

GRADES

Grades

Students may view and print their term grades through Banner Self Service, accessed with their Email/LDAP user name and password. Unofficial transcripts are also available on Banner Web.

Grade	Description	Points
A	These grades are awarded to students whose level of performance in meeting the requirements of the course is outstanding. These students understand the concepts and the principles of the course and are able to apply them creatively to unfamiliar situations, use correct methods accurately in problem solving, and communicate their findings to others effectively.	4.0
A-		3.7
B+	These grades are awarded to students whose level of performance in meeting the requirements of the course is definitely better than average. These students have a good understanding of most or all of the concepts and principles, generally use correct methods, and are usually accurate in their thinking. They do a good, though not superior, job in communicating within the context of the course.	3.3
B		3.0
B-		2.7
C+	These grades are awarded to students whose level of performance is adequate. These students meet the essential requirements of the course and have a basic understanding of course concepts and principles, but have some difficulty applying them correctly. They do a fair job of communicating their ideas.	2.3
C		2.0
C-		1.7
D+	These grades are awarded to students whose level of performance in general is poor but not failing. These students meet minimum course requirements but lack adequate understanding of some concepts and principles and make rather frequent mistakes in applying them. They do a poor job of communicating ideas relating to the course.	1.3
D		1.0
F	This grade is issued to students whose level of performance fails to meet even the minimum requirements of the course. These students fail to grasp most of the essential concepts and principles and make frequent mistakes in applying them. Their performance is definitely unsatisfactory.	0.0
FN	A student is issued a grade of FN (failure for non-attendance) if they stopped attending and the last known date of attendance is after the course withdrawal period specified on the academic calendar.	0.0
AU	A student is issued the non-punitive grade of Audit (AU) upon submission of "Request to Audit" form during the registration or the add/drop period specified in the academic calendar.	0.0
I	A student is issued an Incomplete (I) at the request of the faculty when circumstances outside of the student's control do not allow completion in the normal time period.	0.0

S	A student is issued a grade of Satisfactory (S) upon receipt of a satisfactory employer/student evaluation.	0.0
U	A student is issued a grade of Unsatisfactory (U) upon receipt of a unsatisfactory employer/student evaluation.	0.0
W	A student is issued a non-punitive grade of (W) whenever withdrawing from a course during the course withdrawal period specified on the academic calendar.	0.0
WN	A student is issued a grade of WN (withdrawal for non-attendance) if they stopped attending and the last known date of attendance is during the course withdrawal period specified on the academic calendar.	0.0
P, PD, F, EX, NR	The thesis project is awarded the grade of Pass (P), Pass with Distinction (PD), Fail (F), Extension (EX), or Not Required (NR)	0.0
NR	Beginning July, 2018, this grade for CILE-400 will indicate Not Recorded.	0.0

Course Hours and Points Definitions

Quality Points = Grade x Credit Hours

GPA = Quality Points ÷ GPA Hours

Attempted hours (AHRS) - the sum of the course credit hours for which a student has registered. Attempted hours per term is the basis for determining tuition charges and the student load.

Earned hours (EHRS) - work equivalent to that defined for a University credit hour which the student has successfully completed at Kettering University, at another institution, or by examination. Not all earned hours necessarily apply to the specific degree program being pursued by the student.

Grade Point Average (GPA) - computed for each term individually and cumulatively. In either case, the weighted GPA is computed by dividing the total quality points earned by the total quality hours accumulated.

GPA hours (GPA-HRS) - credit-hour value of the course that is awarded only for course work taken at Kettering University. Only course work resulting in GPA hours is used in computing a student's grade point average (GPA).

Quality Points (QPTS) - computational value used to compute a student's grade point average (GPA). The quality points earned for a given course are equal to the credit hour value of the course multiplied by the numerical equivalent of the letter grade.

Questions: Contact the Office of the Registrar

Credit Hour Policy

Kettering University defines a credit hour as one 60-minute class period per week. The University assigns four [4] credits to all courses in all undergraduate and graduate degree programs: on-ground and Kettering University Online [KUO]. Undergraduates and onground graduate students are expected to spend at least two hours outside of class preparing for each hour in class. A 4-credit course requires these students to devote 120 hours of effort per term, or approximately three [3] hours of effort per week, for 10 weeks, for each registered credit hour.

Kettering University Online [KUO] graduate courses, which may follow either a 6-week or 8-week schedule, require the same total amount of effort, i.e., 6-week courses require 20 hours of student work per week; 8-week courses require 15 hours per week, for a total effort of 120 hours. Kettering University Online [KUO] courses require a considerable amount of class time in the form of discussion board activities, synchronous webinars, or other online interactions, including individual interactions with professors. Preparation, research, viewing of media, and assignment completion require additional time.

These credit hour requirements fulfill federal definitions and regulations regarding the assignment of credit hours as follows under Section 600.2 and 600.24(f) of the Higher Education Opportunity Act:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than —

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Grade Appeal Process

The course instructor has the authority and obligation to assign appropriate grades in any course. Questions concerning an assigned final grade are to be handled through the grade appeal process. Final course grades may be appealed only if the student can demonstrate that the grading policy applied to his/her grade does not conform to the stated grading policy of the course instructor. The absence of a grading policy will be considered reasonable grounds for appeal. Appeals should be initiated as soon as possible but no later than **12 weeks** after the grade has been posted. The student's failure to access grades does not provide an exemption from the time limitation.

