



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-126.2, UNDERGRADUATE GRADING

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: August 28, 2023

Strategic Priority: SP 1

HLC: 3.A

Consultations: CAO, Executive Director of FS, Director, MVA, Registrar, Faculty (AA Committee)

POLICY STATEMENT

Instructors will assign a grade for each student enrolled in a course reflective of the quality of work of the student enrolled in that course.

PURPOSE

To define the grading designations used to evaluate student learning.

DEFINITIONS

Administrative Withdrawal (AW): University administration may initiate removal of a student from an active course according to policies established by the university. A grade of AW is recorded on the transcript and has no effect on a student's grade point average. Administrative Withdrawal credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress. Students who withdraw from a course are responsible for tuition and fees based on the Tuition Refund Policy.

Course Withdrawal (W): A course withdrawal occurs when a student initiates removal from an active course after the drop period has closed, but prior to the close of the withdrawal period. A course withdrawal has no effect on a student's grade point average. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress. Students who withdraw from a course are responsible for tuition and fees based on the Tuition Refund Policy.

Extension (X): A grade of X is a temporary grade assigned to a self-paced course that will be changed to a letter grade of A-F by the end of the four-month extension period. Students will be allowed to request one four-month extension at the end of their original six-month enrollment period.

Grade Point Average (GPA): GPA is determined by dividing the number of quality points earned at Upper Iowa University by the total number of graded semester credits earned at Upper Iowa University. Grades transferred from other institutions are not included in the overall GPA.

Incomplete Grade (I): A temporary grade assigned by the instructor that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus and semester-long courses).

Major Grade Point Average (GPA): GPA earned for a major will include grades transferred into the student's major.

POLICY IMPLEMENTATION

At the conclusion of a course, grades are to be submitted to the Registrar through the myUIU by 11:59 AM of the Monday following the conclusion of the session/semester.

Grading System

Upper Iowa University uses a standard grading system. Instructors are required to implement +/- grades in their courses. The instructor's course syllabus will outline the +/- grading scale and assigned percentage associated with each grade. While attendance will not be used in grade/points determination, class participation requirements are set forth by individual instructors.

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

All grades of **F** posted at Upper Iowa University are considered to be earned **F** grades.

The following grades are not used in computing the grade point average:

I – Incomplete

A grade of **I** is a temporary grade assigned by the instructor that will be changed to a letter grade of A-F by the end of the following session (center or online courses) or semester (Fayette Campus and semester-long courses).

X – Extension

A grade of **X** is a temporary grade assigned to a self-paced course that will be changed to a letter grade of A-F by the end of the four-month extension period.

P – Passing

A grade of **P** is assigned for satisfactory performance in an elective course taken on a pass/fail basis or for credit granted for experiential learning, specialty training programs, credit by examination or for other types of nontraditional learning experiences.

W – Course Withdrawal

A grade of **W** is assigned when a student initiates removal from an active course after the drop period has closed, but prior to the close of the withdrawal period. A course withdrawal has no effect on a student's grade point average. Withdrawn credits are considered attempted but not earned for the calculation of percent completion when assessing satisfactory academic progress.

AU – Audit

A grade of **AU** is assigned when a student enrolls in a course without receiving college credit.

AW – Administrative Withdrawal

A grade of **AW** is assigned to courses in which the student has been administratively withdrawn.

NA – Non-attendance

A grade of **NA** is awarded to a student who does not attend an enrolled course during the first week of the class.

NR – Not Recorded

A grade of **NR** is awarded when an instructor fails to record a grade for a student upon final grade submission. An **NR** grade shall be replaced by the appropriate grade upon submission of the grade by the instructor using the Grade Change Form.

An official grade is the grade posted to myUIU at the end of the grading period. It is the student’s responsibility to check myUIU grades for accuracy. If a student feels there has been an error in how the grade was calculated or if the grading process did not adhere to the expectations outline in the syllabus, the student may appeal using the AA-112.2 Grade Appeal Process.

Calculating Grade Point Average

Grade Point Average (GPA) is determined by dividing the number of quality points earned at Upper Iowa University by the total number of graded semester credits earned at Upper Iowa University. Grades transferred from other institutions are not included in the overall GPA.

The GPA earned for a major will include grades transferred into the student’s major.

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

- AA-112.2, Final Grade Appeal Policy
- AA-121.2, Incomplete Grade Policy
- AA-123.3, Course Withdrawal Policy
- AA-124.2, Course Non-Attendance Policy
- AA-126.2.A, Grade Change Form – Supplemental Form

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-126.2	November 5, 2025	Removed nursing verbiage; included guidance related to grading for attendance.
AA-126	June 29, 2023	New policy