



Carnegie Mellon University

School of Architecture
Master Student Handbook

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While this handbook is specific to your academic experience in the School of Architecture, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others can be found at <http://www.cmu.edu/graduate/>.

This handbook replaces all previous versions. The rules and guidelines set forth in this handbook apply to all master's students in the School of Architecture, however, for each individual student specific curricular requirements that were in effect at the time of matriculation apply. In accordance with university policy, students who began their master's studies prior to the date of this revision of the handbook may follow time-to-degree requirements from the previous policy (<http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>).

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Table of Contents

| | | |
|----------|---|----------|
| 1 | UNIVERSITY POLICIES & EXPECTATIONS | 1 |
| | Statement of Assurance | |
| 2 | THE CARNEGIE MELLON CODE | 2 |
| 3 | GRADUATE STUDIES IN ARCHITECTURE | 3 |
| | Master Degree Program Offerings | |
| 4 | GRADUATE PROGRAM ADMINISTRATION | 4 |
| | Graduate Program Committee Admissions Review | |
| 5 | MASTER DEGREE PROGRAMS | 5 |
| | Program Descriptions, Curricula and Requirements Admission into the Master Program Organization of Master Program Areas of Concentration Academic Advising Program and QPA Requirements Residency Requirements and Limits | |
| 6 | STANDARDS, POLICIES & PRACTICES | 7 |
| | Program Administration Academic Resources Curricula and Enrollment Information Enrollment Verification Specific Declarations in the School of Architecture <ul style="list-style-type: none">■ Privacy Rights of Students<ul style="list-style-type: none"><i>Student Reports and Records</i>■ Academic Actions and Standards<ul style="list-style-type: none"><i>Academic Integrity and Disciplinary Action</i> | |

Grading Policy
Progress Review

Academic Rights and Responsibilities

Specific Declarations in the School of Architecture

- Degree Attainment and Support Services
- Student Rights – Concerns and Grievances
- “Grandfather” Policy

New Policies

- Intellectual Property Policy, Restricted Research, and Policy for Handling Alleged Misconduct in Research
- Financial Obligations and Support
- Graduate Student Conference Fund
- Outside Employment and Internship
- Visiting Students, Scholars and Fellows
- University Information on Finance and Financial Aid

Statutory Rights and Compliance with Regulations

Assistance for Individuals with Disabilities

Safeguarding Educational Equity Policy against Sexual Harassment and Sexual Assault

Maternity Accommodation Protocol

1 UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook:
<http://www.cmu.edu/student-affairs/theword//>
- Academic Integrity Website:
<http://www.cmu.edu/academic-integrity/>
- University Policies Website:
<http://www.cmu.edu/policies/>
- Graduate Education Website:
<http://www.cmu.edu/graduate/policies/index.html>

STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:

<http://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.

2

THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards.

It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at:
<http://www.cmu.edu/student-affairs/theword/code.html>.

3 GRADUATE STUDIES IN ARCHITECTURE

Carnegie Mellon University is recognized for outstanding contributions to science, technology, management, policy and the fine arts. The School of Architecture builds on a tradition of interdisciplinary study. Our faculty's diverse set of backgrounds and commitment to professional practice and scholarly research make for a rich learning experience. Our graduates hold positions in innovative design practices, research organizations, federal and municipal governments, the building and manufacturing industries, and at leading universities both in the US and abroad. Our programs reflect a commitment to excellence. Students with motivation and ability receive an outstanding educational opportunity at Carnegie Mellon University's School of Architecture.

MASTER DEGREE PROGRAM OFFERINGS

The School of Architecture offers seven (7) Master degree programs:

- Master of Science in Architecture-Engineering-Construction Management [MSAECM] (jointly offered with Civil & Environmental Engineering)
- Master of Science in Building Performance & Diagnostics [MSBPD]
- Master of Science in Computational Design [MSCD]
- Master of Science in Sustainable Design [MSSD]
- Master of Advanced Architectural Design [MAAD]
- Master of Urban Design [MUD]
- Master of Fine Arts in Emerging Media [EM2]

The School of Architecture also offers a PhD degree in three concentrations and a Doctor of Professional Practice degree. The rules governing the PhD programs are given in the School of Architecture's *Doctor of Philosophy Degree Student Handbook*. The rules governing the DPP programs are given in the School of Architecture's *Doctor of Professional Practice Student Handbook*.

