

# GRADES & GRADING SYSTEM

The quality of a student's work is appraised according to letter grades and grade point averages. Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus and/or policy statement the grading system used in the course.

## Grade Points

Grade	Description	per Credit
A+		4.00
A	(Excellent)	4.00
A-		3.67
B+		3.33
B	(Good)	3.00
B-		2.67
C+		2.33
C	(Satisfactory)	2.00
D+		1.33
D	(Poor)	1.00
D-		0.67
F	(Failure)	0.00
S	(Satisfactory)	See Note <sup>1</sup>
U	(Unsatisfactory)	See Note <sup>2</sup>
AD	(Academic Dishonesty)	See Note <sup>2</sup>
AU	(No Credit—Audit)	See Note <sup>2</sup>
I	(Incomplete)	See Note <sup>2</sup>
IP	(In Progress)	See Note <sup>1</sup>
NG	(No Grade Reported)	See Note <sup>2</sup>
R	(Repeat)	See Note <sup>2</sup>
RQ	(Basic Requirement)	See Note <sup>1</sup>
TP	Credit by Exam, Credit for Prior Learning, or Escrow Credit	See Note <sup>1</sup>
W	(Withdrawal)	See Note <sup>2</sup>
WN	(Administrative Withdrawal or Nonpayment)	See Note <sup>2</sup>
X	(Academic Fresh Start)	See Note <sup>1</sup>

<sup>1</sup> Credits not used to compute the grade-point average but counted toward graduation, excluding remedial courses.

<sup>2</sup> Credits not used to compute grade-point average and not counted toward graduation.

**D:** Indicates below average achievement. Although grades of D+, D, and D- are passing, they do not constitute satisfactory grades. Many departments do not permit these grades to count toward fulfillment of their requirements, even though the hours may be counted toward graduation requirements. Such grades from other institutions are not accepted in transfer.

**F:** Counted as a course attempted; does not constitute a passing grade nor does it satisfy major or institutional requirements.

**S:** Available only in certain approved courses.

**U:** Available only in certain approved courses.

**I:** The temporary grade of I (incomplete) is recorded at the end of the term when a student is granted an extension of time to complete course work. It is given solely at the discretion of the instructor, when course requirements cannot be completed for reasons beyond the student's control. The student must be receiving a passing grade at the time an I (incomplete) agreement is made, which may be no earlier than the end of the withdrawal period. The I (incomplete) agreement consists of a plan for the completion of the course work and must designate the student's existing grade in the course and the work to be completed for the I (incomplete) to be removed. It must be in writing, signed by the instructor and the student, and placed on file in the Department office. An incomplete course must be satisfactorily completed within the time frame stipulated by the instructor but no later than one calendar year from the date the I (incomplete) was given. An incomplete not removed within one calendar year shall revert to the pre-assigned grade and be included in the computation of the student's grade point average. Re-enrollment in the same course is not allowed while the I (incomplete) is still outstanding. Adjunct faculty are not allowed to award grades of I without approval from the Department Chair. All incomplete (I) grades need to be resolved to a final letter grade for the student to be eligible for degree conferral.

**NG:** The temporary grade of NG (No Grade Reported) is recorded in place of a blank/missing grade at the end of the term and disqualifies students for the Dean's List. All NG grades need to be resolved to a final letter grade for the student to be eligible for degree conferral.

**R:** A grade preceded with an R designation indicates that the course has been repeated.

**W:** This grade is given under two conditions:

1. when a student withdraws or is withdrawn from a course prior to the end of the regular withdrawal period;
2. when a student withdraws totally from the University after the initial drop period.

**X:** A grade preceded with an X designation indicates Academic Fresh Start and therefore will be excluded from all GPA calculations.

**\*:** A grade a \* designation indicates that the credits have been excluded from Total Hours.

## Awarding of Grades

Grades are earned by students and awarded by faculty.

