade for the course. However, if the student is failing the course at the time of the unauthorized withdrawal, the instructor is free to record an **F** grade.