

# Grading System

## Traditional Letter Grading

These grades are reported in letter symbols, each of which carries an honor point value per resident credit attempted. Honor points are used to measure a student's scholastic achievement. (See also "Computation of Grade Point Average.")

Significance	Grade	Honor Points
Excellent	A	4
Good	B	3
Average	C	2
Poor	D	1
Failure (No Credit)	F	0

## Satisfactory/Unsatisfactory Grading

Grades of Satisfactory or Unsatisfactory, rather than the traditional grades of A through F, are used in some courses at the University. A grade of "S" is equivalent to "A," "B," and "C" grades in the A-F grading scheme and grants credit toward graduation but does not affect a student's grade point average. A grade of "U" includes "D" and "F" grades in the A-F grading scheme, also does not affect the grade point average, and does not grant credit toward graduation. The grading basis for all courses, including these offered strictly on an S/U basis, are available in Campus Connection by selecting the icon for additional course details.

**Elective S/U Grading** - Students may request to take a course on an S/U basis that is normally letter graded (A-F). The request must be made before the last day to drop a course for that particular session (full term, first eight weeks, second eight weeks).

The S/U option is open to all students in good academic standing who have achieved junior-year status with 60 or more semester hours. Students on Academic Warning or Academic Probation are prohibited from pursuing this option.

No more than 15 semester hours of elective S/U coursework can be applied toward a baccalaureate degree. The S/U option may not be used in those courses to be applied to the student's major, minor, General Education requirements, or the professional education sequence. However, one S/U course may be applied to each area of concentration.

**Additional S/U Grading** - The S/U grading option is used to transcript nationally recognized academic tests such as the College Level Examination Program (CLEP), Advanced Placement (AP), and the American Council on Education (ACE). While individual test scores may be transcribed at the University, it is the responsibility of the student to ensure fulfillment of a program requirement through the department chair.

Satisfactory/Unsatisfactory grading is also used to record graduate level professional development activities numbered 2000 on the transcript, indicating workshop credit.

## Other Symbols

A student's record, or transcript, may contain additional symbols:

Symbol	Description
W	The student Withdrew from the course.
I	The student earned an Incomplete grade in the course. (See "Policy on Incomplete Grades.")
X	The course remains in progress.
S	The student earned a Satisfactory mark in the course.
U	The student earned an Unsatisfactory mark in the course and earned no credit as a result.
P	The student earned a Pass mark in the course.
AU	The student Audited the course and earned no credit.
R	The student Repeated this course at a later date.
#	The student's grade in this course replaces a previously earned grade. (Refers back to the R sign.)
Z	The course is offered for no credit, no grade.
NR	The grade has not yet been reported.

## Policy on Incomplete Grades

An incomplete grade may be requested by a 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 by the grade submission deadline.

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. If a Grade Change eForm is not received by the Registrar's Office within those 14 days, the incomplete grade will be rolled over to the official grade as agreed upon in the Course Completion Agreement. Extensions will not be granted.

The grade of Incomplete (I) is an administrative grade that may only be entered by the Registrar's Office. A grade of "X" (In Progress) is available for 595, 598, and 599 courses.

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 an Incomplete grade.

The instructor may complete the contract on behalf of the student for circumstances beyond the student's or faculty control. A summary must be attached to include the instructor's communication attempts or actual communication with the student.

APC - 08-09 & FS - 4/16/09

## Policy on Repeating Courses

Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:

- All courses must be repeated through MSU for an improved grade. Repeating a course at another institution will average both grades in GPA calculations. Both grades will be maintained on the student's transcript. Transfer courses must be equated to MSU courses and must have been completed prior to enrolling at MSU to be eligible for the repeat policy.
- When repeating a course through MSU, the most recent grade will be included in GPA calculations.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar's Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the department responsible for the original course.

DC - 8/27/14

## Policy on Failure in Sequential Courses

Students who fail a course, which is the prerequisite in a sequence of courses will not be allowed to continue in that sequence until a passing grade is received in the course.

## Computation of Grade Point Average

The grade point average (GPA) is computed by dividing the number of honor points earned by the number of semester credits attempted for which grades of A, B, C, D, or F were given. Honor points for each course are calculated by multiplying the number of semester credits by the points awarded for the grade achieved in the course. For example, a student who received an A, B, C, and D in four 3-credit courses would have the following GPA:

A x 3 credits = 4 x 3 = 12 honor points

B x 3 credits = 3 x 3 = 9 honor points

C x 3 credits = 2 x 3 = 6 honor points

D x 3 credits = 1 x 3 = 3 honor points

Total = 12 credits & 30 honor points = 30 honor points/12 credits = 2.50 GPA

GPA's are used in determining eligibility to work on campus, to receive financial aid, to continue in a course of study, to participate in varsity competition, for membership in organizations, and to petition for overload.

- **Cumulative GPA** accounts for all academic credit earned at Minot State University and at any other college or university attended.
- **Term GPA** reflects the student's academic average for an individual term.
- **Major and Minor GPA's** account for those required and elective credits which are applied to the major or minor. The same procedure is used in computing the averages for the elementary competence and concentration areas.
- **Education Sequence GPA's** are computed based on the completed semester credits for courses in the education core.

## Grade Reporting

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

## Grade Change Policy

Faculty may submit a Grade Change eForm within one year of the original posting of a grade. After one year any grade change will need to be approved in sequence by the chair and the Vice President of Academic Affairs. These requests must be accompanied by a written explanation.

