

Subject: Undergraduate Grading Policies

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1. Purpose

2. Policy

2.1 Quality Credits

Academic achievement of a student on a specific course is rated as follows:

LETTER GRADE	QUALITY CREDITS FOR EACH HOUR
A (Excellent)	4.0
A-	3.7
B+	3.3
B (Good)	3.0
B-	2.7
C+	2.3
C (Fair)	2.0
C-	1.7
D+	1.3
D (Barely Passing)	1.0
D-	0.7
F (Failure)	0.0

I (Incomplete)	0.0
NG (No Grade Assigned)	0.0
NR (Not Reported)	
P (Passing)	---
W (Course Withdrawal)	---
X (Continuing Course)	---

The Grade Point Average (GPA) is determined by dividing the total number of quality credits earned by the total number of hours attempted at Virginia Tech, except courses passed on a Pass/Fail basis and courses with an "X" (Continuing Course). "I" grades are computed as "F" grades in determining GPA.

2.1.1 Incompletes (I Grade)

A grade of "I" (Incomplete) may be given only when, for a reason satisfactory to the instructor, the requirements of the course have not been completed. A grade of "I" for a lecture course must be removed during the first subsequent academic semester of enrollment. A grade of "I" for a laboratory course must be removed during the first subsequent semester of enrollment that the course is offered. They may be removed during a period when the student is not formally enrolled at VPI&SU, but no later than the above deadlines. If they are not removed before the above deadlines, they may not be changed.

Effective Spring semester 1992, an "I" grade no longer affects the GPA. The University Registrar is authorized to change any "I" grade that remains at the end of the academic year that follows the year in which the grade was assigned, regardless of the enrollment status of the student. Changes of each "I" grade shall be to an "F" grade.

If a student returns and his dean approves completion of the work and an associated grade change, such change from "F" to the new grade will be recorded.

2.1.2 Absence Of A Grade

"NG" is an indicator grade that will be assigned when no grade report is present for a course. The Registrar's Office is to contact the appropriate faculty member when no grade is reported and the grade report reflects an "NG" designation. The following notice will be placed on grade reports and where else appropriate:

An "NG" grade will be assigned automatically when a student is enrolled in a class and when no other grade is assigned by the instructor. The "NG" grades are computed as "F" grades in GPA calculations. The "NG" is intended to be a grade distinguishable from those initially assigned by an instructor and thus to clearly indicate to students and advisors the origin of the grade.

The "NG" grades may remain on the academic records and need not be converted administratively to an "F."

The "NR" grade will be assigned by the system when an instructor fails to enter all grades for a course. "NR" grades are computed as "F" grades in GPA calculations.

2.1.3 Continuing Courses (X Grade)

Grades of "X" are assigned initially to course work that extends over more than one semester. "X" grades are automatically converted to "F" if requirements are not fully satisfied during the period of time allowed.

2.2 P-F Grading System

P-F enrollments by undergraduate students are governed by the following policies:

1. P-F courses are to be chosen from elective courses and those offered on a pass/fail basis only.
2. Students must have completed 30 credit hours with a minimum GPA of 2.5.
3. The number of P-F hours applied toward a baccalaureate degree shall be limited to 10% of the graduation requirements completed at Virginia Tech, including courses offered on a P-F basis only.
4. A student must have an average of "D" or better to receive a grade of "P" under the pass/fail option. Any student having an average of "D-" or lower will receive an "F."
5. A student may not enroll for more than two courses per term on a P-F basis, excluding physical education activity courses and required courses offered on a P-F basis only.
6. Courses may not be changed from the A-F to the P-F basis beyond the last day to drop classes without penalty.
7. Courses may not be changed from the P-F to the A-F basis beyond the last day to resign without penalty.
8. No required course for degree completion or course used for completion of the University Core Curriculum may be taken P-F.

2.3 List

The academic deans give recognition after each term to full-time students whose GPAs suggest scholarly performance. The basis for giving recognition may vary from college to college, but no students are considered if they completed fewer than 12 credit hours graded A/F or had a GPA for the term lower than 3.4.

