



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

GRADING SYSTEM

1. Policy

Grading System

The course instructor will report a final grade at the course conclusion for each student officially registered for the course. In the event an instructor becomes incapacitated or otherwise is unable to issue course grades, the academic unit administrator will be responsible for reporting final course grades. Only final grades specified below may be issued. Instructors are to report final grades to the Office of the Registrar in accordance with the procedures and deadlines required by the University. Only the Office of the Registrar has authority to issue official final grades.

Information regarding grading policies is available from the Office of Academic Affairs and in the course syllabus for each course. All policies established by academic units and/or by course instructors must be in compliance with University policies.

The following system of symbols will be used in grading students:

A	Excellent	Four quality points per semester credit hour
B	Good	Three quality points per semester credit hour
C	Satisfactory	Two quality points per semester credit hour
D	Poor	One quality point per semester credit hour
F	Failure	Zero quality points, zero credit
P	Pass/Proficient	Not included in grade-point average
AU	Audit	Not included in grade-point average
I	Incomplete	Not included in grade-point average
W	Withdrawal	Reported for students who withdraw prior to the end of the tenth full week of classes of a semester or before two-thirds of the instructional days of the summer session; not included in grade point average

Pass-Fail (P/F) - Grading on a pass-fail basis is available only in the following situations: cooperative education course credit and credit for courses by special examination and/or certification, as described under Credit by Examination/Certification and Credit for Life Experience. A grade of P (pass/proficient) will be given to indicate satisfactory completion of the examinations and/or experiences eligible for pass/fail credit. A grade of F (fail, not proficient) will be given to indicate unsatisfactory completion of the examinations and/or experiences eligible for pass-fail credit. When a grade of P is earned through satisfactory completion of the examinations and/or experiences eligible for pass-fail

credit, the grade of P is equivalent to the minimum grade of C or above as required elsewhere in existing academic policies and regulations.

A student may challenge up to six (6) semester credit hours in the Liberal Studies Requirements, the major, minor, or area of specialization on a pass-fail basis if these courses are approved for challenge. Furthermore, a student may earn up to one fourth the minimum number of semester credit hours for completion of a baccalaureate degree or an associate degree through any combination of credit by examination/certification and credit for life experience. This does not apply to cooperative education courses.

Audit - The grading option of audit must be selected no later than the end of late registration and must be indicated on either the student's registration or add/drop form. Audited courses do not count toward the total number of hours nor in computing a grade point average.

Incomplete - A grade of I is to be assigned only for an unforeseen and extraordinary circumstance or situation which would have prohibited a student from completing a minor part of a course requirement, such as the final exam, one major exam, completion of a term paper or class project, or part of the requirements of a laboratory, and the student

has made a request to the instructor prior to the end of the term. A grade of I may not be assigned as a substitute for a D or an F.

An Incomplete earned in any given term (summer session/semester) must be removed by the end of the eighth week of classes during the next regular academic semester; otherwise, the I will be changed to the grade the student would have received by calculating the uncompleted minor requirement as a zero.

To initiate consideration for an I grade, the student must file a Request for Incomplete Grade Form with his or her instructor prior to the end of the course. An instructor may complete the Request for Incomplete Grade Form on the student's behalf if the student is prevented from filing the request due to medical emergency or other similarly unusual circumstances.

When a grade of I is assigned, the instructor shall complete the Request for Incomplete Grade Form received from the student. On that form, the instructor shall provide a detailed description of the work to be completed by the student. The instructor will also provide the grade that the student will receive should the work not be completed by the deadline above. The instructor shall provide a copy of the completed form to the student and to the chair/dean. The chair/dean will retain a copy of this document in the unit file. The completed Request for Incomplete Grade Form will accompany the Grade Change Form upon completion of the minor requirement that necessitated the I grade.

In the event that the instructor who assigned the I grade is no longer with the University, the chair of the academic area where the I grade was assigned, or his or her designee, will work with the student to complete the minor requirement that necessitated the I grade.

Administrative Withdrawal Policy

In a traditional face-to-face course or a hybrid course, if a student misses a week of classes, or if a student, due to missing assignments, is in jeopardy of failing a course, the instructor may start the administrative withdrawal policy procedure. In a virtual course, a student who fails regularly to submit assignments (i.e., misses two or more) can similarly be administratively withdrawn. Before the instructor notifies the Registrar that a student should be administratively withdrawn, he or she will contact the Office of Educational Support with a description of the student's performance in the course. The Office of Educational Support will then attempt to contact the student and help to develop, with input from the student and faculty member, a plan for success going forward. If, after a week from the time of the instructor's initial contact of the Office of Educational Support, the Office is not successful in contacting the student, then the administrative withdrawal process will move forward. The period for administrative withdrawal will be Week Three through Week Eight. An administrative withdrawal will be marked as AW on a student's transcript.

Withdrawal from a Course - On the 13th day of classes, the Office of the Registrar will distribute class rosters to the faculty. Instructors will then verify the names of students who have attended at least one class meeting. Students who have never attended a class meeting will be administratively withdrawn and have all applicable charges reversed.

Students who have attended at least one class meeting but have stopped attending are subject to the Class Attendance Policy. This policy does not apply to the summer session.

If a student withdraws from a course before the end of the tenth full week of classes during a semester, a grade of W will appear on the student's transcript. If a student withdraws from a course before two-thirds of the instructional days have elapsed during a summer session or short course, a grade of W will appear on the student's transcript.

A student who fails to follow proper University withdrawal procedures will receive a grade of F in that course. Students may appeal for retroactive withdrawal from a course under specified circumstances (see Appeal Procedures at the end of this chapter.)

2. Entities Affected

- Academic Affairs
- Registrar

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References