



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.13
Date Approved: 03/28/95
Date Amended: 01/13/12
Reviewed w/no Changes:
Office of Responsibility: Prov
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SUBJECT: GRADING

I. PURPOSE: To define and establish policy regarding grades.

II. POLICY:

A. GRADES

1. The following grades and numeric point values are used to compute the cumulative grade point average (GPA):

A	Excellent	4.0
A-	Excellent	3.7
B+	Above average	3.3
B	Above average	3.0
B-	Above average	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Below average	1.3
D	Below average	1.0
D-	Below average	0.7
F	Failure/poor	0.0
UW	Unofficial withdrawal	0.0

2. Courses with the following notations in the grade column are not used in computing the GPA, the graduation hours, or the total hours completed:

AU Audit: Indicates that the student was allowed to sit in a class without earning credit or a grade. See paragraph V below.

I Incomplete: Indicates the student was unable to complete the course for a legitimate reason after having completed a substantial portion of the required work. See paragraph III below.

NC No credit: Indicates the student registered for a course on a pass/fail basis.

T Temporary: Indicates the course is being continued in the subsequent semester and a grade and credits will be calculated when the course is complete and a letter grade has been issued. The "T" grade is approved for specific courses only.



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P Passed: Indicates a pass/fail course was passed; no points are assigned but credit is earned.

W Withdrawal: Indicates the student withdrew from the course after the seventh class day and prior to the tenth week of instruction.

NR Incomplete thesis, graduate project or other comparable task: Indicates the student is in the process of completing a graduate thesis, project, or other comparable graduate task.

3. The grade point average (GPA) is calculated by dividing the total number of credits accumulated into the sum of all grade points earned. A minimum GPA of 2.00 is required for graduation but some departments maintain even higher GPA requirements. Grades of "P" or "F" may be given in certain courses where attendance or class activity are the major factors in determining performance.

III. INCOMPLETES

- A. An incomplete grade is placed on a student's record by the instructor when due to extenuating circumstances the student is unable to complete the assigned course work by the end of the semester/term. The term extenuating circumstances includes (1) incapacitating illness which prevents a student from attending classes, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedules to secure employment, (4) change in work scheekaTc 5 10hangeic 15.105 0 TdpTw (3 (ity a)4.9 (r)-0.9



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changed automatically to an "F." The student should not register in a course again to complete the work of an incomplete. Students shall not be allowed to submit assignments or other work for grade changes outside of the term in which they are taking a class, unless an incomplete contract has been signed. The only exceptions to this policy are for clerical errors (See paragraph VII A below.) .

- B. The instructor is responsible for submission of a completed grade when the student has completed the required work.

IV. TEMPORARY GRADES ("T", "Z" and "NR" GRADES)

- A. A grade of "T" indicates that a student is currently in progress toward the attainment of course objectives that extend beyond a single semester. The "T" grade is used only for courses that include internships or coursework that spans two semesters as is issued only after the completion of a "T" Grade Form obtainable from the Registrar's Office. The time limit for removal of "T" grade is determined by the instructor, but will not exceed one semester following the semester in which the grade was issued. "T" Grades not removed within the time limit will be replaced by the Registrar with a grade of "F."
- B. A grade of "Z" is recorded when no other grade is submitted by an instructor. The time limit for removal of a "Z" grade is one year following the semester in which the grade was issued at which time the "Z" Grade will be replaced by the Registrar with a grade of "F."
- C. A grade of "NR" is given for an incomplete graduate thesis, project, or other comparable graduate task. While completing the task the student enrolls in a 6999 course each Fall and Spring semester. (No grade is given for a 6999 course; it is intended to be a fee course that permits students access to university resources.) The student has until the end of the time period specified in Policy 6.53.III.A.6 to complete the task. When the task is complete the "NR" grade is replaced with the appropriate earned grade. If the task is not complete by the end of the period specified in Policy 6.53.III.A.6, or if the student does not enroll in a 6999 course each Fall and Spring semester until the thesis, project, or comparable graduate task is completed, the "NR" grade will be changed to an "F" grade.



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- B. "Withdrawn" grades will only be recorded on the final roll if a student has filed a "Course Withdrawal Card" properly signed by the instructor within the authorized withdrawal period.

VIII. CHANGING OF GRADES

- A. Grades may only be changed for legitimate reasons by the instructor who submitted the original grade. A grade appeal process is also available through SUU policy 6.19, Grade Appeal. The time limit on changing grades is two years after the posting of the incorrect grade.
- B. The Registrar's Office will process a change of grade upon receipt of a "Change of Grade Card" from the instructor. The cards are obtained from the Registrar's Office. These cards must not be sent with students. The instructor may send them by campus mail or take them to the Registrar's Office.

IX. CHANGING OF COURSES AFTER REGISTRATION (Add or Drop)

Any student may change his or her schedule of courses by completing an official form available at the Registrar's Office subject to the following limitations:

- A. No course may be added after the second week of the term. Classes added during the second week of the term require the instructor's signature. Any exception to the "add" policy requires instructor and dean's signatures.
- B. For regular Fall or Spring Semester, withdrawal from an individual course must be made prior to the end of the ninth week of the term. If the student withdraws during the first seven class days, no record of the course will appear on his/her transcript. If the withdrawal occurs between the eighth class day and ninth week, a "W" for that course will appear on the transcript. For other sessions and terms, such as summer terms, withdrawal must be made before 60 percent of the term has expired.
- C. A student should be aware that all classes he/she drops must be properly processed through the Registrar's Office. If a student stops attending a class without officially withdrawing, he/she will receive a "UW" (failure) for the course. This grade is calculated in the GPA as an "F."