

University of St. Thomas Policies

GRADING

Policy Number: A.02.04

SCOPE

All Undergraduate Students.

PURPOSE

To describe grades and grade point values.

DEFINITIONS

A. Course Numbers:

Courses are identified by subjects and four-digit numbers. The first digit indicates the level of a course. A "1" indicates first-year or entry level, while "3" and "4" indicate upper-division and typically presume prior completion of courses beginning with "1" or "2." The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental sequence. Thus, Chemistry 1341 is a first-year chemistry course carrying 3 credit hours, and Chemistry 1141 is a first-year course carrying 1 credit hour. These two courses are lecture and lab for first-year General Chemistry and together total 4 credit hours.

B. Credit Hours

The unit of measurement for academic work is the credit hour, representing fifty minutes of class lecture or contact time per week for one semester. Two to four laboratory clock hours are usually required for earning 1 credit hour in a laboratory course.

POLICY/PROCEDURE

01. Grading and Point Equivalent

A	=	4.00 grade points per credit hour
A-	=	3.70 grade points per credit hour
B+	=	3.30 grade points per credit hour
B	=	3.00 grade points per credit hour
B-	=	2.70 grade points per credit hour
C+	=	2.30 grade points per credit hour
C	=	2.00 grade points per credit hour
C-	=	1.70 grade points per credit hour
D+	=	1.30 grade points per credit hour
D	=	1.00 grade points per credit hour
F	=	0.00 grade points per credit hour
P	=	Credit earned without impact on the student's GPA. See the policy on Pass/Fail Option.

University of St. Thomas Policies

- I = Incomplete. At the discretion of the faculty member, a grade of “I” may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the class and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Upon the completion of the work within the next regular semester at the time prescribed by the faculty member (no later than the end of the following regular semester), the faculty member will award the student a letter grade, including the possibility of an “F.” An “I” grade that is not replaced by a letter grade or an “IE” grade will automatically become a grade of “F.”
- IE = Incomplete Extended. At the discretion of the faculty member, a grade of “IE” may be assigned to a student for one semester if the situation warrants. The “IE” grade that is not replaced by the end of the semester for which it was issued will automatically become a grade of “F.”
- W = Withdrawal or drop from a course without jeopardy or effect on GPA, in the period beginning with the 13th day of classes and ending with the last day of the 11th week of a regular semester. The student must complete an official form from the Registrar’s Office within the specified timelines. Failure to withdraw officially from any or all courses can result in a grade of “F.”
- AUD = Audit only; no credits earned.
- NGS = No grade submitted. This is a temporary notation used when a faculty member has not submitted a grade by a prescribed deadline. The course grade is pending. The faculty member will report the actual course grade by means of the official Request for Grade Change Form. NGS has no negative impact on a student’s term or cumulative GPA.

The description and interpretation of the letter grades is as follows:

- A, A- = Excellent (unusual and superior achievement)
B+, B, B- = Good (above average, articulate achievement)
C+, C = Satisfactory (average work)
C-, D+, D = Passing (below standard)
F = Failing

The GPA is calculated by adding the total number of grade points earned and then dividing by the total number of hours attempted at the University.

To achieve the minimum GPA required for a degree, the student must have obtained at least twice as many grade points as hours attempted at the University of St. Thomas. Courses taken outside the University of St. Thomas are not calculated in determining grade point averages.

University of St. Thomas Policies

02. Final Semester Grades

Semester grades and cumulative statistics are available at the end of each semester on myStThom.edu. Faculty members are not authorized to post final grades or release them to students by any other means. Students should review their grades carefully. A course grade may not be changed after one year following completion of the course.

APPROVED: Dr. Robert Ivany

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