

TO: Academic Council
 Department Heads
 All Faculty
 Registrar and Records Staff

FROM: Carol J. Peterson
 Provost and Vice President for Academic Affairs

DATE: August 8, 2007

SUBJECT: Update on Grading Questions

Each year we get questions about the purpose of certain grades and the grading process. I have prepared this memo as a summary to address some of those questions. It has been updated to reflect recent policy changes.

1. What is the Basic Grading format at this time at SDSU?

This is found on page 19 of the 2007-2008 Undergraduate Bulletin.

Types of Grades

Undergraduate Grades will be assigned to the undergraduate academic level and to all courses and sections with course numbers ranging from 001 to 499. Plus and minus grades are not used.

Graduate Grades will be assigned to the Graduate Academic Level and to all courses and sections with course numbers of 500 or greater. Plus and minus grades are not used.

A	Exceptional	4.00 grade points per semester hr
B	Above Average	3.00 grade points per semester hr
C	Average	2.00 grade points per semester hr
D	Lowest Passing Grade	1.00 grade points per semester hr
F	Failure	0.00 grade points per semester hr
S	Satisfactory	Does not calculate into any GPA
U	Unsatisfactory	Does not calculate into any GPA
RI	Incomplete (Remedial)	Does not calculate into any GPA
RS	Satisfactory (Remedial)	Does not calculate into any GPA
RU	Unsatisfactory (Remedial)	Does not calculate into any GPA
W	Withdrawal	Does not calculate into any GPA, no credit granted
AU	Audit	Does not calculate into any GPA
I	Incomplete	Does not calculate into any GPA
IP	In Progress	Does not calculate into any GPA
EX	Credit by Exam	Does not calculate into any GPA
CR	Credit	Does not calculate into any GPA
TR	Note for NSE/MEDT	Does not calculate into any GPA, no credit granted
LR	Lab grade linked to Recitation Grade	0 credit course
NG	No Grade	0 credit tracking course
NR	Grade not Reported by Instructor	Does not calculate into any GPA
Grade*	Academic Amnesty	Does not calculate in any GPA, no credit given

A	Exceptional	4.00 grade points per semester hour
B	Good	3.00 grade points per semester hr
C	Average	2.00 grade points per semester hr
D	Unsatisfactory	1.00 grade points per semester hr
F	Failure	0.00 grade points per semester hr
S	Satisfactory	Does not calculate into any GPA
U	Unsatisfactory	Does not calculate into any GPA
W	Withdrawal	Does not calculate into any GPA, no credit granted
AU	Audit	Does not calculate into any GPA
I	Incomplete	Does not calculate into any GPA
IP	In Progress	Does not calculate into any GPA
NG	No Grade	0 credit tracking course or project, thesis, or dissertation sustaining
NP	Normal Progress	Does not calculate into any GPA
NR	Grade not Reported by Instructor	Does not calculate into any GPA
EX	Credit by Exam	Does not calculate into any GPA
CR	Credit	Does not calculate into any GPA
TR	Note for NSE/MEDT	Does not calculate into any GPA, no credit granted
LR	Lab grade linked to Recitation Grade	0 credit course

2. When are Satisfactory/Unsatisfactory (S/U) grades used? (Previously P/F)

The primary objective of the Satisfactory/Unsatisfactory System is to encourage students to attempt courses in areas they would normally avoid because of lack of background.

- a. A student may enroll in up to 20 credits of S/U courses.

- b. These credits must be outside the major and may not serve to satisfy university, college or departmental specific course requirements. (Exceptions to this may be approved by academic petition.)
- c. The grade (S or U) will be recorded on the permanent record. A grade of S or U will not count in the computation of the semester or the cumulative grade point averages.
- d. Other details about S/U (formerly Pass/Fail) grading are found on page 20 of the *2007-2008 Undergraduate Bulletin*.

