

## Chapter 5 – Grades and Credit

This chapter defines the grading system used at Southern Utah University. In addition, this chapter contains information on probation and dismissal, as well as instructions for calculating your grade-point average (GPA). Finally, the chapter defines the university’s policy on attendance and the policies governing final examinations.

### SOUTHERN UTAH UNIVERSITY’S GRADING SYSTEM

Southern Utah University uses a 4.0 grading scale. Table 5.1 lists the letter grades that instructors use to document their evaluation of your work and to document your academic status in the class. In addition, Table 5.1 defines the meaning of each letter grade and specifies the number of quality points that correspond to each grade. Quality points are used to determine your grade-point average (GPA). The procedure for calculating your GPA is described below, in “How to Calculate Your Grade-Point Average (GPA).” (See Table 5.2)

Letter Grade	Meaning	Quality Points per Credit Hour	Used to Calculate GPA?
A	Excellent	4.0	yes
A-	Excellent	3.7	yes
B+	Above average	3.3	yes
B	Above average	3.0	yes
B-	Above average	2.7	yes
C+	Average	2.3	yes
C	Average	2.0	yes
C-	Average	1.7	yes
D+	Below average	1.3	yes
D	Below average	1.0	yes
D-	Below average	0.7	yes
F	Failure	0.0	yes
UW	Unofficial withdrawal	0.0	yes
AU	Audit	0.0	no
I	Incomplete (See) Incompletes in this chapter	0.0 (until changed to a letter grade)	no
T	Temporary	0.0 (until course is completed)	no
P	Passed	0.0	no
W	Withdrawal	0.0	no
Z	Grade not submitted	0.0	no

Courses with the following notations in the grade column are not used in computing the GPA, the graduation hours, or the total hours completed:

**AU Audit:** Indicates the student was allowed to attend a class without earning credit or a grade.

**I Incomplete:** Indicates the student was unable to complete the course for a legitimate reason after having completed a majority of the required work. Student must be passing the course at the time of incomplete contract.

**T Temporary:** Indicates the course is being continued in the subsequent semester and a grade and credits will be calculated when the course is complete and a letter grade has been issued. The “T” grade is approved for specific courses only.

**P Passed:** Indicates a pass/fail course was passed; no points are assigned but credit is earned. Courses numbered 1000 or higher are also awarded graduation hours when passed.

**W Withdrawal:** Indicates the student withdrew from the course after the seventh academic class day and prior to the 10th week of instruction.

### How to Calculate Your Grade-Point Average (GPA)

For each student, Southern Utah University calculates the grade point average (GPA) by dividing the total number of credits accumulated into the sum of all grade points earned. A minimum GPA of 2.0 is required for graduation but some departments maintain even higher GPA requirements. Grades of “P” or “F” may be given in certain courses where attendance or class activity is one of the major factors in determining performance.

$\frac{\text{Total Quality Points Earned}}{\text{GPA Hours}} = \text{GPA}$	
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In calculating your cumulative GPA, Southern Utah University uses courses you have taken at the university in your current “career” and all courses you have transferred from other post-secondary institutions—but only if you received a final letter grade in those transferred courses. During any semester you can be enrolled in **one** of three possible careers - undergraduate, graduate, or continuing and professional studies. If you have repeated a course, only the highest grade is used in calculating your overall cumulative GPA. (See Repeated Classes section on page 59)

In calculating semester GPA, the formula uses only the quality points earned and quality hours taken that semester.

All GPA calculations exclude credits for:

- pass/fail courses in which you received a final grade of P
- courses that you registered for but later dropped from your schedule, even though the course may appear on your transcript with a final grade of W
- courses in which you have received the grade of I for incomplete or T for temporary
- courses you took under audit status (AU)
- remedial courses

### Incomplete Grades

An incomplete grade is placed on a student’s record by the instructor when for some unusual reason the student is unable to complete the assigned coursework by the end of the semester/term and, through contract with the instructor, with copies of the contract filed in the instructor’s department and submitted to the Registrar’s Office at the time that grades are due, the student agrees to complete the work within the contract time (not to exceed 12 calendar months

past the end of term). An incomplete grade should be granted only if the student has completed the majority of the course (75% of the course) and is passing the class at the time. If the contract is not satisfied by the student, then the incomplete shall be changed by the instructor (or, if the instructor is not available, by the department chair) to the grade of "F" or the grade agreed upon by virtue of the contract. If no report is received by the Registrar's Office, the grade will be changed automatically to an "F." The student should not register again to complete the work of an incomplete. Students shall not be allowed to submit assignments or other work for grade changes outside of the term in which they are taking a class, unless an incomplete contract has been submitted to the Registrar's Office. The only exception to this policy is for clerical error. (See grade appeal). The instructor is responsible for submission of a completed grade when the student has completed the required work.

