



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Final Grade Processing	<b>Policy Number</b>	523
<b>Section</b>	Student Affairs	<b>Approval Date</b>	June 21, 2024
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	June 21, 2024
<b>Responsible Office</b>	Vice President of Student Affairs		

### 1.0 PURPOSE

1.1 This policy describes the procedures for final grades, grade changes, and grade appeals for undergraduate and graduate students.

### 2.0 REFERENCES

- 2.1 *Student Assistance General Provisions*, 34 C.F.R. § 668.21–.22, .24
- 2.2 UVU Policy 503 *Add/Drop/Withdraw*
- 2.3 UVU Policy 522 *Undergraduate Credit and Transcripts*
- 2.4 UVU Policy 526 *Student Record Adjustments and Refund Requests*
- 2.5 UVU Policy 541 *Student Code of Conduct*
- 2.6 UVU Policy 601 *Classroom Instruction and Management*
- 2.7 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

### 3.0 DEFINITIONS

3.1 **Change of Grade Form:** An electronic form used by the instructor to submit a change of grade.

3.2 **Council on Academic Standards (CAS):** A Faculty Senate/University council responsible for recommending and evaluating policies and practices concerning undergraduate admission, retention, graduation, and academic standards and for establishing some of the procedures to enact such policies. It also serves as an appellate body regarding such policies and procedures.

3.3 **Extenuating circumstances:** For the purposes of this policy, a personal, non-academic circumstance beyond the student’s control that prevented the student from being able to



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successfully complete a course. Examples of extenuating circumstances include, but are not limited to,

**3.3.1** Incapacitating medical event (physical or mental) of a student or a student's immediate family member,

**3.3.2** Death of an immediate family member,

**3.3.3** Jury duty preventing a student from attending or participating in class(es),

**3.3.4** Active military duty, or

**3.3.5** A change in work schedule as required by the student's employer that directly conflicts with a student's class schedule (this excludes self-employment).

**3.4 Grade point average (GPA):** A weighted, numerical value based on a set of standard letter grades.

**3.5 Grade:** The final grade for the entire course.

**3.6 Grade appeal:** A process students use to contest a grade assigned by an instructor.

**3.7 Grade Appeal Form:** A form that a student uses to request a grade change for a letter and credit/no credit grade (not used for "I," "T," "W," "AU," or "CEU" grades).

**3.8 Grade change:** A change that is the result of one of the following:

**3.8.1** A correction in grading approved by the instructor, department chair, or CAS

**3.8.2** Change of a final letter grade from Incomplete (I), Temporary (T), Missing (M), etc.

**3.8.3** Academic misconduct sanction on the final grade

**3.9 Immediate family member:** A student's grandparent, parent, sibling, spouse, child, or grandchild; in-law, foster or step-relatives in the relationships listed; relatives of the student's spouse in the relationships listed.

**3.10 Incomplete Grade Contract:** A contractual form, negotiated between instructor and student, that outlines student responsibilities and establishes a timeline in which the student must complete the requirements of a course when they cannot complete the course before the date course grades are due.

**3.11 Instructor:** For the purposes of this policy, instructor, faculty, or faculty member refers to any person employed by the University part-time or full-time to teach and/or lead scholarly activities or creative works.



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**3.12 Last date of attendance (LDA):** The last day a student attended or actively participated in a course. Active participation could include taking a test or quiz, submitting an assignment, participating in live lectures, etc. Simply accessing or viewing course materials does not constitute active participation. LDA is determined by the course instructor.

**3.13 Transcript:** An official record that documents a student's academic history and performance.

### 4.0 POLICY

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

**4.1.1** The grading and assessment of course assignments and exams are addressed in UVU Policy 601 *Classroom Instruction and Management*.

**4.1.2** Other faculty guidance, including rights and responsibilities in teaching and in course instruction, are addressed in UVU Policy 635 *Faculty Rights and Professional Responsibilities*.

**4.2** Grading criteria for determining final course grades are established by individual instructors and may include, but are not limited to, performance on examinations and assignments, attendance and/or participation in course discussions and activities, and other evaluative processes necessary in determining the students' achievement levels.

**4.3** Instructors shall submit their grades for individual student performance in accordance with the University's established deadlines.

**4.4** Students who believe that a grade assigned in a specific course is inaccurate have the right to appeal that grade. Students who seek to appeal their grade must follow the appeals procedures in section 5.4. UVU instructors shall honor the students' right to due process in the contestation and/or appeal of their grades.

