CSHPE Minimum Grade and Incomplete Policy

For all students in the Rackham Graduate School to maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum Rackham cumulative grade point average (GPA) of B (3.00 on a 4.00 point scale). Students who fall below this GPA requirement are placed on academic probation with Rackham.

In addition, CSHPE requires students to earn a grade of B- or higher for all required core, research, and concentration courses used to fulfill degree requirements. A student concerned about course performance should begin exploring options with the instructor of record and gain advice from an academic advisor in advance of the final grade being submitted.

For more information about the Rackham grading policy, see Grades and Transcripts. For more information about the permanent academic record, see Student Rights and Records.

The permanent academic record is the history of a student’s academic progress in the Graduate School and cannot be altered except in conformance with policies governing dropping, adding, and modifying courses, and the achievement of milestones (e.g., receipt of a degree, advancement to candidacy, etc.). This record may not be altered because of dissatisfaction with a particular instance of academic performance.

Coursework is graded with a letter system (A, B, C, D, or E) except for special courses noted below. An instructor may add “+” or “-” to grades. Letter grades are converted into numbers, or points, as follows:

- A+ = 4.3
- 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+ = 1.3
- D = 1.0
- D- = 0.7

These numbers are used to calculate Michigan Honor Points (MHP) and the Grade Point Average (GPA). Michigan Honor Points (MHP) are calculated by multiplying the number of credit hours for which the course was elected by the number of points earned on the grading scale. For example, a grade of B for a 3 credit hour course produces 3 (credit hours) x 3.0 (points for a grade of B), or 9 honor points. The grade point average (GPA) is calculated by dividing Michigan Honor Points earned for a term or more by the number of semester hours (or credit hours) for the courses. A total of 45 MHP for 12 course credit hours produces a GPA of 3.75.

Students may access their unofficial transcripts or order official copies of their transcripts through Wolverine Access. Information is available at the Registrar.

Doctoral Student Incomplete Policy

In order to remain in good standing and advance to candidacy, all courses marked as incomplete from year 1 must be resolved by January 1 of year 2. All courses marked as incomplete in year 2 must be resolved by September 1 prior to the start of year 3.