Deans' Lists are not compiled for the summer sessions.

2.4 Grade Reports

Except for First Summer Session, all grade reports will be mailed to the students' permanent address on file at the time of the mailings.

A student who wishes to have his or her grade report mailed to any address other than that indicated above must complete a form requesting that his grade report be redirected. A blank form for this purpose may be obtained in the Office of the University Registrar, 248 Burruss Hall.

2.5 Limitations on Course Enrollments

A student may not repeat courses in order to improve his or her grade average where a grade of "C" or higher has been earned. For this purpose, a grade of "C-" is observed as lower than "C" and, therefore, a student may repeat a course for which the previous grade is "C-."

A grade of "P" will be recorded whenever a grade analysis detects a repeated course previously passed with a "C" or better.

2.6 Grade Changes

After grades have been submitted to the Registrar, a grade change is permitted only to correct errors. Grade changes must be made before the end of the student's first subsequent term of enrollment following the submission of the grade to the Registrar. Approval by the instructor's department head and the student's college dean is required before acceptance of a grade change by the Registrar.

2.7 Grade Appeal Procedure

The assignment of a grade is the sole prerogative of the instructor of the class. It is incumbent on the instructor to establish the criteria for grading in the syllabus that is distributed at the beginning of the term. All grades are to be based on established grading criteria and not on personal conduct or opinions unrelated to academic standards. If a student feels that a grade has been calculated incorrectly or has been assigned in a prejudiced or capricious manner, the student should discuss the matter with the instructor. If discussion between the instructor and the student cannot resolve the issue, the student should appeal to the department/division head/director.

In the unusual circumstance that resolution does not occur at the departmental/divisional level, the student may appeal to the college dean of the course, who will attempt to reconcile the matter by whatever mechanism seems most appropriate for that college and for that case. A grade appeal must be made by the student, and as soon as possible but no later than the student's subsequent term of enrollment after the grade in question has been assigned.

3. Procedures

4. Definitions

5. References

Policy Memorandum No. 3, "Refined Grading Scale," approved by University Council and the President, February 20, 1978 and issued February 22, 1978.

Policy Memorandum No. 11, "Prohibiting Students From Repeating Courses to Improve Grade Averages," approved by University Council and the President April 2, 1979, and issued April 6, 1982.

Policy Memorandum No. 24, "Policy Change, Amendment to Policy on Pass Fail Grading System," approved by University Council and the President December 15, 1980, and issued January 19, 1981.

Policy Memorandum No. 38, "Policy Statement on Grade Appeal Procedure," approved by University Council and the President June 7, 1982, and issued June 28, 1982.

Policy Memorandum No. 92, "Assignment of NG Grades," approved by University Council and the President April 18, 1988, and issued May 6, 1988.

Policy Memorandum No. 116, "Incomplete Grades," approved by University Council and the President, April 25, 1991.

Policy Memorandum No. 204, "Pass/Fail Policy," approved by University Council and the President, October 2, 2000.

6. Approval and Revisions

Approved August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe.

- Revision 1

Section 2.1.2 updated with changes from President's Policy Memorandum 92.

Recommended by the Commission on Undergraduate Studies.

Approved by University Council: April 18, 1988.

Approved by the President: April 18, 1988.

Effective: Second Summer Term, 1988.

- Revision 2

Section 2.1.1. Updated with changes from President Policy Memo 116 in which an "I" grade no longer affects QCA.

Section 5. Added item 6.

Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.

- Revision 3

"QCA" updated to "GPA" throughout policy.

Minor changes for clarification.

Section 2.1. Added Letter grades "W" (Withdrawal) and "NR" (Not Reported).

Section 2.1.1. Removed reference that "I" grades contributing to a QCA deficiency that results in an academic drop must be removed before readmission (summer terms excepted).

Section 2.1.2. Added assigning and computing of "NR" grades.

Section 2.2, #2. Number credit hours students must have completed with a minimum GPA of 2.0 changed from 45 to 30.

Section 2.2, #8 added to policy.

Section 5. Added reference to Policy Memorandum No. 204.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.