

## ACADEMIC STANDARDS

### Grades

RIT Croatia uses the A – F letter grade system for grading along with term and cumulative **GPA (Grade Point Average)**.

Letter grades generally correspond to the following Grade Points and percentages:

GRADE	QUALITY POINTS	GRADE PERCENTAGE	DESCRIPTION
A	4.000	94.00 - 100.00	Excellent
A-	3.667	90.00 - 93.99	
B+	3.333	87.00 - 89.99	
B	3.000	83.00 - 86.99	Above Average
B-	2.667	80.00 - 82.99	
C+	2.333	77.00 - 79.99	
C	2.000	73.00 - 76.99	Satisfactory
C-	1.667	70.00 - 72.99	
D	1.000	60.00 - 69.99	Minimum Passing Grade
F	0.000	0.00 - 59.99	Failure

Most instructors do not recognize an 89.9%, for example, to be an A- or a 79.9% to be a B-, etc... To earn an A-, students must earn a 90% and 80% for a B- etc. Students should check with their instructors to make sure they understand their grading policies.

F – Failure – is assigned when a student does not successfully complete the course requirements and as a result fails the course. The same course or equivalent has to be repeated the next time the course is offered. If students fail a course, they need to fill out a Request for repeat form and submit it to Academic Affairs. The form is available upon request at Student Services. Once a student passes the course the F grade gets replaced with a passing grade. That way the original F grade does not show on a student’s transcript.

I – Incomplete – is a temporary notation (not a grade) given when the instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term. The instructor determines and advises the student of the due date, not to exceed two active semesters, by which the student must complete course requirements. In addition, the student receiving an Incomplete must work out a Plan to Complete form with the instructor for the course. If the registrar has not received a “change of grade” form from the professor after two active semesters, then the Incomplete becomes an “F” grade. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

S – Satisfactory – is only used for signifying a passing grade for cooperative education and the Year One seminar.

Instructors will inform students of any deviations from this system for specific classes. The rules for grading should be contained in the syllabus for each class. If they are not, students should ask the instructor to explain the rules.

## GPA (Grade Point Average)

- The **Term GPA** is the grade average of all courses that students take in a term.
- It is calculated at the end of each term.
- The GPA is important because **students must have a cumulative GPA of 2.0 or above to graduate.**

Three components in any GPA calculation are:

1. Course credit hours (1, 2, 3 or 4 credits)
2. Course Grade (A-F)
3. Grade points (4-0)

Grade	Grade Points
A	4.000 Grade Points
A-	3.667 Grade Points
B+	3.333 Grade Points
B	3.000 Grade Points
B-	2.667 Grade Points
C+	2.333 Grade Points
C	2.000 Grade Points
C-	1.667 Grade Points
D	1.000 Grade Points
F	0.0 Grade Points

## An example of a GPA calculation:

Fall term

Course Name	Credit Hours
Foundations of Sociology	3
Principles of Food, Hotel, Tourism	3
Discrete Mathematics	4
Introduction to Psychology	3
Business 1	3
YearOne	0
<b>TOTALS</b>	<b>16</b>

Course Name	Credit Hours	Course Grade
Foundations of Sociology	3	B
Principles of Food, Hotel,	3	C

Tourism		
Discrete Mathematics	4	B+
Introduction to Psychology	3	A
Business I	3	C-
YearOne	0	S
<b>TOTALS</b>	<b>16</b>	<b>-</b>

Course Name	Credit Hours	Course Grade	Grade Points
Foundations of Sociology	3	B	3
Principles of Food, Hotel	3	C	2
Discrete Mathematics	4	B+	3.333
Introduction to Psychology	3	A	4
Business I	3	C-	1.667
YearOne	0	S	0
<b>TOTALS</b>	<b>16</b>	<b>-</b>	<b>-</b>

Course Name	Credit Hours	Course Grade	Course Grade Points	Total points (Credits x Course Grade Points)
Foundations of Sociology	3	B	3	9
Principles of Food, Hotel	3	C	2	6
Discrete Mathematics	4	B+	3.333	13.332
Introduction to Psychology	3	A	4	12
Business I	3	C-	1.667	5.001
YearOne	0	S	0	0
<b>TOTALS</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>45.33</b>

**Term GPA =  $\frac{\text{Total points (credits x grade points)}}{\text{Total credits}}$**

**Term GPA =  $45.33/16 = 2.83$**

The **Cumulative GPA** is the grade average for ALL coursework that students take at RIT Croatia.

Course Name	Term	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	Fall	3	B	3	9
Principles of Food, Hotel	Fall	3	C+	2.333	6.999
Discrete Mathematics	Fall	4	B	3	12
Introduction to Psychology	Fall	3	A	4	12
Business I	Fall	3	C	2	6
Ecology I	Spring	3	B	3	9
Basic Writing	Spring	3	A-	4	11.001
Financial Accounting	Spring	3	C	2	6
Web 1	Spring	3	C	2	6
<b>TOTALS</b>		<b>28</b>	<b>-</b>	<b>-</b>	<b>78</b>

$$\text{Cumulative GPA} = \frac{\text{Total points (credits x grade points)}}{\text{Total credits}}$$

$$\text{Cumulative GPA} = 78/28 = 2.786$$

It is possible for students to pass all their courses with C's and D's and to have a GPA below 2.0.

