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## GRADING SYSTEM

Claremont Graduate University has the following grading system:

### A+ A A- B+ B B- C+ C C- U S I W AU GP

Claremont Graduate University recognizes the responsibilities of both faculty and students to ensure that course work is evaluated and submitted in a timely manner so that transcripts accurately reflect the historical chronology of student achievement at CGU.

Students receive a grade point average (GPA) for all work completed at CGU. A single GPA is earned and determined from all courses taken at CGU regardless of the student's programs or enrollment or enrollment status.

CGU uses a 4.0 scale for determining grade point average.

A+	4.0	Truly exceptional performance, rarely given
A	4.0	Excellent performance
A-	3.7	Very good performance
B+	3.3	Good performance
B	3.0	Acceptable performance
B-	2.7	Marginally acceptable performance
C+	2.3	
C	2.0	Passing, but below expectations for graduate work
C-	1.7	
S	N.A	Satisfactory work
U	0.0	Unsatisfactory work, no credit given
I	N/A	Incomplete
W	N/A	Withdrawal
AU	N/A	Audit
GP	N/A	Grade pending

### Descriptions:

- I **Incomplete.** Temporary grade. At the instructor's discretion, an Incomplete may be given in any course for which the student has not completed the required work by the end of the semester, but the instructor feels the student can satisfactorily complete within a reasonable time period. See the section on Incompletes.
- S **Satisfactory**, equivalent to a B. For satisfactory work. Recommended for reading, research, and independent study courses. This grade is not factored into the student's GPA.
- U **Unsatisfactory.** For unsatisfactory work in any course. A course for which a U is assigned does not fulfill academic, degree, or residency requirements. For GPA calculations, the factored point value is 0.
- W **Withdrawal.** The withdrawal designation indicates a student's withdrawal from a class after the last date to drop classes in the semester.
- AU **Audit.** Successful completion of an audit.
- GP **Grade Pending.** Temporary grade. A GP may be assigned to allow more time for evaluation of student work. A grade must be assigned in the term following the semester in which the course was originally taken. This grade is not factored into the student's GPA. See the section on Pending Grades.

## Incompletes and Pending Grades

Faculty are required to submit grades for each student enrolled in a course or academic activity within the timeframe established by and published in the academic calendar. In exceptional circumstances, instructors may issue an I (Incomplete) or GP (Grade Pending) notation.

## Incompletes

When an Incomplete grade is assigned in a course, the instructor and the student must complete an **Incomplete Grade Submission and Student Contract for Course Completion** form. The form, which is filed with the Registrar's Office, documents all of the following items.

- A deadline for submitting outstanding work on the course. This deadline may not exceed one calendar year from the date a grade for the course was originally due.
- Alternate grade. The instructor must document on that form the grade that the student would have received based upon actual work submitted during the semester the course was held.
- Details of the outstanding work to be submitted by the student.

An additional extension of one semester may be granted, provided a **Request for Extension of Incomplete** form is submitted while the course displays as Incomplete on the student's transcript.

If the Incomplete is not replaced by another grade within the specified time, the Incomplete is replaced by the alternate grade identified by the instructor on the Incomplete Grade Submission and Student Contract for Course Completion form. The grade must be any regular letter grade except I, W, AU, or GP.

## Pending Grades

The GP (Grade Pending) should be used only when the student has completed the course work, but a grade cannot be submitted before the semester's deadline. A final grade must be submitted by the end of the following semester. The student's GPA is not penalized, and the course may be used to fulfill any academic, degree, or residency requirements.

This policy does not apply to non-graded courses or courses, such as Doctoral Study, for which no grade is required.

## **Grade Changes**

Changes to grades should be rare, except in the case of replacing an I (Incomplete) or GP (Grade Pending). Faculty may submit changes to student grades using the Grade Submission/Replacement Petition. The approval of the dean of the program or school is required on all requests to change grades.

All grade changes, except for changes from I and GP, are noted on the transcript with the specific date of the grade change and the original grade assigned.

**Section 1 amended by the Faculty 3/22/99; proposed by Registrar's Office, amended by FEC 2/2010, approved by FEC and FACULTY 3/2010 and effective as of the 2010/2011 academic year. Section on Incompletes approved by FEC 2/27/12, approved by faculty on 3/5/12.**