

# Grading

## Grading System

Student work is evaluated according to the following system: A for excellent, B for good, C for satisfactory, D for passing, F for failing, I for incomplete work (see below), W for withdrawn, WF for withdrawn failing, and P for passing in a pass/fail course. Grades are recorded in the registrar's office, and, with the exception of I, may not be changed except in cases of clerical error. Such extensions can be granted only by that office. Such changes — i.e., those based on a clerical error should be made no later than the semester following the one in which the original grade was given.

The grade I (incomplete) is given only when a professor deems that a student has failed to complete the work of a course for legitimate and unavoidable reasons. The incomplete must be replaced with a grade within one week after final examinations. An extension exceeding one week requires that a student supply very clear evidence of extenuating circumstances to the associate dean of the college.

Averages are computed in grade points. Each graded semester hour of academic credit carries with it a corresponding number of grade points as follows:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Class standing and eligibility for graduation are determined by the number of semester hours and cumulative grade point average a student has earned.

## Grade Appeal

A student who believes that he or she has been assigned a course grade which is unfair or inappropriate, and who has been unable to resolve the matter with the faculty member directly, may appeal to the College Standards Committee. Appeals should be initiated no later than the semester following the one in which the grade in question was given. Such appeals are made by letter to the committee via the associate dean of the college and are taken up as regular agenda items at the next scheduled meeting. The associate dean informs the faculty member involved of the appeal and invites this faculty member to respond to the student's claim.

The concept of academic freedom as practiced at the college prohibits the committee or any administrative officer from forcing a faculty member to change a grade. Therefore, an appeal serves more as a form of peer review than an appeal per se. The committee may suggest a solution to the dispute, may request that both the faculty member and the student justify their positions, and may recommend legislation to the faculty that might prevent conflicts from occurring in the future.

All faculty members should be aware that they may be asked to justify their personal grading procedures and should keep adequate records of class performance. In addition, faculty should not request grade changes later than the semester following the one in which the grade in question was given.

## Pass/Fail Courses

A degree-seeking student may elect to have up to 8 semester hours (the equivalent of 2 full courses) graded on a pass/fail basis, with no more than 4 semester hours so graded in any given term. Courses utilizing only pass/fail grading and courses transferred from other institutions do not count toward the 8-semester-hour maximum.

Courses graded on a pass/fail basis may not be used in fulfillment of requirements for a major, minor, or certificate of curricular study but may be used to satisfy general education and elective degree requirements.

Students may designate a pass/fail grading option through the last day to withdraw from a class with a grade of W in the last term of enrollment prior to graduation, whether the course is one still in progress or one in which a grade has already been recorded. Such designation is made through the University Registrar's Office.

Once a student has officially designated the pass/fail grading option for a course, the designation may not be reversed.