The Plus/Minus Grading System (4.00 scale, term system), implemented in fall 1998, applies to all undergraduate students and cannot be applied retroactively to grades earned or recorded, including incomplete (I) grades or contested grades, before fall 1998.

# Grades/Grading

The grade of **W** is given to students who officially withdraw from a course by the published withdrawal deadline each term. It is also given to students who obtain authorization from the Academic Standards Committee to withdraw from a course or courses after the deadline. Such withdrawals must be based on documented medical difficulties or verifiable circumstances beyond the student's control. See the withdrawal policy (http://catalog.towson.edu/undergraduate/academic-policies/changing-schedule) for more information.

The grade of **I** is given to students by their instructors when verifiable circumstances prevent students from completing a course within the term. The I grade should be given only in cases where students have completed most of the course work and have a reasonable expectation of successfully completing the remaining work required. It should not be given at a point earlier in the term when a withdrawal is appropriate. For more information on the Incomplete grade, see the section immediately following.

**International students:** Please be aware that FX and W grades do not contribute toward the Full Course of Study requirement of your F-1 status.

## Changing Grades and Changing Incompletes

Incompletes may be granted toward the end of the term and only for verifiable medical reasons or for documented circumstances beyond the control of the student. Earlier in the term, a withdrawal may be more appropriate. The grade of I automatically becomes a grade of **F** 180 days from the end of the term following the granting of an I unless changed to another letter grade.

The grade of I may be extended by the instructor for a period not to exceed an additional regular term if the conditions for granting the original Incomplete still exist. To grant this extension, the Change of Grade/Incomplete Form must be filed by the instructor. An extended Incomplete grade that is not resolved by the end of the next full term of study, excluding summer and Minimester sessions, is converted to an F grade and is calculated in a student’s GPA.

Grade changes, excluding I grades and repeated courses, must be submitted by the faculty member within one year. After one year, requests for grade changes may be made only for verifiable medical reasons and by petition to the Academic Standards Committee.

Graduating seniors must resolve any outstanding Incomplete grades within 180 days following graduation. Specific dates for each graduating class are included in the correspondence from the Graduation Office. Students will not be graduated until the Incomplete is resolved.

## Unsuccessful Term/Academic Clemency

The following guidelines determine approval of the declaration of an Unsuccessful Term:

- Five full academic years must have elapsed since the term in question and graduation has not occurred.
- Students must have completed at least 24 units of 2.00-level work at TU since the term in question.

**Effective Minimester 2006,** the university suspended use of the C-grade.
• Only one Unsuccessful Term can be granted in a student’s academic career.

Students wishing to request an unsuccessful term on their academic record must submit an appeal to the Academic Standards Committee (http://catalog.towson.edu/undergraduate/academic-policies/academic-standards).

Disagreements Related to Grading
Students who feel an earned grade is unjust must address their disagreements first to their instructor, who is responsible for assigning grades. If the matter is not satisfactorily resolved through this approach and the issue warrants further consideration, students may then direct an appeal through the following channels: department chair/program coordinator, college dean, Academic Standards Committee.