

## Grades

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### GPA of Record

The grade point average for any period is obtained by dividing the quality points earned by the total number of credits for which the student was enrolled during that period. Grades of *S*, *U*, *H*, *W*, *NR*, or *I* are not included in determining the grade point average.

The undergraduate CUM GPA is the University of Missouri GPA, which will include all grades, credits, and honor points attempted at any University of Missouri campus, including all grades and credits. In computing the undergraduate GPA the grade points assigned to students' transfer work are the grade points that would have been assigned if the courses had been taken on the University of Missouri System campus, including any adjustments made under policies related to course repeats and/or Academic Renewal/Forgiveness.

### GPA Calculator Web Site

To calculate a grade point average, go to the GPA Calculator Web Site at <http://registrar.missouri.edu/grades-calculators/gpa-calculator.php>

### Plus-Minus Grading System

The purpose of the grading system is to provide a framework in which the faculty can report evaluation of student performance and achievement. For undergraduates, all teachers are expected to use the grading scale approved by the faculty. This precludes any department or unit from opting to use a modification of the scale.

The A through F grading system is appropriate for those subjects and situations that allow discrimination in quality of achievement and performance. The S/U grading system is more appropriate for students wishing to take elective courses in a subject matter field in which they will be competing with majors, for mastery learning situations, and for courses graded primarily on the basis of attendance.

Grades carrying credit are: *A+/-*, *B+/-*, *C+/-*, *D+/-*, and *S*. Grades calculated in the grade point average are *A+* (4.00), *A-* (3.7), *B+* (3.3), *B* (3.00), *B-* (2.7), *C+* (2.3), *C* (2.00), *C-* (1.7), *D+* (1.3), *D* (1.00), *D-* (0.7), and *F* (0). The grades of *S*, *U*, *NR*, and *W* are not incorporated in the grade point average.

Students must have a cumulative GPA of 2.00 to remain in good academic standing.

All regulations currently applicable on a course-by-course basis and currently tied to a specific letter grade would be interpreted to mean a specific letter grade range. Hence, if a student must achieve a *C* in one course in order to proceed to another course, under the plus-minus grading system, that student must achieve a grade in the "C range," which would include the grade of *C-*.

All regulations currently tied to a specific grade average are interpreted to mean the numerical average currently associated with that specific grade. Hence, the required "C average or better" on all courses is a "2.00 average or better."

The grade of *S* (on S/U basis) is defined as equivalent to the letter grade of *C-* or higher.

## Satisfactory/Unsatisfactory Grading System

Students may elect to take courses under the S/U (pass/fail) grading system in several MU colleges and schools. Before electing to take a course on a pass/fail basis, the student should evaluate the advantages and disadvantages of the S/U grading system. The S/U grading status is indicated in the appropriate column on the registration or add/drop form. Students may change to or from the S/U status only through the tenth day of classes in a semester.

In general, the teacher of a course does not know which students, if any, are enrolled on the S/U system, and a grade of *A+/-*, *B+/-*, *C+/-*, *D+/-* or *F* for each student is reported to the Office of the University Registrar. The Office of the University Registrar staff members ascertain which students are enrolled on the S/U system and assign a grade of *U* to those reported for grades of *D+/-* or *F*, and a grade of *S* for those reported *A+/-*, *B+/-* or *C+/-*. Grades of *S* and *U* are not included in the computing of grade point averages.

Enrollment in courses under the S/U system is subject to the following restrictions by the University faculty:

- Students cannot change from one grading system to the other after the tenth day of classes in the fall or spring semesters, or the equivalent thereof in a shorter session.
- Students cannot elect to enroll in more than one course on an S/U basis in a given semester. This excludes courses taught only with the S/U grading system.
- First-semester freshmen and students on scholastic probation are not eligible to enroll in courses on an S/U system. This excludes courses taught only with the S/U grading system.
- *A+/-*, *B+/-*, and *C+/-* grades are recorded on the transcript as an *S*. *S* grades are not included in the semester or cumulative grade point average on the transcript. Full credit is earned for courses completed with a grade of *S*.
- *D+/-* and *F* grades are recorded on the transcript as a *U*. *U* grades are not included in the semester or cumulative grade point average on the transcript and no academic credit is awarded for courses completed with a grade of *U*.
- Courses completed with a grade of *S* may be accepted in an area of concentration only with the prior approval of the area advisor.

Courses completed with a grade of *S* may constitute no more than 20 percent of the total credits for the baccalaureate degree.

- Taking S/U courses may affect eligibility for Latin or other graduation honors for undergraduate students. Contact the academic advising unit for information.
- Some specified courses may not be taken on S/U basis to meet graduation or degree program requirements. Contact the academic advising unit for S/U approval.

## Selecting Grading Options (S/U vs. A through F)

Students must choose to change their grading option no later than after the expiration of two weeks following the first day of classes in regular session or the equivalent thereof in a shorter session. Students' academic advising unit must approve and change their grading option in myZou for the change to become official. See the University Registrar's

website at <http://registrar.missouri.edu/academic-calendar/> for deadlines for each term.

## How Dropping/Withdrawing from a Class Affects the GPA

Students may drop a course through the end of the business day of the fifth week or the 25th class day of the semester. It will have no effect on the grade point average. After the 25th class day, the signature of the course instructor and/or dean of the academic unit is required. After the last day to drop, students are withdrawing from a course if they choose to leave the course. Students may withdraw from a course through the end of the business day of the 10th week or 50th class day of the semester. At this point a grade of *W* for withdraw is recorded if the student was passing at the time of withdrawal. If the student was failing at the time of withdrawal, the course grade is *F*. The instructor determines which grade to assign. A *W* grade does not affect the grade point average, while a grade of *F* does. The grade generally will not appear until all grades for the course are submitted at the end of the semester.

