resigning from the University. Failure to comply usually results in a grade of F.

**Correspondence Study**
No graduate credit is allowed for work done by correspondence study.

**Transfer of Credit**
The majority of credits toward a graduate degree (either master's or doctoral) must be earned at the University of New Orleans. The maximum hours that can be transferred for doctoral degrees vary. The specific program of interest should be consulted for the limitations and conditions on transfers for doctoral degrees. Only credits earned in courses with a grade of "B" or higher may be transferred; thesis/dissertation research credits may not be transferred.

- A maximum of 12 hours earned as a non-matriculating student may be used in a master's degree program, if approved by the program and the College.
- A maximum of one-third of the credit hours required for the degree transferred from other schools may be used in a master's degree program, if approved by the program and the College.
- A maximum of one-half the credits required for a second degree may be applied from a prior master's degree at UNO, if approved by the program and the College.
- No more than 50% of the hours required for a doctoral degree may be transferred. However, most doctoral programs allow fewer hours. The specific program of interest should be consulted for the limitations and conditions on transfers for doctoral degrees.

To petition for acceptance of these credits, the student must be currently enrolled, must have completed at least 9 hours of graduate course work in a degree program at UNO, and must be in good academic standing. Transfer of credit is approved only for course work taken as a graduate student; no work graded lower than a B can be transferred, unless the course is a joint degree program requirement. Transfer credit offered toward a degree is subject to the same time limits as course work taken at UNO.

Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the UNO graduate average, unless the course is a joint degree program requirement.

**Graduate Grading System**
Grades in the Graduate School have these meanings:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>has a value of four quality points per semester hour and indicates superior work.</td>
</tr>
<tr>
<td>B</td>
<td>has a value of three quality points per semester hour and indicates satisfactory work.</td>
</tr>
<tr>
<td>C</td>
<td>has a value of two quality points per semester hour and is below the expected level of performance. In some departments a course with a C grade may be accepted toward a degree, but, strictly speaking, this grade represents work below the standard expected of a graduate student and should be construed as a warning that further work in the subject may be unwise. No more than six semester hours of credit with a grade of C may be applied to a Master's degree.</td>
</tr>
<tr>
<td>D</td>
<td>has a value of one quality point and indicates unsatisfactory work by the student. A course with a D grade may not be accepted toward a degree.</td>
</tr>
<tr>
<td>F</td>
<td>has no quality point value and indicates grossly unsatisfactory work by the student.</td>
</tr>
<tr>
<td>I</td>
<td>If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, the instructor may assign an incomplete (&quot;I&quot;) for the course. The &quot;I&quot; may be used only when all of the following conditions are met: (a) the student has satisfactorily completed a substantial portion of the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances acceptable to the instructor; and (c) the student and instructor agree on the assignment of the &quot;I&quot; grade before grades rosters are due. If the &quot;I&quot; grade is not removed by the end of the following semester (all summer sessions count as one semester), the grade will convert to an &quot;F.&quot; Receiving an &quot;I&quot; grade may have financial aid consequences; therefore, students should check with the Office of Financial Aid before agreeing to take an Incomplete.</td>
</tr>
</tbody>
</table>
S is a grade given for satisfactory work in certain seminar and research courses, as well as in thesis (7000) and dissertation (7050) progression. If petitioned by the teacher or major professor within 45 calendar days after the last day for submitting final grades, a grade of S may be changed to a regular letter grade.

U is a grade given for unsatisfactory work in certain seminar and research courses, as well as in thesis (7000) and dissertation (7050) progression. A grade of U serves notice of serious and immediate concern with regard to the student's advancement in the degree program. If petitioned by the teacher or major professor within 45 calendar days after the last day for submitting final grades, a grade of U may be changed to a regular letter grade.

W means withdrawal. This grade is given when a student drops a course or resigns from the University before the appropriate deadline (see calendar). Credit hours for which a grade of W is recorded are not used in calculating the student's average.

XF The grade of XF has no quality point value and is treated the same as an F. This grade is earned when a student stops attending a class.

XU is treated the same as a U. There are two instances in which a student may receive a grade of XU. The first instance is for a student who never attends a class or stops attending and does not drop the course. The second is for a student who attends a class, is failing, and does not take the final exam.

Grade Appeal Policy

The course final grade appeal policy provides the student with a safeguard against receiving an unfair final grade in a course, while at the same time respecting the academic freedom of the instructor which is vital to the integrity of the teaching process at the University of New Orleans. The course final grade appeal process strives to resolve a dispute between student and instructor in the assignment of a course final grade at the collegial level. Every student has the right to have a request for consideration of his or her final grade reviewed by the chair of the department and a departmental Grade Appeal Committee. The course final grade appeal is confined to charges of unfair action against an individual student and may not involve a challenge of an instructor's class grading standard. It is incumbent on the student to substantiate the claim that his/her final grade in the course represents unfair treatment, compared to the standard applied to the remainder of the class. Only the final grade in a course may be appealed.

The following grade appeal procedure affords informal and formal mechanisms for arbitration of a grade disagreement between student and instructor. (To see the full policy and administrative guidelines, go to http://www.uno.edu/student-affairs-enrollment-management/student-policies/grade-appeal-policy.aspx)

If a student believes that the final grade in a course is unfair, the student shall meet with the instructor to try to resolve the issue. If the dispute remains unresolved the student shall submit a formal written statement to the Department Chair no later than the end of the fourth week of the following semester (whether or not the student is actually enrolled at the University).

The Department Chair will attempt to resolve the conflict between the student and the instructor. If the dispute cannot be resolved through informal mediation, the student may request in writing that the Department Chair initiate a formal appeal procedure through the departmental Grade Appeal Committee. The Committee makes the final decision regarding the grade.

If either the instructor or the student wishes to challenge the outcome on procedural grounds (not the outcome of the appeal) he/she may appeal to the Executive Director of the Graduate School. If it is determined that the procedures were not properly followed and the violations could have been material to the outcome of the hearing, the Executive Director will direct the process be resumed at an appropriate point.

Academic Performance Standards

A cumulative grade-point average of 3.0 is considered by the Graduate School to be the minimum standard of academic performance. A student who fails to maintain a cumulative 3.0 average on graduate course work taken at UNO will be placed on academic probation and denied a graduate assistantship.

A student must earn a semester grade point of 3.0 or better each semester while on probation until a cumulative