

GRADING LEGEND QUICK REFERENCE SHEET

Standard Grading Mode

- A, A+, A-
- B, B+, B-
- C, C+, C-
- D, D+, D-
- F: Failing. This is used both in the standard (A,B,C,D,F) grading mode and in the Pass/Fall mode

NOTE: Once grades have been rolled they can not be changed via BannerWeb. If the rolled indicator says YES you will need to complete a Change of Grade form, available under your secure login on BannerWeb. These forms can be found under the Faculty Services menu on BannerWeb

Other Grade Options

I: The grade I is a PUNITIVE INCOMPLETE. I provisionally counts as an F in the GPA. The work for the class must be made up by the deadline indicated by the instructor, but no later than 45 days from the end of the semester. Instructors then have eight working days to report the grade via the Grade Change Form to the University Registrar. I grades not reported as made-up automatically convert to F. Once reported, the make-up grade appears to the right of the I on the student's transcript. Please refer to the I/Y policy sheet on the reverse side of this sheet.

M: Withdrawal Failing * Grade is given by the Registrar's Office based on student's submission of a signed Withdrawal Form and the grade indicated on the form by the instructor. All M grades will be verified against paperwork on file.

P: Pass. This is when the student has taken the course using the Pass/Fall grading mode.

S: Satisfactory. Used most widely in courses that do not offer a credit, ex: Wellness, PDP.

U: Unsatisfactory. Use most widely in courses that do not offer a credit, ex: Wellness, PDP.

V: Failure (Excessive Absences). You may enter this grade if a student has never attended or stopped attending the course. All V grades will be verified against paperwork on file. If there is no paperwork, V counts as an F in the GPA.

Y: NON-PUNITIVE INCOMPLETE. It has no impact on the GPA, but does impact the apparent load and earned hours of the student. The Y grade has no make-up deadline unless the instructor so indicates on the Incomplete Coursework Form. Once reported, the make-up grade appears to the right of the Y on the transcript.

W: Withdrawal Passing * Grade is given by the Registrar's Office based on student's submission of a signed Withdrawal Form and the grade indicated on the form by the instructor. All W grades will be verified against paperwork on file.

X: Grade Not Available. Grade is not available from the instructor. An X grade may not be assigned on BannerWeb. To assign an X, contact Susan Breeden at 289-8400.

Z: Audit * See page 35 in the '02-'04 Undergraduate Catalog; All other schools, refer to your catalog for audit rules.

*Students who have withdrawn or are auditing the course, will have a **W**, **M**, or **Z** in the grade field and the rolled indicator will be "YES". Once a grade has been rolled, it may not be changed on BannerWeb