**4.5** Final grade options are as follows:



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Category	Grade (GPA)	Notes
Standard Letter Grade	A (4.0)	Assigned by the instructor
	A- (3.7)	Assigned by the instructor
	B+ (3.4)	Assigned by the instructor
	B (3.0)	Assigned by the instructor
	B- (2.7)	Assigned by the instructor
	C+ (2.4)	Assigned by the instructor
	C (2.0)	Assigned by the instructor
	C- (1.7)	Assigned by the instructor
	D+ (1.4)	Assigned by the instructor
	D (1.0)	Assigned by the instructor
	D- (0.7)	Assigned by the instructor
	E (0.0)	Assigned by the instructor; LDA is required; credit is not earned.
Credit/No Credit	CR – <i>Credit</i>	Assigned by the instructor; credit is earned; GPA is unaffected.
	NC – <i>No Credit</i>	Assigned by the instructor; credit is not earned; GPA is unaffected; LDA is required.
Temporary	I – <i>Incomplete</i>	Assigned to students in agreement with the instructor if the student was unable to complete the course due to extenuating circumstances and needs additional time.
	T – <i>Temporary</i>	Assigned by the instructor; assigned to students in graduate courses that are structured to require grading of students to be done in a term after the one in which the course begins; GPA is unaffected.
Other	W – <i>Withdrawal</i>	Assigned automatically when a student officially withdraws from a course; GPA is unaffected.
	AU – <i>Audit</i>	Assigned automatically at the time of registration; the student is participating in a course without earning credit or a grade; GPA is unaffected.
	CEU – <i>Continuing Education Unit</i>	Assigned by the instructor; non-credit unit for a continuing education course; GPA is unaffected.
	M – <i>Missing</i>	Assigned automatically when a grade has not been submitted by an instructor.



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### 5.0 PROCEDURES

#### 5.1 Assigning Grades

**5.1.1** At the end of the course, the instructor shall assign a final grade to each enrolled student in accordance with the University's established deadlines and grading options.

**5.1.2** The criteria for grading students shall be determined by the instructor and/or department and clearly communicated to students in the course.

**5.1.3** If a student is assigned an "E" grade, the LDA (or participation) in the course must be recorded as part of the final grade per HEA 34 C.F.R. 668.22 § 484B.

**5.1.4** To change a previously submitted grade, the instructor must electronically submit a *Change of Grade Form* to the Registrar's Office.

#### 5.2 Use of the Incomplete ("I") Grade

**5.2.1** The grade of "I" is to be used only in extenuating circumstances as defined above in 3.3 for students who have demonstrated active participation as defined above in 3.12. The instructor may require supporting documentation at their discretion.

**5.2.1.1** Instructors are required to record the LDA when entering an "I" grade.

**5.2.1.2** Incomplete grades have potential financial aid and scholarship ramifications. Students should consult with the Financial Aid and Scholarships Office prior to requesting an incomplete grade.

**5.2.2** Students must complete the requirements outlined in the *Incomplete Grade Contract* within one calendar year. If students do not complete these in this required time, the Registrar's Office shall automatically change the "I" grade to an "E" grade on the student's transcript.

**5.2.3** When a student completes the requirements outlined in the *Incomplete Grade Contract*, the instructor shall make the grade change and electronically submit a *Change of Grade Form* to the Registrar's Office.

**5.2.4** A student shall not complete work for an "I" grade by retaking the course.

#### 5.3 Use of the Temporary ("T") Grade

**5.3.1** Some graduate courses are designed to extend beyond the normal ending date of a term to allow graduate students to complete a dissertation, thesis, or long-term project work. In this situation, the instructor shall assign a "T" grade before the grading deadline. "T" grades are not



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calculated 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 final grade is posted for the course.

**5.3.2** When the student completes the required work, the instructor shall assign the final grade and electronically submit a *Change of Grade Form* to the Registrar's Office.

### **5.4 Grade Appeals**

**5.4.1** Grade appeals fall under the authority of the Office of the Provost. Grade appeal procedures are as follows:

**5.4.1.1** Students who have reason to believe that a grade is inaccurate have the right to appeal that grade to be changed. The student should begin the grade appeal process as soon as possible after receiving the final grade.

**5.4.1.2** The student shall first approach the instructor and discuss the merits of the appeal in an informal and non-threatening environment.

**5.4.1.3** If the student is still dissatisfied with the grade after discussing it informally with the instructor or if the original instructor is no longer available, the student has a right to submit a grade appeal form.

**5.4.1.4** The Council on Academic Standards (CAS) will review the appeal and communicate with the instructor and department chair, and with the student as necessary.

**5.4.1.5** If the CAS, instructor, and department chair are unable to resolve the matter, the CAS and the Deputy Provost together exercise final authority in adjudicating the appeal. When they agree that a grade change is justified and conclude the appeal process, the student shall receive the approved grade. The chairperson of the CAS shall submit a *Change of Grade Form* to the Registrar's Office. The CAS shall contact all relevant parties regarding the grade change—students shall be contacted via their UVU student email address.

**5.4.2** Grade changes determined by the CAS and the Deputy Provost shall supersede the grade determined by the instructor and/or department chair. Their judgment is final.

**5.4.3** Students seeking an adjustment to their transcript for extenuating circumstances that caused them to stop attending or perform poorly in class, shall follow Policy 526 *Student Record Adjustments*. Policy 526 is not used for changing the grade assigned, but rather to exclude the course from GPA calculation under proven extenuating circumstances.

### **5.5 Course Repeats**

**5.5.1** See Policy 522 *Undergraduate Credits and Transcripts*.



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<b>POLICY 523 HISTORY</b>		
<b>Date of Action</b>	<b>Action Taken</b>	<b>Authorization Entity</b>
June 4, 1998	Grade Change Process Approved for Policy Manual	UVU Board of Trustees
September 20, 2012	Grading Approved for Policy Manual	UVU Board of Trustees
November 29, 2018	Non-substantive changes: The title of Policy 541 was updated from Student Rights and Responsibilities to Student Code of Conduct	UVU Policy Office
June 21, 2024	Revised policy approved through regular process.	UVU Board of Trustees