I. INTRODUCTION

The university has had a grading policy since 1974. Its purposes are to maintain consistent grading across all academic units in the CU system and faculty control over assignment of grades.

All campuses, schools, colleges, and programs of the University of Colorado are covered by the policy.

II. POLICY STATEMENT

A. Grading Policy

Instructors of record are responsible for assigning grades for their courses. Grades shall be entered directly into each student's record precisely as they were awarded by the instructor of record or in accordance with the assigned grading basis (e.g., non-failing letter grades assigned to students enrolled in classes on a pass/fail grading basis are converted to P). Policies on awarding I grades may be at the campus level or determined by the dean of each school/college/program. Students may appeal grades following established school, college, program, or campus policies, procedures, and deadlines.

1. Uniform Grade Symbols

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Credit Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>superior/excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>good/better than average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>competent/average</td>
<td>2</td>
</tr>
</tbody>
</table>
D  below average  1 credit point per credit hour
F  failing  no credit points per credit hour
I  incomplete  Coursework has not been completed; converted to F if grade change not assigned by instructor within one year
IP  in progress  Thesis, dissertation, project, or multi-semester course at the graduate/professional level only
P/F  pass/fail  P grade is not included in the grade point average; the F grade is included; any grade greater than F is regarded as passing
H/P/F honors/pass/fail - intended for select honors courses; credit hours count toward the degree but are not included in the grade point average

2. Uniform Plus/Minus Grades
Schools, colleges, and programs may, at their discretion, implement a plus/minus grading system with symbols and points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

B. Grading-Related Policies

1. Special Grading Symbols Policy
Any campus, school, or college may request special grading symbols to meet its needs. See Section IV for information on the approval process and Appendix A for previously approved special symbols.

2. Grade Forgiveness/Replacement Policy
Policies on grade forgiveness/replacement shall be developed and implemented at the campus level. These policies shall be developed by the faculty, are subject to approval by the campus Faculty Assembly, and shall apply only to the students enrolled in courses offered on that campus.

Campus undergraduate grade forgiveness/replacement policies shall apply to all undergraduate students and may not differ among schools/colleges, departments, or programs.

The potential impact of grade forgiveness/replacement (e.g. impact on financial aid, College Opportunity Fund, graduate admissions) shall be communicated to students who ask to repeat a course under the grade forgiveness/replacement policy.
3. Pass/Fail Policy

Policies on pass/fail grading shall be developed and implemented at the campus level. These policies shall be developed by the faculty, are subject to approval by the campus Faculty Assembly, and shall apply only to students enrolled on that campus. See Section III.B for pass/fail administrative procedures.

4. Course Drop/Add/Withdrawal Policy

Students may not add a course after their campus’ initial add period without the instructor of record's permission. A student may not withdraw from a course after a specified period without the instructor of record being consulted. See Section III.C for complete add/drop/withdrawal procedures.

III. ADMINISTRATIVE PROCEDURES

A. Uniform Administrative Symbols

Administrative symbols are indications of registration or grade status and are not assigned by the instructor but are automatically applied to student records within the student information system, in accordance with standard business processes and deadlines. The following special symbols shall be used as appropriate:

- NC registration on a no-credit basis
- W withdrawal without credit
- NR grade has not been reported by instructor of record or grading authority at time grades are processed
- *** term is in progress and/or class has not yet been graded

B. Pass/Fail Procedures

1. A student who wishes to register for a course on a pass/fail basis or change a course to or from a pass/fail basis, shall do so according to published campus policies, procedures, and deadlines.

2. The official record of pass/fail registration shall be maintained by the Registrar’s office in the student information system.

C. Drop/Add/Withdrawal Procedure

1. Students shall be allowed to drop and add courses within an initial period specified by the campus, subject to the following requirements:
   (a) The add period may be no longer than the first 15% of the academic term or variable length session, to align with Colorado Commission on Higher Education policy.
   (b) Students may not add a course after the initial add period without the instructor of record's permission.
   (c) Courses dropped during the initial drop period shall not appear on the transcript.

2. Course withdrawal is subject to the following requirements:
   (a) To withdraw from a course or all courses within a given term, a student shall follow established campus protocols and deadlines. Students who stop attending classes but do not officially withdraw from their courses are subject to the grading policies of each course.
   (b) After the initial drop period and until the 10th week of a standard term (prorated for variable length sessions), students may withdraw from a course pursuant to campus withdrawal procedures, and the course grade shall appear on the transcript as W.
   (c) After the 10th week of a standard term (prorated for variable length sessions), a student may not withdraw from courses unless there are documented circumstances clearly beyond the student's control (accident, illness, etc.). The student shall petition the Dean or Dean’s designee for approval to withdraw from courses. The instructor of record shall be consulted prior to the withdrawal being approved. Campuses, individual schools, colleges, and programs may have further restrictions. Courses shall appear on the transcript with a “W” indicating a withdrawal. School or college procedures may deviate from these practices only if approved by the campus chancellor after consultation with the campus Faculty Assembly.
IV. SPECIAL GRADING SYMBOLS

A. Approval Process

As stated in Section II.B.1, a campus, school or college may request special grading symbols to meet its needs. Requests shall be subject to approval by the campus provost and subsequently the Vice President for Academic Affairs. Before implementation, the request shall be reviewed by the registrars of each CU campus to ensure that when special grading symbols are adopted, they are used uniformly across the system. If necessary, the registrars may suggest revisions to ensure uniformity. Faculty shall be informed about any special grading symbol changes through the Faculty Council before the grading symbols are implemented.

