4E.12 GRADES

4E.1201 MEANING OF GRADES

4E.1201.01 PLUS/MINUS GRADING SYSTEM (FSB 95001 approved by President 2/9/96; FSB 98012 approved by President 5/5/99)

Grades are assigned the following meaning: A (Superior), B (Good), C (Average), D (Poor), F (Failure), W (Withdrawal), I (Incomplete), J (mastery of skills in developmental courses are in progress), IP (In Progress), N (No Credit), P (Pass), S (Satisfactory), U (Unsatisfactory), T (class in progress), Y (no grade given by instructor), and V (Visitor or Audit).

Grade points will be computed on the following scale: A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, D=1.0, F=0. The grades P, W, I, V, N, S, T, and Y are not counted in the grade point calculation.

GPA grades will be assigned at the discretion of faculty in the manner that best reflects student work and which is most appropriate for a given course. Faculty shall clearly set forth criteria for these grades in all course syllabi. Policy on grades in courses with multiple sections shall be set at the departmental level.

4E.1201.01.01 SATISFACTORY/UNSATISFACTORY MIDTERM GRADE OPTIONS (FSB 02012 approved by President 4/30/03)

Classes which currently have computer system letter grade options shall include S (satisfactory) and U (Unsatisfactory) with the A (Superior), B (Good), C (Average), D (Poor), F (Failure) midterm grade alternatives.

4E.1201.02 IN PROGRESS (IP) GRADE (FSB 97003 approved by President, 2/24/98; FSB 01010 approved by President, 4/4/02; FSB 03007 approved by President 3/30/04)

In Progress, IP, grade extensions are used in graduate and undergraduate classes identified by the college/school as requiring graduate or undergraduate work that extends beyond one semester. IP grades may be extended each semester at the discretion of the faculty member in charge. A final course grade must be submitted for the course(s) by the end of the semester the student graduates. Upon the graduate student’s completion of a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from IP grades to W grades. The University Registrar’s office will notify department chairs of students with IP grades. The chair of each department will contact the faculty member issuing the IP grade(s) to determine if the IP grade(s) needs to be extended for an additional semester.

4E.1201.03 PASS-NO CREDIT
The basic purpose of the pass-no credit option is to encourage students to elect interesting courses of a broadening nature from which they might otherwise be dissuaded through fear of mediocre performance and consequent jeopardy to grade point average.

The student electing the pass-no credit option will receive credit hours toward graduation and the grade of P if he/she successfully completes the course with a grade of D or above. If the student fails to successfully complete the course, the course will appear on the student’s transcript with the grade designation of N and 0 hours credit earned toward graduation. Credit hours of P and N are not to be computed in the student’s GPA.

Any undergraduate student may elect any course on a pass-no credit basis with the following exceptions:

1. Courses taught in the area in which the student is seeking a major, minor, or teaching field, or courses used for a Bachelor of Integrated Studies degree contract.

2. Courses, including general education courses, used to satisfy requirements in the student’s particular curriculum. The student may elect the pass-no credit option in a course taken to satisfy a general education requirement provided such course is of higher level than the course or courses specifically required or recommended to satisfy such requirement and provided such option is approved by the student’s advisor.

3. Courses specifically excluded by departments from the pass-no credit option. Students who are undecided or who change majors, minors, or teaching fields, and who have previously taken courses on a pass-no credit basis in such majors, minors, or teaching fields may petition the appropriate department to allow such courses to be used in answering major, minor, or teaching field requirements. Students should recognize that such approval will not be automatically granted, and might not be granted at all. In any case, no department shall allow any student to count more than 2 courses of pass-no credit work toward satisfying major, minor, or teaching field requirements.

A student is limited to 25% of his/her total course hours credit toward graduation in passno credit courses.

The process for recording a pass-no credit course is as follows:

1. The student must declare his/her intention to enroll in a course for pass or no credit prior to enrolling or by the 10th day of classes. For a workshop, short course, or summer term, the declaration must be made at time of enrollment. This is done by completing the appropriate form in Registration.
2. Instructors will not be informed which students are enrolled under this option.
3. The instructors will file a grade report in the regular manner. Registration will convert the grade to P or N and the instructor will be notified as to which students have received pass-no credit grades.

In order to avoid confusion, the terms pass and no credit shall be applied to this program.
only, and not to any other.

