

University Policies

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| Policy Name: Grading | Effective Date: July 1, 2008 for Fall Semester 2008-2009 |
| Custodian of Policy: Vice President for Academic Affairs | Last Review: None |
| | Next Review: September 2013 |

Policy:

A student's work in any course will be evaluated in accordance with the following system of letter grades: A, B, C, D, F, NC and P.

Note: Consult the Office of the Registrar (Dates page) for the deadline pertaining to change of grading system at www.mnsu.edu/registrar

- A represents work of definitely superior quality
- B represents a better-than-average level of performance.
- C represents an average-level of performance.
- D represents below-average performance.
- F represents an unacceptable level of performance (regular graded courses).
- NC represents an unacceptable level of performance (P/N graded courses).
- P represents passing performance (P/N graded courses).

In addition to use of straight A, B, C, D, F, NC and P letter grades, faculty members will have the option of using +/- additions.

Procedures:

Pass/No Credit

Under the pass/no credit (P/NC) system, a student may register for a course with the understanding that a P will be recorded if passed. If the course is not passed, no credit will be given and an NC will be recorded on the permanent record. Whether the indication is P or NC, the hours taken will not affect the grade-point average.

To receive a P, the student will be required to perform at "C" level or better. Individual departments may offer pass/no credit courses at any level of undergraduate instruction. Departments offering courses at the graduate level may use Pass/No Credit grades for theses, individual study courses, practicums, workshops, tours, seminars, and internships in the major field. They may not use Pass/No Credit grades for other courses in the student's major without specific approval of the Dean of the College of Graduate Studies and Research.

Courses taken for P/NC credit may be applied to major or minor requirements for graduation but only at departmental discretion. Each student has the responsibility to determine individual departmental policy in this regard. A limited number of P/NC units are accepted to apply toward a major and no more than 32 credits of the total undergraduate degree requirements may be earned in pass/no credit courses. Courses offered for only P/NC grading are exempted from the one-fourth computation.

Incomplete Grades

The grade of “incomplete” is reserved for special cases and means that, because of extenuating circumstances, the student failed to meet a specific need and an important requirement of the course, but has in other respects done passing work for the semester. The incomplete must be made up in the next semester in which the student is enrolled, unless other arrangements have been made between the student and instructor who assigned the grade. The instructor must file an “Extension of an Incomplete” form with the Office of the Registrar if more time is to be granted. If the deficiency is not made up within the specified time, the grade automatically becomes an F (regular-graded course) or NC (P/NC graded course).

Students making up an incomplete should not re-register for the class. Students making up incompletes cannot be used for enrollment or financial aid verification in subsequent terms.

In-Progress Grades

The grade of “in-progress” is reserved for courses that are designed not to be completed by the end of the term.

Quality Points

Quality points (grade points) are determined on the basis of letter grades. The number of quality points earned for a course may be determined by multiplying the number of points the grade commands by the number of credits the course carries.

Quality point calculations are as follows:

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| A+ = 4.00 | A = 4.00 | A- = 3.67 |
| B+ = 3.33 | B = 3.00 | B- = 2.67 |
| C+ = 2.33 | C = 2.00 | C- = 1.67 |
| D+ = 1.33 | D = 1.00 | D- = 0.67 |
| F = 0 | P=0 | NC=0 |

Grade-Point Average (GPA)

The total number of quality points acquired by the student divided by the total number of credit hours attempted on a regular grade basis, is called the grade-point average (GPA). For example, if a student has earned 102 quality points and has completed 48 credits of work, the grade-point average is 102 divided by 48, or 2.125. Grades of NC and P have no effect upon the calculation of a grade-point average. The cumulative GPA includes transfer work and Minnesota State Mankato credits.

Policy Rationale:

Faculty members at Minnesota State University, Mankato have the responsibility to evaluate student academic performance (CBA, Article 10, Section A). Current policy at Minnesota State Mankato requires faculty to use straight letter grades of A, B, C, D, F and P or NC (when appropriate). This policy is being revised to allow the use of +/- grading in addition to straight letter grades. No provision in this policy mandates that any instructor must use +/- grading; this policy does allow those faculty members who wish to use +/- grading that opportunity.

