GRADING POLICIES AND PROCEDURES

ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be made.

Academic Grades

The following grades are determined and assigned by faculty based upon appraisal and evaluation of student performance in completing requirements of a course:

Letter Grade	Description
A	(4.000) Denotes "superior scholarship."
A-	(3.700)
B+	(3.300)
B	(3.000) Denotes "good performance" for students in undergraduate courses and "average performance" for students in graduate courses.
B-	(2.700)
C+	(2.300)
C	(2.000) Denotes "fair or average performance" for students in undergraduate courses and "below average performance" for students in graduate courses.
C-	(1.700)
D+	(1.300)
D	(1.000) Denotes "poor (but passing) performance" for students in undergraduate courses and "far below average performance" for students in graduate courses.
F	(0.000) Denotes failure of the student's overall performance. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below).
S	The grade S (Satisfactory) denotes passing performance and is used for courses where S/U grading, rather than letter grading, is permitted. The credit hours are awarded, but the grade is not counted in grade point averages. Work earning an S grade may be applied toward meeting degree requirements.
U	The grade U (Unsatisfactory) denotes failing performance and is used for courses where S/U grading, rather than letter grading, is permitted. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below). Credit hours are recorded as attempted, and the grade is counted as an F (zero quality points) in grade point averages.
Y	The grade Y denotes a passing grade in undergraduate courses in which students have elected the credit/no credit grading option. The credit hours are awarded, but the grade is not counted in grade point averages.[1]
Z	The grade Z denotes failing performance in undergraduate courses in which students have elected the credit/no credit grading option. The credit hours are recorded as attempted, and the grade is not counted in grade point averages.[1]

[1] Refer to the Credit/No Credit Grade policy for conditions governing the acceptability of credit/no credit (Y/Z) grades at Kent State.

Administrative Marks

The following administrative marks are assigned when a letter grade is not appropriate.

Mark	Description
AU	The mark AU (Audit) denotes enrollment in a course without benefit of a grade or credit, typically for purposes of self-enrichment and academic exploration. Students may audit any course subject to space availability and prior departmental approval. To audit a course, students must go through registration procedures and be assessed registration fees. An audited course cannot be applied toward a student's degree or certificate. An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. The AU mark is not counted in grade point averages.[1]
CP	The mark CP (Complete) denotes completion of requirements for registered course COOP 20092 Cooperative Education. The CP mark is not counted in grade point averages.
CR	The mark CR (Credit) denotes credit hours, but not letter grade, earned through successful completion of an alternate credit program (e.g., exam credit, trade competency or other non-institutional credit). The CR mark is not counted in grade point averages.
IN	The mark IN (Incomplete) may be given to students who—due to extenuating circumstances—are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses. The IN mark is not counted in grade point averages.[2]

IP	The mark IP (In Progress) may be given to students to indicate that work is in progress toward a thesis, dissertation, research, individual investigation or a similar effort that requires additional time beyond a semester. A grade will be given when the work is completed. The IP mark can be utilized only in designated courses and remains a terminal mark if the student does not complete the requirements for the course. For courses required for a degree or certificate, a grade must be given before the credential may be granted. The IP mark is not counted in grade point averages.
M	The mark M (Missing) was used until 1980. It is similar to the NF and SF marks (see below) and counts as an F grade (zero quality points) in grade point averages.
NC	The mark NC (Not Complete) denotes requirements have not been completed for registered course COOP 20092 Cooperative Education. The NC mark is not counted in grade point averages.
NF	The mark NF (Never Attended–Fail) denotes that the student neither attended any class session nor formally withdrew from the course. The NF mark counts as an F grade (zero quality points) in grade point averages. In the case of undergraduate courses taken pass/fail, the NF mark will be changed to a Z (fail) grade.[1]
NR	The mark NR (Not Reported) indicates the instructor did not submit a grade. For courses required for a degree or certificate, a grade must be given before a credential can be granted. The NR mark is not counted in grade point averages.
SF	The mark SF (Stopped Attending–Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF mark counts as an F grade (zero quality points) in grade point averages and must be accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. In the case of undergraduate courses taken pass/fail, the SF mark will be changed to a Z (fail) grade.[1]
T	The mark T denotes student participation in a national or international academic exchange program and is not counted in grade point averages.
TR	The mark TR (Transfer) denotes accepted transfer coursework and is not counted in grade point averages.
W	The mark W (Withdrawal) denotes that the student has withdrawn from the university or from any individual course without evaluation. For courses in the College of Podiatric Medicine, this mark is given to students who withdraw prior to midterm exams. The W mark is not counted in grade point averages.
WF	The mark WF (Withdrawal–Fail) is used by the College of Podiatric Medicine to denote that the student has withdrawn from the university or from any individual course/rotation with failing status after seven weeks of course instruction. The WF mark is not counted in grade point averages.[3]
WP	The mark WP (Withdrawal–Pass) is used by the College of Podiatric Medicine to denote that the student has withdrawn from the university or from any individual course/rotation with passing status after seven weeks of course instruction. The WP mark is not counted in grade point averages.[3]