Each program has a Track Chair who is a full time faculty in the School of Architecture with responsibility for the program curriculum (and any changes thereof), admissions, certification of degree as well as serving as the advisor to students with regard to matters pertaining to graduate study in their respective program.

For details on all of our program offerings please visit our website at: <http://soa.cmu.edu/graduate/>.

4 GRADUATE PROGRAM ADMINISTRATION

GRADUATE PROGRAM COMMITTEE

The Graduate Program Committee comprises all Track Chairs of respective Master Programs and Principal Advisors of PhD students. The Director of the Graduate Program, appointed by the Head of the School of Architecture, chairs the Committee. The Director of the Graduate Program may nominate other faculty and graduate students to serve as members of the Committee.

The Committee monitors all post-professional programs and makes recommendations to the Head of the School. The Chair of the Graduate Program Committee determines who can or cannot vote on any matter brought before the committee, based on consideration of the role, qualification and expertise of members in relation to the subject matter, any potential conflict of interest or violation of confidentiality circumstance. Such determination shall be communicated in writing in advance to the Committee along with motion(s) prior to the vote being taken.

The Committee considers and may approve any petition requesting an exception from the academic guidelines and requirements spelled out in this document.

ADMISSIONS REVIEW

Admissions are normally reviewed in the Spring Semester.

The Graduate Program Committee oversees admissions to the graduate programs. The Track Chair coordinates the review process for applications to their program, and communicates all admission decisions to the Committee. Every application is multiply reviewed. In cases when a decision is neither ascertained nor readily ascertainable, the application is then referred to the Committee at large for review. Exceptions to admissions requirements to any program are also referred to the Committee.

Student representatives in the Committee are excused from the review and decision-making process.

5 MASTER DEGREE PROGRAMS

PROGRAM DESCRIPTIONS, CURRICULA AND REQUIREMENTS

Details pertaining to the program descriptions, curricula, and degree requirements for the respective Master Degree Programs are available online at: <http://soa.cmu.edu/graduate/>.

ADMISSION INTO THE MASTER PROGRAM

All applicants to the Master programs must complete the online application in full, and with all required supporting documentation. Information pertaining to application requirements, policies and procedures is available online at: <http://soa.cmu.edu/graduateadmissions/>.

The Graduate Program Committee will decide on the outcome of the application based on a review of the completed application materials. Each applicant will be notified of the outcome by email from the Graduate Admission Coordinator.

ORGANIZATION OF MASTER PROGRAM

AREAS OF CONCENTRATION

Each student enters the program and works toward a Master degree in a particular area of concentration as stated in Section 3. Curriculum requirements for each respective program are provided online at: <http://soa.cmu.edu/graduate/>.

ACADEMIC ADVISING

A Master student is guided throughout their academic study in the School by the Track Chair of their respective Master Program.

Students may also seek advice from the Director of the Graduate Program, the Head of School and the other graduate program faculty as well as the Graduate Program Administrative Coordinator.

Students are expected to meet with their Program Track Chair periodically to report their academic progress. Likewise, students are required to meet with the Program Track Chair prior to each semester's course registration. Students are expected to bring matters

such as: course selections, course substitutions or transfers, performance in courses and other academic matters, to the attention of the Program Track Chair.

PROGRAM AND QPA REQUIREMENTS

The distribution and total number of units required for degree attainment is stipulated in the curriculum for each respective Master degree program.

At a minimum, a student must attain a QPA of 3.0 in order to be granted the Master degree. Any exception must be approved by the Graduate Program Committee.

RESIDENCY REQUIREMENTS AND LIMITS

The full-time residency requirement is stipulated in the curriculum for each respective Master degree program.

