



# Department of Architecture Grading Policy

Grades are an essential part of a student's academic experience. While the primary purpose of grades is to establish an official, normalized record of students' academic progress, they also serve other important functions. They can, for example, affect the awarding of honors, access to financial aid, and eligibility to participate in athletics.

Accordingly, the Department of Architecture considers the careful and fair evaluation of student work, using grades and other formalized methods, to be a crucial part of its mission. The grading policy elaborated here is guided by University of Washington policies as well as guidelines published in the UW's Faculty Resource on Grading: [Grade Submission Resources - Office of the University Registrar](#)

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## GRADE CALCULATION AND SUBMISSION FOR ALL ARCH COURSES

Faculty must explain clearly how grades will be determined in each course they teach. This explanation must be included in the course syllabus distributed to all students (or available on the course Canvas site) on the first day of class. Faculty may not deviate from this without informing students of changes in writing.

Grades should reflect the student's academic performance in the course. University policy and federal law assert that faculty may not grade on the basis of attendance, or of any other "student behavior" (see Academic Conduct section of the UW Faculty Resource on Grading). In many Architecture courses; however, interpersonal interaction and contribution to overall class effort are important aspects of student learning; in these cases, the student's participation in class (but not merely attendance or behavior) can and should be evaluated, up to 10% of the overall grade. For numerically-graded courses, faculty should make every effort to assign grades that reflect individual student performance relative to the realistically expected range of achievement among students in the class.

**Faculty must assign grades to all students in their courses by 5:00pm the Tuesday following the last day of exams.** Faculty should make every effort to meet the grade submission deadline. Grades not submitted by the deadline must be submitted via the Online Change of Grade Form. Faculty who are unable to submit grades by the deadline must inform the department chair and the Academic Advisor at the time of the submission deadline and provide a timeline for grade submission. Spring quarter late grade submissions can take up to three weeks to process and can delay students' graduation.

## I, X, AND N GRADES

I (Incomplete) grades should be given only in exceptional circumstances, following university policy, which states: "Instructors may grant an incomplete grade if the student has done satisfactory work to within three weeks of the last day of the quarter and if circumstances prevent the student from completing the remaining work for the course by the end of the quarter. Instructors are never obligated to grant a student's request for an Incomplete. Instructors will use the designated process for students to request and for instructors to approve the awarding of an Incomplete grade."

Students requesting an incomplete grade must use the University's [Incomplete Request Form](#). All faculty and students should review the UW's Incomplete Grade Policy: <https://registrar.washington.edu/grades/incomplete-grade-policy/>.

For undergraduate students, "I" grades revert to 0.0 after one quarter unless the instructor has requested an extension of this time limit from the Graduation and Academic Records Office (for up to three additional quarters) or the instructor has indicated, when assigning the Incomplete grade, that a grade other than 0.0 should be recorded if the incomplete work is not completed.

For graduate students, an "I" does not automatically convert to a grade of 0.0, but the "I" will remain as a permanent part of the student's record. In order to obtain credit for the course, a student must convert an "I" into a passing grade by the last day of the next quarter in residence.

X grades, meaning "no grade now", should be used only in situations where it is not possible for faculty to submit a grade by the deadline. This grade is not meant for incomplete student work. X grades should be resolved as soon as possible after the quarter has been completed.

N grades are used only for courses that students have not completed but will be continuing in subsequent quarters (usually thesis).



## S/NS AND CR/NC GRADES

S/NS (Satisfactory/Not Satisfactory): Students may choose to be graded on a Satisfactory (2.0 or higher for undergraduate students, 2.7 or higher for graduate students) or Not Satisfactory basis. Undergraduate students should note that courses required for a major or university requirement, admission requirement, or a known prerequisite for a future course cannot be taken as S/NS. Graduate students may use S/NS grading toward ARCH electives or unrestricted electives.

There will be no indication on the Faculty Grade Report if a student has selected the S/NS option. Faculty should submit all grades as usual. The grade will be converted to S or NS. (Note: Courses graded S/NS are not applicable to specific degree requirements, but are applicable to the 180 hours of elective credit students need to graduate.)

CR/NC (Credit/No Credit): Instructors may request to grade an entire class on a Credit/No Credit basis. This choice requires department approval and must be made before registration for the course occurs.

## GRADE REQUIREMENTS

For grades below 0.7, undergraduate students receive no credit for the course. Graduate students must maintain a 3.0 cumulative GPA to graduate. For grades below 2.7, graduate students receive no credit for the course.

## UNDERGRADUATE ARCH STUDIOS

Faculty should submit a numerical grade using the procedures above for undergraduate architecture studios. Faculty must also provide a thorough written assessment of each student's performance in the studio. Faculty should submit assessments directly to each student via Canvas as soon as possible after the end of the quarter, but under no circumstances after the first day of the subsequent quarter. Templates for studio evaluations will be distributed to appointed faculty in advance of the quarter; they may be modified to suit course priorities and should be shared with students along with the course syllabus.

## GRADUATE ARCH STUDIOS

Graduate studios are graded on a Credit (CR), No Credit (NC) basis and are not included in GPA calculations. Students receiving NC in a studio must repeat it before continuing in the studio sequence.

Within the department, the CR/NC system is supplemented with studio evaluations for each student. These assessments must clearly indicate the student name and overall evaluation (see below) near the top of the first page. Faculty should submit assessments directly to Canvas as soon as possible after the end of the quarter, but under no circumstances after the first day of the subsequent quarter. Faculty should not email studio evaluations. The graduate program coordinator can supply sample forms for these assessments.

Evaluations are summarized with Commend, Pass, and Marginal Pass. The Commend indicates exceptional or exemplary work. Typically, there should be no more than 2 commendations for every 12 students in a studio group. The Pass grade indicates the student is meeting faculty expectations, and is the expected grade for the course. Other grades represent exceptional cases. Marginal pass designates work significantly below faculty expectations, but is considered a passing grade and the student is awarded credit for the course. The first Marginal Pass is considered a warning to the student. A second Marginal Pass initiates a significant review of academic progress by the Graduate Program Coordinator, and discussion about continuation in the degree program.

## ACADEMIC MISCONDUCT

In cases of perceived academic misconduct, the university has a procedure that should be followed rigorously. This follows from the presumption of innocence, and faculty may not use grades punitively in such cases. The university has helpful information about dealing both informally and formally with academic misconduct issues [Academic Misconduct – Community Standards & Student Conduct](#).

## GRADE APPEAL PROCEDURE

A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred must pursue resolution no later than the end of the following quarter (not including summer quarter). If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department with a copy of the appeal also sent to the instructor.

See the UW Scholastic Regulations, Chapter 110 "Grades, Honors, and Scholarships," Section 2B."