

6.0 Grades and Grading

6.1 Grades and Symbols

Grades are reported as follows:

- A - Excellent
- B - Good
- C - Satisfactory
- D - Low-level passing, below the average required for graduation
- E - Failure to meet course objectives
- I - Incomplete work
- L - Stopped attending without officially dropping the course
(Calculates as E)
- P - Passed (for pass-fail course)
- F - Failure (for pass-fail course)
- W - Withdrew Passing
- R - Deferred - graduate thesis work still in progress
- ACC - Acceptable - successful completion of graduate thesis work

Symbols used on mid-semester progress reports are:

- S - Satisfactory
- M - Marginal
- U - Unsatisfactory
- I - Incomplete

Mid-semester reports are not part of a student's permanent record.

6.2 Grades Defined

The A Grade--The A grade indicates top quality work. It is definite encouragement to the advanced student that he or she is potentially a very good prospect for graduate work insofar as ability to master material, but not necessarily to pursue research, is concerned. A is given to students who excel in many ways in meeting the course objectives.

The B Grade--The B grade indicates that the student has excelled in meeting the course objectives in some way, such as exhibiting superior insight into and mastery of the material or taking the initiative in going beyond what the instructor suggests for satisfactory work. A student should find it necessary to achieve a B rather than merely to receive it as

an average student. B is a grade for students who stand out above those in the C group. B means that the student's work is particularly commendable and praiseworthy.

The C Grade--The C grade is a respectable grade for any undergraduate² student in any course. It implies that the student has been successful in meeting the course objectives. It implies approval by the University of the student's progress toward graduation. It represents a satisfactory level of work for both non-major and major students.

The D Grade--The D grade represents low-level passing work for any undergraduate student. It should warn the student that he or she will be unlikely to achieve success in the next course of a sequence unless greater effort is forthcoming. D indicates that the course objectives have been poorly met as a result of lack of work or insufficient ability. The D grade warns the student that unsatisfactory progress is being made toward a college degree. The D grade is a failing grade for graduate students.

The E Grade--The E grade is a failing grade.

The F Grade--The F grade indicates failure in a course taken on a Pass/Fail basis.

The I Grade--The I grade (incomplete) indicates that the decision on a final course grade has been postponed because work ordinarily expected to be completed by the end of the semester has not been finished. When used, this grade is accompanied by an estimate of what the final grade is likely to be, for example I (probable C).

In case the student could not receive a grade higher than E or F, regardless of quality of his/her make-up work, the grade of E or F should be used rather than I.

A grade of incomplete must be made up within one calendar year from the end of the semester in which the student was registered for the work. At that time an incomplete grade will automatically change to an E. Several weeks before the end of the second semester after the I grade was given, the course instructor and the student will be notified by the Registrar of outstanding incomplete grades. For those courses taken during the senior year, however, a student may graduate with (an) incomplete(s) on the record as long as all college and department requirements have been met and as long as grades on (an) incomplete course(s), if counted as failing, would not reduce the GPA below the established minimum for graduation. Any incomplete grade(s) allowed to remain on the record at the time of graduation may not subsequently be changed on the original record. If the incomplete work is made up within a one-year period, the grade(s) will be noted beneath the

² The C grade is not normally an acceptable grade for graduate students, who are expected to maintain at least a 3.0 average. Students who receive a grade of C should seek guidance from their graduate advisor.

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completed transcript and will not affect the grade point average which was documented at the time of graduation (Council of Colleges 10/27/80).

Students desiring to remove an incomplete should make arrangements for completion with the instructor who awarded the 'I'. Students should not re-register for the course in a subsequent semester.

6.3 Pass/Fail Grades

The faculty recognize that the purpose of a limited system of pass/fail grading is to encourage undergraduate baccalaureate students to enroll in courses outside their major and closely related area of concentration with a minimum of threat to their grade-point averages. This will permit students to develop broader, more varied intellectual interests.

The University faculty, through its representative bodies, adopted minimum standards for pass-fail grading for the guidance of individual college faculties.

1. Students who wish to enroll in a course on a pass-fail basis must be enrolled for at least twelve credit hours, including the pass-fail course, have sophomore standing or higher, and have a grade-point average of at least 2.0.
2. A student may not take more than one course a semester on a pass-fail basis.
3. A course taken on a pass-fail basis may not be used to fulfill requirements set by the student's academic unit (other than total hours required for graduation).
4. 'Pass' grades will not be used in computing grade-point averages, but will be counted toward degree credit. A failing grade, although recorded as an 'E', will not be figured in the student's accumulative grade-point average.
5. A student must indicate when registering for the course that he or she is taking it on a pass-fail basis. A student cannot convert from the pass-fail basis to the regular enrollment or vice versa after the second week of classes.

6. Regulations concerning the total number of pass-fail credits allowed toward a degree and the number of pass-fail courses permitted per semester are determined by the faculties of the individual colleges.

6.4 Grades in Major Field of Study

Although it is natural for students to do better work in subjects in which they are more interested, majoring in a subject does not automatically increase a student's ability or working capacity. The grade B should not be interpreted as a standard or average grade for students in the major field.

6.5 Changes in Grades

The change of an Incomplete to a grade of A, B, C, D or E should be made on a Removal of Incomplete Grade Card and forwarded to the Registrar's Office.

An instructor who wishes to change a grade (excluding I) already reported should complete and sign a Change of Grade Form and forward it to the Dean's Office for approval. There is a six-month time limit on changing grades. A change in grade should be a rarity, made only when legitimate mistakes, such as clerical computations, cause the initial grade to be incorrect.

6.6 Final Grade Reports

Final grade reports are required to be in the Registrar's Office within one week from the time the final examination is administered. The prompt reporting of grades is necessary in order that full information on delinquent students may be made available to the Committee on Academic Standing for the actions it must take at the end of each semester.

A final grade in a course may be reported to a student if the instructor so desires. When individual grades are given out, great care should be taken that the grade reported is correct. The final grade reported to the Registrar's Office is the official grade for the course, unless the instructor notifies the Registrar of a change in grade.

6.7 Mid-Semester Progress Reports

At the middle of the semester, at a time designated by the Registrar, mid-semester progress reports on all freshmen are required. These reports are mailed to the student, advisor, and dean. These reports are not grades of record (they do not become a part of the permanent academic record). The symbols used are:

- S - Satisfactory
- M - Marginal
- U - Unsatisfactory

The question arises frequently of what to report when there have been no examinations or other indices of progress at the time the reports are due. The general assumption is, providing attendance has been acceptable, that the student is making satisfactory progress. Because advisors and deans are guided by those reports in counseling students, instructors should make them as complete and accurate as possible.

6.8 Special Reports on Students

Students in danger of academic failure should be reported by the instructor in the course to the student's academic dean. Department chairpersons will explain the procedure for reporting adopted by the particular college. Depending upon their own judgment and assessment of the circumstances, faculty members may refer or report students to the Dean of Students, the Student Health Center, the Counseling Center, Police and Safety, the academic advisor, or the student's academic dean. Instructors uncertain where to refer or report may ask the Dean of Students' Office for advice. No special form is required. The referral or report may be written or verbal.

6.9 Dean's List

A Dean's List is prepared at the end of each semester, comprising the names of undergraduate students registered for 12 or more hours, exclusive of pass/fail courses, whose semester average rank is 3.0 or higher (except in the College of Life Sciences and Agriculture where it is 3.2 and the College of Arts and Sciences where it is 3.3). Students who have incomplete work are not included on the Dean's List.