FS - 4/21/11

## Midterm Grading

Faculty members are required to report a midterm grade for each student. Letters will be sent to students with deficient grades. Ds, Fs, and Us are considered deficient grades. Students access their midterm grades in Campus Connection. Students receiving midterm deficiencies are encouraged to seek assistance from their instructors or other support services on the campus available to them. As a last resort, students have the option of dropping the course, following course drop procedures and published deadlines.

Note: Midterm grades are not a part of the student's official record, and they will not appear on the student's transcript.

DC - 2/27/13

## Policy on Grade Forgiveness

This policy pertains to pre-baccalaureate undergraduate Minot State University students. It provides those students an opportunity to have their academic record reflect the increased maturity and improved level of academic performance. It is designed to facilitate the return to good academic standing or academic record improvement of students who have accumulated large honor point deficits in the early stages of their career at the University.

The following eligibility criteria must apply:

- a. The student must be one whose previous academic performance at Minot State University included a term grade point average (GPA) less than 2.00 for the term(s) the student is requesting grade forgiveness.
- b. Three or more years have passed since the grades were originally awarded.
- c. If the student stopped out and has now returned, they have demonstrated a renewed academic interest and effort upon returning to Minot State by earning a first semester term grade point average of at least 2.00 as a full-time student or at least a 2.00 in the first 12 semester credits completed as a continuing part-time student.
- d. If the student remained continuously enrolled at MSU, they must have a minimum cumulative GPA of 2.00 and four consecutive terms of a minimum term GPA of 2.00 of full-time enrollment or a minimum term GPA of 2.00 for the prior 24 credits of part-time enrollment.
- e. The student must be currently enrolled and in good standing at the time the request for grade forgiveness is submitted.
- f. Grades eligible for forgiveness are those earned three or more years ago at Minot State University. This policy does not apply to transfer credit from other institutions.
- g. Only "F" grades that are not already being excluded are eligible for grade forgiveness.

Students who meet the eligibility criteria may request to have "F" grades previously earned at Minot State University excluded from their total credits earned and from grade point average (GPA) computations for the purpose of meeting scholastic continuance and graduation requirements. Excluded "F" grades, however, will remain on the permanent transcript. The courses for which forgiveness is sought must be discussed in consultation with the academic advisor of record, and must be approved by the student's major department chair and the Registrar. Students with more than one major need approval from each appropriate chair and the Registrar. This policy may be used only once during a student's enrollment at Minot State University and cannot be revoked by the student after approval. Grade forgiveness must be requested prior to the awarding of a baccalaureate degree.

Students in the Teacher Education program need to be aware that the North Dakota Education Standards and Practices Board (ESPB) has the authority to determine how GPA is calculated for teacher certification purposes. ESPB has had a practice of determining GPA based upon ALL college courses taken by the applicant. ESPB adds all grades, including "F" grades, which have been forgiven by institutions to determine if a student meets the 2.5 minimum grade point average requirement for certification.

APC - 9/14/23 & FS - 12/7/23

## Grade Appeal Procedures

The evaluation of student performance as a grade is recorded on the student's University transcript as part of the student's permanent record. The student's grade is determined by the faculty member responsible for the course and is based upon factors related to achievement of the course objectives. The course grade is considered final unless an appropriate appeal is filed by the student. For the student who is dissatisfied with a grade and has reason to believe the grade issued is incorrect, the following appeal procedure is provided by the University:

**Step 1**

Within the subsequent term (fall or spring) following the date of the original posting of the grade, the student shall complete the Grade Appeal Form and confer with the instructor who issued the grade and outline the reasons why they believe the grade is incorrect. If the faculty member is unavailable or no longer with MSU, the student is expected to contact the chairperson within this same time period. Following the student-faculty conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change if appropriate or document the decision on the Grade Appeal Form.

**Step 2**

If the student still considers the grade to be incorrect, the student may formally appeal the grade in writing to the department chair in which the faculty resides within fourteen (14) calendar days following the completion of Step 1. Following the student-department chair conference, the chair shall advise the student of the outcome of the course grade review within fourteen (14) calendar days and shall process a grade change if appropriate or document the decision on the Grade Appeal Form.

**Step 3**

If the student is still dissatisfied, the student may request that the case be reviewed at a hearing by the Student Rights Committee. The formal request for the hearing must be received by the Registrar within fourteen (14) days, after the completion of Step 3 and show documentation of Steps 1 and 2. The Vice President of Academic Affairs will schedule a formal hearing. Following the hearing, the Student Rights Committee shall advise the student of the outcome of the hearing within fourteen (14) calendar days and if approved, the grade will be changed.

The Student Rights Committee will not review courses that have already been excluded from a student's GPA because they have been repeated.

The decision of the Student Rights Committee is considered final.

APC - 2/6/19 & FS - 2/7/19

## **Student Rights Committee**

A student who fails to withdraw from school or who fails to drop a course prior to the first day of final exams is directed to the Student Rights Committee for individual review. Appeals are only granted for extenuating circumstances that are related to the course being appealed.

Requests may be made up to one year following the completion of the impacted semester. Requests to the Student Rights Committee must be in writing, and it is the responsibility of the student to provide evidence supporting their request. The decision of the Student Rights Committee is considered final.

Contact the Registrar's Office for more information or review the Grade Appeals page (<https://www.minotstateu.edu/records/pages/Grade-Appeals.shtml/>). Requests are submitted Campus Connection eForms.