



POLICY TITLE	Grading	Policy Number	523
Section	Student Affairs	Approval Date	September 20, 2012
Subsection	Academic Standards, Credits, and Grades	Effective Date	September 20, 2012
Responsible Office	Office of the Vice President of Academic Affairs		

1.0 PURPOSE

1.1 UVU faculty and staff shall make every reasonable effort to ensure that their evaluations of students reflect each student's true merit. The University proceeds under the strong presumption that the faculty member's evaluations are authoritative. However, in rare instances when a student alleges that a final course grade received is incorrect or does not accurately represent his or her efforts, UVU recognizes that students have the right to due process to appeal their grades. This document describes the policy and procedures for grading, grade changes, and/or appeals for undergraduate and graduate students.

2.0 REFERENCES

2.1 U.S. Code Title 34 *Education*, Part 668.21-.22 and .24 Student Assistance General Provisions

2.2 UVU Policy 503 *Add/Drop/Withdrawals*

2.3 UVU Policy 541 *Student Code of Conduct*

2.4 UVU Policy 601 *Classroom Management*

2.5 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

3.1 **Academic Standards Committee:** A Faculty Senate committee chaired by a faculty senator with one representative from each academic college/school.

3.2 **Academic Standards Petition:** A petition that allows a student to seek a grade change or seek compensation for financial matters related to a course.



3.3 Change of Grade Form: A form used by faculty to submit a change of grade when a student has completed work for an Incomplete or an instructor has approved a grade appeal.

3.4 Grade: The final grade for the entire course.

3.5 Grade change: A change that is the result of (1) an error in the original final grade (miscalculation, computer/human error); (2) changing a final letter grade from I, T, etc.; (3) academic misconduct sanction on the final grade.

3.6 Incomplete Grade Form: A contractual form, negotiated between instructor and student, outlining student responsibilities and a timeline in completing the requirements of a course when such course cannot be completed by the student before the date course grades are due. Available from the Registrar.

4.0 POLICY

4.1 The criteria for grading students is specific to individual instructors and may include performance in examinations, papers, or assignments; attendance and/or participation in class discussion and activities, and other evaluative processes necessary in determining the students' achievement levels. Grading of individual student performance shall be performed in a timely manner consistent with the University's fundamental principles prohibiting discrimination on improper grounds, and requiring that academic activities be performed without prejudice or favoritism.

4.2 Students who have reason to believe that a grade assigned in a specific course was calculated in error or assigned due to discriminatory bias have the right to appeal that grade. Students who seek to appeal their grade must follow the procedures outlined below and adhere to the timeframe supported by this procedure. UVU faculty shall allow students the right to due process in the contestation and/or appeal of their grades. The burden of proof to demonstrate the grading error is the student's responsibility.

4.3 Grade change appeals shall be made and completed within one calendar year from the date the grade was originally issued.

4.4 Academic grievances unresolved at the department level or beyond the time of the student's enrollment in the University shall be directed to the Registrar, who shall submit it to the Academic Standards Committee (ASC).

4.5 This policy applies only to final course grades. Concerns with grades for individual assignments are addressed in UVU Policy 541 *Student Code of Conduct*.



5.0 PROCEDURES

5.1 Grades that are Calculated in the GPA

5.1.1 At the end of the course, the faculty member shall assign grades to each student enrolled in class.

5.1.2 The following Standard Letter grades and numeric point values are used to compute the cumulative grade point average (GPA):

A	Exceptional performance and achievement	4.0
A-	Excellent performance and achievement	3.7
B+	Very good performance and achievement	3.4
B	Good performance and achievement	3.0
B-	Fair performance and achievement	2.7
C+	More than adequate performance and achievement	2.4
C	Adequate performance and achievement	2.0
C-	Less than adequate performance and achievement	1.7
D+	More than minimal performance and achievement	1.4
D	Minimal performance and achievement	1.0
D-	Less than minimal performance and achievement	0.7
E	Unsatisfactory performance and achievement	0.0
UW	Unofficial withdrawal from class	0.0

5.1.3 The criteria for grading students shall be determined by the faculty member and/or department and clearly communicated to students in the course. Faculty shall make every effort to ensure final grades are an honest and fair assessment of a student's performance.

5.1.4 If a student never attends the course or stops attending the course, the last day of attendance or evidence of participation in the course must be recorded as part of the final grade per federal regulations.

5.1.5 Students may retake a course to improve their final grade. However, it is the latest grade assigned to the course that is calculated into the student's GPA.

5.2 Grades that are not Calculated in the GPA

5.2.1. Courses with the following notations in the grade column are not used in computing the GPA, the graduation hours, or the total hours completed:

1) *Audit (AU)*: The student was registered to participate in a class without earning credit or a grade.



