



## System of Grading

<b>Grade</b>			<b>Graduate</b>
<b>Grade</b>	<b>Points</b>	<b>Undergraduate</b>	
A	4.00	Superior	Excellent
A-	3.70	Superior	Excellent
B+	3.30	Good	Good
B	3.00	Good	Good
B-	2.70	Good	Fair
C+	2.30	Satisfactory	Poor
C	2.00	Satisfactory	Poor
C-	1.70	Passing	Poor
D+	1.30	Passing	Not Used
D	1.00	Passing	Not Used
D-	0.70	Passing	Not Used
F	0.00	Failing	Unsatisfactory
WF	0.00	Unofficial Withdrawal	Unofficial Withdrawal
P	None	Pass	
F (P/F)	None	Fail	
O	None	Audit	
I	None	Incomplete	
II	None	Incomplete not Subject to Time Limit	
W	None	Official Withdrawal	
Q	None	Progress but not Proficiency	
Z	None	No Grade Reported	

The use of plus and minus grades is at the discretion of the instructor.

The grade point average is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. Grades of F and WF and repeats are included, but official withdrawals, audits, and grades on noncredit courses, nondegree credit courses, and pass/fail degree courses are not included.

For graduation, an undergraduate student must have a minimum grade average of C (grade point average of 2.00) in all courses taken and a grade point average of at least 2.00 in the major except for those programs requiring grade point averages above a 2.00.

A 3.00 average will be required for the awarding of a graduate degree or certificate. A student whose average falls below 3.00 following six or more graduate hours attempted shall be placed on probation or suspended in accordance with the continuance regulations for graduate students.

Grades in courses accepted for transfer credit are not counted in the computation of grade point averages.

Grades are available to students through the secure website. Grades are mailed to students only if a written request is submitted to the Office of the University Registrar.

**WF and W Grades.** The grades of WF and W indicate withdrawal from a course only under those conditions described in the sections entitled Class Schedule Change Procedure and Grading Policy for Withdrawal From Classes.

**Incomplete Grades.** A grade of I indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. The I grade may be awarded only in exceptional circumstances beyond the student's control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements with the exception of courses that do not fit within the traditional semester calendar. In cases of exceptional circumstances beyond the student's control, it is the responsibility of the student to approach the instructor to request an I grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award an I grade rests with the instructor whose decision is final. Students whose requests for I grades are approved must not re-register for the class until the I grade has been resolved. The I grade becomes an F if not removed when grades are due, the following term, according to the following schedule: I grades from the fall semester become F's if not removed by the day grades are due for the spring semester; I grades from the spring semester and the summer session become F's if not removed by the day grades are due for the fall semester. An I grade may be changed to a W only in very unusual circumstances and when the student's situation has changed since the I grade was awarded. In these cases, the request for a change to a W must be in writing, documented, and approved by the instructor, department chair and dean. Students will not be allowed to graduate until all grades of I have been resolved.

- Deleted: through the last day of classes of
- Deleted: (excluding the exam period)
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In the case of courses that do not fit within the traditional semester calendar, the faculty member assigns the I grade. The time periods for the removal of I grades before they become grades of F are the same as those stated in the previous paragraph.

Extension of the I time limitation normally will not be approved except for reasons beyond the student's control and only if the supervising faculty member is available and willing to supervise the work beyond the normal time limit. Students should submit the request to the instructor, who should submit approval, via the chair, to the University Registrar in order to retain the I. The approval from the instructor should designate the expiration date of the extension.

A grade of II indicates incomplete work not subject to the time limits described above for I grades. The II grade can be used only in those courses directly related to the research for and preparation of the graduate thesis/dissertation.

**Z Grades.** A grade of Z indicates that no grade has been reported by the instructor and will convert to a grade of F if not removed through the last day of classes of the following term (excluding the exam period) according to the following schedule: Z grades from the fall semester become F's if not removed by the last day of classes of the spring semester; Z grades from the spring semester and the summer session become F's if not removed by the last day of classes of

the fall semester. Students will not be allowed to graduate until all grades of Z have been resolved.

**Interim Academic Evaluation.** Faculty teaching 100- and 200-level undergraduate courses will provide specific feedback regarding progress in the course by posting an interim grade via Leo Online by the beginning of the fifth week of classes in the fall and spring semesters. Providing timely information to students on graded work makes students aware of their performance so they can determine whether to seek additional help from the faculty member, tutorial services when available, their academic advisor and/or withdraw from the course prior to the established deadline for withdrawal.

**Mid-Semester Feedback.** The University believes that regular assessment of students and feedback to them is essential to effective teaching and learning. Therefore, faculty members will provide all students with evaluation of their progress in a course prior to midsemester (or equivalent in a nonsemester course) so that students have information about their progress before the withdrawal deadline, which is the end of the tenth week of classes.

**Committee C recommends approval of Senate issue AY17-04.**

We agree with Provost's Council that allowing additional time before I-grades cover to F's is reasonable, particularly as it applies situations that carryover through the summer.

**Committee B recommends approval of the issue.**