



Policy Title: Grades: Definitions and Guidelines

Policy Number: PS 1160

Purpose of Policy: This policy establishes the grading guidelines to be used for course work, courses, and programs at Bellevue University (excludes courses transcribed as continuing education noncredit).

Applies to: All students, faculty, staff

Policy Statement:

1. Description of Grades:

- a. Letter grades for course work and courses at Bellevue University are:

A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F
P (Pass)
N/NP (No Pass)
IP (In satisfactory Progress - refers to ongoing work prior to grading)
W (Student Initiated Withdrawal)
WP (Administrative Withdrawal for Non-Participation)
WC (Administrative Withdrawal for Cause)
I (Incomplete - a temporary, one-time grade, pending a final course grade)
IF (Incomplete that turns into an F)
AU (Audit)

If numerical or percentile grades are earned, the faculty member should explain to the student the meaning of the grade in relation to the letter scale listed below.

- b. The grade point equivalence to final letter grades for courses at Bellevue University is:

Letter Grade	Percentage Grade	4.0 Scale Grade Point Equivalence
A	≥ 93%	4
A-	< 93% and ≥ 90%	3.67
B+	< 90% and ≥ 87%	3.33
B	< 87% and ≥ 83%	3
B-	< 83% and ≥ 80%	2.67
C+	< 80% and ≥ 77%	2.33

C	< 77% and ≥ 73%	2
C-	< 73% and ≥ 70%	1.67
D+	< 70% and ≥ 67%	1.33
D	< 67% and ≥ 63%	1
D-	< 63% and ≥ 60%	0.67
F	< 60%	0
IF	Not applicable	0
N/NP	Not applicable	0

For purposes of calculating percentages and assigning letter grades under this policy, fractions of percentages that are greater than or equal to 0.5% will be rounded up to the nearest whole number and fractions of percentages that are less than 0.5% will be rounded down to the nearest whole number.

2. Grading Guidelines

- a. There are no grade point equivalents for grades of AU, I, IP, P, and W, WP, WC. Grades of AU, I, IP, P, and W, WP, WC are not used in calculating student grade point averages.
- b. Final letter grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P with academic credit awarded for them.
- c. A final letter grade of F, IF or N/NP is a failing grade, and academic credit is not awarded.
- d. Withdrawals - See PS 1919, Withdrawals, for additional information.
- e. Pass/No Pass Courses Elected by Students:
 - (1) A maximum of 15 hours in Pass/No Pass (including Pass/No Pass hours transferred from other institutions) may be applied towards the 127-hour graduation requirement. Courses that are offered only on a Pass/No Pass basis (see internships, practica, and other specified courses) will not be included in the 15-hour limit.
 - (2) Courses taken on a Pass/No Pass basis are limited to courses outside the core curriculum (elective courses only) and to courses outside the student's major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.
 - (3) Some courses, beyond those discussed above, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate area.
 - (4) Approval to take a class Pass/No Pass must be obtained from the student's academic advisor and the appropriate area chair/director no later than the last date to add/drop a course. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.

- (5) The Pass grade indicates performance at a "C" level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.

f. Audit:

- (1) A student may register to audit a course rather than take it for credit. At the discretion of the instructor, the auditing student may be asked to participate in class activities as needed to facilitate the flow of learning. The auditing student is not required to complete any course work, including papers and examinations.
- (2) No grade other than AU will be earned and no academic credit will be awarded. Tuition for auditing a course is the same as for a course taken for credit.
- (3) Taking a course as an audit does not preclude the student from later taking the course for credit.
- (4) A student wishing to audit a course must register for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change from audit to credit or credit to audit.

g. Incomplete

- (1) The grade of "I," or Incomplete, is neither a final grade nor a grade that reflects issues of attendance. It is a temporary grade given only once for a course, to a student at the end of the term/session to reflect that the student justifiably has not completed the required course work for cause. It also reflects that it is possible to complete the required work within a reasonably short period of time and that the student has entered into an agreement with the faculty member to complete the work by 5:00 p.m. on Friday of the 12th week after the end of the course in which the "I" was given.
- (2) Students will have 12 weeks after the last day of the course for which the "I" was given to complete the work. If after the 12-week period the student has not completed the work as agreed, the "I" will change to an "IF."

