

Grades and Grading for Graduate Students
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Letter Grades A+ to F

- Used in the computation of GPA
- Permanent Grades

NR - Not reported

- Not used in the computation of GPA
- Temporary Grade

Automatically entered if an instructor does not report a grade by the deadline

NV - Not valid

- Not used in the computation of GPA
- Temporary Grade

Used when an instructor reports a grade in a mode that has not been approved for use with that course, for example assigning S to a course only approved for a letter grade.

I - Incomplete

- Not used in the computation of GPA
- Temporary Grade

Approved extension of time to complete the requirements of the course without re-registering or additional tuition. Student should NOT re-register!

No College approval is needed to assign the I, which is different from the undergraduate policy. Agreement is between the instructor and student.

Incompletes must be converted to a permanent grade no later than 5:00 p.m. on Reading Day of the next semester in which the student is registered. One year if the student is not registered.

The final grade must be reported on the Supplemental Grade Report Form.

Roll to F by rule one week after Reading Day of the next term of enrollment or one year

If the student is having difficulty finishing the course, it may be more appropriate to drop the course with a W.

Requests for additional extensions of time to complete the course requirements are made by petition, and reasonable extensions, one term at a time, are granted for justifiable reasons.

DFR – Deferred

- Not used in the computation of GPA
- Temporary Grade
- Two types: Thesis and non-thesis courses

Non-thesis courses

DFR in courses other than thesis must be converted to a permanent grade no later than 5:00 p.m. on Reading Day of the next semester in which the student is registered.

Thesis and thesis-type courses (for example, MUS 576)

DFR is reported for research credit until the thesis has been completed, successfully defended if required, and deposited in the Graduate College.

If research credit is taken but thesis work is not completed, the 599 registration cannot be removed from the record. If the work will not be completed, the student must successfully [petition](#) for grades to permanently remain as deferred (DFR) in order to receive a degree. Students will not be certified for a degree with any grades of DFR in their academic record unless a [petition](#) has been approved.

ABS - Absent

- Used in the computation of GPA as a failure and is not acceptable for degree credit
- Permanent Grade

The grade of ABS may be assigned when the student is absent from the final examination without an acceptable excuse. It can also be used for students who are registered and who stopped or never attended the course. An F can be assigned if that is the highest grade possible even if the final were completed.

F by Rule

- Used in the computation of GPA
- Permanent Grade

F-by-rule is automatically assigned when a grade of Incomplete or DFR in a non-thesis course has not been replaced by a letter grade by 5:00 p.m. on Reading Day of the next semester in which the student is registered. (F, NC or U may be assigned.)

CR-NC – Credit/No-credit

- Not used in the computation of GPA
- Permanent Grade

A grade of C- or better will be converted to CR (credit), and a letter grade of D+ or lower or a grade of ABS will be converted to NC (no credit).

Form must be approved by the advisor and turned into the Graduate College by the deadline. Option can be reversed by re-submitting the form before the deadline.

The instructor does not know that the student chose this option.

Students on limited status admission or probation are not allowed to register for credit-no credit course work until the limited status or probation has been removed. Some courses cannot be taken Credit/No-Credit. See Course Catalog.

In any one semester, a student may take no more than 4 semester hours on a credit-no credit basis. Over the entire degree program, a student must earn at least 2 hours of graded (A-D) course work for each hour of credit-no credit course work.

Grades for study abroad and transfer credit are also designated on the transcript as credit-no credit.

AU - Audit

- Not used in the computation of GPA
- Permanent Grade

An auditor is only a listener in the classes attended; he or she is not a participant in any part of the exercises. Auditors are not permitted in studio, laboratory, or activity courses. An instructor can refuse to allow a student to audit.

Audited hours do not count toward assessed hours, and an audited course does not count toward the registration requirement for fellows.

A course, once audited, may not be repeated for graduate credit.

Auditor's Permit form must be signed by the instructor and approved by the Graduate College. The deadline for receipt of the form in the Grad College is the 10th day of class; petition needed after that day.

Students who are registered for less than 12 hours, not including the audited course, who do not have a tuition waiver will be charged a \$15 audit fee.

S/U – Satisfactory/Unsatisfactory

- Not used in the computation of GPA
- Permanent Grade

Courses taken for 0 hours are always graded S/U.

Courses must be approved for S/U grading option

W - Withdraw

- Not used in the computation of GPA
- Permanent Grade notation

Approved withdraw or drop without credit

Generous policy, 12 weeks w/o W; W up through 5pm Reading Day without a petition

Note differences: Dropping individual courses (Reduction in Range Deadline) and Withdrawal from all courses (prorated refund)

Some General Points to Remember

Students may not graduate with a temporary grade on their record. Only petitions for permanent DFR's will be considered. (Change from thesis to non-thesis option)

Instructors can change some grades up until the student graduates.

Reading Day is the deadline for the submission of permanent grades or petitions to extend I or DFR grades in non-thesis classes. I and non-thesis DFR roll to F by rule one week after Reading Day.

Academic Standing runs after Final Grades are due for the term. Academic standing for a term is not revised, even if grade changes are made later. Students who are dismissed based on GPA can petition for reinstatement on probation.