

*Background.* The old thesis grading system consisted of assigning a “Q” if the thesis (7000, 7001) had not been completed, or an “R” when the thesis had been submitted and approved by the graduate school. The old systems was replaced by a Satisfactory (S) – Unsatisfactory (U) system effective Spring 2012. If a student is given a “U”, indicating that adequate progress on the thesis had not been made during the semester in question, then the credit hours taken as thesis for that semester cannot be applied toward meeting degree requirements.

When a student changed from a thesis track to a non-thesis track In the past under the old Q/R grading scheme for thesis courses, the graduate school approved a retroactive drop of the thesis courses, because a student cannot graduate with a grade of “Q” and since it would not be appropriate to change the grade of “Q” to “R” indicating completion. This practice causes two problems:

1. By dropping the courses retroactively the student’s transcript no longer accurately reflects the student’s actual academic record.
2. In certain circumstances the retroactive withdrawal may cause a recall of the student’s federal financial aid, thus placing the student in a payback situation. If the student is unable to payback the aid, the student’s bill is sent to a collection agency.

*Accordingly, the Graduate School’s implementation of the process for changing from a thesis to non-thesis track will be conducted in the following manner:*

1. Following current practice, the student’s graduate program director will initiate the process by submitting a request on behalf of the student to change from a thesis to non-thesis track (revised form to be provided).
2. Earned thesis grades of “S” or “U” will remain on the student’s transcript. Thesis courses completed in previous terms will not be retroactively dropped. If a student is currently enrolled in a thesis course they may drop it prior to the last day to drop a course as published on the academic calendar, but no drops will be authorized after the last day to drop.
3. The following comment will be added to the student’s transcript: *“Transferred from thesis to non-thesis track, effective month, day, year.”*
4. If there are any pending thesis grades of “Q (in progress)”, from the old grading system, the instructor of record will need to submit change of grade forms replacing the grade of “Q” with a grade of “S” or “U” as appropriate, otherwise the student will not be eligible to graduate. Students cannot graduate with incomplete work on their transcripts, e.g., grades of “I” or “Q”.