



Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18
Revisions proposed by Faculty Senate Exec 10-1-18

UNIVERSITY OF WYOMING REGULATIONS

Subject: Assignment of Grades

Number: UW Regulations 6-710, 6-716, 6-720, and 6-722 (2-XXX)

I. PURPOSE

To define and standardize the grading system used at the University of Wyoming, including the reporting of mid-semester grades for fall and spring semesters, the changing of recorded grades, the “S-U” grading system, and assigning and removing “I” grades.

II. DEFINITIONS

Auditing a class: This is when a student enrolls in a course without the benefit of formal academic credit, and receives no grade other than that of Audit (AUD).

Cumulative grade point average (“GPA”): The sum of all grade points earned throughout the University of Wyoming divided by the sum of all credit hours attempted through the University, except for credit hours in which grades of W, S, U, or I were assigned. When a course has been repeated to change a grade, the last grade points and credit hours assigned shall be entered in the computation of the cumulative average. All registered courses and grades earned at the University will remain on the transcript, whether or not they figure into the cumulative average.

Cumulative semester hours attempted: The total of all credit hours attempted through the University of Wyoming, except for those attempted in repeating a course, for those in which a grade of W was assigned, and for those accepted in transfer from other institutions. [TRE1]

Failure (F): May be assigned as a grade for failure to meet class requirements, for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate.

Incomplete (I): Temporary mark pending course work completion as agreed upon by faculty member and student.

Not Reported (NR): Grade not reported (for mid-semester grades only).

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Satisfactory (S): Equivalent to a ~~C-~~ C or better (~~B-~~ B or better in courses numbered 5000 or above), and may be assigned only in courses designated S/U or in courses which the student has requested S/U.

Unable to Compute Grades (UK): Unable to compute grades (for mid-semester grades only).

Unsatisfactory (U): Equivalent to a ~~D+~~ D or lower (~~C+~~ C or lower in courses numbered 5000 or above), and may be assigned only in courses designated S/U or in courses which the student has requested S/U.

Withdrawal (W): Withdrawal from a specified course or from the University only if the student follows the official withdrawal procedure.

III. GRADING SYSTEM

A. Grading System

Students will be evaluated by faculty in accordance with the following grading system: Grades that can be assigned by faculty to individual students will be as previously described in III.A. Students are to be evaluated according to the following grading system.

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	4.333	4.000	3.667	3.333	3.000	2.667	2.333	2.000	1.667	1.333	1.000	0.000

B. Final grades for semester length courses and blocked courses that meet for some part of the semester

- Faculty shall submit final grades no later than ~~four~~ ~~(MGB2)~~ ~~(DO3)~~ ~~(4)~~ ~~(KBM4)~~ five (5) working days following the last scheduled day of final exams. Calendar dates for mid-semester, last day of classes, and end of final exams will be defined in the approved academic calendar for each semester
- The Office of the Registrar shall post all grades to the students' records in a prompt manner, not to exceed ~~four~~ ~~(4)~~ five (5) working days after grades are due.

C. Mid-Semester grades for semester length courses

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1. Faculty shall submit mid-semester grades for each of their classes numbered below 5000 to the Office of the Registrar no later than ~~three (3)~~ ^[DOS] five (5) working days following the mid-semester date.

 2. Grades that can be assigned by faculty to individual students will be D, F, S, U, or UK.
 - a. Grades of D, F, S, and U follow the same definitions as would be used to determine these grades at the end of the course.
 - b. If, due to lack of performance assessments such as exams, papers, homework, etc., a faculty member is unable to make a determination of a mid-semester grade, that faculty may assign a grade of UK.

 3. The Office of the Registrar shall post all mid-semester grades to the students' records in a prompt manner.

 4. Mid-semester grades will not be displayed on official University transcripts.

 5. The form which reports mid-semester grades to students shall contain the following statement: "The mid-semester grade received in any particular class reflects the assessment of student performance during the first portion of the semester only."

 6. Early Alerts ~~shall may~~ be ^[MGB7] supplied for all students registered in a 1000 level class. ^[AMA8] Instructors are encouraged to utilize the Early Alert mechanism for all classes that could be considered high impact. No restriction is placed on a when an Early Alert should not be used. Early Alert notifications are not grades, rather a notification mechanism to alert the student and direct and supplemental advisors of behavioral actions that could hinder a student's success in the class.

