

To: Dr. Chris Laingen, Chair, Council on Graduate Studies
From: Amy Lynch, Registrar
Date: March 6, 2017
Subj: Proposed Changes to IGP #46—Grades

CGS Agenda Item: 17-32 Effective Immediately

These changes are submitted by the Office of the Registrar to “clean up” the language of the IGP to more closely reflect current procedures.

I would welcome the opportunity to discuss these proposed changes with CGS.

#46 - Grades

Approved:

Monitor: Vice President for Academic Affairs

UNDERGRADUATE GRADING SYSTEM

Grades

Evaluation of a student's achievement shall be the responsibility of the instructor. At the beginning of the term the instructor shall give students the measures to be used in evaluations. Instructors should attempt to consult with students who are doing unsatisfactory work and are required to inform them of their level of performance at mid-term.

The following grades may be given:

<u>Grade</u>	<u>Description</u>	<u>Value</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor but Passed	1
F	Failed	0
NF	Failure - Non-Attendance	0
CR	Credit	-
NC	No Credit	-
NNC	No Credit - Non-Attendance	-
AU	Audit	-
I	Incomplete	-
W	Withdrew, No Grade	-
X	No Grade Submitted	-

Policy on Incomplete Grades for Undergraduates

The grade "I" or "incomplete" for courses in which letter grades are earned is given only by the course instructor when, because of documented illness or other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- Assignment of Incomplete and Default Grades: Instructors who assign a grade of "I" ~~are required to~~ **may** submit the Assignment of Incomplete/Alternate Grade Form to the Office of the Registrar. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor ~~fails to~~ **does not** provide a default grade. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair.
- Submission of a Completion Plan: The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- Decision on Completion of the Required Course Work: Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair. If the work is successfully completed, the instructor ~~also submits a Grade Correction Form to the Records Office~~ **a grade change using PAWS** no later than three days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with [Internal Governing Policy 95, "Student Withdrawal for Military Service."](#)

Mid-Term Grades

If, at mid-semester, students have grades of D or F in courses, instructors shall notify them either verbally or in writing, giving appropriate counsel and advice as necessary. Such notification shall be made within one week following the mid-semester date.

In addition, Instructors shall submit mid-semester grades for all students earning grades of D or F in *lower*-division courses; they *may* submit mid-term grades for students earning D's or F's in *upper*-

division courses. The Center for Academic Support and Assessment shall notify students who are earning grades of D or F of support services available to them.

Grade Changes

An instructor who wishes to change a grade because of an error in recording or calculation **shall submit the grade change through PAWS.** ~~may obtain the appropriate form from the Office of the Registrar or the Department Chair. The form, appropriately completed, shall be sent to the Office of the Registrar with a copy retained in the department.~~ The Office of the Registrar shall **make the grade change adjust term GPA, cumulative GPA and current Academic Standing as needed and post the changed grade** as requested.

If a student wishes to appeal a grade, the procedures outlined in the [Grade Appeals policy](#) shall be followed. If the appeals procedures result in a grade change, the instructor shall initiate the grade change **using PAWS** ~~and forward it through the Department Chair to the Office of the Registrar~~ indicating that the change is the result of the appeals procedure. The Office of the Registrar shall make the change as requested.

~~At the end of each grading period, the Registrar shall submit to the Vice President for Academic Affairs a summary of grade changes made during the period.~~

Deferred Credit

Students in undergraduate courses such as field-experience, independent study, thesis, or research requiring work of a continuing nature over several terms before the final project is completed may receive the grade of "DC" or "Deferred Credit." "Deferred Credit" designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor will ~~file a "Grade Correction Form" with the Office of the Registrar~~ **submit a grade change through PAWS** no later than four days prior to the official close of the term published in the Class Schedule. If a ~~Grade Correction Form~~ **grade change** is not submitted, then **the certifying officer shall notify the Office of the Registrar to change** any "DC" grades remaining on the transcript ~~will be changed~~ to "NC" or "F" at the time the degree is completed. Undergraduate students admitted on or after Spring of 2004 may not be certified for degree completion if any grades of "DC" remain on the transcript.

GRADUATE GRADING SYSTEM

Grades

<u>Grade</u>	<u>Description</u>	<u>Value</u>
A	Excellent and Acceptable Credit	4
B	Good and Acceptable Credit	3
C	Limited for Graduate-Level Credit	2
D	Unacceptable for Graduate-Level Credit	1

F	Failed - No Credit	0
NF	Failure - Non-Attendance	-
CR	Credit	-
NC	No Credit	-
NNC	No Credit - Non-Attendance	-
I	Incomplete	-
DC	Deferred Credit	-
W	Withdrew - No Grade	-
X	No Grade Submitted	-
AU	Audit	-

Grades of A and B

Grades of A and B reflect the level of competence that is acceptable for graduate credit.

Grades of D or F

Both grades of D and F are unacceptable for graduate-level credit. Courses in which a graduate candidate earns a grade of D or F may not be used to fulfill any requirements for the degree program. A graduate candidate receiving more than nine semester hours of graduate-level credit with a grade below B is disqualified from degree candidacy. Disqualified candidates are automatically reclassified as non-degree post-baccalaureate students.

Grades of NF Failure - Non-attendance

A grade of NF is given when a student is failing because of attending classes less than 60% of the term as established by the academic calendar. Students who are failing after attending more than 60% of the term will earn the grade of F. Grades of NF are interpreted academically as a grade of F and are subject to the same regulations as those described for earning an F (see above). Students earning NF grades are advised to consult with the Office of Financial Aid regarding the impact of failure due to non-attendance that could result in the return of federal student aid funds.