- 2) *Withdrawal (W)*: The student officially withdrew from the course.
- 3) *Credit (CR)*: Credit was granted in a course that does not use the Standard Letter grade mode outlined in 5.1.
- 4) *No Credit (NC)*: Credit was not granted because the student did not fill requirements in a satisfactory manner in a course that does not use the Standard Letter grade mode outlined in 5.1.
- 5) *Non-Credit Continuing Education Unit (CEU)*: Non-credit unit for a continuing education course.
- 6) *Incomplete (I)*: The student was unable to complete the course for a legitimate reason (for example, extenuating circumstances) after successfully completing a minimum of 70% of the required work.
- 7) *Temporary Status (T)*: A “T” grade is given for graduate courses that are structured to require grading of students to be done in a term subsequent to the one in which the course begins. A letter grade (A,B,C,D,E) or CR/NC must be given by the instructor at the required completion time. When a course is extended beyond the normal ending date of the term during which it begins, the instructor records a “T” into the electronic grading system. The instructor, who assigns final grades, shall submit an authorization of grade change to the Registrar within three working days of completion of the work. The Records Office shall then change the “T” to the grade designated as the final grade for the student. The “T” shall not be computed in the student's grade point average while on the transcript, nor shall the credit(s) be counted toward the total hours completed until a grade is posted for the course.

5.3 Use of the I (Incomplete) Grade

5.3.1 The grade of “I” is to be used only in extenuating circumstances for a student who is passing the course and who has successfully completed at least 70% of the course requirements (such as homework, exams, assignments, etc.).

5.3.2 Coursework necessary to change an “I” grade must be made up within one calendar year. If it is not, the Registrar shall automatically change the “I” grade to an “E” grade on student transcripts. At the instructor’s discretion, under rare circumstances, the instructor may submit a written request to the Registrar to override the “E” and change the grade back to an “I”.

5.3.3 When a student completes work required to change an “Incomplete” to a Standard Letter grade, the faculty member shall submit a *Change of Grade Form* to the Registrar’s office.



5.3.4 If a student does not complete the required work to resolve the “I” grade, the grade will be changed in one of two ways: the Registrar shall automatically change the “I” to an “E” on the student’s transcripts at the end of one calendar year, or the faculty member can manually change the grade from “I” to “E” before the end of one calendar year by submitting a *Change of Grade Form* to the Registrar.

5.3.5 A student cannot complete work for an “I” grade by retaking the class. If the student attends the course during a subsequent semester, the student must take the grade earned in the first class and then retake the class to earn a better grade. When retaking a class, the student must be registered for it.

5.4 Grade Changes

5.4.1 When a student believes his or her final grade has been calculated incorrectly, has been calculated due to discriminatory bias, or does not accurately reflect his or her effort, the student has the right to begin an appeal process.

5.4.2. The student has the right to approach the faculty member and discuss the merits of his or her appeal in an informal and non-threatening environment. The student is encouraged to begin the appeal process as soon as possible after receiving the final grade.

5.4.3 If the student is still dissatisfied with the grade after discussing it informally with the faculty member or if the original faculty member is no longer available, the student has a right to submit a written appeal to the department chair or the faculty member’s immediate supervisor. The department chair or supervisor shall keep the written appeal. That person, if he or she believes the complaint has merit, shall discuss it with the faculty member and shall report back to the student the results in a timely manner. In rare cases, department chairs or the faculty member’s immediate supervisor may change the course grade of a student.

5.4.4 If the matter still remains unresolved or if the department chair is the course instructor of the student, then the student’s concerns shall be referred to the Office of the Registrar, who shall submit the matter and all relevant written records to the Academic Standards Committee (ASC). The ASC shall maintain any files related to the appeal. The ASC exercises final authority in adjudicating the appeal. When the ASC agrees that a grade change is justified and concludes the appeal process, the student shall receive a Standard Letter grade for the course. The chairperson of the committee shall submit a *Change of Grade Form* to the Office of the Registrar. The ASC shall contact all relevant parties regarding the grade change.

5.4.5 Grade changes determined by the ASC shall supersede the grade determined by the faculty member and/or his or her immediate supervisor. The judgment of the ASC is final.



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY HISTORY		
November 29, 2018	Non-substantive changes: The title of Policy 541 was updated from <i>Student Rights and Responsibilities</i> to <i>Student Code of Conduct</i>	UVU Policy Office
September 20, 2012	Approved for Policy Manual	UVU Board of Trustees
June 4, 1998	Approved for Policy Manual	UVU Board of Trustees