



Policy Name:	Undergraduate Grading Policy
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

Purpose

This policy is intended to provide information on the University’s system for assigning various grades for undergraduate work (including pass/fail option), computing grade point averages (GPAs), appealing grades, and repeating courses.

Policy

Grading System

The following marks are used in evaluating the work of students:

- A: superior
- B: above average
- C: average
- D: below average
- F: failure
- AT: audit
- I: incomplete
- IP: in progress
- NC: no credit
- P: pass on pass/fail system
- W: official withdrawal from University

Incomplete Grade

The incomplete grade is initiated with the course instructor. This grade indicates that due to unusual circumstances a small portion of a course has not been completed. In each instance when an incomplete grade is assigned, the instructor of the course shall also submit an incomplete grade form indicating what the student must do to complete the course. The form is turned in to the Office of the Registrar at the final grading period for the course. The student must then complete the requirements for the course by the end of his or her next fall or spring term of enrollment or the grade becomes an “F” on the student’s permanent grade record. A student wishing to submit makeup work to remove an incomplete grade must make arrangements with the instructor two weeks prior to the final grade due date. Faculty members are not obligated to accept and evaluate make-up work in order to submit a grade after the above time periods. A baccalaureate degree will not be awarded with an incomplete grade remaining on the student record by the end of the term of graduation. Upon removal of the incomplete grade, the student will then be eligible to apply for graduation at the next graduation period. Requests for extension of time must be petitioned to the Committee on Admissions and

Advanced Standing. Petition forms are available in the Office of the Registrar and on the Northwest website at <https://www.nwmissouri.edu/studentsuccess/petitions/>.

In-Progress Grade

The in-progress (IP) grade is used only for high school dual enrollment, outreach, and Study Abroad courses which span more than one semester. The IP designation is determined by the course, not the individual student. The IP grade is assigned at the end of the first semester of the course and is replaced by the earned grade at the end of the course. If the student does not complete the course by the end of the established grading period, the appropriate grade will be assigned by the instructor. If the grade is incomplete, the existing incomplete grade policies would then apply. A baccalaureate degree will not be awarded with an in-progress grade remaining on the student record at the end of the term of graduation. The IP grades become failing grades on the permanent record.

Calculating Grade Point

Grade points are calculated on the following basis: for each hour of "A," four points; for each hour of "B," three points; for each hour of "C," two points; for each hour of "D," one point; and for each hour of "F," zero points. A grade point average is computed by dividing the grade points by the number of semester hours of academic work attempted. Grades assigned as NC, W, I, IP, or P are not computed in the grade point average.

Grade Point Average Requirements

Students with transfer credit will have three grade point averages: Northwest GPA—computed on work at Northwest only; Transfer GPA—computed on work transferred in from other institutions; and Cumulative GPA—computed on both Northwest work and that transferred in from other institutions. The following are based on both the Northwest GPA and the cumulative GPA:

1. Academic status (good standing, probation, suspension or dismissal),
2. Financial assistance, except internal scholarships,
3. Graduation honors (summa cum laude, magna cum laude, or cum laude).

The Northwest GPA alone is used as the grade point average in determining eligibility for internal scholarships. The cumulative GPA alone is used for the teacher certification grade point average, class rank and GPA at graduation.

Superseding Grades/ Repeating Courses

A student who has received a grade of "C", "D" or "F" in a course may repeat a course in an effort to raise the grade. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of the grades will appear on the student's record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS must be completed prior to registration for the course, which may be no earlier than the date of the last opening window for pre-registration.

A five-hour course may be superseded by a four-hour course if the five-hour course is no longer taught and the four-hour course is essentially the same in content as defined by the department which originated the five-hour course. Similar procedures apply to a four-hour course which has been changed to three hours. A student will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar, and online at <https://www.nwmissouri.edu/registrar>.

A student with veterans' benefits must advise the coordinator of Veterans' Affairs when he or she plans to supersede a grade.