[1] A student receiving the AU, NF or SF mark is enrolled officially in the course; however, credit hours for the course are not applied toward the student's course load for financial aid and other select purposes.

[2] Please refer to the Incomplete Mark policy below for conditions governing student eligibility and approval for an Incomplete mark at Kent State.

[3] Please refer to the College of Podiatric Medicine section in the University Catalog for procedures for withdrawal.

Calculating Grade Point Average

Quality points are awarded on the following scale:

- Each hour of A equals 4.000 points
- Each hour of A- equals 3.700 points
- Each hour of B+ equals 3.300 points
- Each hour of B equals 3.000 points
- Each hour of B- equals 2.700 points
- Each hour of C+ equals 2.300 points
- Each hour of C equals 2.000 points
- Each hour of C- equals 1.700 points
- Each hour of D+ equals 1.300 points
- Each hour of D equals 1.000 point
- Each hour of F equals 0.000 points
- Each hour of NF equals 0.000 points
- Each hour of SF equals 0.000 points
- Each hour of U equals 0.000 points

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up.

As an example, assume a student has completed 30 credit hours with a grade distribution of 3 credit hours of A, 3 credit hours of B, 3 credit hours of B-, 15 credit hours of C, 4 credit hours of D and 2 credit hours of F.

Dividing 63.100 by 30, a grade point average of 2.103 is obtained, which is slightly above a C average. Cumulative averages are computed by dividing the total quality points by the total quality hours. Grades of S, Y and Z are not included in grade point average.

Grade Reports

Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available in FlashLine.

Incomplete Mark Policy

The mark IN (Incomplete) may be given to students who—due to extenuating circumstances—are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses. The IN mark is not counted in grade point averages.

To be eligible to request an incomplete mark for a course that was not completed due to extenuating circumstances, undergraduate students must be earning a minimum D grade, and graduate students must be earning a minimum C grade, in the course at the time of the request. Appropriate documentation is required to support the extenuating circumstance.

The student or university-approved designee must request the IN mark from the instructor of the course, and it is the responsibility of the student to arrange to make up the incomplete work. After the instructor approves the request, the instructor must initiate the request by submitting an Incomplete Mark Contract workflow to the department chair/school director prior to the grading deadline. This electronic workflow includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). The Incomplete Mark Contract is sent electronically to the student.

When the work is completed, an appropriate grade will be assigned—based on the instructor's evaluation of the work submitted—and a new grade point average computed.

If the student does not complete and receive a grade, or is not granted an extension, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract:

1. at the end of one semester for undergraduate courses or
2. at the end of three consecutive terms for graduate courses.

If the student is granted an extension and does not complete and receive a grade by the deadline, the student's IN mark for the course automatically will lapse to the default grade designated on the Incomplete Mark Contract at the end of the term in which the extension deadline occurs.

Grade-/Mark-To-Grade Change Policy

With the exception of the IN, IP and NR marks, once grades or marks are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports) or by using criteria other than those applied to all students in the class.

In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade.

If the instructor is not available, the department/school chair/director should be contacted.

Grade appeals for reasons other than administrative error must follow established policy and procedures for student academic complaints, see policies 4-02.3 for Kent Campus and 8-01.4 for regional campuses in the University Policy Register.

Approved grade change requests for reasons other than removal of the IN, IP and NR marks must be submitted no later than the end of three consecutive terms after the grade was submitted or before the student's degree is posted officially to the permanent academic record, whichever comes first.[1] No challenge will be considered or adjustment made after that period. Deadline for removing the IN mark is noted in the Administrative Marks section above.

Link to Midterm Evaluation Policy

Link to Credit/No Credit Grade Policy