



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.
UF	Unearned Failure	0	Assigned when completed course activities and/or assignments are insufficient to make a normal evaluation of academic performance.
P	Pass	-	
NP	No Pass	-	
I	Incomplete	-	Incomplete activities must be completed by week four of the subsequent term of the student's enrollment in which an instructor is available to oversee the incomplete work or automatic failure (F) will be recorded.
IP	In Progress	-	In progress activities must be completed by week 10 of the subsequent term of enrollment or automatic failure (F) will be recorded.
R	Remediation Required	-	Remedial activities must be completed by week 10 of the subsequent term of enrollment or automatic failure (F) will be recorded.
W	Withdrawal	-	Withdrawal before the end of week 6.
WF	Withdraw Failing	0	Withdrawal after week 6. Computed as a failing grade (F) in term and cumulative GPAs.
WA	Administrative Withdrawal	-	Assigned to remove a student from one or more courses for failure to comply with academic requirements or university policy.
T	Transfer Credit	-	
AU	Audit (not for credit)	-	

Extension or alteration of any above deadline or condition requires a documented request and approval by the college dean.

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

**Policy 1207 Grading System**

*Established: 03/01/1988*

*Revision History: 12/03/2019, 10/07/2019, 07/08/2019, 10/8/2018, 08/14/2018, 01/26/2018, 03/18/2015, 10/04/2014, 03/04/2014, 08/28/2001*



### **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, UF or NP. C is an unsatisfactory grade if specified as such by policy for a specific academic program. See university policies regarding 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 receive 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**

The student is charged applicable tuition and fees in the subsequent term of enrollment for courses in which an IP grade is assigned.

### **Unearned Failure (UF)**

An Unearned Failure (UF) grade and the last date of attendance/participation are recorded when a student begins a course of study, is not officially withdrawn from a course, and ceases to participate in course activities through the end of the enrollment period. For students who receive federal financial aid, eligibility may be impacted and recalculated.

### **Remedial (R) Grade**

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

- 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) Grade**

An Incomplete "I" 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.

The incomplete grade may not be assigned as a substitute for a failing grade.

Incomplete grades may be assigned only when all of the following conditions are met:

- The student's overall course grade is passing;
- The student has engaged in course activities and assignments up to the point of the circumstance that prompted the need for an incomplete grade;

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- The student has successfully completed at least 75% of the course;
- A documented illness or other extenuating circumstance prevents completion of required course work by the due date;
- The student initiates a documented request for an incomplete grade before the end of the academic term or as soon as the student is able to inform the instructor; and
- The instructor and student complete the [Incomplete \(I\) Grade Guidelines and Contract](#).

Grades are assigned as appropriate in other circumstances.

All students enrolled in DC program 13-week clinical internship courses receive an incomplete for the course in week 12, as grades are submitted prior to the termination of the course. This mark is converted to the appropriate grade at the end of the course. For these circumstances, an incomplete grade contract is not required. For cases in which a student enrolled in 13-week clinical internship courses requests an incomplete grade due to extenuating circumstances, an incomplete grade contract is required.

The following provisions apply for incomplete grades:

- Incomplete grades are to be resolved by Friday of week four in the subsequent term whether or not the student is enrolled in other course work in the subsequent term.
- In the case that an instructor is not available to oversee the resolution of the incomplete 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 incomplete grade is not considered passing for determining academic standing, establishing federal financial aid eligibility, or other purposes.

An Incomplete is not assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses.

### 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, Approved Leave, Involuntary Leave, Withdrawal, Dismissal and Expulsion](#)  
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)

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