Grades

Letter Grades

Only letter grades are given to evaluate a student’s progress. The following definitions of letter grades are applicable:

- “A”  Superior
- “B”  Very Good
- “C”  Satisfactory; Acceptable
- “D”  Marginal; Passing
- “F”  Unsatisfactory
- “P”  Grade assigned in pass/fail courses that do not carry credit hours to designate passing performance.
- “S”  Grade assigned in pass/fail courses that carry credit hours to designate that a grade of “A”, “B” or “C” has been earned and credit has been awarded.
- “U”  Grade assigned in pass/fail courses and in ENGL 101 to designate that a grade of “D” or “F” has been earned and no credit has been awarded.
- “W”  Withdrawal from a course prior to the official deadline. After that time, students will receive the grade of “F” should they fail to complete the course or complete it unsuccessfully. Under extenuating circumstances, the grade of “W” may be awarded after the official deadline with the recommendation of the instructor and the concurrence of the Associate Provost for Academic Affairs. Supporting evidence is the responsibility of the student and must be submitted in writing to the Associate Provost for Academic Affairs.
- “I”  An Incomplete is awarded when course requirements have been very nearly met but for authorized reasons (illness, injury, family emergency, etc.) cannot be completed during the current semester. To be eligible for the grade of “I,” students must be passing at the time they are forced to terminate their participation in the course. Students who are not passing at the time they are forced to terminate their participation will receive the grade of “F” in the course. The grade of “I” must be removed within the first thirty class days of the next full semester, or the “I” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the Incomplete is the responsibility of the student. Students may not enroll in a course in which they currently have an “I.” A student is not eligible for Dean’s List or Gold Star awards until Incompletes are removed.
- “IP”  Grade assigned for courses in which requirements are not expected to be met in one academic term. The grade of “IP” must be removed in the next full semester, or the “IP” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the “IP” is the responsibility of the student. Students may not enroll in a course in which they currently have an “IP.”

Should a student fail to complete a semester or summer session for any reason, the grade in each course in which the student is then enrolled shall be “F,” “I,” or “W” as determined by the individual faculty member in consultation with the Associate Provost for Academic Affairs.

No numerical symbol, bracket, or percentage is assigned the equivalent of any grade. Arbitrary distribution of grades according to some formula or curve is not permitted. However, by means of departmental supervision and consultation among instructors, every effort is made to obtain consistent grading standards within the department.
End of the semester grade reports and midterm progress reports are made available electronically through BANNER Self-Service.

**Grade-Point Ratio Computation**

For purposes of ascertaining a grade-point ratio, grades are weighted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality-Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>..............................................4</td>
</tr>
<tr>
<td>B</td>
<td>..............................................3</td>
</tr>
<tr>
<td>C</td>
<td>..............................................2</td>
</tr>
<tr>
<td>D</td>
<td>..............................................1</td>
</tr>
<tr>
<td>F, I, IP, W, P, S, U</td>
<td>..............................................0</td>
</tr>
</tbody>
</table>

The grade-point ratio for any semester is determined by dividing the total number of quality points earned by the total number of hours for which grades of A, B, C, D, or F were received.

The cumulative grade-point ratio on which graduation, academic probation, and academic discharge are based is determined by dividing the number of quality points earned at The Citadel by the number of quality hours attempted at The Citadel. For this purpose, the number of quality hours includes all credit hours attempted at The Citadel for which grades of A, B, C, D, or F were received. The number of quality points earned includes all quality points associated with quality hours earned at The Citadel. The Citadel does not recognize plus or minus grades in undergraduate courses.

**Pass/Fail Grades**

Juniors and seniors with cumulative grade-point ratios of 2.00 or higher may take elective courses on a Pass-Fail option. Normally no more than one course may be taken under this option each semester, and no more than four courses taken under this option may be used to meet graduation requirements. Students may not change their decision to take a course on the Pass-Fail basis after the first two weeks of the term. Courses taken Pass-Fail carry graduation credit, but no quality points are awarded. Such courses are not included in GPR computations except in determining the First and Second Honor Graduates of the graduating cadet class.

Instructors report grades as usual, A through F. The Registrar’s Office translates an “A,” “B,” or “C” as an “S” (meaning “satisfactory, credit awarded”). Grades of “D” or “F” are translated as “U” (meaning “unsatisfactory, no credit awarded”).

Cadets who are taking a course under the Pass-Fail option and who wish to be considered for Dean’s List or Gold Star honors must satisfactorily complete the Pass-Fail course and must earn the appropriate GPR on 12 or more semester hours in addition to the Pass-Fail course.

In determining the GPR for the position of First and Second Honor Graduates, courses taken under the Pass-Fail option will be included.

Students desiring to take a course on the Pass-Fail option should contact the Registrar’s Office.
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Students with Documented Disabilities

The Director of the Academic Support Center is responsible for determining if a student has a documented disability as defined by the Americans with Disabilities Act and for determining appropriate accommodations and services. Students with disabilities are encouraged to self identify to the Director upon admission to The Citadel. If the Director determines that a disability warrants substitutions for courses required in the areas of foreign language and/or mathematics, all grades of “F” earned in previously completed courses in that discipline will be changed to “U” and will not be included in computing the student’s GPR. Grades of A, B, C, or D made by students in previously completed courses in that discipline will not be altered.

Audit Status

Any student who is eligible to enroll in a particular course may, with the approval of the instructor and the Registrar, audit that course for no credit. There will be no additional charge if the student is enrolled for credit in courses totaling 12 or more hours. For students taking fewer than 12 credit hours, registration fees and 100 percent of the tuition for the course will be assessed. The student may not change the decision to take the course on the audit basis rather than for credit after the first two weeks of the term. Grades will not be given for courses taken in audit status.

Change of Grade

After grades in a course have been submitted to the Registrar’s Office, a change of grade will be considered only in cases of instructor error. The change of grade must be made within one month after the beginning of the next semester following the recording of the grade and must be approved by the head of the instructor’s department/school and by the Associate Provost for Academic Affairs. A grade change may not be based on work submitted after final grades have been submitted.

Taking or Repeating Courses to Improve the GPR

A student may not take or repeat a course which is taught at a lower level than or serves as a prerequisite for a course which the student has already completed.

Courses may be repeated under the following conditions:

1. No course may be repeated once a grade of “B” or higher has been earned.
2. If a course is repeated, the last grade of record is used to determine whether course requirements for graduation have been met.
3. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for total hours passed.
4. A transfer course may be repeated to improve a GPR only if the grade of “C” or higher was earned at the transfer institution.
5. All grades from repeated courses are included in computing the student’s grade-point ratio.

Transfer Credits

Normally, only courses taken at an accredited institution which are comparable in content and credit hours to specific courses offered by The Citadel and in which grades of “C” or better have been earned will be considered for transfer. To ensure that courses taken away from The Citadel will be accepted for transfer, students must obtain written, prior approval through the Office of the Registrar. However, the dean of the school or head of the department in which the student is majoring may accept for transfer to meet General Elective credits courses that
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are not offered by The Citadel but which are considered to be worthy of credit as electives and in which grades of “C” or higher have been earned. The appropriate deans or department heads have responsibility for considering all transfer courses that are comparable to courses offered by The Citadel. Grades earned in courses transferred from another college will not be computed in the student’s grade-point ratio at The Citadel. Courses previously passed at The Citadel will not be accepted for transfer. All transcripts sent from another college to The Citadel become the property of The Citadel and cannot be issued to the student or a third party.