3. Grade Retention

- a. Faculty will keep records for each course taught indicating the term/session, course title and number, and all the students enrolled in the course.
- b. The records will indicate all assignments for the course, the grades given to each student for each of the assignments, as well as the final grade in the course submitted for each student.
- c. The records will indicate any unusual circumstances regarding any student; appeals and/or grievances filed by the student.

- d. The records will be maintained by the faculty member for a period of not less than 18 months after the course end date. If the faculty leaves the employ of the University, these records are to be turned over to the appropriate Deans' Office. Faculty members will turn grade records over to the Office of the Dean of the College in which they have been teaching, at the end of any non-continuous term/session of teaching.
- e. The Registrar's Office will maintain official grade records in accordance with PS 999, Records Retention Policy.

4. Submission of Grades

- a. The grading of examinations and papers is the responsibility of the faculty member who is teaching the class. Students, including those on work-study programs, will not grade papers or examinations. If a faculty member finds him/herself bearing an unusual workload, he/she may appeal for clerical or other forms of assistance with additional workload responsibilities to the Chief Academic Officer, through the appropriate Dean, so that the faculty member can personally address issues pertaining to grades.
- b. Each faculty member must submit final grades for students in each of his/her courses on the official grade report form on BRUIN no later than 7 days after the last day of class regardless of mode of instruction.
- c. If a faculty member cannot meet the above deadline for submission of grades, a written request for an extension must be submitted to the Office of the Chief Academic Officer, through the appropriate College Dean, five (5) days prior to the beginning of the examination period for predictable circumstances, or within 24 hours of the occurrence of an emergency that prevents such submission. The request must contain a plan for completing the submission of grades prior to the beginning of the next term/session.
- d. If a faculty member does not submit a grade, or grades, by the deadline specified above, and the above-mentioned extension has not been granted, the Office of the Registrar will notify the faculty member, the applicable College Dean, and the Chief Academic Officer identifying the missing grades and requesting submission of the missing grades and last date of attendance.
- e. If a faculty member does not submit a final grade for an incomplete by the 12th week of the course end date, the Office of the Registrar will notify the faculty member, the applicable College Dean, and the Chief Academic Officer identifying past due "I" grades.
- f. Only grades of "A" through "F," "I," "N" and "P" are permitted to be entered into the grading system by the faculty. Questions or comments regarding the grading policies and/or procedures shall be directed to the Office of the Registrar before submission of the final grade.

5. Changing Grades

- a. Once submitted to the Office of the Registrar, grades may only be changed because of an error in calculating a grade, because an error is made in the administrative processing of the grade, or because a grade must be changed in connection with the original submission of a grade of "I."

- b. Standards of Progress status may be updated to accurately reflect any impact due to grade change(s).
- c. A grade may only be changed for an individual course during the one-year period following the date on which the course ended. After this one-year period, the grade may not be changed, and the student must officially retake the course to have the transcript reflect a changed grade. Exceptions to this must be approved by the Chief Academic Officer or designate.
- d. Requests for a change of grade must be submitted on the official Grade Change Form currently approved for such purposes.

Supporting Documentation:	PS 999 (Records Retention Policy), Faculty Handbook, Student Handbook, Student Catalog, bellevue.edu , Grade Change Form
Definitions:	See above
Keywords:	Grade, letter grade, pass, no pass, withdrawal, incomplete, grade point equivalence, audit, grade records, grade retention, grade submission, changing grades
Responsible Office:	Registrar's Office
Contact Information:	Registrar's Office 402-557-7245
Approved by:	Dr. Mary Hawkins
Effective Date:	December 1, 2023
Review Cycle and Dates:	This policy statement supersedes previous versions of PS 1160, dated July 1, 2017, September 15, 2016, February 14, 2014 and July 1, 2009.

APPROVED:

This policy statement was signed by Dr. Mary Hawkins, Bellevue University President, on November 30, 2023.