

# GRADING POLICIES

## Grading System Grading System Defined

All course grades are letter grades unless otherwise specified in the class schedule. The method of grading (letter or pass/fail) is an integral part of the course structure and is included in the course description. Instructors are expected to state their grading policies in writing at the beginning of each course. Grades appearing on academic records are:

A <sup>1</sup>	"A" (including A+ and A-) indicates a thorough mastery of course content and outstanding performance in completion of course requirements. <sup>1</sup>
B <sup>1</sup>	"B" (including B+ and B-) indicates a high level of acquired knowledge and performance in completion of course requirements. <sup>1</sup>
C <sup>1</sup>	"C" (including C+ and C-) indicates a satisfactory level of acquired knowledge and performance in completion of course requirements. <sup>1</sup>
D <sup>1</sup>	"D" (including D+ and D-) indicates a minimal level of acquired knowledge and minimal performance in completion of course requirements. This grade does not satisfy requirements for courses in the major, minor, core or graduate programs. <sup>1</sup>
F	"F" indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements. All F grades, including those earned in pass/fail courses, are included in the GPA calculations.
P	<b>Pass</b> – The pass grade indicates satisfactory completion of course requirements at either the undergraduate or graduate level. A pass grade does not affect a student's GPA but credits earned with pass grades may meet degree requirements and may be used as a measure of satisfactory progress. Satisfactory performance is the equivalent of a C grade (2.0) or better in undergraduate coursework and B grade (3.0) or better in graduate courses. The entire class must be graded pass/fail, with the grading system noted in the class schedule.
CR	Indicates credit was given under the credit/no-credit option.
DF	<b>Deferred</b> – This designation is for courses such as theses and special projects that require more than one semester to complete. It indicates that course requirements cannot be completed or that institutional equipment breakdown resulted in noncompletion by the end of the semester. Credit may be withheld without penalty until the course requirements are met within an approved time. <b>For undergraduate courses, the grade will automatically change to a W (withdrawn) after two years unless an extension is requested and granted by the registrar.</b>
AU	<b>Audit</b> – A registration status indicating that a student has enrolled for informational instruction only. No academic credit is granted. A W may be given if a student fails to attend an audited course.
W	<b>Withdrawn</b> – Indicates withdrawal from a course after the first two weeks of a semester.
I <sup>2</sup>	<b>Incomplete</b> – An incomplete is a temporary grade used to indicate that the student has satisfactorily completed (C (2.0) or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. <sup>2</sup>
NB	<b>No Basis</b> – Instructors may award a No Basis grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is NB calculated in the GPA. This is a permanent grade and may not be used to substitute for the Incomplete. It cannot be removed by later completing outstanding work.
NS	<b>Not Submitted</b> – Grade not submitted by instructor.
NG	<b>Non-Graded</b> – Used for sections that are not graded, usually continuing education units (CEUs) or lab sections. Has no impact on GPA calculation.

<sup>1</sup> The letter grades A, B, C and D may include a "+" or "-" to indicate that a student's level of performance is slightly higher or lower than that of the letter grade alone.

<sup>2</sup> See "When is an Incomplete Given?" section for more information.

## When is an Incomplete Given?

- An instructor has the option to give an incomplete grade when a student has completed approximately 75% of the class assignments satisfactorily (C or better).
- If approving the request, the instructor will:
  - give an 'Incomplete' when final grades are submitted for the class and
  - submit the Incomplete Grade Notice form (<https://www.uaf.edu/reg/faculty/faculty-forms.php>) to the Office of the Registrar.
- A student with an incomplete grade has one year to finish the class before the incomplete is converted to an F grade.
- The I grade is not computed in the student's GPA until it has been changed to a regular letter grade by the instructor or until one year has elapsed, at which time it will be computed as an F.
- A student can not be awarded a degree with an incomplete (I) grade in any class.
- Extensions beyond a year:
  - In circumstances such as military deployment or major and extended illness of the student, an extension may be granted.

- Before the original deadline has passed, the student must request an extension of the incomplete.
- The extension must be approved by the instructor, the dean and the provost prior to the original deadline date.

## Grading Options Auditing

Students who want to enroll in one or more courses for informational purposes may register as an auditor if space is available and auditing is permitted in the class. The student pays for the course tuition and fees, but the course credits are not included in the computation of study load for full-time/part-time determination or for overload status.

The requirement, acceptance and review of work, and lab privileges are at the discretion of the instructor. A grade of AU (audit) is granted to students who complete an audited course, but no credit is awarded. Audited courses do not apply to degree requirements, and they will not transfer to other institutions.

