

GENERAL ACADEMIC REGULATIONS

Grading

Each program establishes minimum grade and grade point average criteria, as well as course repeat policies. Students should refer to their program handbook for this information.

If a course is repeated, only the highest grade and credit hours earned are used in computing the student's cumulative grade-point average. The lower grade is removed from the grade-point average computation and permanent record, and the course appears on the student's permanent record with the designated symbol "XX".

A student may not graduate/earn a degree from Drake University with an "I" (Incomplete) or an "IP" (In Progress) notation on his/her transcript.

Grade Point Average

Grade points are earned on the following basis:

Grade	Point Value
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	1.00
F	0

Other marks not included in grade point calculation:

Grade	Description
CR	Credit given under Credit/No Credit provision
NC	No credit under Credit/No Credit provision
W	Official withdrawal from course
WU	Unauthorized withdrawal from course
XX	Repeated course
I	Incomplete
IP	Course in progress
AU	Audit
NR	No grade recorded

The mark "I" (Incomplete) indicates a student has not submitted all evidence required for a final grade. The student must make satisfactory arrangements with the instructor to complete the work by the end of the next semester of enrollment (excluding enrollment in summer or

January terms). The instructor writes out the conditions that must be met to remove the incomplete. As a component of these conditions, the instructor may demand an accelerated deadline (e.g., the midterm of the following semester) or may provide an extended deadline if special circumstances warrant (e.g., a semester abroad, student teaching, etc.). The instructor will indicate the final grade for the course in the event the work is not completed. Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or by the Office of the Registrar (if the work is not completed after one semester has passed). Marks of incomplete are not computed in the grade-point average.

The mark of "IP" (In Progress) may be given in certain courses where special conditions make the grade of Incomplete unrepresentative of the status of the students at the close of the semester. The grade of "IP" is appropriate only when the coursework could not be finished during the semester for the entire class (e.g., internships, practicums, or courses that do not fit the standard academic calendar; fieldwork or research presentations that may take place after a semester has ended; theses or dissertations; or other special situations where coursework extends beyond one semester). A grade of "IP" must be changed to a final grade by the instructor by the end of the next semester. The instructor must indicate to the appropriate dean's office in what courses students will be assigned an "IP".

Transfer college work earns credit only and is not included in computing the Drake University cumulative G.P.A.

The G.P.A. is determined by dividing the number of grade points earned by the number of credit hours attempted. Grades of "F" are computed in the G.P.A., but no credit toward graduation is earned. G.P.A. calculations are rounded to the nearest hundredth.

Student Leave Policy and Withdrawals

Voluntary and involuntary leaves of absence and complete withdrawals from the university will be handled in accordance with the Student Leave Policy. Students should also refer to the handbooks of their specific programs for additional information concerning the impact of a leave of absence or withdrawal and any additional requirements for such leaves.

Leave of Absence

A leave of absence is a temporary separation from the university. If approved, the duration of the leave generally will be a minimum of one academic term to a maximum of one year. After one year of non-enrollment, any student who has not returned to the university will be withdrawn. An extension or reduction of the leave period may be requested. There are two types of leaves of absence, voluntary and involuntary.

Voluntary Leave of Absence: A voluntary leave may be requested for national service, personal (non-medical) or financial reasons. A student considering a voluntary leave of absence should consult their academic program, department, or school to discuss specific criteria for voluntary leave.

1. **Planned Leave of Absence:** Students should request their planned leave of absence prior to the beginning of the term they intend to be gone. Students applying for a planned leave of absence agree to complete any courses in the current term, understanding that if approved, the leave of absence will begin the following term.
2. **Immediate Leave of Absence:** An immediate or unplanned leave of absence is reserved for the unusual situation (non-medical) where a

student is unable to complete the current term. Students may request an immediate leave of absence from the first day of classes through last day of classes.

- a. If approved prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - b. If approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.
3. **Medical Leave of Absence:** The university recognizes that students may experience health issues that significantly impact their ability to function successfully or safely in their role as students. In those situations, students may request a medical leave of absence (MLOA), which, if granted, permits them to take a planned or immediate leave of absence, so that they may receive treatment.
- a. If an immediate MLOA is approved prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - b. If an immediate MLOA is approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.

Involuntary Leave of Absence: The university may place a student on involuntary leave of absence when a student is unwilling or unable to request a voluntary leave of absence and when there is evidence to suggest that:

1. The student poses significant danger of imminent or serious harm to self or others, or to the property of the campus.
2. The student, although not posing the risk of imminent or serious harm to self or others, impedes the activities of other members of the campus community. Examples of such behavior include being disruptive to the environment or having needs which exceed the level of care and supervision the university can reasonably provide.
3. The student has a medical reason that will prevent them returning to the university in the foreseeable future.

An involuntary leave of absence may be executed at any time.

1. If an involuntary leave of absence is executed for the current term prior to the official drop deadline, all classes for the current term will be dropped from the student's official record.
2. If an involuntary leave of absence is executed for the current term after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.

University Withdrawal

A university withdrawal is a permanent separation from the university. Any student who plans to leave the university on a permanent basis must formally withdraw. Any student who has withdrawn from the university and then wishes to return is required to go through the re-enrollment process. Academic suspension or disciplinary suspension will override a University Withdrawal.

1. **Planned University Withdrawal:** Students requesting a planned university withdrawal agree to complete any courses in the current term, understanding the university withdrawal will begin the following term. Any courses enrolled in subsequent terms will be dropped by the Office of the Registrar.
2. **Immediate University Withdrawal:** An immediate university withdrawal is reserved for the unusual situation where a student is unable to complete the current term and does not plan on returning

in a future term. Students may request an immediate university withdrawal from the first day of classes through the last day of classes. Any courses enrolled in subsequent terms will be dropped by the Office of the Registrar.

