Policy: 05-38-00

Grades and Grading

OFFICE OF RECORD: Office of Graduate Studies and Research
ISSUED BY: Dean of Graduate Studies and Research
APPROVED BY: 05-38-00
EFFECTIVE DATE: 12/27/07

Policy

Graduate grades will be assigned to the Graduate Academic Level and to all courses and sections with course numbers of 500 or greater. See BOR Policy 2:10 Grades and Use of Grade Point Average for complete description of grades used and calculation of grade point averages.

Procedures

Incomplete Grade

An incomplete "I" grade may only be awarded under specific conditions as outlined in BOR Policy 2:10 Grades and Use of Grade Point Average. For each incomplete given, the instructor must indicate in writing to the student, the respective graduate programs coordinator, and the Office of Graduate Studies and Research how and by when the incomplete is to be removed. The instructor must also attach a copy of this correspondence to the final grade report. Any students with unresolved "I" grades for courses in their Plans of Study and in which the courses are required for their degree will not be certified for graduation.

Normal Progression

An instructor may assign a Normal Progress grade (NP) to a graduate student if the program committee has determined this is an appropriate grade for the particular course, and the instructor determines that the student is making normal progress in the course. The NP grade is normally used when completion of the course extends beyond the current term (e.g., project or thesis courses). A change from an "NP" to a letter grade requires only the signature of the instructor. See BOR Policy 2:10 Grades and Use of Grade Point Average for additional discussion of (NP) grade.
Change of grade

Changes from one letter grade to another must be initiated by the instructor on a Change of Grade Form and signed by the instructor and the dean of the college offering the course. A reason for the change must be provided. The Vice President for Academic Affairs must approve such changes. A change from an "I" to a letter grade requires only the signature of the instructor.

Repeating a Course/Grade Replacement and Grade Deletion

The grades of all courses in the Plan of Study will count in calculating the Plan of Study GPA. Students who are readmitted to the program after academic suspension must repeat any course with an "D" or "F" grade. The grade on the repeated course will replace the original grade and will be used in calculating GPA. Students may not repeat a course more than once. Grade deletion (deleting all grades for a semester) is not permitted for graduate degree programs.