[KBM6]

108 **D. Applicability to 6000 level law courses**

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110 Section III of this Regulation does not apply to the grading system used for the 6000
111 level courses taught in the College of Law.

112
113 **IV. CHANGE OF RECORDED GRADES**

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115 The assignment of grades for a course is the responsibility of the instructor of record.
116 Grades which have been reported to the Registrar at the end of the assigned term are final
117 and may be changed only as provided herein, except for temporary grades of I (incomplete).
118

119 **A. Mode of grading**

120 The mode of grading (letter grades or Satisfactory/Unsatisfactory) shall be that
121 advertised for the course in the class schedule or that selected by the student. Changes
122 in mode are permitted only during the authorized drop/add period and are not affected
123 by this regulation.
124

125 **B. Notice**

126
127 The Office of the Registrar shall post final grades to the student's records in a prompt
128 manner, not to exceed ~~four~~ five (5) ~~(4)~~ working days after grades are due.
129

130 **C. Allowable reasons for change**

131
132 An instructor may change a grade which has been reported to the Registrar only to
133 correct an error and only with the approval of the Department, Division, or School Head
134 and Dean of the College responsible for the course.
135

136 **D. Administrative procedures**

- 137
- 138 1. A request to change a recorded grade shall be made on a form provided by the
139 Registrar and shall include an explanation of the error claimed to have occurred.
140
 - 141 2. [KBM9]Once initiated, the form shall be handled only by appropriate faculty
142 members and employees of the relevant department, division, or
143 ~~school~~ School [DO10], Dean, and Registrar.
144
 - 145 3. The completed form shall be submitted to the Registrar within 30 calendar days
146 or the beginning of the semester immediately following the term in which the
147 grade was assigned.
148
 - 149 4. If communication with the responsible instructor is demonstrably impractical,
150 the Head of the department, division, or ~~s~~ School concerned shall investigate the
151 case and act upon the change of grade in the instructor's place. The same
152 limitations in time shall apply.
153

154 5. When the completed form is received, the Registrar shall notify the student of
155 the action taken.

156
157 6. Exceptions to the limitations in time may be approved by the Provost.
158

159 **E. Appeals**

160 A recorded grade may be changed through established appeal processes of individual
161 colleges and/or the University.

162
163 **V. S-U GRADES**

164
165 It is the intent of the "S-U" grading system and policies of the University to encourage
166 students to take courses in subject matter areas outside their majors and related fields so
167 that their academic experience may be broadened by a freer pursuit of their intellectual
168 interests. It also provides a policy for grading of courses for which the conventional letter
169 grade system is not applicable.

170
171 The grade of "S" shall signify the achievement of an acceptable competence in the subject
172 matter of the course and shall entitle the student to the appropriate credit hours designated
173 for the course. The grade of "U" shall signify an unacceptable level of achievement and
174 shall not entitle the student to credit hours. Neither the "S" nor the "U" grade will carry
175 grade-point designation nor will the credit hours attempted or completed under "S-U" be
176 included in the calculation of the cumulative grade point.

177
178 The grade of "S" includes "A through ~~C~~-C" and the grade of "U" includes "~~D+~~ D through
179 F" on the conventional grade scale.

180
181 **A. Change of grading system**

182
183 Students may change course registration to or from "S-U" and conventional letter
184 grading during the normal drop-add period only.

185
186 **B. Registration required**

187
188 Enrollment in classes that do not offer both "S-U" and conventional grading will be
189 subject to the assigned grading method for the course. In classes where both "S-U" and
190 conventional grading exists, the student may choose enrollment for "S-U". Instructors
191 shall be notified of the students registered for "S-U." Only students so registered may
192 receive the "S-U" grade.
193

194 **C. Auditing privilege**
195

196 The privilege of non-credit enrollment in a class is available to any University student,
197 upon approval of the adviser and the instructor. Students may change course
198 registration to or from audit during the normal drop-add period only. Though this
199 "auditing" privilege carries full rights of class participation, it offers no academic credit
200 and will result in a grade of "Audit" (AUD). [KBM11] Auditors are expected to attend
201 class regularly and complete such graded work as required by the instructor. The
202 auditing privilege is subject to the same fee schedule as credit courses. Subsequent
203 credit by special examination is not available.
204