3. When is the “I” grade used?

An Incomplete (I) grade may be granted at the undergraduate level only when all of the following conditions apply:

- a. A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- b. The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- c. The student does not have to repeat the course to meet the requirements.
- d. The instructor must agree to grant an incomplete grade.
- e. The instructor and student must agree on a plan to complete the coursework.
- f. The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.
- g. If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS, RU, or U.
- h. If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial Unsatisfactory) if the student had requested S/U within the time specified in BOR policy 2:6.9.

An Incomplete (I) grade may be granted at the graduate level only when all of the following conditions apply:

- a. A student has encountered extenuating circumstances that do not permit him/her to complete the course.
- b. The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
- c. The student does not have to repeat the course to meet the requirements.
- d. The instructor must agree to grant an incomplete grade.
- e. The instructor and student must agree on a plan to complete the coursework.
- f. The coursework must be completed within one calendar year; extensions may be granted by the Graduate Dean.
- g. If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, or U.
- h. If the student does not complete the course within the specified time, the Incomplete grade remains on the transcript.

4. When is it NOT APPROPRIATE to use the “I” grade?

- a. An Incomplete grade should not be given as a way to avoid giving a grade of “F,” if an “F” grade has been earned.
- b. When a student has officially registered and paid for a course but never attended class and not completed course requirements. If the student never withdrew, an “F” grade is received.
- c. When a student needs to attend the class again in a subsequent semester to complete the course. The student should withdraw from a course and properly register for the course a later semester.

5. When is the “IP” designation used? When is the “NP” designation used?

An In Progress (IP) grade may be granted only when all of the following conditions apply:

- a. The requirements for the course (for every student enrolled in the course) extend beyond the current term.
- b. The extension beyond the current term must be defined before the class begins.
- c. The instructor must request permission to award IP grades for a course from his/her Department Head and Dean, and then approval must be obtained from the Vice President for Academic Affairs.
- d. A definite date for completion of the course must be established in the course syllabus.

A “normal progress” grade may be granted by an instructor when the instructor determines that a graduate student is making normal progress in a graduate Thesis/Dissertation course. If a graduate student does not enroll for a period of one calendar year, the NP grade may change to I (Incomplete) upon approval by the Graduate Dean. The NP Grade calculates into attempted credits but does not calculate into completed credits or grade point averages.

6. When is the “NR” designation used?

This is used by the Registrar to note that a grade has not been reported by the instructor on the grade roster. The “NR” grade must be replaced by a grade submitted by the instructor. An “NR” grade will not enter into the semester or cumulative grade point averages.

7. What is the purpose of the “NG” designation?

The grade of NG (No Grade) will be used only with those course sections that are designated as Tracking/Program Sustaining (Q) and those that are assigned the code for Master’s Research Problems/Projects Sustaining, Thesis Sustaining, or Dissertation Sustaining (U).

8. How can a student raise a grade?

The student can repeat a course to raise a grade. All courses taken appear on the student’s academic record, but when a course is repeated, only the most recent grade is calculated into the cumulative GPA.

9. Can a transcribed grade be altered after the close of a semester?

Any grade reported to the Registrar may be changed by recommendation of the instructor and college dean and approval by the Vice President for Academic Affairs, if there was an error or sufficient data or rationale to do so.

10. Can grades be altered after graduation?

When the student has graduated and the degree has been recorded, the transcript record is considered officially closed, and an instructor can no longer change a grade, including the “I” and “IP” grades. An exception could be made if an appeal decision is pending.

11. How is a grade appealed?

There is an appeal process detailed in the Student Policy Manual, Section 02:02. It includes informal and formal phases. The process begins with the faculty members and may go as far as the Senate Academic Appeals Committee at the undergraduate level or the Vice President for Academic Affairs for the graduate level.

12. How did the new STUDENT project affect grading?

All grading schemes and practices are now common in the system. This question and answer document is consistent with grading policy under the STUDENT Project.