Course Numbering System and Grading

Courses numbered 501 and greater are restricted to students who hold a baccalaureate degree or undergraduate seniors based on the non-degree policy.

Any course numbered 2000, regardless of prefix, is designed for professional development activities indicating workshop credit and is offered for satisfactory/unsatisfactory credit. This type of credit may not be applied to an advanced degree at Minot State University.

The following course numbers are reserved:

589	Continuing Enrollment
590	Seminar
592	Special Topics
595	Capstone Course
597	Independent Study
598	Project
599	Thesis

These course numbers permit courses which may better fit the needs and desires of students without having to offer them on a yearly basis.

Grading

Grades are reported in letter symbols, each of which carries a value in honor points per credit hour attempted. The honor points are used to evaluate a student's scholarship record. MSU graduate programs do not allow for the awarding of the letter "D" as a grade.

Grade	Significance	Honor Points
A	Above Average	4
B	Average	3
C	Below Average	2
F	Failure (no credit)	0

Other Symbols

W	Withdrew
AU	Audit
X	In Progress
P	Pass
I	Incomplete
NC	No Credit
S	Satisfactory
NR	No Report
U	Unsatisfactory
#	Course Repeated

Grades are processed at the end of each term. Students may access their grades through Campus Connection approximately one week following the close of the term. Discrepancies on transcripts must be brought to the attention of the Registrar's Office within one year of the term in question.

Grade Changes

Faculty may submit a grade change within one year of the original posting of a grade. After one year, any grade change will need to be approved by the department chair, head of the Graduate School, and the Vice President of Academic Affairs. These requests must be accompanied by a written explanation.

Incompletes and In progress Grades

An incomplete may be requested by the student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory to the instructor. A Course Completion Agreement eForm detailing the work to be completed and expected completion date must be submitted by the student, approved by the instructor, and received by the Registrar's Office **before the grade**

submission deadline. Graduate level incompletes may not have completion dates further out than **60 calendar days** following the date the original grade was due.

To update the incomplete grade, instructors need to submit a Grade Change eForm within 14 days after agreed upon completion date listed in the Course Completion Agreement (must be prior to the 60th calendar day following the date the original grade was due). If a Grade Change eForm is not submitted within this time, the incomplete grade will be rolled over to the official grade as agreed upon in the Course Completion Agreement.

- The grade of Incomplete (I) is an administrative grade that may only be entered by the Registrar's Office.
- The instructor will submit the grade earned at the time of grade posting if they choose not to approve a Course Completion Agreement or the student does not request one.
- The instructor may complete the agreement on behalf of the student if the student is unable to do so; however, the Agreement must be accompanied by some support from the student (an email, voice mail transcript, etc.) indicating they have authorized the faculty member to sign on their behalf.

Students enrolled in 595, 598, and 599 courses who are unable to complete the course within the enrolled semester may be eligible for an "X" indicating the course is 'in-progress.' Course faculty determine if a student has made satisfactory progress on their final project or thesis and assign an in-progress grade.