The maximum candidature period for a Master degree expires at the end of the seventh academic year following the September of the year admission is granted into the degree program. Any period of absentia (where granted) is counted towards this maximum candidature period. Once the time-to-degree limit has lapsed a person may resume work towards a Master's degree only if newly admitted to a currently offered Master's degree program under criteria determined by the School of Architecture.

The university's Master's Students Statute of Limitations can be found online at: <http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>.

International students are required to consult with the Office of International Education for visa extensions beyond the stipulated full-time residency period.

6 STANDARDS, POLICIES & PRACTICES

Unless otherwise stated, and where specific and detailed declarations are provided by the School of Architecture, the Master Programs in the School adopts the standards, policies and practices stated in the prevailing Carnegie Mellon University Graduate Student Handbook (“The WORD”) pertaining to academic advising, academic resources, curricular and enrollment issues, and academic rights and responsibilities.

The WORD can be found online at: <http://www.cmu.edu/student-affairs/theword//>.

PROGRAM ADMINISTRATION

The Master programs are administered by the Graduate Program Committee as defined in Section 4. Their roles and responsibilities are generally described in Section 4 and specifically described in relevant sub-sections under Section 5.

ACADEMIC RESOURCES

The University offers a range of academic resources, which are listed in the University Graduate Student Handbook ([The WORD](#)). These include Academic and Professional Development Seminars and Workshops, Teaching Support, intercultural communication, computing services and libraries. A description of university resources for graduate student support can be found at <http://www.cmu.edu/graduate/>.

CURRICULA AND ENROLLMENT INFORMATION

The University Graduate Student Handbook ([The WORD](#)) provides information pertaining to:

- Standards for Academic and Creative Life
- Privacy Rights for Students
- Academic Standards and Actions
- Cheating and Plagiarism Policies
- Academic Disciplinary Actions Overview

ENROLLMENT VERIFICATION

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at:

<http://www.cmu.edu/hub/records/verifications/enrollment.html>.

SPECIFIC DECLARATIONS IN THE SCHOOL OF ARCHITECTURE

■ Privacy Rights of Students

Every student at Carnegie Mellon University is protected by FERPA (Family Educational Rights and Privacy Act): <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Access and review of a student's records by students and university personnel are governed by the Public Law 93-380 "The General Education Provisions Act" and other relevant policies of Carnegie Mellon University, as stated in the University Graduate Student Handbook ([The WORD](#)).

Student Reports and Records

A file is created and maintained by the Graduate Program Coordinator when a student first enrolls in the Master Program. The following documents will be maintained in each file:

- **Application and all supporting documentation, and admission reviews** completed by relevant members of the Graduate Program Committee.
- **Any academic action reporting by the Graduate Program Committee** – letters of commendation, warning, probation.
- **Any formal report of academic progress and performance** by the Graduate Program Committee.
- **Documentation pertaining to the enrollment status of the student** – provided by the School's Graduate Program Administration.
- **Documentation on financial support** (e.g., award of scholarships, fellowships, etc.) where applicable.

■ Academic Actions and Standards

Academic Integrity and Disciplinary Action

All Master students are strongly recommended to read the University Graduate Student Handbook ([The WORD](#)) with regard to Cheating and Plagiarism and Academic Disciplinary Actions Overview for Graduate Students as well as the University policy web page at <http://www.cmu.edu/policies/documents/Academic%20Integrity.htm>.

The School of Architecture adopts all definitions and practices as stipulated, including:

- Statute of Limitation
- Confidentiality
- Procedures
- Initial Review
- Decision and Action(s)
- Reporting of Initial Action(s)
- Second-level Review & Action(s)

Grading Policy

Unless otherwise specifically declared, the School of Architecture adopts the University policy, which offers details concerning the university's grading principles for students taking courses, <http://www.cmu.edu/policies/student-and-student-life/grading.html>.

This policy covers the specifics of Assigning and Changing Grades (including Final and Mid-Semester grades, Incompletes and Conditional Failures), Grading Options (Audit and Pass/Fail), Drop/Withdrawals, Course Repeats, and defines the undergraduate and graduate Grading Standards.