Grades of NNC No Credit - Non-attendance

A grade of NNC is given when a student is failing a course graded C/NC as the result of attending classes less than 60% of the term as established by the academic calendar.

Students who are failing after attending *more* than 60% of the term will earn the grade of NC. Students earning NNC grades are advised to consult with the Office of Financial Aid regarding the impact of non-attendance on federal student aid funds.

Credit/No Credit

Certain graduate courses such as thesis, independent study, field study, or internship, may be designated by a department or program as "credit/no credit." Students who successfully fulfill the requirements for a course designated credit/no credit receive a "CR" on their transcript. Students who do not successfully fulfill the requirements receive an "NC" or "NNC" for the course. The credit/no credit designation is only available to those courses so designated.

Policy on Incomplete Grades for Graduate Students

Incomplete for Courses Earning Letter Grades

The grade "I" or "incomplete" for graduate courses in which letter grades are earned is given only when, because of illness or some other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. In no case may an "I" be substituted for a failing grade. Procedures for assigning and removing incomplete grades are outlined below.

- Assignment of Incomplete and Default Grades: Instructors who assign a grade of "I" ~~are required to~~ **may** submit the Assignment of Incomplete/Alternate Grade Form to the Office of the Registrar. This form specifies a default grade for the incomplete work at the time that the grade of "I" is recorded. A grade of "F" shall be the default grade if the instructor ~~fails to~~ **does not** provide a default grade. The instructor also completes Step 1 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair or graduate coordinator.
- Submission of a Completion Plan: The instructor and student complete Step 2 of the Assignment and Removal of Incomplete Grade Procedures Form and develop a Completion Plan. Copies should be submitted to the program chair or graduate coordinator by the mid-term date published in the Class Schedule of the next term the student is in residence but no later than mid-term one calendar year from the end of the term in which the grade of "I" was received.
- Decision on Completion of the Required Course Work: Students receiving a grade of "I" should execute the completion plan by the Last Class Day published in the Class Schedule of the next grading period in which the student is in residence but no later than the Last Class Day one calendar year from the end of the term in which the grade of "I" was received. The instructor completes Step 3 of the Assignment and Removal of Incomplete Grade Procedures Form and provides a copy to the program chair. If the work is successfully completed, the instructor ~~also submits a Grade Correction Form to the Records Office~~ **a grade change using PAWS** no later than three days prior to the official close of the term. Students who fail to implement the completion plan by the stated deadline will be issued the instructor supplied default grade or a grade of "F" if no default grade was issued.

Students may not be certified for graduation so long as an "I" remains on their academic record. Students also should be aware that changing an "I" to another grade may affect their grade point average and thus the awarding of their degree and/or graduation honors.

Students who withdraw for military service will be awarded incomplete grades in accordance with [Internal Governing Policy 95, "Student Withdrawal for Military Service."](#)

Deferred Credit for Credit/No Credit Courses

Graduate courses designated as credit/no credit such as field-experience, independent study, thesis, or research and requiring work of a continuing nature over several terms before the final project is completed may receive the grade "DC" or "Deferred Credit." Deferred Credit designates that the student remained enrolled for credit throughout the term and that the project is continuing into another term. Upon completion of the final project, the instructor ~~will file a "Grade Correction Form" with the Office of the Registrar~~ **submit a grade change through PAWS** no later than three days prior to the official close of the term published in the Class Schedule.

~~If a Grade Correction Form~~ **grade change** is not submitted then **the certifying officer shall notify the Office of the Registrar to change** any "DC" grades remaining on the transcript ~~will be changed to "NC" at the time the degree is completed or within the six year time limit or approved time limit extension.~~ Graduate students admitted on or after the Fall of 2003 may not be certified for degree completion if any grades of "DC" remain on the transcript.

Withdrawal With No Credit

~~See IGP 65 for policy on withdrawal from courses. Students withdrawing from a course or from the University within the first 10 class days of the semester receive no grade for the course. Students withdrawing from a course or from the University between the 11th day and the Friday of the 11th week of the term will receive the grade designation of "W" or "Withdraw" on the transcript.~~

No Grade Submitted

The designation of "X" indicates that a grade was not submitted to the Office of the Registrar for the course. Students should consult with the course instructor, program chair, or graduate coordinator regarding this designation.

Audit

With permission of the instructor, graduate candidates may enroll for a class as an auditor. Students must obtain an audit ~~card~~ **request form** from the Office of the Registrar **website** and return the completed card signed by the instructor of the class to the Office of the Registrar. Deadlines to submit audit requests are listed in the Academic Calendar. If the student satisfies the audit requirements established by the course instructor, then the "AU" designation will appear on the transcript. If the course instructor determines that the student's performance did not meet the audit requirements, **the instructor must notify the Office of the Registrar and** no grade entry will appear on the transcript. Courses taken under the audit category are considered part of the maximum load. Tuition and fees for auditing courses are the same as courses taken for credit.

RECORD RETENTION FOR ACADEMIC MATERIALS

Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least one academic year from the date on which the grade was submitted. Instructional staff members who will be unavailable for one semester or more or who are

leaving the employ of the University shall make copies of such grading records accessible to the department chairperson.

All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students also shall be subject to these provisions.