

MEMORANDUM

To: All Students

From: David Gaebler, Associate Dean

Date: February 23, 2010

Re: Calculation of Class Rank

Questions have been raised about the process for determining class rank as it pertains to part-time and transfer students. The policy stated below is intended as a modification and clarification of this process. Current class ranks for second and third year students will be recalculated in accordance with this policy. **No individual student's class rank will decrease as a result of these revisions.** Revised rankings will be available from the Office of Career Opportunities by Wednesday, February 24.

Part-Time Students

At the end of the first year, part-time students will be ranked with the first-year class of which they were a part. Beginning with the end of their third semester, part-time students will be ranked as part of the second-year class until they qualify to be ranked with the third-year class. When class ranks are computed following the end of any fall semester, part-time students will qualify to be ranked with the third-year class if, and only if, they are enrolled (as of the date the rankings are computed) for enough credits in the spring semester to graduate at the end of the spring semester. When class ranks are computed following the end of any spring semester, part-time students will be ranked with the graduating third-year class if, and only if, they are graduating with the third-year class at that time.

Transfer students

Transfer students will be given class rank equivalent to the rank they would hold in the class with which they will graduate. Because the rank given to a transfer student will be in addition to the same rank given to a non-transfer student, this will not affect the class rank of any non-transfer student. Thus, whatever rank a transfer student holds, there will be a non-transfer student in the same class with the same class rank.