Questions about grading for a specific course should be addressed to the instructor of the course in question. Graduate students with questions about Pass/Fail and Drop/Withdrawal should contact their Program Track Chair, or Graduate Program Director.

Appeals for an exception to any grading policy may be made by the Dean's office of the College of Fine Arts to the University.

The Table containing details of the Graduate student Grading Standard, according to University Policy (as of Fall 1995), can be found in appendix A, on page 16.

Progress Review

The Graduate Program Committee holds a Grades Meeting at the end of each semester, after the semester grades have been issued. The purpose of this meeting is to review and monitor the academic progress of all graduate students. In this meeting, the Chair will

present a written progress report to the Graduate Program Committee along with oral reports by each Program Track Chair of each Master student. Any academic actions or recommendations developed are transmitted, in writing, to students and to the Head of the School by the Graduate Program Committee, after the Graduate Program Grades Meeting. In addition to the Grading Practices and Academic Actions stipulated by the University and College of Fine Arts, the Graduate Program in the School of Architecture has implemented the following School-level actions:

COMMENDATION – For achieving a quality point average of 4.0 in any semester while carrying a full academic load of a minimum of 36 units AND comprising a minimum of four courses.

WARNING – For achieving a grade below a minimum of B- in a course related to the program concentration OR a minimum grade of C in any course taken in any semester while still maintaining a minimum overall quality point average of 3.0.

PROBATION – For repeated “WARNING” performance defined above in a consecutive semester after WARNING has been previously issued, AND when the Graduate Program Committee determines that there is still a possibility for the student to improve their performance to meet requirements for graduation as stipulated in the respective program descriptions online.

DROP FROM PROGRAM – For repeated WARNING performance defined above in a consecutive semester after WARNING or PROBATION has been previously issued, AND when the Graduate Program Committee determines it is unlikely that the student will be able to meet the requirements for graduation.

ACADEMIC RIGHTS AND RESPONSIBILITIES

Standard information pertaining to academic rights and responsibilities listed in the University Graduate Student Handbook ([The WORD](#)) cover the following:

- Degree attainment: achievement, timeline & format of requirements
- Financial Support
- Dissertation & Theses
- Graduate Student Concerns & Grievances
- All But Dissertation Policy
- Intellectual Property Policy
- Research
- Policy for Handling Alleged Misconduct in Research

SPECIFIC DECLARATIONS IN THE SCHOOL OF ARCHITECTURE

■ **Degree Attainment and Support Services**

See Sections 3 and 4.

■ **Student Rights – Concerns and Grievances**

The School of Architecture adopts the University’s practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their Program Track Chair, Director of Graduate Programs, Head of School or other designated people in their department, college or central administration. For further information about procedures that graduate students can pursue when addressing concerns and grievances, go to <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>.

■ **“Grandfather” Policy**

The School maintains a “grandfather” policy that assures that students can graduate under the policies in effect at the time of matriculation.

New Policies

When policies are changed it is because the school believes the new rules offer an improvement; graduate students will be informed of any changes. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the school will try to find some compromise that allows those students to satisfy the original requirements.

■ **Intellectual Property Policy, Restricted Research, and Policy for Handling Alleged Misconduct in Research**

The School adopts the University’s policies pertaining to:

- Intellectual Property:
<http://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>
- Restricted Research:
<http://www.cmu.edu/policies/research/restricted-research.html>

- Handling of Alleged Misconduct in Research:
<http://www.cmu.edu/policies/research/handling-alleged-misconduct-in-research.html>

■ Financial Obligations and Support

The tuition charges for each academic year, as published by the University, apply only to the Fall and Spring semesters. Summer tuition, whenever applicable, are additionally charged and are normally based on number of academic units taken.

The University also publishes estimated cost of living for a graduate student each year at: <http://www.cmu.edu/hub/tuition/graduate/cfa.html>.

The School of Architecture does not normally provide financial support for Master students. Refer below to the section, *University Information on Finance & Financial Aid*, for other available financial support sources.