### REPEATED CLASSES

- a) A student may elect to repeat a course for grade change or improvement. The highest grade received will be used in computing the grade average at graduation with "E" (Exclude) added to all other attempts of that course (see exception in b). Courses taken at other colleges and repeated at SUU will not qualify for change of grade unless the student can provide the Registrar's Office written proof from the appropriate SUU department that the courses involved were of similar content.
- b) A student may elect to repeat a course more than once for credit which can apply toward graduation. However, a statement indicating the course can be repeated for credit must appear in the SUU Catalog course description. Unless such a statement is included in a course description, the repeated class shall not apply to the 120 credit hours required to graduate.
- c) The University reserves the right to deny access to courses for students wishing to enroll following a third attempt. The University will grant additional attempts based on the student's ability to benefit as determined by the appropriate department or discipline. This is a general University policy; additional enrollment may be more restrictive in selective programs and courses (e.g., student teaching). As per Utah Board of Regent's Tuition and Fees Policy 4.16, "tuition for repeating a course more than once shall be charged at the full cost of the instruction."
- d) Courses which may be repeated for credit do not fall under (a) above when retaken for improvement of the grade. When requesting a GPA recalculation on these types of courses, the **most recent grade** must be used. The student **may not** take credit by examination in order to replace a poor previous grade.

### GRADE REPORTS

Grades are available via the mySUU student portal. If a student finds omissions or errors in a grade report, the student must make an application to the Registrar's Office for a review of the record not later than the last day of the next semester in residence. All errors or omissions in student records will be researched and an attempt made to correct them. In no case may a student make application for a change after two years have elapsed.

### CHANGE OF GRADES

Grades may be changed only for legitimate reasons by the instructor who submitted the original grade. A grade appeal process is also available through SUU policy 6.19, Grade Appeal. The time limit on changing grades is two years after the posting of the incorrect grade.

The Registrar's Office will process a change of grade upon receipt of a "Change of Grade Card" from the instructor. The cards are obtained from the Registrar's Office. These cards must not be delivered by students or student workers. The instructor may send them by campus mail or take them to the Registrar's Office.

### GRADE APPEAL

A student may request a change of grade for any of three reasons: (1) a clerical or computational error was made by the instructor in assigning the grade, (2) the instructor lost or damaged student work that had been completed and submitted as assigned, or (3) the instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the course.

The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student may appeal to the department head. If resolution is still not reached, the student may appeal to the dean of the College. Appeals to the dean must be initiated within six months after the end of the course. If discussion with the dean does not resolve the matter, the dean will refer the appeal to the College Grade Committee. The College Grade Committee will rule on the matter within two months of the date of the appeal to the dean. (Refer to the University Policies and Procedures 6.19 for additional information.)

### ACADEMIC CREDIT

Credit is computed on the basis of hours per semester. The number of hours of credit granted is on the basis of the number of clock hours per week required in class attendance, laboratory work and outside preparation. Please note that contact hours are calculated differently for laboratory work. Credit granted for individual courses ranges from one to 15 credit hours per semester.

### FULL-TIME STATUS

Full-time undergraduate student registration is 12 or more credits per semester, with 15 credits being considered a normal load. Undergraduate students receiving financial aid or scholarship assistance must carry 12 credit hours per semester to be full-time students. To receive Stafford or PLUS loans, students must be enrolled at least half-time (Undergraduate – 6 credits, Graduate – 5 credits).

### CREDIT HOUR LOAD

A full-time undergraduate student carries 12 credit hours each semester. (See Full-Time Status above.) Students may enroll in up to 18 credit hours for Fall and Spring semesters. Students may enroll in up to 12 credit hours for Summer semester. Students with an SUU grade point average of (3.5) or higher may enroll for additional credits, but additional tuition and fees may be incurred. Beyond these maximum credit hour loads of 18 credit hours (12 credit hours in the summer) written approval of the academic dean and academic advisor must be obtained. Approval must be obtained before registering.

