Grading System

In order to assess progress throughout the graduate program, grades are assigned to the student’s performance in course, project and thesis work. Academic achievement is based on the following grading system:

A  Excellent
B  Good
C  Pass
D  Unacceptable for graduate credit
F  Fail

AU  Audit
NC  No credit (only for thesis work); will not be recorded on transcript
P  Pass; unacceptable for graduate credit
I  Incomplete; transition grade only; becomes grade of F if not changed by instructor within 12 months
W  Withdrawal
SP  Satisfactory progress; continuing registration in thesis/dissertation/directed research
CR  Credit for work at another institution
UP  Unsatisfactory progress; this grade remains on the file transcript

Academic Standards

Students must maintain high academic standards in all their program activities. After completion of 12 credit hours, all students must maintain an overall grade point average (GPA) above 2.75 to be considered as making satisfactory progress. If a student’s overall GPA falls to 2.75 or below, the student and advisor are notified by the Registrar that the student is not making satisfactory progress.

If the overall GPA of any student falls below 2.65, the Registrar will inform the student that all future registrations will be given grades only on a pass/fail basis unless the department Graduate Committee intervenes.

If the overall GPA of any student falls below 2.5, the student is removed from the program unless the department Graduate Committee intervenes.

Grade Point Average (GPA)

Grades are assigned the following grade points:

A = 4.0, B = 3.0, C = 2.0, D = 1.0 and F = 0.0. The grade point average is calculated as the sum of the products of the grade points and credit hours for each registered activity (including courses, independent studies, directed research, thesis research and dissertation research) in the average, divided by the total number of credit hours for all registered activities in the average. If a student takes the same course more than once, the course enters the GPA only once, the most recent grade received for the course being used in the average. A student’s overall GPA is calculated on the basis of all registered activities taken while enrolled as a graduate student at WPI. WPI graduate courses taken before the student had status as a degree-seeking graduate student are included in the overall GPA. A student’s program GPA is calculated on the basis of those WPI courses listed by the student on the student’s Application for Graduation form. The transcript will report the overall GPA.

Courses transferred from elsewhere for graduate credit (for which a grade of CR is recorded on the WPI transcript), and courses taken to satisfy undergraduate degree requirements or to remove deficiencies in undergraduate preparation, are not included in either GPA. Registered activities in which the student receives grades of AU, NC, P, I, W, SP or UP are not included in either GPA.

Only registered activities in which a grade of A, B, C or CR was obtained may be used to satisfy courses or credit requirements for a graduate degree.

Grade Appeal and Grade Change Policy

The Student Grade Appeal Procedure affirms the general principle that grades should be considered final. The principle that grades for courses, thesis credit and dissertation credit should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students, and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made, and that an instructor who decides it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an ad hoc committee. An instructor may request a grade change by submitting a course, thesis credit or dissertation credit grade change request in writing to the Registrar at any time prior to a student’s graduation.

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that:

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the semester. WPI presumes that the judgement of the instructor of record is authoritative and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor’s grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and research project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student...
to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

Only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for a grade change appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will and is not indicative of the student's academic performance.

Error: The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Academic dishonesty or misconduct are addressed in WPI’s Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI’s Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic semester after the disputed grade is received.

### Student Grade Appeal Procedure

1. A student who wishes to question a grade must first discuss the matter with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond this first step is to establish that an instructor assigned a grade that was arbitrary, prejudiced or in error.

2. If the student’s concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Head or Program Coordinator within one week of speaking with the instructor. The appropriate Department Head or Program Coordinator, the instructor may choose to change the grade in question, or leave the grade unchanged. The Department Head or Program Coordinator will communicate the result of these discussions to the student.

3. If the matter remains unresolved after the second step, the student should submit a written request within one week to the Provost’s Office to request an ad hoc Faculty Committee for Appeal of a Grade. The Associate Provost will meet with the student and will ask the Faculty Review Committee (FRC) to appoint the ad hoc Committee for Appeal of a Grade. The FRC, in consultation with the Associate Provost, will select the members of the ad hoc committee. The Chair of the FRC will convene the ad hoc committee and serve as its non-voting chair. The ad hoc committee will examine available written information on the dispute, will determine whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will make its decisions by a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will report this conclusion in writing to the student and the appropriate faculty committee change a grade. The new grade may be higher than, the same as, or lower than the original grade. The new grade must be started near the beginning of the next regular academic semester after the disputed grade is received.
Advising/Plan of Study

Newly admitted full-time graduate students will be assigned an academic advisor at the time they are accepted and pay a tuition deposit. Part-time graduate students will be assigned an advisor at the time of their admission to degree-seeking status.

