ADMINISTRATIVE POLICY STATEMENT

Policy Title: Uniform Grading Policy

APS Number: 1025

APS Functional Area: ACADEMIC/RESEARCH

Brief Description: This APS outlines the University of Colorado’s commitment to a uniform grading policy—a policy to be followed by all campuses.

Effective: July 1, 2014

January 1, 2019 (Pending)

Approved by: President Bruce D. Benson (Pending)

Responsible University Officer: Vice President for Academic Affairs

Responsible Office: Office of the Vice President for Academic Affairs

Policy Contact: Office of the Vice President for Academic Affairs

Supersedes: January 17, 2013 Uniform Grading Policy, July 1, 2014

Last Reviewed/Updated: January 1, 2019 (Pending)

July 1, 2014

Applies to: All campuses

Reason for Policy: This APS outlines the University of Colorado’s commitment to a uniform grading policy—a policy to be followed by all campuses.

I. INTRODUCTION

The University has had a uniform grading policy since 1974. The purposes of this policy are:

1. to encourage students and faculty to create and sustain a positive learning environment;

2. to create consistency in grading policy across all academic units in the CU system in those areas where such consistency is beneficial to students and to the university; and

3. to maintain faculty control over grading.

4. to allow individual campuses, schools, and colleges to have more restrictive grading policies than those in the Uniform Grading Policy when such restrictions are not in conflict with the Uniform Grading Policy; and

5. to provide some flexibility in grading practices for individual campuses, schools and colleges where reasonable and consistent with the intentions of the Uniform Grading Policy.

The Uniform Grading Policy is found in Part II of this Administrative Policy Statement. All campuses, schools, and colleges, and programs of the University of Colorado are covered by the policy. Campuses, schools, and colleges may request exceptions to the policies in accordance with the provisions of the Uniform Grading Policy.

The Uniform Grading Policy may be revised in accordance with procedures specified in the policy.
II. POLICY STATEMENT

The following grading system and procedures for pass/fail registration, dropping and adding courses, and withdrawal from the University of Colorado are standardized for all campuses, schools, and colleges of the university. Any campus, school, or college may further restrict any subsection of the provisions of this policy.

A. Grading Policy

The instructor is responsible for assigning grades for their course. The grade will be entered directly into the student's record precisely as it is 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 with respect to awarding I grades may be at the campus level or determined by the dean’s office of each school/college/program. Students may appeal grades following established school, college, program, or campus policies, procedures, and deadlines.

1. Grade Symbols

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>superior/excellent</td>
<td>4 credit points per credit hour</td>
</tr>
<tr>
<td>B</td>
<td>good/better than average</td>
<td>3 credit points per credit hour</td>
</tr>
<tr>
<td>C</td>
<td>competent/average</td>
<td>2 credit points per credit hour</td>
</tr>
<tr>
<td>D</td>
<td>below average</td>
<td>1 credit point per credit hour</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>no credit points per credit hour</td>
</tr>
<tr>
<td>I</td>
<td>incomplete</td>
<td>regarded as F if coursework has not been completed; converted to F if grade change not assigned by instructor within a maximum of one year</td>
</tr>
<tr>
<td>IP</td>
<td>in progress</td>
<td>thesis, dissertation, project, or multi-semester course at the graduate/graduate level only</td>
</tr>
<tr>
<td>P/F</td>
<td>pass/fail</td>
<td>P grade is not included in the grade point average; the F grade is included; any grade above greater than F is regarded as passing</td>
</tr>
</tbody>
</table>

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. Plus/Minus Grades

Schools and colleges may, at their discretion, choose to 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>
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<tr>
<td>C</td>
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</tr>
<tr>
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<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>
Grades are awarded directly by an individual faculty member to an individual student for work done in an individual course. Therefore, the grade will be entered directly into the student's record precisely as it is awarded by the instructor of record. Students may appeal grades following established school, college, or campus procedures.

3. Special Grading Policies

Any campus, school, or college may implement a special grading policy to meet its needs. (An example is the use of H/HP/P/PR/F at the School of Medicine; H = honors, HP = high pass, P = pass, PR = pass with remediation, F = fail.) See Section III.B for information on the approval process.

B. Registration Procedures

3.1. Special Symbols

(a) The Registrar’s Office on each campus may assign a special symbol to a course in situations in which the standard grade symbols do not apply. The following special symbols may be used:

NC ___ indicates registration on a no-credit basis

W ___ indicates withdrawal without discredit

*** indicates grades have not been reported by instructor of record or grading authority at the time grades are processed

*** indicates term is in progress and/or class has not yet been graded

(b) Special symbols, such as NC, W, and ***, and indications of registration or grade status 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.

Explanation of Grading Symbol I

An I is a grade indicating that work for the course has not been completed. Policies with respect to I grades are available in the individual college and school deans’ offices.

4.2. Pass/Fail Procedure

(a) A student who wishes to register for a course on a pass/fail basis should do so during regular registration period. A student may change a course to or from a pass/fail basis only during the period specified in campus policy, must do so according to published campus policies, procedures, and deadlines.

2. A student Campuses, schools, colleges, or programs may take a maximum number of six hours of course work on a pass/fail basis hours taken by students in any given semester, unless otherwise specified by or the school or college.

