

EXPLANATION UNDERGRADUATE GRADES

The college uses letter grades to indicate the status of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member responsible for the course. A grade must be submitted for every student on the course roster at the end of the semester. Instructors will inform students of their standing in each course by the end of the ninth week of the semester, or two-thirds of a Summer Session or January Term. Mid-term grades may be available on Banner for some courses.

Grades awarded by the college:

A	=	Superior
A-		
B+		
B	=	Above average
B-		
C+		
C	=	Average
C-		
D+		
D	=	Below average, but passing
E	=	Failure or unofficial withdrawal from a course
EV	=	Failure, never attended. See Note 9
S	=	Satisfactory; see Note 1
U	=	Unsatisfactory; see Note 1
P	=	Pass; see Notes 2, 8
F	=	Fail; see Notes 2, 8

The following letters are used to indicate status:

I	=	Incomplete; see Notes 4, 7, 10
N	=	Grade delayed; see Notes 5, 10
X	=	Grade not submitted; see Notes 6, 10
W	=	Withdrawn; see Note 3

Explanation of Grades

1. S, U S (satisfactory) and U (unsatisfactory) grades are reserved for student teaching or other field experiences that are not readily evaluated by the normal letter grades and basic skills courses.
2. P, F P (pass) and F (fail) grades are given for courses taken on a pass-fail basis (see description below). They may be submitted only under proper authorization.
3. W W (withdrawn) grades may be submitted only when a student has formally withdrawn from a course.
4. I I (incomplete) grades may be submitted only when the department chair or program coordinator has been properly notified.

5. N N (grade delayed) grades are given for graduate internships. Grades may be given when coursework normally carries over from one semester to another and when it is necessary to delay grading to a subsequent semester. N grades may be submitted only with the permission of the department chair or program coordinator.
6. X X (grade not submitted): If you do not assign a grade, an “X” defined as “grade not submitted” is automatically assigned. No student can graduate with an “X” on his/her academic record.
7. Incomplete Grades: An incomplete grade is a temporary grade issued for medical emergencies or life crises. Students must request an incomplete grade directly from the instructor. An incomplete grade is converted to a letter grade by the 10th week of the following spring or fall semester. If the work is not completed by that time, the instructor will submit a grade based upon the amount of work completed. If the instructor who granted the incomplete is not able to evaluate the student’s fulfillment of course requirements during the stipulated time period, the chair or program coordinator is responsible for changing the grade. Anyone not completing the course requirements within this time will automatically have a grade of E recorded.
8. Pass-Fail Option: The pass-fail option permits any matriculated student who has accrued at least 15 credit hours and a minimum cumulative GPA of 2.0 to take a course for credit without receiving a letter grade of A, B, C, D, or E. Students may enroll in one course each semester or summer on a pass-fail basis. All sessions combined make up the summer semester. A pass (P) grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. A fail (F) grade is treated as a failure although the hours are not used in computing the cumulative average.

A pass-fail credit may be applied toward a degree. Courses required for the student’s major and minor cannot be taken on a pass-fail basis. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

Any course, except English composition 100-level courses and those required for completion of a major or a minor, may be taken on a pass-fail basis. Students must declare their intention to do so by the end of the 10th week of classes in any semester or after two-thirds of a Summer Session or January Term. After receiving the approval signature of the student’s adviser, a declaration of intent must be filed with the Registrar’s Office, Moot Hall, by the published deadline. An instructor may choose to substitute a letter grade for the pass if written consent from the student is received and the form is submitted prior to the end of the semester. Once an application for pass-fail has been submitted, the pass-fail option for that semester has been exhausted. Subsequent filing of a substitution form to receive a letter grade does not allow submission of another pass-fail application for that semester.

Students may not use pass-fail to repeat a course for which a grade of C- or below was earned.

Note: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

9. EV Grade: The “EV” grade is now a permanent grade that will show on student academic records. The “EV” grade is defined as failure, never attended. You should **not** assign a “Last Date of Attendance” in Banner when an EV” grade is assigned to a student. EV grades will be reported to each dean’s office as well as the Financial Aid Office, to support both academic advisement and compliance with federal regulations.
10. **Grades of I, N, or X should be avoided where possible.** Impacts of these grades are highlighted by topic in alphabetical order below:

Academic Dismissal: Dean’s offices may have insufficient information to make a decision on academic dismissal without benefit of all final grades being included. Creates difficulties for Dean’s offices and undue stress for students.

Academic Warning, Academic Probation: Academic Warning and Academic Probation cannot be accurately determined with I, N, or X grades. Creates difficulties for Dean’s offices and undue stress for students.

Advising: Advising is hampered with incomplete information.

Dean’s Honor List: *Students are ineligible for the Dean’s Honor List if they have an incomplete grade or grades of I, N, X, or U in a course for that semester.* (Undergraduate catalog policy)

Degree Works: Student’s audit sheets cannot place courses with I, N, or X grades.

Financial Aid: Under Federal SAP Policy, I, N, and X grades are not successful completions. These grades may result in the student being placed on Financial Aid Warning or have his/her Federal financial aid eligibility terminated. Under State SAP Policy, I, N, and X grades prevent the calculation of GPA-based and credit-hours-completed eligibility. These grades may result in the student having his/her State aid eligibility terminated.

GPA: Both semester and cumulative GPA’s cannot be accurately calculated with I, N, or X grades.

Graduation: *No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.* (Undergraduate catalog policy)

Registration: I, N, or X grades make it impossible for both the illegal repeat and prerequisite checking features in Banner registration to function properly, where these courses are involved.

Scholarships: Award of scholarships may be delayed.

Students: X grades especially frustrate students as they may not know where they stand academically or how to resolve an X.

Transcripts: Transcripts with I, X or N grades can cause difficulties for students where their grades are used for teacher incremental pay increases, or justification for continuation of business related or privately supported scholarships.

Change of Grade Policy

Grades submitted at the end of the semester are considered final. In case of an error or other extenuating circumstance resulting in an incorrect grade, a request for a grade change must be submitted by the instructor, with full written justification, to the appropriate associate dean.

Once a student has completed a bachelor's degree, a final average for that degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State.