**AY21-14-B&C**

**System of Grading**

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| **Grade** | **Grade Points** | **Undergraduate** | **Graduate** |
| 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 | Pass |
| F (P/F) | None | Fail | Fail |
| O | None | Audit | Audit |
| I | None | Incomplete | Incomplete |
| II | None | Not Used | Incomplete not Subject to Time Limit |
| W | None | Official Withdrawal | Official Withdrawal |
| Q | None | Progress but not Proficiency | Not used |
| Z | None | No Grade Reported | 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 and pass/fail degree courses are not included.  All undergraduate-level courses, including courses taken as a non-degree seeking student and courses taken after graduation, will be included in calculating the undergraduate cumulative grade point average. All graduate-level courses, including courses taken as a non-degree seeking student and courses taken after graduation, will be included in calculating the graduate cumulative grade point average.

For completion of an undergraduate degree or certificate, a student must have a minimum cumulative grade point 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 degree programs or certificate programs requiring grade point averages above a 2.00.

A minimum cumulative grade point average of 3.00 is required for the award of a graduate degree or certificate.

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.

When there is an existing incomplete grade and the instructor who assigned the incomplete has left the university or is no longer available, the chair of the department will be responsible for making sure that the completed work is graded, and a final grade is submitted.

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.

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.

*Rationale:* There is no University policy in place specifically addressing the assignment of a final grade for a previously assigned Incomplete grade when the original instructor has left the University and/or is no longer available. Recent practice has been to follow the same process in the Grade Appeal policy regarding unavailable instructors. However, resolving an Incomplete grade is quite different than reviewing a grade appeal.

As chairs can appoint a faculty member to take over a class if a faculty member leaves or passes away before the end of the semester, the chair needs to be able to appoint someone to finish the grading for an incomplete if the faculty member is no longer with the University or is unavailable.