## Grade Changes

Two signatures are required to successfully complete a faculty initiated student grade change. Since the faculty member is solely responsible for effecting a grade change, the Faculty signature is required. The second signature will be that of the Department Chair. In the event that the Department Chair is the instructor of the course, the second signature will be that of the Dean.

## Grade-Point Average Computation

Earned grade points are computed by multiplying the point value of grades earned by the number of credit hours of the course(s) in which the student was enrolled.<sup>1</sup> A student's term GPA is calculated by dividing total grade points by total credit hours attempted. A student's cumulative GPA is calculated by dividing total grade points earned by total credit

hours attempted. Some grades are not computed in the grade-point average (see The Grading System for reference). **For purposes of computing a student's grade-point average only CSU Pueblo hours are used.**

<sup>1</sup> And rounding to three digits past the decimal.

## Dean's List

All undergraduate students, including those enrolled in Extended Studies classes and those enrolled in a second baccalaureate degree program, are eligible for the Deans' List in a given semester provided they:

- Achieve a minimum semester grade-point average of 3.500;
- Are degree-seeking;
- Earn at least 12 credit hours at Colorado State University Pueblo; and
- Receive a grade of "incomplete" (I) or "no grade" (NG).

The Deans' List is generated and published fall and spring semesters, at the time that grades are due for the semester, by the Provost's Office, excluding summer.

## Academic Appeals

Students have the right to appeal any academic decision, including the assignment of final grades. A grade-change request should be extremely rare. It is not appropriate to change a grade because the student submitted additional work.

Before making an appeal, the student must discuss the situation with the instructor(s) involved in the decision. If a grade change is approved by the instructor(s) on the basis of this discussion, the instructor(s) will complete and submit a grade change form.

If a grade change is not approved by the instructor(s), the student may appeal the instructor(s)' grading decision based upon one or more of the following four grounds. The burden of proof rests with the student to demonstrate that the grading decision was made on the basis of any of these following conditions:

1. An instructor(s) made an error in calculating the original grade or a similar occurrence.
2. A grading decision was made on some basis other than performance and other than as a penalty for academic misconduct.
3. A grading decision was based on standards unreasonably different from those that were applied to other students.
4. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

The student must submit a written grade appeal to the department chairperson. The written document must set forth the basis for the appeal, identifying at least one of the four categories set forth above. The request must be submitted, or postmarked if mailed, no later than 20 working days from the beginning of the next regular semester following the date the grade was recorded. If no appeal is received before the deadline, the grade will be considered final. It is strongly recommended that the student meet with the department chairperson within 10 working days after submission of the appeal to discuss the appeal process. The department chairperson, the dean, or any administrative official is prohibited from making a decision concerning the grade change appeal.

Within 20 working days of receipt of the written request for an appeal, the chairperson must provide a copy of the student's appeal to the

instructor(s) who assigned the grade, the dean, and the Academic Appeals Board unless the appeal has been withdrawn. The instructor(s) must write a response to the Academic Appeals Board within 10 working days of receipt of the appeal. If the written request for an appeal is received prior to or during the summer session, when the instructor(s) who assigned the grade may not be available, the chairperson must provide copies to the faculty member and the Appeals Board no later than 30 working days from the beginning of the following fall semester. All documents submitted will become part of the student's academic file for their review.

The Academic Appeals Board will review the written appeal and response of the instructor(s). When needing further clarification, the Board may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the Academic Appeals Board will be based upon whether one or more of the conditions for an appeal set forth above have been met. At the conclusion of the deliberations, the Board will render one of the following decisions:

1. The original grading decision is upheld.
2. The Academic Appeals Board will re-evaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

The Academic Appeals Board decision is the final decision of the University. Within 20 working days of reaching the decision, the Academic Appeals Board will provide written summaries of the hearing and decision, together with a rationale for that decision, to the student, the instructor(s) who assigned the grade, and the academic department of the instructor(s). Should the appeal result in a grade change, the Chair of the Academic Appeals Board will submit a grade change form to the Registrar's Office.