

GRADE NOTATIONS

Special Transcript Notations

The following notations may appear on a transcript to describe special situations in regard to a course.

NC No Credit. No honor points. Not computed in the grade point average. Used only in specially approved courses that are graded *A, B, C, No Credit*.

I Incomplete. No honor points. A student who is unable to complete the work and/or the final exam for a given course, may be granted an incomplete at the discretion of the instructor if the following circumstances exist:

- The student has completed the majority of the coursework, such that the remaining work can be finished in five weeks or less.
- Considering the student's current grade, a passing grade could still be earned in the class.
- The work is unfinished for reasons acceptable to the instructor.
- The work needing to be completed can be finished outside of regular class sessions. If the student must be present in class to finish the work, the student must re-register for the course.
- The student contacted the instructor to consider granting an incomplete before the last day of classes (or, if the student is absent from the final exam, before the end of the exam day).

If the instructor agrees to the incomplete, a grade of I will be recorded for the course.

- The "I" grade must be recorded during the final end of term grading; grade changes to an "I" grade are not permitted.
- The outstanding coursework being accepted will be documented electronically via the online grading system. Students should contact the instructor for clarification.
- The deadline to complete the coursework is up to five weeks after the start of the subsequent term (including the Summer term).
- The instructor has seven days after the due date to submit a grade.
- Unfinished incompletes will lapse to the default grade assigned during final grading. The default final grade is the grade the student would receive if they did not complete any additional course work/exam.
- Students who are unable to complete their work within the five week period may petition their College's Academic Standards Committee to extend the deadline. The student must present documented unexpected circumstances that prevented completion of the course by the standard deadline, and the extension must be supported by the instructor.
- Academic Standing is not recalculated after a final grade is submitted for an incomplete. The Academic Standing assigned to the student during end of term final grading will be maintained.

Y Course extended beyond term end. No credit. No honor points. A mark of Y indicates that a course extends beyond the end of one term. This mark is only used for courses that have been specially designed and approved to extend beyond the end of one term. A course with a Y mark may not be completed after graduation. If such a course with a Y mark is not completed within the allowed timeframe, the Y will be converted to an E upon expiration.

NR Grade Not Reported. No honor points. Students should consult the Registrar immediately.

W Official Withdrawal. No credit. No honor points. Not computed in the grade point average. Students who drop a course or withdraw from all courses for a term before the deadline for official drops and/or withdrawals will receive for these courses the W notation. This notation may not be removed from the transcript.

S/E. Used only for specially approved courses. If a student passes, an S (satisfactory) is awarded. It is not computed into the grade point average. If a student does not pass, an E is awarded. If a student stops attending, without officially dropping, a UE is awarded. Both the E and the UE are computed in the GPA as failing grades. (Exception: Failing grades in additive credit courses that are graded S/E have no impact on the GPA.)

S/U. Used only for specially approved courses. If a student passes, an S (satisfactory) is awarded. It is not computed into the grade point average. If a student does not pass, an U is awarded. It is not computed into the grade point average. If a student stops attending, without officially dropping, a UE is awarded. The UE is computed in the GPA as failing grades.

P/F Pass/Fail Option. No honor points. A student must elect to take a course under the Pass/Fail option. Please check with your college for its policy on electing courses as pass/fail.

UE Unearned Fail. This grade is assigned to any student who has never attended or stopped attending class during the semester and did not officially drop. It is computed in the GPA the same as an E.

VI Visitor-Official Audit. No credit. No honor points. Not computed into the grade point average. An official audit, or visitor status, allows a student to attend a course but not elect it for credit. The VI notation appears on the transcript. Regular tuition fees are assessed.

FCV Fail Covid. No credit. No honor points. Not computed into the grade point average. Indicates a non-passing grade of D+ or lower for undergraduate students and C+ or lower for graduate students. This grade was used for the Winter 2020 semester only, during the COVID-19 pandemic.

NRC No Record Covid. No credit. No honor points. Not computed into the grade point average. Indicates a non-passing grade of D+ or lower for undergraduate students and C+ or lower for graduate students. This grade was used for the Fall 2020 and Winter 2021 semesters, during the COVID-19 pandemic.