Policy Title: Grading

**Purpose:**
To provide a measurement tool for a student’s academic achievement.

**Definitions:**
None

**Policy:**
Minnesota State Community and Technical College uses letter grades to document student achievement as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Value</th>
<th>Grade Point Value Per Credit Hour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>4 x # course credits</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>3 x # course credits</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>2 x # course credits</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
<td>1 x # course credits</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>0 x # course credits</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
<td>0 x # course credits</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>No grade point value</td>
<td>None</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>No grade point value</td>
<td>None</td>
</tr>
<tr>
<td>CR</td>
<td>Credit by Examination</td>
<td>No grade point value</td>
<td>None</td>
</tr>
</tbody>
</table>

**Other Designations:**

- **AU**
  Audit of a class for no credit. The AU designation does not impact grade point average or satisfactory academic progress.

- **FN**
  Failure for non-attendance. Used at the end of the course’s drop/add period when the student has never attended. The FN designation does not impact grade point average but may prevent financial aid from applying for the course (or will force a recalculation of financial aid that may have been applied prior to the posting of the FN). In the event of an FN grade posting, the student no longer has access to any course content, including electronic access to the course.

- **FW**
  Failure to withdraw. When the student has ceased active participation for 14 consecutive calendar days prior to the end of the term, the instructor may issue a grade of FW. Active participation in an online course is defined as completing an assignment from your instructor. Examples of this may include submitting a discussion post, uploading an assignment to the drop box, taking a quiz, or completing a survey, etc. The type of assignment may vary by course and instructor. Simply logging into the online classroom does not count as active.
participation. The FW designation does not impact grade point average and may force a recalculation of financial aid applied if the FW represents a total withdrawal from all coursework for the term prior to the 60th percentile date for the term. In the event of an FW grade posting, the student no longer has access to any course content, including electronic access to the course.

**W**  
Withdrawal. Requested by the student through eServices. The W designation does not impact grade point average. In the event of a W grade posting, the student no longer has access to any course content, including electronic access to the course.

**Z**  
Designator to indicate faculty member has not submitted grade.

Associated Policies:

Associated Procedures:

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**Policy History:**

*Policy Owner:* Chief Academic Officer  
*Policy Author:* Sharlene Allen  
*Date of Adoption:* 10/1/2011  
*Date of Implementation:* 10/26/2016  
*Date and Subject of Revision:* 10.26.16 update policy designation and specifications; 10.01.11 update policy designations.

Policy Group Assignment: Educational