B. Approved Special Grading Symbols are listed in Appendix A.

V. AMENDMENTS TO THE POLICY

A. No change to Sections II or V of this Administrative Policy Statement (or subsections within them) shall be adopted without approval of the faculty according to the procedures specified below.

1. Nominating Unit Approval. Any proposed change shall be initiated by the faculty of a school, college, or program (nominating unit). (A provost or registrar may propose a change, but the change must be sponsored by a school or college.) The proposal, including a justification for the proposed change(s) and an estimate of implementation costs, shall be submitted to the Faculty Council Educational Policy and University Standards committee (EPUS) for review and comment.

   (a) Following EPUS review and comment, the proposed change must be approved by the faculty of the nominating unit’s school or college. Faculty voting eligibility shall be determined by school or college policies. (For programs involving multiple schools or colleges, only one school or college needs to approve the proposed change for it to move forward for campus approval.)

   i. Approval requires 60% of eligible faculty of the school or college participate in the vote, and a majority of those voting approve the change.

2. Campus Approval. Upon approval by the nominating unit, the proposal shall be forwarded by the unit to the Faculty Assembly chair of the nominating unit’s campus. In collaboration with the provost, the Faculty Assembly chair shall distribute the proposal, including the justification for the proposed change(s), to the deans and faculty of the remaining schools and colleges on the nominating unit’s campus. The provost shall support the Faculty Assembly chair in the voting process.

   (a) The remaining schools and colleges shall be asked to conduct a vote. Faculty voting eligibility shall be determined by school or college policies.

   i. From the time that the Faculty Assembly chair receives the proposal from the nominating unit, each school or college shall have 90 days to complete its voting process and report the outcome to the Faculty Assembly chair. The 90 days shall exclude any period of time between the end of the spring semester and beginning of the fall semester on that campus.

   ii. Approval by a school or college requires at least 60% of the eligible faculty of school or college to vote on the proposed change, and a majority of those voting to approve the change.

   (b) Campus approval of the proposal requires at least 60% of the total number of schools and colleges who provided a voting result to approve the change. If a school or college fails to conduct a vote within the specified timeframe, it shall not be included in the 60% calculation. If the nominating unit is the only unit providing a vote (i.e., there was no opposition), and the Faculty Assembly chair has confirmed that the voting-eligible faculty members of each school and college were provided with the proposal and informed about the opportunity to vote, the proposal shall be approved.

   (c) If a proposal is not approved by the campus, the process shall end. If a proposal is approved by the campus, it shall be forwarded to the Faculty Council chair.
3. **System Approval.** The Faculty Council chair shall forward the campus-approved proposal, including a justification for the proposed change(s) and an estimate of implementation costs, to Faculty Assembly chairs on the other CU campuses. In collaboration with the provosts, the Faculty Assembly chairs shall distribute the proposal to the deans and faculty of each school and college. The provost shall support the Faculty Assembly chair in the voting process.

   (a) The Faculty Assembly chairs shall request that each school and college on their campus vote on the proposal. Faculty voting eligibility shall be determined by school or college policies.

      i. From the time that the Faculty Assembly chair receives the proposal from the Faculty Council chair, each school or college shall have 90 days to complete its voting process and report the outcome to the Faculty Assembly chair. The 90 days shall exclude any period of time between the end of the spring semester and beginning of the fall semester on that campus.

      ii. Approval by a school or college requires at least 60% of the eligible faculty of the school or college to vote on the proposed change, and a majority of those voting approve the change.

   (b) Campus approval of the proposal requires that at least 60% of the total number of voting schools and colleges who provided a voting result approve the change. If a school or college fails to conduct a vote within the specified timeframe, it shall not be included in the 60% calculation. If no unit on the campus provides a valid vote (i.e. there is no opposition), the proposal shall be considered approved by the campus.

   (c) System-wide approval of the proposal requires that all campuses approve the change. If system-wide approval is obtained, the Faculty Council chair shall request that the university administration make necessary revisions to this Administrative Policy Statement.

B. Changes to any section other than Section II or Section V of this Administrative Policy Statement shall follow standard procedures for review and revision of Administrative Policy Statements, which include opportunities for faculty and faculty governance groups to provide input and recommendations.

VI. **HISTORY**

   - Extension to the grading symbols for the School of Dental Medicine approved by Faculty Council effective April 27, 2018.
   - Revised - (Pending).
APPENDIX A: Approved Special Grading Symbols

- The School of Medicine grading symbols have been extended to include H/HP/P/PR/F. This proposal was approved with an effective date of April 1, 2009.

- The School of Dental Medicine grading symbols have been extended to include PR (pass with remediation). This proposal was approved with an effective date of April 27, 2018.