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Approved: Connie J. Gores

SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

GRADING

- A. All courses offered by Southwest Minnesota State University shall be graded on the following:
1. The A, B, C, D, F System
 - A: Excellent
 - B: Above Average
 - C: Average
 - D: Below Average
 - F: FailurePlus (+) or minus (-) may be used with A, B, C, or D grades.
 2. The Credit/No Credit System
 - CR: Credit
 - NC: No Credit
 3. The Optional System

Students must inform the instructor during the first week of class whether they want to be graded on the A, B, C, D, F System, or the Credit/No Credit System if this is an option for the course they are registered in.

 - a. No more than twenty (20) credits outside the major graded on the Credit/No Credit System shall be counted toward graduation.
- B. In addition, the following symbols may be used with all systems: AU, W, I, IP.

AU: Audited

W: Withdrawn

I: Incomplete. The Incomplete is used when, for reasons beyond the student's control, the student has not completed specific course requirements, but has in other respects done passing work. The student must complete the course requirement(s) before the end of the next semester in which he/she is enrolled. If the course requirement(s) are not completed by that time, then the "I" will be changed to an "F" if graded on the A, B, C, D, F System or to a NC if graded on

the Credit/No Credit System. The instructor may extend the “I” grade for one semester. The instructor will file a copy of outstanding course requirements with the student, department office, and Registration and Records Office.

IP: In progress. The in-progress grade, “IP,” is for use in those courses where it is expected that the student may not be able to complete the course in one semester. The student must complete the course requirement(s) within two years, regardless of enrollment. If course requirements are not completed by that time, the “IP” will be changed to an “F” if graded on the “A,” “B,” “C,” “D,” “F” System or to an “NC” if graded on the Credit/No Credit system. Subsequently, the student must repeat the course to receive credit. The instructor will file a copy of outstanding course requirements with the student, department office, and Registration and Records Office.

1. A student who receives an “I” or “IP” has the responsibility to check with his/her instructor immediately to learn the requirements necessary to remove the “I” or “IP” grade.
2. The instructor must file in his/her college, division, or department office the student’s requirements necessary to remove the “I” or “IP” grade at the time “I” or “IP” is given.
3. If the course is not completed within two years regardless of enrollment, then the “I” or “IP” grade will be changed to an “F” if graded on the A, B, C, D, F System or to an “NC” if graded on the Credit/No Credit System. Subsequently the student must repeat the course to receive credit.

C. **Grade Recording.**

All courses attempted at Southwest Minnesota State University and their grades shall be recorded on the student’s official transcript. Transfer credits are recorded but are not used in calculating the cumulative grade point average.