

GRADING POLICIES

GRADE POINT AVERAGE

The semester grade point average (GPA) is computed at the close of each term by multiplying the number of credits for each course by the numerical values associated with the letter grade; this is referred to as “quality points.” The sum of the semester’s quality points is divided by the total number of credits attempted in that semester to arrive at the semester GPA.

The numerical value of the letter grades are:

A	4.0	A-	3.7	B+	3.3
B	3.0	C+	2.3	C	2.0
C-	1.7	D+	1.3	D	1.0
F	0.0				

The cumulative GPA is computed by applying this formula to all course work for which the student has enrolled for credit since the student’s first term at DCAD. Credits transferred from another college are not included in the cumulative GPA.

GRADING

At the conclusion of each semester, faculty submit grades to the Registrar for processing, after which grade reports are forwarded to all students enrolled for credit. Faculty are responsible for establishing the grading policy in their own classes and for announcing this policy to all students in the course. Grades will not be released to students who have financial holds on their records due to fees owed to the college, including library fees or overdue books, or to students who have incomplete health or immunization information on file with the Registrar. Grades are mailed to the permanent address supplied by the student during registration unless a written request for grades to be mailed elsewhere is submitted no later than one week prior to the close of the semester to the Registrar.

General grade descriptions are as follows:

A	outstanding achievement	C-, D+, D	below average
A-	very high quality work	F	failure, no credit
B+, B, B-	above average achievement	I	incomplete
C+, C	average achievement	W	withdrawal

FAILING GRADES

Failing grades are assigned when a student has not fulfilled the requirements for a course (i.e. missing work, excessive absences, missed exams) and has neglected to withdraw or request an Incomplete. As grading policies are determined by the instructor, students should make sure they understand the requirements for each of their classes. A grade of “F” in a core studio course, regardless of grade point average, indicates that the student has failed to achieve satisfactory performance. The student cannot advance to the next semester of studio work until he or she has successfully repeated the course or complete an appropriate equivalent as determined by the Area Coordinator. Due to the cycle of classes taught in the different areas, it is possible that a student may have to wait a semester before the necessary class is offered again.

INCOMPLETE

A grade of “I” (incomplete) is a temporary deferral of a final grade pending the make-up of a small amount of course work. An incomplete may be requested only under extraordinary circumstances when course work is unavoidably and justifiably delayed. The student must complete a “Request for Incomplete Form,” which requires the signature of the Instructor and the Area Coordinator.

Unless otherwise noted by the Instructor, student has four weeks after the semester’s end to complete missing work. Faculty members have the right to refuse a student’s request for incomplete if the grounds are not judged sufficient. A signed form must be submitted to the Registrar’s Office by the date that the final grades are due. After the make-up period, either a grade will be issued for work submitted, or an “F” will be placed on the student’s permanent record.

WITHDRAWAL

Students who withdraw from the Associate of Fine Arts Degree Program, or who transfer to other schools, must complete the following:

- Meet with the Director of Financial Aid (if the student has received financial aid) to complete the Exit Interview Form and settle financial matters.
- Meet with the Bursar to settle financial matters.
- Meet with the Director of Student Services if the student is living in on-campus housing.
- Meet with the Academic Dean.

All of these requirements must be met before withdrawal is considered official. Students who stop attending classes and who have not officially withdrawn will receive a grade of "F" in all classes. Students must fill out an official Withdrawal/Exit Interview Form found in the Registrar's Office. Please refer to the "Tuition and Fees" section of this handbook for the schedule of refunds.

ADMINISTRATIVE WITHDRAWAL

The Delaware College of Art and Design has the authority to require the withdrawal of any student when such action is deemed necessary and appropriate. Reasons for mandatory withdrawal include, but are not limited to, financial, medical and psychological reasons as well as violations of the Code of Student Conduct. Also, if the College can reasonably assume a student is no longer in attendance, an Administrative Withdrawal may be attached to the student's record.

Administrative Withdrawal is implemented at the discretion of the Academic Dean, with the recommendation of appropriate faculty members, medical and/or mental health professionals. Students who are administratively withdrawn are ineligible to attend classes, receive financial aid, reside in DCAD housing or avail themselves of DCAD programs and services.

GRADE APPEAL

Students who receive a grade that they feel is inappropriate may petition for an academic grade review by the following procedure:

- **Talk with the instructor.** Whenever possible, conflicts over grades should be resolved informally between the instructor and the student.
- **Write a letter.** If not satisfied, the student should outline objections to the instructor, along with a copy to his or her Area Coordinator, no later than the end of the first week of the following semester.
- **Meet with the Area Coordinator.** If the problem is still not resolved to the student's satisfaction, the student should meet with the Area Coordinator for the area under which the class is taught.
- **Submit a final appeal letter.** A panel composed of the Area Coordinators and the Academic Dean shall make the final decision.

Grade changes will not be considered official until the instructor submits written changes to the Registrar's Office.

GRADE FORGIVENESS

DCAD's Grade Forgiveness Policy allows a student who has encountered difficulty to improve his or her grade point average (GPA) by retaking up to 12 credits. Under this policy, effective fall 2008; a matriculated student may retake a DCAD class for Grade Forgiveness by declaring that intention in writing at registration. The retaken class will appear twice on the student's transcript and though both grades will remain on the transcript, only the second grade will be calculated in the student's GPA.

The following stipulations apply:

- Grade Forgiveness is not retroactive and may not be applied to alter any previous academic action or record.
- Courses taken for Grade Forgiveness are not eligible for incompletes.
- If a student withdraws from a course taken for Grade Forgiveness, the attempt will count for the appropriate number of credits of the 12 allotted and that course may not be taken for Grade Forgiveness again.
- After a student retakes a course for Grade Forgiveness they cannot retake that course an additional time for Grade Forgiveness without permission from the Dean.
- Only with prior approval from the Academic Dean may one course be substituted for another for Grade Forgiveness and only if the substitution reflects a change in the prefix, number, hours or title, but not substance of the course or if the original course is no longer offered by DCAD.

Students should bear in mind that repeated courses may not count toward financial aid eligibility and that other institutions of higher learning may not recognize DCAD's Grade Forgiveness Policy.