BARD COLLEGE -- GRADING POLICIES

VALID LETTER GRADES: A, A-, B+, B, B-, C+, C, C-, D, F

These are defined in the college catalogue as follows:

A, A–	(4.0, 3.7) Excellent work
B+, B, B–	(3.3, 3.0, 2.7) Work that is more than satisfactory
C+, C	(2.3, 2.0) Competent work
C–, D	(1.7, 1.0) Performance that is poor, but deserving of credit
F	Failure to reach the standard required in the course for credit

The grades A+ and D- are NOT used at Bard

PASS/FAIL/D GRADES: P, F, D -- In the Division of the Arts: P, F, D, H (Honors - computed in GPA as "A"). The grade of P (pass) is the equivalent of C or above.

AUDITORS should be graded R (for registration credit)

SENIOR PROJECT GRADING:
> In the first half of the project, MC 401, only S (satisfactory) or U(unsatisfactory) are valid grades. In some cases, a student may withdraw from the first half of senior project. In this case the student must re-register for MC 401.

> In the final semester of the project - MC 402, letter grades or pass/fail (by agreement of the Board)

> Incompletes in the senior project may be given only if the student has petitioned the Executive Committee for an extension and that extension has been granted. Students who have withdrawn or failed the senior project are required to register for it again.

INCOMPLETE COURSE WORK
1. *Criteria for Incompletes*
   All work for a course must be submitted no later than the date of the last class of the semester, except in extenuating circumstances due to medical or personal circumstances beyond a student's control. In such situations, and only in such situations, a designation of "Incomplete" may be given to allow a student extra time to complete the work of the course. An Incomplete is not a grade, and is not to be used as a substitute for a low or failing grade.
2. *Default Grade and Date for Completion*
   The "default" grade is the grade the student would be given if no further work is submitted after the initial grade of "incomplete" has been assigned. If no default is provided the registrar will assign a default grade of "F". When an Incomplete is submitted on a criteria sheet, a default grade and a date for the completion of the work must be specified. It is recommended that the status of Incomplete not be maintained for more than one semester, though a faculty member may specify any date for the completion of the work. If no default grade is specified in the criteria sheet, the default grade will automatically be recorded as "F"; if no date for the completion of the work is specified, the end of the following semester will automatically be recorded as the date for completion of the work.

3. *Submission of Incompletes*

The instructor may submit a grade to replace the Incomplete at any time prior to the date for the completion of the work. If the instructor has not submitted a grade for the course by the date for the completion of the work, the Incomplete will be changed to the default grade. After the date for the completion of the work, the instructor may change the grade as for any other course.

4. *Replacing Incompletes*

When a faculty member submits an Incomplete on a criteria sheet, the faculty member must also submit a brief statement (either in the criteria sheet or separately) to the Registrar's Office explaining the extenuating circumstances that led to the Incomplete. A faculty member may ask the Dean of Studies to write the statement in her stead. If a criteria sheet with an Incomplete is submitted in the absence of such an explanatory statement, or in the presence of an explanatory statement that does not meet the criteria for Incompletes in Part 1. above, and if the Registrar has not been able to contact the faculty member in a timely fashion, then the Registrar, in consultation with the Chair of the Executive Committee, will list the default grade for the Incomplete as the grade for the course, and will notify the faculty member of this change.

WITHDRAWALS

To withdraw from a course a student must complete a withdrawal form. The grade of "W" will then be entered into the student's record by the registrar