Grade Appeal Process

1. **Student** - The student completes a Grade Appeal Form attaching any pertinent documentation to support his/her claim.
2. **Instructor** - Within two (2) weeks of the student's request for a grade appeal, the course instructor accepts or denies the appeal in writing.
3. **Department Head** - Students who are not satisfied with the decision of the course instructor may appeal to the course instructor's department head within 30 days of the course instructor's response. Students appealing to the department head assume the burden of proof. The appeal must include: a statement of the reason the student is appealing the grade, evidence to support the appeal, the steps taken to resolve the disagreement over the assigned course grade and the resolution sought. The department head will serve as a mediator between the student and the course instructor but cannot change a grade. The department head must respond in writing to the student, course instructor, and dean within 30 days of receipt of the appeal with the result of mediated discussion between the student and course instructor.

4. **Dean** - Students who are not satisfied with the result of the discussions between the student and course instructor, mediated by the department head (step 3 above), may submit an appeal to the college dean (or graduate dean in the case of a graduate student). The student must forward all documents submitted in steps 1-3 above to the college dean (or graduate dean in the case of a graduate student). If the dean concludes that the facts alleged by the student do not constitute grounds for appeal, the dean may dismiss the review. The student will not be allowed any further appeal. If the dean determines that the facts alleged by the student are true, the dean shall refer the appeal to the Final Appeal Board.
5. **Final Appeal Board** - The Associate Provost (or designee) will convene an appeal board comprised of the following members: one tenured faculty member from the course instructor's department, chosen by the course instructor; one tenured faculty member from the course instructor's department, chosen by the Department Head; one tenured faculty member from outside the course instructor's department, chosen by the Chair of the Promotion, Tenure and Ethics (PTE) Committee; and the Associate Provost (or designee), who does not vote, but chairs the board and handles all administrative matters.
6. **Provost** - The Final Appeal Board makes a recommendation to the Provost to change the grade to a "P" for passing or keep the course instructor's original grade. The Associate Provost will provide a written overview of the Appeal Board's decision to all involved parties. The decision of the Provost represents a final University decision.

Questions: Contact the Office of the Registrar

Grade Changes

Grades (except incompletes) reported by a course instructor are considered permanent and final. However, requests for a change of grade after a course instructor reports a final grade will be honored to correct an error in calculating or assigning that grade. To facilitate this process, the course instructor will submit to the Registrar an email, with the Department Head copied, noting the rationale for the change and what retroactive correction is to be made. Grade changes must be processed within one calendar year (12 months) from the last date of the term in which the course was taken. This includes incomplete grades that have been changed to a grade or have converted to a failing grade. Grade changes are not permitted after a degree has been awarded.

Questions: Contact the Office of the Registrar

Auditing a Course

Occasionally, a student may wish to attend a course without earning credit (for example, to refresh course knowledge). This arrangement is called "auditing" a course. Audited courses are listed on the students' official transcript with the grade AU (audit) and no credits earned.

A student needs the course instructor's permission to audit a course. Students who want to audit a course must complete a Request to Audit Course Form, have it signed by the course instructor, and submit it to the Office of the Registrar by the end of the drop/add period specified on the academic calendar. Audits cannot be changed to a regular enrollment after the drop/add period noted on the academic calendar. Audited courses do not count toward completing program or degree requirements.

Students who choose an audit option are expected to attend the audited class and complete all course requirements (with the exclusion of the tests). If the students do not meet attendance requirements for the

course, they earn the grade of WN (withdrawn for non-attendance). Once a WN grade is issued, the student may no longer attend or participate in the class. AU and WN grades do not affect the term and cumulative grade point averages.

Audited courses incur regular tuition fees; however, audits are not considered part of a course load for academic or financial aid purposes, which means that students cannot count audited credits toward a full-time student status or receive financial aid for an audited class.

Questions: Contact the Office of the Registrar

Incomplete Grades

Incomplete Grade Policy

The grade of "I" (Incomplete) is a temporary grade assigned by the instructor in cases where a student is unable to complete course requirements within the term. The grade of "I" may be issued by a course instructor for any course in which ALL the following conditions are met:

1. **Undergraduate Students and On-campus Graduate students:** Student requests the "I" grade from instructor no later than 10th week Friday
2. The student has satisfactorily completed a substantial portion (typically about 75%) of the total coursework and has convinced the instructor of his or her ability to complete the remaining work without re-registering for the course. It is not to be given if a student is failing the course.
3. The student is unable to complete the course requirements within the regular time frame due to significant, extenuating circumstances which can be documented.
4. The student and course instructor must complete an Incomplete Grade Agreement Form that clearly states the requirements to be completed and the due date for the completion of each requirement. The form must be signed by the Department Head and submitted to the Office of the Registrar as official documentation of the agreement.