RIT Croatia assists students in maintaining the necessary GPA by putting them on probation when they fall below a 2.0 GPA for any given term.

For your convenience, a GPA calculator is available for students at [www.croatia.rit.edu](http://www.croatia.rit.edu) under the Current Students tab and then, Important Documents (GPA Calculator).

## Change of Grade

Following a faculty member's report of grades, it is not within the right of any person to change a grade unless an error is shown in the computation or recording of that grade. If an error has been made, the instructor must complete the appropriate Change of Grade form which is to be officially signed by the instructor and department head, stamped by Academic Affairs, and submitted to the RIT's Registrar.

At RIT Croatia grading is transparent. That means that students are allowed to see their grades on tests or assignments. If students believe the grade they received is inaccurate or unfair, they should see the professor during office hours **Students should not wait until the end of the term to resolve a questionable grade.** If students have checked their grades throughout the term, their final grade is simply an average using whatever criteria the professor describes in the syllabus. If students feel their final grade is in error, they should contact the professor immediately.

An appeals procedure is available if students wish to dispute a grade after consulting with the instructor of the course. Students should see the College Ombudsperson to initiate the process.

## Viewing Grades

1. **myCourses** – Most instructors post grades for tests and projects on RIT's electronic course management system called myCourses. Students can see their grades as soon as they are posted. Students will learn how to use myCourses in YearOne class in the Fall Semester of their first year. Each instructor will inform students when he or she will post grades for a specific assignment.
2. **Student Information System (SIS)** – All RIT Croatia students have access to RIT's Student Information System (<https://infocenter.rit.edu/>) where they can view their final grades, academic status, schedules, and personal data. Approximately one week after finals are completed grades will be posted on SIS. Students must know their DCE username and password to view their grades. **Absolutely no grades will be given over the phone.**

## Repeating a Course

A student may repeat any courses to raise a grade. If a student repeats a course, the last grade will stand as final. After a student repeats a course and the grade has been submitted,

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the student's GPA will automatically show the results of the new grade. The previous grade will appear with the letters "re" before it to show it was repeated, but no grading weight will be given to the previous course.

## Confidentiality

RIT Croatia complies with the Family Rights and Privacy Act of 1974, which governs access and release of information from student educational records. This statute, in part, permits students to inspect their educational records, provides the opportunity for students to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside the institute without students' written permission. On p. 67, there is a waiver form for students to sign for authorization of release of such records.

## Graduation Requirements

All of the following are required for graduation from a student's program:

- A Cumulative Grade Point Average (GPA) of 2.00 or above
- Full payment or satisfactory adjustment of all financial obligations
- Completion of 123-126 credits, depending on the major for the four-year B.S. degree (240 ECTS for the Croatian four-year degree)
- Satisfactory completion and grade for the required co-ops
- A completed Application for Graduation returned to Student Services
- A completed "Statistički list" form returned to Student Services
- No outstanding library dues
- Successful completion of all required courses, including cooperative employment. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved
- Requirements for the degree must be completed within 7 catalog years

## Graduation with Honors

Honors posted to the academic record will be based upon the student's Cumulative Grade Point Average upon completion of the degree requirements. The numerical criteria for graduation with honors are as follows:

Summa cum laude – 3.80 Cumulative GPA  
Magna cum laude – 3.60 Cumulative GPA  
Cum laude – 3.40 Cumulative GPA

The RIT Registrar (the person responsible for keeping records of grades) will post honors to the student's academic record.

## Award for Outstanding Undergraduate Scholarship

One of the traditional concerns of colleges and universities is with the definition and recognition of excellence. The award for outstanding undergraduate scholarship has been established to recognize excellence in academic achievement by students. Those selected to receive the award are designated RIT Scholars and the achievement is recognized through an especially designed award emblematic of high academic attainment. The awards are presented at RIT at a special convocation held prior to the end of each academic year. At RIT Croatia, the awards are presented at a Dean's list reception. This award is especially prestigious because recipients are selected from a pool of 16,000 students at RIT, of which RIT Croatia represents about 800.

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## RIT Croatia Annual Scholarship Contest

Each year RIT Croatia awards outstanding students scholarship awards. The award requirement is that students maintain a term GPA of 3.0 or higher, as well as have no offenses of academic dishonesty or disciplinary probation/suspension. **Failure to meet these requirements results in the students foregoing their scholarship award. As of Fall 2011, any of these scholarship recipients who earn an academic dishonesty offense will lose their scholarship award.** In addition, if students take a break from their studies for any reason (co-op, etc.), they will forfeit the remaining portion of their scholarships.

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