**4E.1201.03.01 EXTENDED USE OF PASS-NO CREDIT DESIGNATION**

The use of the pass-no credit grade for certain course areas, both undergraduate and graduate, is permitted providing that:

1. The department initiates such request.
2. Such request is considered as a curricular modification and received approval through the established curricular modification procedure.
3. In such designated courses, no student may be awarded a letter grade.

Examples of courses eligible for consideration under this policy include seminars, independent study, research projects, research problems, and thesis.

**4E.1201.04 CREDIT BY EXAMINATION** (FSB 89004 approved by President 12/4/89)

The purpose of credit by examination is to allow an exceptional student to design a college curriculum that better suits her/her needs. By allowing the student to obtain credit for previously acquired knowledge, the university provides a mechanism by which a student can either decrease the time needed to complete a degree or provide time for additional courses, perhaps to complete a second major. To this end, an enrolled student or a prospective student who subsequently enrolls shall be permitted to earn University credits or advanced standing beyond entry-level courses by examination.

The examination credit may be used in one of two ways. 1) The credit may be used to complete the requirements for a degree in a shorter period in that it shall count toward the total number of hours needed for graduation. This credit is acceleration credit. 2) The credit may be used to enrich the student’s college program by allowing time for more advanced courses or for courses in additional areas in that it can be used to meet specific course requirements but cannot be counted towards the hours needed for graduation. This credit is enrichment credit. The student shall state at the time of the test or upon enrollment in the University, whichever occurs last, whether he/she wishes acceleration credit or enrichment credit. No more than 15 hours of acceleration credit shall be allowed on a student’s transcript, however, a student can have an unlimited number of hours of enrichment credit. The grade of P shall be used to indicate courses completed by examination.

**Departmental Examinations**

Each department within the University may offer credit by a departmentally developed examination. Each department writes the examinations, grades the examinations, and determines passing scores. A prospective student or a regularly enrolled student may, because of maturity, wide reading, courses taken at non-accredited colleges or other off-campus preparation, elect to take the examination. Credit by examination cannot be granted after the student has completed a course that duplicates the course sought or has completed courses that may be considered in advance of the course requested. Each department
wishing to participate in credit by departmental examination must notify Assessment and Educational Measurement of the course(s) for which a student will have the opportunity of receiving credit in this manner. A fee for taking such an examination shall be established by Assessment and Educational Measurement, commensurate with the Board of Regents policy.

**Externally Administered Examinations**
In addition to departmental examinations, departments may elect to award credit based upon any of several externally developed and administered tests, such as those offered by the American College Testing Service (ACT), College Level Examination Program (CLEP), or the College Entrance Examination Board (CEEB). If a school/college or department elects to award credit based upon the results of these examinations, it must establish acceptable passing scores for the courses for which it wishes to award credit in this manner. In addition, a department may use the scores to fulfill course prerequisites for more advanced courses without awarding credit. The school/college, or department shall notify Assessment and Educational Measurements of its decision to award credit in this manner and the standards that it has established for each course.

**Retroactive Credit**
A student who studied a foreign language in high school and wishes to continue to study the same language may receive examination by credit. In addition to credit by examination, the Center for the Study of Foreign Languages also offers retroactive credit. Retroactive credit can be awarded if the student begins his/her language studies in a specified advanced course. The student must contact the Center for the Study of Foreign Language before enrollment in an advanced Foreign Language course. The awarding of retroactive credit is subject to the following restrictions:
- To qualify for retroactive credit, the initial university-level enrollment in a language course must be at Emporia State University.
- After completing the course with a B or better, the student must get verification from the Center for the Study of Foreign Language for the awarding of retroactive credit. The Center for the Study of Foreign Language shall then notify the Registrar that the credit has been awarded. The only grade that can be assigned is P and the only type of credit that can be obtained is enrichment credit.

**Instructional Base**
Credit earned through externally developed and administered tests, such as CLEP, or as retroactive credit shall not be included in the computation of the instructional base of the department. One-half the credit hours earned through campus-developed and administered tests may be included in the instructional base.

**Assessment and Educational Measurements**
Assessment and Educational Measurements shall maintain a list of courses for which credit by examination is possible. Each department within the University shall notify Assessment and Educational Measurements whenever any courses are deleted or added to the list, or when acceptable scores for receiving credit from externally developed tests change. In addition, Assessment and Educational Measurements shall aid in the process of awarding
credit by examination by establishing days upon which departmental examinations will be
given and by registering students for the examinations. In addition, Assessment and
Educational Measurements shall, if a department so chooses, administer the test to the
student.

