

## EXPLANATION OF GRADUATE GRADES

The college uses letter grades (including plus/minus) to indicate the scholarly achievement of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member in charge of the course. A grade must be submitted for each student on the course roster at the end of the semester.

### Grading System

A	= Superior
A-	= Above Average
B+	= Above Average
B	= Average (required minimum cumulative GPA)
B-	= Below required average, but may be used to meet degree requirements
C+	= Below required average, but may be used to meet degree requirements
C	= Below required average, but may be used to meet degree requirements
C-	= Below required average; may not be used to meet degree requirements
D+	= Below average; may not be used to meet degree requirements
D	= Below average; may not be used to meet degree requirements
E	= Failure or unofficial withdrawal
EV	= Failure, never attended. <b>See Note 7</b>
S	= Satisfactory; <b>see Note 1</b>
SD	= Satisfactory with Distinction; <b>see Note 2</b>
U	= Unsatisfactory; <b>see Note 1</b>
P	= Pass; may not be given for graduate coursework
F	= Fail; may not be given for graduate coursework

The following letters are used to indicate status:

I	= Incomplete; <b>see Notes 3, 8</b>
IP	= In Progress; <b>see Note 4</b>
N	= Grade delayed; <b>see Notes 5, 8</b>
NR	= Grade not required
X	= Grade not submitted; <b>see Notes 6, 8</b>
W	= Withdrawn

### Explanation of Grades

1. S (Satisfactory), and U (Unsatisfactory) grades are reserved for graduate theses, student teaching or other field experience that is not suitably evaluated using standard letter grades.
2. SD (Satisfactory with Distinction) is reserved for graduate theses. S, SD and U grades may be given only for courses so designated.
3. I (Incomplete) Grades: An instructor may submit a grade of I (Incomplete) only when circumstances leading to a student's failure to complete course requirements are known to be beyond the student's control (e.g., serious illness or unavailability of material) and only when the department chair or program coordinator has been properly notified. The student must complete course requirements and the instructor must submit a grade change by the 10th week of the following spring or fall semester or the grade automatically

converts to an E (Failure). In the event that the instructor who granted the I grade is unable to evaluate whether the student has fulfilled the course requirements during the stipulated time period, the chair or program coordinator takes responsibility for evaluating the student's work and changing the grade.

4. IP (In Progress): A grade of IP is reserved for graduate students who have not completed their thesis or project requirements. When work is completed, the instructor submits a grade change, replacing the IP with a final grade. A grade of N (Grade Delayed) may not be submitted for a thesis or project.
5. N (Grade Delayed) may be submitted in the case of research work, or internship that carries forward from one semester to another (e.g., a two-semester project). This letter indicates that the student has devoted an adequate amount of time to the work scheduled, but gives no indication as to the quality of work. When the work is completed, the instructor submits a grade change, replacing the N with a final grade. A grade of N (Grade Delayed) may not be submitted for a thesis or project.
6. 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.

W (Withdrawn) may be submitted only when a student has officially withdrawn from a course.

7. 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.
8. **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 Probation:** 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.

**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:** *All graduate and undergraduate courses with a grade status of I, N, or X must be completed and appropriate grades submitted.* (Graduate 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 the case of a clerical error or other extenuating circumstance resulting in an incorrect grade, the instructor must submit a written justification to the appropriate associate dean requesting a grade change. The appropriate associate dean must approve all grade changes and forward the grade change form to the Registrar's Office, Moot Hall 210.