

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Grading Policy	2-013 ACADEMIC AFFAIRS July 2009
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POLICY

1.01 Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, P-NP, P-F or N. The various letter grades and the method of including them in the calculation of grade point averages are as follows. Grade reports are posted electronically via Web for Faculty for each student at the mid-point and end of each semester.

<u>Grade</u>	<u>Note</u>	<u>Grade Point Per Hour</u>	<u>GPA Neutral Symbols</u>
A	Excellent	4	I - Incomplete
B	Good	3	AU - Audit Status
C	Average	2	W - Withdrawal
D	Below Average ..	1	AW - Administrative Withdrawal
F	Failure	0	P - Pass
			NP - Non Pass
			N - Grade Not Submitted

1.02 The Grading Scale for Oklahoma State University Institute of Technology, effective fall 2005, is as follows:

<u>Grade</u>	<u>Points Scale</u>
A	90 - 100
B	80 - 89.99
C	70 - 79.99
D	60 - 69.99
F	0 - 59.99

1.03 Other Symbols

I An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. An *Agreement for Incomplete Grade* form must be completed then submitted to the division office for approval prior to posting of the "I". It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. When reporting an "I", the instructor will record in detail the conditions for removal of the "I," with time limitations not to exceed two semesters. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit, will remain as a permanent "I" and not contribute to the

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student's GPA.

- AU** Audit Status is used for the student not interested in obtaining a course grade, but is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit may not exceed the institution's add period and must be consistent with the State Regents' add period defined as the first two weeks of a regular semester/term and the first week of an eight week summer semester/term. Students changing their enrollment status from audit to credit must meet Oklahoma State University Institute of Technology admission/retention standards. The allowable time to change an enrollment status from credit to audit will not exceed the Oklahoma State University Institute of Technology's last date for withdrawal from classes. "AU" will not contribute to the student's GPA.
- W** An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during Oklahoma State University Institute of Technology's allowable withdrawal period. (See *Adding/Dropping/Withdrawing/Canceling* policy 2-005 for details.) If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.
- AW** Administrative withdrawal may be assigned to indicate that a student has been involuntarily withdrawn by Oklahoma State University Institute of Technology during the designated semester for disciplinary or financial reasons or inadequate attendance. Administrative withdrawals are GPA neutral.
- P-NP** Programs may elect to use the grades "P" and "NP" (pass-no pass) for specified courses or may allow students to elect a "P-NP" option under circumstances specified by Oklahoma State University Institute of Technology. The "P" grade is neutral indicating minimal course requirements have been met and credit has been earned. The "P" grade may also be used to indicate credit earned through advanced standing examinations. The grade of "NP" indicates that a student did not meet minimum requirements in a course designated for "P-NP" grading. While both grades "P" and "NP" are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.
- P-F** An institution may elect to use "P-F" (pass-fail) as an option for students in specified courses. The pass grade indicates hours earned, but is not calculated into the GPA. The fail grade is calculated as an "F" into the GPA.
- N** An "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

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1.04 Academic Forgiveness Provision

Circumstances may justify a student being able to recover from academic problems in ways that do not permanently jeopardize his/her academic standing. The student's academic transcript, however, should be a full and accurate reflection of the facts of the student's academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point averages are calculated. Specifically, for those students receiving academic forgiveness by repeating courses, the transcript will reflect the retention and graduation GPAs excluding forgiven courses. The transcript will also note the cumulative GPA that includes all attempted regularly graded course work.

1.05 Repeated Courses

A student shall have the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of twelve (12) credit hours in courses in which the original grade earned was a "D" or "F". The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. The explanation of grades section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating courses above the first 12 hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

1.06 Grade Changes

An instructor who needs to change the final grade of a student may do so by completing a *Grade Change Request* form. A grade change requires a signature from both the instructor and division chair. Grade changes must conform with the policy as stated in the most recent catalog. The instructor must maintain documentation supporting the grade change. In no case will a recommended grade change lower a grade after the student has graduated.

1.07 Advanced Standing/Extra-Institutional Learning

Advanced standing credit may be awarded when a student demonstrates equivalent course competency. A *Request for Advanced Standing Credit* form must be completed by the evaluator, approved by the division chair, and submitted to the Registrar's office. Credit for advanced standing will be transcribed after successful completion of 12 credit hours at Oklahoma State University Institute of Technology. An advanced standing fee will be assessed. A grade of "P" will be transcribed.

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