



## College of Architecture and Planning

UNIVERSITY OF COLORADO DENVER

Policy Title: CAP Graduate and PhD Student 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

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### 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 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.

Graduate students in the College of Architecture and Planning are expected to earn a designated number of credit hours, maintain a minimum GPA of 3.0, and earn passing grades based upon the requirements set forth by each department within the College as specified within this policy.

The following programs fall under the auspices of the Graduate School and follow their policies regarding all grade related matters. These rules and policies can be found here: <http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/resources.aspx>

- Master of Urban Design
- Master of Historic Preservation
- PhD in Geography, Planning, and Design

The following programs follow the grade policies set forth by the College of Architecture and Planning, as specified within this policy. Within the College of Architecture and

Planning, each program has specific rules and regulations related to their program. The rules for each program are listed below.

- Master of Architecture
- Master of Landscape Architecture
- Master of Urban and Regional Planning

## **Minimum Grade Point Average**

Graduate students in the College of Architecture and Planning are required to maintain a minimum cumulative grade point average of 3.0 to remain in good standing. If the cumulative GPA falls below 3.0, the student and the department will be notified and the student will be placed on academic probation. A student with a cumulative GPA below 3.0 is not eligible for graduation. Refer to the Academic Probation and Suspension section of this document for procedures specific to the College of Architecture and Planning.

Credits transferred from another institution are not calculated in the CU Denver GPA.

## **Minimum Required Grade**

In general, the College of Architecture and Planning follows the grade policies set forth by University of Colorado APS 1025, and the CU Denver Graduate School. The following exceptions regarding minimum grades for individual courses apply within the following departments as noted below.

Grades of D and F cannot be applied to the completion of any CAP graduate program. The student must retake the course if it's a core requirement.

### **Architecture**

- Students must earn a grade of B- or higher in a lecture course in order for the course to count towards the completion of the Master of Architecture. A student who receives a grade of C, D, or F in a lecture course must retake the course.
- Students who earn a grade of C+ in a studio will be allowed to register for the subsequent studio in the sequence. Students must earn a minimum grade of B in the subsequent studio to avoid having to repeat the studio in which the C+ was received. Students who earn a grade of B- or lower in that subsequent studio will be placed on academic probation and be required to retake the studio in which the C+ was received.

### **Landscape Architecture**

- Students must earn a grade of B- or higher in required core courses.
- Students must earn a grade of C or higher in elective courses.
- Students who earns a grade of C+ in a studio will be allowed to register for the subsequent studio in the sequence. Students must earn a minimum grade of B in the subsequent studio to avoid having to repeat the studio in which the C+ was received. Students who earn a grade of B- or lower in that

- subsequent studio will be required to retake the studio in which the C+ was received.
- Students who earn grade of C or lower in a studio will be required to retake the studio.

### **Urban and Regional Planning**

- Students must earn a grade of C- or higher in order for a course to count towards the completion of the Master of Urban and Regional Planning.

### **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 College of Architecture and Planning manages its own academic probations and suspensions similar to the general rules described by the CU Denver Graduate School. This policy and procedure is the same for all graduate programs within the College, except for the PhD program.

In order to keep students informed of their performance throughout the semester, the College of Architecture and Planning recommends that faculty members notify the student and the Student Services Advisor that the student is at risk of falling below the minimum grade required by each department. The faculty member should notify the student and the Student Services Advisor as soon as a concern is recognized.

A student whose GPA falls below 3.0, or who does not meet the departmental studio requirements described in the Minimum Required Grade section above, will be placed on academic probation. Students placed on academic probation may be required to meet with the Department Chair to discuss performance deficiencies and strategies for improvement. To remove probationary status a student must raise their GPA to 3.0 or higher within the timeline set forth by the department. A student with a cumulative GPA below 3.0 is not eligible for graduation. Students who do not show timely progress may be suspended from the College. A suspended student is eligible to apply for readmission after one year. Approval or rejection of this application rests jointly with the Program and the Dean.

### **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.