Grades

Be sure that you understand the University grading system. The definition of each grade and the number of points it earns is explained in the University Course Catalog. Most courses use either the conventional letter grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and F0 [see below]), or the Pass/Fail (P, F) option, but in some cases students can elect to take a course for either letter grade or pass/fail. You should review the grading options for students in your class on your grade roll, and if they have an option, you should encourage students to verify the option they have selected during the first week of classes—after that point they cannot change this option (there are no exceptions to this deadline). Students may also audit courses, in which case an AU grade is recorded on their record. To register for an audit, students must obtain the instructor’s permission, and this option is also not subject to change.

An incomplete grade “I” is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student’s own negligence. An incomplete must be made up as quickly as possible but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an “F” or the grade that the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines it appropriate to award a student a grade of “I” the below steps must be followed. Using an official University form the course instructor will report the following:

1. The grade earned by the student to date.
2. The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
3. The date the instructor expects the missing work to be submitted or in the case of an examination made up.
4. The justification for awarding the grade of “I”.
5. The student’s agreement in form of his/her signature.

The instructor will submit this form to the Department Chair and Dean and maintain a copy for instructor records and provide a copy for the student Upon satisfying the requirements for a grade the instructor will sign off on the form and attach it to the change of grade form she/he will submit.

An incomplete should only be given to a student who has successfully completed at least half of the course work. Students retain the option to drop a class through the end of the eleventh week of the semester. Students who do not exercise their right to drop by that point should be prepared to receive the grade they have earned. It is possible for a student
to drop or withdraw after the eleventh week, if circumstances beyond his/her control make it impossible to continue. Under such circumstances, the student must submit an Appeal for Late Drop or an Appeal for Late Withdrawal to the Office of Registrar. If the student’s appeal is approved, the Office of the Registrar will request that you indicate on a special form whether the student was passing or failing at the time of the drop/withdrawal. The grades WI (withdrew), and DR (drop) are only administratively assigned and never assigned by the faculty. For deadlines for drops and withdrawals, check the academic calendar. If a student’s name does not appear on your grade roll, notify the student so that he/she can contact the Office of Registration and Records.

If the name of a student who has not been in your class appears on your grade roll, the Registrar recommends assigning that student an F0. If there is a registration error, the grade will prompt the student to contact the Registrar. Non-attendance and non-payment do not constitute a drop. Sometimes students fail to pay for a course thinking this will automatically delete them from the course roll. This works only if the student is taking just that one course.

**Make sure that your students understand that a C- is not a C**, and may not constitute passing for most majors. It is suggested that you place this information in your syllabus. Students are usually required to earn a C or better in major courses, and must earn a C or better in Gordon Rule courses. A C- does not constitute fulfilling requirements.

If you are an adjunct or if you are leaving the University, please prepare a photocopy of your grade book and your syllabi, and leave the copies with your department chairperson at the end of the semester.

**a. Changing Grades**

Once submitted, end-of-semester grades, apart from incompletes, are final and can be changed only to correct an error or cases in which some part of the student’s work was unintentionally overlooked. A change-of-grade form must be submitted within one calendar year of the term in which the grade was earned. You must indicate the reason for the change of grade on the front of the form. Forms must be submitted to the department for signature and then to the Registrar’s Office. Do not give the form to the student.