

2011-2012



Undergraduate Bulletin

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Geneseo

Cumulative Grade Point Average	Recommended Hours Per Semester	Maximum Hours Carried Per Semester
New Students (first years and transfers)	15-16	16
0.00 - 1.99	12-13	16
2.00 - 2.29	15-16	16
2.30 - 4.00	15-16	19

OTE: Please refer to the Master Schedule of classes each semester for further information about academic load limitations.

Full-Time Load

A full-time load is defined as a minimum of 12 semester hours for which the student has registered and paid-in-full.

External Credit

Students may apply toward their degree requirements a maximum of 30 semester hours earned through completion of the Advanced Placement Program, the International Baccalaureate Program, and/or New York State and national college proficiency examination programs. This credit must be approved through the Office of the Dean of Curriculum and Academic Services.

Grades

Final grades are recorded as A, A- (excellent); B+, B, B- (very good); C+, C (satisfactory); C- (minimal competence); D (marginal); E (failure); F (failure in courses elected under the pass-fail option which are not completed successfully); P (pass in courses elected under the pass-fail option which are completed successfully); P is equivalent to a grade of C- or higher); S (satisfactory is equivalent to a grade of C- or higher); U (unsatisfactory); and W (withdrawn).

Students receive W grades in the following situations: disciplinary action resulting in dismissal, involuntary withdrawal, administrative release, and voluntary withdrawal prior to the published deadline. Voluntary withdrawals (e.g., a cessation of attendance and coursework) after the published deadline result in E grades, unless a request for special consideration is approved by the Dean of Students and the Dean of Curriculum and Academic Services.

Grade Point Average

The grade point average defines the level of scholarship achieved by a student. It is used in determining scholastic standing and in establishing eligibility for honors.

The average is computed by dividing the "quality points" earned by "semester hours carried." "Carried hours" include all those for courses in which grades of A, A-, B+, B, B-, C+, C, C-, D, or E are received. Quality points are awarded as follows for each of these assigned final grades:

Final Grade	Quality Points per Semester Hour of Credit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
E	0.0

No other grades received at the College (e.g., P or S) earn quality points. Grades in courses taken at other schools and accepted in transfer do not earn quality points at Geneseo.

At the end of each semester two grade point averages are computed: one for the "Current Semester" (which reflects the results only of courses carried in the semester just completed) and the other for the "Cumulative Record" (which reflects the results of all courses carried to date at the College). Grade point averages calculated for students with "Incomplete" designations on their records are not official; the official computation is done when final grades have replaced any "I" and have been recorded.

Determination of a *sample* grade point average for a semester follows:

Dept. and No.	Course	Semester Hours	Grade	Quality Points
Thea 100	F/Intro. to the Theater	3	C	6
Comn 102	Princ. of Public Speaking	3	A-	11.1
Hist 150	S/History of the U.S. I	3	B+	9.9
GSci 111	N/Geological Sciences I	4	C	8
Psyc 100	General Psychology	3	D	3
Total		16		38.0 = GPA 2.37

The grade point average in the example above equals 38.0 (quality points) divided by 16 (semester hours carried) = 2.37, which indicates a level of scholarship above a C (2.0) for the semester. (*Note: Grade point averages are calculated to two decimal places, with no rounding up from a third decimal place.*)

All students are expected to maintain cumulative grade point averages of 2.0 (C) or better. These averages are determined by dividing total quality points earned by total graded hours carried to date. *Note that individual majors/programs may require higher than a 2.0 for admission to, or continuance in, the major.*

Pass-Fail Option

During the course of their undergraduate programs, students may elect a pass-fail option for no more than a total of four courses, with a maximum of one course of five or fewer credit hours per semester. Only sophomores, juniors, and seniors with cumulative grade point averages of 2.0 or better qualify for this option.

Courses taken Pass/Fail cannot be used to meet major, minor, concentration, or General Education requirements.

Students may choose the pass-fail option from the first day of the semester until the posted deadline listed in the Master Schedule approximately three weeks into the semester. Students must complete and submit the appropriate form to the Registrar's Office in Erwin 102. Students who elect the pass-fail option must do all of the regular work of the course.

To receive a grade of P, a minimum grade of C- must be earned in the course. D and E grades are translated as F's. The final grades of P (pass) and F (fail) do not earn quality points, and thus are not computed in determining grade point averages. Students should note that they must carry 12 or more hours in courses earning quality points in order to be eligible for semester honors.

Repeat Course Policy

General Policies

Although there are restrictions on repeating certain courses, generally, students may choose to repeat courses in which they have earned grades of D, E, F, U, or W. Courses in which students earned grades of P, S, C- or higher, may not be repeated. The repeat course option is subject to course availability. Credit hours for a repeated D course will be counted only

once toward graduation. Students who wish to repeat a course assume responsibility for knowing what, if any, repeat restrictions apply to any particular course. Restrictions are noted in individual course descriptions in the Undergraduate Bulletin. Invalid or improper enrollments may result in loss of registration, grades, and/or credits.

