

Grading System Policy and Procedure

Intent:

The grading system should promote the importance of care and fairness in evaluation of student work. The policy and procedure for the grading system must support current academic policy.

Policy:

1. Standing in courses is indicated by letter grades as follows:
 - a. **A and A-** indicates distinctly superior work;
 - b. **B+, B and B-** indicates meritorious work;
 - c. **C+, C and C-** indicates average work;
 - d. **D** indicates unsatisfactory work, but passing;
 - e. **F** indicates failure.
 - f. **I** indicates incomplete work. A student must petition the Academic Standing Committee for permission to submit work later than the last day of final exams. All work must be completed by the eighth week of the subsequent semester or earn a grade of F for the course.
 - g. **W** indicates “withdrawal” provided the student maintains a passing grade and withdraws in accordance with the published withdrawal deadline or receives permission of the Academic Standing Committee. No quality points are involved.
 - h. **X** indicates “incomplete” for lack of final examination. This is a temporary grade and is given on petition to the Academic Standing Committee, pending permission to make up a missed final examination.
 - i. **S** indicates “satisfactory” and shall be recorded if the instructor turns in a grade ranging from A to C-. No quality points are involved.
 - j. **U** indicates “unsatisfactory” and shall be recorded for a D or F. No quality points are involved.
 - k. **NC** indicates “no credit.”
 - i. A first-year freshman student may petition the Committee on Academic Standing to replace an F grade with an NC. In general, such petitions will only be granted for elective courses.
 - ii. Although an NC indicates non-passing work, it carries no quality point value and thus has no effect on cumulative grade point average.
2. In order to receive credit for a course in which an F has been received at the end of a term, a student must repeat the course.
3. Students cannot enroll in courses for which a failed course is a prerequisite except by approval of the Academic Standing Committee.
4. Numerical values, or quality points, are assigned to the letter grades according to the following scale for each semester hour for each course involved:
 - a. A = 4.0
 - b. A - = 3.7
 - c. B+ = 3.3
 - d. B = 3.0
 - e. B - = 2.7
 - f. C+ = 2.3
 - g. C = 2.0
 - h. C - = 1.7
 - i. D = 1.0
 - j. F = 0

5. The only reason for a faculty member to change a final grade (other than a grade of X or I) is the discovery of a computational error. Grade changes for a reason other than computational error must be approved in writing by the Provost and Dean of the College.
6. Faculty members are required to keep detailed records of the performance of students in a class record book or in an electronic format for at least five years after completion of the course.
7. Final grades are issued only by the Registrar's Office.

Procedure: Issuing of Grades and Grade Changes

1. Faculty must submit final grades through MyENC no later than the published deadline.
2. Final grades are posted on the student's personal MyENC page no later than one week after the end of the final exam period each semester.
3. Students may request a paper copy of their final grade report from the Registrar's Office.

History:

1. Policy format modified on 5-30-07.
2. Revised for APC 11-22-10
3. Approved by APC 2-18-11, with change of Incomplete deadline from third week to eighth week.