A graduate student may enroll in 15 semester hours or less for Fall and Spring semesters. Graduate students may enroll in up to 12 credit hours for Summer semester, including maymester. Beyond this

maximum credit hour load, the academic advisor and dean's approval is needed. Approval must be obtained before registering.

### **OLD CREDIT**

Students returning to college after the lapse of a number of years should note that no credit earned more than 20 years prior to the date at which a degree is to be granted will be counted toward the credit requirement of the major or minor fields. This does not apply to general education credit. Certain departments may have their own requirements.

### **GRADUATE COURSES FOR UNDERGRADUATES**

An undergraduate student who has senior standing and a grade-point-average of at least 3.0 may enroll in 6000-level graduate courses provided that such enrollment does not cause the student's total credit hour load to exceed 18 credits for the term. At the time of authorized enrollment, the student must choose whether the graduate credits will be applied toward electives within the bachelor's program or reserved as graduate credit to be applied toward a graduate program at a future date. Graduate credits for a specific course earned under this provision cannot be applied simultaneously to both an undergraduate and graduate degree or program. Before registering for courses, the student must have the approval of the course instructor and the department chair where the credit will be applied. The graduate credit will be assessed graduate tuition and fees, and once earned, the credit may be used for graduate credit at SUU only after the student is admitted to a graduate program of the University. The maximum amount of such credit that will be accepted at SUU is six hours.

### **AUDITING**

Auditing students have the right of full participation in class. Students must register to audit any class during the normal registration period. Such audit hours will be part of their total load, and they shall pay tuition at the same rate as students taking the course for credit. No credit is given for audited courses.

### **EXTENDED DAY, OUTREACH & ELECTRONIC DELIVERY CREDIT**

Extended day, outreach, or classes delivered through electronic media and taught by regular faculty at SUU shall count as resident credit. It is expected that some courses, particularly in major and minor fields, will have to be taught on campus due to facilities required.

### **CONTINUING EDUCATION STUDENTS**

Students enrolled in continuing education classes are not automatically admitted to an undergraduate or graduate program. They may be admitted to the University upon meeting the admissions requirements published in this catalog. Successful completion of continuing education courses (minimum GPA of 2.0) may be taken into consideration in making the admissions decision, but do not guarantee admission or readmission into the University. Continuing education coursework may not be applied to a student's undergraduate program. Graduate credit may be awarded with approval by the student's academic dean. Continuing education coursework may include 5000 level or the CPS subject code.

### **COOPERATIVE EDUCATION**

The cooperative education program is to provide students an opportunity to participate in a directed work experience for academic credit. Prior approval must be obtained to participate. The employer and a departmental faculty member will evaluate the

proposed work experience and determine the credit to be awarded. Up to 12 credits can be applied toward a student's major and up to six can be applied to a minor field.

Work experience will not be offered until at least 27 credit hours have been earned in a two-year program or until 80 credit hours have been earned in a four-year program.

Additional information may be obtained through the appropriate academic dean's office. Although the institution does not guarantee to place every student who desires to participate, effort will be made to find a suitable work experience. Students participating in this program will register for credit and pay the regular tuition and fees.

### **ACADEMIC RENEWAL**

Undergraduate students currently enrolled at SUU may petition that their academic record be reviewed for the purpose of discounting, for cumulative GPA computation, a course with a D plus or lower grade. These classes must have been entered on the student's academic record five or more calendar years prior to the time of the request for review. The following conditions and procedures apply:

- The renewal option can be used only once during a student's undergraduate career.
- Students pursuing a second baccalaureate degree or a graduate degree are ineligible.
- "Renewed" courses do not count toward the total hours required for graduation.
- Petition is made to the dean and advisor of the student's major college or school.
- Please be advised that performing an Academic Renewal may have an adverse effect on future financial aid. Please consult your Financial Aid Counselor before making this decision.

### **ACADEMIC STANDARDS**

In order to remain in good scholastic standing, a student must achieve a cumulative grade point average of 2.0 or "C" on all coursework taken at SUU. Students who are suspended from school for academic reasons in accordance with the above policy may apply for readmission, after two semesters have lapsed, by writing a letter of application for readmission to the chairman of the Academic Standards Committee. Appeals for returning students must be received no later than one week prior to the first day of classes for the term.