If a student violates the Repeat Course Policies by enrolling in a course that he or she is not eligible to repeat, the student may be administratively withdrawn from the course. Students may not use the Pass/Fail option for repeating courses in which grades of D or E were earned.

Financial Aid Notice: Students receiving aid should consult the Financial Aid Office before repeating a course. Repeated courses may have an impact upon financial aid eligibility.

Minimum Competence

Students must repeat courses in their majors in which they received a grade of D or E if those courses are designated as "minimum competence requirements" by the major department. Minimum competence in those courses is demonstrated by earning at least a C- grade. Students may not enroll in any subsequent courses having any minimum competence requirements as prerequisites unless the minimum grade of C- has been earned in the prerequisites or unless special permission is granted by the chair of the department.

Students who receive special permission to take a subsequent course and who earn a final grade of C or better in that course will not be required to repeat the minimum competence prerequisite course(s) in which a grade of D was earned. Consult the individual department program descriptions in the Undergraduate Bulletin for the list of courses identified as requiring "minimum competence" in each major.

Note that a C- grade may not be sufficient to meet the College standards of 2.0, or the higher grade point averages required by the School of Business, the School of Education and Communicative Disorders and Sciences.

Grade Calculations in Repeated Courses

Repeated courses will be reported as follows: a) the original and the repeat grade(s) appear on the transcript; b) only the higher (or highest) grade is included in the calculation of the cumulative grade point average. When a student earns the same grade in a repeated course a) the grade is calculated once in the cumulative grade point average and b) the credits and quality points are applied to the most recent term or semester in which the grade was earned.

SP Grades

SP (Satisfactory Progress) is used to report the status of students enrolled in some "Directed Study" projects and research courses whose work extends beyond one semester. When the work is completed, the SP is converted to the regular final grade assigned by the instructor. Semester hours for such courses are not computed in determining cumulative grade point averages until the final letter grade has been recorded.

Incompletes

A temporary grade of "I" (incomplete) may be awarded when a student has been unable to complete a course due to circumstances beyond his or her control. Instructors determine whether an "I" grade is appropriate and work out a plan for completion of required work with the student. A grade of "I" must be converted to a letter grade within six weeks of the start of the semester following the semester in which the "I" was awarded. If the "I" is not converted to a letter grade within six weeks of the following semester, it will be converted to an "E." An extension of the six-week period is permissible, if the supervising faculty member agrees. The faculty member must contact the Registrar's Office to request the extension and indicate the new deadline for completion.

Students with "I" grades are not eligible for the Dean's List during the semester in which the "I" was awarded. Students with financial aid awards should contact the Financial Aid Office prior to requesting any extension of the "I" grade.

Reviews (Appeals) of Grades

Questions regarding grades earned in courses should be directed to the instructors of the courses. If questions remain after discussion with instructors, department chairs should be consulted. If the matter cannot be resolved by the department, the student should consult the complete Review process available in the Office of the Dean of Curriculum and Academic Services (Erwin 106) and on-line at dean.geneseo.edu.

Students may request a review of a grade up to the end of the fourth week of the semester following the term in which the grade was received. A complete explanation of the grade review procedure is available from the Office of the Dean of Curriculum and Academic Services, Erwin 106. A review shall be completed by the end of the eleventh week of the term in which the review was initiated.

Grade Reports

Students are encouraged to consult their instructors for information about their academic progress. At the midpoint of the fall and spring semesters, instructors report the academic achievement of first year students and first-semester transfers to the Registrar's Office. These students receive a "Mid-Semester Grade Report" (on the web) and are advised to review their status with their academic advisors. This grade information is also distributed to advisors. The Dean sends a warning letter, expressing concern and offering suggestions, to any first year student or first-semester transfer student earning a grade of less than "C" in any course.

Final grade reports are available on Knight Web to students who do not have financial obligation to the College approximately one week after the fall, spring, or summer session.

Multiple Majors

Students may choose to complete a second or additional majors. At least 24 hours of a second or additional major must be distinct (i.e., not applied toward any other major of record). Students may use required related courses outside of their major department to satisfy the requirements of a second major. Students may use courses in second and additional major departments to satisfy the general education requirements in fine arts, critical reasoning, natural science, and social science. Permission is required from a department or school offering two or more majors in order for a student to have a second or additional majors within the same department or school. Students completing two majors must satisfy the writing requirement of their first major.

Completion of the requirements of up to two majors is indicated on commencement programs and on students' transcripts.

Classroom Policies

Attendance

Students are expected to attend all classes. Furthermore, the College recognizes that students hold primary and ultimate responsibility for their academic performance and accomplishment. Students are expected to recognize the importance of regular class attendance and to complete satisfactorily all requirements of all courses in which they are registered.

Student attendance in classes on religious holidays is governed by New York State Education Law, and students who do not attend classes on certain days because of religious beliefs should refer to the policy on page 44 of this bulletin.

Syllabus

During the first week of each semester members of the teaching faculty are required to