When registering, the student should indicate on the registration form or in UAOnline the desire to audit a course. Students who want to change from audit to credit must request the change before the add/drop deadline. Requests made after the add/drop deadline must be approved by the instructor of the course. All changes must be made before the deadline for student-initiated withdrawals.

Instructors set the requirements under which an AU grade is to be recorded. Faculty can give a W grade for auditors not meeting the established auditing requirements. After auditing a class, at least one year must pass before requesting local credit by exam for that class.

### CHANGING FROM CREDIT TO AUDIT

Courses that have the audit option available may be changed from credit to audit (or audit to credit) status prior to the add/drop deadline without the permission of the instructor in UAOnline. Changes after the add/drop deadline can be made with approval by the instructor until the last day for student-initiated withdrawals using an add/drop form.

## Credit/No-Credit Option

**Undergraduates only** – The credit/no-credit option encourages students to explore areas of interest not necessarily related to their major. This option may be used for one undesignated elective (an elective that is not specifically required for the student's major) each semester. The deadline for choosing the credit/no-credit option is the third Friday after the first day of instruction in a semester. The instructor does not know the student's status in the course, and the course is completed the same way as other students in the class. Credit for the course is awarded if the student's performance is at the C- grade level or higher; if the performance falls below that level, the course will not appear on the student's academic record. In either case, the course will not be included in any GPA calculations. If credit is granted, a CR grade will be entered for the course.

Under the credit/no-credit option, students may take undesignated elective courses or courses to meet the minimum credit requirements for a degree. Major or minor requirements and those specified as foundation courses are not allowed.

## GPA Computation Grade Points and Computing GPAs

Grade point average (GPA) is a student's weighted numerical average of the grades earned in courses at UAF. To compute GPA, divide the total number of credits attempted into the total number of grade points earned. Grade points are calculated by multiplying the number of grade points awarded, according to the chart below, by the number of credits attempted for the course. The following grades are figured in a student's GPA: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Grades of I, DF, W, P, NB, AU and CR do not carry grade points and do not affect a student's GPA.

Noncredit courses, transfer credits and credit by examination do not affect the GPA calculations. "Graduating GPA" is a student's cumulative grade point average at the time of graduation. If, after earning a bachelor's degree, more classes are taken from UAF as a nondegree student, grades for those courses won't be factored into the official graduating GPA. The exception is students who are officially admitted to a second degree program.

Grade	Grade points per credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C <sup>4</sup>	1.7
D+	1.3
D	1.0
D <sup>5</sup>	0.7
F	0.0

<sup>4</sup> Minimum grade possible for a course to count toward general education requirements, major, minor or degree requirements, or as a prerequisite for another course

<sup>5</sup> Minimum grade possible to earn credit for a course

**Note:** Some degree programs require C or higher for their major or minor requirements. Check program listings for specific degree requirements.

## Example of Grade Point Average Computation

Course	Credits	Grade	Credits x Grade points per credit	= Grade Points
BIOL F111X	4	A	4 cr × 4 pts	16
COM F131X	3	D+	3 cr × 1.3 pts	3.9
WRTG F111X	3	C-	3 cr × 1.7 pts	5.1
MATH F122X	3	B-	3 cr × 2.7 pts	8.1
HIST F131	3	F	3 cr × 0 pts	0
<b>Total</b>	<b>16</b>			<b>33.1</b>

**33.1 grade points**  
 ÷ **16 credits = 2.07**  
**GPA**

## Repeating Courses

### Repeating Courses

All grades (original and retakes) for a course completed at UAF are included on a student's academic record, but only the last grade earned for a course is computed in the GPA unless the course is one that can be repeated for credit. For purposes of calculating honors for graduation, all courses (even those repeated) are included in the GPA.

## Midterm Grades

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Midterm grades help students gauge their class performance and, if necessary, seek assistance early in the term. Instructors are responsible for ensuring that students are aware of the grading policy for a course and that homework, exams and other assignments are returned to students in a timely manner. Instructors are asked to submit midterm grades within the first four to six weeks of the semester.

## Grade Error Policy

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A grade other than an incomplete or deferred submitted by the instructor after a course is completed is the final grade and becomes part of the student's permanent academic record. A grade will not be changed unless the instructor made a legitimate error in calculating the grade. If an error has occurred, contact the instructor immediately. Grade error corrections must be received within 30 class days after the beginning of the next regular semester, and must be approved by the instructor's department head and dean. This is not an appeal of an academic decision.