Deadline for completion of the coursework:

Undergraduate Students and On-campus graduate students: not later than Monday of Week Five of the following term.

If a final grade is not submitted within the specified deadline for completion, the incomplete grade converts to an "F" (Fail) on the student's record and will be reflected in the students' GPA. The grade of "F" will be considered a permanent grade on the student's record.

Students should note that an incomplete grade does not yet reflect credit in the course. This means if a course with an incomplete grade is a prerequisite for another course, they may not register for that course until the incomplete grade has been changed to reflect a passing grade.

Example: An incomplete is issued in spring 2018 for MATH-101. The student may not register for MATH-102 until the coursework required to fulfill the incomplete is completed and the "I" grade is removed.

Questions: Contact the Office of the Registrar

Final Examinations

Kettering University policy requires each student to participate in a comprehensive final learning experience in each course. The extent to which that experience contributes to the student's course grade may vary

by course instructor and by course, but generally amounts to between 20 and 40 percent.

Questions: Contact the Office of the Registrar

Dean's List

The Dean's List recognizes overall academic performance based upon the student's term grade point average (GPA). To be eligible for the Dean's List, students must satisfy the following requirements: be a degree-seeking student with a minimum term grade point average of 3.5, no grades below B, and a minimum of 16 earned credits for the term.

After each term grading process is complete, eligible students are recognized on the Registrar's website and in a hallway cabinet display outside the Provost's Office. Dean's List eligibility for each term is reflected on student transcripts.

Questions: Contact the Office of the Registrar

Honor Societies

Alpha Pi Mu is a national industrial engineering honor society. The eligibility of industrial engineering students is based upon superior scholarship and character of a fiduciary nature. Members of Alpha Pi Mu work responsibly to further the ideals and aims of the engineering profession.

Eta Kappa Nu is a national electrical and computer engineering honor society and has its Theta Epsilon Chapter at Kettering. Electrical engineering students who rank in the top quarter of their class are admitted after their junior year. Students ranking in the top third of their class are admitted after they become degree seniors.

Gamma Sigma Alpha is a national honor society that promotes intellectual interaction between Greek students and the academic community.

Gamma Sigma Epsilon is a national honor society recognizing scholarship in the field of chemistry has its Eta Beta Chapter at Kettering University. Its aim is to promote professionalism and scholarship in chemistry and the general welfare of its members.

Kappa Mu Epsilon was founded to promote the interest of mathematics among undergraduate students. This is fostered by activities such as outside speakers, films, student presentations, and participation in events such as National Mathematics Awareness Week.

Nu Chi is the Kettering University chapter of Delta Mu Delta initiated on February 20, 2020. Delta Mu Delta is an international honor society that recognizes academic excellence among ACBSP accredited schools. Nu Chi membership eligibility requires students to be of a junior or senior class standing, major of an undergraduate management program with a 3.7 GPA or higher, and are in the 20th percentile of their college class in cumulative average grades.

Order of Omega is an international honor society for fraternity members who have attained a high standard of leadership in inter-Greek activities.

Phi Eta Sigma, a national freshman honor society. To become a lifetime member, a student must qualify during one of the two freshman semesters. Normally about 5 percent of the class will achieve this scholastic honor.

Pi Tau Sigma, a national mechanical engineering honor society, selects members from the top-ranked junior and senior students on the basis

of personality, leadership, and probable future success in mechanical engineering. The largest local chapter of this society is Kettering's Delta Chi Chapter.

Professional Leadership Honor Society Professional Leadership Honor Society, formerly Management Honor Society is an organization comprised of upperclassmen who have demonstrated leadership potential as evaluated by the management of their co-op employer. All members are appointed for one academic year. Activities consist of lunch and dinner meetings each year. Speakers are leading executives in industry and business. Members are given an opportunity to ask questions of these top executives and become acquainted with their ideas, backgrounds, and managerial philosophies.

Rho Lambda is a national honor society recognizing Panhellenic women with the highest qualities of leadership and service to their sorority.

Robot Society This honor society was organized in 1928 for the purpose of giving recognition to those students who have demonstrated outstanding leadership, citizenship, and service to the Kettering community. Scholastic standing is an added criterion for election.

Sigma Alpha Chi is a Kettering scholastic honor society founded in 1970 for the purpose of recognizing high scholarship among management students at Kettering.

Sigma Pi Sigma is a national honor society which exists to honor outstanding scholarship in physics. Membership is by invitation to students who have junior or senior standing, overall GPA of 3.0 or greater, completion of four physics courses of 3 credits or more, cumulative GPA of 3.5 or more in physics courses, standing in the top third of their graduating class and a record of active service to the Physics Department.

Tau Beta Pi is a national engineering honor society and has its Michigan Zeta Chapter at Kettering. This association offers appropriate recognition to engineering students for scholarship and exemplary character.

Upsilon Pi Epsilon is an international computer science honor society and has its Michigan Epsilon chapter at Kettering. Its mission is to recognize academic excellence in computer science. Students qualify for membership as seniors by being in the top third of computer science majors in their graduating class.