

# GRADE 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 whose coursework for the term (other than final examination) is incomplete in a minor way may, upon completion and approval of the I Contract Form, be granted the privilege of completing the work within a five-week period beginning on the first day of classes of the immediately following term. If granted this privilege, a grade of *I* will be recorded. Failure to complete the required work within the specified time, or the denial of this privilege by the instructor, may result in a grade of *E* for the final grade. In extenuating circumstances, an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor and approved by the Academic Standards Committee. However, such arrangements for completing the work must be made within the above stipulated time period. Failure to complete the required work within the specified time may result in a grade of *I* being automatically treated as an *IE* and counted in the student's grade point average. The *I* will remain on the transcript even after the official final grade is assigned.

**X Absent from Final Examination.** No honor points. A student who is unavoidably absent from a final examination may be granted the privilege of making up the examination within five weeks beginning from the first day of classes of the immediately following term. If granted this privilege, a mark of *X* will be recorded. Failure to take the examination within the specified time, or the denial of this privilege by the instructor, will result in a mark of *E* for the final grade. In extenuating circumstances, an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor. However, such arrangements for completing the work must be made within the above five-week period. The grade of *X* will automatically be converted to *XE* and reflected in the student's grade point average as a failing grade if the grade change is not submitted by the end of the five-week period. The *X* will remain on the transcript even after the official final grade is assigned.

**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 graduation. Students who are unable to complete their work before graduation may petition their unit's Academic Standards Committee to convert the *Y* grade to a *W* prior to graduation.

**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.)

**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.