- a. If approved prior to the end of the official drop deadline, all classes for the current term will be dropped from the student's official record.
 - b. If approved after the official drop deadline through the last day of classes for the current term, the student will receive grades of 'W' in all classes for the current term.
3. **Unauthorized University Withdrawal:** An unauthorized university withdrawal is reserved for the unusual situation in which a student stops attending, but takes no action to notify the university. In the case of an unauthorized withdrawal:
- a. If the last date of academic activity is determined to be within the drop period, all classes for the current term will be dropped from the student's official record.
 - b. If the last date of academic activity is determined to be within the drop-with-W period, the student will receive grades of 'W' in all classes for the current term.
 - c. If the last date of academic activity is determined to be after the drop-with-W period, the instructors of record will determine if a mark of 'WU' (unauthorized withdrawal) or letter grade will be assigned. The 'WU' is calculated as an 'F' in the grade point average. The 'WU' cannot be removed from a student's transcript upon subsequently repeating the course; however, the calculation as an 'F' may be removed from the student's grade point average.

Financial Considerations

It is the responsibility of the student who is considering a leave of absence or university withdrawal to contact the Financial Aid Office (<https://www.drake.edu/finaid/>) to discuss any possible financial impact, such as loan repayment, before initiating the process. In accordance with federal regulations, the Financial Aid Office will recalculate federal aid eligibility for students who withdraw, drop out, are suspended, or take a leave of absence prior to completing more than 60 percent of the term. For information regarding federal aid recalculations, visit <https://www.drake.edu/finaid/completewithdrawals/>.

Tuition Refund

The percent of tuition refunded is based on the date the class was dropped, the session of the course, and the student level/enrollment status. Fees are not refundable unless the course is dropped within the 100% refund window. If a leave of absence or withdrawal is approved after the 100% refund window, students will receive a pro-rated tuition refund as outlined. To view the tuition refund percent schedule, visit <https://www.drake.edu/accounts/tuitionrefundpolicy/>. For information regarding federal aid recalculations, visit <https://www.drake.edu/finaid/completewithdrawals/>.

Tuition Adjustments Based on Enrollment Changes (Other Than Complete Withdrawals)

A reduction of credit hour enrollment within the time specified for dropping without a mark of 'W' for the term length and type of course may occur without tuition penalty. After the "drop without a W" deadline, a change from full-time to part-time status or a reduction in credit-hour enrollment, other than a complete withdrawal, will not change tuition charges. For example, a student enrolled full-time will receive no tuition adjustment if he or she drops below full-time enrollment after the "no

W drop date." Tuition adjustments for increased enrollment continue throughout the term.

Financial Aid Adjustments Based on Enrollment Changes (Other Than Complete Withdrawals)

Financial aid may be adjusted until the "no W drop date" based upon changes in enrollment and changes in tuition and fees. Eligibility for financial aid for increased enrollment is not automatically calculated with an enrollment change. Please contact the Financial Aid Office (<http://www.drake.edu/finaid/>) to discuss changes in enrollment and financial aid eligibility.

A student who withdraws from courses, repeats courses, receives incompletes in courses or takes noncredit courses may not be able to complete the number of credit hours required for satisfactory progress; therefore, the student may be jeopardizing his/her financial aid by withdrawing from or repeating courses, receiving incompletes in courses or taking noncredit courses.

A student may withdraw from the University at any time during a term, up to and including the last day of class, by obtaining the consent of the dean of the college or school in which the student is enrolled. The application for withdrawal must document the extenuating circumstances that form the basis for the requested withdrawal, such as a serious illness or a family emergency.

Upon approval of the withdrawal, the student's transcript records the courses in which the student was enrolled that semester. If the student leaves the University without obtaining the consent of the dean of the student's college or school, the student's transcript records the courses in which the student was enrolled that semester and the grades assigned by the instructors.

Individual colleges and schools may have additional academic regulations outlined in their program handbooks. Students are encouraged to talk with the Office of Student Financial planning to discuss the financial implications of a complete withdrawal. Attendance records will be used to verify attendance dates.

Student Load

Graduate students are considered full-time for institutional enrollment reporting and financial aid purposes if they carry 9 or more hours per term and part-time if they carry less than 9 credit hours per term. Some programs may have additional guidelines around student load, as outlined in their program handbooks.

Professional program student load varies by program and semester. Students should consult their program handbooks for additional information regarding maximum credit hours and the credit hour thresholds for part-time and full-time status.

Time Status

A student's time status is calculated by totaling all course credit hours registered within a single term (i.e. Summer, Fall, or Spring), including all full-term and modular courses with shorter duration.

Graduate Students

Time Status	Credits Per Semester
Full-Time	9 or more credits
Three-Quarter Time	7.5 or more credits and less than 9 credits

Half-Time	5 or more credits and less than 7.5 credits
Less Than Half-Time	More than 0 and less than 5 credits

Law Students

Time Status	Credits Per Semester
Full-Time	10 or more credits
Three-Quarter	7.5 or more and less than 10 credits
Half-Time	5 or more and less than 7.5 credits
Less Than Half-Time	More than 0 and less than 5 credits

Class Attendance and Enrollment Validation

Regular class attendance is expected of all students, although the specific attendance policy in each course is determined by the instructor. Information on the attendance policy of each college and school is available in the deans' offices or college/school Web site.

Students are required to validate their enrollment by attending the first class meeting for each course on their schedule. Failure to attend the first class, validate enrollment in an online course, or to make prior arrangements with the professor may result in the student being dropped from that course.