TYPE OF PROCEDURE: Academic Procedure

TITLE: Grading System Procedure

RELATED POLICY: Grading System Policy, Grade Appeal Policy

PROCEDURES:

The grading system at St. Cloud State University includes the following grades as described in this section (A B C D F S U FN AU I IP W):

St. Cloud State University employs an A – F grading system to measure student achievement:

A – Excellent
B – Above average
C – Average
D – Below average
F – Fail

These grades, with the exception of F, may include a “+” or “−” for further differentiation of achievement. If the grade of A+ is assigned it does not provide for assignment of a higher value on the four point scale used to calculate grade point average. 4.0 remains the highest assigned value.

The university also records the following grades when permitted in course design. (Students must select grading system A – F or S/U at registration):

S – Satisfactory
U – Unsatisfactory

FN – Failure for non-attendance. Entry of a grade of FN occurs automatically when an instructor enters information that a student has never attended class or participated in class-related activities.

AU – Audit. Students may register for courses as auditors, meaning their performance in the course is not evaluated for a grade. Upon completion of courses students registering as auditors receive the grade of AU. An instructor may assign a grade of U to a student who registers to audit a course and then fails to meet the attendance requirement established by the instructor.
I – Incomplete. Instructors may assign the grade of I to students who are doing satisfactory work in a course but due to extenuating circumstances are unable to complete all course requirements during the term. A student and instructor must have a recorded understanding, such as an exchange of e-mails, that the assigned grade for the course is I. Completion of course requirements must occur by the end of the following semester unless the instructor sets a shorter time limit. For courses in spring semester the following semester is fall. A grade of I automatically changes to F or U at the end of that following semester if no other grade has been assigned.

IP – In progress. Instructors may assign the grade of IP to students whose work at the end of a term is still in progress because the course, by design or by arrangement prior to registration, requires more than one term to complete all assignments. Examples of such courses include field work and internship assignments, contract-based courses, and courses which must be taken in a series before any grade is earned. Completion of course requirements must occur within one year. IP automatically changes to F or U at the end of one year.

R/RC – Research or Research Continues. Research classes (in particular at the graduate level) often are in progress across multiple semesters. This notation is used until it is appropriate to record a grade for the research class.

W – Withdraw. Withdrawal from a course is initiated by students. Faculty do not enter a W except as the result of a grade appeal.

Z – Appears on student transcript as soon as a student registers for a course. The Z is replaced with entry of a grade. In the absence of a grade Z automatically changes to F (fail) of U (unsatisfactory) after one semester.

After the published last date to withdraw from courses the transcript will indicate the grade submitted by the instructor. If extenuating circumstances warrant other considerations, an appeal may be made through the Office of Records and Registration (AS-118).

The Office of Records and Registration can provide instructions and additional information about entering appropriate letter designations to reflect specific student performance or non-performance in a particular class/course.
Computing Grade Point Average (GPA)
A student’s grade point average is a numerical ratio of the total credits attempted and the total grade points received. The method of computing GPA is to multiply the credit hours a class is worth (4-credit class, 3-credit class, 2-credit class, 1-credit class) by the GPA (honor) points for the grade received.

GPA (honor) points:
- 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
- FN = 0
- R = 0
- RC = 0

For example, add the number of credits for the classes in which an A+ or A was received and multiply by 4; add the number or credits for the class in which an A- was received and multiply by 3.67; add the number of credits for the classes in which a B+ was received and multiply by 3.33, etc. When a mark of “F” or “FN” is earned, the credits attempted are included in the computation of a grade point average. Courses in which the mark of “S”, “R”, “U” or “RC” is given are not included in the computation of grade point average. Divide the total GPA (honor) points received by the total credits.

Only courses taken at St. Cloud State University or courses taken through an approved off-campus program are used in computing a student’s SCSU grade point average. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. If a course is repeated, both marks are used in determining the total grade point average. Graduate students should note that a “U” is figured in as an “F”.

Grade Appeals
Grading issues or concerns can often be the result of a misunderstanding or miscommunication between faculty and students. SCSU encourages the resolution of grading issues or concerns informally whenever possible. If informal resolution has not been attempted independently it will be required as the first step before beginning the formal grade appeal process. For more information refer to the Grade Appeal Policy and Procedure.
PROCEDURE OWNER: Provost and Vice President of Academic Affairs

PROCEDURE CONTACT: Office of Records and Registration

OTHER DOCUMENTS: Grade Appeal Policy, Grade Appeal Procedure, Grade Appeal Form, Summary of Steps (Quick Guide) – Grade Appeal Procedure

EFFECTIVE DATE: January 7, 2013

REPLACES: None

Revisions:

December 4, 2015: FW grade notation removed – no longer applicable, Grade Appeal step language removed, Link to Grade Appeal Policy and Procedure added.