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**SUBJECT: GRADING**

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I. PURPOSE: To define and establish policy regarding grades.

II. POLICY:

A. GRADES

1. The following grades and numeric point values are used to compute the cumulative grade point average (GPA):

A	Excellent	4.0
A-	Excellent	3.7
B+	Above average	3.3
B	Above average	3.0
B-	Above average	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Below average	1.3
D	Below average	1.0
D-	Below average	0.7
F	Failure/poor	0.0
UW	Unofficial withdrawal	0.0

2. 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 that the student was allowed to sit in a class without earning credit or a grade. See paragraph V below.

I Incomplete: Indicates the student was unable to complete the course for a legitimate reason after having completed a substantial portion of the required work. See paragraph III below.

NC No credit: Indicates the student registered for a course on a pass/fail basis.

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.



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P Passed: Indicates a pass/fail course was passed; no points are assigned but credit is earned.

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

NR Incomplete thesis, graduate project or other comparable task: Indicates the student is in the process of completing a graduate thesis, project, or other comparable graduate task.

3. The grade point average (GPA) is calculated by dividing the total number of credits accumulated into the sum of all grade points earned. A minimum GPA of 2.00 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 are the major factors in determining performance.

III. INCOMPLETES

- A. An incomplete grade is placed on a student's record by the instructor when due to extenuating circumstances the student is unable to complete the assigned course work by the end of the semester/term. The term extenuating circumstances includes (1) incapacitating illness which prevents a student from attending classes, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedules to secure employment, (4) change in work schedule required by an employer, or (5) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester (not to exceed 12 calendar months) to finish the work necessary to complete a course. Before the end of the semester, the student may request additional time to complete a course through a contract with the instructor, with copies of the contract filed by the instructor's department and submitted to the Registrar's Office with the grade roll, in which the student agrees to complete the work within the contract time. An incomplete grade should be granted only if the student has completed 75 percent of the course as determined by the professor and is passing the class at the time the contract is issued. 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 that department) 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 within the time specified in the contract, the grade will be changed automatically to an "F." The student should not register in a course again to complete the work of an incomplete. Students shall not be allowed to



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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 signed. The only exceptions to this policy are for clerical errors (See paragraph VII A below.) .

- B. The instructor is responsible for submission of a completed grade when the student has completed the required work.

**IV. TEMPORARY GRADES (“T”, “Z” and “NR” GRADES)**

- A. A grade of “T” indicates that a student is currently in progress toward the attainment of course objectives that extend beyond a single semester. The “T” grade is used only for courses that include internships or coursework that spans two semesters as is issued only after the completion of a “T” Grade Form obtainable from the Registrar’s Office. The time limit for removal of "T" grade is determined by the instructor, but will not exceed one semester following the semester in which the grade was issued. “T” Grades not removed within the time limit will be replaced by the Registrar with a grade of “F.”
- B. A grade of “Z” is recorded when no other grade is submitted by an instructor. The time limit for removal of a "Z" grade is one year following the semester in which the grade was issued at which time the “Z” Grade will be replaced by the Registrar with a grade of “F.”
- C. A grade of “NR” is given for an incomplete graduate thesis, project, or other comparable graduate task. While completing the task the student enrolls in a 6999 course each Fall and Spring semester. (No grade is given for a 6999 course; it is intended to be a fee course that permits students access to university resources.) The student has until the end of the time period specified in Policy 6.53.III.A.6 to complete the task. When the task is complete the “NR” grade is replaced with the appropriate earned grade. If the task is not complete by the end of the period specified in Policy 6.53.III.A.6, or if the student does not enroll in a 6999 course each Fall and Spring semester until the thesis, project, or comparable graduate task is completed, the “NR” grade will be changed to an “F” grade.



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V. AUDITING

Auditing students have the right of full participation in class. Students must register to audit any class. 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.

VI. 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" added to all other attempts at that course. Courses taken at other colleges and repeated at SUU will not qualify for change of grade unless the student can provide the Registrar 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 applicable 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; the policy may be more restrictive in selected programs and courses (e.g., student teaching).
- D. In accordance with USHE policy, students who enroll in a course following a second attempt will be required to pay the out-of-state tuition rate for the course.

VII. SUBMISSION OF SEMESTER OR TERM GRADES

- A. Instructors must submit grades to the Registrar's Office not later than 4:00pm on the Wednesday following the final University testing date.
- B. "Withdrawn" grades will only be recorded on the final roll if a student has filed a "Course Withdrawal Card" properly signed by the instructor within the authorized withdrawal period.



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VIII. CHANGING OF GRADES

- A. Grades may only be changed 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.
- B. 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 sent with students. The instructor may send them by campus mail or take them to the Registrar's Office.

IX. CHANGING OF COURSES AFTER REGISTRATION (Add or Drop)

Any student may change his or her schedule of courses by completing an official form available at the Registrar's Office subject to the following limitations:

- A. No course may be added after the second week of the term. Classes added during the second week of the term require the instructor's signature. Any exception to the "add" policy requires instructor and dean's signatures.
- B. For regular Fall or Spring Semester, withdrawal from an individual course must be made prior to the end of the ninth week of the term. If the student withdraws during the first seven class days, no record of the course will appear on his/her transcript. If the withdrawal occurs between the eighth class day and ninth week, a "W" for that course will appear on the transcript. For other sessions and terms, such as summer terms, withdrawal must be made before 60 percent of the term has expired.
- C. A student should be aware that all classes he/she drops must be properly processed through the Registrar's Office. If a student stops attending a class without officially withdrawing, he/she will receive a "UW" (failure) for the course. This grade is calculated in the GPA as an "F."