**Grading System**

The University uses letter grades and the four-point maximum grading scale. The grade of A is the highest possible grade. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades. For purposes of calculating grade points and averages, the plus (+) is equal to the grade point +0.3 and the minus (-) to the grade point -0.3 (e.g., a grade of B+ is equivalent to 3.3, and B- is equivalent to 2.7). The following grades are used at SOU.

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| **Grade** | **Grade Points** |
| A | 4.0 (Exceptional accomplishment) |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 (Superior) |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 (Average) |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 (Inferior) |
| D- | 0.7 |
| F | 0.0 (Failure) |

Other grades:

**I**: Incomplete. When the quality of work is satisfactory but the course has not been completed for reasons acceptable to the instructor, a report of I is made. The student has a maximum of **one term** to complete the course requirements. An I grade automatically changes to an F after one term. (I's assigned in the Spring may be completed by the end of Fall term.)

**M**: Missing. Assigned when the instructor has not submitted grades on time. This status creates a variety of problems for students (see related question in the FAQs below).

**P**: Pass (equal to C- or above).

**NP**: No pass.

**WD**: Withdraw. Assigned when a student has a registration status of WC or CW. This is automatically assigned – there is no need to enter a WP or WF grade as in years past.

**NC:** No credit. May be used if the student has not come to class for a long time (e.g., only took the first exam) but is still on the roster at the end of the quarter.

***Special Note about E Grades***. Up until Fall term 2022, an E could be assigned when a student failed to take a final examination. That grade option has been phased out and the grace period for Incompletes has been reduced from one year to one term.

*Read on for answers to frequently asked questions……*

**Frequently Asked Questions**

***When a student has withdrawn or has a registration status of WC or CW, what grade do I enter?***

Nothing. The system now automatically assigns these students a WD (Withdraw) grade. (Formerly, it was necessary to indicate if the student was passing or failing at the time of withdrawal by entering a WP or a WF.)

***What if a student stopped attending, but doesn’t have a WC or CW registration status? What grade should I assign?***

You must give the student the grade that he/she earned for the course. This means, you must give an A-F letter grade, or, if the student has made the proper arrangements with you, you may assign an I (see definition above) which will allow the student additional time to complete the course.

***Do I have to enter a “Last Attend Date” for all my students?***

Due to financial aid regulations, you must record a date for the last time a student attended class **if a grade of F or NC is assigned** in Banner. See details in this [grade entry guide](https://inside.sou.edu/assets/cis/docs/adjuncts/grade-entry.pdf).

***When can I enter a P or NP as a grade?***

You can only enter a P/NP grade if that is the only grading method your course is utilizing. If your course has the A-F grade option, you **must** enter a letter grade. (For courses where students may choose the P/NP option, SISWeb will automatically convert the letter grade you assign to a P or NP.)

***What do I enter if a student’s registration status is AU?***

AU means the student chose to audit the course, and you **do not** assign a grade.

***Can someone else enter my grades for me?***

No. Only primary instructors have access to grade rosters. It is not appropriate for you to share your SOU login information or SISWeb PIN with anyone else, including department staff, for the purpose of entering grades.

***What happens if I cannot get my grades entered by the deadline?***

Please make every effort to post your grades before the deadline. Any grades that are not entered may cause students to panic about why a grade is missing. In addition, this could cause a delay in a student’s receipt of financial aid for the following term, as well as create problems with a student’s academic standing. It is critical that grades are entered prior to the deadline.

***When can students view their grades?***

Students will be able to view their grades online by noon the day after the term grade entry deadline.