### **PROBATION AND DISMISSAL**

Students who fail to maintain a cumulative GPA (including transfer credits) of at least 2.0 will be placed on probation. At the end of the next semester one of the following actions will occur:

- Removal of student from probation (if cumulative Southern Utah University GPA is at or above 2.0).
- Student continues probation status (if cumulative Southern Utah University GPA is below the minimum 2.0 but semester GPA is 2.0 or higher).
- Student is dismissed from the university (if cumulative Southern Utah University GPA is below the minimum 2.0 and semester GPA is below 2.0).

Students who have been placed on academic suspension have fourteen days from the time grades are posted to appeal their suspension. If the appeal is not received within that time frame, their classes will be dropped for the subsequent semester. If an appeal is received within the specified time frame, the student's classes will not be dropped until such time as a decision is made by

the Academic Standards Committee. A hold, however, will be placed on the student's account.

Note: If students transfer credits to Southern Utah University and are admitted on probation, they must attain at least a 2.0 GPA in their first semester. If they fail to do so, they will be dismissed from the university. For more information on transferring credits and admission status, see Chapter 3, "Admissions," and Chapter 13, "Obtaining a Degree at Southern Utah University."

If students leave the university while on probation, they will remain on probation when they return—even if in the meantime they have attended another institution. While on probation, students may be ineligible to receive financial aid and may be ineligible to participate in extracurricular activities sponsored by the university. For more information on these restrictions, see Chapter 7, "Financial Aid," and the Southern Utah University Student Rights and Responsibilities Policy.

If students are dismissed from the university, they are barred from enrolling for two semesters after the dismissal and for one year after any subsequent dismissal. If they wish to appeal this waiting period, they must file an appeal within fourteen days of grades posting to the Academic Standards Committee. The letter should be addressed to the Chair of the Academic and should set forth in detail the reasons for the appeal, together with specific information on any extenuating circumstances which may have a bearing on the student's academic status. The letter should be delivered to the Admissions Office in the Sharwan Smith Center, Room 166. The chair will call a meeting of the Committee to review the appeal and upon reaching a final decision the student will be informed in writing of the committee's decision.

Students who have questions regarding this policy should consult the Chair of the Academic Standards Committee.

### ATTENDANCE POLICY

You are responsible for attending courses for which you are enrolled. You are also responsible for making up any work you may have missed by failing to attend class, even if the absence was approved by the university, necessitated by illness, or necessitated by a personal emergency. In this sense, then, there are no "excused" absences.

### LAST WEEK OF CLASSES

No final test or examination is to be due or administered prior to or during the designated study day (please see the Academic Calendar for final exam period dates located online) with the following exceptions:

- In lab or performance classes where it is necessary
- A take home final test or examination may be distributed during this time period
- Homework, papers, problem sets, and projects may be due during this timeframe

### FINAL EXAMINATIONS

Each semester, a schedule for final examinations is published on the web. This schedule defines the dates and times during which all final examinations must be scheduled. All in-class final exams must be given during the officially scheduled final examination periods. An exception to the schedule is allowed only on an individual basis with the exception to be arranged between the instructor and the student. If faculty grants permission to take an early exam, students are charged an unscheduled final exam fee to be paid at the University Cashier's Office.

### CATALOG GRADUATION REQUIREMENTS

Entering students, including first-time and transfer students, will be required to complete the graduation, general education and program requirements listed in the catalog in effect when they first enroll, with the following exceptions:

- When students declare or change their programs of study, they are then required to graduate under the catalog in effect when they first select their program of study.
- Students cannot graduate under a catalog older than 6 years for a bachelor's degree (major and minor) or 3 years for an associate's degree or 6 years for a master's degree, respectively. Students taking longer to graduate must select a more recent catalog under which to complete their degree requirements.
- Students may elect to graduate under the catalog which is in effect at the time they file for graduation.
- Students who seek and are approved for an enrollment deferral or interruption of their studies, through the Admission's office, may take a leave of absence of up to five semesters, not including summers. Upon returning to SUU, students will have the option to select the original catalog at initial enrollment or the current catalog. A returning student that did not receive an approved leave of absence must select the current catalog upon reentry.