4E.1202 DROP-ADD, WITHDRAWAL, AND MIDTERM GRADES (FSB 88008
approved by President 2/9/89; FSB 90001 approved by President 11/29/90; FSB
93019 approved by President 5/2/94; FSB 98007 approved by President 2/22/99;
FSB 99001 approved by President 10/27/99; FSB 02011 approved by President
4/25/03)

4E.1202.01 DROP-ADD

The official add period shall consist of the first 5 weekdays of each semester. No classes may
be added after the official period without the consent of the instructor. The official drop
period consists of the first 10 weekdays of each semester. For classes taught in less than the
regular semester, the official add and drop periods shall be determined by Registration, based
upon their relative proportions of the regular semester. No record of classes that are dropped
during the drop period shall appear on the transcript.

4E.1202.02 MIDTERM GRADES

It is the instructor's duty to provide the student with the knowledge of his/her academic
standing in class. Each instructor shall, by the end of the 8th week of each regular semester,
evaluate undergraduate students' progress and send to Registration a midterm grade for each
undergraduate student enrolled in the class. An instructor teaching a graduate-level course
has the option of evaluating by the end of the 8th week of each regular semester all of the
graduate students in the course. The instructor who is teaching a graduate-level course and
who chooses to give a 8th week evaluation shall send to Registration a midterm grade for
each graduate student enrolled in the course. These midterm grades shall be made available
to undergraduate and graduate students by Registration as soon as possible. For classes
taught in less than a full regular semester, the instructor shall make the evaluation available
to the student in time to allow the student to withdraw before completion of 5/8 of the
course.

4E.1202.03 WITHDRAWAL

If a student elects to withdraw from 1 or more classes after the official drop period and
through the 10th week of the regular semester, the grade of W shall be recorded on the
transcript regardless of the student's academic standing in that class. Students must have their
advisor sign the withdrawal form. After processing the withdrawal, the registrar shall send
copies of the form to the instructor of the class and to the student's advisor.

After the 10th week of the regular semester the student may not withdraw from class nor
may the instructor assign the grade of W. In extreme cases, the student may appeal to the
office of the Vice President for Academic Affairs to receive a grade of W after the 10th
Classes taught in less than the regular semester shall follow a similar pattern. If a student elects to withdraw from 1 of these shorter classes after the official drop period and before 5/8 of the class periods have been completed, the grade of W shall be recorded on the transcript. After 5/8 of the class periods have been completed the student may not withdraw nor may the instructor assign the grade of W. In extreme cases, the student may appeal to the office of the Vice President for Academic Affairs to withdraw with the grade of W after 5/8 of the class periods have been completed.

4E.1203 FINAL GRADES (revised 4/02; revised 8/07)

Grades will be posted on the University website for student access at midterm and at the end of each semester. Faculty will post grades awarded via the University’s portal BuzzIn.

4E.1204 INCOMPLETE GRADES (FSB 79006; FSB 87011 approved by President 2/26/88)

The grade I (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the incomplete as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). During the initial extension period, a student may submit a written petition for an extension of 1 additional semester during which an incomplete grade may be removed. In the most exceptional cases, the faculty member with the written approval of the department chair, may grant the request for an extension. An extension beyond 2 semesters will require the approval of the dean of the school or college in which the course was offered. The granting of an extension will not be routine. Individual instructors may establish earlier deadlines for completion of the work. Students who do not complete the unfinished work by the established deadline will have the grade of F entered on the transcript and will be required to re-enroll to earn credit in the course.

4E.1205 CHANGE OF GRADE (FSB 89007 approved by President 3/26/90)

If a faculty member finds it necessary to change a GPA grade after the grade sheet has already been submitted, he/she may do so by going to Registration and filling out a Change of Grade card. After 1 calendar year has passed since the original GPA grade was assigned, a Change of Grade card shall only be processed with the permission of the dean of the college or school in which the course was offered. The Change of Grade card is filed with the original roster and becomes a permanent record.

Within the guidelines established by the Policy on Incomplete Grades (FSB 79006 and FSB 87011), incomplete grades may also be changed to the appropriate final grade by the instructor filling out a Change of Grade card.