■ Graduate Student Conference Fund

The School of Architecture encourages students to advance their own academic, professional and career development through the publication and presentation of papers and/or attendance at conferences, seminars, symposia and workshops. A limited funding budget is available each year through the School of Architecture and is intended to offset the costs associated with the presentation of papers, posters, research products or creative work. Applications are considered on a first-come-first-serve basis, subject to available fund balance. Details and application forms will be available online at: <http://www.cmu.edu/architecture/admitted-students/index.html>.

■ Outside Employment and Internship

In general, outside employment is discouraged during the period of full-time graduate studies except where specified by any given program. When the employment is for an outside organization the student's Program Track Chair and the Head of the School must be notified. It is the student's responsibility to ensure that such outside employment is allowed by the appropriate regulations (e.g., immigration rules, scholarship funding agency rules etc.).

In the case of an internship, it must meet a declared curricular or research objective. In such cases, the internship is equivalent to either 3 units of required elective credit, or up to a maximum of 36 units of independent study to fulfill a curricular requirement. Internships require approval of the student's advisor, or Program Track Chair. Internships may be taken at any time during the calendar year.

International students are required to consult with the Office of International Education for eligibility before seeking outside employment, an internship/co-op or signing an offer contract.

■ Visiting Students, Scholars and Fellows

Visiting students, scholars and fellows supported by outside funding sources who wish to undertake post-graduate or non-matriculating academic work at the School of Architecture may do so at the discretion of the Head of the School, and may be required to provide an amount equal to the current graduate student tuition to the School on a semester by semester basis.

■ University Information on Finance and Financial Aid

The “Graduate Student Financial Aid Guide” provides detailed and useful information regarding the following:

- Financial Aid Application Process
- Loan Eligibility
- Fellowships and Scholarships Office (FSO)
- Tuition Payment Plans (TMS)
- Student Employment
- Summer Stipend Payment Options
- Tax Status of Graduate Student Awards
- Tuition Remission
- And more...

Detailed information can be found online at: <http://www.cmu.edu/finaid/basics/graduate/> and <http://www.cmu.edu/finaid/docs/grad-guide.pdf>.

STATUTORY RIGHTS AND COMPLIANCE WITH REGULATIONS

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. The Office of Disability Resources works to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form to access@andrew.cmu.edu to begin the interactive accommodation process.

For more information please see <http://www.cmu.edu/hr/eos/disability/index.html>.

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

SAFEGUARDING EDUCATIONAL EQUITY POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and sexual assault are prohibited by Carnegie Mellon University, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at:

<http://www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html>.

If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty advisor(s) to develop plans for the research for the time they are away.

The Student Maternity Accommodation Protocol has been developed and is available at: <http://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>.

This document provides students and faculty guidance on the standard accommodations and financial options available to female students who anticipate giving birth to a child.

The Student Maternity Accommodation Protocol provides direction in three areas:

- Time away from academic responsibilities for a new birth mother either as a short-term accommodation or as a formal leave of absence,
- Financial resources including an interest-free student maternity loan, stipend continuation for funded doctoral students and tuition adjustments,
- University resources to support students, faculty and staff through the process of planning for the time away and support for the new birth mother.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

The designated college contact for School of Architecture graduate students is Patti Pavlus, Assistant Dean for Business Affairs, College of Fine Arts.

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GRADUATE STUDENT GRADING STANDARDS

The Graduate Student Grading Standard, according to University Policy, is as follows:
(See <http://www.cmu.edu/policies/student-and-student-life/grading.html>)

| Grade | Quality Points | Notes |
|-------|----------------|---|
| A+ | 4.33 | |
| A | 4.0 | |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.0 | Minimum for good standing |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.0 | Minimum to be counted towards degree requirement |
| C- | 1.67 | |
| D+ | 1.33 | |
| D | 1 | |
| R | 0 | Failure |
| X | 0 | Conditional Failure |
| S | Non-factorable | Satisfactory |
| P | Non-factorable | Passing |
| N | Non-factorable | Not Passing |
| O | Non-factorable | Audit |
| W | Non-factorable | Withdrawal |
| I | Non-factorable | Incomplete |
| AD | Non-factorable | Credit granted for work completed at another institution or by examination credit |