
UNIVERSITY OF WYOMING REGULATIONS

Subject: Assignment of Grades
Number: UW Regulation 2-106



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: Enrollment in a course without academic credit, and receiving no grade.

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.

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).

Satisfactory (S): Equivalent to a C or better (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 or lower (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:

Grade	A	B	C	D	F
Points	4.000	3.000	2.000	1.000	0.000

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

1. Faculty shall submit final grades no later than four (4) working days following the last scheduled day of final exams, but no later than 8:00 a.m. the last working day before winter break. At the discretion of the Provost, an extension may be granted for extenuating circumstances. 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
2. The Office of the Registrar shall post all grades to the students' records in a prompt manner, not to exceed four (4) working days after grades are due.

C. Mid-Semester grades for semester length courses

1. Faculty shall submit mid-semester grades for each of their classes numbered below 5000 to the Office of the Registrar no later than four (4) 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.

C. Allowable reasons for change

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

D. Administrative procedures

1. A request to change a recorded grade shall be made on a form provided by the Registrar and shall include an explanation of the error claimed to have occurred.
2. Once initiated, the form shall be handled only by appropriate faculty members and employees of the relevant department, division, or School, Dean, and Registrar.
3. The completed form shall be submitted to the Registrar within 30 calendar days or the beginning of the semester immediately following the term in which the grade was assigned.
4. If communication with the responsible instructor is demonstrably impractical, the Head of the department, division, or School concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.
5. When the completed form is received, the Registrar shall notify the student of the action taken.
6. Exceptions to the limitations in time may be approved by the Provost.

E. Appeals

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

V. S-U GRADES

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

The grade of "S" shall signify the achievement of an acceptable competence in the subject matter of the course and shall entitle the student to the appropriate credit hours designated for the course. The grade of "U" shall signify an unacceptable level of achievement and

shall not entitle the student to credit hours. Neither the "S" nor the "U" grade will carry grade-point designation nor will the credit hours attempted or completed under "S-U" be included in the calculation of the cumulative grade point.

The grade of "S" includes "A through C" ("A through B" in courses numbered 5000 or above) and the grade of "U" includes "D through F" ("C through F" in courses numbered 5000 or above) on the conventional grade scale.

A. Change of grading system

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

B. Registration required

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

C. Auditing privilege

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

D. General limitations

1. No student may use a course taken for "S-U" credit to satisfy University general education or University graduation academic requirements. This provision shall not apply to courses offered only with an "S-U" grade.
2. No student may receive a grade of "S-U" for a course the student is repeating unless the original grade was "U," or unless the course is offered for "S-U" only.

E. College limitations

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

F. Acceptable Petitions

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

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

A. Assigning and removing "I" grades and their effect upon graduation

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

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

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

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

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

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

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

B. Administrative provisions

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

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

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