



# Standard Administrative Policy and Procedure

**Subject:** Assignment of Grades

**Number:**

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## 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 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.

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

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

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

## III. GRADING SYSTEM

### A. 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.

**B. 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.
  - 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 be supplied for all students registered in a 1000 level class. 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.

**IV. S-U GRADES**

**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.

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

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

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 Executive Vice President for Academic Affairs

**Source:** UW Regulation 2-106

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

**Associated Regulations, Policies, and Forms:**

**Approved:** 7-17-18