



## College of Architecture and Planning

UNIVERSITY OF COLORADO DENVER

Policy Title: Undergraduate Program Grading Policy

Effective Date: November 2019

Approved by: CAP Dean's Office

Last Reviewed/Updated: November 2019

Applies to: All College of Architecture and Planning students, faculty and staff

---

### **Introduction**

The University of Colorado Denver's grading policy is set forward in APS 1025. However, the University rules allow each College/School to create more stringent rules and regulations to meet its professional or accreditation needs, taking precedence over any minimum or maximum university requirement. If the College/School rule in a given category addresses only part of the material covered by the university requirement or generic rule, then the university requirement or generic rule will apply in all areas where the College/School rule remains silent.

### **Minimum Grade Point Average and Required Grades**

The required minimum grade point average for undergraduate degrees is set by the University of Colorado Denver and specified in the Undergraduate Catalog based upon.

The minimum grade point average and grade requirements for university core and architecture major requirements are also outlined in the Undergraduate Catalog.

### **Incomplete Grade Policy**

The College recognizes that a student's normal course of study may be unexpectedly interrupted owing to circumstances beyond the student's control.

It is the student's responsibility to communicate with the instructor about any such circumstance or event that may prevent full completion of coursework as outlined in the course syllabus in a timely fashion and prior to final grades being submitted. Further, it is the student's responsibility to provide documentation of any circumstances beyond their control prohibiting course completion (e.g. doctor's note for medical emergency),

when requested by the instructor. *Incomplete* grades are not awarded for poor academic performance or as a means of extending assignment deadlines.

To qualify for an incomplete grade, a student will typically have completed a majority of course requirements with a passing grade and/or attended the majority of classes up to the point of requesting an incomplete. The option of an Incomplete is not guaranteed, and the decision to award an Incomplete is at the sole discretion of the course instructor. Students who feel that a denial of a request for an incomplete is unreasonable may appeal through the grade appeal process.

If an *Incomplete* is to be awarded, the instructor should use the Incomplete Grade Report to document the student's grade at the time of interrupted study, all outstanding coursework, the timeline for completion, and the expected method of collecting owed assignments (e.g. emailed written assignment, or, in-person proctored exam, etc.). The student is expected to complete the course requirements within the established deadline.

If the requirements are not met by the established deadline the original grade and/or failing grade will be permanent on the student's transcript. If the course is required for the completion of the degree the student must retake the course. The *Incomplete* grade will be automatically converted to a *Failing* grade (*F*) after one calendar year if the specified work is not completed. If the grade at time of approved Incomplete is higher than an (*F*), the student may request a change of record form to record the higher grade

The student should **not** re-enroll for the entire course in a future term while the *Incomplete* is pending. While an *Incomplete* grade is pending, the course is not considered to be complete; thus, if the course serves as a pre-requisite for a future course, the student may not enroll in any dependent course until all material is completed and a passing letter grade is officially entered. Students may be administratively withdrawn from courses for which pre-requisites have not been met.

## **Academic Probation and Suspension**

The academic probation and suspension policies for all University of Colorado Denver undergraduates is set forward in APS 7016, Academic Probation and Suspension for Undergraduates.

## **Grade Appeals**

Any student may appeal the grade they receive in a class within 30 days from the issuance of the grade. The student should first discuss the issue and adjustment sought with the relevant course instructor. If the course instructor does not reply within 30 days, the student submits a written appeal to the department chair. Within 30 days, the department chair shall process the appeal and prepare a written report explaining the reason(s) for the department recommendation. If the grade appeal still remains unresolved at the department level, the student submits a written request to the

department chair and then to the associate dean of academic affairs, who will direct the Academic Affairs Committee to review the appeal. If the grade appeal remains unresolved at the college level, the student may appeal to the dean.

### **Minimum Grades for Advanced Standing for the M.Arch. at CU Denver**

If a student from the Bachelor of Science in Architecture program chooses to pursue the Master of Architecture degree at CU Denver, some undergraduate major courses are eligible to be transferred for Advanced Standing in the program. In order to transfer equivalent coursework, the student must have earned a grade of B or better; a grade of B- or lower will not be transferred.