Dept of Architecture Grading Policies

**P/D/F**

Institute says 1 elective per term may be switched to optional P/D/F grading, but that course may not be used towards any degree requirement, including electives.

**OX versus I**

Timeline for completion: both must be completed by ADD date of following term, unless otherwise arranged by student & instructor agreement. Petition for OX should ideally be submitted before grading deadline, but there is no specific timeline provided.

Some faculty may want to see or hear from GradSupport/S3 dean before assigning the “O” grade, so they are not in the position to judge the student’s case themselves and instead rely on the expert opinion of the counseling dean.

A student may graduate with an unresolved OX grade in a non-required course (elective or restricted elective, provided the requirements for the degree have been met).

A student must resolve all Incomplete grades before graduating – either by completing the work or converting the “I” grade to the earned letter grade.

An OX or I in studio may only be provided at the discretion of the faculty, since work may be so difficult to make up on individual basis outside of a normal term.

O/X effect on GPA: an O counts as if it were an F. An OX has no bearing on the GPA and does not count as credit.

“I” has no bearing on the GPA, either, and the “I” does not count as credit until resolved.

From Registrar’s Office on Incompletes:

**Assigning Incompletes**

* Undergraduate students on the Degree List:
	+ **cannot** be cleared to graduate with an incomplete (I) on their record, or with an excused absence (OX) for subjects that fulfill a GIR, program requirement, or total units needed for their degree(s).
	+ **can** be cleared to graduate with missing grades and/or OX grades for subjects that are not required for their degree audit.
	+ degree candidates are now identified on grade sheets next to the student’s name
* Any faculty member assigning an I or O/OX grade must agree to work with the student to complete the work at a future date. Clear expectations and timelines need to be communicated to the student within four weeks of assignment of grade, with Graduate Administrator cc’d.
* Grade Definitions from [Faculty Rule & Regulation 2.62.3:](https://facultygovernance.mit.edu/faculty-rules-page#2-60grades:~:text=are%20not%20graded.-,2.62.3,-The%20grades%20and)
	+ O absent. This grade indicates that the student was progressing satisfactorily during the subject but was either (a) absent from the final examination or (b) absent during the last two weeks of the term (for a full-term subject) or the last week of the term (for a half-term subject), or both (a) and (b). An O grade carries no credit for the subject. Unsatisfactory performance because of absence throughout the term should be recorded as F.
	+ OX absence satisfactorily explained to and excused by the Vice Chancellor or designee in the case of either an undergraduate student or a graduate student. The Faculty member in charge of the subject will be notified when an O is changed to an OX. An OX carries no credit for the subject. However, the Faculty member in charge must provide the student the opportunity to receive a credit-carrying grade. This may be done with or without the instructor requiring a postponed final examination or other additional evaluation procedure.
	+ DR a notation to be used only on the student's internal record for a subject dropped after the fifth week of the regular term for full-term subjects, or after the second week of instruction for half-term subjects.
	+ I incomplete. The grade of I indicates that a minor part of the subject requirements has not been fulfilled and that a passing grade is to be expected when the work is completed. The work should normally be completed before Add Date of the succeeding term of the regular academic year; however, the Faculty member in charge, in negotiation with the student, has the right to set an earlier or later date for pedagogical reasons or extenuating circumstances. For undergraduates: The completion date is to be entered on the Instructor's Report Form which must accompany the grade of I. This completion date cannot be any later than the end of the succeeding term of the regular academic year unless completion of the work requires facilities or resources which will not be available to the student within that time period. In this latter case, a notation to this effect must be made by the instructor on the form reporting the I grade, along with an indication of the earliest date upon which the necessary facilities will be available to that student and the corresponding expected completion date. If the work is not completed by the agreed-upon deadline, the faculty member in charge must submit a final grade by the last day of the regular term during which the work was to have been completed. This grade is to be based on the work completed in the subject. No grade of I can be assigned to any student in the semester in which they graduate. All grades of Incomplete must be resolved prior to graduation.

**Grading Minimums**

3.5 term GPA. B- in any studio, core, or any course 4 class. Subjects outside the department not subject to this minimum grade requirements. C+ or lower grade in course 4 subject will be flagged for review.

Two C grades in first term of MArch program = serious flag for student. Dept letter + discussion w/advisor & dept head + support methods.

4.0 cumulative GPA to be considered “in good academic standing.”

Institute Grade Definitions: <https://facultygovernance.mit.edu/faculty-rules-page#2-60grades>

Institute Grade Notations & Symbols: <https://registrar.mit.edu/sites/default/files/2018-12/notations_and_symbols.pdf>