(a)(c) A student may take a maximum number of 16 semester hours of regular course work on a pass/fail basis for credit toward a bachelor’s hours that apply to a degree. The number of hours that may be taken on a pass/fail basis and credited toward a graduate degree is determined by graduate school policy. However, for both undergraduate and graduate degrees, schools and colleges may have additional (or other credential) requirements and may allow fewer pass/fail credit hours. The curriculum for an individual program or major may further limit allowable pass/fail hours.

4. Students should check with their academic advisors and degree audit information to determine the availability of pass/fail grading.

(b)(d) The official record of pass/fail registration is maintained by the Registrar’s office in the student information system.
5.1. Course Forgiveness/Repetition

Any policy on course forgiveness/repetition shall apply only to the campus whose faculty develops and adopts it and shall apply only to the students enrolled on that campus.

6.3. Drop/Add Procedure

(a) Students will be allowed to drop and add within a period specified by the campus or its individual schools and colleges.

(b) The add period may be no longer than the first 15% of the academic term as mandated by the or variable length session, to align with the Colorado Commission on Higher Education policy.

(c) Students seeking to add a course after the initial add period must obtain the instructor's permission.

(d) After the initial drop period, the student must obtain the instructor's permission in order to drop. All courses dropped withdrawn after the conclusion of the initial drop period appear on the permanent record transcript with the grade of W.

(e) After the 10th week of a standard term (prorated for variable length sessions), courses may not be dropped unless there are documented circumstances clearly beyond the student's control (accident, illness, etc.). In addition to the instructor's certification (as in 4 above), the student must petition his or her dean's office for approval to drop the course. In addition, instructor approval may be required. Campuses, individual schools and colleges, and programs may have further restrictions.

4. Course Grade Forgiveness/Repetition

Policies on this time period grade forgiveness/repetition shall be developed and implemented at the campus level. These policies shall be developed by the faculty and shall apply only to the students enrolled on that campus.

7.5. Withdrawal Procedure

In order to withdraw from the University all classes within a given term, the student must obtain approval of the academic dean's office follow established campus protocols and the Office of the Registrar. Notation is deadlines. Grades of W and associated notations are recorded on the student's permanent record transcript when withdrawal from all university coursework occurs after the initial withdrawal (100% tuition refund) deadline for the semester. Students who stop attending classes but do not officially withdraw are subject to grades of F for all course work the grading policies of their courses.

III. Amendments and Exceptions to the Policy

A. No change in the to Section II A.1 or Section II A.2 of the Uniform Grading Policy shall be adopted unless it meets the without approval of the voting faculty within based on the procedures specified below.

1. Any requested change must be initiated by the faculty of a school/college and voted on by the faculty of that school/college. The Educational Policy and University Standards committee (EPUS) shall review and comment on the proposal before the vote is held.

2. If at least 50% of the eligible faculty in the initiating school/college vote on the proposed change, and at least 60% of those voting approve the change, the proposal shall be forwarded to the campus Faculty Assembly.

3. All schools and colleges on the campus of the initiating unit shall conduct a ballot of their faculties regarding the change. Faculty voting eligibility within the schools and colleges shall be in accordance with their established policies and procedures.

4. Any campus school, If at least 50% of the eligible faculty in each school/college vote on the proposed change, and at least 60% of those voting in each school/college approve the change, the proposal shall be forwarded to the Chair of the Faculty Council who shall request that the schools/colleges of all other campuses conduct a ballot.
5. If at least 50% of the eligible faculty in each school/college vote on the proposed change, and at least 60% of those voting in each school/college on every campus approve the proposed change, Faculty Council shall request that the administration make any necessary revisions to this Administrative Policy Statement.

A-B. As noted in Section II.A.3, a school or college may request a special grading policy to meet its needs. (An example is the use of H/HP/P/PR/F at the School of Medicine; H = honors, HP = high pass, P = pass, PR = pass with remediation, F = fail.) Such a request for exception shall be subject to approval by the Faculty Council, after review by the Educational Policy and University Standards committee (EPUS), and shall apply only to that particular unit. Current exceptions include: the requesting unit. Current exceptions include:

1. The School of Medicine proposed an extension to their exception to the grading symbols to include H/HP/P/PR/F. This proposal was approved by the Faculty Council with an effective date of April 1, 2009.

2. The School of Dental Medicine proposed an extension to their exception to the grading symbols to include PR (pass with remediation). This proposal was approved by the Faculty Council with an effective date of April 27, 2018.

B-C. Changes to Section II.B shall follow standard procedures for the review and revision of Administrative Policy Statements, which include opportunities for faculty and faculty governance group participation.

All changes to the Uniform Grading Policy must be initiated by the faculty of one or more academic units who will vote upon the change. Such requests for change shall be forwarded to the Executive Committee of the Faculty Council, the Executive Committee of Faculty Council shall consult the Educational Policy and University Standards committee (EPUS) before requiring the schools and colleges to conduct a ballot of their faculties regarding the change. (Faculty within the schools and colleges shall vote in accord with their established policies and procedures.) Following the positive outcome of such a ballot, the Chair of the Faculty Council shall request the administration to make any necessary revisions in this Administrative Policy Statement.

IV. HISTORY

- Revised - January 1, 2019 (Pending).
- Added exception approved by Faculty Council effective April 27, 2018.