

## Policy and Procedure

### **SON OP 30.095 - Grading Practices**

**PURPOSE** The purpose of this operating Policy and Procedure is to provide guidance to students and faculty on the manner by which grades are determined.

**REVIEW** The policy will be reviewed biennially by September 1 of each even numbered year by the Dean or his/her designee.

## **POLICY/PROCEDURE**

The school adheres to [HSCEP OP 59.05](#) Grade procedures and Academic Regulations below:

Grade modes, interpretation and grade points. The grade mode and the method of determining the grade will be included in the course syllabus as presented to the students at the beginning of the semester.

Traditional letter grading Grade Points

- A = Well above the passing standard 4.0
- B = Above the passing standard 3.0
- C = Passing standard 2.0
- D = Below the passing standard 1.0
- F = Well below the passing standard 0.0

I = Incomplete – temporary grade only. The grade of “I” is given only when a student's work is satisfactory in quality but, due to reasons beyond her/his control, course requirements have not been completed. It is not given in lieu of an “F”, “FA”, “W”, “PR”, or “NC” (see below). The instructor assigning the grade must stipulate in writing at the time the grade is given the conditions under which the “I” may be removed and the specific date by which the make-up work is to be completed. The assigned work and a Change of Grade form must be submitted within one calendar year from the date the “I” is awarded. Failure to do so results in an “F” or “FA” for that course for graduate and undergraduate coursework. In rare cases, an extension may be approved by the instructor of record with a specific time limit and processed by filling out the Grade Change form. The Grade Change form should be initiated by the instructor of record online through the Office of the Registrar. (0.0 grade points)

PR = In Progress – temporary grade only. The grade of “PR” is given only when the student's work is satisfactory in quality and the work in a course extends beyond the semester or term; it implies satisfactory performance. Within one calendar year from the date the “PR” is assigned, the instructor of record must replace the grade of “PR” with a final grade of “A”, “B”, “C”, “D”, “F”, “PA”, “CR”, “NC”, “W”, “FA” or “FA/PA”. The Change of Grade form should be initiated by the instructor of record online through the Office of the Registrar. (0.0 grade points).