



University of Western States uses the following grading system.

Grade	Definition	Quality Points	Condition
A	Excellent	4	
B	Good	3	
C	Satisfactory	2	
D	Poor	1	
F	Failure	0	Assigned when a student completes the required coursework and fails to meet the course objectives.
P	Pass	-	
NP	No Pass	-	
I	Incomplete	-	Assigned when a student does not complete course activities and/or assignments due to extenuating circumstances beyond the student's control. Incomplete activities must be completed by week four of the subsequent term. Otherwise, the grade earned is recorded.
IP	In Progress	-	Assigned when the time for completing course activities and/or assignments has been extended beyond the end of the term. In progress activities must be completed by a pre-determined deadline. After the deadline is reached, the earned grade for the course is recorded.
IX	Incomplete, Extended	-	Assigned under exceptional circumstances when the initial incomplete grade extension is insufficient. IX grades must be approved by the college dean. A new deadline is determined, and the instructor continues to work with the student. After the extended deadline is reached, the earned grade for the course is recorded.
R	Remediation Required	-	Assigned when remedial activities are required to fulfill required coursework. Remedial activities must be completed by week 10 of the subsequent term of enrollment. Otherwise, an automatic failure (F) is recorded.
W	Withdrawal	-	Assigned when the student self-withdraws, or when the university withdraws the student for failure to comply with academic requirements or university policy, before the end of week 6.

Policy 1207 Grading System

Established: 03/01/1988

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WF	Withdraw Failing	0	Assigned when the student self-withdraws, or when the university withdraws the student for failure to comply with academic requirements or university policy, after week 6. Computed as a failing grade (F) in term and cumulative GPAs.
WA	Administrative Withdrawal	-	Assigned when the normal withdrawal grade options (W or WF) do not apply due to extenuating circumstances. WA grades must be approved by the college dean or the vice president for academic affairs.
T	Transfer Credit	-	
AU	Audit (not for credit)	-	

Extension or alteration of any above deadlines or conditions requires documented approval by the college dean or vice president for academic affairs.

Only grades assigned for completion of UWS courses are used in computation of term and cumulative grade point averages.

Non-passing Courses

Students are required to repeat courses for which unsatisfactory grades are recorded. Unsatisfactory grades for all academic programs include D, F, WF, or NP. C is an unsatisfactory grade if specified as such by policy for a specific academic program. See [Policy 1218 Academic Standing](#) for more information about unsatisfactory grades.

A grade of IP, NP, P, or R may be assigned only in courses for which those grades are permitted.

Grade Replacement for Repeated Courses

A student who receives an unsatisfactory grade must repeat the course and earn a satisfactory grade in order to receive credit. When a student repeats a course, the original and repeated course grades are recorded on the student transcript. The highest grade is used to calculate cumulative GPA.

In Progress (IP) Grade

In Progress (IP) grades are assigned in the following situations:

- In the College of Chiropractic
 - For the 13-week clinical internship courses:
 - IP Grades are assigned automatically at the end of the term.
 - Grades are provided to the registrar's office as soon as possible after the course ends and no later than the third Friday (week 3) of the subsequent term.
 - Students who meet the requirements for an Incomplete grade may request an I grade for the course prior to the course ending, and must submit a signed and completed [Incomplete \(I\) Grade Guidelines and Contract](#) no later than the Tuesday after the course ends (Tuesday of week 1 of the subsequent term).

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- In the College of Graduate Studies
 - For the capstone course in the Master of Science, Human Nutrition and Functional Medicine program, an instructor may assign an IP grade if the:
 - Student has previously failed the MS-HNFM capstone course and is taking the course for the second time;
 - Student has successfully completed one of two primary graded activities in the course; and
 - Student's scores in the course are such that improving the primary graded activity where the student earned a deficient grade would enable the student to receive a passing course grade.
 - IP grades for the MS-HNFM capstone course may not persist after week 10 of the subsequent term. After the deadline is reached, the appropriate grade for the course is recorded.

Remedial (R) Grade

The remedial grade may be used only under the following circumstances/criteria:

In the doctor of chiropractic degree program:

- The course is a pass/fail laboratory course;
- The quality of a student's lab work does not merit a passing grade; and
- The instructor determines that limited additional lab time and tutoring may improve the student's skills and allow the student to earn a passing grade.

Incomplete (I) and Incomplete, Extended (IX) Grades

An Incomplete (I) or an Incomplete, Extended (IX) is a temporary grade assigned at the instructor's discretion when extenuating circumstances beyond the student's control prevent completion of course requirements by the end of the academic term. I and IX grades must be approved by the college dean.

An I or IX grade may not be assigned as a substitute for a failing grade.

I or IX grades may be assigned only when all the following conditions are met:

- The student's overall course grade is passing at the time the incomplete grade is requested;
- The student has engaged in course activities and assignments up to the point of the circumstance that prompted the need for an incomplete grade;
- The student has successfully completed at least 75% of the course at the time of the request; and
- A documented illness or other extenuating circumstance prevents completion of required course work by the due date.

The instructor and student must complete and agree to the [Incomplete \(I\) Grade Guidelines and Contract](#).

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The following provisions apply for I or IX grades:

- I grades must be resolved by Friday of week four in the subsequent term regardless of the student's enrollment status in the subsequent term.
- I and IX grades must be resolved by the date listed in the Incomplete contract.
- In the case that an instructor is not available to oversee the resolution of the I grade in the subsequent term, the completion date must be specified in the Incomplete (I) Grade Guidelines and Contract and must be approved by the program director or college dean.
- An I or IX grade is not considered passing for determining academic standing, establishing federal financial aid eligibility, or assessing Dean's list eligibility.
- Once an I or IX grade is resolved, academic standing is reassessed, and retroactive academic sanctions are applied as indicated.

An I or IX grade is not assigned where the usual practice requires extension of course requirements beyond the close of a term.

Grade Appeal

Grade appeals are made in accordance [Policy 1211 Grade Appeal](#).

Related Policies: [Policy 1204 Attendance, Tardiness, and Course Participation](#)
[Policy 1211 Grade Appeal](#)
[Policy 1215 Drop Add](#)
[Policy 1218 Academic Standing](#)
[Policy 1239 Continuous Enrollment, Leave, Withdrawal, Dismissal and Expulsion](#)
[Policy 1242 Dean's List and Completion Honors](#)
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)

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