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GRADING AND STATUS POLICY

PURPOSE

The purpose of this policy is to provide a standard protocol for student grades and academic status in courses.

Undergraduate and Graduate Students

Determination of Grades

- 1. At the completion of the work for a course, a letter grade will be determined by the instructor.
- 2. The method(s) of evaluation shall be described in the course syllabus.

Official Transcripts

- 1. An official transcript lists all coursework registered for, corresponding grades or status, and grade point average.
- 2. Prior to Fall 1979, no letter grades were assigned:
 - a. Credit hours were earned based on demonstrated achievement of specified competencies;
 - b. Only courses in which credit was earned appear on the transcript.

Letter Grades

The following letter grades shall be used:

A = Superior performance

B = Above average performance

C = Average performance

D = Marginal performance

F = Failure

P = Pass

NC = No credit earned in a course taken under the pass/no

credit grading option.

Student Status in Courses

The following codes may be used to identify the status of the student in a course:

W = Student initiated withdrawal

X = Administrative withdrawal

I = Incomplete

E = Extended incomplete

M = Grade missing at time of processing

R = Repeated course

CO = Continued Registration

- V = A student may register to audit a course during the add/drop period upon paying the required fee.
 - The registration will not appear on the transcript.
 - Registration requires instructor approval.
 - All attendance and work are determined by the instructor.
 - No credit can be earned for courses taken or completed under this status.

Incomplete Status

- 1. Granting an "I" or "E" grade shall be within the following limits:
 - a. <u>Incomplete</u>: An instructor may grant an incomplete to a student if, in the judgment of the instructor, the reasons for the non-completion of the coursework are acceptable.
 - The time allowed for completing unfinished coursework will be determined by the instructor but will not exceed two weeks before the end of the subsequent term.
 - b. **Extension of Incomplete**: A student may petition the college in writing for an extension of time beyond the time allotted by the instructor for the completion of unfinished work.
 - An extension on the basis of extenuating circumstances beyond the student's control and/or for valid academic reasons may be contracted with the instructor subject to the dean's approval.
 - The extensions shall not exceed two weeks before the end of the subsequent term.
- 2. To graduate, all grades of incomplete (I or E) must be removed by the date posted by the Registrar.
- 3. After the deadline for submitting work has passed, an incomplete (I) or an extended incomplete (E) will become an "F" for graded courses and an "NC" (no credit) for pass/no credit courses.

Continued Registration Status

CO designations are granted for specific courses that are program-designated capstones, practica, internships, or fieldwork, as well as for other types of projects as deemed appropriate by the program. CO indicates student is in good standing and makes him or her eligible for registration in the subsequent term.

- 1. In the subsequent term(s), the original CO course will be continued under a separate numbered directed scholarship course in which the assignment expectations for the term are agreed upon by the student and the instructor.
- 2. The course may be repeatable according to program policy.
- 3. At the end of the term for the separate directed scholarship course, a grade of "Pass" will be submitted if the agreed upon assignment is completed or if the student is given permission to register again in the directed scholarship course.
- 4. If by the end of the term all requirements have been completed for the original course to which CO designation was given, the faculty member will assign a letter grade to the original course and assign a "Pass" for the directed scholarship course under which the original course was continued.
- 5. If the requirements related to CO designation are not satisfied at the end of the term and the student is not given permission to register again in the directed scholarship course, the faculty member will assign a letter grade to the original course for which the CO designation was given and assign a "No Credit" grade for the directed scholarship course under which the original course was continued.

Change of Grades Recorded by Registrar

- 1. Once a grade has been recorded in the Registrar's student data base, additional work cannot be submitted to raise the grade.
- 2. Once a grade has been recorded by the Registrar, corrections may be made only as a result of either:
 - a. a formal grievance proceeding completed within the timelines set forth in the university grievance procedures; or
 - b. a grade correction petition approved by the faculty member, division/department chairperson, and dean and filed with the Registrar on or before the end of the term subsequent to the term in which the grade was initially given.

Repeating a GSU Course

- 1. A student may repeat a GSU course by reregistering for it during a term subsequent to the initial registration for the course.
- 2. Upon completion of a repeated GSU course and upon filing a request with the Registrar, the transcript will reflect the *most recent* grade for the course.
- 3. The most recent grade will be included in the grade point average computation.
- 4. Grades for prior attempts will be replaced by an "R" on the student's transcript.

Academic Standing

Academic Standing shall be determined *three* times a year, after the deadlines for submission of grades for each term.

- 1. The grade point average will be computed on the basis of A=4, B=3, C=2, D=1, and F=0.
- 2. These are the only grades that will be used to compute the grade point average.
- 3. <u>Undergraduate:</u> An undergraduate student must maintain a "C" (2.0) average to be in good standing.
- 4. **Graduate:** A graduate student must maintain a "B" (3.0) average to be in good standing.

Pass/No Credit Grade

- 1. Degree programs may request to use the pass/no credit grading option for all students for a specific course.
 - a. The request must be approved by the Division/Department Chair and the Dean.
 - b. These courses will not be included in the grade point average computation.
- 2. <u>Undergraduate</u>: An undergraduate degree-seeking student may choose to take a graded course on a pass/no credit basis *only* if the course is an elective in the student's degree program.

The maximum number of elective hours which may be taken on the pass/no credit basis is twelve (12).

- 3. **Graduate:** A graduate student may not elect the pass/no credit grading option for regularly graded courses which are used to fulfill any degree requirements
- 4. Any student wishing to change his/her grading option for (a) course(s) must do so by the end of the add/drop period for the term in which the course(s) is (are) offered.