Grading Policy	**2-013** **ACADEMIC AFFAIRS** **July 2014**

POLICY

1.01   Grades are recorded with the letters A, B, C, D, F, I, AU, W, AW, P-NP, P-F or N. The various letter grades and the method of including them in the calculation of grade point averages are as follows. Grade reports are posted electronically via Web for Faculty for each student at the mid-point and end of each semester.

Grade	Note	Grade Point Per Hour		GPA Neutral Symbols	
A	Excellent	4		I	- Incomplete
B	Good	3		AU	- Audit Status
C	Average	2		W	- Withdrawal
D	Below Average	1		AW	- Administrative Withdrawal
F	Failure	0		P	- Pass
				NP	- Non Pass
				F	- Fail
				N	- Grade Not Submitted

1.02   The standard grading scale for OSU Institute of Technology (OSUIT) is as follows:

Grade	Points Scale
A	90 - 100
B	80 - 89.99
C	70 - 79.99
D	60 - 69-99
F	0 - 59.99

Certain programs have alternate grading scales. These scales are presented in the programs' admission packages.

1.03   Other Symbols

I   An incomplete grade may be assigned by the instructor for extenuating circumstances for which a student was not able to complete a course. The "I" indicates additional work is necessary to complete a course. An *Agreement for Incomplete Grade* form must be completed then submitted to the division office for approval prior to posting of the "I". To receive an "I" grade, the student must have a passing grade in the course at the time the "I" grade is awarded and have satisfactorily completed 70% of the required coursework for the semester. When reporting an "I", the instructor will record in detail the conditions for removal of

the "I," with time limitations for completion not to exceed two semesters. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the time specified in the *Agreement for Incomplete Grade*, will remain as a permanent "I" and not contribute to the student's GPA.

For students who are members of the active uniformed military service, refer to section 1.04 of this policy.

AU   Audit status is used for a student not interested in obtaining a course grade, but is enrolled to gain course content knowledge. The allowable time to change an enrollment status from audit to credit may not exceed the institution's add period and must be consistent with the State Regents' add period which is defined as the first two weeks of a regular semester/term and the first week of an eight week summer semester/term. Students who change their enrollment status from audit to credit must meet OSUIT admission/retention standards. The allowable time to change an enrollment status from credit to audit will not exceed OSUIT's last date for withdrawal from classes. An "AU" is GPA neutral.

W   An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during OSUIT's allowable withdrawal period. (See 2-005 *Changes in Enrollment* policy for details.) Withdrawals are GPA neutral.

AW   An administrative withdrawal may be assigned either by the Office of Academic Affairs or Student Services to indicate that a student has been involuntarily withdrawn by OSUIT during the designated semester for disciplinary or financial reasons, inadequate attendance, or other extenuating circumstances. Administrative withdrawals are GPA neutral.

P-NP   Programs may use the grades "P" and "NP" (pass-no pass) for specified courses or may allow students to elect a "P-NP" option under circumstances specified by OSUIT. The "P" grade indicates minimal course requirements have been met and credit has been earned. The "P" grade may also be used to indicate credit earned through advanced standing examinations. The grade of "NP" indicates that a student did not meet minimum requirements in a course designated for "P-NP" grading. While both grades "P" and "NP" are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

P-F   Programs may use "P-F" (pass-fail) as an option for students in specified courses. The pass grade indicates hours earned, but is not calculated into the GPA. The fail grade is calculated as an "F" into the GPA.

N   An "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

1.04   Leave of Absence

State System institutions shall grant a leave of absence, which shall not exceed a cumulative five (5) years, to a student who is a member of the active uniformed military services of the United States and called to active duty. The student shall be eligible to:

A.   withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or

B.   receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

1.05   Grade Changes

An instructor who needs to change a student's final grade may do so by completing a *Grade Change Request* form. A grade change requires a signature from both the instructor and division chair. Grade changes must conform to the policy as stated in the most recent catalog. The instructor must maintain documentation supporting the grade change. In no case will a recommended grade change lower a grade after the student has graduated.

1.06   Grade Point Averages

The GPA is used to determine a student's eligibility to remain enrolled or graduate from an institution. Forgiven coursework is not calculated in the GPA. This GPA may be used to determine financial aid eligibility or for graduation honors.

The CGPA includes grades for all coursework, including activity courses and forgiven coursework. The use of the CGPA on transcript is optional, but it may be used to determine financial aid eligibility or for graduation honors.

Remedial/developmental courses, audited courses, and courses in which the grades of I, W, AW, S, U, P, NP, and N, are given are not calculated in the GPA or CGPAs. Institutions may calculate and include on student transcripts additional GPAs such as semester, transfer, institutional, combined, etc.

1.07   Remedial/Developmental Courses

Remedial/developmental courses shall be coded as zero-level, and collegiate-level credit may not be awarded for the completion of these courses. Remedial/developmental courses may be graded "S-U" or "P-NP" or letter graded at the discretion of the institution. Regardless of the grades awarded, remedial/developmental courses are not calculated in the GPA or CGPAs, although they are used to determine full-time status and financial aid eligibility.

Approved: August 1996
Revised: February 2005
Revised: July 2009
Revised: March 2014
Revised: July 2014