Presented for approval to the Faculty Senate on June 8, 2006

AR 17. Grades
(strike-through sections indicate proposed deletions; highlighted sections indicate proposed additions)

The grading system consists of twelve basic grades, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade of A denotes exceptional accomplishment; B, superior; C, average; D, inferior; F, failure. Other marks are I, incomplete; W, withdrawal; R, thesis in progress; P, pass; N, no-credit; S, satisfactory; U, unsatisfactory; AUD, audited course; WAU, withdrawal from audited course.

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of I (incomplete) may be made and additional time granted. The I is only granted at the discretion of the instructor. The instructor documents the deficiency and the deadline for completing the missing work. A record of the deficiency shall be kept on file in the unit or department office. The additional time awarded shall in no case exceed one calendar year. To remove the I grade, the student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. If the student fails to complete the work within the allotted time, the instructor has the option of either submitting a substitute grade or allowing a permanent grade of I to remain on the student’s record. The I grade will have no effect on the student’s grade point average. The Registrar’s Office will automatically change the I grade to an F (failure), an N (no-credit), or a U (unsatisfactory), as appropriate, on the student’s record. The resulting grade could have an effect on the student’s grade point average. Under no circumstances shall a student who earns an A-F grade or an N or U grade have their grade changed retroactively to an I grade.

An instructor may move to correct a grade by filing a Change of Grade Card in the Registrar’s Office. The Office of the Registrar will routinely review grade changes.