An Advisor of Record for M.S. thesis or Ph.D. dissertation research must:

- be a tenured/tenure-track WPI faculty member and hold a dual or collaborative appointment in the degree-granting department,
- or
- be a Professor of Practice with an appointment in the degree-granting department.

In some cases, the Advisor of Record and the Thesis Advisor will be different people. In these cases, a Thesis Advisor or Dissertation Advisor not from the department granting the graduate degree must be approved by a majority of the full-time tenured and tenure-track department faculty.

After consultation with and approval by the advisor, each admitted student must file a formal Plan of Study with the department within the first semester if full-time, and within the first year if part-time. Program changes are implemented by advisor and student. Copies of the revised Plan of Study will be maintained in department files.

Registration Information and Procedures

The basic requirement for enrollment in a given course is a bachelor’s degree from an accredited institution in a relevant field of science or engineering. Although those with management backgrounds may enroll in graduate management courses, no prior management study is required. Persons who have been admitted to graduate study at WPI are given first priority in course registration. Persons not holding a bachelor’s degree, but who might qualify through training or experience, may be allowed to enroll on either a credit or audit basis with permission of the instructor. Registration for graduate courses is on a space-available basis for nonadmitted students.

Graduate students are expected to enroll in graduate courses or thesis credit on the registration days designated in the WPI academic calendar (inside front cover). Registration on days not designated will result in additional fees (see Tuition and Fees, page 16). Registration is not complete until tuition has been paid in full. Enrollment in a course or courses, and satisfactory completion of those courses, does not constitute acceptance as a candidate for the master’s degree nor admission to graduate study. For students seeking advanced degrees (post-baccalaureate degrees), formal admission to a graduate program is required.

In some cases, the Advisor of Record and the Thesis Advisor will be different people. In these cases, a Thesis Advisor or Dissertation Advisor not from the department granting the graduate degree must be approved by a majority of the full-time tenured and tenure-track department faculty.

After consultation with and approval by the advisor, each admitted student must file a formal Plan of Study with the department within the first semester if full-time, and within the first year if part-time. Program changes are implemented by advisor and student. Copies of the revised Plan of Study will be maintained in department files.

Registration Information and Procedures

The basic requirement for enrollment in a given course is a bachelor’s degree from an accredited institution in a relevant field of science or engineering. Although those with management backgrounds may enroll in graduate management courses, no prior management study is required. Persons who have been admitted to graduate study at WPI are given first priority in course registration. Persons not holding a bachelor’s degree, but who might qualify through training or experience, may be allowed to enroll on either a credit or audit basis with permission of the instructor. Registration for graduate courses is on a space-available basis for nonadmitted students.

Graduate students are expected to enroll in graduate courses or thesis credit on the registration days designated in the WPI academic calendar (inside front cover). Registration on days not designated will result in additional fees (see Tuition and Fees, page 16). Registration is not complete until tuition has been paid in full. Enrollment in a course or courses, and satisfactory completion of those courses, does not constitute acceptance as a candidate for the master’s degree nor admission to graduate study. For students seeking advanced degrees (post-baccalaureate degrees), formal admission to a graduate program is required.

Graduate Student Classifications

- Full-time Degree Seeking
- Part-time Degree Seeking
- Nondegree Seeking
- Graduate Certificate or Advanced Graduate Certificate
- Student on Graduate Exchange or Internship

Degree-Seeking Student Registration

Graduate students must be registered for the semester in which degree requirements are completed. For master of science programs requiring a thesis, the student must register for a minimum of 1 semester credit hour. For a Ph.D. program, the student must register for a minimum of 3 semester credit hours.

Students seeking degrees not requiring a thesis are not required to maintain continuous registration.

Non-degree Student Course Registration

Nondegree-seeking students are to register for courses in the same manner as all other students. Degree-seeking students have preference in registering for courses with limited enrollments.

Audit Registration

Students primarily interested in the content of a particular course may register as auditors. Thesis and project work cannot be taken with audit registration. Audit registration receives no credit and receives no grade. Audit registration is controlled in limited enrollment courses.

Audit registrants are encouraged to participate in the courses, but typically do not submit written work for evaluation. Often professors will accept written work of audit registrants, but this is left to the discretion of individual instructors.

A student may change from credit to audit registration, but may not change from audit to regular credit registration. To change to audit registration for any graduate course, the student must complete an audit form (available in the Registrar’s Office) within the first three weeks of class. No tuition or fees will be returned to students who change to audit registration.

Definition of Full-Time and Part-Time Status

If a student is registered for 9 or more credits, the student is deemed to be a full-time student for that semester. If a student needs fewer than 9 academic credits to complete degree requirements, registration for the number of credits required for