

# GRADING

Most SPU course are graded according to the normal grading system outlined on the tabs on this page; however, some courses allow students to select an alternative grade mode, or offer only the alternative P/NC grading.

Unless an exception is noted, normal grading is required for courses that apply to graduate program requirements, as outlined in Standards of Scholarship for Master's Degrees (<https://catalog.spu.edu/graduate/degree-requirements/standards-scholarship-masters-degrees/>) and Standards of Scholarship for Doctoral Degrees (<https://catalog.spu.edu/graduate/degree-requirements/standards-scholarship-doctoral-degrees/>).

Code	Title	Credits
	Normal Grading (p. 1)	
	Alternative Grading (p. 1)	
	Temporary Grades (p. 1)	
	Withdrawal Grades (p. 2)	

## Normal Grading

In the normal grading mode, the quality of a student's performance in a course is recognized by a letter grade, which is counted in points. Grade points (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned according to the scale below.

Your grade point average (GPA) is determined by dividing the total number of grade points earned during a given period by the number of credits for which you were enrolled and received a regular grade. Learn how to calculate your GPA (<http://spu.edu/administration/office-of-the-registrar/dropdown-source/office-of-the-registrar/resources/students/>).

Except in cases of clerical error, no instructor may change a grade that he or she has submitted to the Office of the Registrar (<http://spu.edu/administration/office-of-the-registrar/>). A student may not do additional work after the quarter ends to improve the final grade. Grade changes may be made no more than one quarter after the grade was issued. See Academic Appeals (<https://catalog.spu.edu/graduate/academic-policies-procedures/academic-appeals-policy/>) for details about the process for appealing a course grade.

## Normal Grading

Grade	Points	Explanation
A	4.0	Excellent attainment
A-	3.7	
B+	3.3	
B	3.0	Highly satisfactory attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory attainment
C-	1.7	
D+	1.3	
D	1.0	Insufficient attainment with credit allowed
E	0.0	Failure

## Alternative Grading

### Pass/No Credit

- 6000- and 7000-level courses may not be taken for P/NC. Exceptions to this policy include: thesis, dissertation, research, and projects courses in any program, at the discretion of the academic school or department.
- A "P" grade in this option must be at least equivalent to a "C" grade (2.0).

### Audit

With instructor permission, many 6000-level and 7000-level courses may be audited. Students pay regular tuition to audit a course. Students do not receive credit for an audited course.

For more information regarding auditing a course, including limitations on class participation, refer to the Auditing a Class (<https://catalog.spu.edu/graduate/academic-policies-procedures/auditing-class/>) section of this catalog.

## Alternative Grading

Grade	Points	Explanation
P	0.0	Pass (used only with the pass/no credit option)
NC	0.0	No credit (used only with the pass/no credit option)
AU	0.0	Audit

## Temporary Grades

### Incomplete (I) Grade

The "I" grade indicates that the student did not complete the work assigned for a course because of absence from school during the quarter due to illness or an acceptable emergency. The student must initiate the request ([http://spu.edu/-/media/student-academic-services/documents/Incomplete\\_Request.ashx](http://spu.edu/-/media/student-academic-services/documents/Incomplete_Request.ashx)) (PDF) for the "I" grade prior to the final examination or last class session. Unless the student is incapacitated, this request should be made in writing. Documentation verifying the illness or acceptable emergency (e.g., a note from a medical doctor) may be required by the instructor.

A student must be making satisfactory progress in the course at the time of the request for an "I" grade. The instructor is under no obligation to grant the request for an "I" grade. Depending on how early in the quarter the request is made, it may be better for both parties for the student to drop the course. However, if the instructor chooses to issue an "I" grade, the instructor and student must formulate a plan for the student's completion of the course requirements. The student may not attend a future class in which they are not registered as a means of working toward completion of an "I" grade.

A timeline for course completion will be determined by the instructor and may be shorter than one year. However, in all cases the student must submit final coursework to the instructor within one calendar year or the "I" becomes an "E." A student who has an "I" grade that has not yet been converted to a final, regular grade may not enroll in a course with the same subject code and course number.

The student must initiate the removal of the "I" grade once coursework has been completed. A student cannot carry more than 20 credits of incomplete grades without prior approval from the University Registrar.

### **In Progress (N) Grade**

The "N" grade is used only in specified courses in which a final grade is dependent upon additional work. The "N" grade indicates that work is satisfactory to date but carries with it no credit or final grade until all work is completed. Work must be completed within one calendar year, or the "N" becomes permanent.

### **Graduate In Progress (G) Grade**

The "G" grade is used only in specified courses in which a final grade is dependent upon additional work and applies only to approved 6000–7000 level courses, including internships, theses, dissertation, and projects at the discretion of the graduate program. Work must be completed within three calendar years, or the "G" becomes permanent.

### **Degree Posting**

A student's degree will be awarded effective the quarter in which all final grades have been assigned, regardless of when a student may have initially registered for a course in which the student received an "I", "N", or "G" grade.

### **Temporary Grades**

Grade	Points	Explanation
I		Incomplete
N		In progress (one-year completion deadline)
G		In progress (three-year completion deadline)

## **Withdrawal Grades**

### **Hardship Withdrawal (HW) Grade**

The "HW" grade is assigned in rare cases by University administration after thorough review and substantiation of a student's circumstances. Examples of situations leading to a hardship withdrawal include incapacitating illness or injury, or death of a family member.

### **Withdrawal (W) Grade**

Withdrawal from a course during weeks two through eight of the quarter will result in a "W" appearing on the transcript.

### **Grades for Withdrawal**

Grade	Points	Explanation
HW		Hardship Withdrawal
W		Withdrawal with official approval