## Grades for Students Who Officially Withdraw from the University

No grade will be assigned to a student who officially drops prior to the 26th day of the fall or spring semester or an equivalent period in a summer session (other non-standard classes are also adjusted accordingly).

Students who officially withdraw from a standard 16-week course on or after the 26th day may be required to obtain the signature of the course instructor on the Course Withdrawal Form, available from the academic advising unit. This will inform the student of the grade (*W* or *F*) that will be submitted to the Office of the University Registrar at the end of the semester. A grade of *F* is assigned if the student is judged to be failing at the time of the withdrawal and will be calculated into the grade point average. Once the course withdrawal form is completed, students should return the form to their academic advising unit to obtain the dean's signature (stamp of approval) on an add/drop form. The add/drop form is submitted to 125 Jesse Hall for processing.

Dropping or withdrawing from all classes for a term is considered withdrawing from the University. If done after the first day of standard classes the student remains eligible to pre-register for the following term. If a term elapses (other than summer) between enrollments, the student must apply for readmission. **NOTE:** Refund dates are different from withdrawal dates. (See Withdrawal from the University section on the University Registrar's website: <http://registrar.missouri.edu/policies-procedures/withdrawal-university.php>.)

## Grade Appeal

Guidelines for grade changes are as follows:

- Students who believe that they have been graded unfairly or incorrectly should see the course instructor.
- If still dissatisfied, the student may appeal to the chair of the department. (If the course has a large number of sections, it may have a course director. If so, the student should see the director before appealing the grade to the department chair.)
- The chair of the department will conduct an investigation. The chair cannot substitute his or her judgment for that of the instructor concerning the quality of the student's work.
- If the instructor of the course also is the department chair, the dean of the school or college will handle grade appeals.
- No one may substitute personal judgment for that of the instructor concerning the quality of the student's work. However, mathematical or mechanical errors in scoring examinations may be corrected.
- No grade shall be otherwise changed unless there is clear, convincing and unequivocal evidence that it was a direct result of arbitrary and capricious conduct by the instructor.

## Incomplete Grades (Grade of I)

Whenever students cannot be assigned a grade at the end of a course in which they have been enrolled because their work is for good reason incomplete, the instructor will postpone the grades, reporting *I* grades to the University Registrar.

An *I* grade may be assigned only when:

1. The completed portion of the student's work in the course is of passing quality AND
2. There is such evidence of hardship as to make it unjust to hold the student to the limits previously fixed for the completion of the work.

Each department of the schools and colleges maintains a record of *I* grades in courses of that department. (Exemptions are made for research courses and problems courses related to research assignments.) This record, kept in the electronic student information system, will include:

- The name of the student
- The course number, title and credits
- Semester and year of enrollment
- A brief statement of the reason for delaying the grade
- An adequate guide for the removal of the *I* grade along with a suggested final grade in the event of the departure or extended absence of the instructor from the campus

An undergraduate student who receives an *I* grade must complete the course requirements either:

1. within one year from the date it was recorded (unless the course is numbered 4950-4959 or 4995), OR
2. before the date of graduation (whichever comes first).

When an incomplete is satisfactorily resolved, the faculty member responsible for the grade change will notify the University Registrar of the revised grade.

Otherwise, the University Registrar will remove the *I* and record a grade of *F* in classes graded A-F or a grade of *U* in classes graded S/U. Any student planning to graduate with an unresolved *I* grade should be aware that translation to an *F* could drop the GPA below the requirements for graduation. As with any academic deficiency, the low GPA would delay the student's graduation until all requirements for graduation are met.

### Note:

- A grade of *I* is not figured into the grade point average.
- Students should not re-enroll in a course for which they have been assigned a grade of *I*.
- For further information, see the Faculty Handbook, Academic Regulations (<http://facultycouncil.missouri.edu/handbook/intro.html>).
- Exceptions to unresolved incomplete grades changing to an *F* are as follows:
  - Courses taken for graduate level credit

- Courses taken prior to Fall 2003
- Undergraduate research, honors research or problems courses that are approved for multiple terms of continuous research
- Grades of *I* and the reason for the delay of grade may also be entered directly into myZou.

Questions may be directed to the Office of the University Registrar, (573) 882-4249.

## Unassigned or Erroneous Grades

To correct a grade erroneously reported, proper notification is sent from instructors and their department chairs to the Office of the University Registrar on a form provided for that purpose.

**Note:** Grade corrections must be processed within one year of the original reporting date.

In situations when there is a failure to record a grade on the official grade sheet, the University Registrar will record a *NR* (not reported) and send a written notification of this action to the faculty member and relevant department chair. The faculty member is responsible for submitting a corrected entry. After 12 months *NR* will change to an *F*.

For graduate and professional students, the *NR* grade will remain on the transcript until a letter grade is submitted. If a letter grade is not submitted, an *NR* can remain on the student's record indefinitely and will not convert to an *F*.

No student may be re-examined for the purpose of changing a grade after a final grade has been reported to the University Registrar. For further information see the Faculty Handbook, Academic Regulations (<http://facultycouncil.missouri.edu/handbook/intro.html>). Questions may be directed to the Office of the University Registrar, (573) 882-4249.