205 **D. General limitations**
206

- 207 1. No student may use a course taken for "S-U" credit to satisfy University
208 academic requirements, except that this provision shall not apply to courses
209 offered for "S-U" only. [DO12]
210
211 2. No student may receive a grade of "S-U" for a course the student is repeating
212 unless the original grade was "U," or unless the course is offered for "S-U" only.
213

214 **E. College limitations**
215

216 In the University Catalog, each college shall specify the minimum number of
217 conventionally graded (A-F) course hours necessary to satisfy degree requirements in
218 that college. Those hours should not include courses offered for "S-U" only or credits
219 earned by examination. Each academic program shall conform to relevant college
220 policy and, in addition, shall specify which courses among those required that may not
221 be taken for "S-U" credit. Otherwise, a student's discretion in, and opportunity for,
222 choosing "S-U" grading shall not be limited.
223

224 **F. Acceptable Petitions**
225

226 A student who changes majors within a college or transfers from one college to another
227 may petition the new department head or the dean of the new college for the acceptance
228 of "S" credits previously earned where such credits are in conflict with published UW
229 Regulations authorized in Section V E above. Such petitions shall be reviewed under
230 the same principles that are applied in the case of a student who transfers from a college
231 or university other than the University of Wyoming.
232

233 **VI. ASSIGNMENT AND REMOVAL OF THE GRADE OF I (INCOMPLETE)**

234 **A. Assigning and removing “I” grades and their effect upon graduation**

235 A grade of I (incomplete) is a temporary grade assigned in those rare instances when
236 no other grade will ensure justice to the student. [The^[KBM13] Final grade from the
237 instructor should be submitted within 120 days of the end of the semester in which the
238 “I” is given. The instructor is expected to communicate, in writing, with the student
239 regarding the remaining tasks that must be performed to complete the course as well as
240 the name of a substitute instructor if the instructor does not expect to be available to
241 supervise completion of the course.

242 This information will be forwarded to the student and copies should be retained by the
243 student, instructor, the relevant department, division, or sSchool office, and a substitute
244 instructor.

245 The Dean of Students is authorized to petition for an "I" in the name of a student who
246 has been incapacitated. If a student has suffered a severe medical, emotional, or
247 personal problem, the 120-day limit for completing the course may be extended with
248 the approval of the instructor and the Dean of Students.

249 In specified research courses designated to the Registrar by the Dean of the College,
250 the date of submitting the final grade for the course may be set to exceed the 120-day
251 limit at the discretion of the instructor.

252 If the final grade for the course is not received by the Registrar by the date in the
253 authorization:

- 254 1. The "I" will revert to an "F" for a student who has not graduated in the interim,
255 and
256 2. The "I" will stand permanently for a student who has graduated in the interim.

257 During the time in which an "I" stands in a course, that course shall not be counted for
258 credit, grade points, or university or college graduation requirements. A student's term
259 grade point average with all associated honors will not be re-determined when an "I" is
260 removed.

261 **B. Administrative provisions**

- 262 1. Information regarding authorization and processing of incomplete grades may
263 be obtained from the Registrar.

264

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- 270 2. The^[KBM14] assignment of an “I” for individual students may not be used when
271 extraordinary circumstances require the deferment of grade reporting for an
272 entire class. In such instances the Dean of the College offering the course shall
273 approve specific arrangements with the Registrar for the recording of grades.
- 274 3. College Deans shall file a list of "research courses" with the Registrar. Unless
275 a research course receives approval from a Dean for an extension beyond 120
276 days, no extension will be allowed by the Registrar.
- 277
- 278 4. The 120-day period will be computed from the last day of a semester or the
279 term during which the course was offered. To allow time for grading and
280 delivery of the grade, instructors may establish an earlier time in the written
281 authorization for the submission of completed coursework by the student.
- 282
- 283 5. The requirement that the grade of "I" stand permanently for a student who has
284 graduated in the interim does not apply to those students who have filed with
285 the Registrar prior to graduation permitting the course to be taken for
286 application toward an advanced degree. In such cases, the grade of "I" may be
287 changed without regard to the intervening graduation if course work is
288 otherwise completed in a timely and satisfactory way.

Responsible Division/Unit: Division of Academic Affairs

Source:

Links:

Associated Regulations, Policies, and Forms:

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meeting
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