



## LP 3.16

**Effective:**  
6/20/2023

**Revised:**  
6/20/2023

**Policy Owner:**  
Board of Trustees

**Policy Administrator:**  
Provost

**Affected Parties:**  
Faculty  
Students

### Table of Contents:

- 1 Summary Table
- 2 Grading system symbols, credits, and quality points
- 3 Grade point average calculation
- 4 Course-level discretion
- 5 Policy Revision History

# Academic Grading System (LP3.16)

## UNIT-LEVEL POLICY

6/13/2023

### 1 Grading system summary table

Grade	Description	Quality Points
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Below average	1.5
D	Poor	1.0
F	Failure	0.0
FA	Failure due to excessive absences	0.0

### 2 Grading system symbols, credits, and quality points

Credit will be granted only for courses in which a student earns a grade of A, B+, B, C+, C, D+, or D and for the grade of P, explained below. Symbols used in the grading system and their meanings are as follows:

#### 2.1 "A" = Excellent

Achievement of distinction. Four quality points are given per credit hour.

#### 2.2 "B+" = Very Good

Achievement well above what is required for graduation. Three and a half quality points are given per credit hour.

- 2.3 **“B” = Good**  
Achievement above that is required for graduation. Three quality points are given per credit hour.
- 2.4 **“C+” = Above Average**  
Slightly above average achievement. Two and a half quality points are given per credit hour.
- 2.5 **“C” = Average**  
Average achievement. Two quality points are given per credit hour.
- 2.6 **“D+” = Below Average**  
Achievement slightly below what is required for graduation. One and a half quality points are given per credit hour.
- 2.7 **“D” = Poor**  
Achievement at a level below that is required for graduation. One quality point is given per credit hour.
- 2.8 **“P” = Passing**  
Satisfactory achievement in a course, but no GPA hours earned. No quality points.
- 2.9 **“F” = Failure**  
Unsatisfactory achievement. No quality points are given in the calculation of the grade point average. Instructors assigning this grade must provide on the final grade roster the student’s last date of attendance in the class.
- 2.10 **“FA” = Failure due to excessive absences**  
No quality points are given and are considered in computing the grade point average. Students earning this grade are considered to have “dropped out unofficially”; instructors assigning this grade must provide on the final grade roster the student’s last date of attendance in the class.
- 2.11 **“AU” = Audit**  
Indicates status as auditor. No credit is earned by auditing a course and no grade or quality points are recorded for an audited course by examination or otherwise.
- 2.12 **“W” = Withdrew**  
Withdrawal from the course.
- 2.13 **“I” = Incomplete**  
An Incomplete grade is assigned at the discretion of the instructor when, in the instructor’s judgment, a student who has a passing grade in the course or a reasonable prospect of earning a passing grade is unable to complete some limited portion of the assigned work in a course (e.g., final project, final exam) because of an extenuating circumstance (e.g., extended illness, accident, unavoidable work-related responsibility, family hardship).

- 2.13.1 An Incomplete is not intended to provide a student with additional time to complete course assignments unless there is some indication that the extenuating circumstance prevented the student from completing course assignments on time.
- 2.13.2 By arrangements with the instructor, a student assigned an Incomplete grade will have up to six months from the last day of examinations for the semester in which to complete the required work before a permanent grade is recorded. Within two weeks of assigning a grade of Incomplete, the instructor will prepare an "Incomplete Grade Form" that specifies the assignments that must be submitted and the deadline for each assignment. The student will sign the form indicating acknowledgement of the requirements. The instructor will send a copy of the form to the student and place a copy on file with the Registrar's Office. If the instructor does not complete a grade change request by the end of the six-month period, the grade of Incomplete will automatically be changed to a grade of "F".
- 2.13.3 Re-enrolling in the course will not make up an Incomplete grade. It is the responsibility of the student to ensure that all arrangements for removal of the Incomplete have been made and that all required course assignments have been completed and submitted by the deadline established by the instructor.

2.14 "XR" = A placeholder notation applied by the Registrar's Office at the end of the term when a grade has not been submitted by the instructor.

2.15 "XS" = A placeholder notation applied as a final grade for Study Abroad courses upon receipt of an official transcript. No quality points.

### 3 Grade point average calculation

- 3.1 Grade points in any course are computed by multiplying the number of hours of credit assigned to the course by the number of quality points associated with the grade assigned in that course according to the grading system summary table in Section 1.
- 3.2 The grade point average is determined by dividing the total number of institutional grade points earned by the total number of institutional credit hours for courses successfully completed.

### 4 Course-level discretion

- 4.1 Faculty have autonomy over how the grading scale is set and applied in each of their courses.

## 5 Policy Revision History

- Academic Grading System revised and approved the Faculty Senate and Full Faculty in the Spring of 2023 to offer three additional grades, B+, C+, and D+, with quality points worth 3.5, 2.5, and 1.5, respectively.
- Provisional policy brought to Board of Trustees Policy Committee for consideration on 5/3/2023. Policy Committee chair, in consultation with the Office of Academic Affairs and the Board of Trustees Academic Affairs Committee chair, agreed to bring the provisional policy to the Board of Trustees for approval at the next scheduled board meeting through the Academic Affairs Committee as a unit-level policy.
- Formatted and indexed proposed policy change document into standalone unit-level policy by the Policy Coordinator on 5/31/2023.
- Submitted reformatted policy for second review by the Provost on 5/31/2023.
- Submitted policy for second review by Policy Committee chair on 6/7/2023.
- Approved by Provost and Registrar on 6/13/2023.
- Approved by the Lander University Board of Trustees on 6/20/2023.