Midterm Advisory Grades

In order to inform students of their academic progress at midterm, instructors assign deficiency grades ("D" or "F") to students in courses in which the instructor has evaluated coursework. Students notified of unsatisfactory coursework at midterm are expected to follow up with the instructor in a conference, to address the areas of concern personally and systematically and/or to seek peer tutoring from a learning assistance program. These advisory grades are not permanently recorded. Grade Appeal Procedure Faculty members have a professional obligation to evaluate the progress and/or performance in each course. Student progress and/or performance should be evaluated solely on the academic objectives of the course. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Lack of success in meeting the academic grading standards established by the instructor shall not constitute a case for appeal. A student who feels that the instructor has graded on the basis of personal opinions or other matters unrelated to the established academic standards is encouraged to consult with the instructor in the hope that a satisfactory solution can be achieved. If the student still feels the instructor is biased or capricious in his/her academic evaluation, the student shall have the right to make written appeal of the grade within one calendar year from the last day of finals in the semester during which the grade in question was assigned. The written appeal shall be submitted to the departmental-level Student Relations Committee through the department chairperson or coordinator. Such a committee shall consist of at least one faculty member and one student who are not directly involved in the case. Northwest Missouri State University faculty maintain records of students' academic performance until such time as the aforementioned window for submitting an appeal has expired.

A departmental-level Student Relations Committee shall convene within a reasonable time following the student's request for a formal hearing. If the committee feels there is reasonable justification for the student's appeal, then it shall schedule a formal hearing in which testimony from both the student making the appeal and from the instructor concerned will be considered, along with any supporting evidence. At the conclusion of the hearing, the committee will make its recommendation for the resolution of the difference, and shall notify in writing the student, the instructor, and the department chair or coordinator. The written decision and the signatures of the committee members shall be filed in the department.

If the departmental-level Student Relations Committee supports the student but the instructor refuses to accept the decision of the committee, the student may notify the department chairperson or coordinator of the instructor's refusal. Should the allegation concern the department chairperson, the notification shall be made to the dean of the college or as otherwise designated by the chief academic officer. If the appeal fails, or is not supported by the department chair, the student may then petition the Academic Appeals Committee. The student must make the appeal in writing to the Academic Appeals Committee, through the Office of the University Registrar, within 10 academic days of receiving formal notification from the departmental committee.

Pass/ Fail Option

The primary purpose of the pass/fail option is to encourage students to attempt courses in areas outside their major or minor area which would not ordinarily be attempted because of lack of background. This option is made available so that students will feel free to broaden their educational experience somewhat without fear of a poor grade affecting their grade point averages.

Eligibility:

To be eligible to use the pass/fail privilege the student must:

1. Complete one term as a full-time student at Northwest.
2. Have a Northwest cumulative grade point average of at least 2.00 at the time of registration.

Procedure for Enrollment, Recording and Evaluation:

1. Courses to be taken on pass/fail must be so designated within the first 30 days of instruction of a trimester, the first eight days of a six-week or eight-week course, five days of any four-week course and two days of any two-week course. The student is to file a request for pass/fail grading in the Office of the Registrar.
2. Lecture/lab courses are considered as one unit.
3. Grades of "F" shall receive the same negative honor points as a regular "F."
4. Grades of "P" are not computed in the grade point average.

Limitations of Use of Pass/Fail:

1. Pass/fail may be used for a maximum of nine hours. Students transferring pass/fail hours to Northwest shall have those pass/fail hours counted toward their total pass/fail hours.
2. Pass/fail may not be used for any course:
 - a. In the student's major or minor requirements.
 - b. To meet a General Education requirement.
 - c. Required for language requirement on a B.A. degree.
 - d. Required for teacher certification or any pre-professional requirement.
3. Pass/fail cannot be used for graduate-level courses.
4. Pass/fail cannot be used to supersede.
5. The University, its faculty and administrators, will be under no obligation other than those regulated by law to release information regarding the grade originally earned by the student.
6. All courses that are used to meet a free elective, or any hours taken above the minimum required for graduation and not prohibited by No. 2 above, can be placed on pass/fail. Students must petition the Committee on Admissions and Advanced Standing for exceptions to the above policies. Petition forms are available in the Office of the Registrar and on the Northwest website at <https://www.nwmissouri.edu/studentsuccess/petitions/>.

Procedure