### CREDIT BY EXAMINATION & INDIVIDUAL STUDY

A total of 30 semester hours of credit can be achieved by a combination of special course examinations, credit by portfolio, or individual study. A maximum of 16 semester hours of credit can be acquired in any one academic discipline by special course examination. Permission to take special examinations for course credit must be obtained from the faculty member. Such permission will not be granted for the purpose of a change of grade if the student has already taken the course.

SUU provides the opportunity for students to obtain credit by examination or individual study several ways: (1) the Advanced Placement Program (AP) (see below); (2) the College Level Examination Program (CLEP); (3) foreign language experience; (4) Credit by Exam for a particular course of study; and (5) individual study or (IB) International Baccalaureate.

Request forms for Credit by Exam may be obtained at the Registrar's Office.

The following are general guidelines in awarding credit for a particular course:

1. Credit by Exam is given only to students currently enrolled at SUU.
2. A maximum of 30 general education credit hours may be applied toward graduation from Credit by Exam and CLEP.
3. A maximum of six credit hours may be awarded in any one area of general education from a combination of Credit by Exam and CLEP.
4. Class work taken prior to CLEP examination will be considered and may reduce the hours of credit given by examination.
5. A maximum of 16 credit hours can be acquired in any one academic discipline by special course examination. Such credit will be given only with the consent of the faculty member and the department head.
6. Special Examination credit for languages will be for a pass/fail grade only. Students may test out of a maximum of 16 credit hours per language.

7. With the exception of language credit, Credit by Exam may be granted as a standard letter grade or pass/fail as agree upon by the instructor and student.

**College Level Examination Program (CLEP)**

A student may earn credit and complete some general education requirements by successfully completing selected CLEP exams. Information regarding CLEP exams and the credits a student can earn with CLEP is available in the Student Success Center (435) 586-5419.

**Credit by Portfolio**

Credit by Portfolio is designed specifically for people who have experience manifested by a portfolio and documented as their personal work by records or letters from those aware of the activity. The portfolio should already exist as a result of previous work and should not be something created for the purpose of gaining credit. The academic department granting credit must administer credit by portfolio on a course-by-course basis. The faculty, teaching the course for which credit is granted, award the pass/fail grade and credit. Credits by portfolio are excluded from residency for a bachelor's degree. The credit by exam limits as stated above would apply.

**Advanced Placement (AP)**

Up to eight semester hours of university credit will be granted for a composite grade of 5, 4 or 3 on any Advanced Placement examination taken by a high school student at the completion of a full-year course, with class meetings held each day of the school year, organized according to the description published by the Committee on Advanced Placement of the College Entrance Examination Board. Credits earned through AP testing may be used to fill some of the general education requirements of the University. These credits may be earned in addition to the 30 semester hours of credit discussed in above.

**Credit for Military Service**

The University may grant credit to students currently enrolled at the University who have served in the armed forces. Applications

for credit are made by submitting the DD214 or DD295 form to the Registrar's Office located in the Sharwan Smith Center. (See Catalog Graduation Requirements section above).

**International Baccalaureate**

High school students completing the International Baccalaureate Diploma will receive 30 credits and will have the knowledge areas of general education waived. The core areas of English, Mathematics, Computer Literacy, Information Literacy, and American Institutions must still be completed. Some of those areas may be waived with a score of 5, 6, or 7 in a higher level exam for the appropriate area. Those not completing the diploma may receive a maximum of 8 credits with a score of 5, 6, or 7 per higher level exam. Those students will receive the same credit given Advanced Placement in the same subjects. Credit is not given for standard (subsidiary) exams. Students should request the posting of the eligible credit through the Registrar's Office.

**GRADUATION WITH HONORS**

Graduation honors are awarded to students receiving their first baccalaureate degree, according to the scale shown in Table 5.4. Honors are awarded on the basis of all semesters completed, and the student's final transcript remains the official record of any honors granted. At the time of graduation, a grade point average of at least 3.8 is required for the award of Summa Cum Laude; an average of at least 3.6 is required for the award of Magna Cum Laude. (These are based on cumulative GPA including transfer credits). No honors are awarded for graduate degrees.

Table 5.4 Graduation Honors	
Cumulative Grade-Point Average	Honor
3.6 – 3.799	Magna Cum Laude
3.8 – 4.0	Summa Cum Laude

**QUESTIONS ABOUT GRADES**

See the Registrar's Office, Sharwan Smith Center, Room 166, (435) 586-7715.

