

University Policies

Policy Name: Grading	Effective Date:
Custodian of Policy: Vice President for Academic and Student Affairs	Last Review: July 2008
	Next Review: September 2018

FORMAL REVIEW

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: In some instances, students can choose either a letter grade or pass/no credit for a particular course. If a student wishes to change the grading method after registration, they may do so within certain deadlines which are published on the webpage of the Office of the Registrar (Dates page).

- 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/NC graded courses).
- P represents passing performance (P/NC graded courses).

In addition to use of straight A, B, C, and D 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" (2.0) 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.

A limited number of P/NC units are accepted to apply toward a major and no more than 30 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. Please note: Courses taken for P/NC credit may be applied to major or minor requirements for graduation only at departmental discretion. Each student has the responsibility to determine individual departmental policy in this regard.

Incomplete Grades

The grade of "incomplete" is reserved for special cases and means that, because of extenuating circumstances, the student failed to meet 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 at the University. ~~Other arrangements~~ Longer or shorter periods can be ~~made~~ arranged between the student and instructor who assigned the grade; ~~in that case~~, the instructor must file an "Extension of an Incomplete" form with the Office of the Registrar if more time than one semester 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 same class. Students making up Incompletes cannot use these credits for enrollment or financial aid verification in subsequent terms. Incompletes do not demonstrate satisfactory academic performance for purposes of calculation of Financial Aid and academic status.

In-Progress Grades

Some courses may be intended to extend beyond the grading deadline at the end of the term, e.g. internships, theses, or study abroad courses. For these courses exclusively, the use of "In-Progress" grades may be authorized.

Unlike an Incomplete, the grade of In-Progress shall be considered a passing grade placeholder for academic and financial aid status considerations until the final course grade has been determined.

Note: The implementation of this rule depends on the technical possibilities of the MnSCU grading system. If a proper implementation is impossible, this rule will not go into effect.

Change of grade forms should be submitted as soon as the student has submitted the work or completed the experience but no later than the end of the following term. The instructor must file an "Extension of an In-Progress" form with the Office of the Registrar if more time is to be granted. If the course requirements are not completed within the specified time, the grade automatically becomes an F (regular-graded course) or NC (P/NC graded course).

Grade "Z"

"Z" is used as a placeholder to mark that no grade has been submitted yet by the instructor of record. Credits for a course with a grade of "Z" count as attempted but not earned.

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:

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 Z, 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. The local GPA is used to determine academic standing and Financial Aid eligibility but the cumulative GPA is used for graduation.

Policy Rationale

Faculty members at Minnesota State University, Mankato have the responsibility to evaluate students' academic performance (IFO Collective Bargaining Agreement, Article 10, Section A). 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.